



Meeting Agenda
Continuum of Care (CoC) Special Board Meeting
Monday August 26, 2024
10:00am-11:00am
Ventura County Office of Education
5189 Verdugo Way Camarillo, California 93012
Simi Room at the Administrative Services Center

Zoom Meeting ID: 815 3360 8630

<https://us02web.zoom.us/j/81533608630>

1. Call to Order
2. Board Comments
3. CoC Staff Comments
4. Public Comments: 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. Public comment is limited to 3 minutes per person during the opening part of the meeting and per item. The time allotment can be increased or decreased by the Chair depending on the number of speakers. 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 a written public comment, the comment must be submitted via email no later than 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 if you will be participating in person.

During the meeting: Participants attending online may use the chat function in zoom to indicate they would like to make a comment. Participants attending in-person can complete a public comment card indicating which item they would like to comment on and submit to the Board Chair. Staff will call on participants during the public comment section of the meeting or during specific items following staff presentation of the item.

Continuum of Care Governance Board Business

5. Approval of Board Minutes from July 10, 2024.
6. Approval of the 2024 Ventura County Continuum of Care Rank and Review Policy for the Housing and Urban Development (HUD) Continuum of Care FY2024 and FY2025 Funding Competition and the 2024 VC CoC Notice of Funding Opportunity Calendar, Authorization for Staff to release the 2024 Letter of Intent to Apply and Authorization for Staff to Release the 2024 Request for Proposals for New Projects and Reallocation (**Presenter: Alicia Morales-McKinney**)
7. Approval of the recommendation to Contract with The Partnership for Safe Families as a Qualified Organization to Engage People with Lived Experience of Homelessness- (**Presenter: Alicia Morales-McKinney**)



**Meeting Minutes
Continuum of Care (CoC) Board
Wednesday, July 10, 2024
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 2:03pm.

Board Members: Paul Drevenstedt, Juliana Gallardo, Jack Edelstein, Michael Nigh, Stefany Gonzalez, Mara Malch, Dawn Dyer, Emilio Ramirez, Dr. Sevet Johnson (online)

Absent: Kevin Clerici, Ingrid Hardy, Manuel Minjares, Pauline Preciado

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

2. **Board Comments:** Dawn Dyer congratulated Jenn Harkey on her recent promotion to Interim Homelessness Solutions Director and Alicia Morales-McKinney on her promotion to Interim CoC Director.

3. **CoC Staff Comments:** Jenn Harkey thanked the Board for the congratulations and explained that she will be working with county agencies and city jurisdictions on strategic planning efforts including forming a task force on homelessness. Jenn further provided some feedback on some public comments made during the last meeting regarding Project Room Key (PRK). Jenn clarified that family members of program staff can be supported in any program (shelter, street outreach, etc.) and their case would be managed by an unrelated staff member. All CoC providers have confidentiality agreements and policies in place to avoid conflicts of interest. Jenn further clarified that all meals and food boxes have been provided to PRK participants throughout the pandemic and staff have coordinated and provided participants the option to opt out of receiving food or meals if they decide. All left over shelf-safe items are donated to food share or other local shelters. Lastly, Jenn clarified that PRK was operating under the federal declaration of the public health emergency and should not have affected client benefits from March 2020 – May 2023. The program now operates as non-congregate shelter which may reduce social security benefits for clients based on the meals being provided while in shelter.

Alicia Morales-McKinney also thanked the Board for the congratulations and expressed excitement and gratitude for taking on the role of Interim CoC Director.

4. **Public Comments:** Elizabeth R. Stone (attendee) expressed excitement on behalf of herself and members of F.I.N.D. for Jenn's promotion. Elizabeth shared that Jenn is a consistent advocate for those who are unhoused and expressed excitement and hope for Jenn's vision and initiatives in her new role.

Continuum of Care Governance Board Business

5. **Approval of Board Minutes from June 12, 2024.**

Jack Edelstein moved to approve; Paul Drevenstedt was second; Mara Malch abstained; the balance of the Board was in favor

6. **Approval of the Newly Developed Countywide Supportive Housing Services Plan Guidebook.
(Presenter: Alicia Morales-McKinney)**

Alicia shared that CoC staff opened an RFP last year to help develop a supportive services plan for permanent supportive housing providers but unfortunately did not receive any responses. Under the direction and guidance of the Housing and Services Committee, CoC staff and committee members worked to adopt the Supportive Services Plan Guidebook created by HCD and the Corporation of Supportive Housing. CoC staff, committee members, and other partners worked to develop and modify the Guidebook to meet our community needs. The F.I.N.D PLE workgroup further provided material

that has been included in the draft as references. Alicia provided a draft Guidebook to the Board, provided further detail on the Guidebook contents, and explained that this plan is designed to support and provide guidance based on best practices to our PSH providers within our Continuum of Care.

Michael Nigh inquired if the Guidebook is required for CoC funded PSH providers to adopt, and if not, how it will be implemented. Alicia shared that currently the Guidebook is not a requirement, but CoC staff is open to hearing from the Board on how this document could best be utilized within our continuum. The Board inquired what aspects of the Guidebook are included in our rank and review process. Alicia explained that staff looks at staffing ratios and housing first compliance when reviewing projects applying for funding. Alicia explained that if the Board would like to make the Guidebook required, the Board could recommend CoC staff work to adopt the Guidebook as policy. The Board inquired if aspects of the Guidebook are already included in the RFP process and if projects are held accountable to meet those requirements. Jenn Harkey explained that this guidebook does have components that are in addition to what the CoC holds projects accountable to. Jenn shared that best practices and case load ratios vary depending on populations being served. For example, case load ratios for projects serving people with severe mental illness would be different than to those in scattered site models. The Guidebook addresses these differences.

Elizabeth R. Stone (attendee) encouraged the Board to incorporate the Guidebook in the scoring and evaluation process of projects requesting funding.

Michael Nigh moved to approve the recommendation as drafted; Paul was second; all in favor. Dawn made a follow up motion to request staff to bring back a proposal that incorporates the key components of the Guidebook in the Rank and Review scoring criteria; Jack was second; all in favor.

7. Review and Approval to Request Letters of Intent for the FY24 Housing and Urban Development (HUD) Continuum of Care (CoC) Notice of Funding Opportunity (NOFO). (Presenter: Jennifer Harkey)

Jenn Harkey shared that the HUD CoC NOFO is anticipated to be released this month and requested Board approval to release the request for all currently funded partners to submit letters of intent to renew. Applicants that will be renewing include Permanent Supportive Housing projects, Rapid Re-Housing and the Safe Haven that is currently operated by Turning Point. Jenn shared that partners could choose not to renew, and in that case CoC staff would open that project for reallocation of funding. If partners are renewing, they can make some changes to the budget or population to be served. CoC staff will rank and review the projects based on the criteria we have in place today. If HUD is to make changes, CoC staff will go back to the Board to approve and implement updates to the Rank and Review policy. CoC staff will return to the Board after the Rank and Review process before submitting the application to HUD.

Board members requested clarification on timeline submission and reasoning for releasing the request for letters of intent before the NOFO is released. Jenn clarified the strategy is to get a head start on reviewing LOIs since CoC staff anticipates all renewal projects will be consistent with what they operate as today. There is not an option to expand or change a project within a renewal, applicants would have to apply for bonus funding in the RFP process. The final rank and review of LOIs will be brought back to the Board to decide which projects will be going forward in the final application to HUD.

Paul Drevenstedt moved to approve; Jack Edelstein second; all in favor.

8. Review and Approve Policy Updates to Align with the Violence Against Women Act (VAWA) and Emergency Transfer Plan (ETP) Provisions. (Presenter: Felipe Flores)

Felipe Flores reviewed the updated Emergency Transfer Plan (ETP) with the Board and requested approval to implement the ETP. Felipe shared that the ETP was updated to align with VAWA 2022 and its provisions. Updates to the plan include a clear definition of eligibility for participants, description of documentation required to submit an emergency transfer, additional client confidentiality and security measures, further detail on timing and availability of units, list of local resources and links to services,

and lastly, a section on termination of assistance and/or denials.

Board members inquired regarding availability of units and timing of emergency transfers. Jenn Harkey highlighted the CoCs partnership with The Coalition of Family Harmony and shared that if no units are available for an immediate transfer, clients are referred to our DV providers for support with transitional housing or emergency shelter. Mara Malch inquired if our housing authorities have similar policies for clients with section 8 vouchers and if they align. Jenn shared that this is a CoC specific policy, Section 8 or Housing Authority participants would default to housing authority policy.

Jack Edelstein moved to approve; Paul Drevenstedt was second; all in favor

9. Receive a Notice of an Unscheduled Board Member Vacancy and Approve a Nomination for the People's Self Help Housing Director to Fill this Board Seat. (Presenter: Jennifer Harkey)

Jenn Harkey thanked Juliana for her service on the Board and shared that Juliana will be on a temporary leave of absence. Jenn shared that Juliana has nominated Katherine Aguilar, the director of Self Help Housing to serve in her absence. Julianna shared that Katherine has been working in affordable housing for nearly a decade and has a lot of experience working in supportive housing. Julianna shared that before coming to People's Self Help Housing, Katherine worked in housing in the City and County of LA and will be a great asset to the Board in her absence. Jenn further clarified that once Juliana returns from leave, CoC staff will bring an item back to the Board to formalize her return.

Dawn Dyer inquired if Katherine is based locally in Ventura. Juliana shared that she is based in the Valley but works within Ventura County, SLO and Santa Barbara.

Michael Nigh moved to approve; Paul Drevenstedt was second; all in favor.

10. Receive and File a Report on the Homeless Housing Assistance and Prevention (HHAP) Program. (Presenter: Alicia Morales-McKinney)

Alicia shared updates with the Board on all rounds of HHAP funding. Alicia shared funding amounts, remaining balances, project types, and outcomes. The full infographic can be found on the CoC website and in the July 2024 Board Packet.

Dawn Dyer inquired how the remaining balances will be expended. Alicia shared that all rounds of HHAP are 4-year grant terms and CoC staff monitors balances on a monthly and quarterly basis. Alicia shared that the first three rounds of HHAP did not have drawdown requirements whereas HHAP 4 has a 50% drawdown requirement which CoC staff has been monitoring and updating subrecipients. All remaining balances are addressed with subrecipients during monitoring and quarterly reporting.

11. Receive and File a Report on the California Emergency Solutions and Housing (CESH) Grant Program. (Presenter: Felipe Flores)

Felipe Flores shared updates with the Board on the CESH Grant Program which was closed out earlier this year. CESH funding was awarded in 2019 with a five-year term. Felipe shared funding amounts, project types, and outcomes. The full infographic can be found on the CoC website and in the July 2024 Board Packet.

Additional items not on the agenda: none.

Next meeting set for August 26th , 2024

Meeting adjourned at 3:11pm

August 26, 2024

VC CoC Governance Board

SUBJECT: Approval of the 2024 Ventura County Continuum of Care (VC CoC) Rank and Review Policy for the Housing and Urban Development (HUD) Continuum of Care FY2024 and FY2025 Funding Competition and the 2024 VC CoC Notice of Funding Opportunity Calendar and Authorization for Staff to Release Request for Proposals for New Projects and Reallocation for the FY 2024 Continuum of Care Competition.

Background: The County Executive Office serves as the Ventura County Continuum of Care (VC CoC) Collaborative Applicant and facilitates the annual CoC funding competition. The FY24 and FY25 Continuum of Care Program Competition Notice of Funding Opportunity (NOFO) was released on July 31, 2024, with the collaborative application due October 30, 2024. This year, the CoC's collaborative applicant will submit a single consolidated CoC application for FY24. The application and selection process for FY24 funds will proceed much like prior year competitions. The CoC consolidated application includes a CoC application, all CoC renewal project applications and any new CoC Bonus project applications with the same competitive scoring elements as in previous years. For FY25, HUD will not require CoC's to submit another CoC consolidated application; however, any additional grant funding would require a new solicitation by the CoC for new projects in FY25. HUD will also not require recipients to submit individual applications for renewal projects conditionally awarded in the FY24 competition. HUD will make reasonable cost of living adjustments for conditionally selected grants to renewal amounts to help afford increasing costs of operations due to inflation. HUD will adjust amounts for the supportive services and HMIS costs budget lines for renewing projects *only* based on the most recent three-year average of changes in State Quarterly Census of Employment and Wages. The final funding allocations have not yet been released by HUD for the 2024 program competition. The estimated annual renewal demand funding for VC CoC is \$3.6 million, based on FY23.

HUD's Homeless Policy Priorities include the following:

- ❖ Ending homelessness for all persons by aligning strategies with the [ALL IN: Federal Strategic Plan to Prevent and End Homelessness](#)
- ❖ Use a Housing First approach to help individuals and families move quickly into permanent housing. This should include landlord engagement, removing barriers to entry and adopting client-centered service methods.
- ❖ Reduce unsheltered homelessness by exploring all available resources. CoCs should work with law enforcement and local governments to eliminate policies and practices that criminalize homelessness.

- ❖ Improve system performance and use the Coordinated Entry process to make homelessness assistance open, inclusive and transparent.
- ❖ Partner with housing, health and service agencies to improve how all available resources are utilized to end homelessness. Partnerships with public and private healthcare organizations, public housing authorities, local workforce development centers and tribal organizations to maximize the use of mainstream and other community-based resources.
- ❖ Address racial equity to ensure successful outcomes for all persons experiencing homelessness.
- ❖ Improve assistance to LGBTQ+ individuals by ensuring privacy, respect, safety and access regardless of gender identity or sexual orientation in projects.
- ❖ Include persons with lived expertise and experience in the local planning and decision-making process. CoC leaders and stakeholders should prioritize hiring people who have experienced homelessness in areas where their expertise is needed.
- ❖ Increase the affordable housing supply by communicating with jurisdiction leaders about steps such as zoning and land use reform that would increase the supply of affordable housing.
- ❖ Build an effective workforce to ensure homeless assistance providers are well supportive to provide high quality assistance.
- ❖ Increase affordable housing supply to ensure CoCs communicate with jurisdiction leaders, including for the development of Consolidated Plans, about the harmful effects of the lack of affordable housing, and they should engage local leaders about steps such as zoning and land use reform that would increase the supply of affordable housing.

Discussion: VC CoC Staff have updated a draft of the Rank and Review Policy by utilizing the HUD designed rank and review tools. This draft (Exhibit A) includes local policy for ensuring the VC CoC consolidated application and project level applications are aligned and consistent with best practices in delivering housing and services and strive to help the CoC achieve systemwide goals of preventing and ending homelessness. The policy includes scoring templates for currently funded projects that will be seeking renewal funding including Safe Haven, Rapid Re-Housing and Permanent Supportive Housing projects. The policy details out the scoring of individual projects as well as the process for ranking these projects in the HUD required tiering system. The policy and scoring include incorporation of the approved Ventura County Continuum of Care Supportive Housing Guidebook.

VC CoC Staff released the Preliminary Letter of Intent (LOI) for renewal projects on July 17, 2024, in anticipation of the HUD CoC NOFO release to determine which programs elect to renew in the competition. The LOI was due August 7, 2024, for all renewal projects. With the release of the HUD NOFO on July 31, 2024 and changes to the 2024/2025 HUD NOFO, VC CoC staff aim to re-release the LOI (exhibit C) to allow agencies the opportunity to revise responses according to the approved 2024 Rank and Review Policy. LOI and RFP applications (exhibit B) for new, and re-allocated funding will be due on September 23, 2024, by 2:00pm and the VC CoC Data Performance & Evaluation Committee will work with VC CoC staff to review, score and rank the renewal LOIs and proposals for new and/or reallocated projects based on the scoring criteria contained within the 2024 Rank and Review Policy. The VC CoC

Data Committee will bring the recommended ranking of projects, including any proposed reallocations, to the VC CoC Board for review and approval. The attached 2024 CoC NOFO Calendar (exhibit D) encapsulates the appropriate deadlines in alignment with the HUD NOFO requirements.

Recommendations:

- 1) Exhibit A: Approval of the 2024 Ventura County Continuum of Care Rank and Review Policy
- 2) Exhibit B: Authorization for staff to release a Request for Proposals for New Projects, Re-allocation projects and DV Bonus Funding
- 3) Exhibit C: Authorization for staff to re-release Letters of Intent for renewal projects to revise responses based on the updated 2024 VC CoC Rank and Review Policy
- 4) Exhibit D: Approval of the 2024 VC CoC NOFO Calendar

**Ventura County Continuum of Care (VC CoC)
2024/2025 Ranking and Selection Criteria
HUD Continuum of Care Program Competition**

The Ventura County Continuum of Care (VC CoC) will use the following process to rank all projects/applications in the 2024/2025 HUD Continuum of Care Program Competition.

Section I: HUD CoC General Requirements and Policies

Section II: 2024/2025 HUD CoC Notice of Funding Opportunity (NOFO) Detail

Section III: Ventura County CoC Policy on Reallocation, Project Ranking, and Tiers

Section IV: Process and Criteria for Rating and Ranking Renewal Projects

Section V: Process and Criteria for Ranking New Projects

Section VI: Final Project Priority Listing and Notification to Applicants

Section VII: Appeal Process

Section I: HUD CoC General Requirements and Policies

The U.S. Department of Housing and Urban Development (HUD) publishes the Notice of Funding Opportunity (NOFO) annually for the Continuum of Care (CoC) Program. The NOFO establishes the available level of funds, identifies HUD national priorities, and describes the criteria and data needed in the competitive application.

HUD requires CoCs to conduct a local review process and to designate a Collaborative Applicant to submit requests for funds in the CoC Competition. HUD provisionally awards funds to CoCs based on the scoring of a CoC system-level application up to a maximum allocation established by an area pro-rata need. The CoC conducts a local process to determine needs within the system and to evaluate and select and prioritize project level applications to include in the annual application for funds.

Section II: 2024/2025 HUD CoC Notice of Funding Opportunity (NOFO) Detail

The HUD CoC NOFO was released on July 31, 2024 for the Continuum of Care (CoC) Program. Approximately \$3.13 billion is available for FY 2024. The VC CoC is eligible for an estimated \$3.6 million in annual renewal funding (ARD) plus and estimated \$225,081 in planning grant funds with the potential to apply for new bonus project funding.

Although the available amount of funding is expected to be sufficient to fund all eligible renewal projects in the FY 2024 funding process, HUD continues to require Collaborative Applicants to rank all projects in two tiers. Additionally, there is an ongoing emphasis on project performance. 24 CFR Part 578.7 (6) requires CoCs to 'monitor recipient and subrecipient performance, evaluate outcomes, and take action against poor performers'. HUD encourages CoCs to reallocate under-performing projects to higher performing projects or to respond to community needs. The VC CoC responds to these factors by establishing policies, procedures, and criteria for reviewing and ranking each application for funding; for reallocation, and for selection of projects for inclusion in the CoC national competition. HUD also requires the CoC to meet requirements and guidelines specific to the annual NOFO.

- A. Threshold/ Eligibility Review:** The CoC is required to review all applications to verify eligibility for federal CoC funding. Applicants must meet HUD thresholds regarding eligibility to do business with the federal government; legal status; commitment to participation in HMIS and the Coordinated Entry System (CES); and fiscal capacity. Projects from applicants not meeting these requirements are ineligible to apply for HUD CoC funding.
- B. Ranking Requirements:** The CoC must assign a unique rank to each project that it intends to submit to HUD for funding except for the CoC planning grant. Ranking of renewal projects must incorporate scoring on project performance, system performance and effectiveness. Each CoC must comprehensively review both new and renewal projects within its geographic area, using CoC-approved scoring criteria and selection priorities, to determine the extent to which each project is still necessary and addresses the listed policy priorities. Funds for projects that are determined to be underperforming, obsolete, or ineffective should be reallocated to new projects that are based on proven or promising models.
- C. Reallocation & Bonus:** CoCs may use funds from part or whole existing grants to create new projects through reallocation. A CoC is eligible to apply for up to 12% of its Final Pro Rata Need (FPRN) and may apply

for more than one bonus project provided it has demonstrated the ability to reallocate lower performing projects to create new higher performing projects. CoCs may submit new or expansion project applications under the bonus process for the following project types:

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

D. New Projects for Domestic Violence (DV) Bonus:

CoC's may create new DV projects. CoC's may apply for up to 15% of its Preliminary Pro Rata Need (PPRN), or a minimum of \$50,000 or a maximum of \$5 million. Final amount is subject to change based on the HUD ARD report. A CoC may apply for one of each of the following types of projects. Projects may add funds to an existing DV Renewal project by adding units, beds, persons served, services provided to existing program participants. Projects are limited to a 1 year funding request and must follow the Housing First approach:

1. **Rapid Re-Housing (PH-RRH) projects** dedicated to serving individuals and families of persons experiencing trauma or a lack of safety related to fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking that are defined as homeless under 24 CFR 578.3 or section 103(b) of the McKinney-Vento Homeless Assistance Act;
2. **Joint Transitional Housing and Rapid Re-Housing (TH-RRH) projects** defined in section I.B.2.b.(18) of this NOFO dedicated to serving individuals and families of persons experiencing trauma or a lack of safety related to fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking who are defined as homeless under 24 CFR 578.3 or section 103(b) of the McKinney-Vento Homeless Assistance Act; or
3. **SSO projects for coordinated entry (SSO-CE)** to implement policies, procedures and practices that equip the CoC's coordinated entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault or stalking (e.g. to implement policies and procedures that are trauma-informed, client-centered or to better coordinate referrals between the CoCs coordinated entry and the victim service provider system where they are different).

E. Tiers & Priority Order:

In the FY24 CoC Program Competition, Tier 1 will equal 90% of the CoC's ARD. Tier 2 is 10% of the ARD plus the amount available for the identified bonus project funding. Any new or renewal project may be placed in Tier 1. CoCs should carefully consider the priority and ranking for all projects in Tier 1 and Tier 2. Projects in Tier 1 will be conditionally selected if applications pass both HUD's eligibility and threshold review.

Projects placed in Tier 2 will be assessed for eligibility threshold and threshold requirements and funding will be determined using the CoC Applications score as well as factors listed in the NOFA. Projects in Tier 2 are evaluated on a project by project level across the CoCs nationally. As a result, selection for funding of projects in Tier 2 is more rigorous than in Tier 1.

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

HUD CoC FY24/25 Policy and Program Priorities

- 1) **Ending homelessness for all persons** by aligning strategies with the [ALL IN: Federal Strategic Plan to Prevent and End Homelessness](#)
- 2) **Use a Housing First approach** to help individuals and families move quickly into permanent housing. This should include landlord engagement, removing barriers to entry and adopting client-centered service.
- 3) **Reduce unsheltered homelessness** by exploring all available resources. CoCs should work with law enforcement and local governments to eliminate policies and practices that criminalize homelessness.
- 4) **Improve system performance** and use the Coordinated Entry process to make homelessness assistance open, inclusive, and transparent.
- 5) **Partner with housing, health and service agencies** to improve how all available resources are utilized to end homelessness. Partnerships with public and private healthcare organizations, public housing authorities, local workforce development centers and tribal organizations to maximize the use of mainstream and other community-based resources. For new projects written commitment letters from housing and healthcare providers is a HUD priority which could impact rank order (for example - as a tiebreaker for projects in the same type that initially have the same score.
- 6) **Address racial equity** to ensure successful outcomes for all persons experiencing homelessness.
- 7) **Improve assistance to LGBTQ+ individuals** by ensuring privacy, respect, safety and access regardless of gender identity or sexual orientation in projects.
- 8) **Include persons with lived expertise and experience** in the local planning and decision-making process. CoC leaders and stakeholders should prioritize hiring people who have experienced homelessness in areas where their expertise is needed.
- 9) **Increase the affordable housing supply** by communicating with jurisdiction leaders about steps such as zoning and land use reform that would increase the supply of affordable housing.
- 10) **Build an effective workforce** to ensure homeless assistance providers are well supportive to provide high quality assistance.
- 11) **Increase affordable housing supply** to ensure CoCs communicate with jurisdiction leaders, including for the development of Consolidated Plans, about the harmful effects of the lack of affordable housing, and they should engage local leaders about steps such as zoning and land use reform that would increase the supply of affordable housing.

Ventura County Policy on Project Ranking and Tiering

(adopted and finalized on XXXX, 2024 by VC CoC Board)

Section III: Ventura County Policy on Reallocation, Project Ranking and Tiering

A. Policy Objectives:

In developing our local policy governing project ranking, reallocation and tiering, Ventura County CoC's objectives are to align with the VC CoC mission, values and guiding principles:

- *Mission Statement:* The VC CoC Alliance is a collaborative group dedicated to promoting a safe, desirable and thriving community by ending homelessness in Ventura County.
- *Vision:* Homelessness is rare, brief and non-recurring
- *Values:* We value the dignity of every human life, the well-being of the community and the power of the community to working together to solve community problems.
- *Guiding Principles:*
 - Collective Impact
 - Housing First
 - Strengths-Based and Trauma-Informed Care
 - Harm reduction
 - Centering Racial Equity in System Design
- Comply with HUD requirements.
- Preserve funding for high performing and effective projects.
- Fund programs that contribute positively to overall system performance.
- Shift investments from lower performing projects and ones which are at risk of losing HUD funding to new projects that help advance our community's goal of reducing homelessness and demonstrate effective approaches and best practices.

Rationale for Preliminary Rankings

- Closely followed HUD's priorities and guidelines for ranking projects.
- Positive contribution to System Level Performance will be heavily weighted when ranking projects including exits to permanent housing and housing retention.
- Examine under-performing projects and under-utilized projects and consider reallocation.
- Projects/agencies engagement in Continuum of Care efforts and participation in Coordinated Entry will be weighted when ranking projects.
- Projects that serve chronically homeless (CH) are ranked higher on the list than programs without dedicated CH beds. Programs that target chronically homeless for non-dedicated beds as they became available are ranked higher on the list.
- Projects implementing a Housing First model with policies and procedures to emphasize their practices rank higher.

- Projects serving vulnerable populations (chronically homeless, mentally ill, youth and persons fleeing domestic violence) will receive additional points when ranking projects.
- Cost efficiency and utilization will be considered when ranking projects within the project component (PH-RRH, PSH, TH-RRH).

B. Project Review and Ranking Policy:

The Ventura County CoC will invite submissions for new and renewal projects and will conduct a review and ranking following the procedures stated in Sections IV and V.

The general approach to rating and ranking will be to organize projects into groups:

- 1) renewal PH and RRH
- 2) renewal Safe Haven
- 3) new PH and RRH
- 4) new TH-RRH
- 5) new SSO CES
- 6) HMIS projects

Within each type, projects will be scored using a score system specific to that program type and placed within their ranked order, with renewal PSH and RRH in the first group (ordered by score) and the new PSH and RRH in the second group (ordered by score). Renewal projects scoring less than 70 points will be considered for reallocation. If CoC decides to rank and submit a project scoring below 70 points, it may be ranked in Tier 2. The CoC goal is to preserve funding for the entire community and will make ranking decisions to submit a competitive application and not put community-wide funding at risk.

C. Tiering Policy:

Once the rank order of projects has been determined the projects at the bottom of the list will fall into Tier 2 (10% of ARD).

As HMIS and Coordinated Entry are HUD mandated requirements in order to receive Continuum of Care funding, HUD strongly recommends that these projects remain top priorities in Tier 1 in order to secure and maintain funding for this required activity.

The CoC Planning Grant is not ranked per HUD’s guidance.

Section IV: Process for Rating and Ranking Renewal Projects

A: Rating and Ranking Process:

A Preliminary Letter of Intent (LOI) was issued by the VC CoC on July 20, 2024 to gather relevant performance and threshold documentation from each project identified as eligible for renewal in anticipation of the HUD CoC NOFO release. All LOIs were due to VC CoC staff by August 10, 2024. The LOI will be re-released to allow applicants the opportunity to review the 24/25 HUD CoC NOFO, make relevant changes and submit in e-snaps by September 23, 2024.

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

The LOI process is intended to assess agency's capacity to administer CoC projects while complying with HUD requirements. Additionally, the LOI helps staff and the CoC Committees review the following:

1. System Performance Data (project contribution)
2. Annual Performance Report (APR) timeliness and data quality
3. Vulnerabilities of populations served by projects including filling vacancies through coordinated entry
Factors to consider when filling vacancies should include the acceptance of criminal history, domestic violence history, high utilization of crisis or emergency services, length of time homeless, low income, no income, risk of continued homeless, significant challenges or functional impairments, unsheltered homeless (especially youth and children) and/or substance use disorders.
4. Financial commitment (match)
5. Alignment with best practices: Housing First/Low Barrier/Harm Reduction, [VC CoC Supportive Services Plan Guidebook](#)
6. CoC participation/VC CoC Partner Agency Memorandum of Understanding (MOU)

VC CoC Staff and VC CoC Data and Performance Committee use data provided through the LOI process, HMIS reports (Annual Performance Reports and CoC System Performance Data) analysis to develop the Project Priority Listing for review and approval by the VC CoC Board. This process is conducted in open public meetings and all materials are posted on the VC CoC website: www.venturacoc.org

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

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

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

- at least 85 percent of project participants either remained in permanent housing or exited to another permanent housing location.
- at least 55 percent of project participant increased their income from sources other than employment in an operating year.
- at least 90 percent of project participants obtained mainstream benefits

Some renewing projects will not have a full year of performance data to be considered in the review and rank process because they have not yet been operational for a full year. These projects will be reviewed on the data they have available but will not be penalized for not serving the full number of participants. If a new project does not have enough performance data to review, they will be reviewed for administrative and program

compliance and be ranked at the bottom of Tier 1. Their overall score will place them in the bottom of the group of PSH and RRH renewals but they will be placed in Tier 1 because PH renewals as a group will be the first on the Project Priority List. If a project is poorly performing and lacks capacity, the committee may recommend the project for reallocation.

C. Scoring Criteria for Renewal Safe Haven:

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

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

- at least 80 percent of project participants either exit to permanent housing, or a temporary placement progressing towards permanent housing.
- at least 55 percent of project participant increased their total income in an operating year.
- at least 90 percent of project participants obtained mainstream benefits, as eligible

D. HMIS Renewal:

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

Section V: Process and Criteria for Ranking New Projects

The VC CoC Board will examine recommendations from the VC CoC Data and Performance Committee and VC CoC staff to determine the amount of funding available for reallocation. New CoC bonus funds and any reallocated funds will be awarded through a Request for Proposal (RFP) process for open competition for projects that provide Permanent Supportive Housing (PSH) to chronically homeless individuals or Rapid Re-Housing (RRH) projects that serve single adults, families, youth, Joint Transitional Housing (TH)/ Permanent Housing (PH) or dedicated HMIS projects to be carried out by the HMIS lead.

An additional RFP process will be held for VC CoC Domestic Violence Bonus funding. This funding is eligible for the following project types that serve individuals and families experiencing trauma or a lack of safety related to fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking, or: 1) PH-RRH; 2) TH-RRH; 3) CE-SSO. Applications will be scored the same as other new projects with additional points for projects that have a plan for promoting safety for the population served. Victim Service Provider applicants will provide data from a comparable database to demonstrate need, capacity and performance.

The RFP will be structured to award funds to projects that 1) meet Ventura County's CoC priorities; and 2) are most competitive in evaluating project capacity and past performance. In addition, projects must meet HUD's threshold and quality requirements. The RFP will require applicants to submit project narrative, applicant capacity and financial information sufficient to assess all of these factors. To evaluate whether projects meet the

HUD threshold, quality standards, and performance standards, the projects will be reviewed by the VC CoC Data and Performance Committee.

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

The final ranking of new projects as determined will be discussed and approved by the VC CoC Board on October 9, 2024 to determine the order on the Project Priority Listing.

Section VI: Final Project Priority List and Notification to Applicants

Once the rating and ranking processes for new and renewal applicants are complete, VC CoC staff will integrate the results of the scoring/ranking processes and create the final proposed Project Priority Listing for review by the VC CoC Board. This proposed list can include recommendations to adjust the placement of projects in Tier 2 in order to maximize the total funding award for Ventura County. The proposed final list will be approved, and notice sent to the applicants of the final results no later than October 10, 2024.

Section VII: Appeal Process

Applicants may appeal any of the following decisions of the VC CoC:

- 1) Placement of project into Tier 2
- 2) Reduction in funding
- 3) Project not included in final FY23 VC CoC consolidated application.

Appeals must be submitted to the Ventura County Collaborative Applicant no later than October 14, 2024. Appeals will be heard by the VC Data, Performance & Evaluation Committee. The decision of the appeal panel will be submitted to the VC CoC Board to make a final determination.

Attachment A

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

- at least 85 percent of project participants either remained in permanent housing or exited to another PH (up to 10 points)
- at least 55 percent of project participants increased their total income in a given operating year (up to 10 points).
- Demonstrate quickly moving persons into permanent housing from program entry to housing moving in date with goal of fewer than 30 days from program entry to move in (up to 10 points).
- fewer than 5% returns to homelessness within a year of exiting from PH/RRH program (up to 10 points).

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

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

Permanent Housing (PSH/RRH) Projects: **Applicant:** _____ **Project:** _____

Threshold Renewal Points	Source Document	Max Points	Total Scored
Compliance with Grants and Financial Management	Annual Performance Report submitted timely, HUD monitoring, eLOCCS, close-out certificates; new projects will provide relevant information on managing federal grants. 5 points for APR submittal timely; 5 points for 95% or greater expenditure of grant funds.	10	
Housing First/Low Barrier/Harm Reduction	Intake policy consistent with Housing First / Low Barrier / Harm Reduction (including the acceptance of criminal history, domestic violence history, high utilization of crisis or emergency services, length of of time homeless, low income, no income, risk of continued homeless, significant challenges or functional impairments, unsheltered homeless (especially youth and children) and/or substance use disorders) = 10pts Commitment to Housing First with some exceptions, based on project type = 5pts No Housing First = 0 pts	10	
Best Practices/Supportive Services	LOI + supportive documentation (intake packets, lease agreements, service documents, staffing plan, incorporation of VC CoC Supportive Services Plan) consistent with Housing First, Low Barrier and local prioritization standards (<i>servicing the most</i>	10	

	<i>vulnerable</i>), filling vacancies through coordinated entry = 10pts Missing document (-2pts from score) Inconsistency with documents, services and staff plan = 5pts Not aligned with best practices = 0 pts		
CoC participation, HEARTH compliance	Attendance records or commitment for new partners to participate in CoC meetings (up to 5); compliance with CoC Partner MOU (up to 5)	10	
Project Performance	Bed Utilization (95%+) (up to 5 points), HMIS Data Quality (up to 5 points)	10	
System Level Performance	<5%Returns to Homelessness (up to 10 points), Length of time Homeless (up to 10 points), 55% of participants Increase Total Income (up to 10 points), 85% of participants with successful exits to Permanent Housing (up to 10 points)	40	
Cost Effectiveness - Successful housing outcomes	Cost per successful housing outcome – within project type (up to 10 points)	10	
TOTAL		100	

Attachment B

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

- at least 80 percent of project participants exit to a permanent housing or other positive destination (up to 10 points).
- at least 55 percent of project participants increased their total income in a given operating year (up to 5 points).
- at least 90 percent of project participants obtained or maintained mainstream benefits (up to 5 points).
- fewer than 5% returns to homelessness within a year of exiting from SH program (up to 10 points).
- Average length of stay <180 days (up to 10 points)

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

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

Safe Haven (SH) Projects: Applicant: _____ **Project:** _____

Threshold Renewal Points	Source Document	Max Points	Total Scored
Compliance with Grants and Financial Management	Annual Performance Report submitted timely, HUD monitoring, eLOCCS, close-out certificates; new projects will provide relevant information on managing federal grants. 5 points for APR submittal timely; 5 points for 95% or greater expenditure of grant funds.	10	
Housing First/Low Barrier/Harm Reduction	Proposal and program design consistent with Housing First / Low Barrier / Harm Reduction (including the acceptance of criminal history, domestic violence history, and/or substance use disorders) = Up to 10pts Commitment to Housing First with some exceptions, based on project type = 5pts No Housing First = 0 pts	10	
Best Practices/Supportive Services	Project design and staffing plan consistent with Housing First, Low Barrier and local prioritization standards (<i>servicing the most vulnerable</i>), filling vacancies through coordinated entry, using HMIS and housing participants as quickly as possible = Up to 10pts Inconsistency with documents, services and staff plan = 5pts Not aligned with best practices = 0 pts	10	

CoC participation, HEARTH compliance	Attendance records or commitment for new partners to participate in CoC meetings (up to 5); compliance with CoC Partner MOU (up to 5)	10	
Project Performance	Bed Utilization (95%+) (up to 5 points), HMIS Data Quality (up to 5 points)	10	
System Level Performance	<5%Returns to Homelessness (up to 10 points), Length of time Homeless (up to 10 points), 55% of participants Increase Total Income (up to 10 points), 85% of participants with successful exits to Permanent Housing (up to 10 points)	40	
Cost Effectiveness - Successful housing outcomes	Cost per successful housing outcome – within project type (up to 10 points)	10	
TOTAL		100	

New Projects: Applicant: _____ **Project:** _____

Threshold Points	Source Document	Max Points	Total Scored
Compliance/Experience with Grants and Financial Management	Provide relevant information on managing federal grants and demonstrate capacity for success. Financial capacity, staffing capacity, past performance in implementing grant funded programs. Demonstrates ability to meet match requirements. (Up to 10 points)	10	
Housing First/Low Barrier/Harm Reduction	Intake policy consistent with Housing First / Low Barrier / Harm Reduction (including the acceptance of criminal history, domestic violence history, high utilization of crisis or emergency services, length of of time homeless, low income, no income, risk of continued homeless, significant challenges or functional impairments, unsheltered homeless (especially youth and children) and/or substance use disorders) = 15pts Commitment to Housing First with some exceptions, based on project type = 5pts No Housing First = 0 pts	20	
Timeliness for New Project Start Up	Proposed project timeline demonstrates ability to staff up, launch program and spend funds timely. Establish benchmarks at 60, 120, & 180 days post grant award. (Up to 10 points)	10	
Serving vulnerable populations	Proposal commits to serving highly vulnerable populations. Proposal details how program will	10	

	provide services to meet unique needs of participants. (Up to 10 points)		
CoC participation, HEARTH compliance and collaboration	Commitment for new partners to participate in CoC meetings (up to 5); compliance with CoC Partner MOU (up to 5); Collaboration with other organizations and programs to address the needs of the target population, including mainstream benefits, social services, employment programs and other mainstream programs (up to 10)	20	
Project/System Performance	Proposed program aligns and demonstrates plans to achieve HUD and CoC project and system performance benchmarks (Up to 20)	20	
Cost Efficiency	The average cost per exit to permanent housing based on the total program costs.	10	
TOTAL		100	

DRAFT



Request for Proposals (RFP)
Ventura County Continuum of Care (CoC)
Issued August 26, 2024

As the Collaborative Applicant for the Ventura County Continuum of Care, the County of Ventura's County Executive Office is accepting proposals for new projects or the expansion of current housing projects as well as new Domestic Violence (DV) projects with Continuum of Care Homeless Assistance funding from the U.S. Department of Housing and Urban Development (HUD). VC CoC is eligible to apply to HUD for up to \$420,146.14 in CoC Bonus funding and approximately \$450,161 in Domestic Violence (DV) Bonus funding for a total of \$870,370.14 in new funding and \$223,295 through re-allocation. If awarded, this would become renewable annually thus becoming a permanent source of funding, so long as the awarded program performs according to contract terms. Final amounts are subject to change based on the HUD Annual Renewal Demand (ARD) report.

This RFP is soliciting proposals that address housing and service priorities established through the VC CoC Board, with a high priority for the creation of new Permanent Supportive Housing units dedicated to chronically homeless persons with a [Housing First](#) approach. Proposals should align with [HUD's Homeless Strategic Plan for Fiscal Year \(FY\) 2022-2026](#) which include the following:

- ❖ Ending homelessness for all persons by aligning strategies with the [ALL IN: Federal Strategic Plan to Prevent and End Homelessness](#)
- ❖ Use a Housing First approach to help individuals and families move quickly into permanent housing. This should include landlord engagement, removing barriers to entry and adopting client-centered service methods.
- ❖ Reduce unsheltered homelessness by exploring all available resources.
- ❖ Improve system performance and use the Coordinated Entry process to make homelessness assistance open, inclusive and transparent.
- ❖ Partner with housing, health and service agencies to improve how all available resources are utilized to end homelessness. Pursue partnerships with public and private healthcare organizations, public housing authorities, local workforce development centers and tribal organizations to maximize the use of mainstream and other community-based resources.
- ❖ Address racial equity to ensure successful outcomes for all persons experiencing homelessness.
- ❖ Improve assistance to LGBTQ+ individuals by ensuring privacy, respect, safety and access regardless of gender identity or sexual orientation in projects.
- ❖ Include persons with lived expertise in the local planning and decision-making process. Prioritize hiring people who have experienced homelessness across the service system.
- ❖ Build an effective workforce to ensure homeless assistance providers are well supported to provide high quality assistance.
- ❖ Increase affordable housing supply to ensure CoCs communicate with jurisdiction leaders, concerning the development of Consolidated Plans, the harmful effects of the lack of



affordable housing, and engagement with local leaders regarding zoning and land use reform that would increase the supply of affordable housing.

CoC BONUS FUNDING

The following list is prioritized based on current needs in the Ventura County CoC service system for New or Expanded Projects created Through CoC Bonus funding:

- 1. New or Expanded PH-Permanent Supportive Housing (PSH)** dedicated to chronically homeless persons. PSH project proposals will create new units of PSH through new projects or expanding the number of PSH units at an existing project;
- 2. New or Expanded PH-Permanent Housing-Rapid Re-Housing (PH-RRH)** that will increase the number of dedicated units that serve homeless individuals and families including unaccompanied youth. PH-RRH project proposals can be new or an expansion of existing PH-RRH projects that increase units and the number of persons/households served. Applicants must have a clear method of identifying and securing new housing units in their application and demonstrate how the new project will function as part of the larger system of PH-RRH assistance and meet an unmet need;
- 3. New or Expanded Joint Transitional Housing and Rapid Re-Housing (TH-RRH)** that will increase the number of beds to serve homeless individuals and families including unaccompanied youth (24 CFR 578.3). TH-RRH projects are limited to serving program participants for up to 24 months;
- 4. New or Expanded Supportive Services Only for Coordinated Entry (SSO-CE)** to provide outreach to connect homeless persons and families to resources through coordinated entry including providing housing navigation to assist with obtaining eligibility documentation and connection to housing resources. The VC CoC will only accept SSO-CE applications for this project type that serve the full region and partner with the CoC and HMIS Lead agency to carry out eligible activities;
- 5. Expanded HMIS:** Dedicated to increase the current HMIS activities within the CoC's geographic area HMIS project for the costs at 24 CFR 578.37(a)(4) that may only be carried out by the HMIS Lead, which is the recipient or subrecipient of an HMIS grant and is listed on the HMIS Lead form in the CoC Applicant Profile in e-snaps.

DOMESTIC VIOLENCE FUNDING

The following list is prioritized based on current needs in the Ventura County CoC service system for New or Expanded Projects Created Through DV Bonus funding:

- 1. New or Expanded PH-RRH projects** dedicated to serving individuals and families of persons experiencing trauma or a lack of safety, related to fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking that are defined as homeless under 24 CFR 578.3 or section 103(b) of the McKinney-Vento Homeless Assistance Act;
- 2. New or Expanded Joint TH/PH-RRH component projects** defined in section I.B.2.b.(18) dedicated to serving individuals and families of persons experiencing trauma or a lack of safety, related to fleeing or attempting to flee domestic violence, dating violence, sexual assault, or



stalking who are defined as homeless under 24 CFR 578.3 or section 103(b) of the McKinney-Vento Homeless Assistance Act;

- 3. SSO-CE project** to implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet the needs of individuals and families of persons experiencing trauma or a lack of safety, related to fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking.

RE-ALLOCATION FUNDING

The following list is prioritized based on current needs in the Ventura County CoC service system for New or Expanded Projects Created Through Re-allocated funding in the amount of \$223,295:

- 1. New or Expanded PH-Permanent Housing-Rapid Re-Housing (PH-RRH)** that will increase the number of dedicated units that serve homeless individuals and families including unaccompanied youth. PH-RRH project proposals can be new or an expansion of existing PH-RRH projects that increase units and the number of persons/households served. Applicants must have a clear method of identifying and securing new housing units in their application and demonstrate how the new project will function as part of the larger system of PH-RRH assistance and meet an unmet need.

The projects being solicited must be innovative, highly effective, align with HUD's policy priorities and increase housing resources for vulnerable populations or build capacity within Pathways to Home, the local coordinated entry system. Competitive projects will create additional housing inventory for the unhoused population through tenant based or project based rental assistance or leasing. Projects are encouraged to show collaboration among providers and leverage mainstream resources to support highly vulnerable chronically homeless individuals and those who qualify under 24 CFR 578.3.

Priority will be given to new PSH and RRH project proposals that leverage housing and healthcare resources. Applicants should demonstrate through written commitments with the types of services and dollar value of services committed, project name, # of housing units for a new PSH proposed project or number of program participant in the RRH and Joint TH-RRH proposed project, date the units will be available for program participants consistent with the New Project's period of performance and source of commitment:

- Private organizations
- State or local government, including using HOME funding provided through the American Rescue Plan,
- Public Housing Agencies, including using a set aside or limited preference
- Faith-based organization; and
- Federal programs other than the CoC or ESG Programs

The letter must also demonstrate:

- Direct contributions from public or private organization
- Housing subsidies or subsidized housing units not funded through CoC or ESG programs
- Eligibility for the project must comply with HUD fair housing requirements



- Provision of health care services tailored to the program participants
- Services must be voluntary and align with the Housing First Model

CoC Bonus funding will come from the U.S. Department of Housing and Urban Development's (HUD) Continuum of Care (CoC) Program, as amended under the HEARTH Act and the CoC Program Interim Rule. The availability and priorities for any funding for new projects is articulated in HUD's CoC Notice of Funding Opportunity (NOFO): [FY 2024 and FY 2025 Continuum of Care Competition and Renewal or Replacement of Youth Homeless Demonstration Program Grants \(hud.gov\)](#)

DEADLINE

Proposals must be submitted via [e-snaps](#) and emailed to VenturaCoC@ventura.org by **2:00 p.m. on Monday, September 23, 2024**. Submission procedures are described starting on page 8 of this RFP. Applications will be reviewed by VC CoC staff and the VC CoC Data, Performance & Evaluation Committee on October 2, 2024 for recommendations to be forwarded to the CoC Board on October 9, 2024. Proposals that are approved to move forward to be submitted in the Consolidated Application will work with VC CoC staff to revise applications to be most competitive in the HUD CoC application process.

BACKGROUND

This RFP is being released in support of the 2024/25 HUD CoC Notice of Funding Opportunity (NOFO) released on July 31, 2024. A single, consolidated submission of all selected projects in Ventura County will be submitted to HUD by the Collaborative Applicant. VC CoC must submit the application to HUD no later than October 30, 2024. Funding will be derived from Federal Fiscal Year 2024 allocations of HUD funds and is subject to funding approval by HUD.

Competitive Proposed Projects Will:

- Leverage housing and healthcare resources as outlined on page 2;
- Clearly meet the CoC Program funding priorities of HUD and the Ventura County CoC;
- Have a clear plan for acquiring dedicated housing units for the project (PSH; PH-RRH; TH-RRH);
- Describe a housing first and trauma-informed service delivery approach, including low-barrier access to the housing and services that will work effectively with the [Ventura County Coordinated Entry System, Pathways to Home](#);
- Be based upon best practices and the most effective, evidence-based, culturally competent, and individualized client models possible;
- Include plans to successfully meet HUD and local performance measures (PSH; PH-RRH; TH-RRH);
- Be administered by organizations that have demonstrated experience providing similar services and serving the proposed population (all project types);
- Serve households with serious vulnerabilities which may include persons with disabilities and health vulnerabilities, persons with substance use disorders, persons with criminal histories, unaccompanied transitional aged youth and families with minor children;



- Identify any barriers to participation (e.g. lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and has taken or will take steps to eliminate the identified barriers;
- Incorporate people with lived experience of homelessness in the planning process including hiring people with lived expertise.

Selection Process: Projects responding to this RFP will be reviewed and ranked by the VC CoC Data, Performance & Evaluation Committee and recommendations will be forwarded to the VC CoC Board for approval on October 9, 2024. Projects will be reviewed in reference to the 2024/25 Ranking and Selection Policy, which includes organizational capacity, project design approach, past performance, design and cost effectiveness. Prior to the full HUD application process, proposals will be reviewed for basic eligibility and other criteria by the VC CoC Data, Performance and Evaluation Committee. The committee is comprised of formerly homeless persons, community professionals, service providers and supported by VC CoC Staff. The committee will review and rank proposals for final recommendations to the VC CoC Board.

Eligible Applicants: Applications will only be accepted from eligible nonprofit agencies, private nonprofit agencies, units of government and public housing agencies. New applicants who have not previously received CoC grant awards are encouraged to apply.

Match Funding Requirements: 25% match funds are required. As described by HUD: “Match and leverage are two distinct categories of program funds that are acquired from other sources not associated with this grant request. Match funds must be used for program eligible costs only and must be equal or greater than 25 percent of the total grant request for all eligible costs with the exception of leasing costs.”

GENERAL REQUIREMENTS

1. With the exception of renewal grants, HUD will only fund **new or expanded** projects with bonus funding. Funds cannot be used to close a funding gap or replace lost funding in an existing housing project or service program. Project applicants must demonstrate that they are not replacing other funding sources. The population to be served must be homeless or chronically homeless as defined by HUD. The final definition for chronically homeless can be found here: <https://www.hudexchange.info/resource/4847/hearth-defining-chronically-homeless-final-rule/>
2. Projects must be able to meet timeliness standards. The applicant is expected to initiate approved projects promptly in accordance with the requirements that are specified in the 2024/25 HUD CoC NOFO. Grant terms and associated grant operations may not extend beyond the availability of funds. Applicants must plan accordingly and only submit applications that can achieve project goals and outcomes within the specified grant term.
3. Applicants must meet HUD recipient and/or sub-recipient eligibility requirements.
4. Participation in the [Homeless Management Information System \(HMIS\)](#) is required of all HUD grant recipients.
5. Participation in the Coordinated Entry System, [Pathways to Home](#) in Ventura County is required including filling units with referrals from Pathways to Home and prioritizing resources for the most vulnerable persons and households.



6. Projects must provide documentation of 25% match of eligible funds or in-kind services. An MOU is required with submission if applicant is fulfilling match with in-kind services.
7. Permanent Supportive Housing, Rapid Re-Housing and Joint Transitional Housing – Rapid Re-Housing projects must provide on-site supportive services or have an agreement in place for a partner agency to do so.
8. Reallocation is a process CoCs use to shift funds in whole or in part from existing eligible renewal projects to create one or more new projects without decreasing the CoC's ARD. New projects created through reallocation must meet the requirements in sections I.B.3.a, III.B.4.a.(3), (4) and (5), and the project eligibility and project quality thresholds established in sections III.C.4.a. and b. of this NOFO. CoCs may only reallocate eligible renewal projects so long as the renewal project being reduced or eliminated has a current grant agreement and has renewed under the CoC Program at least once. First time renewals are not eligible for reallocation.

PROJECT TYPES

Permanent Supportive Housing:

In order to increase the number of beds specifically for the chronically homeless population and work towards the goal of ending chronic homelessness in Ventura County, new or expanded projects for Permanent Supportive Housing (PSH) should propose to exclusively serve the chronically homeless adult population.

Eligible activities include: Leasing, Rental Assistance, Supportive Services, Operations and HMIS. All components require a 25% match except for leasing. Leasing also requires that rent not exceed Fair Market Rent. <http://www.venturacoc.org/for-providers/coc-documents>

Information on eligible activities and expenses can be found in the Interim Rule (<https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/>)

Supportive Services Only for Coordinated Entry (SSO-CE):

Additional support is needed for VC CoC's coordinated entry system to provide housing navigation and assist in obtaining documentation on households experiencing chronic homelessness. There must be a strategy for advertising to reach homeless persons with the highest barriers and be accessible for persons with disabilities.

Eligible activities include: Street Outreach and Housing Navigation case management services that support facilitating connection to services and housing through coordinated entry. All components require a 25% match except for leasing. Leasing also requires that rent not exceed Fair Market Rent. <http://www.venturacoc.org/for-providers/coc-documents>

Information on eligible activities and expenses can be found in the Interim Rule (<https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/>)

Permanent Housing-Rapid Re-Housing (PH-RRH):

Competitive proposals will have a clear plan for assisting homeless individuals and families to secure rental housing in Ventura County's competitive market.



Expanded programs must propose to increase the number of persons/families served by their currently funded program. Competitive applications will propose to serve underserved and vulnerable populations including unaccompanied youth.

Eligible activities include: Rental Assistance, Supportive Services, Operations and HMIS. All components require a 25% match. <http://www.venturacoc.org/for-providers/coc-documents>

Information on eligible activities and expenses can be found in the Interim Rule (<https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/>)

Joint Transitional Housing-Rapid Re-Housing (TH-RRH):

Competitive proposals will have a clear plan for assisting homeless individuals and families with the highest needs, using an evidence-based approach designed to provide stable housing and services that move participants towards self-sufficiency within a 24-month period. Competitive applications will propose to serve underserved and vulnerable populations including unaccompanied youth.

Eligible activities include: Leasing of a Structure or Unit, Operating Costs for Transitional Housing, Rental Assistance, Supportive Services, Project Administrative Costs and HMIS. All components require a 25% match. <http://www.venturacoc.org/for-providers/coc-documents>

Information on eligible activities and expenses can be found in the Interim Rule (<https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/>)

HMIS:

Competitive proposals will have a clear plan on how the current activities will be expanded for the CoC's geographic area; How the HMIS funds will be expended in a way that is consistent with the CoC's funding strategy for the HMIS and furthers the CoC's HMIS implementation and how the HMIS produces all HUD-required reports and provides data as needed for HUD reporting (e.g., APR, quarterly reports, data for CAPER/ESG reporting) and other reports required by other federal partners.

Eligible activities include: HMIS and Project Administrative Costs. All components require a 25% match. <http://www.venturacoc.org/for-providers/coc-documents>

Information on eligible activities and expenses can be found in the Interim Rule (<https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/>)

PERFORMANCE MEASURES

For the project quality threshold, new or expanded project applications must meet the following criteria:

1. Whether the type, scale, and location of the housing fit the needs of the program participants;
2. Whether the type and scale of the supportive services fit the needs of the program participants—this includes all supportive services, regardless of funding source;



3. Whether the specific plan for ensuring program participants will be individually assisted to obtain the benefits of the mainstream health, social, and employment programs for which they are eligible to apply meets the needs of the program participants;
4. Whether program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs;
5. Whether at least 75 percent of the proposed program participants come from the street or other locations not meant for human habitation, emergency shelters, safe havens, or fleeing domestic violence.

System Performance Threshold Data Requirements:

1. Housing Stability: 85% of CoC program participants remain in permanent supportive housing or exit to another permanent destination;
2. Jobs and Income Growth: At least 55% of CoC program adult participants gain or increase their income from employment and other sources;
3. Mainstream Benefits: 56% of CoC program participants obtain or retain non-cash mainstream benefits.

EVALUATION and PROJECT SELECTION PROCESS

The VC CoC Data, Performance and Evaluation committee will review submissions and make final determinations. Committee members will be unbiased and cannot have a personal or financial interest in final recommendations. The VC CoC Ranking and Selection Policy and scoring tool is posted at www.venturacoc.org.

The successful project(s) will be recommended for selection based on the following criteria:

1. Meets minimum requirements of HUD
2. Experience and Capacity of the Applicant
3. Project/Program Features
4. Vulnerabilities of target population
5. Past or current system performance and plans to achieve satisfactory performance
6. Applicant Readiness to Submit Full Application
7. Ventura County Continuum of Care Priorities

Projects responding to this RFP will be reviewed and selected by the VC CoC Board on October 9, 2024. Proposals will be reviewed in reference to project priority, organizational capacity, project approach, design and cost effectiveness.

REQUIRED ATTACHMENTS in e-SNAPS: <https://www.hudexchange.info/programs/e-snaps/>

1. SF-424 Application for Federal Assistance;
2. SF-424 Supplement, Survey on Ensuring Equal Opportunities for Application required for nonprofit applicants only where completion and submission of this survey is voluntary;
3. Form HUD-2880, Applicant/Recipient Disclosure/Update Report;



4. SF-LLL, Disclosure of Lobbying Activities (if applicable);
5. Form HUD-50070, Certification for Drug-Free Workplace;
6. Applicant Code of Conduct that complies with 2 CFR part 200.
7. Match commitments for a minimum of 25%.
8. New PSH and RRH project applications demonstrating coordination with housing providers as referenced in section I.B.3.c of this NOFO. Formal letter of commitment for leveraging non-CoC/ESG funded housing units/subsidies. Commitment must include details of number of units/subsidies, with at least 25% of the units included in the project, demonstrate the number of subsidies or units being provided to support the project and funding sources.
9. New PSH and RRH project applications demonstrating coordination with healthcare organizations as referenced in section I.B.3.c of this NOFO. Formal letter of commitment for leveraging healthcare resources to support individuals and families experiencing homelessness. Formal agreement must include the project name, with at least 25% value of commitment and specific dates the healthcare resources will be provided.

ADDITIONAL INFORMATION

The regulations for the Continuum of Care program may be found at:

<https://www.hudexchange.info/coc/coc-program-law-regulations-and-notices/>

A Workshop for new and renewal applicants will be held on **September 4 from 1pm-2:30pm** on Zoom:
Meeting ID: 898 1008 9847

<https://us02web.zoom.us/j/89810089847>

All parties intending to apply for funding are strongly encouraged to review the program regulations. Proposals which do not conform to the regulations will not be considered for funding. Please contact Alicia Morales-McKinney at (805) 654-5108, or at alicia.morales-mckinney@ventura.org with questions about HUD programs.

SUBMISSION PROCEDURE

Please use e-snaps to prepare and submit a project proposal being certain to answer all questions and referencing the 2024 VC CoC Rank and Review Policy for scoring of new project proposals.

E-snaps can be accessed at: <https://esnaps.hud.gov>

In addition, email one PDF copy of the complete e-snaps application with a cover letter signed by the organization's authorized representative to VenturaCoC@ventura.org by **2:00pm on September 23, 2024**.

Additional supportive documentation may be requested by CoC staff of new applicants.

AWARD OF FUNDS

The project(s) selected by the VC CoC Board will be notified no later than October 10, 2024. Please be aware that applications need to be finalized in e-SNAPS by **2:00pm September 23, 2024** to submit the VC CoC's Consolidated Application. If the funding is awarded by HUD, grant funds are estimated to be made available by HUD by **the first half of calendar year 2025**. The timing of awards and grant-making by HUD is outside of the control of the County of Ventura or VC CoC. Agencies seeking and receiving



new funding must be aware of all operating year start and end dates and must make arrangements to cover any period of which a HUD funding award is pending, delayed, or not awarded.

DRAFT

2024 Letter of Intent to Renew CoC Project

Instructions: Please complete one letter for each renewal application (*HUD approved consolidated grants may submit one LOI for the full consolidated project*).

Lead Agency Information

CCR #:			
DUNS # or EUI #:			
Agency Name:			
Agency Address:			
City, State ZIP:			
Phone:		Fax:	
Email:			

Grant/Application Contact Person:

Name:			
Phone:			
Email:			

Agency Director:

Name:			
Phone:			
Email:			

HMIS Contact Person

Name:			
Phone:			
Email:			

Project Information:

Name of Project:			
Project Address:			
Grant Amount:			
Grant Term:			
Expiration Date:			
Program Type:			
Primary Population:			

Annual Renewal Amount for Project:			
Total Number of Units/Beds:			

Previously approved budget amounts by activity:

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

Name and Signature of Person who will complete the application:

--	--

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

--	--

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

Executive Director/CEO/President

Date

Background Information:

The Continuum of Care (CoC) will consider the need to continue funding for projects expiring in 2024 as required by the U.S. Department of Housing and Urban Development (HUD). However, as noted by HUD, renewal projects must meet minimum project eligibility, capacity, timeliness, and performance standards identified in the Notice of Funding Opportunity (NOFO) or they will be rejected from consideration for funding.

While considering the need to continue funding for projects expiring in 2024, the CoC Data, Performance & Evaluation Committee will review the information that HUD notes in the 2024/2024 NOFO CoC Program Competition, which is as follows:

1. When considering renewal projects for award, HUD will review financial information; Annual Performance Reports (APRs); independent or 2-CFR-200 audit reports as applicable; and information provided from the local HUD CPD Field Office, including monitoring report and performance standards on prior grants; and will assess projects using the following criteria:
 - a. Whether the project applicant's performance met the plans and goals established in the initial application, as amended.
 - b. Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds that have been met.
 - c. The project applicant's performance in assisting program participants to achieve and maintain independent living and records of success, except HMIS-dedicated projects that are not required to meet this standard; and,
 - d. Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site.
2. Although a project may be recommended for funding by the CoC, HUD reserves the right to reduce or reject a funding request from the project applicant for the following reasons:
 - a. Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon.
 - b. Audit/Monitoring finding(s) for which a response is overdue or unsatisfactory.
 - c. History of inadequate financial management accounting practices.
 - d. Evidence of untimely expenditures and unspent funds on prior award.
 - e. History of other major capacity issues that have significantly affected the operation of the project and its performance.

- f. History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and
- g. History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

I. Recipient Compliance with Grants and Financial Management:

Per 24 CFR part 578 and the 2024/2025 CoC Program Competition NOFO requires that Project Applicants specifically identify four benchmarks for grants and financial management that communities must reach to meet this standard, which are

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

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

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

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

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

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

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

- Yes
- No

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

a. Date HUD or OIG issued the oldest unresolved finding(s):

If you selected **“Yes”** above, provide the date that the oldest unresolved finding was issued.

Date the oldest unresolved finding was issued: _____

b. Explain why the finding(s) remains unresolved:

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

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

- Yes
- No

CoC Program recipients are required to submit claims on a monthly basis. Select **“Yes”** to indicate that you have maintained monthly submission of claims for the most recent relevant grant term. For some grants, the standard will be applied to the FY 2023 renewal, for others the FY 2022, and for some multi-year first-time renewals a grant awarded in an earlier fiscal year. Select **“No”** to indicate that the recipient has not maintained consistent monthly claim submission for the most recent relevant grant term, or if this is a first-time renewal for which less than one quarter has passed.

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

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

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

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

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

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

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

II. Housing First and Low Barriers Approach

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

or **3**) related preconditions that might lead to the program participant’s termination from the project. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry; however, participation in supportive services is based on the needs and desires of program participants. For more information, review the 2024 CoC Program Competition NOFO and the Housing First in PSH brief at:

www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief/

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

- Yes
- No

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

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

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

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

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

- Failure to participate in supportive services
- Failure to make progress on a service plan
- Loss of income or failure to improve income

- Fleeing domestic violence
- Any other activity not covered in a lease agreement typically found in the project's geographic area
- None of the above

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

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

III. Supportive Services for Participants

Please identify whether the project includes the following activities:

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

- Yes
- No

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

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

- Yes
- No

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

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

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

- Yes
- No

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

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

- Yes
- No

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

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

- Yes
- No

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

6. Does the agency intend to incorporate the 2024 VC CoC Supportive Services Plan Guidebook, utilizing best practices into their Permanent Supportive Housing Project?

- Yes
- No
- N/A - Our agency is not a PSH provider

IV. Outreach for Participants

Project Applicants are required to identify where their eligible program participants come from with respect to HUD’s homeless definition and must include percentages of program participants that are served using requested funds. Project Applicants must ensure that all persons served in renewal RRH projects meet the requirements found in 24 CFR part 578 and the 2022 CoC Program Competition NOFO.

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

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

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

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

Refer to 24 CFR part 578, the 2024 CoC Program Competition NOFO, and the homeless definition at www.hudexchange.info/resource/1928/hearth-defining-homeless-final-rule/ for further guidance.

V. Participation in Homeless Management Information System (HMIS)

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

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

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

Total number of participants served by the project: _____

Total number of clients reported in the HMIS: _____

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

- Federal law prohibits (please cite specific law) State law prohibits (please cite specific law)
- New project not yet in operation Other (please specify prohibition)

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

Data Collection Requirements

All CoC Program funded projects are required to collect all of the Universal Data Elements and a select number of Program-Specific Data Elements.

*** Indicate the percentage of unduplicated client records with null or missing values during the last 10 days of January 2024**

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

VI. Participation in Coordinated Entry System

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

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

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

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

- 1. How many households (a household can be a single individual or family) entered your program during the past 12 months? (July 1, 2023-July 1, 2024) _____**
 - a. How many of the households that you stated in the question above entered your project through the coordinated entry system? _____**
- 2. If any households entered your program during the past 12 months that were not referred through the coordinated entry system, please explain why in the box below (expand box as needed).**

Note: this information will be verified through HMIS.

VII. Performance Measures

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

1. Bed Utilization for Permanent Supportive Housing (PSH)

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

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

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

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

2. Rapid Rehousing (RRH)

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

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

--

3. Employment and Income Growth

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

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

4. Obtain and Maintain Permanent Housing

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

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

*Permanent housing includes:

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

5. Length of Time Homeless

Length of Time between Project Start Date and Housing Move-in Date

# Of Persons Moved into Housing	Average length of time prior to housing	# Of Persons who exited Without move-in

Additional attachments: Please attach the following system performance documentation for each project from the most recent complete grant term:

HMIS Report FY 2024 CoC APR

VIII. HEARTH Act Compliance

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

1. Participation of homeless individuals

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

(g) Participation of homeless individuals.

(1) Each recipient and subrecipient must provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policymaking entity of the recipient or subrecipient, to the extent that such entity considers and makes policies and decisions regarding any project, supportive services, or assistance provided under this part. This requirement is waived if a recipient or subrecipient is unable to meet such requirement and obtains HUD approval for a plan to otherwise consult with homeless or formerly homeless persons when considering and making policies and decisions.

(2) Each recipient and subrecipient of assistance under this part must, to the maximum extent practicable, involve homeless individuals and families through employment; volunteer services; or otherwise in constructing, rehabilitating, maintaining, and operating the project, and in providing supportive services for the project.

a. Does your agency provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policymaking entity of the recipient or sub recipient, to the extent that such entity considers and makes policies and decisions regarding any project, supportive services, or assistance provided under this part. This requirement is waived if a recipient or sub recipient is unable to meet such requirement and obtains HUD approval for a plan to otherwise consult with homeless or formerly homeless persons when considering and making policies and decisions?

Yes

No

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

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

Yes

No

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

2. Faith-based activities

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

(b) Faith-based activities.

(1) Equal treatment of program participants and program beneficiaries.

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

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

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

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

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

- Yes
 No

3. Involuntary family separation

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

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

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

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

- Yes. Project certifies that it accepts all families with children under age 18 without regard to the age of any child.
- No. Project does not comply with this requirement. A narrative is attached explaining how the project will comply with this HEARTH Act requirement.
- No. Project does not comply with this requirement but qualifies for an exception because it is implementing an evidence-based practice that requires housing units targeted to families with children in a specific age group. A narrative is attached explaining how the project will comply with the exception, including identification of the evidenced based practice being utilized.
- N/A Project does not serve families.
- N/A Project is new and has not started yet.

4. Discrimination Policy

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

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

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

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

5. Active participation in local Continuum of Care meetings

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

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

6. Housing Quality Standards (HQS)

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

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

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

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

a. Does your project meet applicable Housing Quality Standards?

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

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

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

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

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

IX. Cost Effectiveness

HUD states in the 2024 CoC Program Application that “CoCs should consider how much each project spends to serve and house an individual or family as compared to other projects serving similar populations.”

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

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

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

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

X. Miscellaneous Information

1. Match requirement

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

For an in-kind match, the recipient may use the value of property, equipment, goods, or services contributed to the project, provided that, if the recipient or sub recipient had to pay for such items with grant funds, the costs would have been eligible. The full value of property or equipment can only be claimed once (i.e. renewal projects may only claim a portion of the value over the expected period of use – an ‘annual’ amount of the full value). If third party services are to be used as match, the third party service provider that will deliver the services must enter into a memorandum of understanding (MOU) before the grant is executed documenting that the third part will provide such services and value towards the project. The MOU must contain specific information. Please note that the following requirements apply to in-kind match documentation:

- In-kind Contributions
 1. Grantees/subrecipients using in-kind contributions may use the value of any real property, equipment, goods, or services contributed to the project as match, provided that if the recipients/subrecipients would have to pay for them with grant funds, the costs would be eligible.
 2. During the term of the grant, the recipients/subrecipients must maintain and make available for inspection records documenting the value of real property, equipment, goods, or services contributed to the project as match.
 3. Grantees/subrecipients must adhere to the requirements of 2 CFR 200.306 **and must execute a Memorandum of Understanding (MOU) with any third party that will provide services before grant execution per 24 CFR 578.73(c)(3)**. Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the recipient’s/subrecipient’s organization. If the recipient/subrecipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market. It is the responsibility of the recipient to provide evidence of cost reasonableness.
 4. **For supportive services provided, an MOU must establish unconditional commitment, except for selection to receive a grant, by the third party to provide the services, including the following:**
 - i. **the specific service to be provided.**
 - ii. **the profession of the persons providing the service.**
 - iii. **the hourly cost of the service to be provided; and**
 - iv. **the total hours of service to be contributed to the project during the grant term.**
 5. During the term of the grant, the recipient/subrecipient must maintain and make available inspection records documenting the service hours provided.

6. HUD has determined that eligible activities paid for under the VAWA costs category are not subject to the CoC program's spending caps on administrative costs under section 423(a)(10), (11), and (12). This activity may be included in new project applications, added to eligible renewal projects through expansion or added to eligible renewal projects by shifting up to 10 percent of funds from one eligible activity to the VAWA costs line item.

HUD also notes that all CoC Program activities are subject to environmental review requirements 24 CFR 578.31 of the CoC Program interim rule. Specifically, the rule states that the recipient or subrecipient may not lease property for a project or commit or expend HUD or local funds for such eligible activities until HUD or the responsible entity (RE) has performed an environmental review of the project. HUD recommends a new review being conducted every five years, or sooner if environmental conditions have changed. Please review your environmental review record for the subject grant and ensure that the project is in compliance prior to expending any grant funds.

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

- Yes
- No

2. Exit Surveys

HUD encourages client surveys particularly exit surveys.

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

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

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

XI. Attachments

Please note that all or a portion of the application can be denied if incomplete, if CoC Staff is unable to determine what applicant is proposing or whether the application does not meet minimum threshold requirements.

With your application, please make sure to include the following documentation:

- Printed copy of the most recent HUD CoC Annual Performance Report (APR)
- Printed copy of eLOCCS expenditure report/close out report for the most completed grant term
- Intake procedures and program policies for following Housing First and Best Practices
- Copy of sample lease agreement used for program
- Staffing plan for project
- Copy of full program budget, including all funding sources

DRAFT



Ventura County Continuum of Care (VC CoC) 2024 HUD NOFO Calendar

DATE	RESPONSIBLE	ACTION
July 10, 2024	VC CoC Board	CoC Board Approved Release of the Preliminary LOI to begin the process
July 12, 2024	Collaborative Applicant	Preliminary Letter of Intent for Renewal Applicants released
July 31, 2024	HUD	2024/25 HUD CoC Notice of Funding Opportunity (NOFO) released
August 1, 2024	Collaborative Applicant	Update NOFO Calendar
August 7, 2024	Renewal Applicants	Preliminary Letter of Intent due to Collaborative Applicant (CoC Staff)
August 26, 2024	VC CoC Board	CoC Board Approval to Release RFP for DV Bonus and CoC Bonus Funds, Re-allocation and Letter of Intent to apply
August 26, 2024	Collaborative Applicant	Release Request for Proposals (RFP) for DV Bonus, CoC Bonus, Re-allocation and LOIs
September 4, 2024	Collaborative Applicant/ New & Renewal Applicants	NOFO Workshop & Technical Assistance for e-snaps
September 23, 2024	All Applicants	All new & renewal applications due in e-snaps to Collaborative Applicant by 2:00pm
October 2, 2024	VC CoC Data & Evaluation Committee	Review and rank new & renewal, re-allocation projects; Recommendations for CoC Board to review and approve
October 9, 2024	VC CoC Board	Approval of projects to be included in Collaborative Application
October 10, 2024	Collaborative Applicant	Notify RFP respondents of funding recommendations & post on website
No Later than October 25, 2024	Collaborative Applicant	Post CoC Consolidated Application on www.venturacoc.org
No Later than October 30, 2024	Collaborative Applicant	Submit CoC Consolidated Application to HUD via e-snaps

August 26, 2024

CoC Governance Board

SUBJECT: Approval of the Recommendation to Contract The Partnership for Safe Families as a Qualified Organization to Engage People with Lived Experience of Homelessness.

BACKGROUND: The Ventura County Continuum of Care (VC CoC) staff released a Request for Proposals (RFP) on June 4, 2024, to solicit proposals from a qualified organization to engage people with lived experience. VC CoC Planning Grant funds are eligible to be used to develop community-wide processes to improve the quality and performance of our homelessness system. The U.S. Department of Housing and Urban Development (HUD) has emphasized that the inclusion of experience and expertise of people who are currently or have experienced homelessness (PLE) is essential to each community's response to homelessness and housing insecurity. HUD has encouraged Continuums of Care to "hold space" for those who are willing to share their lived experience. Holding space by providing unconditional support and actively seeking input from different perspectives can make a positive impact on our homelessness system.

DISCUSSION: The VC CoC Board authorized an allocation of \$95,000 in FY24 HUD CoC Planning Grant funds for a term through October 1, 2024, through September 30, 2025, for this purpose. VC CoC staff received a sole proposal from The Partnership for Safe Families and Communities, in response to the RFP. The VC CoC Data Committee reviewed the proposal on August 8, 2024, and have recommended funding to The Partnership for Safe Families to engage people with lived experience for following activities:

- Expand community workgroups for PLE to hold space for discussion and feedback;
- Offer stipends to PLE who are willing to engage and share the expertise;
- Ensure participating PLE voices across each subpopulation are openly represented (singles, families, youth, Veterans, older adults, etc.) and
- Ensure participating PLE voices who have various experiences with the homeless response system are openly represented (shelter, housed, unhoused, at risk);
- Provide training to the VC CoC service providers on how to better engage with PLE;
- Debrief with PLE after community meetings for feedback;
- Offer mentoring opportunities for PLE through peer support;
- Attend VC CoC committee meetings to provide input;
- Report back to the VC CoC Board with feedback and recommendations;
- Report back to the VC CoC Board on quarterly basis with progress on goals and milestone updates;
- Coordinate with the Ventura County Diversity Equity and Inclusion Division (VC DEI) to support the development of a Youth Action Board (YAB);

The Partnership for Safe Families has been operational for over 42 years as a non-profit. They have deep experience in developing effective educational and youth outreach programs for at risk adolescents and for juvenile crime prevention programs throughout the U.S. They have experience partnering with agencies such as the Ventura County Office of Education, Ventura County courts, emergency shelters, the County of Ventura Human Services Agency (HSA)/Child and Family Services (CFS), and Ventura County Probation Agency.

Dr. Kathleen Van Antwerp, the Executive Director, brings 30 years of experience in developing effective education and youth outreach programs utilizing the 5 protective factors and her experience as a PLE. Dr. Van Antwerp is nationally recognized for her Trauma Informed Care training which is provided both domestically and internationally.

The Partnership for Safe Families intends to expand their current Connections, Opportunities, Resources and Empowerment (CORE) meetings to be inclusive of the homeless service system. This expansion comes from the request of current PLE members who participate in CORE, ultimately inspiring The Partnership for Safe Families to apply. CORE will offer training for service providers on how to effectively engage with individuals who have experienced homelessness, both within and beyond the workgroup using 5 protective factors model, trauma informed care and culturally responsive models. The Partnership will also offer CORE participants Meaningful Engagement Opportunities (MEOs) or events that inspire those to use their voices in various settings.

RECOMMENDATIONS: Authorize VC CoC staff to issue a contract for \$95,000 of FY24 HUD CoC Planning Grant funds to The Partnership for Safe Families to engage people with lived experience.