



**Meeting Agenda
Continuum of Care (CoC) Board
Wednesday, October 11, 2023
2:00pm – 3:30pm
Ventura County Office of Education
5100 Adolfo Road, Camarillo**

Zoom Meeting ID: 871 1841 0223

<https://us02web.zoom.us/j/87118410223>

1. Call to Order
2. Board Comments
3. CoC Staff Comments
4. Public Comments: Public Comment is an opportunity for the public to participate in public meetings by addressing the Ventura County Continuum of Care Board in connection with one or more agenda or non-agenda items. This meeting is subject to the Brown Act and public comments may be submitted by using one of the following options:

Email in advance of the meeting: If you wish to make public comment on an agenda item via email, please submit your comment via email by 4:30pm on the day prior to the Board meeting. Send emails to: venturacoc@ventura.org Please indicate the agenda item you would like to speak on if relevant and whether you would like your message read by staff or you will be participating and would like to provide your comments during the live meeting.

During the meeting: Participants may use the chat function in zoom to indicate they would like to make a comment. Staff will call on participants during the public comment section of the meeting or during specific item following staff presentation of the item.

Continuum of Care Governance Board Business

5. Approval of Board Minutes from August 30, 2023.
6. Authorization for the Ventura County Continuum of Care's Administrative Entity to Accept \$50,000 in CalAIM Housing and Homelessness Incentive Program Funds from Gold Coast Health Plan to Support the 2024 Point In Time Homeless Count
7. Approval of the 2024 Ventura County Homeless Count Implementation Plan
8. Approval of the California Housing & Community Development (HCD) Emergency Solutions Grant (ESG) Funding Recommendations for FY 2023-24
9. Review and Approval of the State Homeless Housing Assistance and Prevention (HHAP) Program Round 5 timeline with Authorization to begin the application process which includes updating the local homeless action plan, local landscape analysis, release Letter of Intent to Apply for HHAP Round 5 and submit the Final Consolidated Application to the State no later than March 27, 2024.

10. Authorize Ventura County Continuum of Care staff to work with United Way of Ventura County to apply for the California Housing & Community Development (HCD) Special Homelessness Prevention Emergency Solutions Grant Funding



**Meeting Minutes
Continuum of Care (CoC) Board
Wednesday, August 30, 2023
2:00pm – 3:30pm
Ventura County Office of Education
5100 Adolfo Road, Camarillo**

- 1. Call to Order:** Dawn Dyer, Board Chair, called the meeting to order at 2:09pm.

Board Members: Manuel Minjares, Jack Edelstein, Ingrid Hardy, Michael Nigh, Dr. Sevet Johnson, Paul Drevenstedt. Pauline Preciado, Stefany Gonzalez, Kevin Clerici, Juliana Gallardo, Emilio Ramirez, Dawn Dyer (attended online)

Absent: Mara Malch

Staff: Jennifer Harkey, Alicia Morales-McKinney, Christy Madden, Felipe Flores, Morgan Saveliff

- 2. Board Comments:** No board comments

- 3. CoC Staff Comments:** Jenn Harkey congratulated the cities of Oxnard and Thousand Oaks on being awarded State grants for the Encampment Resolution Funding. Jenn shared that the CoC will be partnering with the cities to help move unsheltered people living in encampments to immediate shelter and permanent housing. Jenn also thanked several partners such as Healthcare for the Homeless, the Sheriff's department, Oxnard law enforcement, and street outreach teams. Jenn shared that the City of Thousand oaks has partnered with Dignity Moves, Many Mansions, and Hope of the Mission to develop their first 24/7 shelter with 30 beds. Jenn further reminded the board of the Shared Housing Webinar tomorrow at 11am. The training will be recorded and a link for the training will be posted on the CoC Website by next week.

- 4. Public Comments:** Elizabeth R. Stone (attendee) shared that the Department of Health Care Services (DHCS) intends to amend the CalAIM Section 1115 demonstration to provide transitional rent services. Elizabeth shared that the letter to the public is available and open for comment before it is submitted to CMS. Elizabeth also shared that many service providers continue to earn minimum wage and highlighted the importance of direct service providers earning a living wage as a crucial part of program effectiveness.

Continuum of Care Governance Board Business

- 5. Approval of Board Minutes from August 9, 2023.**

Michael Nigh moved for approval; Jack Edelstein was second; Ingrid abstained; the balance of the Board was in favor.

- 6. Review the 2023 Ventura County Continuum of Care (VC CoC) Rank and Review Policy to ensure an understanding of the federal priorities and local scoring process.**

Jenn Harkey reviewed the Rank and Review Policy and process with the board. Jenn also shared that HUD reduced the amount of annual renewal demand available in tier 1 from 95% to 93% which means 7% of the full allocation is at risk of not being renewed.

Jack Edelstein asked if every renewal project must re-apply and be re-approved. Jenn shared that renewals must reapply annually. Kevin asked if the CoC will be taking a role in increasing housing supply and working with local jurisdictions as it was included in the HUD application. Jenn shared that the CoC has worked with

local jurisdictions as far as attending planning commission meetings, however, advocacy related to local jurisdictions is new to our CoC and the scoring on the HUD application is minimal. Dawn thanked CoC staff for their work on the scoring of projects and inquired about the requirement of program participants to increase their income other than employment. Jenn shared that HUD has that goal to ensure that PSH participants are being connected to all benefits and shared that SOAR training was emphasized on the application to show that participants are being connected to social security benefits when appropriate.

7. Review and Approve the U.S. Housing and Urban Development (HUD) Continuum of Care (CoC) Program Funding Recommendations as Developed by the VC CoC Data Committee and Authorize Staff to Submit the Consolidated Application to HUD by September 28, 2023

Jenn reviewed the scoring of all renewal and new projects and shared the data committee's ranking recommendations for the board. Jenn shared that VCBH's renewal project is currently teetered between tier 1 and 2 and that historically, projects that have been split between two tiers have been fully funded. Jenn also shared the data committee's recommendation that the Many Mansions Central Terrace PSH project in the amount of \$229,779 be included in the consolidated application and MESA for the remaining \$85,334 with the contingency that they adjust their outcome goals.

Susan Whitewood, the Housing Manager for VCBH, shared that the VCBH PSH project scored low due to various factors: ineligible referrals received, returned grant funding due to difficulty securing rentals within FMR, and cost effectiveness. Susan shared that if VCBH loses funding, it would result in a family becoming homeless.

Kevin clarified the current ranking recommendations and inquired if the board has discretion to realign the ranking if needed. Jenn shared that it is at the board's discretion of how the projects are ranked and reminded the board that the ranking is based on scores and the project that scored above VCBH is also a PSH project. Jenn also reminded that board that historically all projects that have teetered between tier one and tier two have been fully funded, however, if some of the funding were not renewed, alternate sources of funding would be considered to ensure that one household remains housed through PSH. Board members discussed the FMR tiers and tools such as Rent Reasonableness to secure rentals for PSH households. Elizabeth Stone shared that it was discussed at the data committee meeting that the VCBH project is a scattered site model and offered the suggestion of partnering to create a move on model where those who are in project-based models and are ready to be more independent could eventually move into the scattered site motel.

Kevin moved to approve the data committee HUD CoC program funding recommendations; Pauline Preciado was second; Michael Nigh and Dawn Dyer abstained; the balance of the Board was in favor.

Additional items not on the agenda: No further comment.

Next meeting set for October 11th, 2023
Meeting adjourned at 3:16pm

October 11, 2023

VC CoC Governance Board

SUBJECT: Authorization for the Ventura County Continuum of Care’s Administrative Entity to Accept \$50,000 in CalAIM Housing and Homelessness Incentive Program Funds from Gold Coast Health Plan to Support the 2024 Homeless Point In Time Count

BACKGROUND: CalAIM is a multi-year Department of Health Care Services (DHCS) initiative to improve the quality of life and health outcomes of the Medi-Cal managed care population. DHCS has implemented several new initiatives which includes the CalAIM Housing and Homelessness Incentive Program (HHIP). HHIP is intended to improve health outcomes and access to services by addressing housing insecurity and instability as a social determinant of health for the Medi-Cal population. The goals of the HHIP program align with the Ventura County Continuum of Care (CoC) to reduce and prevent homelessness. Medi-Cal managed care plans have been encouraged to partner with local Continuums of Care to connect their members to needed housing services and target activities that must be collaboratively accomplished in local communities.

DISCUSSION: Ventura County’s local managed care plan, Gold Coast Health Plan (GCHP), has proposed to allocate \$50,000 of HHIP funding to achieve the goals and objectives of the annual Homeless Point In Time (PIT) Count. These funds will augment funding used by the Ventura County CoC to engage and collaborate with a technical assistance consultant that will develop training for the annual PIT count, recruit volunteers for the annual PIT count, retain a new mobile application to assist with the surveying efforts, and purchase hygiene and food items for volunteers to provide to those living unsheltered during the annual PIT count. As the Collaborative Applicant of the Ventura County CoC, the County Executive Office will seek Board of Supervisors approval to receive and accept \$50,000 in CalAIM HHIP funds from Gold Coast Health Plan. The Ventura County CoC will manage the responsibilities in the agreement and carry out the annual PIT count activities as required by the U.S. Department of Housing and Urban Development (HUD). VC CoC Staff are recommending the following funding allocations to achieve the PIT Count goals and objectives:

Proposed Activity Type	Description	Funding
Training Consultant for 2024 PIT Count	Technical assistance and training for jurisdiction leads and volunteers to ensure higher levels of engagement with unhoused individuals during 2024 PIT Count.	\$21,000
Simtech Solutions Mobile Application	Retain a new mobile application to assist volunteers in collecting surveys for HUD required demographic information with GIS mapping technology.	\$12,000
Hygiene Kits for Engagement	Purchase hygiene kits for volunteers to provide to unhoused individuals during the 2024 PIT Count. The intent is to engage with individuals to complete detailed surveys and reduce the number of observation surveys.	\$17,000
TOTAL		\$50,000

RECOMMENDATIONS:

- 1) Authorize the Administrative Entity to accept \$50,000 in CalAIM HHIP funding from Gold Coast Health Plan in support of the 2024 Homeless Point In Time Count;
- 2) Authorize VC CoC Staff to contract with a training consultant for higher levels of PIT Count engagement, retain a new mobile application with mapping technology and purchase hygiene kits for volunteers to provide to unhoused individuals during the 2024 PIT Count.

October 11, 2023

VC CoC Governance Board

SUBJECT: Approval of the 2024 Ventura County Homeless Count Implementation Plan

Background: The Ventura County Continuum of Care (VC CoC) is required by U.S. Housing and Urban Development (HUD) to conduct the annual Point in Time Count and Subpopulation Survey of homeless persons throughout our CoC geographic area. Surveys include demographics and subpopulation details of sheltered and unsheltered persons during a one-day count of homelessness across the community. HUD also requires the annual Housing Inventory Count of all emergency shelter, transitional housing, rapid re-housing, supportive housing, and other housing dedicated to homeless persons. These reports are submitted to the HUD as part of the requirements of receiving HUD Continuum of Care funding. The data helps to inform the VC CoC Board as well as other stakeholders in the community on the need for resources within the community as well as trends in the populations experiencing homelessness. Data collected is also being used by the State of California in allocating funding for the Homeless Housing Assistance and Prevention (HHAP) program.

Discussion: The attached 2024 Implementation Plan includes the HUD-approved methodology for conducting the annual homeless count and subpopulation survey. VC CoC staff coordinate the efforts with leads in each city and the unincorporated areas of the county. These community leads assist with recruitment and training of community volunteers who will complete surveys of those living unsheltered on the early morning of January 24, 2024, until the early afternoon. The goal is to have comprehensive coverage of the community and work with law enforcement and homeless service providers to identify areas where volunteers should be deployed. Volunteers go out in teams of two to survey individuals and will use a mobile app to collect survey data. Volunteers are also able to collect surveys by observation if the participant is not willing or unable to participate in the voluntary survey. City leads will identify areas such as homeless encampments that require trained service providers with the support of law enforcement to collect surveys. These locations, as well as service site locations, may be surveyed on a day following the count within a 7-day window of January 24, 2024.

Data for the 2024 count will be collected via a mobile app with the following activities:

- Survey collection for both individuals and households.
- Ability to assign GPS coordinates to the location of each interaction.
- Collect and display survey data submitted from the mobile app in real time.
- Ability to produce HUD-compliant reports for both sheltered and unsheltered populations.

The sheltered portion of the count is primarily reported through the Homeless Management Information System (HMIS). Shelters and Transitional Housing programs that do not participate in HMIS will be asked to collect survey data for reporting purposes. VC CoC staff work with all housing and shelter providers to collect data for the Housing Inventory Count (HIC). This report includes the utilization of all programs on the same night as the Point in Time Count. This reporting is one of the reasons staff emphasize the need for complete HMIS coverage, including privately funded shelters. Domestic violence programs are reported outside of HMIS, and data is included in the HIC.

Elsewhere on today's agenda, the CoC is being asked to accept a contribution from the Gold Coast Health Plan to help reduce the 'observation only' rates in the 2024 PIT. You may recall that the observation only rates have been rising, resulting in less detailed data on demographics and subpopulation information of our unhoused residents.

Recommendation: Approve the 2024 Ventura County Homeless Count Implementation Plan



The Point-in-Time Homeless Count and Survey Implementation Plan

The Ventura County Homeless Count and Survey for sheltered persons will take place on the night of January 23, 2024. The unsheltered count will take place on the morning of January 24, 2024, surveying persons who were unsheltered the night of January 23, 2024.

The Point-in-Time (PIT) Homeless Count and Survey Implementation Plan (Plan) consists of three parts: I) activities prior to the night of the count; II) activities during the night of the count; and III) activities after the night of the count.¹

I. Activities Prior to the Point-in-Time Count:

a. Point-in-time count must be carried out on one night during the last 10 days of January

The U.S. Department of Housing and Urban Development (HUD) requires that a count of sheltered and unsheltered persons who are homeless (as defined in Appendix A) must be carried out on one night in the last 10 calendar days of January unless a request to count outside of this period of time is granted by HUD.²

b. Ensure that the sheltered and unsheltered count occur during the same time period

HUD states that

“A critical step to ensuring that the same number of persons is reported on the HIC and the PIT is to conduct both counts during the same time period. HUD requires that CoCs identify the date on which the count was conducted; however, the term ‘night’ signifies a single period from sunset to sunrise, which spans two actual dates. The ‘night of the count’ begins at sunset on the date of the count and ends at sunrise on the following day, as shown in the illustration below.”³

It is important to note that “HUD strongly recommends that CoCs conduct the sheltered and unsheltered count, and the HIC, at the same time.”⁴

¹ “CoCs must designate a single night for their count so that the sheltered and unsheltered counts, as well as the Housing Inventory Count (HIC), are all based on the same night (HUD Point-in-Time Methodology Guide).”

² “Notice for Housing Inventory Count (HIC) and Point-in-Time (PIT) Data Collection for Continuum of Care (CoC) Program and the Emergency Solutions Grants (ESG) Program,” August 4, 2016, p. 18.

³ Ibid., p. 20

⁴ HUD Point-in-Time Count Methodology Guide



c. Guarantee the point-in-time count accurately reflects the entire geographic area

HUD states that:

“In some CoCs, there might be geographic areas that CoCs are not required to incorporate into the count. These might include deserts, dense forests, and other remote locations that are uninhabitable by people. Additionally, there are some areas where the CoC may have counted for several years and found no persons experiencing homelessness. In making the decision to exclude some geography, it is important that CoCs discuss these regions with people knowledgeable about the areas, and then document the decision-making process that is used to decide if a specific area will not be included in the PIT count. Areas that are excluded from a CoCs unsheltered count should be identified in the CoC’s PIT count plan that is approved by the CoC governing board. CoCs should be prepared to provide this information to HUD through HUD’s CoC Program Competition.”⁵

d. Organize the point-in-time count by geography

Organizing the point-in-time count by geography will consist of the following four actions:

- a. the county will be divided into organizational regions;
- b. the organizational regions will be divided into planning communities;
- c. the planning communities will be divided into implementation areas; and
- d. the implementation areas will be divided into count zones.

e. Organizational regions will be divided into planning communities

Planning communities will consist of incorporated cities and unincorporated areas.

Cities:

- Fillmore
- Simi Valley
- Thousand Oaks
- Moorpark
- Camarillo
- Ojai
- Oxnard
- Port Hueneme
- Santa Paula
- Ventura

Unincorporated areas:

- Piru
- Casa Conejo
- Casitas Springs
- El Rio
- Meiners Oaks
- Mira Monte



f. Planning communities will be divided into implementation areas

Each of the planning communities will be divided into implementation areas which will be designated as Red, Yellow, or Green Areas according to the definitions below:

- **Red Areas** will be defined as implementation areas where there are no homeless persons as determined by local community representatives and stakeholders;
- **Yellow Areas** will be defined as implementation areas where only professional outreach workers might go. These areas may prove too difficult to cover and/or unsafe for volunteer counters, such as community representatives or stakeholders, in their effort to count and survey homeless persons. Immediately prior to, or immediately after the count, local professional representatives involved in the homeless count such as law enforcement or street outreach workers will verify if homeless persons lived in these areas and determined the number of homeless persons who will be included in the count;
- **Green Areas** will be defined as implementation areas where homeless persons can be found as determined by local community representatives.

All the incorporated cities in the county, along with significant areas within their surrounding unincorporated territory, will likely be identified by local key person teams as Green Areas.

g. Implementation areas will be divided into count zones

Implementation Areas that were designated as Green Areas will be divided into Count Zones. Teams of Counters will be deployed to designated count zones within each of the Green Areas. Teams of Counters will not be deployed to Yellow or Red Areas.

h. Coordinate the Count and Subpopulation Survey

Coordinating the count and subpopulation survey will include implementing the following activities in each local Planning Community: 1) establishing a key person team; 2) distinguishing areas within the planning community where homeless people live; 3) identifying places where homeless people live within the identified areas; 4) identifying places where homeless people receive social services; 5) raising public awareness and community involvement; and Implementing the Count and Subpopulation Survey.



1. Establishing a Community Key Person Team

A Community Lead will be established for each planning community (city and unincorporated areas) and consist of representatives from public and private organizations who are knowledgeable about homelessness and where homeless persons live. Such key persons will include representation from business, civic, educational, faith-based, law enforcement, local government, neighborhood, and nonprofit organizations. Homeless and formerly homeless persons will also be encouraged to join.

2. Distinguishing Implementation Areas within the Planning Community

Each Community Key Person Team will distinguish implementation areas within their planning community where homeless people can be found. Such areas will include a quadrant or section of a city or unincorporated area or an entire neighborhood. Those sections of the planning community where homeless persons could be found will be designated as Green Areas. Conversely, those sections where homeless persons are known not to live or spend time will be designated Red Areas.

3. Identifying Verifiable Places where Homeless People Live/Congregate

Each Community Lead will also identify specific locations where homeless people live and/or congregate within their designated Green Areas. Such places will include abandoned buildings, commercial areas, parks, sidewalks, vacant lots and vehicles. Known encampments will also be specifically identified within Green Areas. Other places may include a whole neighborhood or a specific length of a street. Such information will be kept confidential.

4. Identifying Places where Homeless People Receive Social Services

Each Community Lead will also identify non-residential locations and/or programs where homeless people go to receive social services and other forms of assistance. Programs will include locations that distributed packaged food and/or clothing, serve meals, and provide shower or laundry services, including those operated by faith-based organizations. Other program sites will include those that were known to provide domestic violence, health care, mental health care, substance abuse, transportation, and veteran services for homeless persons.

5. Raising Public Awareness and Community Involvement

The primary purpose of raising public awareness and community involvement will be to recruit volunteers to help implement the count in each planning community. Volunteers will be recruited both locally and countywide from a wide-range of sources including city and county employees, homeless service providers, other social service agencies, non-profit organizations, faith-based institutions, local businesses, civic organizations, educational institutions, currently and formerly homeless individuals and other interested community stakeholders.



Flyers and other materials will be developed for distribution at community meetings and forums, media outlets and various public facilities, service locations, churches, college campuses and other public locations. A project website will be established with general project information and volunteer outreach materials. Volunteer registration will also be promoted through the web site during the months leading up to the day of the count.

Community involvement will include creating teams of volunteers to count homeless persons in designated Green zones. Teams will include persons who are involved in community service or interested in community service. Teams will also include persons who have considerable exposure as well as little exposure to homelessness.

i. Establish a methodology consistent with HUD requirements

HUD requires that point-in-time counts “be conducted in compliance with HUD counting standards and related methodology guidance, as described in HUD’s *Point-in-Time Count Methodology Guide* available on the HUD Exchange.⁶

Unsheltered Count:

HUD requires Continuums of Care (CoC) to indicate the methods used to count unsheltered homeless persons in the annual Continuum of Care Program application which include those listed below. The methods checked will be those used to complete the unsheltered count.

Night of the Count Complete Census: The CoC canvassed the entire geographic area covered by the CoC.

Night of the Count Known Locations: The CoC canvassed only specific neighborhoods, blocks, census tracts, or other geographic areas within the CoC to count unsheltered homeless people staying in those locations.

Night of the Count Random Sample: The CoC identified all geographic areas in the community where people who are unsheltered might be located and selected a random sample of these areas to canvas. The CoC then extrapolated the data from the random sample to derive the unsheltered count estimate.

Service Based Count: The CoC surveyed people at various social service locations or other public or private locations to identify people who were unsheltered, but not counted, on the night of the count (either because CoCs did not use a night of the count approach or because unsheltered people were missed on the night of the count). In order to obtain an unduplicated count, every person interviewed in a service-based count must be asked where that person was sleeping on the night of the most recent count.



HMIS: CoCs may use HMIS with their street outreach to survey people within the geographic area.

HUD also requires Continuums of Care (CoC) to note what approaches were used to collect demographic and subpopulation data for unsheltered homeless persons and to report those approaches used in the annual point-in-time chart due to HUD during the spring through its Homelessness Data Exchange (HDX) website. The approaches checked below will be those used to complete the unsheltered count.

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

Surveys/interviews of people identified as unsheltered on the night of the PIT count, but completed later:

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

HMIS data from street outreach and/or other providers

Other (Please Specify)

In regards to the survey/interview, HUD also asks that CoCs verify in HDX whether “all people who were encountered during canvassing on the night of the count or during post night of the count PIT activities asked to complete a survey/interview.” The answer is “yes” and will be reported to HUD in HDX as follows:

All people encountered were surveyed.

Also, in regard to the survey/interview, HUD also asks that CoCs verify in HDX the information or method(s) “used to produce an unduplicated total count of homeless people across your sheltered and unsheltered populations.”

Comparison of personally identifying information (PII), such as name, date of birth, and Social Security Number

Comparison of unique client identifiers (not PII)



In order to ensure data quality collection, HUD requires that CoCs engage

“in activities to reduce the occurrence of counting unsheltered homeless persons more than once during a PIT count. These strategies are known as deduplication techniques. Deduplication techniques should always be implemented when the PIT count extends beyond a single night or when the PIT count is conducted during the day at service locations used by homeless people as well as at night shelters.”⁷

Within the annual CoC Program Application, HUD lists steps and asks that CoCs select those steps “taken to reduce the occurrence of counting unsheltered homeless persons more than once during the PIT count.” The steps checked below will be those used to ensure persons are not counted more than once.

Training: The CoC conducted training(s) for PIT enumerators or CoC staff;

Blitz Count: The CoC used a “blitz” approach, or a one-night count that was completed on the same night as the sheltered count, where the CoC counts persons experiencing homelessness at a time when it is unlikely they would be counted more than once by different counters (i.e., late in the night or early in the morning);

Unique Identifier: The CoC used a unique identifier, such as a combination of date of birth, first and last name initials, or gender assigned to unsheltered homeless persons to ensure accuracy of data collected;

Survey Question: The CoC asked specific survey question(s) of each participant, including asking if they have already been interviewed, to ensure accuracy of data collected; or

Enumerator Observation: The enumerator(s) recorded observations of unsheltered homeless persons that assisted in ensuring the data quality.

Sheltered Count:

HUD requires CoCs to update their Housing Inventory Count (HIC) and identify all projects listed as emergency shelter (ES), Safe Havens (SH), or Transitional Housing (TH) because all persons residing in these projects should be included in the sheltered PIT count. Any new projects should be added and any projects no longer in existence should be deleted.

HUD States that

“For the sheltered count, preparations should begin as early as practical to identify and confirm emergency shelter, Safe Haven, and transitional housing projects in the CoCs that should be included in the PIT count. These are the same projects CoCs must inventory and include in their HIC. CoCs should review their HIC to ensure that they are including all



projects listed in the count. On an ongoing basis, but minimally when updating the HIC, CoCs should seek to identify any new projects to ensure the HIC is a complete inventory, including projects that might not have been on the previous year's HIC because they are new or have not cooperated with the CoCs in the past."⁸

The unsheltered count and survey instrument will be used to collect required data for those emergency shelters, safe havens, and transitional housing programs that do not participate in HMIS including those that serve survivors of domestic violence.

HUD also requires Continuums of Care (CoC) to indicate the methods used to count sheltered homeless persons in the annual Continuum of Care Program application which include those listed below.⁹ The methods checked will be those used to complete the unsheltered count.

Complete Census Count:

- a. providers counted the total number of sheltered homeless persons residing in each program on the night designated as the PIT count.
- b. CoCs that relied completely on their HMIS to conduct their sheltered PIT count should select this option.

Random Sample and Extrapolation:

- a. the CoC used a random sample and extrapolation techniques to estimate the number and characteristics of sheltered homeless persons from data gathered at most emergency shelters and transitional housing programs.
- b. the random sample may be based on HMIS data or some other data source.

Non-random Sample and Extrapolation:

- a. the CoC used a non-random sample and extrapolation techniques to estimate the number and characteristic of sheltered homeless persons from data gathered at most emergency shelters and transitional housing programs.
- b. the non-random sample may be based on HMIS data or some other data sources.

HUD also requires Continuums of Care (CoC) to indicate the methods used to gather and calculate subpopulation data for sheltered homeless persons in the annual Continuum of Care Program application which include those listed below.¹⁰ The methods checked will be those used to complete the unsheltered count.

HMIS—The CoC used HMIS to gather subpopulation information on sheltered homeless persons without extrapolating for any missing data;

⁸ HUD Point-in-Time Count Methodology Guide

⁹ Ibid., p. 36.

¹⁰ Ibid., p. 37.



HMIS plus Extrapolation—The CoC used HMIS data and extrapolation techniques to estimate the subpopulation information of sheltered homeless persons in the CoC. Extrapolation techniques accounted for missing data;

Interview of sheltered persons—The CoC conducted interviews in emergency shelters, Safe Havens, and transitional housing to gather subpopulation information on sheltered homeless persons without extrapolating for any missing data;

Sample of PIT interviews plus extrapolation—The CoC conducted interviews with a sample of sheltered homeless adults and unaccompanied youth to gather subpopulation information. The results from the interviews were extrapolated to the entire sheltered homeless populations to provide statistically reliable estimates for all sheltered persons.

In order to ensure data quality collection, HUD requires that CoCs indicate the “methods used to ensure the quality of data collected during the sheltered PIT count.”¹¹ Within the annual CoC Program Application, HUD lists methods and asks that CoCs select those methods taken to ensure that “high quality was collected on sheltered persons. The methods checked below will be those used to ensure data quality.

Training: The CoC trained providers on the protocol and data collection forms used to complete the sheltered PIT counts;

Follow-up: The CoC reminded providers about the sheltered PIT count and followed- up with providers to ensure the maximum possible response rate from all programs;

HMIS: The CoC used HMIS to verify data collected from providers for the sheltered PIT count;

Non-HMIS Un-duplicated techniques: The CoC used non HMIS based strategies to verify that each sheltered homeless person was only counted once during the sheltered PIT count;

¹¹ Ibid., p. 39.



k. Establish a timeline

Activities:	Date(s):
1 Complete implementation plan	October 2023
2 Recruit community leads	October 2023
3 Organize planning committee	October 2023
4 Provide training to community leads in jurisdictions	November 2023
5 Begin volunteer recruitment	November 2023
6 Community leads meet with local law enforcement	November 2023
7 Coordinate HMIS Reporting requirements	November 2023
8 Begin updating Housing Inventory Chart	November 2023
9 Begin reviewing count and survey instrument	November 2023
December Activities:	
Continue volunteer recruitment	December 2023
Continue updating Housing Inventory Chart	December 2023
Finalize count and survey instrument	December 16, 2023
Prepare mapping and materials for unsheltered count	Dec. 11 - 15, 2023
January Activities:	
Provide volunteer training (in-person and remote)	January 2024
Community leads prepare handouts and materials for count	Jan. 15 – 19, 2024
Collect and review mobile app survey data	January 24, 2024
February Activities:	
Enter, clean, and analyze unsheltered count and survey data	February 2024
Continue to collect sheltered data	February 2024
Analyze sheltered data	Feb. 20 – 24, 2024
March Activities:	
Provide draft of homeless count and survey report for review by	March 8, 2024
April Activities:	
Submit final homeless count and survey report to stakeholders	April 2024
Submit Point-in-Time Chart to HUD in HDX	April 2024
Provide final report to all entitlement jurisdictions	April 2024

¹² Ibid., p. 39.



I. Publicize the count

Per HUD's suggestion, the CoC will designate "one person to discuss with the media the purpose, plan, and limitations of the PIT count, as well as how the PIT count data are utilized by both the CoC and HUD."

"This person can work with the media to:

- **Draw attention to local homelessness issues.** Publicizing current local data on homelessness can garner additional funding and resources to support the count and local programming to help homeless people. Take the opportunity to educate volunteers about the homeless data and plans in the CoC.
- **Recruit volunteers.** Volunteer recruitment should begin by late fall. To recruit volunteers, CoCs should briefly describe the different roles for volunteers and which dates their assistance is needed.
- **Increase participation among the unsheltered population.** Informing and educating unsheltered homeless people about the unsheltered count will help to prevent widespread avoidance of the enumerators (see Chapter 5, *Executing the Unsheltered Count*, for more information on this topic).
- **Report count results.** After all of the data has been tabulated, unduplicated, and verified, the CoC membership should review and interpret the count totals."¹²

Key media tips by HUD will also be considered which include:

- Use local and statewide media outlets to both publicize the event and recruit volunteers to assist with the count.
- Use the media to report the PIT count results to communities.
- Create a press release. The release can either focus on local data or cumulative statewide results (for Balance of State CoCs).
- Address trends in data. Provide contextual information that might help explain trends.
- Articulate the uses *and* the limitations of count data. The CoC's count results alone might not answer 'why' questions, but they will usually provide good answers to 'where' and 'who' questions. Personalize data, provide anecdotes—but do not compromise the privacy rights of homeless persons.

Also, per HUD's suggestions, the CoC will leverage community support. HUD notes that "Gaining political support and active participation from several key partner organizations can lead to wider community participation."

HUD also notes that "Some potential options for leveraging community support include:

- **Local government officials (city, county, state):** Contact the local mayor's office or town/city council. Invite them to participate in the count. Ask if they can provide publicity, financial support, and if necessary, a letter encouraging reluctant or non-participating providers to participate. It is especially important to engage local government officials responsible for submitting Con Plans because PIT count data will be used to complete their Con Plans.



- **Community leaders/homelessness advocates:** Often communities have people who are well connected and influential in the community who have a particular interest in ending homelessness. Look to local homeless coalitions, or boards of directors for these individuals. They can be very helpful in leveraging other necessary support and resources.
- **Local funders:** Community foundations and United Way can fund a number of human service organizations and have wide outreach capacity and influence. The organizations might be able to fund a particular part of the count or provide a volunteer base.
- **Faith-based community:** Religious leaders often have wide influence in their respective religious communities and larger community, and often have their own programs to serve homeless people. The leaders can be particularly influential in engaging the cooperation of faith-based missions that might be reluctant to participate in the PIT count.
- **Local colleges and universities:** Staff or faculty of local colleges or universities can assist in the development of count methodology, data analysis, and sampling tools. In addition, students can obtain field work experience by serving as PIT count volunteers.
- **Local law enforcement:** Local law enforcement (e.g., police and sheriff departments) can be a valuable resource for the unsheltered count. Officers can provide accurate information about known locations where people who are homeless live and sleep. Police officers are also sometimes needed to accompany enumerators and surveying areas that are known to be unsafe (e.g., abandoned buildings and alleys). In addition, increased vehicle patrols in higher crime areas might improve volunteer safety and participation.

However, CoCs should carefully consider how extensively they should involve law enforcement officers in the PIT count, especially if they will be in uniform and driving official vehicles. There is a fine line between providing safety and protection for enumerators and the potential suspicion and fear a law enforcement presence might elicit among people who are homeless, especially among people with criminal records, who could be engaged in illegal activities, or those who have had negative experiences with police.”¹³

m. Engaging reluctant service providers

CoC will pursue the following HUD tips to gain the participation of service providers reluctant to participate in the count and survey:

- Meet in person with providers to address and alleviate their concerns directly.
- Hear their specific concerns in the planning process; integrate their ideas when practicable.
- Offer volunteer resources to assist them in conducting interviews and collecting data.
- Discuss the value of data collection for understanding local needs and securing needed resources and offer data and information gleaned from the count in return for their participation. This practice helps providers better understand the characteristics of homeless people outside of the clients they serve and offers information that can be used for resource development or other purposes.



In the event a provider chooses not to participate with its own staff, CoCs should ask if the provider would allow the CoC to send volunteers to administer surveys or at least conduct a basic observation-based count. If a provider continues to refuse, CoCs must strive to report as accurately as practicable about the homeless population residing in that project.¹⁴

n. Preparing for a youth count

CoC will develop a specific strategy to count homeless youth that will include the following activities encouraged by HUD:

- **Collaborate with local school district homeless liaisons.** Schools can be important partners for PIT counts. Local school districts should be contacted to help conduct outreach and increase awareness about the count. School liaisons have crucial insights about how best to access and communicate with homeless youth, and can be important resources for spreading information about events and organizations associated with the CoCs' PIT counts. CoCs should also collaborate with the local school district homeless liaisons to help identify all homeless children who are unsheltered or staying in a shelter on the night designated for the count are included in the PIT count. Since schools use a more expansive homeless definition than HUD's definition used for the PIT count, it is important to confirm that only children and youth meeting the HUD definition are included in the PIT count results reported to HUD.
- **Recruit currently or formerly homeless youth to assist with the count.** For the unsheltered count, communities that have successful strategies for conducting counts of unsheltered youth often enlist homeless or formerly homeless teenagers and young adults to assist with the count. Before the count, these youth can assist in identifying where unaccompanied youth might be staying or congregating. They can also provide input on survey design, provide assistance to outreach efforts on the night of the count, and engage homeless children and youth in the PIT count process.
- **Engage organizations serving homeless youth.** Identify and engage all stakeholders that might encounter or serve unaccompanied, homeless youth age 24 or under to participate in local PIT count planning meetings. Key providers include:
 - Runaway and Homeless Youth (RHY) programs
 - Youth shelters
 - Youth drop-in centers
 - Street outreach teams
 - Youth-focused transitional housing programs
 - Faith-based organizations and youth groups
 - Local churches that serve hot meals
 - Health clinics—youth-based and adult, including mobile health outreach
 - Local middle schools, high schools, and alternative education programs
 - Youth employment programs
 - Food banks
- **Identify locations where homeless youth congregate.** Get input from youth and youth providers to identify locations, or "hot spots," which might include:
 - Abandoned buildings



- High traffic urban areas (i.e., nightclubs, tattoo parlors, record stores, arcades)
 - Pizza places, soda shops, etc. near high schools
 - Parks
 - Malls
 - Fast food restaurants
 - LGBTQ friendly gathering spots (school support groups, bookstores, coffee houses identified by LGBTQ service providers and youth)
 - Encampments inside and outside of urban areas
- **Hold magnet events.** Develop special events located at easily accessible and non- threatening locations that include activities, food, or other appropriate incentives that might draw in youth who do not typically use shelters and services and are difficult to locate on the streets.
 - **Use social media to raise awareness and outreach.** Data from studies indicates that even youth living on the street use social media. Social media can be used to spread the word about the count, including information about location and incentives, which could lead to a larger number of youth participating in the count.
 - **Identify a lead homeless youth PIT count coordinator to facilitate data collection, engage other youth providers, and coordinate collection of data from locations where homeless youth congregate.**
 - **Provide services, food, and incentives to youth being counted.** The incentive could be advertised as part of the general mobilization effort to attract youth to participate in the count. Observations and anecdotal evidence from Youth Count! partners suggest that the incentives work for many youth. Examples of incentives include two-way public transportation tickets, a credit card with \$10 credit, a backpack filled with hygiene items and information about services, a \$5 restaurant card, bag lunches, and/or providing food, movies, and games, and a warm, dry place to spend time with friends for the night.
 - **Survey locations during multiple times throughout the day of the count.** Youth might not be visible on the street during school hours. Consider assessing count routes prior to the count to ensure that teams are in the right places at the right times. A location that is crowded in the morning might be empty only a few hours later. A CoC may choose to extend the hours of the count into the evening hours to reach youth during the time between when drop-in programs close for the day and when they retire for the night. CoCs choosing to do this must take the steps necessary to ensure people are not double counted. CoCs surveying an area multiple times throughout the day must use an interview that allows for deduplication.¹⁵

II. **Activities during the night of the count**

Unsheltered Count

The following activities will occur during the night of the count

- a. **Homeless count volunteers will gather at deployment centers before 6 am on the night of the count**

Before 6 am homeless count volunteers will gather at their assigned deployment centers on the night of the count.



b. Teams of homeless count volunteers will begin counting at 6 am within their count zones on the night of the count

Before sunrise of the night of the count, teams of homeless count volunteers will begin counting at 6 am within their count zones until 12pm.

c. Counters must return to deployment centers after they are finished counting

Counters will return to their assigned deployment center after they are finished counting within their assigned count zones.

d. Who should be included in the count

As required by HUD, counters “must count all individuals or families who meet the criteria in paragraph (1)(i) of the homeless definition in 24 CFR 578.3.”

This includes individuals and families

“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” on the night designated for the count. RRH assisted households who are still unsheltered on the night of the count (e.g., staying in an encampment and being assisted by a RRH project to obtain housing) must be included as part of the unsheltered count.”

e. Who should not be included in the count?

Also, as required by HUD, the CoC must not count households residing in the following locations:

- Persons residing in PSH programs, including persons housed using HUD Veterans Affairs Supportive Housing (VASH) vouchers.
- Persons residing in RRHD projects, funded in the FY2008 CoC Competition.
- Persons residing in OPH housing, including persons in a GPD Transition in Place (TIP) project on the night of the count.
- Persons counted in any location not listed on the HIC (e.g., staying in projects with beds/units not dedicated for persons who are homeless).
- Persons temporarily staying with family or friends (i.e., “doubled-up” or “couch surfing”).
- Persons residing in housing they rent or own (i.e., permanent housing), including persons residing in rental housing with assistance from a RRH project on the night of the count.
- Persons residing in institutions (e.g., jails, juvenile correction facilities, foster care, hospital beds, detox centers).¹⁶



f. Who should be included in the survey?

All persons counted will be surveyed. However, before surveying someone, counters will inform persons that

- the Ventura County Continuum of Care is conducting a count of persons who are homeless;
- their participation is **completely anonymous and confidential**;
- they will not be asked their name, social security number, or any personal information that can be linked to the person;
- their participation will help provide better programs and services for people who are homeless.

Safety Comes First

All counters will be given the following instructions:

- **If you believe a person is homeless and if the individual does not wish to speak to you** -- thank them and complete questions 4 through 7 based upon your observations ONLY if you are certain that the person meets HUD's criteria of sleeping in a place not meant for human habitation (e.g., sidewalk, abandoned building, tent, vehicle, park bench, etc.).
- **If you believe a person is homeless and if you do not wish to disturb the person because the person is sleeping** --complete questions 4 through 7 based upon your observations ONLY if you are certain that the person meets HUD's criteria of sleeping in a place not meant for human habitation (e.g., sidewalk, abandoned building, tent, vehicle, park bench, etc.).
- **If you believe a person is homeless and if you feel it is unsafe for you to engage the person**-- complete questions 4 through 7 based upon your observations ONLY if you are certain that the person meets HUD's criteria of sleeping in a place not meant for human habitation (e.g., sidewalk, abandoned building, tent, vehicle, park bench, etc.).
- **NOTE:** The goal is to have all of your questions answered by at least 90% of all persons counted. Therefore, please ask each person that you are counting each question unless noted otherwise. For example, asking a question may be contingent on the answer of the previous question.
- Having all questions answered will help ensure that enough data has been collected for each subpopulation that is required by HUD for each city within the county. The less data the less chances of accurate data.



g. Subpopulation data must be collected by counters

HUD requires all CoCs to “provide demographic data for both sheltered and unsheltered persons according to the following three household types:

- **Persons in households with at least one adult and one child.** This category includes households with one adult and at least one child under age 18.
- **Persons in households without children.** This category includes single adults, adult couples with no children, and groups of adults (including adult parents with their adult children).
- **Persons in households with only children.** This category includes persons under age 18, including children in one-child households, adolescent parents (under age 18) and their children, adolescent siblings, or other household configurations composed only of children.”

Also, “CoCs must collect and report information on the demographic characteristics of all people reported as sheltered or unsheltered by household type and, within each household type, by age category, gender, race, and ethnicity. CoCs must also report information by household type for veteran and youth households.”¹⁷

HUD also requires CoCs to collect data regarding the following subpopulations:

- Adults with a serious mental illness
- Adults with a substance use disorder
- Adults with HIV/AIDS
- Chronically homeless individuals
- Chronically homeless families
- Veterans
- Victims of Domestic Violence (optional)
- Youth – unaccompanied under age 18 (includes parenting youth and their children)
- Youth – unaccompanied ages 18 – 24 (includes parenting youth and their children?)

The count and survey instrument that will be used to meet HUD requirements will include the following:

1. Where did you sleep last night? (select the choice below that is closest to answer given)
If person slept in a vehicle, what kind? How many persons slept overnight in same vehicle?
2. What is the first initial of your first name? What is the first initial of your last name?
3. What is your gender?
Female; Male; Transgender; Gender Non-Conforming; Don't Know; Refused
4. Age



6. What is Your Race?
1=African American or Black; 2=American Indian or Alaskan Native;
3=Asian; 4=Native Hawaiian or Pacific Islander; 5=White;
6=Multiple Races or Other; 7=don't know; and 8=refused to answer
7. Are you Hispanic or Latino?
8. State Born (select or record state under other)
If the person was born outside of U.S., select or record country.
9. Is this the first time you've been homeless?
10. Did you become homeless for the first time during the past 12 months?
11. Have you been living in a shelter and/or on the streets or in abandoned buildings, or vehicle for the past year or more?
12. Have you stayed in a shelter and/or on the streets or in abandoned buildings, or vehicle at least 4 separate times during the last 3 years including now?
13. If yes, was combined length of time 12 months or more?
14. How long in months have you been living in this community?
15. Do you have a substance use disorder that is ongoing and limits your ability to live independently?
16. Do you have a chronic health condition such as diabetes, heart trouble, high blood pressure, seizures, hepatitis, respiratory problems, epilepsy, tuberculosis, or arthritis?
If yes, has it continued for a long time or indefinitely?
17. Do you have a serious mental illness or emotional impairment that seriously limits your ability to live independently?
18. Do you have a long-lasting developmental disability that limits your ability to live independently?
19. Do you receive disability benefits?
20. Do you have AIDS or an HIV related illness?
21. Are you experiencing homelessness because you are fleeing domestic violence, dating violence, sexual assault, or stalking?
22. Are you a veteran? (served in the U.S. Armed Forces OR been called into active duty as a member of the National Guard or as a Reservist)
23. Were you recently released from prison or jail after serving 90 days or less?
23a. If yes to prison, were you released on parole or probation?
23b. If yes to jail, were you released on probation?
24. If no to question 23, were you released from prison or jail during the past 12 months? 24a. If yes to prison, were you released on parole or probation?
24b. If yes to jail, were you released on probation?
25. Do you have any children under the age of 18 who are homeless and living with you today?
If yes, how many children are living with you today?
NOTE: If 18 or older please enter the persons as an adult
26. What is the child's gender?
27. Is the child Hispanic/Latino?



28. What is the child's race?
29. What is the child's age?
30. Is the child enrolled in school?
31. Do you have a spouse or partner who is also homeless and living with you? (A partner is a person you live with and share a common family life but not joined in a traditional marriage). **NOTE:** Please interview and complete a survey for the spouse or partner.

h. Service-based counts

Service-based counts will be conducted during the three days after the night of the count. The persons counted, per HUD's requirements, "must ensure that the persons counted are limited to persons who were unsheltered on the night chosen for the PIT count." Also, all unique identifier information must be completed in the homeless count and survey instrument in order to de-duplicate.¹⁸

In order to help CoCs determine the use of a service-based count, HUD raised the following question and provide an answer

"Does the CoC believe that there might be people experiencing homelessness that enumerators are not likely to identify during an unsheltered count or are there other barriers that could limit the ability of enumerators to conduct interviews during the night of the count?"

"If yes, the CoC may combine a known location count on the night of the count with a service-based count approach to attempt to account for any homeless persons who might not have been identified on the night of the count."¹⁹

HUD further states that

"Service-based counts may only be conducted within the 7-day period after the designated count night. Service-based counts are conducted at locations frequented by people who are homeless, including soup kitchens, day shelters, libraries, and other community locations and include interviews to determine whether people were unsheltered on the night of the count, as well as their characteristics."²⁰

Also, as noted by HUD,

"If CoCs' methodology involve counting homeless persons over multiple days, they must use a survey instrument as part of its deduplication strategy. If CoCs want to complete a multi-day count without a survey that allows for deduplication, they must seek an exception from HUD. The exception must include a justification for why the count must occur over multiple days and why the CoCs do not intend to use a survey instrument for deduplication purposes."²¹



HUD also notes that

“The level of training required for a service-based count is typically higher, since service-based enumerations require more detailed interviews and typically rely on a combination of service provider staff (or other personnel at the location being canvassed), outreach workers, and volunteers. Service providers, especially mainstream service providers such as welfare agencies, might not ordinarily ask clients about their homeless status and housing needs. As a result, service providers and staff at other locations who are directly involved in post-night counts will require instructions on conducting the interviews and a clear and simple survey form. PIT count volunteers will similarly require considerable training.”²²

¹⁸ Point-in-Time Count Methodology Guide

¹⁹ Ibid., p. 20.

²⁰ Ibid., p. 19.

²¹ Ibid., p. 26.

²² Ibid., p. 39.



i. Provision of incentives

HUD notes that

Many CoCs provide incentives to homeless people who participate in the PIT count. These items can include bus passes, meal gift cards, toiletries, backpacks, blankets, and socks. Some CoCs compile significant donations from local hotels, volunteer groups, and restaurants. Other communities hold drives at local sporting events, schools, or churches. Incentives not only provide necessities of daily living to those participating in the count, but also can raise community awareness about the count and homelessness. In addition, providing participants with distinctive and visible incentives can assist the enumerators in identifying those who have already been counted and help to reduce duplicate counting.²³

j. Youth count

Note: CoCs that count unaccompanied children and youth under the age of 18 should consult with local justice, child welfare, and other social services officials to develop a protocol for interviewing these children and youth and connecting them to appropriate services in the community. CoCs should consider whether questions asked of youth should be stated differently than questions asked of homeless adults.

Sheltered Count

HUD strongly encourages CoCs “to use HMIS to generate PIT data for projects with 100 percent of their beds participating in HMIS.” The unsheltered count and survey instrument will be used to collect required data for those emergency shelters, safe havens, and transitional housing programs that do not participate in HMIS including those that serve survivors of domestic violence.

The CoC will also prepare the HMIS for the sheltered count and survey by carrying out the suggestions made by HUD which are noted below:

- “Generate data quality reports for each participating project.
- Identify and correct any deficiencies in the data (e.g., have projects collect and enter missing data, correct obvious errors, ensure correct entry and exit dates).
- Produce a system-level occupancy report that includes all projects for review. It might be useful to break out the report by project type and household type to determine whether sufficient data are collected for extrapolation purposes. It might also be helpful to examine bed inventory and utilization information for projects on the night of the count. For many CoCs, this is a standard off-the-shelf report provided by the HMIS vendor. Consider contacting the HMIS vendor to see if this type of report is available for use.



- Generate a data quality report that provides the percentage of records with missing or nonresponsive (Don't Know or Refused) values in HMIS data elements used for the count and subpopulation information.
- Hold regular count meetings involving the HMIS administrator for the CoC and the PIT count committee to help address these issues and finalize the CoC's PIT count plan."²⁴

III. Activities after the night of the count

Activities after the night of the count will include the following:

a. Collect all sheltered data in HMIS which will include the following steps

- refer to their Housing Inventory Count (HIC) and identify all projects listed as emergency shelter (ES), Safe Havens (SH), or Transitional Housing (TH) and all people residing in these projects should be included in the sheltered PIT count.
- verify with project staff that HMIS data are complete and correct for the night of the PIT count and that exit dates have been entered for all persons who exited the project on or before the date of the PIT.
- use the Project Descriptor Data Elements to filter these projects in HMIS.
- identify the universe of people to include in the sheltered count using Universal Data Elements.
- use other Universal Data Elements and Program Specific Data Elements to identify demographic and other subpopulation data.²⁵

NOTE: A summary of data elements that CoCs will need to query in HMIS is described in the "Sheltered PIT Count and HMIS Data Element Crosswalk" which can be obtained through the following link: <https://www.hudexchange.info/resources/documents/Sheltered-PIT-Count-and-HMIS-Data-Element-Crosswalk.pdf>.

²³ Ibid., p. 27.

²⁴ Ibid., p. 43.



- a. Collect data sheets from all projects that do not participate in HMIS and include in data collected in HMIS**
- b. Collect, enter, clean, and analyze unsheltered data after de-duplicating data**
- c. Write draft homeless count and survey reports for local stakeholders to review including recommendations for next steps**
- d. Complete a final homeless count and survey report that incorporates stakeholder comments and changes**
- e. Enter homeless count and survey data into HUD's Point-in-Time Chart and submit to HUD through the HUD Data Exchange (HDX) web site as required by HUD**
- f. Submit relevant homeless count and survey data to the entity responsible for each Consolidated Plan jurisdiction as required by HUD.**

NOTE: HUD states that the "PIT count and Housing Inventory Count (HIC) are integrally related. The sum total number of persons reported in emergency shelter, Safe Haven, and transitional housing projects in the PIT count fields of the HIC must match the sum total of sheltered persons reported in the PIT count. This constitutes the universe of sheltered people for whom CoCs must provide actual or estimated demographic characteristics for the sheltered PIT count. Because the PIT and HIC data must match, it is critical that CoCs conduct their PIT count and HIC at the same time."²⁶

²⁵ Sheltered PIT Count and HMIS Data Element Crosswalk

²⁶ HUD Point-in-Time Count Methodology Guide

October 11, 2023

VC CoC Governance Board

SUBJECT: Approval of the California Housing & Community Development (HCD) Emergency Solutions Grant (ESG) Funding Recommendations for FY 2023-24.

BACKGROUND: The California Department of Housing and Community Development (HCD) released a Notice of Funding Availability (NOFA) for State Emergency Solutions Grant (ESG) funding with applications due to the State by October 16, 2023. This program funding will be awarded to administrative entities of the Continuum of Care (CoC) through the HCD application process. A resolution has been approved by the County Board of Supervisors on September 26, 2023, to authorize the County to administer the funds as the Administrative Entity (AE).

ESG funds may be used for four primary activities: *Street Outreach, Rapid Re-Housing, Emergency Shelter, and Homelessness Prevention*. In addition, ESG funds may be used for associated Homeless Management Information System (HMIS) costs, up to ten percent, and administrative activities for sub recipients. A minimum of 40% of the allocation must be used for Rapid Rehousing activities. This program funding is subject to the ESG federal regulations established by the U.S. Department of Housing and Urban Development (HUD).

DISCUSSION: Total anticipated funding to be awarded to the VC CoC for FY2023-24 State ESG is \$159,047 with \$4,258 for grant administration and a minimum of \$61,916 (40%) for Rapid Re-Housing activities. VC CoC staff released a Request for Proposals (RFP) to the full CoC Alliance and Stakeholders on August 18, 2023, with applications due by September 11, 2023. VC CoC staff completed an analysis of the proposals received and the VC CoC Data Evaluation and Performance Committee met on September 27, 2023, to review the project proposals and make the funding recommendations below:

Proposed FY 2023-24 State ESG Subrecipient	Project Type	ESG Funding Request
Harbor House	Rapid Re-Housing	\$60,000
U. S. Vets	Street Outreach	\$47,033
Mercy House	Rapid Rehousing	\$47,756
Grant Administration		\$4,258
	TOTAL	\$159,047

RECOMMENDATIONS:

- 1) Approve the funding recommendations by the VC CoC Data Evaluation and Performance Committee for FY 2023-24 State ESG.
- 2) Authorize VC CoC Staff to submit the proposed ESG budget to the State Housing and Community Development (HCD) Department for review and approval.

RESOLUTION NO. 23-124

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF VENTURA AUTHORIZING THE COUNTY, AS THE ADMINISTRATIVE ENTITY FOR VENTURA COUNTY CONTINUUM OF CARE TO APPLY FOR AND ACCEPT FUNDING AND TO ENTER INTO A GRANT AGREEMENT AND ANY AMENDMENTS OR MODIFICATIONS THERETO WITH THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR THE EMERGENCY SOLUTIONS GRANT PROGRAM, CONTINUUM OF CARE ALLOCATION NOFA FOR THE 2023-2024 FUNDING YEAR.

All, or a necessary quorum of 5 and majority of the Board of Supervisors of the County of Ventura, as the administrative entity for Ventura County Continuum of Care, hereby consent to, adopt and ratify the following resolution:

WHEREAS, the State of California (the "State), Department of Housing and Community Development ("Department") issued a Notice of Funding Availability ("NOFA") for the Continuum of Care Allocation dated August 15, 2023, under the Emergency Solutions Grants (ESG) Program ("ESG Program"); and

WHEREAS, the County of Ventura is an approved State ESG Administrative Entity; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF VENTURA THAT:

1. County is an approved Applicant by their Continuum of Care under the Continuum of Care Allocation and is hereby authorized and directed to receive an ESG grant, in an amount not to exceed \$318,094.00 in accordance with all applicable rules and laws; and
2. The Department may approve funding allocations for the ESG Program, subject to the terms and conditions of the NOFA, Program regulations, and the Standard Agreement. County acknowledges compliance with all state and federal public participation requirements in the development of its applications.
3. If County receives a grant of ESG funds from the Department pursuant to the above referenced ESG NOFA, County represents and certifies that it will use all funds in a manner consistent and in compliance with all applicable state and federal statutes, rules, regulations, and laws, including without limitation all rules and laws regarding the ESG Program, as well as any and all other contracts County may have with Department; and

4. The County hereby authorizes and directs the County Executive Officer, or their designee, to execute and deliver all applications and act on the County's behalf in all matters pertaining to all such applications for the ESG Program; and
5. If an application is approved, the County Executive Officer, or their designee, is authorized to enter into, execute and deliver the Standard Agreement and any and all subsequent amendments or modifications thereto with the State of California for the purposes of the grant; and
6. If an application is approved, the County Executive Officer, or their designee, is authorized to sign and submit Funds Requests and all required reporting forms and other documentation as may be required by the State of California from time to time in connection with the ESG Program grant.

Upon motion of Supervisor Long, seconded by Supervisor Parvin, and duly carried, the Board hereby approves and adopts this resolution on the 26th day of September 2023 by the following vote:

AYES: Supervisors: Gorell, Long, Parvin, Lopez, LaVere
 NOES: none
 ABSTENTIONS: none
 ABSENT: none

Matt LaVere
 Matt LaVere
 Chair, Board of Supervisors
 County of Ventura

ATTEST:
 Sevet Johnson, PsyD
 Clerk of the Board of Supervisors
 County of Ventura, State of California.

By: Lori Key
 Lori Key, Deputy Clerk of the Board
 County of Ventura, State of California



I, Lori Key, Deputy Clerk of the Board of the County of Ventura, State of California, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said Board of Supervisors on this 26th day of September 2023.

2023-24 California Department of Housing & Community Development (HCD)
 Emergency Solutions Grant (ESG) Funding
 22-ESG-17010

Rank	Application Score	Applicant	Project Title	Service Area	Proposed Beneficiaries	ESG RFP Request	Requested Budget	Project Description	ESG Funding Recommendation by CoC Data Committee	Total Leveraged Funding	Cost Efficiency for 12-months	CoC Data Committee Recommendations/ Staff Notes
1	68	Harbor House	Rapid Rehousing	Thousand Oaks	10 households	\$60,000.00	\$50K for Client Financial Assistance, \$10K for S/MT Rental Assistance	Provide homelessness prevention to 10 at-risk households. Goal: 100% will move into PH at project exit.	\$60,000	\$120,000	Total exits to PH = 10. Average \$6,000 per successful housing outcome (\$60K/10 HH). Higher than average CPB in comparison to other funded RRH projects.	Performance goals are limited to East County – Thousand Oaks. However, all funding requested would be applied towards financial assistance and S/M term rental assistance
2	66	U. S. Vets	Street Outreach	Countywide	55 individuals	\$54,041.00	\$47,033 for SO, \$7,008 for Admin	Provide SO services to 55 individuals, Goal: 10% will move into ES, 10% into TH & 70% into PH.	\$47,033	\$54,041	Total exits to PH = 39 indiv. Average \$983 per beneficiary.	Although this project ranked 2nd overall, this activity type is not a priority. U. S. Vets does not mention partnering with other veteran agencies (GCVF, SSVF) to leverage resources.
3	61	Mercy House	Rapid Rehousing	Countywide	15 households	\$159,789.00	\$72,661 for RRH; \$70,200 for HS Managers; \$11,928 for Admin	Provide RRH to 15 literally homeless households. Goal: 90% will move into PH at project exit.	\$47,756	\$709,430	Total exits to PH = 14. Average \$10,519 per successful housing outcome (\$159,047/15). Much higher than average CPB in comparison to other funded RRH projects.	MH has unexpended HHAP funds: \$287,579.82 (Operating subsidies, subgrantee with City of Ventura for Homeless Prevention (\$640,000) and \$1,212.60 (RRH). HP project has not yet started but in the process with onboarding via HMIS. 55% of funds requested are for staff and admin.
4	60	City of Ventura	Street Outreach	City of Ventura	500 individuals	\$75,000.00	\$69,375 for SO Essential Services; \$5,625 for Admin	Provide SO services to 500 individuals, % of participants moving into ES/TH/PSH/PH not specified.	\$0	\$150,000	Average \$500 per beneficiary but total exits to ES/TH/PSH/PH not specified.	This activity type is not a priority. Also, CoC needs to confirm with the City of Ventura if they are subcontracting same services or leveraging other funds (Measure O).
	58	Coalition for Family Harmony	ES & RRH for Survivors of Domestic Violence	Countywide	24 HH or 84 indiv.	\$159,047.00	\$130,249 for RRH for DV survivors; \$24,540 for ES (apt. unit) for DV survivors \$4,258 for admin	84 undup. persons proposed being served with RRH. 24 YR ES beds being proposed or 24 undup indiv. being served. Goal: 25% will move into TH, and 75% will move into PH at project exit.	\$0	\$318,094	Total exits to TH/PH = 24 HH/84 indiv. Per application, average \$1,893 per successful housing outcome.	New applicant; DQ - Current ESG RFP specified that applicants with new or unexpended grant (HHAP or HUD CoC) funds are ineligible to apply for the same activity type. DV Bonus (\$696,622 from HUD CoC for TH/RRH for DV survivors) awarded on 9/1/23. No data on past performance to help determine capacity to execute.
		NHF	Emergency Shelter; Homeless Prevention	City of Ventura	149? individuals; 60 YR ES beds, 24 indiv. RRH	\$92,040.00	\$67,560 for ES essential services; \$24,480 HMIS	Provide 60 YR ES bdes, 24 persons with RRH. Goal ES: 10% will move into TH, 30% into PH. Goal RRH: 100% into PH.	\$0	\$188,040	Proposal tries to cover various components, ES beds, RRH and HMIS costs. No budget specified for RRH, HMIS cost exceeds 10% limit.	DQ - \$119,366 (8% of award) HHAP 3 funds for ES spent, 92% remains unspent.
		Lutheran Social Services	Emergency Shelter; Homeless Prevention	Countywide	51 individuals	\$21,420.00			\$0	\$42,840		DQ - Late submittal
		Lutheran Social Services	Street Outreach; HMIS	Countywide	100 individuals	\$38,080.00			\$0	\$38,080		DQ - Late submittal

						Grant Administration (calc by HUD)		\$4,258					
TOTAL Requested:						\$729,793.00	TOTAL AWARD ALLOCATION:		\$154,789				

HCD award amount \$159,047.00
 Oversubscription \$570,746.00
 % of oversubscription 78%

Total ESG funds available **\$159,047**

Admin*	\$4,258	\$4,258
40% minimum for RRH*	\$61,916	\$61,916
Balance for other activities	\$92,873	\$92,873
	\$159,047	\$159,047

\$107,756 Current RRH allocation recommendation

*Admin and RRH min are calculated and per Appendix A: 2022 CoC Allocation

October 11, 2023

VC CoC Governance Board

SUBJECT: Review and approval of the State Homeless Housing Assistance and Prevention (HHAP) Program Round 5 timeline with authorization to begin the application process which includes updating the local homeless action plan, local landscape analysis, release Letter of Intent to apply for HHAP Round 5 and submit the Final Consolidated Application to the State no later than March 27, 2024.

BACKGROUND: The California Interagency Council (Council) on Homelessness announced the availability of Homeless Housing, Assistance and Prevention (HHAP) Program Round 5 grant funding on September 29, 2023. HHAP Round 5 is a \$1 billion block grant program authorized by [Assembly Bill \(AB\) 129 Housing \(2023-2024\)](#) which was passed by the Legislature and approved by the Governor on July 10, 2023 and filed with Secretary of State on July 10, 2023 and became law. All HHAP funding rounds beginning next fiscal year will transition to California Department of Housing and Community Development (HCD).

AB 129 includes significant changes to the Homeless Housing, Assistance and Prevention (HHAP) Program, significant changes to be eligible for a round 5 base program allocation, include:

1. A jurisdiction that is not a tribe must apply as part of a region and must be signatory to a regionally coordinated homelessness action plan that has been approved by the Council;
 - ✓ ***In January 2021, the County Executive Office was authorized as the Administrative Entity for the Ventura County Continuum of Care whereas the CoC serves as the regional collaborative entity that makes funding determinations for homeless assistance programs and supports the regional homeless services system.***
2. Identification and analysis of the specific roles and responsibilities of each participating jurisdiction in the region regarding outreach and site coordination, siting and use of available land, the development of shelter, interim, and permanent housing options, and the coordination and connection to the delivery of services to individuals experiencing homeless, or at risk of experiencing homelessness, within the region. The plan may also include roles and responsibilities of small jurisdictions in the region that elect to engage and collaborate on the plan.
 - ✓ ***VC CoC staff shall update the local homeless action plan and landscape analysis to include the required elements by working with the Community Development Housing Team and reviewing each jurisdiction's Housing Element plan.***
3. A program recipient *shall not* use funding from the program allocated under this section to supplant existing local funds for homelessness services under penalty of disallowance or reduction, or both, of future program funds, as determined by the council.
 - ✓ ***VC CoC staff shall continue to adopt this policy as noted in previous rounds of HHAP funding.***
4. Provided that before proposing to use round 5 resources to fund new interim housing solutions, the applicant first demonstrates that the region has dedicated sufficient resources

from other sources to long-term permanent housing solutions, including capital and operating costs.

- ✓ ***VC CoC staff shall update the local homeless action plan and landscape analysis to further identify dedicated permanent housing resources that are “under development” and conduct a gaps analysis prior to request for proposals solicitation for interim sheltering.***
- 5. An explanation of how each participating jurisdiction is utilizing local, state, and federal funding programs to end homelessness.
 - ✓ ***VC CoC staff shall update the landscape analysis to include new local, state and federal funding as of January 1, 2023.***
- 6. An explanation of how the region is connecting, or will connect, individuals to wrap-around services from all eligible federal, state, and local benefit programs
 - ✓ ***VC CoC staff shall update the local homeless action plan to address collaboration and coordination with benefit programs.***
- 7. A Memorandum of Understanding (MOU) must be submitted along with the application. This MOU must be signed by each participating applicant committing to participate in and comply with the Regionally Coordinated Homelessness Action Plan. The finalized Regionally Coordinated Homelessness Action Plan must be reflected in this Memorandum of Understanding (MOU). Regions are encouraged to update these MOUs to reflect any subsequent updates or revisions in their Action Plans.
 - ✓ ***A countywide MOU has been established that commits to consulting with the Ventura County CoC on funding any homeless/housing efforts. At this time, all 11 jurisdictions have signed onto this agreement. The MOU may require updating, pending a response from the State.***
- 8. Engage Key Stakeholders Per HSC sections 50233 (d) and (e), participating applicants are required to collaborate and engage in a public stakeholder process while developing the Regionally Coordinated Homelessness Action Plan. This inclusive process ensures that all key stakeholders have the opportunity to contribute their valuable insights and experiences to the plan before it is completed. The public stakeholder process must include at least three public meetings, allowing for extensive input from various groups and individuals.
 - ✓ ***VC CoC staff shall conduct stakeholder engagements through the Housing and Services Committee, Data Performance and Evaluation Committee and VC CoC Alliance Meeting.***
- 9. Post the Regionally Coordinated Homelessness Action Plan Per HSC 50235 sections (g) and (h)(11), participating applicants or CoC entities involved in the Regionally Coordinated Homelessness Action Plan are required to publish the proposed, approved, and amended versions of their Action Plans on their respective internet websites.
 - ✓ ***VC CoC shall post the Homelessness Action Plan on the VC CoC Website once approved by Cal ICH and HCD.***

The following shall be prioritized for funding, in the absence of other resources and to the extent necessary:

- A. Sustain existing investments towards long-term sustainability of housing and supportive services; and
- B. Prioritize permanent housing solutions.
 - a) Pursuant to HSC section 50236(c) grantees may not use any HHAP-5 dollars on any new interim housing solutions unless they are given written permission from Cal ICH.

On March 8, 2023, your Board authorized VC CoC Staff to include Delivery of Permanent Housing Applications in the HHAP-4 Request for Proposals to be considered for funding through the HHAP-5 rank and review process. The following three proposals will be considered:

Permanent Supportive Housing (PSH) Proposals Considered for Round 5	Funding Request
Step-Up	\$459,998.00
Housing Authority of San Buenaventura	\$1,000,000.00
People's Self Help Housing	\$2,000,000.00
Total Funding Request	\$3,459,998.00

HHAP Round 5 Eligible Use Categories:

1. **Delivery of Permanent housing and Innovative Housing Solutions:** Eligible Uses should be categorized here when costs support the provision of permanent housing.
2. **Rapid Rehousing:** Eligible Uses should be categorized here when the costs support operating a rapid rehousing type housing service. This means a tenant-based, time limited, permanent housing program, inclusive of wrap-around services.
3. **Prevention and Shelter Diversion:** Eligible Uses should be categorized here when costs support eligible populations access safe alternatives to shelter and/or remain safely housed at their current residence.
4. **Operating Subsidies-Permanent Housing:** Eligible Uses should be categorized here when costs support operations in new and existing affordable or supportive housing units serving people experiencing homelessness. Operating subsidies may include operating reserves (funds held in reserve to cover large, unexpected operating expenses).
5. **Operating Subsidies/Interim Housing:** Eligible Uses should be categorized here when costs support operations in interim housing serving people experiencing homelessness. Operating subsidies may include operating reserves (funds held in reserve to cover large, unexpected operating expenses). *Applicant must receive written permission from CAL ICH to apply for Interim Housing (HSC §50236(c).)*
6. **Improvements to Existing Interim Housing:** Eligible Uses should be categorized here when costs support renovation of existing interim housing to improve the quality of the life for people experiencing homelessness who are residing in the interim housing (Major rehabilitation).
7. **Street Outreach:** Eligible Uses should be categorized here when costs support Outreach programs.
8. **Services Coordination:** Eligible Uses should be categorized here when costs support wrap-around services not directly provided through another project.
9. **Systems Support:** Eligible Uses should be categorized here when the cost supports homelessness services system infrastructure, regional coordination, and/or improves accessibility and outcomes generally, as opposed to specific client(s).
10. **HMIS Administration (HMIS Lead only), no more than 1%:** to the HMIS lead entity and is intended to support the functioning, maintenance, and operation of the local HMIS. Costs may include system licenses, training system operating costs, costs associated with carrying out related activities.
 - a) **YOUTH SET ASIDE:** Given the continued focus and priority in allocating resources in support of Homeless Youth, the restriction on new interim housing solutions does not apply to the ten percent youth set aside.

Local funding priorities previously approved by the VC CoC Board shall be addressed and re-adopted to align with new priorities outlined in HHAP Round 5 noted above.

HHAP Funding requirements:

- Initial Disbursement (50% allocation) must be expended by May 31, 2026 with the remainder disbursement to be released once the above requirements have been met.
- YOUTH SET ASIDE Health and Safety Code section 50218.6(e) requires that a program recipient use at least 10 percent of its allocation for services for homeless youth populations, which are defined as unaccompanied youth who are between 12 and 24 years old and experiencing homelessness.
- ADMINISTRATIVE COSTS Health and Safety Code section 50220.7(f) mandates that grantees comply with the following:
 - No more than 7 percent of an applicant’s Round 5 program allocation may be expended on administrative costs incurred by the city, county, or CoC to administer its program allocation. “Administrative costs” do not include staff or other costs directly related to implementing activities funded by the program allocation.
 - Additional 1 percent for HMIS: Eligible Uses should be categorized here when the eligible applicant elects to allocate (up to) 1% of the HHAP-5 allocation to cover expenses associated with the administration of HMIS.
 - HHAP funding will be awarded to the local CoC. Staff anticipate the total combined funding made available to the Ventura County Continuum of Care of \$5.8 million; however, HHAP-5 allocations will be based off 2023 PIT Count data, and allocations are expected to be released by January 31, 2024. The State is encouraging regional collaboration with this funding with CoCs, counties and cities. The State has released the attached (Exhibit A) overview and timeline which includes the program application. HHAP applications will be due to the State by March 27, 2024.

DISCUSSION: Before submitting the application, VC CoC staff must prepare the application including:

- Evaluate system performance metrics data (Cal ICH will provide all applicants with SPM data based on the latest calendar year (2022))
- Conduct a permanent housing needs/gaps analysis,
- Update outcome goals and measures
- Update Countywide MOU to include Regional Homelessness Action Plan (*if required by the State*)
- Update Local Homeless Action Plan and Landscape analysis
- Prepare planned expenditure categories and strategic intent
- Complete the Application Narrative

Proposed Local Timeline for HHAP-5 funding:

Activity	Deadline
VC CoC Board to authorize staff to begin the application process for HHAP Round 5 which includes updating the Local Homeless Action Plan, Landscape Analysis, and Narrative Responses.	October 11, 2023
Present needs/ gaps/priorities to VC CoC Board for adoption in support of HHAP-5 Eligible Use Priorities	October 11, 2023
Release HHAP-5 Letter of Intent to Apply	October 27, 2023
LOI Due Date	November 17, 2023

Data Performance and Evaluation Committee Rank and Review Process	TBD
VC CoC Staff Present Recommendations to CoC Board	December 13, 2023
VC CoC Staff to submit the HHAP-5 grant application	No later than March 27, 2024
Cal ICH approves application and issues a notice of award or requests amended application.	Within 30 days of receiving final application
VC CoC Staff respond to request for amended application.	Within 30 days of request
CAL ICH approves amended application.	Within 30 days of receipt

RECOMMENDATIONS:

1. Approval of the local HHAP-5 grant timeline;
2. Authorize VC CoC Staff to apply for HHAP-5 grant funding, update the Local Homeless Action Plan, Landscape Analysis and narrative responses;
3. Approval of HHAP-5 funding priorities;
4. Release Letter of Intent to Apply.

Exhibit A: [State of California Homeless Housing, Assistance, and Prevention \(HHAP\) Grant Round 5 NOFA](#)

October 11, 2023

VC CoC Governance Board

SUBJECT: Authorize VC CoC staff to work with United Way of Ventura County to complete and apply for the CA Department of Housing and Community Development (HCD) Special Homelessness Prevention (HP) NOFA.

BACKGROUND: HCD, through the U.S. Department of Housing and Urban Development (HUD) has released a Notice of Funding Availability (NOFA) for Continuums of Care to apply for a special, one-time funding for Homelessness Prevention (HP) utilizing \$1.7M in disencumbered funds from the 2020 Emergency Solutions Grant (ESG) HUD allocation. This 2023 ESG HP NOFA will provide funding to providers to help prevent individuals or families from moving into an emergency shelter or living in a public or private place not meant for human habitation. The ESG HP NOFA was released on September 25, 2023, and the application period will remain open until all funds have been awarded. Due to the urgent nature of the need and the expenditure deadlines set by HUD, grant applications will be accepted by HCD on first come, first serve basis, without the need for an RFP process.

DISCUSSION: In preparation to apply for the ESG HP NOFA, United Way of Ventura County and the CoC have been discussing the number of low-income families and individuals that are struggling to maintain their housing and the growing need for additional resources to serve this subpopulation. Discussions also involved ensuring the proposal provide case management/navigation, landlord mediation, and/or other case management-based prevention services to all participants who request ESG – HP services. The program will also offer services coordination to obtain and maintain Permanent Housing (PH). Services will employ Housing First/Low Barrier principles to prioritize rapid placement and stabilization for clients and will be offered continuously while working towards achieving housing stability.

The only eligible activity under this NOFA is Homelessness Prevention where funds may be used to provide housing relocation and stabilization services, and short – and/or medium-term rental assistance, specifically serving those that are under 30% AMI and:

- A) At Imminent Risk of Homelessness
- B) Fleeing Domestic Violence or
- C) At Risk

RECOMMENDATION:

- 1) Authorize CoC staff to develop the ESG HP NOFA grant application in partnership with the United Way of Ventura County.
- 2) Submit the ESG HP NOFA grant application to HCD upon meeting the prerequisites.

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF FINANCIAL ASSISTANCE**

2020 W. El Camino Avenue, Suite 670, 95833
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Sacramento, CA 95833
(916) 263-2771
www.hcd.ca.gov



September 25, 2023

MEMORANDUM FOR: All Potential Applicants

FROM: Sasha Hauswald, Deputy Director
Division of Federal Financial Assistance

**SUBJECT: 2023 Emergency Solutions Grants Program Homelessness
Prevention Notice of Funding Availability**

The California Department of Housing and Community Development (HCD) is pleased to announce the availability of approximately \$1.7 million in disencumbered federal funds for the Emergency Solutions Grants (ESG) program, Homelessness Prevention (HP) activities only. Funding for this NOFA is made available pursuant to Subtitle B of Title IV of the McKinney-Vento Homeless Assistance Act.

The Department will be accepting 2023 ESG applications for the Homelessness Prevention activity through the eCivis Grants Management System portal beginning September 25, 2023. Once all funds have been awarded, the application window will close; however, earlier applications are highly encouraged. Applications will be reviewed as they are received, and the Department will make awards on an over-the-counter (OTC) basis.

The grantee must submit an Authorizing Resolution (AR) validly approved by the applicant's governing board. The Department requires that the applicant utilize the 2023 ESG Homelessness Prevention resolution template language. Applications must include an approved board authorizing resolution. Applications that do not include an approved board resolution will lose their place in the OTC line. The AR must designate a person or persons responsible for, and authorized to execute, all documents related to the application for ESG funds and submittal of funds requests.

Applicants are encouraged to set-up their profiles in the eCivis portal located at [eCivis Grants Management System Portal](https://www.hcd.ca.gov/grants-and-funding/programs-active/emergency-solutions-grants) as early as possible. Information about setting up a profile, submitting an application, and managing awards through the eCivis portal is available under the Training and Technical Assistance tab on the Department's ESG website: <https://www.hcd.ca.gov/grants-and-funding/programs-active/emergency-solutions-grants>.

Applicants are encouraged to begin the application process early to ensure successful submission before the application deadline. If you have any trouble logging into the portal, or have questions on how to complete the online application, please contact the Department at: ESGNOFA@hcd.ca.gov

2023 ESG Homelessness Prevention Notice of Funding Availability

September 25, 2023

Page 2

To receive ESG FAQs, other Program Information and updates, please subscribe to the Federal Programs listserv at <https://www.hcd.ca.gov/contact-us/email-signup>.

For questions, or assistance, please email ESGNOFA@hcd.ca.gov.

Attachment

2023 Federal Emergency Solutions Grants Program

Homelessness Prevention

Notice of Funding Availability



**Gavin Newsom, Governor
State of California**

**Lourdes M. Castro Ramírez, Secretary
Business, Consumer Services and Housing Agency**

**Gustavo Velasquez, Director
California Department of Housing and Community Development**

Division of Financial Assistance, Federal Programs Branch
Emergency Solutions Grants Program
2020 W. El Camino Avenue, Suite 200, Sacramento, CA 95833
ESG Program Email: ESGNOFA@hcd.ca.gov

September 25, 2023

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I. Overview

A. Notice of Funding Availability

The California Department of Housing and Community Development (HCD or Department) receives funding from the U.S. Department of Housing and Urban Development (HUD) for the Emergency Solutions Grants (ESG) program. This NOFA is one-time special funding for Homelessness Prevention (HP) utilizing \$1.7 million in disencumbered funds from the 2020 ESG HUD allocation.

This 2023 ESG HP NOFA will provide funding to providers to help prevent individuals or families from moving into an emergency shelter or living in a public or private place not meant for human habitation.

The funds will be distributed to units of general-purpose local government or state and federally recognized non-profit organizations that have the capacity to administer this funding. Applicants must have HCD approved HP policies and procedures. This NOFA outlines the application requirements and timelines for applicants applying for the funding.

All references to the “state” are references to the State of California. All references to ESG funding reference federal ESG funds administered by HCD unless otherwise noted.

B. Tentative program timeline

ESG NOFA and Application for Homelessness Prevention released:	September 25, 2023
Application deadline:	Until all funds are awarded
HCD announces awards:	As applications are received and approved

C. Requirements in the 2023 HP NOFA

1. Minimum and Maximum Amounts

- Minimum application amount: **\$75,000**
- Maximum application amount: **\$200,000**

Note: *HCD reserves the right to award additional funds to previously awarded applicants and/or to add additional ESG funds to the Program if they become available.*

2. Application Threshold Requirements

An application must meet the following threshold requirements to be eligible for funding:

- A. Applicants **must** follow instructions in both this NOFA and the online application. Failure to follow instructions will result in disqualification.
- B. The ESG application and all required attachments must be submitted to HCD through the eCivis Portal located at <https://portal.ecivis.com/#/login>. Applications must include all required information to be submitted.
- C. All applications must be accompanied by HCD approved HP policies and procedures.
- D. All applicants must submit their HP policies and procedures with their application, even if they're not approved; however, applicants that do not have HCD approved HP policies and procedures will lose their place in the OTC submission.
- E. Once HCD has approved the applicant's HP policies and procedures, the application will be placed at the end of the OTC line. **HCD will review and determine approval of the HP policies and procedures within 10 business days** of application submission.
- F. The Applicant is eligible as described in **Section I (A)** of this NOFA.

3. **Additional Application Requirements - All Applicants Must:**

- a. Provide supporting documentation of eviction rates (county, cities, towns) in their service area;
- b. Provide a qualitative assessment of why this HP funding will reduce entries into your homeless service system. Include specific area(s) within the CoC service area where funding will be utilized. (Limit your assessment to 250 words);
- c. Provide a detailed, comprehensive narrative stating why they need the HP funding, and specific area(s) within the CoC service area where funding will be utilized;
- d. Agree to meet the expenditure(s) milestone. (included in the Standard Agreement);
- e. Enter all HP clients into HMIS and report output results.

4. Homelessness Prevention Requirements

A Homelessness ***Prevention Manual*** and ***Checklist*** have been developed and are available to all ESG stakeholders for guidance on operating their HP programs.

Please see the ESG Webpage, under the Resources tab:

- [ESG Homelessness Prevention Policy](#)
- [ESG Homelessness Prevention Manual Checklist](#)

All Applicants that are awarded funding for the Homelessness Prevention activity are required to have HCD approved Homelessness Prevention policies and procedures (P&Ps). P&Ps must fully detail the Applicants ESG-HP operations.

At minimum, HP policies and procedures must include the following content:

- A. Participant Triage;
- B. Coordinated Entry Integration;
- C. Participant Eligibility;
- D. Suite of Services
- E. Staffing Patterns;
- F. Housing Problem Solving;
- G. Termination and Appeals;
- H. Other Requirements;
- I. General Operation; and
- J. Approval.

Note: Applicants must complete and include with their application the following: **HP Checklist** and **Template**:

- [ESG Homelessness Prevention Client File Checklist Template](#)
- [ESG Housing Stability Plan Template](#)

The only eligible activity under this NOFA is Homelessness Prevention.

Refer to the ESG Code of Federal Regulations: (24 CFR 576.103): ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter or another place described in paragraph (1) of the “homeless” definition in § 576.2.

This assistance, referred to as homelessness prevention, may be provided to individuals and families who meet the criteria under the “**at risk of**

homelessness” definition, or who meet the criteria in paragraph **(2), (3), or (4)** of the “homeless” definition in 24 CFR. § 576.2 (see below) and) and have an annual income below 30 percent of median family income for the area, as determined by HUD. The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in the program participant's current permanent housing or move into other permanent housing and achieve stability in that housing. Homelessness prevention must be provided in accordance with the housing relocation and stabilization services requirements in 24 CFR § 576.105, the short-term and medium-term rental assistance requirements in 24 CFR § 576.106, and the written standards and procedures established under 24 CFR § 576.400.

A. Imminent Risk of Homelessness (Category 2 Definition of Homelessness)

- i. The household will lose their primary nighttime residence within 14 days of the date of application for assistance, and
- ii. No subsequent residence has been identified, and
- iii. The household lacks the resources or support networks (e.g., family, friends, faith-based or other social networks) needed to obtain other permanent housing, and
- iv. The household’s annual income is below 30% of the median family income for the area (the area median income or “AMI”)

B. Fleeing Domestic Violence (Category 4 Definition of Homelessness)

- i. The household is fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against a household member, including a child, that has either taken place within the household’s primary nighttime residence or has made the household afraid to return to its primary nighttime residence, and
- ii. The household has no other residence, and
- iii. The household lacks the resources or support networks to obtain other permanent housing, and
- iv. The household’s annual income is below 30 percent AMI.

C. “At Risk” Definition of Homelessness (ESG Program Interim Rule)

- i. The household’s annual income is below 30% AMI, and
- ii. The household does not have sufficient resources or support networks immediately available to prevent them from experiencing literal homelessness, and
- iii. The household meets at least one of the following criteria:
 - Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance
 - Is living in the home of another because of economic hardship

- Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after their date of application for assistance
- Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals
- Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two people or lives in a larger housing unit in which there reside more than 1.5 people per room as defined by the US Census Bureau
- Is exiting a publicly funded institution or system of care such as a health care facility, a behavioral health facility, a foster care or other youth facility, or a correction program or institution
- Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness as identified in CA HCD's approved consolidated plan

HUD Exchange “At Risk of Homelessness” resource links:

- [Homelessness Prevention “At Risk” definition](#)
- [Homelessness Prevention Documentation](#)

5. General Requirements

- A.** The grantee must submit an Authorizing Resolution (AR) validly approved by the applicant’s governing board. The Department requires that the applicant utilize the 2023 ESG Homelessness Prevention resolution template language. The AR designates a person or persons responsible for, and authorized to execute, all documents related to the application for ESG funds and submittal of funds requests. Failure to include required elements in the AR, or errors in the AR, will require execution of a corrected AR and will delay execution of the Department’s Standard Agreement for the 2023 ESG Homelessness Prevention funds.
- B.** All Applicants must demonstrate to the satisfaction of the Department that it is in compliance with the financial management requirements of 24 CFR Part 576.500 and **2 CFR Part 200**. The Applicant must provide the Department with its **most recent** Single Audit (as submitted to the State Controller’s Office), if applicable. (Applicants that have not yet received their FY22 Single Audit will not have their application rejected. The Department will accept the FY2021 report).

If the Applicant has any open Single Audit findings and does not have a plan or an agreement to remediate those findings, the Applicant will be deemed ineligible for funding through the State ESG program until the

findings are resolved or a remediation plan or agreement is established.

- C. Pursuant to 24 CFR § 576.201, Applicants must have identified dollar-for-dollar match for the federal ESG funding with funds from other public or private sources.
- D. An application may be deemed ineligible if the application does not meet the threshold requirements; if the application is incomplete; or if HCD cannot determine compliance with the threshold requirements.

6. Environmental Review

- A. According to the requirements in the HUD Grant Agreement, Applicants for assistance that are units of general local government must agree to assume responsibility for environmental review, decision-making, and action under 24 CFR Part 58, “Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities” and shall comply with the environmental requirements of 24 CFR Part 58 including §58.4 “Assumption Authority.” If awarded funding, the obligation of funds and incurring of costs will be conditioned upon Applicants’ compliance with 24 CFR Part 58, and completion by HCD of all applicable review and approval requirements as specified in 24 CFR Part 58.18.
- B. The Applicant, its service providers (Service Providers), and any subcontractors of the Applicant or its Service Provider, may not acquire, rehabilitate, convert, lease, repair, dispose of, demolish, or construct property for a project, or commit or expend ESG or local funds for eligible activities under this part, until the Applicant has performed an environmental review under 24 CFR Part 58 and the Applicant has received HCD approval if required by the level of environmental review.
- C. In accordance with 24 CFR § 58.22, “Limitations on activities pending clearance”, neither an Applicant nor any Service Provider in the development process, including public or private nonprofit or for-profit entities, or any of their Contractors, may commit HUD assistance under a program listed in 24 CFR § 58.1(b) on an activity or project until the environmental review process is complete and if required, HCD has approved the Applicant’s HUD Form 7015.5 “Request for Release of Funds and Certification” (RROF) and issued HUD Form 7015.16, “Authority to Use Grant Funds”.
- D. Neither the Applicant nor any Service Provider in the development process may commit non-HUD funds or undertake an activity or project that would have an adverse environmental impact or limit the choice of reasonable alternatives. Upon completion of environmental review, HCD shall notify Applicant. HUD funds shall not be utilized before this requirement is satisfied. Violation of 24 CFR Part 58 may result in disapproval, modification, or cancellation of the ESG Grant.
- E. If awarded funding and if a project or activity is exempt under 24 CFR § 58.34, “Exempt activities” or is categorically excluded (except in extraordinary

circumstances) under 24 CFR § 58.35(b) “Categorical exclusions not subject to § 58.5”, no RROF is required. The Applicant may undertake the activity immediately after they have provided documentation to HCD of its determination that each activity or project is exempt or categorically excluded. The Applicant remains responsible for carrying out any applicable “Other Requirements” under 24 CFR § 58.6, and must provide documentation to HCD at the time of grant monitoring of its compliance with this section of 24 CFR Part 58.

F. If awarded funds, the Applicant is also subject to the provisions of the California Environmental Quality Act (CEQA). The Standard Agreement will require that the Contractor assumes responsibility to fully comply with CEQA’s requirements.

7. Expenditure Milestones (Reminder)

Applicants that are awarded funding under this 2023 Homelessness Prevention NOFA are required to meet the following expenditure milestones. This is stated in the 2023 ESG Standard Agreement, Exhibit E (Expenditure Milestone Requirements - As referenced in Exhibit E)

Percentage of ESG Award that must be expended	Milestone Deadline
50%	180 days after execution of contract

8. Grants Management System (GMS)

The eCivis Grants Management System (GMS) is called “Grants Network”. Grants Network allows Applicants to apply for ESG funding online and will track the status of their application. This new system is easier to navigate and does not require Applicants to submit hard copies of the application to the Department. Grants Network will support programs and projects from application through to implementation and closeout. It will also connect with other digital accounting and reporting systems used by both the Department and HUD.

2023 ESG Homelessness Prevention Applications must be accessed through the [eCivis portal - Programs Available for Solicitation page](#). Paper binder applications are no longer being accepted.

9. Advancing Racial Equity

Contractors should prioritize the advancement of racial equity at all levels of the homeless response system. The Department asks Contractors to be leaders in their homeless response systems, facilitating partnerships among service organizations and promoting racial equity practices. Contractors must respond to disproportionality in access to services, service provision and outcomes.

Contractors cannot simply rely on delivering a standardization of services to address equity. Contractors have the responsibility to examine their data to ensure all eligible persons receive equitable services, support, and are served with dignity, respect, and compassion regardless of circumstances, ability, or identity.

The Department will require Applicants to submit related racial and ethnic data metrics of the homeless population and those served by the CoC service area from their Homeless Management Information System (HMIS) on a quarterly reporting basis.

The Department recommends that Contractors refer to and utilize the Racial Equity Tools available on the HUD Exchange to inform efforts to advance racial equity within the homeless response system. The tools are available at the following link: <https://www.hudexchange.info/news/new-coc-racial-equity-analysis-tool/>.

The Department also encourages Contractors to refer to the Increasing Equity in the Homeless Response System through Expanding Procurement Tool from the HUD Exchange to help guide practices in this area at the following link: <https://www.hudexchange.info/resource/6083/covid19-homeless-system-response-increasing-equity-in-the-homeless-response-system-through-expanding-procurement/>.

And: [Advancing Racial Equity and Fair Housing Learning Brief - HUD Exchange](#)

II. **Authorizing Legislation**

Funding under this NOFA is made available pursuant to Subtitle B of Title IV of the McKinney-Vento Homeless Assistance Act. This NOFA should be read in conjunction with the following regulations that establish state and federal ESG requirements. Relevant legal authority includes, but is not limited to, the following:

- [Code of Federal Regulations \(CFR\), Title 24, Part 576;](#)
- [25 CCR, Division 1, Chapter 7, Subchapter 20;](#)
- [24 CFR Part 91 relating to Annual Action Plan requirements;](#)
- [24 CFR Part 58, relating to environmental reviews; and](#)
- [HCD Policy and Research Plans and Report \(ca.gov\)](#)
- The **ESG Program Interim Rule** 24 CFR Part 576.
- Chronically Homeless Definition Final Rule 24 CFR Parts 91 and 578.
- [Office of Management and Budget \(OMB\) requirements for Universal Identifier and Central Contractor Registration, 2 CFR Part 25, Appendix A to Part 25.](#)

If state or federal statutes or regulations relating to the ESG program are modified by Congress, HUD, HCD or the State Legislature, the changes may become effective immediately and impact the work that was awarded funding under this NOFA.

If there is a conflict between the state and federal regulations, the federal regulations shall prevail. In addition, HCD reserves the right, at its sole discretion, to suspend or amend the provisions of this NOFA. If such an action occurs, HCD will notify interested parties.

III. **State Annual Action Plan Requirements Relative to ESG**

Pursuant to 24 CFR Part 91 and as required by HUD, units of general-purpose local governments are required to satisfy the following in HCD's Annual Action Plan.

A. **Eligible costs**

Contractors and their Service Providers must follow all Office of Management and Budget (OMB) Cost Principles and Generally Accepted Accounting Principles (GAAP). OMB and budget requirements are listed in 2 CFR Part 200. Costs must be *allowable*, *allocable*, and *reasonable*. Shifting costs between awards to overcome funding deficiencies is **not** allowed.

1. **Allowable costs** must conform to all limitations or exclusions set forth in the federal cost principles cited at: 2 CFR Part 200 Subpart E. Additionally, the allowable costs must comply with the policies and procedures within the Contractor or Service Provider's organization and be treated consistently (whether as a direct or indirect cost). Finally, allowable costs must comply with the GAAP and the costs must be adequately documented.
2. **Allocable costs** are those consistent with 2 CFR Part 200.405.
3. **Reasonable costs** do not exceed in nature or amount of costs that would be incurred by a prudent person under the same or similar circumstances prevailing at the time a decision was made to incur the cost. 2 CFR Part 200.404.

Eligible costs may be direct or indirect. They must be incurred for the same purpose in like circumstances and must be treated consistently as either direct or indirect costs.

Direct costs are those costs that can be identified specifically with a particular final cost objective (such as the ESG award) and can be directly assigned to an activity relatively easily with a high degree of accuracy. 2 CFR Part 200.413.

Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective or activity. Contractors that allow their Service Providers to seek reimbursement for indirect costs must comply with all OMB requirements, including 2 CFR Part 200.403 and

Part 200 Appendix 4. Contractor records must include evidence of the modified total direct cost calculations, indirect cost limits, and supporting documentation for actual direct cost billing.

All eligible costs incurred after the date of the ESG award letter issued by HCD are reimbursable after full execution of the state Standard Agreement. Contractors must not plan to expend any state ESG funds requiring reimbursement prior to the award letter. In addition, Contractors must not expend any funds until the required environmental review process has been completed under 24 CFR Part 50.

B. ESG activities found at 24 CFR Part 576.103.

Note: Rental assistance payments provided as part of a HP activity under 24 CFR Part 576.106 typically cannot exceed HUD's Fair Market Rent (FMR) as provided under 24 CFR Part 888 and must comply with HUD's standard for rent reasonableness as established under 24 CFR Part 982.507.

4. Match requirements (24 CFR Part 576.201; 25 CCR § 8410)

Funded Applicants must make matching contributions in an amount that equals the amount of federal ESG funds awarded. HCD will request documentation as part of its monitoring to determine the sources and amounts used to meet the federal ESG matching requirement.

IV. State Overlays

It is the duty and responsibility of each Applicant to review the provisions, requirements, and limitations of all funding sources applied for and obtained for a particular project, program, or activity to ensure that each and every requirement of those funding sources is compatible with all HCD program requirements and restrictions. Incompatibility of funding sources will result in the denial or cancellation of an award or may result in the placement of conditions or limitations on an award, all as determined by HCD in its sole and absolute discretion.

V. Federal Requirements

A. General

The requirements in [24 CFR Part 5, subpart A](#) are applicable, including the nondiscrimination and equal opportunity requirements found at [24 CFR Part 5.105\(a\)](#). Section 3 of the HUD Act of 1968 and implementing regulations at [24 CFR Part 75](#) apply, except that homeless individuals have priority over other Section 3 residents in accordance with [24 CFR Part 576.405\(c\)](#).

B. Program Requirements: 24 CFR Part 576

- [§ 576.400](#) Area-wide systems coordination requirements.
- [§ 576.401](#) Evaluation of program participant eligibility and needs.

<u>§ 576.402</u>	Terminating assistance.
<u>§ 576.403</u>	Shelter and housing standards.
<u>§ 576.404</u>	Conflicts of interest.
<u>§ 576.405</u>	Homeless participation.
<u>§ 576.406</u>	Equal participation of faith-based organizations.
<u>§ 576.407</u>	Other Federal requirements.
<u>§ 576.408</u>	Displacement, relocation, and acquisition.
<u>§ 576.409</u>	Protection for victims of domestic violence, dating violence, sexual assault, or stalking
<u>§576.500</u>	Recordkeeping and reporting requirements.
<u>§576.501</u>	Enforcement.

C. Other Federal Requirements

Contractors must be able to meet all federal requirements relative to the ESG program, specifically those concerning equal opportunity and fair housing, affirmative marketing, environmental review, displacement, relocation, acquisition, labor, lead-based paint, asbestos, conflict of interest, debarment, and suspension. Pertinent federal requirements are noted in federal ESG regulations and ESG Standard Agreements. All Applicants should be aware that, if funded, these requirements would apply.

VI. False, Fictitious or Fraudulent Claims:

Warning: Any person who knowingly makes a false claim or statement to HUD or the Department may be subject to civil or criminal penalties under 18 U.S.C. Sections: 287, 1001 as well as 31 U.S.C. § 3729.

A. Detecting, Preventing, and Reporting FRAUD

Fraud is a white-collar crime that has a devastating effect on the ESG program because the ESG program beneficiaries are victims of this crime when the ESG program is abused.

HCD wants to stop any criminal assault on the ESG program it administers, and in doing so all ESG funds go to people it was designed to help and improve their living conditions.

B. Combatting Fraud

The U.S. Department of Housing and Urban Development (HUD) Office of Inspector General (OIG) is committed to protecting HUD's programs, operations, and beneficiaries from dishonest individuals and organizations.

HUD cannot combat fraud alone.

HUD relies on HCD and ESG NOFA Applicants to combat ESG program fraud. HUD also relies on Applicants for, and people receiving, HUD benefits, such as tenants receiving rental assistance, borrowers with HUD insured loans, or citizens having their communities restored using HUD Grants.

The HUD OIG Hotline number is 1-800-347-3735. This is the primary means to submit allegations of fraud, waste, abuse, mismanagement, or Whistleblower related matters for the ESG program to the Office of Inspector General.

HUD OIG accepts reports of fraud, waste, abuse, or mismanagement in the ESG program from HUD employees, anyone administering the ESG program, anyone working in the ESG program, Contractors, and the public.

You can report mismanagement or violations of law, rules, or regulations by HUD employees or program participants.

Fraud, Waste and Abuse in the ESG program and its operation may be reported in one of the following four (4) ways:

E-mail to: hotline@hudoig.gov

By Phone: Call toll free: 1-800-347-3735

By Fax: 202-708-4829

By Mail:

U.S. Department of Housing & Urban Development

HUD OIG, Office of Investigation, Room 1200

Field Office

One Sansome Street

San Francisco, CA 94104

[\(213\) 534-2518](tel:(213)534-2518)

U.S. Department of Housing & Urban Development

HUD OIG, Office of Investigation

Suite 4070

Regional Office

300 North Los Angeles Street

Los Angeles, CA 90012

[\(213\) 534-2518](tel:(213)534-2518)

VII. ESG application submission requirements

The online 2023 ESG Homelessness Prevention application link is available on the ESG webpage at <https://www.hcd.ca.gov/grants-and-funding/programs-active/emergency-solutions-grants>. 2023 ESG Applications must be accessed through the [eCivis portal - Programs Available for Solicitation page](#). **Paper binder applications will no longer be required or accepted.**

The OTC applications solicitation will open on **September 25, 2023, at 9:00 a.m.** and remain open until funds are exhausted. Any applications received prior to this date and time will lose their place in line and be moved to the end of the line. This OTC solicitation will remain open until the funds have been exhausted.

Submit applications and all required documentation through the [eCivis Grants Management System portal](#).

Applicants are encouraged to set up their profiles in the eCivis Grants Management System portal located at <https://portal.ecivis.com/#/login> as early as possible. Profile set-up instructions can be found in the **eCivis Grants Management System, External User Manual** on the ESG webpage at <https://www.hcd.ca.gov/grants-and-funding/programs-active/emergency-solutions-grants>.

If you have trouble logging into the portal or have questions on how to complete the online application, please contact HCD at ESGNOFA@hcd.ca.gov.

Questions regarding the ESG NOFA and application process can be directed to ESGNOFA@hcd.ca.gov.