



VENTURA COUNTY  
**CONTINUUM OF  
CARE ALLIANCE**

ENDING HOMELESSNESS  
IN VENTURA COUNTY

**STATE OF CALIFORNIA  
HOMELESS HOUSING, ASSISTANCE & PREVENTION  
PROGRAM GRANT FOR YOUTH  
(HHAP ROUND 3 - *YOUTH SET-ASIDE ONLY*)**

**SPECIAL REQUEST FOR PROPOSALS and APPLICATION GUIDE**

**MAY 15TH, 2025**

**Completed Applications Must Be Submitted to:  
Jennifer Harkey, VC CoC PROGRAM DIRECTOR  
via email to: [venturacoc@ventura.org](mailto:venturacoc@ventura.org)**

**COUNTY OF VENTURA  
CEO - COMMUNITY DEVELOPMENT DIVISION  
800 SOUTH VICTORIA AVENUE, VENTURA, CA 93009**

**[DUE NO LATER THAN JUNE 19TH, 2025 AT 2PM](#)**

## 1. INTRODUCTION:

The Ventura County Continuum of Care (VC CoC) was awarded State Department of Housing and Community Development (HCD) Homeless Housing Assistance and Prevention (HHAP) Program Round 3 grant funding in the amount of \$4.8M in July 2021 with a minimum of ten percent (10%) dedicated to youth set aside programs. Subrecipients were awarded through a Request for Proposals (RFP) process for the grant term of July 1, 2021 through April 30, 2026. The HHAP-3 youth set aside grant funds were awarded to two organizations for TAY Interim Sheltering in the amount of \$263,415.44 and TAY Homeless Prevention in the amount of \$219,527.00. VC CoC Staff have closely monitored expenditures and performance of each HHAP subrecipient contract track progress to comply with the State HCD.

Due to delays in spending, the VC CoC Board has authorized the reallocation of the remaining HHAP-3 youth set aside funding. The VC CoC administrative entity, County of Ventura's County Executive Office, is now accepting new proposals for the State of California Homeless Housing, Assistance & Prevention Program (HHAP) Round 3 Youth set-aside grant funding. This is a special reallocation of the original HHAP Round 3 Program, which came from a \$1 Billion block grant program designed to provide direct assistance to the 13 largest California cities, counties and Continuums of Care (CoCs) to address the homelessness crisis throughout California. HHAP Round 3 grant program is authorized by AB 140 (Health & Safety Code § 50218.6, et seq.), which was signed into law by Governor Gavin Newsom on July 19, 2021.

As with the original HHAP-3 RFP, funding will be administered by the County Executive Office (Administrative Entity) on behalf of the Ventura County Continuum of Care (VCCoC). All funding decisions will be made through the VC CoC process starting with the VC CoC Data, Performance & Review Committee with recommendations formulated for the VC CoC Board for their approval. The County of Ventura has redirected its allocation to be combined with the VC CoC to support regional collaboration and joint funding determinations.

Up to \$425,000 dollars in reallocated funds will be made available for the VC CoC to fund projects serving homeless youth or youth at risk of homelessness (unaccompanied youth up to age 24) Health and Safety Code section 50218.6(e). Applications will be accepted for stand-alone youth programs or programs that include a plan to serve youth.

Applicants are encouraged to demonstrate collaboration and coordination among existing programs and services as the goal of this special HHAP-3 RFP is to enhance and build capacity within the existing service system. Projects proposed should be supported by the jurisdiction(s) in which they plan to operate. Proposals must be for new or expanded capacity projects or projects that can show evidence of an expiring funding source. Projects should be aligned with the [VC CoC Plan to Prevent and End Homelessness](#) and the [VC CoC Written Standards](#) for delivery of homeless assistance. Applicants should include in their proposal how they plan to sustain programs beyond the one-time HHAP-3 program funding. **Proposals must have a plan to meet the expenditure deadline of April 30, 2026.**

Per Health and Safety Code Section 50218.6, et seq., HHAP-3 funding shall be used for programs aligned with evidenced-based practices in ending homelessness for all populations. Best practices including but are not

limited to: Housing First/low barrier programs, Trauma-Informed Care, Harm Reduction. All California state-funded programs must include a Housing First approach as detailed in AB 1380 and per Health and Safety Code Section 50220.5(g) and delivered in a low barrier, Trauma-Informed and culturally sensitive manner.

Programs aligned with a Housing First approach operate with the understanding that persons experiencing homelessness must have access to a safe place to live, that does not limit length of stay before stabilizing or improving health, reducing harmful behaviors, or increasing income. Under Housing First, an individual or family should be assisted in identifying housing and moved into a permanent home as quickly as possible. Programs should remove barriers to housing such as requirements of sobriety or absence of criminal history. Housing First values choices not only in where to live but whether to participate in services. In other words, tenants are not required to participate or enroll in services to obtain or retain housing. Proposals should detail how they will align their service delivery with the Housing First approach while assisting program participants with obtaining and maintaining housing.

Per Assembly Bill 977, HHAP funded programs must receive referrals through the VC CoC Coordinated Entry system (CES) and utilize the Ventura County Homeless Management Information System (HMIS) to collect and enter client-level data. Applicants who are not current participating agencies in CES or HMIS will need to work with CoC and HMIS staff to get programs set up if funded. Reports will be submitted to CoC staff quarterly and annually to assess program performance and timeliness of spending. Reports on HHAP funded programs will be sent to the State of California for participation in the state's Homeless Data Integration System (HDIS).

Applicants should demonstrate methods for incorporating persons with lived experience of homelessness into their programs through meaningful participation in developing policies and program implementation including hiring of staff with lived experience.

## 2. TIMELINE:

The VC CoC Data, Performance & Evaluation Committee would conduct the scoring and ranking of all proposals with a recommendation to be presented to the VC CoC Board for review and approval on July 9, 2025. **The HHAP-3 grant term ends on April 30, 2026. Based on the grant term remaining, the VC CoC Board authorized Staff to limit the RFP to HHAP recipients only, to prevent any delays in procurement processes.** VC CoC staff recommends the following RFP timeline:

Activity	Deadline
VC CoC staff to release a HHAP-3 Youth Request for Proposals (RFP)	May 15, 2025
HHAP-3 Youth Request for Proposals due date	June 19, 2025
VC CoC Data Committee Meeting - RFP Recommendation Process	June 25, 2025
VC CoC Staff present a recommendation to VC CoC Board	July 9, 2025

### 3. OBJECTIVES, ELIGIBLE USES & FUNDING AVAILABILITY:

Eligible reallocated HHAP funds uses align with local priorities include those listed below. More information on each priority may be found in Attachment A of this RFP.

A single application must be submitted for each proposal, (combined applications will not be accepted) for which an applicant is seeking funding. Submitted proposals must address serving unaccompanied homeless youth between the ages of 12-24 and should describe how their program will meet the unique needs of youth experiencing homelessness in their narratives.

Administrative costs are not an eligible expense for applicants under the HHAP program. Staff and overhead costs to administer the program should be classified as program costs rather than administrative costs for state funding. HHAP funds cannot be used to supplant or replace existing funding.

Eligible activities are reflected in the chart below. With the TOP SEVEN\* funding priorities listed.

Eligible Activities	
1. Delivery of permanent housing *	
	<i>Delivery of permanent housing: youth set-aside</i>
2. Operational Subsidies*	
	<i>Operational Subsidies: youth set-aside</i>
3. Prevention and Shelter Diversion *	
	<i>Prevention and shelter diversion: youth set-aside</i>
4. Rapid Re-Housing *	
	<i>Rapid Re-Housing: youth set-aside</i>
5. Interim sheltering ( <i>new and existing</i> ) *	
	<i>Interim sheltering: youth set-aside</i>
6. Services Coordination	
	<i>Services Coordination: youth set-aside</i>
7. Coordinated Entry Systems Support *	
	<i>CES Systems support: youth set-aside</i>
8. Improvements to Existing Emergency Shelter	
	<i>Improvements to Existing Emergency Shelter: youth set-aside</i>
9. Street Outreach	
	<i>Street Outreach: youth set-aside</i>

### **Eligible Activities Definitions:**

1. Delivery of Permanent Housing (Cal ICH priority):
  - Hotel and motel conversions for chronically homeless,
  - Master leasing projects. Master Leasing is a strategy for providing permanent housing that is allowable through HHAP. Program design and its intended purpose must follow the Housing First Model and utilize HMIS,
  - Innovative housing solutions
2. Operating subsidies (Operating subsidies may include operating reserves):
  - In new and existing affordable or supportive housing units,
  - Emergency shelters, and
  - Navigation centers
3. Homeless Prevention & Diversion programs:
  - Programs providing flexible financial resources to prevent individuals and families from becoming homeless in Ventura County,
  - Medical bills –if it allows the individual to obtain or sustain housing
4. Rapid Re-Housing:
  - Flexible rental subsidies in Rapid Re-Housing Programs for vulnerable individuals and households that may be medium or long term in nature paired with voluntary supportive services.
  - Utility bills - eligible under “rental assistance/rapid rehousing”
5. Interim Sheltering:
  - Limited to newly developed clinically enhanced congregate shelters,
  - New or existing non-congregate shelters,
  - Operations of existing navigation centers and the expansion of shelter beds based on demonstrated need,
  - Bridge housing is considered a type of interim housing program,
  - Master Leasing. Master Leasing is a strategy for providing emergency housing that is allowable through HHAP. Program design and its intended purpose must follow the Housing First model and utilize HMIS

*Demonstrated need for purposes of this paragraph shall be based on the following:*

- The number of available shelter beds in the city, county, or region served by a continuum of care.
- The number of people experiencing unsheltered homelessness in the homeless point-in-time count.
- Shelter vacancy rate in the summer and winter months.
- Percentage of exits from emergency shelters to permanent housing solutions.

- A plan to connect residents to permanent housing.
- Any new interim sheltering funded by round 3 funds must be low barrier, comply with Housing First, and prioritize interventions other than congregate shelters

6. Services Coordination:

- Access to workforce,
- Education,
- Training programs,
- Vehicle repair/maintenance –if it allows the individual to travel for employment or other important benefits or services,
- Other services needed to promote housing stability in supportive housing.
- Supportive Services for Permanent Supportive Housing Programs: housing-focused, engaging services focused on helping tenants remain housed and linking to desired programs and services to support housing retention. Services should be designed to support the most vulnerable households in achieving their housing goals. Proposals will be accepted for new housing inventory including voucher programs and site-based housing

7. Coordinated Entry Systems Support: for activities necessary to create regional partnerships and maintain a homeless services and housing delivery system, particularly for vulnerable populations, including families and homeless youth.

- Housing Navigation Services: Dedicated staff to work with homeless individuals and families in gathering eligibility documentation and linking to eligible housing programs
- Housing Locator Services: Dedicated Housing Locator(s) to serve the full Ventura County CoC by developing relationships with landlords and/or property managers and identify housing opportunities for persons who are homeless in Ventura County
- Landlord Engagement Efforts: Identifying new landlord partners to utilize housing assistance resources including vouchers and rapid rehousing assistance, providing incentives to landlords to participate in housing programs, serving as a liaison between housing programs, supportive services, and landlords

8. Shelter improvements:

- Lower barriers,
- Increase privacy

9. Street Outreach:

- New dedicated street outreach services with expanded hours (evening/weekend coverage) that will work to engage persons and families living on the streets or encampments and link persons to shelter and housing programs

#### 4. COORDINATED ENTRY SYSTEM (CES):

Successful applicants for all program types will receive all referrals through the Ventura County Coordinated Entry System (CES). Applicants seeking funding for landlord incentives will coordinate efforts to support housing persons through the CES. Coordinated Entry is a process designed to quickly identify, assess, refer and connect individuals, youth including pregnant and parenting youth, and families in crisis to housing and services. Coordinated Entry is intended to prioritize resources for those with the greatest need, match people with the services that are most likely to help them exit homelessness, reduce the time it takes for participants to access services and ensure that those resources are efficiently allocated. Per Health and Safety Code Section 50219(a)(9), HHAP applicants must be integrated into the local CES.

“Coordinated Entry System” means a centralized or coordinated process developed pursuant to Section 57837 of Title 24 of the Code of Federal Regulations (CFR), as that section read on January 10, 2019, designed to coordinate homelessness program intake, assessment, and provision of referrals. In order to satisfy this subdivision, a centralized or coordinated assessment system shall cover the geographic area, be easily accessed by individuals or families seeking services, be well advertised and include a comprehensive and standardized assessment tool.

The Oxnard, San Buenaventura, Ventura County CoC (CA-611) implemented CES, Pathways to Home, in October 2016. A hallmark of the CES is prioritizing vulnerable individuals and families for services and housing. The focus on serving the most vulnerable households may result in a reduction of total households served under this funding. To learn more about the Ventura County CES, Click [Pathways to Home](#).

#### 5. HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS):

All applicants receiving HHAP funds must participate in the Ventura County Homeless Management Information System (HMIS). This system requires data collection and reporting. The Ventura County Continuum of Care operates an HMIS that operates with limited data sharing—referred to as an open HMIS. Program participants sign a release of information and consent to providing universal data elements within HMIS. HMIS participating agencies may view this limited data when this data is entered by any participating agency. To learn more about HMIS requirements, please click to view [Ventura County HMIS](#). In addition to the standard intake and data standards, HHAP recipients will be asked to enter services in HMIS which are reported to the State HCD to ensure compliance. Please include adequate staff time for accurate and timely data entry into your HHAP budget.

#### 6. GRANT TERMS:

**The anticipated grant term is 10 months with an estimated start date of late June 2025 through April 30, 2026.** All funds must be fully expended by this date, no exceptions. A single application and complete project budget should be submitted for each eligible activity for which an applicant is seeking HHAP Round 3 funding.

The CoC will monitor spending rates and will redistribute funds if a project is not on track to utilize all funds on eligible activities prior to the State expenditure deadline of April 30, 2026. **Eligible costs will be invoiced to the County on at least a monthly basis for reimbursement. No matching funds are required for HHAP.** Recipients must begin their projects and have these created in HMIS/CES upon the signing of a new contractual agreement. **Recipients must expend 50% of their allocation within 5 months of project start date.**

## **7. PROGRAM REQUIREMENTS:**

### **Homeless, Housing Assistance & Prevention Program (HHAP) Requirements:**

The use of HHAP funds is governed by policies set by the State of California HCD and Assembly Bill 83. To learn more about the State HHAP Program, [access the State of California HHAP page.](#)

### **Eligible Applicants:**

Eligible applicants for HHAP funding include cities, county agencies and nonprofit organizations. Applicants will be able to include subrecipients in a collaborative application to maximize effectiveness in addressing homelessness. Subrecipients must comply with the same program requirements of direct applicants.

### **Eligible Populations:**

The minimum eligibility criteria for HHAP participants is to meet the homeless definition cited in [24 CFR 578.3.](#)

### **Eligible Costs:**

The VC CoC and County of Ventura (Administrative Entity) are using the federal regulations below to provide applicants with guidelines for eligible costs. Eligible costs are described by component type and may be impacted by CoC Written Standards. If a cost is not described as an eligible expense but is part of assisting households experiencing homelessness obtain and maintain permanent housing and aligned with California's Housing First Policy, applicants must receive express written consent from CoC staff prior to use of program funds.

Component Type	Regulation
Street Outreach	24 CFR 576.101
Housing Location/ Stabilization Services	24 CFR 576.105
Rental Assistance	24 CFR 576.106
Housing Search and Placement	24 CFR 982.301(a)
Emergency Shelter	24 CFR 576.102
Permanent Supportive Housing	24 CFR 583



**This special round of funding must be utilized for serving homeless youth, which is defined as unaccompanied youth ages 12-24 who are experiencing homelessness. This requirement will impact the prioritization of application(s) made by providers of services to homeless youth or youth at-risk of experiencing homelessness.**

Administrative costs are not an eligible expense under HHAP for applicants/sub-recipients. Indirect costs associated with carrying out program related activities should be included in the program budget submitted and not classified as administrative costs. Indirect costs must be approved by VC CoC HHAP Administrator. Per California Business Consumer Services, there is a 7% Indirect Cost Cap. As HHAP does not restrict funds to Fair Market Rent standards, Rent Reasonableness will be the standard for rent payments. Security deposits up to two (2) months of rent are allowed. Rent sustainability and length of assistance should be factored when assisting clients with securing a rental unit. HHAP funding does allow for flexible rental subsidies with longer terms of assistance.

Housing First is a proven approach, applicable among all elements of systems for ending homelessness, in which persons experiencing homelessness are connected to permanent housing swiftly and with few to none treatment preconditions, behavioral contingencies or other barriers. Housing First providers offer services as needed and do not make housing contingent upon the participation in services (e.g. sobriety, engagement in treatment, service participation requirements).

Additionally, Senate Bill (SB) 1380 (Mitchell, Chapter 847, Statutes of 2016) requires all state funded programs providing housing or housing-based services to people experiencing homelessness to incorporate the core components of Housing First as enumerated in Welfare and Institutions Code 8255.

All projects including services must align with the Core Practices described in CCR Title 25, 8409(b). Projects shall operate in a manner consistent with Housing First practices as reflected in the CoC Written Standards, consistent with subsections below, and progressive engagement and assistance practices, including the following: Ensuring low-barrier, easily accessible assistance to all people, including, but not limited to, people with no income or income history, and people with active substance abuse or mental health issues; Helping participants quickly identify and resolve barriers to obtaining and maintaining housing; seeking to quickly resolve the housing crisis before focusing on other non-housing related services; allowing participants to choose the services and housing that meets their needs, within practical and funding limitations; connecting participants to appropriate support and services available in the community that foster long-term housing stability; offering financial assistance and supportive services in a manner which offers a minimum amount of assistance initially, adding more assistance over time if needed to quickly resolve the housing crisis by either ending homelessness, or avoiding an immediate return to literal homelessness or the imminent risk of literal homelessness.

The type, duration, and amount of assistance offered shall be based on an individual assessment of the household, and the availability of other resources or support systems to resolve their housing crisis and stabilize them in housing.

Proposed activities that provide housing must align with the Core Components of Housing First. Welfare and Institutions Code Division 8. Chapter 6.5 8255 (b) "Core components of Housing First" means all of the following:

- Tenant screening and selection practices that promote accepting applicants regardless of their sobriety or use of substances, completion of treatment, or participation in services.
- Applicants are not rejected on the basis of poor credit or financial history, poor or lack of rental history, criminal convictions unrelated to tenancy, or behaviors that indicate a lack of “housing readiness.”
- Acceptance of referrals directly from shelters, street outreach, drop-in centers, and other parts of crisis response systems frequented by vulnerable people experiencing homelessness.
- Supportive services that emphasize engagement and problem solving over therapeutic goals and service plans that are highly tenant-driven without predetermined goals.
- Participation in services or program compliance is not a condition of permanent housing tenancy.
- Tenants have a lease and all the rights and responsibilities of tenancy, as outlined in California’s Civil, Health and Safety, and Government codes.
- The use of alcohol or drugs in and of itself, without other lease violations, is not a reason for eviction.
- In communities with coordinated assessment and entry systems, incentives for funding promote tenant selection plans for supportive housing that prioritize eligible tenants based on criteria other than “first-come-first-serve,” including, but not limited to, the duration or chronicity of homelessness, vulnerability to early mortality, or high utilization of crisis services. Prioritization may include triage tools, developed through local data, to identify high-cost, high-need homeless residents
- Case managers and service coordinators who are trained in and actively employ evidence-based practices for client engagement, including, but not limited to, motivational interviewing and client-centered counseling.
- Services are informed by a harm-reduction philosophy that recognizes drug and alcohol use and addiction as a part of tenants’ lives, where tenants are engaged in nonjudgmental communication regarding drug and alcohol use, and where tenants are offered education regarding how to avoid risky behaviors and engage in safer practices, as well as connected to evidence-based treatment if the tenant so chooses.
- The project and specific apartment may include special physical features that accommodate disabilities, reduce harm, and promote health and community and independence among tenants.

### **Written Standards**

The CoC has established Written Standards for providing service. All selected applicants must abide by the [VC CoC Written Standards](#).

### **CoC Participation**

All recipients of HHAP funding are to become members of the CoC. The membership commitment may include, but is not limited to participation in the following:

- Attending CoC meetings,
- Reporting to/seeking input from constituencies on key issues and strategies,
- Remaining informed of and communicating needs and gaps,
- Remaining informed of local, state, federal, and private proposals for funding,
- Contributing to informed dialogue on action undertaken by the group,
- Serving on a CoC Standing Committee,
- Participating in administration of the annual Point in Time (PIT) Count,

- Sharing aggregate outcome and performance data on the successes and challenges of people who are experiencing or have experienced homelessness,
- Engaging in the regular review of data to ensure that high levels of data quality and completeness are maintained,
- Providing input in the development of strategies and action plans to reduce and end homelessness,
- Participating in advocacy and public education efforts.

## **8. METHOD OF EVALUATION:**

### **Staff Threshold Review**

Applications will be evaluated by CoC Staff for the following criteria:

- Basic review for completeness and capacity,
- Proposal aligns with HHAP eligible uses and established CoC/County priorities for HHAP funds,
- Serves unaccompanied TAY persons who are experiencing homelessness,
- Alignment with California Housing First requirements,
- Participation (or commitment to participate) in VC HMIS,
- Participation (or commitment to participate) in Coordinated Entry System, Pathways to Home.

### **CoC Data, Performance & Evaluation Committee Review**

Applications will be evaluated by the CoC Data, Performance & Evaluation Committee based on the criteria below:

- Clear demonstration of capacity to fulfill grant special requirements (experience with state/federal grants),
- Project Design and Approach,
- Financial Capacity, Feasibility and Sustainability,
- Past performance,
- Coordination and Collaboration.

Applicants may be called to upon to answer questions at this committee meeting.

The CoC Data, Performance & Evaluation Committee will develop recommendations for HHAP Round 4 funding allocations with consideration of geographic distribution of funding to best meet community needs.

Funding recommendations will be presented to the VC CoC Governing Board for their review and approval. Committee members who are applicants will not be able to vote on HHAP recommendations. Board members without a conflict of interest will vote on funding recommendations to be shared with the County of Ventura Board of Supervisors. The meeting timeline will be posted on the [Ventura CoC](#) website.

## **9. APPLICATION SUBMITTAL:**

- Submit one (1) copy, including all attachments in PDF form, via email to: [venturacoc@ventura.org](mailto:venturacoc@ventura.org) with the subject line stating HHAP-3 Youth Set-Aside application submission.
- One application should be submitted for each separate program (combined applications will not be accepted and deemed ineligible).

- Narrative portions of the application may be submitted on a separate document limited to 10 total pages.
- Submit budget attachment including all current and pending funding sources supporting this application activity type. *Permanent Supportive Housing applicants will submit a budget specific to housing development/operations.* Round all dollar amounts to the nearest dollar (i.e. \$4.59 should be rounded to \$5 and \$4.25 should be rounded to \$4).
- All applications will be reviewed for completeness. All or a portion of the application can be denied for the following reasons:
  - a. The application is incomplete and the CoC staff is unable to reasonably determine what the applicant is proposing or whether the application meets threshold requirements.
  - b. The application does not pass the HHAP or VC CoC Program threshold, such as, if the Applicant or proposed activities are not eligible or programs that are not aligned with evidence-based practices including Housing First.
- Late submissions will not be considered for HHAP funding.

#### **Required Attachments:**

- Evidence of non-suspension/debarment for all parties;
- Evidence of current insurance coverage (General Liability and Workers Comp);
- Agency Budget or Financial Plan;
- Most recent Annual Performance Report generated from VC HMIS;
- Application narratives;
- Application certification;
- Staffing plan relevant to project;
- Completed project budget workbook.

#### **A. Rating Criteria:**

- Applicant Capacity (15 points)
- Program design (20 points)
- Financial Capacity, Feasibility & Sustainability (18 points)
- Performance (25 points)
- Coordination & Collaboration (12 points)
- Funding Priorities (10 points)
  - Total points possible: 100

### Threshold Review & Evaluation

Basic review for completeness and capacity	<ul style="list-style-type: none"> <li>• All required responses and attachments are included. Applicant demonstrates capacity to fulfill all program requirements,</li> <li>• Timely audited financial statements,</li> <li>• Liquidity,</li> <li>• Measurements of vulnerability (e.g. net profit margin, fundraising efficiency, dependency on the County or a single entity for financial strength),</li> <li>• Submitted by deadline.</li> </ul>
Program eligibility: proposal aligns with HHAP eligible use(s)	<ul style="list-style-type: none"> <li>• See page 5 -6 for Eligible Youth HHAP uses and local priorities for HHAP 3.</li> </ul>
Program eligibility: serves homeless persons or those at imminent risk of homelessness	<ul style="list-style-type: none"> <li>• Serves homeless persons or those at imminent risk of homelessness as defined in <a href="#">24 CFR 578.3</a>.</li> </ul>
Alignment with California's Housing First Policy	<ul style="list-style-type: none"> <li>• The applicant has addressed the core practices for services projects (CCR 25 8409 b) and all core components (WIC Title Chapter 6.5 8255 b) in California's Housing First Policy for housing projects,</li> <li>• Alignment with California's Housing First Policy <ul style="list-style-type: none"> <li>○ CCR Title 25, 8409(b) and/or</li> <li>○ WIC Div.8, Ch. 6.5 8255(b)</li> </ul> </li> </ul>
Homeless Management Information System (AB 977)	<ul style="list-style-type: none"> <li>• The applicant commits to use of HMIS, including timeliness and data quality standards, demonstrates adequate capacity for data collection and reporting.</li> </ul>
Coordinated Entry System	<ul style="list-style-type: none"> <li>• The applicant commits to participation in Coordinated Entry System. Street Outreach must serve as entry points. Rental Assistance and Rapid Rehousing, Housing Location Services (Landlord Incentives) and Permanent Housing must receive all referrals from CES.</li> </ul>

### CoC Data, Performance & Evaluation Review Committee

Applicant Capacity Max score: 15	<ul style="list-style-type: none"> <li>• Experience providing similar services and housing to homeless persons or other vulnerable populations for which funds are being requested,</li> <li>• Experience addressing the needs of the target population</li> <li>• Sufficient capacity for project oversight and administration.</li> </ul>
Project Design and Approach Max score: 20	<ul style="list-style-type: none"> <li>• Project is based on best-practices framework proven methods</li> <li>• Project approach demonstrates positive outcomes,</li> <li>• Project design reflects CoC Written Standards and ability to address homeless challenges,</li> <li>• Anticipated numbers served appear reasonable given the prioritization of vulnerable individuals and families within the homeless population,</li> <li>• Staffing pattern is reasonable to provide long term housing retention.</li> </ul>
Financial Capacity, Feasibility and Sustainability Max score: 18	<ul style="list-style-type: none"> <li>• Budget clearly shows use of funds and staffing pattern to sustain project,</li> <li>• Reasonable project costs,</li> <li>• Degree to which project leverages agency and community resources,</li> <li>• Outstanding and/or unresolved audit findings</li> <li>• Demonstrated capacity to operate the project based on its budget,</li> <li>• Demonstrated capacity to effectively manage the finances of the project (e.g. invoices submitted in a timely, complete manner),</li> <li>• Describes specifically how the project will continue after the one-time funding is exhausted, or how it will end with the least negative impact on participants.</li> </ul>
Past Performance Max score: 25	<ul style="list-style-type: none"> <li>• Provided annual performance report demonstrates a proven track record of permanently housing individuals and/or families in a similar project,</li> <li>• Data collection and reporting will allow for accurately reflected outcomes and performance,</li> <li>• Clearly addresses how a current/similar project enhances system performance by reducing the length of time persons experience homelessness, reduces returns to homelessness, and increases both cash and non-cash income of participants.</li> </ul>
Coordination and Collaboration Max score: 12	<ul style="list-style-type: none"> <li>• Preference for applicant providing services countywide (2 pts.),</li> <li>• Demonstrates coordination with other agencies and providers for the proposed project to enhance service delivery and avoid duplication,</li> <li>• Agency demonstrates history of collaboration,</li> <li>• Coordination with other agency activities and funding sources,</li> <li>• Links' participants to mainstream resources and critical services not provided by the project,</li> <li>• Adequate staffing for Coordinated Entry System participation and case conferencing,</li> <li>• If sub-recipients, clearly show role of each agency and partnership.</li> </ul>
Funding Priority Max score: 10	<ul style="list-style-type: none"> <li>• Application submitted meets one of the Top five CoC Board approved funding priorities.</li> </ul>

## 1. APPLICANT CAPACITY & FINANCIAL INFORMATION:

VENTURA COUNTY CONTINUUM OF CARE HOMELESS HOUSING, ASSISTANCE & PREVENTION PROGRAM FOR  
YOUTH (HHAP ROUND 3-YOUTH SET-ASIDE) 2025 PROJECT APPLICATION

Does your organization comply with 2 CFR 200 Part 2400 Uniform Requirements? ☐ Yes ☐ No

How many members are part of your Board of Directors? \_\_\_\_\_

How often does your Board meet? \_\_\_\_\_

Describe the financial expertise of your current board members:

--

Has your organization received and managed State/Federal funds? ☐ Yes ☐ No

Please complete the chart below with the most recent State/Federal grant awards for your organization

Grant Year(s) Start-End Date	Grant Number	Activity Type: <i>Street Outreach, Emergency Shelter, Rapid Re-Housing, Housing Navigation, Permanent Supportive Housing, Landlord Engagement, Homeless Prevention, Interim Sheltering, Coordinated Entry System Supports, Transitional Housing, other (please list)</i>	Grant Amount
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$



VENTURA COUNTY CONTINUUM OF CARE HOMELESS HOUSING, ASSISTANCE & PREVENTION PROGRAM FOR  
YOUTH (HHAP ROUND 3-YOUTH SET-ASIDE) 2025 PROJECT APPLICATION

2.PROJECT INFORMATION

Title of proposed YOUTH project:

\_\_\_\_\_

Project Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Project anticipated start date for serving clients: \_\_\_\_\_

HHAP-3 YOUTH Priority Need Addressed (listed in order of priority per CoC Board Approval):

1. <input type="checkbox"/> Delivery of Permanent Housing (YOUTH)	6. <input type="checkbox"/> Coordinated Entry Systems Support (YOUTH)
2. <input type="checkbox"/> Operational Subsidies (YOUTH)	7. <input type="checkbox"/> Services Coordination (YOUTH)
3. <input type="checkbox"/> Prevention and Shelter Diversion (YOUTH)	8. <input type="checkbox"/> Shelter Improvements to lower barriers and increase privacy (YOUTH)
4. <input type="checkbox"/> Rapid Re-Housing (YOUTH)	9. <input type="checkbox"/> Street Outreach (YOUTH)
5. <input type="checkbox"/> Interim Sheltering (new and existing) (YOUTH)	10. <input type="checkbox"/> Other (YOUTH) (list): _____

Number of (YOUTH) beneficiaries to be served by the project: \_\_\_\_\_

a. Project service area (check all that apply):

- ☐ Camarillo      ☐ Fillmore      ☐ Moorpark  
☐ Ojai      ☐ Oxnard      ☐ Port Hueneme  
☐ Santa Paula      ☐ Simi Valley      ☐ Thousand Oaks  
☐ Ventura    ☐ County-wide      ☐ Unincorporated County

b. Amount requested for this YOUTH project: \$: \_\_\_\_\_

c. Amount of leveraged funds available for this project: \$ \_\_\_\_\_

d. Total YOUTH project cost (all sources): \$ \_\_\_\_\_

**Note:** The amounts for b, c and d should equal the amounts in Project Budget.  
Comprehensive budget should be submitted in provided budget template. Permanent Supportive Housing Applications should submit the PSH program budget.

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Which CoC priorities best align with the YOUTH project? You may list more than one; be specific:

Identify the population(s) that the project will serve (check all that apply):

- ☐ Persons with disabilities (TAY) 18-24 years old
- ☐ Transitional Age Youth (TAY) 18 to 24 years old
- ☐ Unaccompanied Youth under 18 years old
- ☐ Chronic Homeless (TAY) 18-24 years old

### 3. Subrecipients

Does your agency plan to administer YOUTH HHAP funds or award them to a service provider/subrecipient? \_\_\_\_\_

Service Provider/Subrecipient: \_\_\_\_\_

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4. PROGRAM DESIGN

Summarize the project. Describe how the project will benefit the target YOUTH population(s) and meet an immediate need in addressing homelessness in the Continuum of Care. Describe how this funding will expand capacity or create new resources to shelter and/or house homeless people/families. Identify best practices that will be utilized. Please include how the program will follow the Housing First/Low Barrier model. Describe how the program will connect persons to permanent housing. Please refer to Attachment A to address *Demonstrated Need (a-e)* for Interim Sheltering.

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Describe the intended use of grant funds, ensuring the provision of HHAP-eligible (YOUTH) services. Please attach a comprehensive budget including all funding sources, if any that have been committed to the project or other funds pending award or notification of award.

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Collaboration – Describe how resources will be leveraged to address the needs of the target (YOUTH) population(s). How will the project collaborate with other organizations and programs to address the needs of the target population and participate in Pathways to Home and HMIS.

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Please include any partnerships for furthering racial equity and serving underserved populations including BIPOC, LGBTQ, undocumented persons, and persons with limited English proficiency. Please describe how the program will commit and implement action to ensuring equitable provision of services for Black, Asian, Native and Indigenous, Latinx, Pacific Islanders and other People of Color who are disproportionately impacted by homelessness and COVID-19.

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Core Practices – State regulation section 8409 contain the Core Practices: Coordinated Entry Process (section 8409(a)); and Housing First Practices (section 8409(b)) Use the table below to document which of the following your agency or contracted agency/service provider has adopted for implementation of programs:

Guidance	Relates to: (check all that apply)
1. Has your agency/service provider adopted the local CoC's Written Standards with regards to the following?	<input type="checkbox"/> Coordinated Entry <input type="checkbox"/> Housing First
2. Does your agency/service provider have Program Rules, Policies and Procedures that address the following?	<input type="checkbox"/> Coordinated Entry <input type="checkbox"/> Housing First
3. Does your agency/service provider commit to adopt and follow the local CoC Coordinated Entry Policies and Procedures?	<input type="checkbox"/> Coordinated Entry <input type="checkbox"/> Housing First
4. Does your agency utilize HMIS for entering client level data. Please include attachments that demonstrate data quality and annual performance of an existing project from January 1, 2022-December 31, 2022.	<input type="checkbox"/> HMIS participating project <input type="checkbox"/> Attach HMIS generated reports showing data quality and performance of existing project

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5. MANAGEMENT & PAST EXPERIENCE:

Please describe your organization's and/or sub-recipient's experience in successfully conducting this type of (YOUTH) activity. Identify any skills, current services, or accomplishments that demonstrate your capacity for success. Please include any relevant past performance data that is relevant to this proposal.



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Please describe your success in submitting previous HHAP Round I and/or II quarterly reporting and drawdowns. Have you had any challenges implementing your project(s), onboarding with HMIS/CES, accepting referrals via CES or submitting draw down requests?

☐ Not applicable (*not a recipient of previous HHAP rounds*)

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6. IMPACT & EFFECTIVENESS:

Performance Measures – Describe the objectives and outcomes of the proposed program(s) and how will you measure the effectiveness of your project in meeting these outcomes. Goals should align with VC CoC adopted performance benchmarks.

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Please describe how this program will help achieve improved system performance for the Ventura County homeless services system. Include those that that apply to your specific program, provide details on how you intend to meet the VC CoC outcome goals and provide percentages. Please refer to Attachment B for VC CoC Outcome goals:

1. Reducing the number of persons experiencing homelessness
2. Reducing the number of persons who become homeless for the first time
3. Increasing the number of people exiting homelessness into permanent housing
4. Reducing the length of time persons remain homeless
5. Reducing the number of persons who return to homelessness after exiting homelessness
6. Increasing successful placements from street outreach
7. Focus on equity goals related to underserved populations and populations disproportionately impacted by homelessness

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(Continued)

## 7. Sustainability

Please explain plans your agency has for future sustainability of this proposed (YOUTH) program and/or service. How will your agency leverage other funds beyond this one-time funding opportunity of YOUTH HHAP-Round 4? Please detail your agency's experience in leverage state, federal, local and private dollars to support your programs.

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8. AGENCY CERTIFICATIONS

The following certification **must** be completed and **signed by an authorized agency representative** to be further considered for HHAP program funding.

The undersigned agency hereby certifies that:

- a. The information contained herein and in the attached is complete and accurate. No material information has been omitted, including financial information.

[U.S. Code, Title 31, Section 3729, False Claims, provides a civil penalty of not less than \$5,000 and not more than \$10,000, plus 3 times the amount of damages for any person who knowingly presents, or causes to be presented, a false or fraudulent claim; or who knowingly makes, or caused to be used, a false record or statement; or conspires to defraud the Government by getting a false or fraudulent claim allowed or paid. HUD will prosecute false claims and statements and conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)].

- b. The agency certifies to the best of its knowledge and belief that its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency.
- c. The agency shall comply with all federal and County policies and requirements applicable to the HAAP program as appropriate for the funding if received.
- d. The proposed project will assist in alleviating the (YOUTH) homeless shelter crisis in the jurisdiction it proposes to serve.
- e. If (YOUTH) HHAP funds are approved in the requested amount, then to the best of your knowledge, sufficient funds will be available to complete the project as proposed.
- f. The agency certifies that the funded program will participate in the locally approved HMIS system and CES.
- g. If (YOUTH) HHAP funds are approved in the requested amount, the agency will provide a final budget summary.

Name of Agency	
Typed Name and Title of Agency Official	
Agency Official's Signature	Date of Signature
Phone Number of Agency Official	E-Mail Address of Agency Official

## **Attachment A**

### Ventura County Homeless Housing, Prevention & Assistance YOUTH Program Priorities

1. Delivery of Permanent Housing (Cal ICH priority):
    - Hotel and motel conversions for chronically homeless,
    - Master leasing projects. Master Leasing is a strategy for providing permanent housing that is allowable through HHAP. Program design and its intended purpose must follow the Housing First Model and utilize HMIS,
    - Innovative housing solutions.
  2. Operating subsidies (Operating subsidies may include operating reserves):
    - In new and existing affordable or supportive housing units,
    - Emergency shelters,
    - Navigation centers
  3. Homeless Prevention & Diversion programs:
    - Programs providing flexible financial resources to prevent individuals and families from becoming homeless in Ventura County.
    - Medical bills –if it allows the individual to obtain or sustain housing.
  4. Rapid Re-Housing:
    - Flexible rental subsidies in Rapid Re-Housing Programs for vulnerable individuals and households that may be medium or long term in nature paired with voluntary supportive services.
    - Utility bills - eligible under “rental assistance/rapid rehousing”.
  5. Interim Sheltering:
    - Limited to newly developed clinically enhanced congregate shelters,
    - New or existing non-congregate shelters,
    - Operations of existing navigation centers and the expansion of shelter beds based on demonstrated need,
    - Master Leasing. Master Leasing is a strategy for providing emergency housing that is allowable through HHAP. Program design and its intended purpose must follow the Housing First model and utilize HMIS.
- Demonstrated need for purposes of this paragraph shall be based on the following:*
- a. The number of available shelter beds in the city, county, or region served by a continuum of care,
  - b. The number of people experiencing unsheltered homelessness in the homeless point-in-time count,
  - c. Shelter vacancy rate in the summer and winter months,
  - d. Percentage of exits from emergency shelters to permanent housing solutions,
  - e. A plan to connect residents to permanent housing,

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f. Any new interim sheltering funded by round 3 funds must be low barrier, comply with Housing First, and prioritize interventions other than congregate shelters.

6. Services coordination:

- Access to workforce,
- Education,
- Training programs,
- Other services needed to promote housing stability in supportive housing,
- Supportive Services for Permanent Supportive Housing Programs: housing-focused, engaging services focused on helping tenants remain housed and linking to desired programs and services to support housing retention. Services should be designed to support the most vulnerable households in achieving their housing goals. Proposals will be accepted for new housing inventory including voucher programs and site-based housing.

7. Coordinated Entry Systems Support: for activities necessary to create regional partnerships and maintain a homeless services and housing delivery system, particularly for vulnerable populations, including families and homeless youth.

- Housing Navigation Services: Dedicated staff to work with homeless individuals and families in gathering eligibility documentation and linking to eligible housing programs,
- Housing Locator Services: Dedicated Housing Locator(s) to serve the full Ventura County CoC by developing relationships with landlords and/or property managers and identify housing opportunities for persons who are homeless in Ventura County,
- Landlord Engagement Efforts: Identifying new landlord partners to utilize housing assistance resources including vouchers and rapid rehousing assistance, providing incentives to landlords to participate in housing programs, serving as a liaison between housing programs, supportive services, and landlords.

8. Shelter improvements:

- Lower barriers,
- Increase privacy.

9. Street Outreach:

- New dedicated street outreach services with expanded hours (evening/weekend coverage) that will work to engage persons and families living on the streets or encampments and link persons to shelter and housing programs.



**Attachment B**

**Outcome Goals: Must be met by June 30, 2025**

<b>Outcome Goal #1a: Reducing the number of persons experiencing homelessness.</b>
<p><b>Goal Statement:</b> By the end of the performance period, HDIS data for the <b>[Ventura County CoC]</b> will show <b>[2,581]</b> total people accessing services who are experiencing homelessness annually, representing <b>[516] [more]</b> people and a <b>[25%] [increase]</b> from the baseline.</p>
<b>Outcome Goal #1b. Reducing the number of persons experiencing homelessness on a daily basis.</b>
<p><b>Goal Statement:</b> By the end of the performance period, data for the <b>[Ventura County CoC]</b> will show <b>[1,085]</b> total people experiencing unsheltered homelessness daily, representing <b>[271] [fewer]</b> people and a <b>[20%] [reduction]</b> from the baseline.</p>
<b>Outcome Goal #2. Reducing the number of persons who become newly homeless.</b>
<p><b>Goal Statement:</b> By the end of the performance period, HDIS data for the <b>[Ventura County CoC]</b> will show <b>[1,034]</b> total people become newly homeless each year, representing <b>[140] [fewer]</b> people and a <b>[12%] [reduction]</b> from the baseline.</p>
<b>Outcome Goal #3. Increasing the number of people exiting homelessness into permanent housing.</b>
<p><b>Goal Statement:</b> By the end of the performance period, HDIS data for the <b>[Ventura County CoC]</b> will show <b>[648]</b> total people exiting homelessness into permanent housing annually, representing <b>[108] [more]</b> people and a <b>[20%] [increase]</b> from the baseline.</p>
<b>Outcome Goal #4. Reducing the length of time persons remain homeless.</b>
<p><b>Goal Statement:</b> By the end of the performance period, HDIS data for the <b>[Ventura County CoC]</b> will show <b>[100]</b> days as the average length of time that persons are enrolled in street outreach, emergency shelter, transitional housing, safe haven projects and time prior to move-in for persons enrolled in rapid rehousing and permanent housing programs annually, representing <b>[29] [fewer] days</b> and a <b>[22%] [reduction]</b> from the baseline.</p>
<b>Outcome Goal #5. Reducing the number of persons who return to homelessness within two years after exiting homelessness to permanent housing.</b>
<p><b>Goal Statement:</b> By the end of the performance period, HDIS data for the <b>[Ventura County CoC]</b> will show <b>[2%] of</b> people return to homelessness within 2 years after having exited homelessness to permanent housing, representing <b>[2%] [fewer] people</b> and a <b>[50%] [reduction]</b> from the baseline.</p>
<b>Outcome Goal #6. Increasing successful placements from street outreach.</b>
<p><b>Goal Statement:</b> By the end of the performance period, HDIS data for the <b>[Ventura County CoC]</b> will show <b>[95]</b> total people served in street outreach projects exit to emergency shelter, safe haven, transitional housing, or permanent housing destinations annually, representing <b>[32] [more] people</b> and a <b>[51%] [increase]</b> from the baseline.</p>

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