



VENTURA COUNTY  
**CONTINUUM OF  
CARE ALLIANCE**

ENDING HOMELESSNESS  
IN VENTURA COUNTY

**Meeting Agenda**  
**Continuum of Care (CoC) Board**  
**Wednesday, July 9, 2025**  
**2:00 – 3:30pm**  
**Ventura County Office of Education**  
**Administrative Services Center – Simi Room**  
**5189 Verdugo Way, Camarillo**

Zoom Meeting ID: 161 663 1166  
<https://www.zoomgov.com/j/1616631166>

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](mailto: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 June 11, 2025.
6. Approval of an Allocation of State of California Homeless Housing & Assistance Program (HHAP) Program Interest Funding for Homelessness Prevention – Eviction Prevention Rental Mediation.
7. Authorization to release a Request for Proposals (RFP) to contract with an independent consultant for a full Coordinated Entry System (CES) evaluation and Approve up to \$30,000 in Homeless Housing, Assistance and Prevention (HHAP) Program Grant Administration Funding for a one-year term.
8. Receive an update on the Permanent Supportive Housing units under development
9. Approval to Reallocate Youth Set-Aside Grant Funding from Homeless Housing Assistance and Prevention (HHAP) Program Rounds 2 and 3 to New Subrecipients.
10. Receive and file a report on VC CoC Committees, Workgroups and Staff Updates



VENTURA COUNTY  
**CONTINUUM OF  
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**Meeting Minutes**  
**Continuum of Care (CoC) Board**  
**Wednesday, June 11, 2025**  
**2:00 – 3:30pm**  
**Ventura County Office of Education**  
**Administrative Services Center – Simi Room**  
**5189 Verdugo Way, Camarillo**

1. **Call to Order:** Manuel Minjares, Vice Board Chair, called the meeting to order at 2:04pm

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

**Absent:** Jeff Lambert, Carrie Sabatini, Mara Malch

**CoC Staff:** Jennifer Harkey, Alicia Morales, Felipe Flores, Morgan Saveliff

2. **Board Comments:** Ingrid Hardy shared that the Thousand Oaks Navigation Center opened this week and currently has 24 individuals enrolled with a capacity of 30. Juliana Gallardo shared that People's Self-Help Housing is still accepting applications through the end of the month for Cypress Place, Phase I. Pauline Preciado shared that Gold Coast Health Plan is currently recruiting for Community Health Organizations and partners that can provide linkages to housing and homeless services. Michael Skinner shared that Phase II of City of Oxnard's Casa Aliento housing development project opened and has welcomed 30 new residents including Encampment Resolution Funding (ERF) clients. Michael further shared that Casa de Carmen is expected to open later this Summer.

Pauline Preciado offered support with next year's application and narrative as CalAIM is introducing a lot of new services and resources. The Board thanked CoC staff for their work on the application and recognized the efforts of all providers and partners in the continued commitment to prevent and end homelessness in Ventura County.

3. **CoC Staff Comments:** None.

4. **Public Comments:** None.

Continuum of Care Governance Board Business

5. **Approval of Board Minutes from May 14, 2025.**

Jack Edelstein moved to approve; Paul Drevenstedt was second; Ingrid Hardy, Pauline Preciado, and Stefany Gonzalez abstained; the balance of the Board was in favor.

6. **Receive and file a report on the FY24 U.S. Housing and Urban Development (HUD) Continuum of Care Program Competition Debriefing. (Presenter: Jenn Harkey)**

Jenn Harkey reviewed the HUD CoC Competition Debriefing with the Board. Jenn shared that Ventura County CoC received an overall score of 172, and the median score for all CoCs across the nation was 151.5

out of 200 possible points. Jenn shared that areas for improvement include Bed Coverage Rate in HMIS, and System Performance Metrics of First time Homeless, Length of Time Homeless, and Job and Income Growth. The VC CoC scored well in the areas of coordination and engagement with federal, state, local, private, and other organizations, as well as improved scoring for coordination with housing and healthcare from the prior year. The full report can be found on the CoC Website.

**7. Review and Select One (1) Permanent Supportive Housing Project to be included in the FY25 U.S. Housing and Urban Development (HUD) CoC Builds Notice of Funding Opportunity (NOFO) and Authorize VC CoC staff to submit the HUD CoC Builds Application by June 26, 2025.**

***(Presenter: Jenn Harkey)***

Jenn shared that HUD released the HUD CoC Builds NOFO on May 16, 2025 with a deadline to apply by June 26, 2025. Jenn shared that VC CoC is eligible to apply for up to \$6,000,000 to dedicate to a project that will add new units of permanent supportive housing (PSH) through new construction, acquisition, or rehabilitation (capital costs). If awarded, the HUD contract must be executed no later than October 1, 2025 and meet the timeliness standards for new construction and rehabilitation activities. If awarded, the project must be completely developed and meet occupancy within 26 months of the award. The full NOFO can be found on the VC CoC Website.

Jenn shared that the provider/developer would be completing the grant application and CoC staff would offer technical assistance with the eSnaps application to HUD. CoC staff released a Letter of Intent (LOI) on May 22, 2025 and received 4 proposals (proposal details can be found on the CoC website). The Board reviewed the proposals and concluded that the Fillmore Terrace project would be the most competitive application to submit to HUD as the project has secured leveraged funds and only needs to fill a small funding gap to apply for tax credits and begin construction.

Jack Edelstein moved to approve VC CoC staff to include the PSHH Fillmore Terrace project in the CoC Builds Application and to submit by June 26<sup>th</sup>, 2025; Paul Drevenstedt was second; Juliana Gallardo and Manuel Minjares abstained; the Balance of the Board was in favor.

**8. Approval to Reallocate Youth Set-Aside Grant Funding for Interim Sheltering in the Homeless Housing Assistance and Prevention (HHAP) Program Round 3 to a New Subrecipient.**

***(Presenter: Felipe Flores)***

Felipe Flores requested Board approval to re-allocate \$251,700 of HHAP-3 Youth set aside funding to Casa Pacifica to cover non-congregate shelter, meals, transportation, and supportive services. Felipe Flores shared that Casa Pacifica is currently developing their transitional housing project “Stepping Stones” but encountered several delays during construction and have exhausted all extensions for project completion. Casa Pacifica is requesting funding to bridge house 7 TAY through January 31<sup>st</sup> while the Stepping Stones project is completed. CoC Staff explained that because Casa Pacifica will not be granted any further extensions, they must meet occupancy requirements through bridge housing while they await project completion. If not awarded, Casa Pacifica will be at risk of losing their HomeKey funding.

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

**9. Approval to Reallocate Youth Set-Aside Grant Funding in the Homeless Housing Assistance and Prevention (HHAP) Program Round 2 and Authorize Ventura County CoC Staff to Release a Request for Proposals (RFP) for a New Subrecipient. *(Presenter: Alicia Morales-McKinney)***

Alicia Morales-McKinney requested Board approval to re-allocate \$20,768.30 in TAY HHAP 2 funding. Alicia shared that CoC staff has met regularly with the original subrecipient of the funds due to

concerns with delayed monthly reporting, substandard outcomes, and minimal expenditures. Ultimately, the subrecipient has agreed to reallocate this funding to another youth set-aside provider. Alicia shared that funding for unaccompanied youth can be more challenging to spend, and that reallocating funds to a subrecipient that does not have additional eligibility barriers like mental health or college enrollment would be beneficial. Alicia shared the full RFP timeline with the Board and requested approval for CoC staff to release the RFP on June 12, 2025.

Ingrid Hardy moved to approve; Pauline Preciado was second; all in favor.

**10. Authorization to release a Request for Proposals (RFP) to contract with an independent consultant for a full Coordinated Entry System (CES) evaluation and Approve up to \$30,000 in Homeless Housing, Assistance and Prevention (HHAP) Program Grant Administration Funding for the consultant contract for a one-year term. (Presenter: Jenn Harkey)**

Jenn Harkey requested authorization from the Board to release an RFP to contract with an independent consultant for a full Coordinated Entry System (CES) evaluation. Jenn shared that this evaluation is needed to review compliance and aid in system improvement, however, given the uncertainty surrounding federal funding and resources, Jenn requested Board guidance on whether to move forward with the initiative now or to hold off until the federal budget is approved.

The Board discussed options and decided to table the item and bring it back to re-assess in July in hopes that there will be more clarity with the federal budget.

Stephanie Robins (public attendee and HMIS staff) agreed with the need for an evaluation of program processes and community needs and offered the suggestion of using a County Kaizen or Green Belt methodology as a means of cost-savings.

Jack Edelstein moved to put this item on hold and for it to return to the Board in July; Paul Drevenstedt was second; all in favor.

**Additional items not on the agenda:** none.

Next meeting set for July 9<sup>th</sup>, 2025

Meeting adjourned at 3:06pm

July 9, 2025

VC CoC Governance Board

**SUBJECT:** Approval of an Allocation of State of California Homeless Housing & Assistance Program (HHAP) Program Interest Funding for Homelessness Prevention – Eviction Prevention and Legal Services.

**BACKGROUND:** The County of Ventura is the authorized administrative entity for the Ventura County Continuum of Care (VC CoC) and in accordance with the State Homeless Housing, Assistance and Prevention (HHAP) Program, all proceeds from any interest-bearing account established by the CoC Grantee for the deposit of HHAP funds must be used for HHAP eligible activities and reported on as required by the State Department of Housing and Community Development (HCD).

Since 2019, VC CoC has been awarded five rounds of HHAP program funding with interest accrued thus far in the amount of \$666,753 (as of June 23, 2025). The VC CoC Board previously allocated \$392,265 of interest revenue to programs through a prior Request for Proposals process. There is currently a balance of \$274,488 in HHAP program interest available.

**DISCUSSION:** The [Ventura County Homelessness Plan](#) was approved by the Board of Supervisors in December 2023 with five action areas:

- Action Area 1: Housing Prioritization & Funding
- Action Area 2: Regional Coordination & Leadership
- Action Area 3: Outreach & Service Delivery
- Action Area 4: Data-Driven Decision Making
- Action Area 5: Representation & Inclusivity

In order to achieve the goals within each action area, the Board of Supervisors identified key next steps to ensure progress is made to prevent and end homelessness in Ventura County. The Ventura County Homelessness Plan emphasizes a 1:4:10 ratio framework to prioritize permanent housing and homelessness prevention. For every 1 unit of interim housing developed, aim to develop 4 units of permanent housing, and serve 10 households through homelessness prevention. This calls for significant investments in prevention strategies which includes eviction prevention and legal services to support households in retaining their housing. This strategy aligns with the VC CoC Board's priority to slow the inflow of households experiencing homelessness by targeting funding for eviction prevention purposes.

**RECOMMENDATION:** Approve the funding recommendation in an amount up to \$250,000 in California Homeless Housing & Assistance Program (HHAP) Program Interest for Homelessness Prevention – Eviction Prevention Rental Mediation to be administered by the VC CoC's Administrative Entity, County Executive Office.

July 9, 2025

CoC Governance Board

**SUBJECT:** Authorization to release a Request for Proposals (RFP) to contract with an independent consultant for a full Coordinated Entry System (CES) evaluation and approve up to \$30,000 in Homeless Housing, Assistance and Prevention (HHAP) Program Grant Administration Funding for the consultant contract for a one-year term.

**DISCUSSION:** The County of Ventura Human Services Agency is contracted with the County Executive Office (Ventura County Continuum of Care Administrative Entity) to serve as the Homeless Management Information System (HMIS) Lead and the Coordinated Entry System (CES) Lead. The number of units utilizing CES for referrals has increased and there is a need to prepare for CES expansion under the Behavioral Health Serviced Act. VC CoC Staff are recommending that an independent consultant be contracted to complete the full evaluation with the following scope of work:

- Assess the current Coordinated Entry System's effectiveness in meeting its goals;
- Evaluate the system's compliance with HUD Coordinated Entry Standards and our VC CoC policies and procedures;
- Review data on the Coordinated Entry System's performance, such as the number of individuals assessed, prioritized, and placed in housing;
- Identify areas for improvement, including data collection processes, assessment tools, prioritization strategies, and referral processes;
- Make recommendations for changes to the Coordinated Entry System to improve its efficiency, effectiveness, and equity;
- Develop supporting materials and strategies to address suggested solutions;
- Engage with relevant stakeholders, such as CoC partners, service providers, and individuals experiencing homelessness.

VC CoC Staff propose to include the following evaluation criteria to evaluate proposals when selecting a consultant or organization for this CES evaluation:

- Prior experience and expertise in Coordinated Entry System evaluations;
- The proposed methodology and approach to the evaluation;
- The consultant or organization's understanding of the local CoC's needs and goals;
- The proposed timeline and budget for the evaluation;
- The quality of the proposal itself.

**Proposed Timeline for Request for Proposals (RFP):**

VC CoC Releases RFP for CES Evaluation Consultant	July 15, 2025
Applications due to VC CoC staff	August 25, 2025
VC CoC Board review and approval	September 10, 2025
VC CoC Agreement finalized with consultant	By October 1, 2025

The VC CoC staff will return to the VC CoC Board with a recommendation for review and approval on September 10, 2025.

**RECOMMENDATIONS:**

- 1) Authorize VC CoC Staff to release a Request for Proposals (RFP) to contract with an independent consultant for a full Coordinated Entry System (CES) evaluation; and
- 2) Approve up to \$30,000 in Homeless Housing, Assistance and Prevention (HHAP) Program Grant Administration Funding for the consultant contract for a one year term.

July 9, 2025

VC CoC Governance Board

**SUBJECT:** Receive an update on the Permanent Supportive Housing units under development

**DISCUSSION:** There have been a significant number of Permanent Supportive Housing (PSH) units filled through the Coordinated Entry System over the past year. Key PSH projects include the Many Mansions' Central Terrace Apartments (35 PSH units), Mercy House / Community Development Partners' Casa Aliento (69 PSH units), the Housing Authority of the City of San Buenaventura's Valentine Road Apartments (71 PSH units filled as of July 2025), and A Community of Friends / US Vets' Ventura Springs Veteran Apartments (54 PSH units). Additionally, 12 units of transitional housing opened for transition aged youth at Mesa in Ojai and, as of last week, Casa Pacifica is serving 27 young adults experiencing homelessness through its Homekey and CoC funded Stepping Stones program.

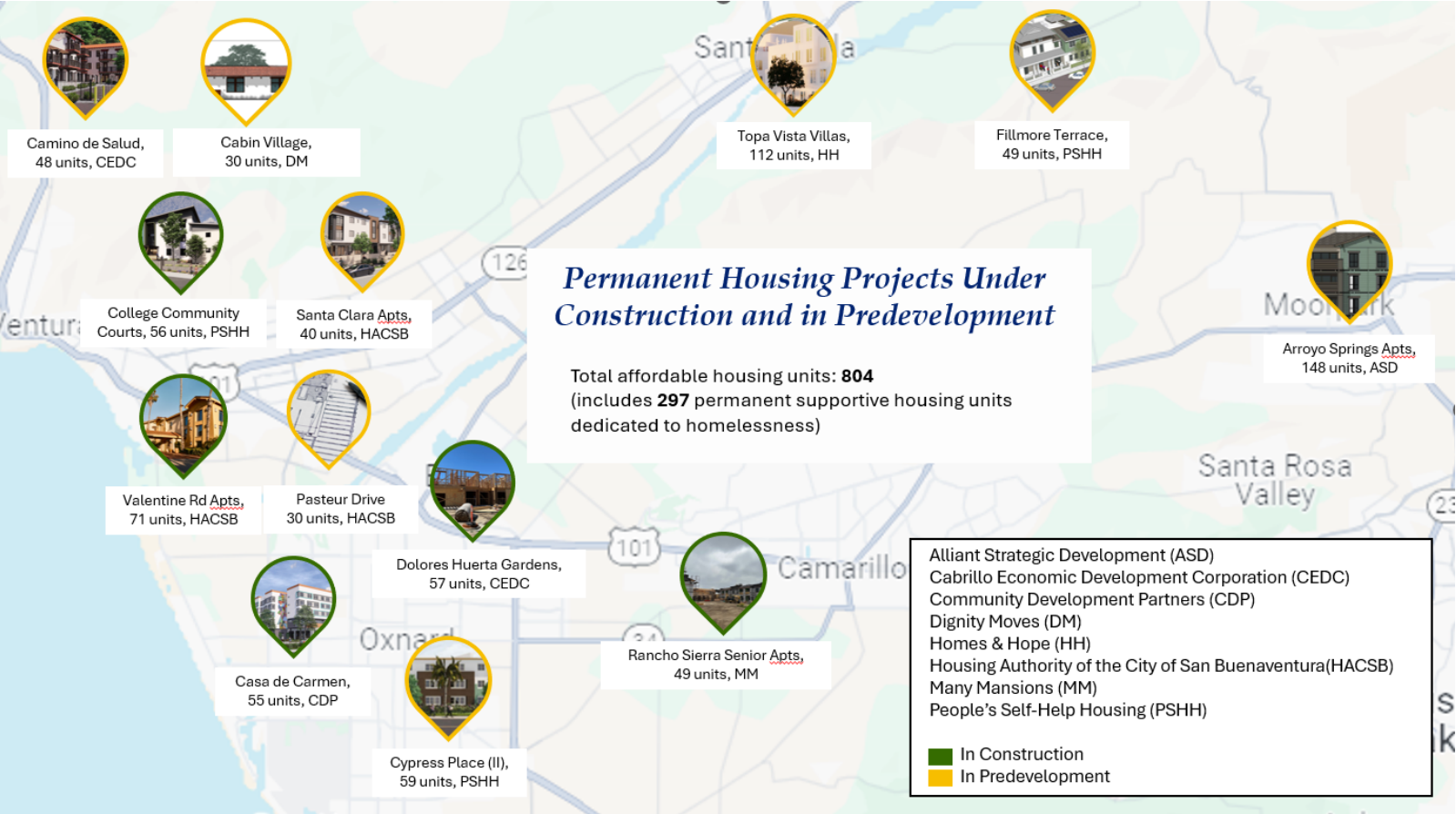
In the coming years, an additional 804 permanent affordable rental housing units will be developed through various funding streams. Of those, 297 units are designated as permanent supportive housing to be filled through the Coordinated Entry System (CES) Pathways to Home. The completion and leasing of these units depends on several factors, including the funding awards, weather delays and construction timelines.

Before the end of this calendar year, we expect four of the projects current under construction to be completed and begin leasing, with 157 permanent supportive housing units to be filled through CES at Casa de Carmen, Dolores Huerta Gardens, the Rancho Sierra Senior Apartments, as well as the remaining units that are under rehabilitation at Valentine Road.

Significant strides have been made towards increasing the inventory of permanent supportive housing in recent years, largely due to the influx of funding available to support housing development and operations for persons experiencing homelessness from State of California Homekey and HHAP funding.

The network of VC CoC homeless service providers continue to explore all housing options for people experiencing homelessness and have, despite limited housing inventory, continued to find other housing options through Rapid Rehousing programs. The United Way of Ventura County's Landlord Engagement Program have been supporting housing location and navigation efforts by securing rental units when available through bonus funding provided as incentives to landlords and property managers.





July 9, 2025

VC CoC Governance Board

**SUBJECT:** Approval to Reallocate Youth Set-Aside Grant Funding from Homeless Housing Assistance and Prevention (HHAP) Program Rounds 2 and 3 to New Subrecipients.

**BACKGROUND:** The Ventura County Continuum of Care (VC CoC) was awarded renewal grant funding from the State Department of Housing and Community Development (HCD) for the Homeless Housing Assistance and Prevention (HHAP) Program Rounds 2 and 3 with a minimum of ten percent (10%) dedicated to youth set aside programs. Subrecipients were awarded grant funding through a Request for Proposals (RFP) process for each grant round. VC CoC Staff have closely monitored expenditures and performance of each HHAP subrecipient contract to ensure progress is made and expenditure deadlines are met to comply with the State HCD.

**DISCUSSION:** The VC CoC Board approved the reallocation of \$20,768.30 in HHAP-2 on June 11, 2025 and up to \$450,000 in HHAP-3 on May 14, 2025 for Youth Set Aside grant funds. A Request for Proposals was released to reallocate funding for these grants. Casa Pacifica was approved for interim sheltering in the amount of \$251,700 in HHAP-3 grant funds during the June 11, 2025 VC CoC Board meeting, which allowed Casa Pacifica to meet the occupancy deadline of the State Homekey Stepping Stones project. The request for proposals closed on June 19, 2025 for the Youth Set Aside Reallocation. A total of four (4) new proposals were received:

Agency/Organization	Activity/Program Type	Beneficiaries	Amount Requested
Interface Children & Families Services	Interim Sheltering – Motel Vouchers	30 new TAY shelter beds with case management, CES/HMIS, and housing navigation.	\$120,000
	Street Outreach – Runaway & Homeless Youth Program	100 homeless and at risk TAY low barrier supportive services & housing navigation.	\$80,100
Mesa	Services Coordination – Transitional Housing	Current 13 TAY enrolled at Mesa for staff services, case management, and non-staff services (food, transportation, supplies, and mental health).	\$210,634 (\$20,700 non-staff costs are HHAP eligible)
Partnership for Safe Families	Services Coordination – Youth Voices	Expand youth focused care navigators to support TAY seeking housing.	\$50,000

Based on a full analysis of the four (4) proposals received, Interface Children & Family Services scored highest for both proposals to expand shelter and provide street outreach with housing navigation. VC CoC Staff recommend reallocating HHAP-3 in the full amount requested. Mesa Transitional Housing has leveraged grant funding from the County's Community Development Block Grant (CDBG) and Permanent Local Housing Allocation (PLHA) to provide staff supports and services. Mesa has been using HHAP grant funds to provide services coordination, including food, transportation, mental health, employment supports and supplies. VC CoC Staff recommend reallocating HHAP-2 funds in the amount of \$20,768.30 to provide non-staff services. The Partnership for Safe Families has been providing workgroups and focus groups to create a safe space for people with lived experience through the VC CoC Planning Grant funds. The proposal from the Partnership seeks to expand care navigators to connect Transitional Age Youth (TAY) to resources. The Partnership scored lower based on services coordination without long term sustainability due to the limited grant term ending on April 30, 2026 and no other dedicated resources at this time.

**RECOMMENDATIONS:**

- 1) Approve a Reallocation of the Continuum of Care (CoC) HHAP-3 Youth Set-Aside Grant Funding for Interim Sheltering in an amount up to \$120,000 and for Street Outreach in an amount of \$80,100 to Interface Children & Family Services to be expended by April 30, 2026; and
- 2) Approve a Reallocation of the Continuum of Care (CoC) HHAP-2 Youth Set-Aside Grant Funding for Services Coordination in an amount up to \$20,768.30 to Mesa Transitional Housing Program.

July 9, 2025

VC CoC Governance Board

**SUBJECT:** Receive and file a report on VC CoC Committees, Workgroups and Staff Updates

**Housing and Services Committee:** The Housing & Services Committee reconvened on April 16, 2025, with a diverse membership representing healthcare, shelter and transitional housing providers, supportive services, outreach teams, behavioral health professionals, individuals with lived experience, and city partners. The committee developed a Point-in-Time (PIT) Count Survey to gather feedback from volunteers on their experiences leading up to and during the annual homeless count. This input will inform improvements for future efforts. The committee is scheduled to reconvene on July 16, 2025, to review the survey findings and offer recommendations for the next PIT implementation plan. Additionally, the committee will review and provide input on the draft Regional Coordination Homelessness Action Plan in preparation for Homeless Housing, Assistance, and Prevention (HHAP) Round 6 funding, with a focus on identifying ongoing needs within the community.

**HMIS Steering Committee:** Continuing to onboard programs onto HMIS, including additional providers of CalAIM Enhanced Care Management and Community Supports services. The City Center Transitional Housing program has recently onboarded which will assist with increasing the HMIS utilization rate. VC CoC staff continue to review the onboarding requests to ensure priority is given to the appropriate programs. HMIS staff is continuing to develop new online training modules to allow newly licensed users the ability to complete training remotely. The Vulnerability Assessment Tool (VAT) scoring threshold was changed to align with the new assessment which was modified from the prior VI-SPDAT.

**Data, Performance & Evaluation Committee:** The Data Committee reviewed and analyzed the latest quarterly System Performance Measures Report from the Homeless Management Information System (HMIS) to determine areas for improvement prior to the next annual HUD reporting deadline. A review of the next Homeless Housing Assistance and Prevention (HHAP) Program funding application and priorities will take place on August 6, 2025.

**Public Information and Outreach (PIO) Committee:** Expanding outreach through VC CoC social media to educate the public and raise awareness on homelessness issues. In addition to having a brief space for community partners to share their work on these issues or provide current updates for further dissemination, this committee recently met to receive an Executive Summary of the VC CoC 2025 Homeless Count Report. Additionally, social media, success stories, special initiatives and grant funding updates are provided regularly. The CoC has published its third quarterly newsletter, the VC CoC Chronicle, and is currently producing the next edition. The next PIO Committee meeting is scheduled on July 23, 2025.

**Veterans Case Conference Workgroup:** This workgroup is focused on ending Veteran homelessness in Ventura County by ensuring referrals are being made to the Veteran Affairs Supportive Housing (VASH) program, Supportive Services for Veteran Families (SSVF) and other local housing providers. This workgroup regularly reviews the Homeless Veterans By Name List (BNL) with Veteran service providers to coordinate connections to housing and services. Referrals to the VASH program are now being prioritized through this workgroup to ensure the most vulnerable homeless Veterans are connected to housing resources. The Veterans Workgroup continues to meet in person on a bi-monthly basis or as needed utilizing a One Team approach to ensure continuity of care and coordination. The committee is also working on the Stand Down event scheduled for August 1, 2025. Public Defenders Office, partnership with Veteran One Team, held the Pre-Stand Down Court Session for Veterans on June 17<sup>th</sup>, with 24 Veterans attending. The next in person meeting is scheduled on July 7, 2025 at 1pm.

**Youth Collaborative Workgroup:** Over 20 youth providers participate in this workgroup. These providers ensured that unaccompanied homeless youth were counted in the 2025 Homeless Count surveys on January 22, 2025. The Youth Collaborative is working with the Partnership for Safe Families on the recently established Youth Action Board (YAB) to bring youth voices to the table for the planning and implementation of homeless youth programs. The next meeting is scheduled on July 28, 2025.

**Staff:** VC CoC staff have expanded training for all grant subrecipients to ensure proper documentation is completed in alignment with State and Federal grant regulations. Trainings are being scheduled to ensure compliance and offer technical assistance. VC CoC Program Director, Jennifer Harkey, attended the 2025 National Alliance to End Homelessness (NAEH) Conference in Washington DC from June 30 to July 2. Jenn presented on our collaboration with criminal justice partners along with Homebase, based on our success through the Bridging Boundaries Action Lab. Best practices were shared at NAEH from experts on data driven decision making, incorporating people with lived experience, effective strategies in coordinated entry and more. Staff will be bringing items to the CoC committees to discuss these best practices and provide recommendations to the VC CoC Board at a later date.