



Meeting Agenda
Continuum of Care (CoC) Board
Wednesday, October 8, 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 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 September 10, 2025.
6. Approval of the California Housing & Community Development (HCD) Emergency Solutions Grant (ESG) Funding Reallocation for FY 2024-28. *(Presenter: Felipe Flores)*
7. Receive and File the Ventura County Homeless Management Information System and Pathways to Home Coordinated Entry System (VC HMIS/PTH CES) Report. *(Presenter: Chris Russell)*
8. Approval of the 2026 Ventura County Homeless Count Implementation Plan *(Presenter: Alicia Morales-McKinney)*
9. Approval of the State Homeless Housing Assistance and Prevention (HHAP) Program Round 6 Timeline with Authorization to release a Notice of Funding Availability (NOFA) for HHAP Round 6 *(Presenter: Alicia Morales-McKinney)*
10. Receive an update from the Partnership for Safe Families *(Presenter: Dr. Kathleen Van Antwerp)*



Meeting Minutes
Continuum of Care (CoC) Board
Wednesday, September 10, 2025, 2:00 – 3:30pm
Ventura County Office of Education
Administrative Services Center – Simi Room
5189 Verdugo Way, Camarillo

Call to Order: Dawn Dyer, Board Chair, called the meeting to order at 2:01pm.

Board Members: Pauline Preciado, Mara Malch, Stefany Gonzalez, Jeff Lambert, Jack Edelstein, Carie Sabatini, Michael Skinner, Dr. Sevet Johnson, Paul Drevenstedt, Angel Garcia (proxy representative for Manuel Minjares)

Absent: Manuel Minjares, Ingrid Hardy, Juliana Gallardo

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

Board Comments: Dawn Dyer shared that the Dyer Sheen Group released the July 2025 Ventura County Rent Survey. Dawn shared that based on the data in this report, there was found to be a significant increase in overall vacancy countywide to 4.21% from 3%. The full report is available on the Dyer Sheehan Group website.

CoC Staff Comments: Jennifer Harkey shared that the CoC Builds NOFO was re-issued with new criteria listed to re-apply for the funding. Some of the criteria includes promoting recovery which requires the applicant to not have injection sites or operate under harm reduction, and also criteria requiring compliance with Federal Law Enforcement and protecting public safety. Due to these new criteria requirements, People's Self Help has decided not to re-apply for the CoC Builds NOFO. Jenn further shared that CoC staff will be holding Street Outreach trainings for providers in the upcoming weeks to improve outcomes. Lastly, Jenn congratulated Dawn Dyer on her receipt of the Champion of Home Impact Award from California Association of Realtors.

Public Comments: none.

Continuum of Care Governance Board Business

5. Approval of Board Minutes from August 13, 2025.

Jeff Lambert moved to approve; Jack Edelstein was second; Pauline Preciado abstained; the Balance of the Board was in favor.

6. Authorization for the Ventura County Continuum of Care's Administrative Entity to contract with Simtech Solutions for the 2026 Homeless Point In Time Count

Alicia Morales requested Board approval to contract with Simtech Solutions for the 2025 PIT Count. Alicia explained that CoC staff is proposing to allocate \$14,247 of HUD CoC Planning grant funding to contract with Simtech with \$4,897 being allocated for retaining the Simtech Solutions mobile app and \$9,350 allocated for professional services. Alicia reviewed the contract in detail with the Board and highlighted changes in the contract from the previous year including the addition of two training sessions and the removal of the Point in Time Summary Report as CoC staff will be working with

County GSA to complete the final report.

Angel Garcia moved to approve; Jeff Lambert was second; all in favor.

7. Approval to contract with an independent consultant for a full Coordinated Entry System (CES) evaluation with \$33,000 in Homeless Housing, Assistance and Prevention (HHAP) Program Grant Administration Funding for a six-month term.

Jenn Harkey reviewed the three proposals received with the Board. Jenn explained that proposals were evaluated based on prior experience in Coordinated Entry System evaluations, the proposed methodology and approach to the evaluation, the consultant's understanding of the local CoC's needs and goals, the proposed timeline and budget for the evaluation, and overall quality of the proposal. Jenn provided detail on the evaluation of all three proposals and explained that VC CoC Staff are recommending the Partners for Community Impact for the CES evaluation due to their experience with CES evaluations and scope of work proposals and their experience in California communities with behavioral health integration and familiarity with recent State requirements.

Michael Skinner moved to approve to contract with Partners for Community Impact for the CES evaluation; Jeff Lambert was second; all in favor.

8. Review and Approve Amendments to the Ventura County Continuum of Care (VC CoC) Alliance Governance Charter.

Alicia Morales reviewed the Alliance Governance Charter with the Board. Alicia highlighted several updates including the addition of the proxy representative criteria to the Governance Board Criteria, the addition to advisory committees to include the Veterans One Team as a formal subcommittee and the revision of the Youth Collaborative to a Youth Case Conferencing subcommittee. Alicia explained that the Youth Case Conferencing subcommittee will adopt the Veteran One Team model and meet in person regularly to prioritize and refer youth to CoC housing, transitional housing, emergency shelter, Permanent Supportive housing, and services. The full Governance Charter can be found on the CoC Website.

Board members inquired which partners will be participating in the Youth Case Conferencing subcommittee. Alicia explained that HMIS youth service providers will be requested to participate as well as youth providers that are not in the HMIS system so long as they have MOUs and confidentiality agreements in place. Jenn further shared that CoC staff would also like to invite the Youth McKinney-Vento liaisons from VCOE to participate. Board members thanked CoC staff for creating the subcommittee and highlighted the importance of supporting youth in our community.

Angel Garcia moved to approve; Jeff Lambert was second; all in favor.

9. Approval of State Homeless Housing Assistance and Prevention (HHAP) Program Round 3 Budget Modification for the County Human Services Agency.

Felipe Flores requested Board approval to modify the HHAP 3 budget for the Human Services Agency (HSA). HSA has requested that a budget modification to reallocate \$611,060.58 of the \$1,166,218.18 remaining balance from their PSH Silver Linings project to their Bridge Housing Project (RAIN BHP). Felipe explained that HSA created 18 permanent supportive housing units and have reached capacity for the project. The expenses for the project have been less than expected and HSA is requesting the modification in order to fully expend all funds and remain in compliance. The remaining funds would support the RAIN emergency shelter project which would be used to serve 18 additional families with HSA providing intensive case management to assist the families in securing permanent housing.

Jeff Lambert moved to approve; Pauline Preciado was second; all in favor.

10. Approval of the Recommendation to Extend the Contract with the Partnership for Safe Families to Engage People with Lived Experience of Homelessness in Program Year 2025-26.

Jenn Harkey shared that the Partnership has been actively engaging people with lived experience, has held several workgroups over the past year, and has provided valuable feedback and input for VC CoC strategic planning. The Partnership also leads the Youth Action Board called Youth Voices to ensure that our youth programs meet the needs of homeless youth. The contract extension for 2025-26 would allow the Partnership to expand workgroups and provide trauma informed training to homeless service providers with an emphasis on how to better engage people experiencing homelessness for connections to resources.

Jack Edelstein moved to approve; Michael Skinner was second; all in favor.

11. Receive and File the Updated List of VC CoC Board Proxy Representatives

CoC staff shared with the Board the membership roster with proxy representatives listed. Jenn shared that Board members can request a change in proxy representation by submitting notice in writing to both the VC CoC Board Chair and VC CoC Staff.

Additional items not on the agenda: none

Next meeting set for October 8th, 2025

Meeting adjourned at 2:54pm

October 8, 2025

VC CoC Governance Board

SUBJECT: Approval of the California Housing & Community Development (HCD) Emergency Solutions Grant (ESG) Funding Reallocation for FY 2024-28

BACKGROUND: On March 12, 2025, the VC CoC Board approved six organizations to receive \$609,987.00 in HCD ESG funding for three (3) Street Outreach and three (3) Rapid Rehousing projects for a three-year grant program term. During the subrecipient agreement preparations, VC CoC staff were notified by the City of Ventura that they did not intend to provide Street Outreach services directly and had planned to subcontract with Downtown Ventura Partners (DVP). VC CoC staff were not previously made aware of the intended subcontract which presented challenges in meeting State grant compliance.

DISCUSSION: It is recommended that the City of Ventura's ESG Street Outreach award totaling \$50,336.00 be reallocated to DVP directly via a subrecipient agreement. This will allow for a more direct and efficient grant administrative process with the VC CoC Administrative Entity (County of Ventura).

Year 1 (2024-26) ESG SO Allocation	Year 2 (2025-27) ESG SO Allocation	Year 3 (2026-27) ESG SO Allocation	Total ESG SO Award
\$23,766.00	\$15,785.00	\$15,785.00	\$50,336.00

For over 6 years, DVP has consistently provided Street Outreach services to an annual average of 100 individuals throughout the City of Ventura, spanning river bottoms, freeway off-ramps, abandoned properties and the County Jail. Services provided include connections to basic services, successful reconnections with relatives/family and placements in area shelters or treatment facilities. Their roving Ambassador (outreach) staff employ a trauma-informed, no-barrier approach that helps build rapport with difficult to reach individuals, making the program's reach much deeper. DVP currently has access to the Homeless Management Information System (HMIS) and will be required to enter data in HMIS for the ESG Street Outreach program.

Additionally, DVP would use these awarded funds to leverage with other grants to meet the ESG match requirement and has the ability to expand services to 7 days a week.

RECOMMENDATIONS:

- 1) Approve the reallocation of \$50,336.00 in 2024-28 Emergency Solutions Grant (ESG) for Street Outreach from the City of Ventura to Downtown Ventura Partners (DVP); and
- 2) Authorize VC CoC Staff to issue a subrecipient agreement for Year 1 (2024 – 26) in the amount of \$23,766.00 with its grant term ending 9/26/2026.

March 12, 2025

VC CoC Governance Board

SUBJECT: Approval of the California Housing & Community Development (HCD) Emergency Solutions Grant (ESG) Funding Recommendations for FY 2024-28.

BACKGROUND: On December 31, 2024, the California Department of Housing and Community Development (HCD) released a Notice of Funding Availability (NOFA) for State Emergency Solutions Grant (ESG) funding with applications due to the State by March 28, 2025. This program funding will be awarded to administrative entities of the Continuum of Care (CoC) through the HCD application process. A resolution has been submitted for approval to the County Board of Supervisors for the March 18, 2025 meeting, to authorize the County to administer the funds as the Administrative Entity (AE).

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

DISCUSSION: Total anticipated funding to be awarded to the VC CoC for the (3-year) FY2024-28 State ESG, is \$609,987.00 with \$16,774.64 for grant administration and a minimum of \$237,284.94 (40%) for Rapid Re-Housing activities. VC CoC staff released a Request for Proposals (RFP) to the full CoC Alliance and Stakeholders on January 10, 2025, with applications due by February 7, 2025. VC CoC staff completed an analysis of the proposals received and the VC CoC Data Evaluation and Performance Committee met on March 5, 2025, to review the project proposals and make the funding recommendations below:

Proposed FY 2024-28 State ESG Subrecipient	Project Type	ESG Funding Request
United Way of Ventura County	Rapid Re-Housing	\$237,285.00
City of Camarillo	Rapid Re-Housing	\$85,000.00
Harbor House	Rapid Re-Housing	\$85,000.00
Gold Coast Veteran's Foundation	Street Outreach	\$85,927.00
City of Ventura	Street Outreach	\$50,000.00
Samaritan Center	Street Outreach	\$50,000.00
Grant Administration		\$16,775.00
	TOTAL	\$609,987.00

RECOMMENDATIONS:

- 1) Approve the funding recommendations by the VC CoC Data Evaluation and Performance Committee for FY 2024-28 State ESG.
- 2) Authorize VC CoC Staff to submit the proposed ESG budget to the State Housing and Community Development (HCD) Department for review and approval.

ESG HCD Allocation \$609,987	Agency/Org	Project Title	Service Area	Activity Type	# of Beneficiaries to be served	Youth Set aside?	Funding Request	Youth Funding Request	Program Design	I. Applicant Capacity (15 points)	II. Project Design (20 points)	III. Financial Capacity (18 points)	IV. Past Performance (25 points)	V. Coordination and Collaboration (12 points)	Funding Priority (10 points)	Total Score	Other (Current) Funding	Service Gaps	Rank	Funding Recommendation
Rapid Re-Housing																				
\$237,284.94	United Way of VC	Landlord Engagement Program	Countywide	RRH	100	No	\$ 609,987.00	\$ -	LEP intends to utilize ESG funding to cover move-in expenses, staffing and program-related costs, utility assistance, moving and storage fees and emergency lease breaks as necessary. This support will primarily benefit the Rapid Rehousing Community and individuals fleeing domestic violence who lack other means to maintain stable housing.	15	20	18	24	12	10	99	HHAP rounds 1, 2, 4, Program Interest, 5, HUD CoC	-	1	\$ 237,284.94
	City of Camarillo	Camarillo Rapid Rehousing Program	Camarillo	RRH	36	No	\$ 90,300.00	\$ -	City of Camarillo proposes a Housing First, rapid re-housing program to address critical barriers faced by unsheltered community that lack personal capital, have low credit scores, or does not have inadequate employment income. This program specifically targets single adults, who represent the City's largest homeless demographic, by providing financial assistance across four key areas: rental application fees, security deposits, landlord incentives and emergency rental assistance.	12	19	16	20	8	10	85	HHAP4 (ERF pending)	Partnership with Project HOPE is key. Pending ERF award can help leverage for deeper outreach and greater success	2	\$ 85,000.00
	Harbor House	Rapid Rehousing & Prevention	Countywide	RRH	20	No	\$ 101,000.00	\$ -	HH will offer RRH to individuals experiencing homelessness, with a focus on assisting the more vulnerable HH's and those with children and seniors. Dedicated (and experienced) staff will be available specifically to develop RRH program	12	18	14	21	10	10	85	ESG 2023	Good success achieved with past programs and grants, but effort to maintain County-wide service is required	2	\$ 85,000.00
							\$ 801,287.00													\$ 407,284.94
Street Outreach																				
	Gold Coast Veteran's Foundation	Mobile Veteran Outreach	Countywide	SO	150	No	\$106,500.00	\$ -	Funds would be allocated toward defraying 50% of MVO staff compensation. Another part of funds would be used for a new hire, a full-time social work professional to engage veterans that are difficult to reach.	15	20	16	19	12	9	91	HHAP1	Effort to maintain County-wide service is required. Current award is expected to help reach Functional Zero for veterans	1	\$ 85,927.42
	City of Ventura	City Proactive Outreach Program	City of Ventura	SO	35	No	\$50,000.00	\$ -	Proposal would provide street outreach services to individuals in underserved areas of the City, such as encampments in our river bottoms and Cal Trans right-of-way properties. A contracted MSW or LCSW will work to identify these areas and visit on a regular basis in an effort to establish rapport and engage people experiencing homelessness with the ultimate goals of entering them into HMIS and connecting them to services through the CES.	15	13	16	20	12	5	81	HHAP rounds 1 and 4, ERF (pending)	Goals and performance measures not clearly specified. Leverage with pending ERF award is expected to foment greater outreach and success	2	\$ 50,000.00
	Samaritan Center	Street Outreach	Simi Valley	SO	50	No	\$62,300.00	\$ -	Proposal to provide Street Outreach to unsheltered persons in currently underserved areas and connections to services for individuals through CES and HMIS.	13	15	18	18	9	5	78		Coordination/partnership with UWVC and HH is expected to leverage and provide greater service coverage in East County.	3	\$ 50,000.00
	Downtown Ventura Partners	DVP Street Outreach	City of Ventura	SO	75	No	\$64,896.00	\$ -	Requested Street Outreach funds would add full-time worker (or possibly 2 part-time) to enhance current offering and procure deeper outreach, 7 days a week service using no-barrier approach and work in concert with law enforcement.	15	16	15	12	10	9	77				\$ -
	Casa Pacifica	Uplift TAY	Countywide	SO	120	Yes	\$96,907	\$96,907	UPLIFT TAY program will expand its supportive services to include intensive street outreach efforts targeting TAY currently or at imminent risk of homelessness. The project prioritize highly vulnerable TAY who have been system impacted, specifically those who have experienced involvement with FOSTER care and/or juvenile justice system	15	15	16	12	10	9	77				\$ -
	VC Believe Center*	Ventura County Believe Center Street Outreach	Countywide	SO	500	No	\$186,170.00	\$ -	The Ventura County Believe Center's (The Center) project proposes to serve the homeless population by connecting persons encountered at the One Stop and also in the various known homeless encampments Countywide. Proposal looks to create rapport to gain trust to better meet client needs such as food, clothing items and toiletries. Additionally, diapers for mothers with small children and hygiene products for all members of the family will be offered. Clients will also be directed with service and housing providers to help fulfil needs. Clients will also be connected with the various homeless shelters based upon availability.	4	8	7	5	11	5	40				\$ -
							\$566,773.00													\$ 185,927.42

ESG HCD Allocation \$609,987	Agency/Org	Project Title	Service Area	Activity Type	# of Beneficiaries to be served	Youth Set aside?	Funding Request	Youth Funding Request	Program Design	I. Applicant Capacity (15 points)	II. Project Design (20 points)	III. Financial Capacity (18 points)	IV. Past Performance (25 points)	V. Coordination and Collaboration (12 points)	Funding Priority (10 points)	Total Score	Other (Current) Funding	Service Gaps	Rank	Funding Recommendation	
Homelessness Prevention																					
	City of Ventura	Homeless Services Proactive Outreach Worker Program/Homelessness Prevention and Diversion Program	City of Ventura	HP	10	No	\$ 40,000.00	\$ -	The Homelessness Prevention and Diversion Program will aim to provide flexible financial resources in the form of short-term rental assistance and assistance with emergency utility costs for up to three (3) months to ensure that evictions and subsequent homelessness is prevented.	0	0	0	0	0	0	0			DQ	\$ -	
	SPIRIT	Housing Outreach & Prevention Effort (HOPE)	Fillmore & Santa Paula	HP	25	No	\$ 25,000.00	\$ -	Grant proposal is for funding to support rental assistance program. Initiative is designed to prevent homelessness by providing crucial financial assistance to individuals and families struggling to maintain stable housing.	0	0	0	0	0	0	0			DQ	\$ -	
	U. S. VETS	Homelessness Prevention for Veterans in Ventura County	Countywide	HP	20	No	\$ 197,491.00	\$ -	U.S.VETS Ventura proposes a homelessness prevention project aimed at serving veterans and veteran households at risk of becoming homeless. The project will target 20 veterans or veteran households over a one-year grant period. Funding will support a Case Manager, Program Director, and Outreach Specialist, as well as direct financial assistance to prevent eviction and entering homelessness.	0	0	0	0	0	0	0			DQ	\$ -	
							\$ 262,491.00														\$ -
Emergency Shelter																					
	City of Santa Paula	Overnight Sleep Facility	Fillmore, Santa Paula, Pru	ES	48	No	\$ 60,000.00	\$ -	Proposal requests grant funds to develop and operate an Overnight Sleep Center for homeless individuals and families. This program would be six-month pilot program with the of reaching a homeless population that may be more apprehensive to admit themselves to a navigation center for any services. Intended end users include unsheltered or at-risk individuals and families. The proposed Overnight Sleep Center would be very low-barrier, but it will be subject to rules that govern the project site for their own safety. The site would monitored by local law enforcement and the Cities partner from the Harvard Navigation Center (Spirit) located across the street.	0	0	0	0	0	0	0			DQ	\$ -	
	Shelter Care Resources*	Motel Voucher Program	Countywide	ES	50	No	\$ 200,000.00	\$ -	Shelter Care Resources (SCR) is dedicated to providing basic necessities and critical resources that promote health, well-being, and education for the county's homeless youth. The Motel Voucher Program is designed to reduce homelessness and create long-term stability for youth and families by providing immediate non-congregate shelter, intensive case management, and access to essential support services.	10	15	11	15	10	10	71			DQ	\$ -	
							\$ 260,000.00														\$ -
Admin																					
\$16,774.64				Admin			\$ 16,774.64	\$ -												\$ 16,774.64	

Total request \$ 1,907,325.64
HCD Allocation \$ 609,987.00
Oversubscription 313%

Request minus DQs \$ 1,384,834.64
HCD Allocation \$ 609,987.00
Oversubscription 227%

Activity	Overall Budget
Rapid Re-Housing (min 40%)	\$ 237,284.94
Street Outreach	
Homelessness Prevention	\$ 355,927.42
Emergency Shelter	
HMIS	\$ -
Admin	\$ 16,774.64
Totals	\$ 609,987.00

SCO ID:

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER

24-ESG-00062

PURCHASING AUTHORITY NUMBER (If Applicable)

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

Department of Housing and Community Development

CONTRACTOR NAME

County of Ventura

2. The term of this Agreement is:

START DATE

Upon HCD Approval

THROUGH END DATE

5 years from the date of Standard Agreement execution.

3. The maximum amount of this Agreement is:

\$212,279.00

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits	Title	Pages
Exhibit A	Authority, Purpose and Scope of Work	11
Exhibit B	Budget Detail and Payment Provisions	4
Exhibit C *	General Terms and Conditions	GTC - 02/2025
Exhibit D	ESG Program Terms and Conditions	30
Exhibit E	Project Specific Provisions and Special Terms and Conditions	4

Items shown with an asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

County of Ventura

CONTRACTOR BUSINESS ADDRESS

800 South Victoria Avenue L#1940

CITY

Ventura

STATE

CA

ZIP

93009

PRINTED NAME OF PERSON SIGNING

Sevet Johnson

TITLE

County Executive Officer

CONTRACTOR AUTHORIZED SIGNATURE



DATE SIGNED

August 27, 2025

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

Department of Housing and Community Development

CONTRACTING AGENCY ADDRESS

651 Bannon Street, Suite 400

CITY

Sacramento

STATE

CA

ZIP

95811

PRINTED NAME OF PERSON SIGNING

Diana Malimon

TITLE

Contract Office Manager, Contract Services Section

CONTRACTING AGENCY AUTHORIZED SIGNATURE



DATE SIGNED

08/28/2025

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

Exempt per: SCM Vol. 1, 4.04.3 (DGS Memo dated 6/12/81)

EXHIBIT A**AUTHORITY, PURPOSE AND SCOPE OF WORK****1. Authority & Purpose**

This Standard Agreement (hereinafter "Agreement") will provide official notification of the reservation of funds under the State of California's (the "State") reservation of funds under the State of California's administration of the federal Emergency Solutions Grants Program Allocation (hereinafter, "ESG " or the "Program") by the Department of Housing and Community Development (hereinafter the "Department" or "HCD") pursuant to the provisions of 42 U.S.C. 11371 – 42 U.S.C. 11378, ("Federal Statutes"), the Catalog of Federal Domestic Assistance Number 14.231, 24 C.F.R. Part 576, ("Federal Regulations"), California Health and Safety Code sections 50899.1 – 50899.8, and the ESG 2024 ESG Program Final Guidelines (the "Guidelines") effective December 10, 2024, all of which may be amended from time to time.

ESG provides funds for a variety of activities to address homelessness as authorized under the federal Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 and State program requirements. The Department administers the ESG program with funding received from the U.S. Department of Housing and Urban Development (HUD).

The ESG program provides grant funding to:

- (1) engage homeless individuals and families living on the street,
- (2) rapidly re-house homeless individuals and families,
- (3) help operate and provide essential services in emergency shelters for homeless individuals and families, and
- (4) prevent individuals and families from becoming homeless. This contract specifically provides funding for specific program activities described in Exhibit D.

The Department receives ESG funds from HUD and then the Department (as Grantor), via this Agreement, is making a grant of specific ESG funds to a grantee, who is also known as the Contractor. In accepting this reservation of funds, the "Contractor" as defined in the Guidelines, agrees to comply with the terms and conditions of this Agreement, as it relates to the ESG Notice of Funding Availability (NOFA) under which the Contractor applied, the representations contained in the Contractor's Application (hereinafter, "Application"), for the ESG funding allocations, and the requirements of the authorities cited above. Any and all changes made to the submitted and awarded Application after this Agreement is executed must receive prior written approval from

Program Name: Emergency Solutions Grants Program (ESG)

NOFA Date: 12/31/2024

Approve Date: 2/6/2025

Prep. Date: 8/4/2025

EXHIBIT A

the Department.

For purposes of this agreement Contractor is the Contractor identified in the STD 213 and which is further defined in the Guidelines definitions section.

2. **Scope of Work**

- A. Contractor shall perform the Scope of Work (“Work”) required as described in this Agreement and in the Application, which is on file electronically with the Department and which is incorporated herein by reference. Contractor shall be responsible for ensuring its selected homeless service providers perform the Work set forth in Exhibit E of this Agreement. All written materials or alterations submitted as addenda to the original Application, and which are approved in writing by the Department are hereby incorporated as part of the Application. The Department reserves the right to require the Contractor to modify any or all parts of the Application in order to comply with ESG requirements. The Department reserves the right to monitor all Work to be performed by the Contractor and service providers in relation to this Agreement. Any proposed revision to the Scope of Work must be submitted in writing for review and approval by the Department and may require an amendment to this Agreement. Approval shall not be presumed unless such approval is made by the Department in writing.
- B. Contractor shall perform the Work, only in the areas as identified, and in accordance with the approved Application and as required by Federal ESG requirements at 24 C.F.R. Part 576 and the Guidelines. Contractor’s selected homeless service providers shall provide services in the areas identified in the Application/award recommendation form submitted to the Department. Services shall be provided by the Contractor and the Contractor’s funded service providers for at least the term of the ESG grant. For the purposes of performing the Scope of Work, the Department agrees to provide the amount(s) identified in Exhibit E. Unless amended in writing, the Department shall not be liable for any costs in excess of the total approved budget. The Department shall not, under any conditions, be liable for any unauthorized or ineligible costs or activities.

3. **Allocation of funds pursuant to Guidelines, Article II** This Agreement is effective upon the date of the Department representative’s signature on page one of the fully executed Standard Agreement, STD 213, (the “Effective Date”). In addition, no Program funds shall be incurred until any required environmental review process has been completed, as required under 24 C.F.R. Part 58. Contractor agrees that the Work shall be completed by the expenditure date specified in Exhibit E.

Program Name: Emergency Solutions Grants Program (ESG)
NOFA Date: 12/31/2024
Approve Date: 2/6/2025
Prep. Date: 8/4/2025

EXHIBIT A

- A. Contractor must obligate all funds within 120 days from the date of the award notification letter for funding. "Obligate" means that the Contractor has placed orders, awarded contracts, received services, or entered similar transactions that require payment from the grant amount. In the case of an award made to a general-purpose local government that subcontracts with private nonprofit organizations via letters of awards and Service Provider Agreements, the service providers are subject to obligate the funds within one hundred and twenty (120) days from the date of the award notification letter received by the general-purpose local government.
- B. Contractor agrees to provide documentation satisfactory to the Department evidencing the obligation of ESG funds within 120 days from the date the Department made grant funds available to the Contractor. If the Contractor fails to provide such documentation, the Department may disencumber any portion of the amount authorized by this Agreement with a 14-day written notification.
- C. Contractor and its service providers agree that the Work shall be completed by the expenditure date specified in Exhibit A and that the Work will be provided for the full term of this Agreement.

4. **Term of Agreement and Deadlines**

- A. This Agreement will expire on the date ("Expiration Date") described in Exhibit E.
- B. All Program funds shall be expended by the dates ("Expenditure Milestones") described in Exhibit E
- C. All final Request for Funds (RFF) shall be submitted to the Department within 30 days after the expenditure deadline.
- D. Reimbursements will not be made after this Agreement expires.
- E. The first funds request must be submitted within 120 days from the execution date of this Agreement. Contractors must submit a request for funds no less than once per quarter. Funds not drawn in a timely manner may be recaptured and reallocated. All expenditures claimed in a request for disbursement must be eligible, reasonable, and be accompanied by detailed supporting documentation. (24 C.F.R. § 576.203)
- F. The Department may establish minimum disbursement amounts or other related

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procedures necessary for the efficient administration of the ESG program.

G. Expenditure and Milestone Expectations

- 1) The Contractor must draw down and expend funds from each year's grant not less than once during each quarter of the Contractor's program year. For each Annual Funding Cycle, all of the Contractor's grant must be expended for eligible activity costs within 24 months after the date HUD signs the grant agreement with the recipient. For the purposes of this paragraph, expenditure means either an actual cash disbursement for a direct charge for a good or service or an indirect cost or the accrual of a direct charge for a good or service or an indirect cost.
- 2) Contractor must expend their award by the dates referenced in the table below and in Exhibit E. The term of this agreement is five (5) year, and it may be amended via 'Standard Agreement Amendment #1 Execution' for the '**Annual Funding Cycle 2025 - 2027**' and also amended via 'Standard Agreement Amendment #2 Execution' for the '**Annual Funding Cycle 2026 - 2028**'.

Annual Funding Cycle 2024 - 2026	
Expenditure Deadline (75 percent of total award)	August 27, 2026 Maximum Recapture (as a percentage of total award) is the difference between 75 percent of the total award and the amount drawn in IDIS ¹ as of August 28, 2026.
Expenditure Deadline (100 percent of total award)	September 26, 2026 Requests for reimbursement can occur until November 25, 2026. Maximum Recapture (as a percentage of total award) is the difference between 100 percent of the total award and the amount drawn in IDIS as of November 25, 2026.
Annual Funding Cycle 2025 - 2027	

¹ The Integrated Disbursement and Information System (IDIS) provides HUD with current information regarding the program activities underway across the Nation, including funding data. HUD uses this information to report to Congress and to monitor grantees. IDIS is the draw down and reporting system for the [Emergency Solutions Grants \(ESG\)](#) program.

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Commitment of ESG Funds (Standard Agreement Amendment #1 Execution)	Date TBD (Approximately 90 days from HUD-Department FY2025 Grant Agreement Execution)
Expenditure Deadline (75 percent of total award)	Date TBD (60 days before 100 percent expenditure deadline) Maximum Recapture (as a percentage of total award) is the difference between 75 percent of the total award and the amount drawn in IDIS as of Date TBD.
Expenditure Deadline (100 percent)	Date TBD (24 months from HUD-Department Grant Agreement Execution) Maximum Recapture (as a percentage of total award) is the difference between 100 percent of the total award and the amount drawn in IDIS as of Date TBD.
Contract Deadline	Date TBD (5 years from Standard Agreement Execution)
Annual Funding Cycle 2026 - 2028	
Commitment of ESG Funds (Standard Agreement Amendment #2 Execution)	Date TBD (Approximately 90 days from HUD-Department FY2026 Grant Agreement Execution)
Expenditure Deadline (75 percent of total award)	Date TBD (60 days before 100 percent expenditure deadline) Maximum Recapture (as a percentage of total award) is the difference between 75 percent of the total award and the amount drawn in IDIS as of Date TBD.
Expenditure Deadline (100 percent of total award)	Date TBD (24 months from HUD-Department Grant Agreement Execution) Maximum Recapture (as a percentage of total award) is the difference between 100 percent of the total award and the amount drawn in IDIS as of Date TBD.
Contract Deadline	Date TBD (5 years from Standard Agreement Execution)

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- 3) Should the Contractor not meet the Expenditure Milestones referenced in this Agreement and amendments, the Department, in its sole and absolute discretion, reserves the right to recapture unexpended funds.
- 4) Performance and Expenditure Milestone Requirements are described in Exhibit E.
- 5) Failure to meet any given Expenditure Milestones identified in Exhibit E, may result in loss of program eligibility and may restrict the Contractor from applying for additional ESG funding until the activity is corrected and put back on schedule, or the activity is completed, or the activity is canceled.
- 6) Contractors that do not expend their entire grant award (100%) by the Expenditure Milestone identified in Exhibit E may not be allowed to apply for future funding for the next two Annual Funding Cycles. The Department reserves the right to review the penalty on a case-by-case basis and make a final determination on future funding at the Department's sole discretion. If the penalty is upheld, the Continuum of Care (the "CoC") may select another Applicant. Refer to Section 202(c) of the Guidelines. This penalty may be reconsidered by the Department, in its sole discretion, in the event of an emergency or declared disaster as outlined in Section 204 of the Guidelines.

H. Deadlines for Obligating Funds

- 1) Within 60 days from the date that HUD signs the grant agreement with the State (or grant amendment for reallocated funds), the State must obligate the entire grant, except the amount for any administrative costs. This requirement is met by a subgrant agreement with, or a letter of award requiring payment from the grant to, a Contractor.
- 2) Within 120 days after the date that the State obligates its funds to a unit of general-purpose local government, the Contractor must obligate all of those funds by a subgrant agreement with, or a letter of award requiring payment to, a private nonprofit organization; a procurement contract; or the written designation of a department within the government of the Contractor to directly carry out an eligible activity.

I. Payments to Contractors

- 1) The State must pay each Contractor for allowable costs within 30 days after receiving the Contractor's complete payment request. This requirement also applies to each Contractor that is a unit of general-

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purpose local government.

- J. The Department may impose sanctions, as well as any other remedies available to it under law or the Guidelines, on a Contractor for failure to abide by any State and federal laws, regulations, and guidelines applicable to the ESG program. As the Department deems appropriate or necessary, sanctions include, without limitation, any or all of the following:
- 1) Conditioning a future ESG grant on compliance with specific laws or regulations;
 - 2) Directing a Contractor to stop incurring costs under the current grant;
 - 3) Requiring that some or all of the grant amounts be remitted to the Department;
 - 4) Reducing the amount of grant funds, a Contractor would otherwise be entitled to receive;
 - 5) Barring a Contractor and or its organization from applying for future funding for at least the next three Annual Funding Cycles. If the penalty is upheld, the CoC may select another Applicant. Refer to Section 202 (b) of the Guidelines;
 - 6) In addition, the Department may prohibit a Contractor from awarding to a particular Service Provider of the Contractor until appropriate actions are taken to ensure compliance with ESG requirements; and/or
 - 7) Taking any other actions permitted pursuant to 24 C.F.R. § 576.501.

5. **Scope of Work Revisions and Amendments**

- A. Contract Revisions: Adjustments to the Scope of Work that do not require an increase or reduction of activity scope, or a change in the type of beneficiaries assisted may be completed as a Contract Revision. Contract Revisions must be approved by the Department in writing prior to implementation. If approved, Contract Revisions shall automatically be deemed a part of, and incorporated into, this Agreement. Approval shall be provided either through the online grant management system, or in writing, as appropriate. Contract Revisions shall include but not be limited to:
- 1) Budget revisions which do not change the total award amount.

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- 2) Changes to the Authorized Representative supported by the Resolution of the Authorizing Board.
 - 3) Proposals made by the Contractor to change the funded provider or eligible activity consistent with Guidelines, if necessary, to meet the requirements of this Chapter or to expend its funding allocation. All changes must comply with the requirements of the Guidelines Sections 300 and 306.
 - 4) Line-item changes to the budget provided that the Contractor notifies the Department of the need for changes to update IDIS.
- B. Line-item changes representing more than 25 percent of the overall budget requires a contract amendment as referenced in Section 306 of the Guidelines.

6. ESG Program Contract Management

- A. Department Contract Manager: For purposes of this Contract the ESG Program Contract Manager for the Department is the Program Manager of the ESG Program in the Division of Federal Financial Assistance, or such person's designee. Written communication regarding this Contract shall be directed to the ESG Program Representative at the following address:
- Department of Housing and Community Development
Division of Financial Assistance, Federal Programs Branch
Emergency Solutions Grants Program Representative
651 Bannon Street, SW Tower, Suite 400
Sacramento, California 95811
Email: ESGNOFA@hcd.ca.gov
- B. Contract Management: Day-to-day administration of this Contract shall take place through the computer System of Record (currently eCivis) online grant management system, including, but not limited to:
- 1) Requests for Funds and Detailed Expense Forms;
 - 2) Budget Revision Forms;
 - 3) Annual Reports;
 - 4) Submittal of any and all requested supporting documentation;

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- 5) Standard Agreement Revisions (non-material contract changes);
- 6) Standard Agreement Amendments (material contract changes).
- C. Contract Coordinator: The Contractor's Contract Coordinator must be a contractor's employee as identified in Exhibit E. Any notice, report, or other communication required by this Contract shall be directed to the Contractor's Contract Coordinator at the contact information identified in Exhibit E. Written communication shall be directed to the Contractor's Contract Coordinator as identified in Exhibit E.

7. **Capacity to Contract**

Contractor has the capacity and authority to fulfill the obligations required of and nothing prohibits or restricts the right or ability of Contractor to carry out the terms hereof.

8. **Authority to Execute**

- A. Each Party executing this Agreement represents that it is authorized to execute this Agreement. Each person executing this Agreement on behalf of an entity, other than an individual executing this Agreement on their own behalf, represents that they are authorized to execute this Agreement on behalf of said entity.
- B. Authorized Signatory for Contracts involving City Contractors
 - a. Charter Cities
 - i. General: Authority to sign and execute written contracts, resolutions, conveyances, or any other document having the authority to legally bind the city are determined by the current City Charter.
 - ii. No direction provided in City Charter: then the Department requires that the mayor or mayor pro tempore sign any contract and or conveyances made or entered into by the city as the authorized signer for the city. City Contractor will be required to provide to the Department a resolution from the City Council authorizing the mayor to sign standard agreements or any other required documents.

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- iii. Delegation: The City Charter needs to determine if there is any delegation authority. If silent, then the Department requires mayor or mayor pro tempore to sign without delegation.

b. General Law Cities

- i. General: Pursuant to Government Code Sections 40601 and 40602, the Mayor or Mayor pro tempore must sign all written contracts and conveyances made or entered into by the city, unless the city has an ordinance in effect that specifically allows contracts to be signed by an officer other than the mayor or mayor pro tempore.
- ii. No Ordinance: Accordingly, if the city does not have a city ordinance described above, then the Department requires that the mayor or mayor pro tempore sign any contract and or conveyances made or entered into by the city as the authorized signer for the city. City Contractor will be required to provide to the Department a resolution from the City Council authorizing the mayor to sign standard agreements, amendments, and any other required documents.
- iii. Delegation: The mayor or mayor pro tempore may not delegate to a third party his or her authority to sign documents under this provision unless there is an ordinance in effect that expressly authorizes such delegation and a duly authorized resolution reflecting such delegation is provided to the Department.
- iv. With Ordinance: If the city does have an ordinance as described above, the Department requires the city to provide a copy of such ordinance and meet all other requirements of Section 205 (b)(1) of these guidelines.

c. City Charter Application: Constitution Article XI Local Government, Section 7, states that a county or city may make and enforce within its limits all local, police, sanitary, and other ordinances and regulations not in conflict with general laws.

9. Contractor's Contract Coordinators

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Contractor's Authorized Representative for the Contract is identified in Exhibit E.
Unless otherwise informed, any notice, report or other communication required by this
Contract will be mailed by first class mail to the address as shown in Exhibit E.

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BUDGET DETAIL AND PAYMENT PROVISIONS

1. Budget

Budget Detail: ESG funds shall be used for the eligible activities as detailed in Exhibit E of this Agreement, as described under federal ESG regulations at 24 C.F.R Part 576, Subpart B – Program Components and Eligible Activities and Title XII, Homeless Assistance Section and Section 201 of the Guidelines.

2. Availability of Funds

The Department's provision of funding to Contractor pursuant to this Agreement is contingent on the continued availability of ESG funds and continued federal authorization for ESG activities, as well as the conditions set forth in Exhibit D. The Department's provision of funding is subject to amendment or termination due to lack of funds or proper authorization. This Agreement is subject to written modification or termination, as necessary, by the Department in accordance with requirements contained in any future state or federal legislation and/or state or federal regulations. All other modifications must be in written form and approved by both parties.

3. Method of Payment

Payments to Contractor shall be made on a reimbursement basis with the exception that a Contractor may request an operating advance of \$5,000.00-, or 30-days working capital, whichever is greater. A request for an operating advance must be received by the Department within 60 days of the Effective Date of this Agreement. To receive payment for the Work performed, or to receive an operating advance, the Contractor must submit, on forms provided by the Department, a duly executed ESG Request for Funds (RFF). The Contractor shall submit all RFFs to the Department, as referenced in Exhibit A via the online eCivis Grants Network portal. Each Request for Funds (RFF) must also be accompanied by a completed Detailed Expense Report (DER) as provided by the Department. The Department shall not authorize payments unless it determines that the Work has been performed in compliance with the terms of this Agreement. Contractor shall not receive an operating advance or be reimbursed for expenditures incurred prior to the Effective Date of this Agreement, unless otherwise approved by the Department. Reimbursements will not be made after this Contract expires.

All Requests for Funds shall include expenditure detail. Pursuant to 24 C.F.R § 576.201, all Requests for Funds are required to show match documentation which includes match source and amount. Contractor also certifies that detailed supporting documentation verifying each expenditure is available and shall be retained by the

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Contractor for five (5) years after the Department closes its HUD grant.

NOTE: Record retention is based on the Department's HUD closing date; NOT five (5) years from this Agreement expiration. The retention requirement can extend beyond five (5) years after this Agreement expires. Therefore, the Contractor must contact the Department for the specific record retention date for this Agreement.

Contractor shall not be reimbursed for expenditures incurred after the Expiration Date of this Agreement, as set forth in Exhibit E.

4. **Budget Changes**

After the Effective Date of this Agreement, no changes shall be made to the program budget, funded homeless service providers, or eligible activities without prior written approval from the Department. Any changes to this Agreement must be made in writing and approved by both the Department and the Contractor. The proposed change/s must be consistent with 24 C.F.R. § 576.500(y).

Contractor agrees to notify the Department in writing of any line item changes to the budget needed for the Department to update the federal Integrated Disbursement and Information System (IDIS). For line-item changes representing more than 25 percent of the overall project budget, the change will require Department approval and a contract amendment (pursuant to Section 300 and 306 of the Guidelines).

5. **Ineligible Costs**

- A. ESG funds shall not be used for costs associated with activities in violation of any law or for any activities considered ineligible per 24 C.F.R. Part 576. The Department reserves the right to request additional information and clarification to determine the reasonableness, necessity, and eligibility of all costs to be paid with ESG funds made available by this Agreement. If Contractor or its funded service providers use ESG funds for the costs of ineligible activities, Contractor shall be required to reimburse these funds to the Department immediately. Further, Contractor shall be prohibited from applying to the Department for subsequent ESG funds until the Department is fully reimbursed.
- B. An expenditure which is not authorized by this Contract, or which cannot be adequately documented, must be immediately repaid to the Department or its designee, by the Contractor. Expenditures for work, not described in Exhibit A, shall be deemed authorized only if the performance of such work is approved in writing by the Department prior to the commencement of such work.

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- C. The Department, at its sole and reasonable discretion, shall make the final determination regarding the allowability of expenditures.

6. **Indirect Costs**

Contractors and/or service providers will allow their providers to seek reimbursement for indirect costs. The applicant must:

- A. Comply with all OMB requirements and standards including 2 C.F.R. § 200.403, 200.415, and 2 C.F.R. Part 200 Appendix IV.
- B. Certify that any providers seeking reimbursement for indirect costs at the de minimis rate of 15 percent, do not meet the definition of a major nonprofit organization as defined by OMB 2 C.F.R. § 200.414.
- C. Maintain records including evidence of the Modified Total Direct Cost (MTDC), per 2 C.F.R. § 200.1 calculations, indirect cost limits, and supporting documentation for actual direct cost billing.
- D. Pursuant to 2 C.F.R. § 200.331(a)(4), the Indirect Cost Rate for the Subrecipient shall be an approved federally recognized indirect cost rate negotiated between the Subrecipient and the Federal government, or, if no such rate exists, the De Minimis indirect cost rate as defined in 2 C.F.R. § 200.414(b) Indirect (F&A) costs. Indirect costs may be allocated to each eligible activity under 24 C.F.R. § 576.101 through 576.108, so long as that allocation is consistent with 2 C.F.R. Part 200, Subpart E. Subrecipient shall maintain records including evidence of the Modified Total Direct Cost (MTDC), per 2 C.F.R. § 200.1 calculations, indirect cost limits, and supporting documentation for actual direct cost billing.

7. **Duplication of Benefits**

Pursuant to both Federal and State law all ESG costs must be:

- A. necessary;
- B. reasonable;
- C. if applicable, there can be no duplication of benefit;

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- D. ESG funds cannot be used to supplant local or state resources; and
- E. Applicant must guard against fraud, and must immediately report fraud or suspected fraud, and has an affirmative duty to prevent or deter fraud, waste and abuse (see Exhibit D) and ineligible uses of ESG funds (See 24 C.F.R. § 576.1; Housing (HEARTH) Act of 2009 SEC. 402 (f)(3)(A), 24 C.F.R. § 576.100 – 576.109, and 24 C.F.R. § 576.400).

8. **Compatibility of Program Funds**

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

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ESG PROGRAM TERMS AND CONDITIONS

1. Federal Grant Identification

HUD Grant No: E-24-DC-06-0001

CFDA Number: 14.231

Date HUD Grant Agreement Signed: September 26, 2024

2. Definitions

In addition to the definitions found in 42 U.S.C. 11371 (2011) and 24 C.F.R. § 576.2 and 91, the following definitions apply to the ESG Program:

- a. "Annual Action Plan" or (AAP) means a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan.
- b. "Annual Funding Cycle" means the annual process where the Department prepares and submits to HUD the Department's Annual Action Plan which describes the method for distributing funds to Eligible Organizations. After HUD approval, HUD issues a grant agreement to the Department to fund the activities described in the Annual Action Plan.
- c. "Annual Performance Report" means a report prescribed by HUD for all jurisdictions receiving funding under the ESG program provided in 24 C.F.R. Part 576, that includes the number of persons helped, the types of help provided, and the project or program outcomes data measured under the performance standards developed in consultation with the Continuum(s) of Care.
- d. "Applicant" means an Eligible Organization that applies to receive ESG funds from the Department.
- e. "Application" means a Contractor's ESG application submitted in response to an ESG NOFA.
- f. "Board of Directors" means a group of individuals who are elected to govern and oversee the nonprofit organization's operations. The board is responsible for setting

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the organization's mission, strategy, and goals, and ensuring that the organization operates in compliance with legal and ethical standards.

g. “Build America, Buy America (BABA)” means the Contractor must comply with the requirements of the Build America, Buy America (BABA) Act, 41 U.S.C. 8301 and all applicable rules and notices, as may be amended, if applicable to the Grantee’s infrastructure project. Pursuant to HUD’s Notice, “Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD federal financial assistance” (88 FR 17001), any funds obligated by HUD on or after the applicable listed effective dates are subject to BABA requirements, unless exempted by a waiver.

h. “Charter City” Pursuant to California Constitution Section 3. Article XI Local Government Section 7, a County or city may make and enforce within all local, police, sanitary, and other ordinances and regulations not in conflict with general laws. Pursuant to Gov. Section 34101, Cities organized under a Charter shall be “chartered cities”.

i. “City Charter” Pursuant to California Constitution Article 9, Section 5(a), a City Charter provides that the city governed thereunder may make and enforce all ordinances and regulations in respect to municipal affairs, subject only to restrictions and limitations provided in their several charters and in respect to other matters they shall be subject to general laws. Any new City charter shall supersede any existing City Charter.

j. “Continuum of Care” or (CoC) means the group composed of representatives of relevant organizations, which generally includes nonprofit homeless providers; victim Service Providers; faith-based organizations; governments; businesses; advocates; public housing agencies; school districts; social Service Providers; mental health agencies; hospitals; universities; affordable housing developers; law enforcement; organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons that are organized to plan for and provide, as necessary, a system of outreach, engagement, and assessment; emergency shelter; rapid re-housing; transitional housing; permanent housing; and prevention strategies to address the various needs of homeless persons and persons at risk of homelessness for a specific geographic area.

i. “Continuum of Care Service Area” means the entire geographic area within the boundaries of an Eligible Continuum of Care.

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- j. “Contract” means the contract entered into by the Department and the ESG Subrecipient (also known as Contractor) setting forth the basic terms and conditions governing the awards of ESG funds.
- k. “Contractor” means a Subrecipient that enters into a Standard Agreement (STD 213) with the Department for ESG funds and becomes a federally defined Contractor under 24 C.F.R. § 576.2 Definitions, see 2 C.F.R. § 200.1, but not a federally defined Contractor under 2 C.F.R. § 200.331. Subrecipient is often used synonymously with Contractor.
- l. “Department” means the California Department of Housing and Community Development.
- m. “Eligible Activities” means those activities upon which ESG funds may be expended as defined under 24 C.F.R. Part 576 Subpart B.
- n. “Eligible Continuum of Care” means a Continuum of Care in the State that has within its Service Area at least one Nonentitlement Area.
- o. “Eligible Organization” means a Private Nonprofit Organization or a Unit of General Purpose Local Government that provides, or contracts with, Private Nonprofit Organizations to provide Eligible Activities.
- p. “ESG” is the acronym for the Emergency Solutions Grants program.
- q. “ESG Entitlement” means a Unit of General Purpose Local Government that meets one of the following:
1. is a Metropolitan City or Urban County as defined under 42 U.S.C. 5302 that receives an allocation of ESG funds directly from HUD;
 2. is in a Nonentitlement Area that has entered into an agreement with an Urban County to participate in that locality’s ESG program; or
 3. is a Metropolitan City or Urban County that have entered into a joint agreement with one another to receive and administer a combined direct allocation of ESG funds from HUD.
- r. “ESG Entitlement Area” or “Entitlement Area” means the geography within an ESG Entitlement’s boundaries.

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- s. “ESG Nonentitlement” means a Unit of General Purpose Local Government that does not receive ESG funding directly from HUD and is not participating as an ESG Entitlement Area.
- t. “ESG Nonentitlement Area” means the geography within an ESG Nonentitlement’s boundaries.
- u. “Expenditure Milestone(s)” means the percentage of the award, that is identified in the Standard Agreement, that must be expended by a specified time period.
- v. “General Law” is a law that is unrestricted as to time, is applicable throughout the entire territory subject to the power of the legislature that enacted it and applies to all persons in the same class.
- w. “General Law City” Pursuant to Government Code (Gov) 34102, they are cities organized under the General Law.
- v. “Governing Board” means Board of Supervisors for a County Applicant and means City Council for a City Applicant.
- w. “HUD” means the U.S. Department of Housing and Urban Development.
- x. “Notice of Funding Availability” (NOFA) refers to a process that informs the public that funding is available for a specific purpose and can be requested through an application process.
- y. “Nonentitlement Area” means an area which is not a metropolitan city or part of an Urban County and does not include Indian tribes. 42 U.S.C. 5302(7).
- z. “Project Description” includes specific location, purpose (provide housing, support services, etc.), number and type of beneficiaries/units, any proposed changes to structures and/or land, and use of funds.
- aa. “Request for Funds (RFF)” means a request for reimbursement by a Subrecipient for Eligible Expenses on forms provided by the Department.
- bb. “Service Area” has the same meaning as the term “Continuum of Care Service Area.”
- cc. “Service Providers” refers to the “Continuum of Care” definition found at 24 C.F.R. § 576.2.

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dd. "Site" means one or more facilities where the program(s) is being carried out.

ee. "Site Control" means the legal right to occupy and use the Site, as evidenced by such things as:

1. A deed demonstrating ownership in fee title;
2. a lease demonstrating a leasehold interest in the Site and its improvements for at least the term of the ESG grant;
3. an enforceable option to purchase or lease a Site provided that such option will be for at least the term of the ESG grant; or
4. for rotating shelter programs, Site Control may include other evidence provided by the Applicant granting permission to use the Site(s). Such evidence must be approved by the Department in writing before the deadline for submission of the ESG applications stated in the applicable NOFA.

ff. "Standard Agreement" means the contract entered into by the Department and the Contractor (also known as Subrecipient) setting forth the basic terms and conditions governing the awards of ESG funds.

gg. "Subrecipient" means an entity that enters into a Standard Agreement with the Department for a General Purpose Local Government or Private Nonprofit Organization to which a recipient makes available ESG funds as defined in 24 C.F.R. § 576.2. Throughout the Guidelines, Subrecipient is also referred to as Contractor.

hh. "Subcontractor" means an entity that is performing work as shown under 24 C.F.R. § 576.100(A) and as described in Exhibit A of the Standard Agreement, ESG funds for a Contractor or Service Provider.

ii. "Written Standards" are defined in 24 C.F.R. § 576.400(e).

Note: Authority cited: Section 50406(n), Health and Safety Code. Reference: 42 U.S.C. 5302, 42 U.S.C. 11302, 42 U.S.C. 11371, 42 U.S.C. 11373, 24 C.F.R. § 576.3, 24 C.F.R. § 576.400, and C.F.R. § 576.2.

3. **Eligible Activities**

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ESG funds awarded to the Contractor shall be used for the Eligible Activities set forth in Exhibit D, as permitted under the federal ESG regulations at 24 C.F.R. Part 576, the Guidelines, and the ESG NOFA. The following additional provisions or requirements shall apply:

- A. ESG funds may be used for five program components: Street Outreach, Emergency Shelter, Homelessness Prevention, Rapid Rehousing, and Homeless Management Information Systems (HMIS), as well as Administrative Activities. The five program components and the Eligible Activities that may be funded under each are set forth in 24 C.F.R. § 576.101 through 24 C.F.R. § 576.107. Eligible Administrative Activities are set forth in 24 C.F.R. § 576.108.
- B. Pursuant to 2 C.F.R. § 200.414, OMB requirements and Section 208 of the Guidelines, Contractor may permit homeless service providers receiving ESG funds to charge an indirect cost allocation to their grant. The indirect cost allocation may not exceed 15 percent (de-minimis) of the allowable direct costs under the ESG activity unless a higher limit for the indirect cost allocation has been approved by the applicable Federal agency pursuant to OMB requirements. Indirect Costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective or activity.
- C. Contractor shall receive a portion of its ESG grant allocation for the payment of administrative costs. Pursuant to 24 C.F.R. § 576.108(b), the Department will share one percent of federal funds for all those awarded for direct administrative costs.
- D. Rental assistance payments provided as part of an RR or HP activity under 24 C.F.R. § 576.106 cannot exceed HUD's Fair Market Rent (FMR) as provided under 24 C.F.R. Part 888 and must comply with HUD's standard for rent reasonableness as established under 24 C.F.R. § 982.507. Contact your HCD representative in the Federal Programs Branch for further assistance.
- E. All provisions of 24 C.F.R. Part 576 and the Guidelines shall apply including, but not limited to the following:
 - 1) The maximum allocation spending cap on Emergency Shelter and street outreach activities of 60 percent of the aggregate amount of assistance provided for the contractor established pursuant to 24 C.F.R. § 576.100(b).
 - 2) None of the ESG funds provided may be used to require people experiencing homelessness to receive treatment or perform any other

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prerequisite activities as a condition for receiving shelter.

- 3) ESG funds shall not be used for Renovation, Conversion, or Major Rehabilitation activities pursuant to 24 C.F.R. § 576.102. HUD defines "renovation and conversion" as an activity that does materially add to the value of the building, appreciably prolong its useful life, or adapt it to new uses.
- 4) The requirements of the Build America, Buy America Act (BABA) may apply to minor repairs.
- 5) No less than 40 percent of the total funds available to the Contractor must be awarded to Rapid Re-Housing.
- 6) Homelessness Prevention will be limited to no more than 10 percent of any awarded contract/budget and will not be awarded as a standalone activity.

4. **State Contracting Manual Requirements (Section 3.11, Federally Funded Contracts (Rev. 3/03))**

All contracts, except for State construction projects that are funded in whole or in part by the Federal government, must contain a 30-day cancellation clause and the following provisions:

- A. It is mutually understood between the parties that this Agreement may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds to avoid Program and fiscal delays that would occur if the Agreement were executed after that determination was made.
- B. This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the purpose of this Program. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by Congress or to any statute enacted by Congress that may affect the provisions, terms, or funding of this contract in any manner.
- C. The parties mutually agree that if Congress does not appropriate sufficient funds for the Program, this Agreement shall be amended to reflect any reduction in funds.

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- D. The Department has the option to invalidate the contract under the 30-day cancellation clause or to amend the contract to reflect any reduction in funds.

5. **Sufficiency of Funds and Termination**

- A. The Department may terminate this Agreement at any time for cause by giving a minimum of 14 days' notice of termination, in writing, to the Contractor. Cause shall consist of violations of any terms and/or special conditions of this Agreement; the Federal Statutes; the Federal Regulations; the Guidelines; withdrawal of the Department's expenditure authority. Upon termination of this Agreement, unless otherwise approved in writing by the Department, any unexpended funds received by the Contractor shall be returned to the Department within 30 days of the Notice of Termination.
- B. This Agreement may have been written before determining the availability of congressional appropriation of funds. It is mutually understood between the parties that this Agreement is written for the mutual benefit of both parties to avoid program and fiscal delays.
- C. This Agreement is valid and enforceable only if sufficient funds are made available to the Department by the United States Government for the purposes of this Program. In addition, this Agreement is subject to any additional restrictions, limitations or conditions, or statute, regulations or any other laws, whether federal or of the State of California, or of any agency, department, or any political subdivision of the federal or the State of California governments, which may affect the provisions, terms or funding of this Agreement in any manner.
- D. It is mutually agreed that if Congress does not appropriate sufficient funds for the Program, this Agreement shall be amended to reflect any reductions in funds.
- E. The Department has the option to terminate this Agreement under the 30-day cancellation clause or to amend this Agreement to reflect any reduction of funds.
- F. Contractor shall administer termination of assistance in accordance with 24 C.F.R. § 576.402.

6. **Transfers**

Contractor may not transfer by subcontract or novation, or by any other means, the rights, duties, or performance of this Agreement or any part thereof, except with the

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prior written approval of the Department and a formal amendment to this Agreement to affect such subcontract or novation.

7. **Contractors and Service Providers**

- A. Contractor, or its Service Providers, shall not enter into any Agreement, written or oral, with any subcontractor without the prior written determination by the Department of the Contractor's eligibility. A Contractor or Service Provider is not eligible to receive grant funds if the subcontractor is not licensed and in good standing in California or is listed on the Federal Consolidated List of Debarred, Suspended and Ineligible Contractors.
- B. Any party to a third-party agreement between the Contractor or Service Provider, and any contractor or subcontractor hired by the Contractor, or Service Provider shall require the contractor or subcontractor, if any, to do the following:
 - 1) Perform the Work in accordance with Federal, State and local housing, and building codes, as applicable.
 - 2) Comply with the labor standards described in this Exhibit, as applicable. In addition to the requirements of this Exhibit, all contractors and subcontractors must comply with the provisions of the California Labor Code, as applicable.
 - 3) Comply with the applicable Equal Opportunity Requirements, described in this Exhibit.
 - 4) Maintain at least the minimum State-required worker's compensation insurance for those employees who will perform the Work or any part of it.
 - 5) Maintain, as required by law, unemployment insurance, disability insurance, and liability insurance in an amount to be determined by the Department, which is reasonable to compensate any person, firm, or corporation who may be injured or damaged by the Contractor or any subcontractor in performing the Work or any part of it. Such insurance shall be endorsed to include a waiver of subrogation rights against the Department its officers, officials, employees, volunteers, agents, and representatives. Such policies shall be written by California licensed insurers with best ratings of not less than A: VII in the most recent edition of Best Rating Guide.

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- 6) Contractor agrees to include all the terms of this Contract in each subcontract and the Department shall have no liability for Contractor's failure to comply with this obligation.
- C. The Department reserves the right of pre-award review and approval of all proposed contracts and related procurement documents, such as requests for proposals and invitations for bids, where the subcontract amount exceeds \$25,000.00.

8. **Housing First Practices**

- A. 'Housing First' means the evidence-based model that uses housing as a tool rather than a reward for recovery and that centers on providing or connecting homeless people to permanent housing as quickly as possible. Housing First providers offer services as needed and requested on a voluntary basis and that do not make housing contingent on participation in services.
- B. All ESG-assisted projects shall operate in a manner consistent with Housing First practices as reflected in the Housing First Core components, CoC written standards, progressive engagement, and assistance practices as set forth in Welfare and Institution Code (WIC) 8255-8256 and 24 C.F.R. § 576.400, including but not limited to the following:
 - 1. Ensuring low-barrier, easily accessible assistance to all people, including, but not limited to, people with no income or low-income history, and people with active substance abuse or mental health issues;
 - 2. Helping participants quickly identify and resolve barriers to obtaining and maintaining housing;
 - 3. Quickly resolving a participant's housing crisis before focusing on other non-housing related services;
 - 4. Allowing participants to choose the services and housing that meets their needs, within practical and funding limitations; and
 - 5. Connecting participants to appropriate support services available in the community that fosters long-term housing stability.

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9. Shelter and Housing Standards

Emergency shelters must also meet the minimum safety, sanitation, and privacy standards at 24 C.F.R. § 576.403 (b), including but not limited to, accessibility standards in accordance with Section 504 of the Rehabilitation Act (29 U.S.C.794) and implementing regulations at 24 C.F.R. Part 8, the Fair Housing Act (42 U.S.C. 3601 et seq.) and implementing regulations at 24 C.F.R. Part 100, Title II of the Americans with Disabilities Act (42 U.S.C. 12131 et seq.), and 28 C.F.R. Part 35, where applicable.

If Rapid Re-Housing or Homeless Prevention assistance is provided, the assisted housing must meet the minimum habitability standards at 24 C.F.R. § 576.403 (c).

10. Inspections

- A. Contractor shall inspect any Work performed hereunder to ensure that the Work is being and has been performed in accordance with the applicable Federal, State and/or local requirements and this Agreement.
- B. The Department reserves the right to inspect any Work performed hereunder to ensure that the Work is being and has been performed in accordance with the applicable Federal, State and/or local requirements, and this Agreement.
- C. Contractor agrees to require that all non-conforming Work be corrected and to withhold payments to the Contractor or subcontractor until such Work is corrected.

11. Monitoring Grant Activities

- A. Contractor shall monitor the activities selected and awarded by them to ensure compliance with all ESG requirements. An onsite or desk monitoring of homeless Service Providers shall occur whenever determined necessary by the Contractor but at least once during the grant period.
- B. The Department will monitor the performance of the Contractor based on a risk assessment and according to the terms of this Agreement. The Department may also monitor any Service Providers of the Contractor as the Department deems appropriate based on a risk assessment.
- C. The Department will monitor the performance of Contractor and funded projects based on the performance measures used by HUD in ESG or the (CoC) program. In the event that project-level or system-wide performance consistently

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remains in the lowest quartile compared to all participating Service Areas in the (CoC) allocation, the Department will work collaboratively with the Contractor to develop performance improvement plans which will be incorporated into this Standard Agreement.

- D. If it is determined that a Contractor or any of its Service Providers falsified any certification, application information, financial, or contract report, the Contractor shall be required to immediately reimburse the full amount of the ESG award to the Department and may be prohibited from any further participation in the ESG program. The Department may also impose any other actions permitted under 24 C.F.R. § 576.501(c).
- E. As requested by the Department, the Contractor shall submit to the Department all ESG monitoring documentation necessary to ensure that Contractor and its Service Providers are in continued compliance with all ESG requirements. Such documentation requirements and the submission deadline(s) shall be provided by the Department when the information is requested from the Contractor.
- F. Contractor and its Service Providers shall cooperate with the Department and shall make available to the Department all information, documents, and records reasonably requested. Copies of these items will also be made available to the Department upon their request. Contractor shall provide the Department the reasonable right of access to the Site during normal business hours for the purpose of assuring compliance with this Agreement and evaluating the Contractor's performance.

12. **Compliance with Federal Regulations, State Laws, and Guidelines**

- A. The Contractor and its Service Providers shall comply with the policies, Guidelines and requirements under 2 C.F.R. Part 200, as applicable, as they relate to the cost principles, audit requirements, acceptance and use of federal funds under this 2 C.F.R. Part 200.
- B. The Contractor agrees to comply with all federal regulations, state laws, and Guidelines applicable to the ESG Program and to the grant activity(ies), and with any other federal provisions as set forth in this Agreement. The Contractor agrees to comply with all federal regulations, state laws, and Guidelines that pertain to construction, health and safety, labor, fair employment practices, equal opportunity, and all others matters applicable to the Contractor its Service Providers or subcontractor and the Work. This includes, but is not limited to, complying with all relevant sections of 2 C.F.R. Part 200.

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- C. Contractor shall indemnify, protect, defend, and hold harmless the Department from and against any and all loss, liability, damage, claim, cost, and/or expense (including reasonable attorneys' fees, court and litigation costs, and fees of expert witnesses) that result or arises in any way from the noncompliance by Contractor or Service Provider personnel of any applicable local, state, and/or federal law or requirement.

13. **Procurement of Goods and Services**

Prior to the drawdown of ESG funds for the Contractor's purchase of goods or services, Contractor shall comply with the Procurement Standards contained in 2 C.F.R. § 200.317 - 200.326. Contractor when procuring goods with ESG funds, must provide the Department with evidence of compliance with these requirements, as applicable.

14. **Procurement of Recovered Materials**

Contractor and its Service Providers must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceed \$10,000.00 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000.00; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

15. **Equal Opportunity Requirements and Responsibilities**

- A. **Title VI of the Civil Rights Act of 1964, as amended, including 24 C.F.R. Part 1:** This act provides that no person shall be excluded from participation, denied program benefits, or subject to discrimination based on race, color, and/or national origin under any program or activity receiving federal financial assistance. In regard to the sale or lease of a Site, Contractor shall cause or require a covenant running with the land to be inserted in the deed and leases prohibiting discrimination under this Title, and providing that State of California and the United States are beneficiaries of and entitled to enforce such covenants. Contractor shall enforce such covenant and shall not itself so discriminate.

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- B. **Title VII of the Civil Rights Act of 1968 (The Fair Housing Act)**: This act prohibits discrimination in housing on the basis of race, color, religion, sex and/or national origin. This law also requires actions which affirmatively promote fair housing.
- C. **Civil Rights Restoration Act of 1987**: This act restores the broad scope of coverage and clarifies the application of the Civil Rights Act of 1964. It also specifies that an institution which receives federal financial assistance is prohibited from discriminating on the basis of race, color, national origin, religion, sex, disability or age in a program or activity which does not directly benefit from such assistance.
- D. **Section 109 of Title 1 of the Housing and Community Development Act of 1974 [42 U.S.C. 5309]**: This section of Title 1 provides that no person shall be excluded from participation (including employment), denied program benefits, or subject to discrimination on the basis of race, color, national origin, or sex under any program or activity funded in whole or in part under Title 1 of the Act.
- E. **The Fair Housing Amendment Act of 1988**: This act amended the original Fair Housing Act to provide for the protection of families with children and people with disabilities, strengthen punishment for acts of housing discrimination, expand the Justice Department jurisdiction to bring suit on behalf of victims in federal district courts, and create an exemption to the provisions barring discrimination on the basis of familial status for those housing developments that qualify as housing for persons age 55 or older.
- F. **Affirmatively Furthering Fair Housing (AFFH)**: The Fair Housing Act in 1968 prohibits discrimination in the sale, rental, and financing of housing based on race, religion, and national origin. Over time the law expanded its protections to include discrimination based on sex, disability, and familial status. The law also introduced the need to go beyond just prohibiting discrimination to instead creating real housing choice by affirmatively furthering fair housing. In 2018 California adopted AB 686, which expands upon the fair housing requirements and protections outlined in the Fair Employment and Housing Act (FEHA). The duty to affirmatively further fair housing extends to all of a program participant's activities and programs relating to housing and urban development. AB 686 creates new requirements that apply to all housing elements due for revision on or after January 1, 2021. Affirmatively Furthering Fair Housing requires taking meaningful actions to combat discrimination, overcome patterns of segregation, and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Jurisdictions must take

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meaningful actions that when taken together, address significant disparities in housing needs and access to opportunity. Such actions may include, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially or ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws.

- 1) Federal regulations for affirmatively furthering fair housing include, but are not limited to, 24 C.F.R. § 5.151-24 and 24 C.F.R. § 5.152.
 - 2) For ESG, AFFH requires collecting demographic data for the homeless population and analyzing it to develop more equitable ways to serve the homeless population. Please refer to Section 103 and 207 of the Guidelines for additional guidance regarding this process.
- G. **Advancing Racial Equity**: Pursuant to direction from HUD, as provided at the links below, Contractors should prioritize the advancement of racial equity at all levels of the homeless response system. The Department asks Contractors to be leaders in their homeless response systems, facilitating partnerships among service organizations and promoting racial equity practices. Contractors must respond to disproportionality in access to services, service provision, and outcomes. Contractors cannot simply rely on delivering a standardization of services to address equity. Contractors have the responsibility to examine their data to ensure all eligible persons receive equitable services, support, and are served with dignity, respect, and compassion regardless of circumstances, ability, or identity.
- Please refer to the 2024 ESG NOFA for additional guidance regarding this process.
- H. **The Housing for Older Persons Act of 1995 (HOPA)**: Retained the requirement that the housing facilities must have one person who is 55 years of age or older living in at least 80 percent of its occupied units. The act also retained the requirement that housing facilities publish and follow policies and procedures that demonstrate intent to be housing for persons 55 or older.
- I. **The Age Discrimination Act of 1975, as amended, including 24 C.F.R. Part 146**: This act provides that no person shall be excluded from participation, denied program benefits, or subject to discrimination on the basis of age under any program or activity receiving federal funding assistance. Effective January 1987, the age cap of 70 was deleted from the laws. Federal law preempts any

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State law currently in effect on the same topic.

- J. **Section 504 of the Rehabilitation Act of 1973, as amended:** It is unlawful to discriminate based on disability or handicap in federally assisted programs. This Section provides that no otherwise qualified individual shall, solely by reason of their disability or handicap, be excluded from participation (including employment), denied program benefits, or subjected to discrimination under any program or activity receiving federal funding assistance. Section 504 also contains design and construction accessibility provisions for multifamily dwellings developed or substantially rehabilitated for first occupancy on or after March 13, 1991. Contractor must ensure that its programs are accessible to and usable by persons with disabilities in accordance with the implementing regulations at 24 C.F.R. Part 8.
- K. **The Americans with Disabilities Act of 1990 (ADA), as amended:** This act modifies and expands the Rehabilitation Act of 1973 to prohibit discrimination against "a qualified individual with a disability" in employment by state and local governments and in places of public accommodations and commercial facilities. The ADA requires that an individual with a physical or mental impairment who is otherwise qualified to perform the essential functions of a job, with or without reasonable accommodation, be afforded equal employment opportunity in all phases of employment. The ADA also requires that facilities that are newly constructed or altered, by, on behalf of, or for use of a public entity, be designed and constructed in a manner that makes the facility readily accessible to and usable by persons with disabilities. The Act defines the range of conditions that must be made to assure equality of opportunity, full participation, independent living, and economic self-sufficiency for persons with disabilities.
- L. **Executive Order 11063, as amended, including 24 C.F.R. Part 107:** This executive order provides that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin in housing and related facilities provided with federal assistance and lending practices with respect to residential property when such practices are connected with loans insured or guaranteed by the federal government. This order and its implementing regulations include requirements that all actions necessary be taken to prevent discrimination because of race, color, religion, sex, or national origin, in the use, occupancy, sale, leasing, rental, or other disposition of property assisted with Federal loans, advances, grants or contributions.
- M. **Executive Order 11259:** This executive order provides that the administration of all federal programs and activities relating to housing and urban development be

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- carried out in a manner to further housing opportunities throughout the United States.
- N. **The Equal Employment Opportunity Act:** This act empowers the Equal Employment Opportunity Commission (EEOC) to bring civil action in federal court against private sector employers after the EEOC has investigated the charge, found "probable cause" of discrimination, and failed to obtain a conciliation agreement acceptable to the EEOC. It also brings federal, state, and local governments under the Civil Rights Act of 1964.
- O. **The Immigration Reform and Control Act (IRCA) of 1986:** Under IRCA, employers may hire only persons who may legally work in the U.S., i.e., citizens and nationals of the U.S. and aliens authorized to work in the U.S. The employer must verify the identity and employment eligibility of anyone to be hired, which includes completing the Employment Eligibility Verification Form (19).
- P. **The Uniform Guidelines on Employee Selection Procedures adopted by the Equal Employment Opportunity Commission in 1978:** This manual applies to employee selection procedures in the areas of hiring, retention, promotion, transfer, demotion, dismissal and referral. It is designed to assist employers, labor organizations, employment agencies, licensing and certification boards in complying with the requirements of federal laws prohibiting discriminatory employment.
- Q. **The Vietnam Era Veterans' Readjustment Act of 1974 (revised Jobs for Veterans Act of 2002):** This act was passed to ensure equal employment opportunity for qualified disabled veterans and veterans of the Vietnam War. Affirmative action is required in the hiring and promotion of veterans.
- R. **Executive Order 11246, as amended:** This executive order applies to all Grantees, Subrecipients, their contractors, and subcontractors. It provides that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin.
- S. **24 C.F.R. Part 5, Subpart A:** The requirements at 24 C.F.R. Part 5 are applicable including the nondiscrimination and equal opportunity requirements at 24 C.F.R. § 5.105(a) and the housing counseling requirements at 24 C.F.R. § 5.111.
- T. **Build America, Buy America:** Contractor must comply with the requirements of the Build America, Buy America (BABA) Act, 41 U.S.C. 8301 and all applicable

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rules and notices, as may be amended, if applicable to the Grantee's infrastructure project. Pursuant to HUD's Notice, "Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD federal financial assistance" (88 FR 17001), any funds obligated by HUD on or after the applicable listed effective dates are subject to BABA requirements, unless exempted by a waiver.

16. **Affirmative Outreach**

- A. Contractor or its Service Providers must make known that the use of the facilities, assistance, and services are available to all on a nondiscriminatory basis. If it is unlikely that the procedures the Contractor or its service providers intend to use to make known the availability of its facilities, assistance, and services will reach persons of any particular race, color, religion, sex, age, national origin, familial status, or disability, who may qualify for those facilities and services, the Contractor or its service providers must establish additional procedures that ensure that those persons are made aware of the facilities, assistance, and services.
- B. Contractors and Service Providers must take appropriate steps to ensure effective communication with persons with disabilities including, but not limited to, adopting procedures that will make available to interested persons information concerning the location of assistance, services, and facilities that are accessible to persons with disabilities. Consistent with Title VI and Executive Order 13166, Contractors and Service Providers are also required to take reasonable steps to ensure meaningful access to programs and activities for Limited English Proficiency (LEP) persons.
- C. **Equal Access for Disabilities:**
 - 1) Contractors must provide a language access plan that makes appropriate accommodations for LEP interpretive services and services that support the visually impaired as required by Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. Section 794 (contractors receiving federal financial assistance), in conjunction with section 508 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. Section 794d (created the U.S. Access Board to regulate websites, electronic information and communication technology (EICT) accessibility); Section 255, of the Communications Act of 1934, as amended; 24 C.F.R. Part 8, including sections 8.3 and 8.4; and 36 C.F.R. Part 1194, 36 C.F.R. §§ 1194.1.

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1194.2, and Appendices B and C to Part 1194 (accessibility standards for disabled to communication technology); see U.S. Access Board website;

- 2) Achieving Compliance: The California State Dept. of Rehabilitation maintains an Assistive Technology website with resources for services to achieve compliance with recognized standards for non-discriminatory accessibility.

17. Environmental Requirements

- A. By execution of this Agreement, the Contractor agrees to assume responsibility for environmental review, decision-making, and action under 24 C.F.R. Part 58, "Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities" and shall comply with the environmental requirements of 24 C.F.R. Part 58 including §58.4 "Assumption Authority." The obligation of funds and incurring of costs is hereby conditioned upon compliance with 24 C.F.R. Part 58, and completion by HCD of all applicable review and approval requirements.
- B. The Contractor, its Service Providers, and any Subcontractors of the Contractor or service provider, may not acquire, rehabilitate, convert, lease, repair, dispose of, demolish, or construct property for a project, or commit or expend ESG or local funds for eligible activities under this part, until the Contractor has performed an environmental review under 24 C.F.R. Part 58 and the Contractor has received HCD approval if required by the level of environmental review.
- C. In accordance with 24 C.F.R. § 58.22, "Limitations on activities pending clearance" neither a Contractor nor any Service Provider in the development process, including public or private nonprofit or for-profit entities, or any of their contractors, may commit HUD assistance under a program listed in 24 C.F.R. § 58.1(b) on an activity or project until the environmental review process is complete and if required, HCD has approved the Contractor's HUD Form 7015.5 "Request for Release of Funds and Certification" (RROF) and issued HUD Form 7015.16, "Authority to Use Grant Funds". Neither a Contractor nor any Service Provider in the development process may commit non-HUD funds or undertake an activity or project that would have an adverse environmental impact or limit the choice of reasonable alternatives. Upon completion of environmental review, HCD shall notify Contractor. HUD funds shall not be utilized before this requirement is satisfied. Violation of 24 C.F.R. Part 58 may result in disapproval, modification, or cancellation of the ESG Grant.

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- D. If a project or activity is exempt under 24 C.F.R. § 58.34, “Exempt activities” or is categorically excluded (except in extraordinary circumstances) under 24 C.F.R. § 58.35(b) “Categorical exclusions not subject to §58.5”, no RROF is required, and the recipient may undertake the activity immediately after the Contractor has provided documentation to HCD of its determination that each activity or project is exempt or categorically excluded. The Contractor remains responsible for carrying out any applicable requirements under §58.6, “Other Requirements” and must provide documentation to HCD at the time of grant monitoring of its compliance with this section of 24 C.F.R. Part 58.
- E. By execution of this Agreement, the Contractor is also subject to the provisions of the California Environmental Quality Act (CEQA). Contractor assumes responsibility to fully comply with CEQA’s requirements regarding the Work.

18. Clean Air and Water Acts

This Agreement is subject to the requirements of the Clean Air Act, as amended, 42 U.S.C. 7401 et seq., the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq., 1318 relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in said Section 114 and Section 308, and the regulations of the Environmental Protection Agency with respect thereto, at 40 C.F.R. Part 5050, as amended from time to time.

19. Lead-Based Paint Hazards

The assistance provided under this Agreement is subject to the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821 – 4845), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851 - 4856). Activities performed with the assistance provided under this Agreement are subject to 24 C.F.R. Part 35.

20. Labor Standards

- A. Pursuant to 24 C.F.R. § 576.407(e) Davis-Bacon Act does not apply to the ESG program.
- B. Federal Regulations see The Fair Labor Standards Act (FLSA) 29 U.S.C. §§ 201-219.

21. Matching Funds

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The matching requirements of 24 C.F.R. § 576.201 shall apply to this activity. The Department requires the Contractor to provide a 1:1 match for all ESG expenditures. The eligible forms of matching contributions are defined at 24 C.F.R. § 576.201(d). Program income may be used as matching contributions, subject to the requirements at 24 C.F.R. § 576.201.

23. Assurance of Compliance with the “Violence Against Women Reauthorization Act of 2022” (VAWA) (S.3623 - 117th Congress (2021-2022) (as amended or reauthorized) Title VI - Safe Homes for Victims of Domestic Violence, Dating Violence, Sexual Assault, and Stalking – Sec. 601-603. See also 81 FR 80803, Nov16, 2016.

VAWA provides housing protections for survivors of domestic and dating violence, sexual assault, and stalking when it comes to finding and keeping a home, they can feel safe in. VAWA applies for all victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation, and which must be applied consistently with all nondiscrimination and fair housing requirements. VAWA now expands housing protections to HUD programs beyond HUD’s public housing program and HUD’s tenant-based and project-based Section 8 programs. VAWA now provides enhanced protections and options for victims of domestic violence, dating violence, sexual assault, and stalking. During the performance of this Agreement, the ESG Recipient shall ensure that all requirements of VAWA are complied with, including but not limited to:

- A. Domestic Violence survivors are not denied assistance as an applicant, or evicted or have assistance terminated as a tenant, because the applicant or tenant is or has been a victim of domestic violence, dating violence, sexual assault, and stalking.
- B. It will implement an ‘emergency transfer plan’, which allows for domestic violence survivors to move to another safe and available unit if they fear for their life and safety.
- C. It will provide “Protections against denials, terminations, and evictions that directly result from being a victim of domestic violence, dating violence, sexual assault, or stalking, if the applicant or tenant otherwise qualifies for admission, assistance, participation, or occupancy.”
- D. It will implement a ‘Low-barrier certification process’ where a domestic violence survivor need only to self-certify in order to document the domestic violence, dating violence, sexual assault, or stalking, ensuring third party documentation

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does not cause a barrier in a survivor expressing their rights and receiving the protections needed to keep themselves safe.

24. **Liability Insurance**

Unless otherwise approved in writing, Contractor shall have and maintain in full force and effect during the term(s) of this Agreement liability insurance in an amount of not less than \$1,000,000.00 per occurrence with the Department named as an additional insured. Prior to drawdown of funds, Contractor shall provide a valid certificate of insurance to the Department's Program Representative for review and approval.

25. **Reporting and Recordkeeping**

- A. Pursuant to Section 303 of the Guidelines, Contractor shall keep and maintain records providing a full description of the activity(ies) undertaken. These include but are not limited to the following:
 - 1) Records demonstrating that the activity(ies) meet the Emergency Solutions Grant program's national objective for which the ESG Grant is being provided;
 - 2) Records demonstrating the eligibility of the activities constituting the eligible program expenses;
 - 3) Records demonstrating compliance with this Agreement and the ESG Requirements;
 - 4) Data demonstrating client eligibility for services provided including the name, income level, family size of each client and other information for determining eligibility.
- B. A record of the services provided to each client, and such other records as may be reasonably required by the Department to allow the Department to evaluate the Contractor's operation of the program and compliance with the ESG Program and this Agreement.
- C. Records that allow the Department to comply with the Department's record keeping and reporting under the ESG Requirements. Contractor shall provide records that identify and account for the use of the ESG Grant proceeds and expenditures of all eligible program costs pertaining to this Agreement. Including

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without limitation, the records specified in 24 C.F.R. § 576.500, as they pertain to the activities under this Agreement.

- D. Books and records pertaining to the eligible program expenses shall be kept and prepared in accordance with generally accepted accounting principles or as otherwise required by the Department.
- E. By July 31 of each year, Contractor shall submit an Annual Performance Report to the Department. In accordance with federal reporting requirements, the report will include, but will not be limited to, beneficiary data, Minority Owned Business/Women Owned Business (MBE/WBE) data, and Section 3 data, if applicable.
- F. Contractor shall submit a Request for Funds (RFF) and Detailed Expense Report (DER) in a manner and format approved by the Department within thirty (30) days after the end of the State Mandated reporting period. Compliance reports shall be submitted as specified by the Department. Close-out-of-grant progress reports shall be submitted within sixty (60) days after the end of the reporting period.
- G. Contractor shall manage and maintain all client data information using a Homeless Management Information System (HMIS) or comparable data system (defined as a separate data system that collects required HMIS and ESG data elements and complies with HUD Data and Technical Standards).
- H. Contractor shall maintain all fiscal and program records pertaining to the ESG Grant for a period of five (5) years after the Department closes its HUD grant or any other period specified in 24 C.F.R. § 576.500(y).
 - 1) NOTE: Record retention is based on *the Department's HUD closing date; NOT five (5) years from this Agreement expiration*. The retention requirement can extend beyond five (5) years after this Agreement expires. Therefore, the Contractor must contact the Department for the specific record retention date for this Agreement.
- I. Contractor shall submit required reports on forms approved by the Department.

26. Audit/Retention and Inspection of Records

- A. Contractor agrees to maintain accounting books and records in accordance with Generally Accepted Accounting Principles, pursuant to 2 C.F.R. § 200.1

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Contractor agrees that the Department, the Department of General Services, the Bureau of State Audits, the Department of Housing and Urban Development, or their designated representatives, shall have the right to review and copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for five (5) years after the Department closes its HUD grant or any other period specified in 24 C.F.R. § 576.500(y).

NOTE: Record retention is based on the Department's HUD closing date; NOT five (5) years from this Agreement expiration. The retention requirement can extend beyond five (5) years after this Agreement expires. Therefore, the Contractor must contact the Department for the specific record retention date for this Agreement.

- B. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the Department to audit records and interview staff in any subcontract related to performance of this Agreement.
- C. Contractor receives federal funds that, in the aggregate, equal or exceed the threshold identified in the Uniform Administrative Requirements, the Contractor must have an annual single audit in compliance with the Single Audit Act of 1984, as amended and comply with 2 C.F.R. Part 200, Subpart F. The audit shall be performed by a qualified State, local or independent auditor. Contractor shall notify the Department of the auditor's name and address immediately after the selection has been made. The contract for audit shall include a clause which permits access by the Department to the independent auditor's working papers. Audits shall be submitted to the Department when completed but no later than nine months following the close of the fiscal year. Contractor shall take corrective actions on any issues noted during the audit within six months of the date of receipt of the reports. HCD shall consider sanctions as described in 2 C.F.R. § 200.505 if the Contractor is not in compliance with these audit requirements.
- D. Contractor, its Service Providers, and their subcontractors shall comply with the audit requirements contained in 2 C.F.R. Part 200.

27. Faith-Based Activities

Contractor and its Service Providers shall not require, as a condition of Program Participant housing, participation by Program Participants in any religious or

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philosophical ritual, service, meeting, or rite. Contractor and its Service Providers listed shall also comply with the requirements of 24 C.F.R. § 576.406 of the Federal Regulations.

28. Interest of Members, Officers or Employees of Contractors, Members of Local Governing Body

In addition to the conflict-of-interest requirements in 2 C.F.R. § 200.112 and pursuant to 24 C.F.R. § 576.404, no person:

- A. Who is an employee, agent, consultant, officer or elected as appointed official of the Contractor (or of any designated public agency); and
- B. Who exercises or has exercised any functions or responsibilities with respect to assisted activities; or,
- C. Who is in a position to participate in a decision-making process or gain inside information with regard to such activities,

may obtain a personal or financial interest or benefit from the activity or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or for those with whom they have family or business ties, during their tenure or for 1 year thereafter.

HUD may grant an exception to this exclusion as provided in 24 C.F.R. § 570.611 (d).

- D. Contractor shall maintain a written code or standards of conduct that shall govern the performance of its officers, employees, or agents engaged in the selection, award, and/or administration of contracts supported by federal funds to ensure no conflict of interest, real or apparent, would be involved.

29. Anti-Lobbying Certification

- A. The Contractor shall require that the language of this certification be included in all contracts or subcontracts entered into in connection with this grant and that all Service Providers shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into.

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- B. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and no more than \$100,000.00 for such failure.
- 1) No federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
 - 2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

30. Waivers

No waiver of any breach of this Agreement shall be held to be a waiver of any prior or subsequent breach. Failure of the Department to enforce the provisions of this Agreement or required performance by the Contractor of these provisions, at any time, shall in no way be construed to be a waiver of such provisions, nor affect the validity of this Agreement, or the right of the Department, to enforce these provisions.

31. Litigation

- A. If any provision of this Agreement, or any underlying obligation, is held invalid by a court of competent jurisdiction, such invalidity, at the sole discretion of the Department, shall not affect any other provisions of this Agreement and the remainder of this Agreement shall remain in full force and effect. Therefore, the provisions of this Agreement are, and shall be, deemed severable.
- B. Contractor shall notify the Department immediately of any claim or action undertaken by or against it, which affects or may affect this Agreement of the

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Department and shall take such action with respect to the claim or action as is consistent with the terms of this Agreement and the interests of the Department.

32. Sanctions

The Department may impose sanctions, as well as any other remedies available to it under law, on Contractor or its Service Providers, for failure to abide by any State and Federal laws and regulations applicable to the ESG Program. Such sanctions include:

- A. Conditioning a future grant on compliance with specific laws of regulations;
- B. Directing Contractor or its Service Providers to stop incurring costs under the current grant;
- C. Requiring that some or the entire grant amount is remitted to the Department;
- D. Reducing or disencumbering some or all of the amount of grant funds Contractor would otherwise be entitled to receive;
- E. Electing not to award future grant funds to Contractor unless and until appropriate actions are taken by the Contractor to ensure compliance; and/or,
- F. Taking any other actions permitted pursuant to 24 C.F.R. § 576.501.

33. Drug-Free Workplace Requirements

The Contractor shall comply with and be subject to the requirements of the federal drug-free workplace requirements, which include the following actions be taken:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- B. Establishing an ongoing drug-free awareness program to inform employees about: (i) the dangers of drug abuse in the workplace; (ii) the Contractor's policy of maintaining a drug-free workplace; (iii) any available drug counseling, rehabilitation, and employee assistance programs; and (iv) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

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- C. Contractor and their Service Providers shall maintain a drug free environment on the Site. Contractor and their Service Providers pledge to the Department that all persons working or residing on the Site shall not unlawfully manufacture, distribute, dispense, possess, or use controlled substances, as said term is defined in 21 U.S.C. Section 812 and California Health and Safety Code Section 11007 (or successor statutes), including marijuana, heroin, cocaine, and amphetamines on the Site. If Contractor or any person working or residing on the Site is convicted or pleads guilty or nolo contendere to a charge of unlawfully manufacturing, distributing, dispensing, possessing, or using controlled substances on the Site, then such event shall constitute a default of this Agreement.

34. Area-wide System Coordination Requirements

The Contractor and their Service Providers agree to participate in the Homeless Management Information System ("HMIS"), or comparable database, pursuant to 24 C.F.R. § 576.107. Contractor must ensure that data on all persons served, and all activities assisted under ESG are entered into the applicable community wide HMIS in the area in which those persons and activities are located, or a comparable database, in accordance with HUD's standards on participation, data collection, and reporting under a local HMIS. Contractor shall coordinate and integrate, to the maximum extent practicable, ESG funded activities with mainstream housing, health, social services, employment education, and youth programs targeted to homeless people in the area covered by the Continuum of Care ("CoC") or area over which the services are coordinated to provide a strategic, community-wide system to prevent and end homelessness for the area as set forth at 24 C.F.R. § 576.400(b) and (c). Furthermore, Contractor understands they are required by federal law to provide for the participation of at least one homeless or formerly homeless person(s) in a policy-making function within the organization as required in 24 C.F.R. § 576.405. This might include, for example, involvement of a homeless or formerly homeless person on the Board of Directors or similar entity that considers and sets policy or makes decisions for Contractor. The Contractor also agrees that to the maximum extent practicable, they will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under this Agreement as listed in 24 C.F.R. § 576.405 in accordance with 42 U.S.C. 11375(d) and 42 U.S.C. 11375(c)(7).

35. Evaluation of Program Participant Eligibility and Needs

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Pursuant to 24 C.F.R. § 576.401, Contractor and their Service Providers shall conduct an initial evaluation to determine the eligibility of each individual or family's eligibility for ESG assistance and the amount and types of assistance the individual or family needs to regain stability in permanent housing. These evaluations must be conducted in accordance with the centralized or coordinated assessment requirements set forth under 24 C.F.R. § 576.400(d) and the written standards established under 24 C.F.R. § 576.400(e).

35. **False, Fictitious or Fraudulent Claims:**

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

A. Detecting, Preventing, and Reporting FRAUD

- 1) Fraud is a white-collar crime that has a devastating effect on the ESG program because the ESG program beneficiaries are victims of this crime when the ESG program is abused.
- 2) HCD wants to stop any criminal assault on the ESG program it administers, and in doing so all ESG funds go to people it was designed to help and improve their living conditions.

B. Combatting Fraud

- 1) The U.S. Department of Housing and Urban Development (HUD) Office of Inspector General (OIG) is committed to protecting HUD's programs, operations, and beneficiaries from dishonest individuals and organizations.
- 2) HUD cannot combat fraud alone.
- 3) HUD relies on HCD and ESG NOFA applicants to combat ESG program fraud. HUD also relies on applicants for, and people receiving, HUD benefits, such as tenants receiving rental assistance, borrowers with HUD insured loans, or citizens having their communities restored using HUD grants.
- 4) The HUD OIG Hotline number is 1-800-347-3735, this is the primary means to submit allegations of fraud, waste, abuse, mismanagement, or

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Whistleblower related matters for the ESG program to the Office of Inspector General.

- 5) HUD OIG accepts reports of fraud, waste, abuse, or mismanagement in the ESG program from HUD employees, anyone administering the ESG program, anyone working in the ESG program, contractors, and the public.
- 6) You can report mismanagement or violations of law, rules, or regulations by HUD employees or program participants.
- 7) Fraud, Waste and Abuse in the ESG program and its operation may be reported in one of the following four (4) ways:

E-mail to: hotline@hudoig.gov

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

By Fax: 202-708-4829

By Mail: Department of Housing & Urban Development.

HUD OIG, Office of Investigation, Room 1200

Field Office

One Sansome Street
San Francisco, CA 94104
[\(213\) 534-2518](tel:(213)534-2518)

HUD OIG, Office of Investigation

Suite 4070

Regional Office

300 North Los Angeles Street
Los Angeles, CA 90012
[\(213\) 534-2518](tel:(213)534-2518)

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PROJECT SPECIFIC PROVISIONS AND SPECIAL TERMS AND CONDITIONS

A. Project Specific Provisions

The following are project specific terms and conditions as a result of the application submitted in response to the ESG NOFA dated December 31, 2024, and shall inform the references made to project specific information not contained in prior exhibits.

Grant Year	Contractor Name	Total Yearly Award Allocation	Estimated Amount
FY2024	County of Ventura	\$ 212,279.00	\$ 212,279.00
FY2025	County of Ventura	TBD	<<FY25 AWARD AMOUNT>>
FY2026	County of Ventura	TBD	<<FY26 AWARD AMOUNT>>

1. Scope of Work

For the purposes of performing the Work, the Department agrees to provide the amount shown above. In no instance shall the Department be liable for any costs for Work in excess of this amount, nor for any unauthorized or ineligible costs. The ESG Recipient agrees to administer this allocation in accordance with the provisions of 24 C.F.R. Part 576 and 24 C.F.R. Part 91 and the Guidelines.

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2. Term of Agreement

The terms of the Agreement have an Expiration Date of 5 years from the execution date of the Agreement. This Agreement will have Expenditure Milestones and other deadlines for each fiscal year of funding, as outlined in the Guidelines and NOFA.

Amendments and Revisions

This agreement can be amended to add additional funds subject to congressional appropriation and allocation to the State as evidenced by a HUD grant agreement. The Contractor must be in compliance with all ESG and Department requirements.

3. Performance and Expenditure Milestone Requirements - As referenced in Exhibit A and herein Exhibit E

Milestone	Milestone Completion Date
Annual Funding Cycle 2024 – 2026 (FY2024)	
75 percent of total ESG award must be fully expended.	August 27, 2026 Maximum Recapture (as a percentage of total award) is the difference between 75 percent of the total award and the amount drawn in IDIS as of August 28, 2026.
100 percent of total ESG award must be fully expended.	September 26, 2026 Maximum Recapture (as a percentage of total award) is the difference between 100 percent of the total award and the amount drawn in IDIS as of November 25, 2026.
All requests for reimbursement must be submitted to the Department.	November 25, 2026
Annual Funding Cycle 2025 – 2027 (FY2025)	
Commitment of ESG Funds; Amendment #1 to the Standard Agreement must be executed.	<<DATE TBD>>
75 percent of total ESG award must be fully expended.	<<DATE TBD>>

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100 percent of total ESG award must be fully expended.	<<DATE TBD>>
All requests for reimbursement must be submitted to the Department.	<<DATE TBD>>
Annual Funding Cycle 2025 – 2027 (FY2026)	
Commitment of ESG Funds; Amendment #2 to the Standard Agreement must be executed.	<<DATE TBD>>
75 percent of total ESG award must be fully expended.	<<DATE TBD>>
100 percent of total ESG award must be fully expended.	<<DATE TBD>>
All requests for reimbursement must be submitted to the Department.	<<DATE TBD>>

4. Contractor's Contract Coordinators

Authorized Representative Name	Sevet Johnson
Authorized Representative Title	County Executive Officer
Agency Name	County of Ventura
Address	800 South Victoria Avenue L#1940 Ventura, CA 93009
Phone No.	(805) 654-2681
Email Address	sevet.johnson@ventura.org

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5. Budget Detail and Payment Provisions

Rapid Re-Housing Assistance	\$ 135,394.00
Emergency Shelter	
Street Outreach	\$ 74,762.00
Homelessness Prevention	
Homeless Management Information System	
Grant Administration	\$ 2,123.00
TOTAL GRANT AWARD AMOUNT:	\$ 212,279.00

6. Special Terms and Conditions

The following Special Conditions are applicable to this Standard Agreement and shall control notwithstanding anything to the contrary herein:

N/A

October 8, 2025

VC CoC Governance Board

SUBJECT: Receive and File the Ventura County Homeless Management Information System and Pathways to Home Coordinated Entry System (VC HMIS/PTH CES) Report.

The County of Ventura, Human Services Agency operates and manages the VC HMIS/PTH CES as required by HUD through the Ventura County Continuum of Care (VC CoC) program. The VCHMIS team drafts annual goals and a strategic plan in accordance with the VC CoC's Strategic Plan, for approval by the VC HMIS/PTH CES Steering Committee. This report includes updates on progress in achieving goals and next steps on the strategic plan.



Ventura County Homeless Management Information System/ Pathways to Home - Coordinated Entry System - Narrative and Analysis October 2025

Projects/Grants

The Homeless Management Information System & Coordinated Entry System Programs continue to operate with support from one grant overseen by the Ventura County Continuum of Care.

Continuous Process Improvement

- The HMIS/ CES team continues to provide additional trainings to support users by offering: The Road to Case Conferencing, Chronic Homeless Documentation, and Quarterly Reporting, that includes a focus on EVA reporting and Data Quality Framework, the Vulnerability Assessment Tool Training, System Performance Measures Data Elements
- Successfully transitioned our Coordinated Entry System New User Training from a virtual instructor led session to our online platform which allows for anytime access for users.
- Currently in process of developing a condensed online annual refresher training to focus on specific areas within the HMIS system that an end-user may be struggling with. Once completed will also grant access to the entire "Just in Time" online HMIS library, in which users will have access to all modules at any time. The continued incorporation of office hours has helped address some of the unique challenges that our end user may experience and are available weekly.
- We continue to assess the functionality of the Vulnerability Assessment Tool and approve modifications as suggested by Committee after agency Fiscal review, and discussions amongst HMIS and CoC team, effective October 1st, 2025, HMIS provider agencies will not incur a user license fee.
- Continued review of our HMIS Strategic Plan to ensure that it is aligned with our vision and mission statement.
- Support multiple agencies to enhance efforts to align processes with CES policies.
- Continual on-boarding of new partner agencies and projects into our system.
- Recently updated the Chronic Homeless Documentation and Literal Homeless Documentation packets in an effort to help reduce errors and assist service providers with completing them.
- Continued utilization of document submission portal to enhance communication between HMIS /CES and providers.
- Continue to provide partner agencies with quarterly Data Quality Reports in an effort to focus on Data Quality improvement within the system.

Note: We continue to partner with HSA's Business Technology Department and HMIS vendor to ensure system use and current technology and system interface remains beneficial to community needs.

Data Sharing Partnerships

Data sharing agreements remain in place with the following entities: Ventura County Behavioral Health; Workforce Development Board; HSA Homeless Services – Housing and Disability Assistance Program; & the VC CoC Veterans Services One Team. The HMIS team pulls relevant data to be shared monthly which allows better connection to services between those experiencing or at risk of homelessness and those connected to the programs listed above.

STATISTICS –

1. Number of HMIS Participating Agencies:

FY	23/24	24/25	Current YTD
# of Agencies	41	49	49

2. Number of HMIS Licensed Users:

FY	23/24	24/25	Current YTD
# of Users*	234	297	304
*Does not include HMIS & CoC staff.			

3. Number of HMIS License Updates

FY	23/24	24/25	Current YTD
# of Updates*	232	329	37
*This includes all add, delete, and disable user requests.			

4. Number of Trainings Provided:

FY	23/24	24/25	Current YTD
# of Trainings	65	46	5
# of online modules completed	999	2,725	569

Trainings offered include:

- HMIS New User - Coordinated Entry System
- HMIS New User - Case Management
- VC CoC Programs (collaboration)
- HMIS Quarterly Reporting (EVA & Business Objects)
- Vulnerability Assessment Tool (VAT)
- Road to Case Conferencing
- Chronic Homeless Documentation
- HMIS Just-In-Time- Eligibility & Referral
- HMIS Just-In-Time Referral Disposition and Household Set Up
- HMIS Just-In-Time Project Entry with a Household
- HMIS Just-In-Time Referral Closure and CES Exits
- HMIS Just-In-Time Case Manager Assignment & Providing a Service
- HMIS Just-In-Time Interim Updates
- HMIS Just-In-Time Annual Assessments
- HMIS Just-In-Time Project Exit

5. Number of Agency Onboarding requests

FY	23/24	24/25	Current YTD
# of Requests	7	8	2

6. Number of Custom Ad Hoc Reports

FY	23/24	24/25	Current YTD
# of Request	13	13	4
Includes CoC & provider specific requests			

CES Data:

The information listed below relates to only data entered in HMIS.

1. Total Number of Referrals

FY	23/24	24/25	Current YTD
# of Referrals	3,354	4,488	980

2. Number of clients matched with housing opportunities

FY	23/24	24/25	Current YTD
# of matches	142	345	101

This is the # of clients matched for all housing opportunities including Permanent Supportive Housing, Permanent Housing and Transitional Housing. Although a client is matched with an opportunity it does not always turn into a placement.

3. Permanent Supportive Housing Placements:

FY	23/24	24/25	Current YTD
# of Households	50	163	33

4. Time frame from Referral to Housed (all types):

FY	23/24	24/25	Current YTD
# of Days	70	166	84.5

Permanent Supportive Housing type (tenant based vs. project based) impacts the overall timeframe from when a client receives a referral to the date they are housed. The delay in 24/25 was due to clients being matched to several new construction PSH Housing Projects.

CURRENT PRIORITIES

In addition to the administration of VC HMIS/CES, below are identified priorities and initiatives:

- Updating the System assessments to be in compliance with the 2026 HUD Data Standards Changes
- Ensuring both State & Federal System Performance Metrics are reached.
- Maintain excellent customer service to all HMIS providers, system utilizers and other interested parties.
- Maintain and ensure accurate and up to date Bed and Unit Inventory to support Housing Inventory Count (HIC).
- HMIS/CES Data Preparation for Longitudinal System Analysis (LSA).
- Consideration of a third iteration of CES to ensure best practices based on HUD guidance around prioritization, gaining provider input that allows for a more seamless transition to all available housing options and ensures a high level of data quality.
- Ensure that HMIS Vendor meets the unique and enhanced needs of the community.
- All PSH and Transitional Housing Projects are fully matched by Project Completion deadlines.
- All HMIS Users are trained on Current Living Situation.
- Creating and maintaining a By Name List for both Veteran and TAY populations.



October 8, 2025

VC CoC Governance Board

SUBJECT: Approval of the 2026 Ventura County Homeless Count Implementation Plan

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

Discussion: The attached 2026 Implementation Plan (exhibit A) includes the HUD-approved methodology for conducting the annual homeless count and subpopulation survey. VC CoC staff coordinate the efforts with leads in each city and the unincorporated areas of the county. These community leads assist with recruitment and training of community volunteers who will complete surveys of those living unsheltered on the early morning of January 28, 2026, until the early afternoon. The goal is to have comprehensive coverage of the community and work with law enforcement and homeless service providers to identify areas where volunteers should be deployed. Volunteers go out in teams of two to survey individuals and will use a mobile app to collect survey data. Volunteers are also able to collect surveys by observation if the participant is not willing or unable to participate in the voluntary survey. City leads will identify areas such as homeless encampments that require trained service providers with the support of law enforcement to collect surveys. These locations, as well as service site locations, may be surveyed on a day following the count within a 7-day window of January 28, 2026. Data for the 2026 count will be collected via a mobile app with the following activities:

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

The sheltered portion of the count is primarily reported through the Homeless Management Information System (HMIS). Shelters and Transitional Housing programs that do not participate in HMIS will be asked to collect survey data for reporting purposes using Simtech Sheltered Survey app on the night of January 27, 2026. VC CoC staff work with all housing and shelter providers to collect data for the Housing Inventory Count (HIC). This report includes the utilization of all programs on the same night as the Point in Time Count. This reporting is one of the reasons staff emphasize the need for complete HMIS coverage, including privately funded shelters. Domestic violence programs are reported outside of HMIS, and data is included in the HIC.

Feedback from homeless count volunteers was collected through post-count surveys (exhibit b) and debrief sessions to gain insight into their experiences, challenges, and suggestions. This input revealed key areas for improvement, including registration, volunteer training/prep, logistical coordination, safety, and post count recommendations. The results are being used to inform and refine the Homeless Count Implementation Plan, ensuring a more efficient, accurate, and volunteer friendly process in future counts.

Recommendation: Approve the 2026 Ventura County Homeless Count Implementation Plan (Exhibit A)

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

The Ventura County Homeless Count and Survey for sheltered persons will take place on the night of January 27, 2026. The unsheltered count will take place on the morning of January 28, 2026, surveying persons who were unsheltered the night of January 27, 2026.

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

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

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

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

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

HUD states that

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

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

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

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

³ Ibid., p. 20

⁴ HUD Point-in-Time Count Methodology Guide



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

HUD states that:

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

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

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

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

e. Organizational regions will be divided into planning communities

Planning communities will consist of incorporated cities and unincorporated areas.

Cities:

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

Unincorporated areas:

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

f. Planning communities will be divided into implementation areas

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

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

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

g. Implementation areas will be divided into count zones

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

h. Coordinate the Count and Subpopulation Survey

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

1. Establishing a Community Key Person Team

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

2. Distinguishing Implementation Areas within the Planning Community

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

3. Identifying Verifiable Places where Homeless People Live/Congregate

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

4. Identifying Places where Homeless People Receive Social Services

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

5. Raising Public Awareness and Community Involvement

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

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

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

i. Establish a methodology consistent with HUD requirements

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

Unsheltered Count:

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

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

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

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

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

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

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

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

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

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

HMIS data from street outreach and/or other providers

Other (Please Specify)

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

All people encountered were surveyed.

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

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

☒ Comparison of unique client identifiers (not PII)

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

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

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

- ☒ Training: The CoC conducted training(s) for PIT enumerators or CoC staff;
Blitz Count: The CoC used a “blitz” approach, or a one-night count that was completed on the same night as the sheltered count, where the CoC counts persons experiencing homelessness at a time when it is unlikely they would be counted more than once by different counters (i.e., late in the night or early in the morning);
- ☒ Unique Identifier: The CoC used a unique identifier, such as a combination of date of birth, first and last name initials, or gender assigned to unsheltered homeless persons to ensure accuracy of data collected;
- ☒ Survey Question: The CoC asked specific survey question(s) of each participant, including asking if they have already been interviewed, to ensure accuracy of data collected; or
- ☒ Enumerator Observation: The enumerator(s) recorded observations of unsheltered homeless persons that assisted in ensuring the data quality.

Sheltered Count:

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

HUD States that

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



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

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

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

Complete Census Count:

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

Random Sample and Extrapolation:

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

Non-random Sample and Extrapolation:

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

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

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

⁸ HUD Point-in-Time Count Methodology Guide

⁹ Ibid., p. 36.

¹⁰ Ibid., p. 37.

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

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

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

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

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

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

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

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

¹¹ Ibid., p. 39.



k. Establish a timeline

Activities:	Date(s):
1 Complete implementation plan	October 2025
2 Recruit community leads/ HLU Leads	October 2025
3 Organize planning committee	October 2025
4 Provide training to community leads/ HLU leads in jurisdictions	November 2025
5 Begin volunteer recruitment	November 2025
6 Community leads meet with local law enforcement for day of count and encampments	November 2025
7 Coordinate HMIS Reporting requirements	November 2025
8 Begin updating Housing Inventory Chart	November 2025
9 Begin reviewing count and survey instrument	November 2025
December Activities:	
Continue volunteer recruitment	December 2025
Continue updating Housing Inventory Chart	December 2025
Prepare mapping and materials for unsheltered count	December 10, 2025
Finalize count and survey instrument	Dec. 15-19, 2025
January Activities:	
Provide volunteer training (in-person and remote/record)	January 5-16, 2026
Community leads prepare handouts and materials for count	Jan. 20 – 23, 2026
Collect and review mobile app survey data	January 23, 2026
February Activities:	
Enter, clean, and analyze unsheltered count and survey data	February 2026
Continue to collect sheltered data	February 2026
Analyze sheltered data	Feb. 23-27, 2026
March Activities:	
Prepare draft of homeless count and survey report b y	March 2026
April Activities:	
Provide draft of homeless count and survey report for review by	April 8, 2026
Submit Point-in-Time Chart to HUD in HDX	April 2026
May Activities:	
Submit final homeless count and survey report to stakeholders	May 2026
Provide final report to all entitlement jurisdictions	May 2026
Deploy post-count survey to obtain feedback and recommendations	May 2026

¹² Ibid., p. 39.



I. Publicize the count

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

"This person can work with the media to:

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

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

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

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

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

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



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

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

m. Engaging reluctant service providers

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

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

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

n. Preparing for a youth count

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

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



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

II. Activities during the night of the count

Unsheltered Count

The following activities will occur during the night of the count

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

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



night of the count.

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

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

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

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

d. Who should be included in the count

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

This includes individuals and families

“with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground” on the night designated for the count. RRH assisted households who are still unsheltered on the night of the count (e.g., staying in an encampment and being assisted by a RRH project to obtain housing) must be included as part of the unsheltered count.”

e. Who should not be included in the count?

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

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

f. Who should be included in the survey?

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

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

Safety Comes First

All counters will be given the following instructions:

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

g. Subpopulation data must be collected by counters

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

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

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

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

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

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

1. Where did you sleep last night? (select the choice below that is closest to answer given) If person slept in a vehicle, what kind? How many persons slept overnight in same vehicle?
2. Where are you sleeping on the night of the Count? (If an option in bold is selected, continue with the survey)
3. What is the first initial of your first name? What is the first initial of your last name?
4. What is your gender? **(removed-HMIS confirmed)**
 - 1) Woman (Girl if child) 2) Man (Boy if child) 3) Culturally Specific Identity (e.g., Two-Spirit)



4) Transgender 5) Non-Binary 6) Questioning 7) Different Identity

5) Sex:

- 1) Female
- 2) Male
- 3) Client doesn't know/Prefers not to answer
- 4) Data not collected

6) What is your Age?

7) What is Your Race? (HUD Optional-HMIS confirmed)

- 1) American Indian, Alaska Native, or Indigenous
- 2) American Indian, Alaska Native, or Indigenous & Hispanic/Latina/o
- 3) Asian or Asian American
- 4) Asian or Asian American & Hispanic/Latina/o
- 5) Black, African American, or African
- 6) Black, African American, or African & Hispanic/Latina/o
- 7) Hispanic/Latina/o
- 8) Middle Eastern or North African
- 9) Middle Eastern or North African & Hispanic/Latina/o
- 10) Native Hawaiian or Pacific Islander
- 11) Native Hawaiian or Pacific Islander & Hispanic/Latina/o
- 12) White
- 13) White & Hispanic/Latina/o
- 14) Multi-Racial & Hispanic/Latina/o
- 15) Multi-Racial (not Hispanic/Latina/o)

8) State Born (select or record state under other)

If the person was born outside of U.S., select or record country.

9) Is this the first time you've been homeless?

10) Did you become homeless for the first time during the past 12 months?

11) Have you been living in a shelter and/or on the streets, in abandoned buildings or vehicles for the past year or more?

12) Have you been living in a shelter and/or on the streets, in abandoned building or vehicle at least 4 times during the last 3 years including now?

13) How many separate times in the past 3 years have lived in a shelter, on the streets, or in a car?

13a. If yes, was the combined length of time on the streets 12 months or more?

14) How long in months have you been living in this community?

15) Do you remember the address where you were living when you became homeless this time?

16) Do you have a substance use disorder that is ongoing and limits your ability to live independently?

17) Do you have a chronic health condition such as diabetes, heart trouble, high blood pressure, seizures, hepatitis, respiratory problems, epilepsy, tuberculosis, or arthritis? If yes, has it continued for a long time or indefinitely?

18) Do you have a serious mental illness or emotional impairment that seriously limits your ability to live independently?

19) Do you have a long-lasting developmental disability that limits your ability to live independently?

20) Do you receive disability benefits?

21) Are you living with AIDS or an HIV related illness?

22) Do you have a traumatic injury to the brain?



- 23) Do you feel this keeps you from holding a job or living in stable housing?
- 24) Are you experiencing homelessness because you are fleeing domestic violence, dating violence, sexual assault, or stalking?
- 24a. If yes, when did this occur?
- 25) Are you a current or former foster youth?"
- 26) Are you a veteran? (served in the U.S. Armed Forces OR been called into active duty as a member of the National Guard or as a Reservist)
- 27) Are you a current or former foster youth?
- 28) How much is your monthly income?
- 29) What is the source of your income? **(New)**
- a. full time employment,
 - b. part time employment,
 - c. internship,
 - d. social security income,
 - e. disability income,
 - f. other
- 29a. If yes to Full time or part time employment, what sector do you work in? **(New)**
- a. agriculture,
 - b. automotive,
 - c. government,
 - d. healthcare,
 - e. hospitality,
 - f. other
- 30) Have you been released from jail or prison in the last 12 months?
- 31) Are you currently on probation or parole?
- 32) Do you have any children under the age of 18 who are homeless and living with you today? If yes, how many children are living with you today?
- NOTE:** If 18 or older please enter the persons as an adult
- 33) What is the child's gender? **(removed)**
- 34) What is the child's sex? **(New)**
- 1) Female
 - 2) Male
 - 3) Client doesn't know
 - 4) Client prefers not to answer
 - 5) Data not collected
- 35) Is the child Hispanic/Latino?
- 36) What is the child's race?
- 37) What is the child's age?
- 38) Is the child enrolled in school?
- 39) Do you have a spouse or partner who is also homeless and living with you? (A partner is a person you live with and share a common family life but not joined in a traditional marriage). **NOTE:** Please interview and complete a survey for the spouse or partner.



h. Service-based counts

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

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

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

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

HUD further states that

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

Also, as noted by HUD,

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

HUD also notes that

"The level of training required for a service-based count is typically higher, since service-based enumerations require more detailed interviews and typically rely on a combination of service provider staff (or other personnel at the location being canvassed), outreach workers, and volunteers. Service providers, especially mainstream service providers such as welfare agencies, might not ordinarily ask clients about their homeless status and housing needs. As a result, service providers and staff at other locations who are directly



involved in post-night counts will require instructions on conducting the interviews and a clear and simple survey form. PIT count volunteers will similarly require considerable training.”²²

i. Provision of incentives

HUD notes that

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

j. Youth count

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

Sheltered Count

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

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

- “Generate data quality reports for each participating project.
- Identify and correct any deficiencies in the data (e.g., have projects collect and enter missing data, correct obvious errors, ensure correct entry and exit dates).

¹⁸ Point-in-Time Count Methodology Guide

¹⁹ Ibid., p. 20.

²⁰ Ibid., p. 19.

²¹ Ibid., p. 26.

²² Ibid., p. 39.



- Produce a system-level occupancy report that includes all projects for review. It might be useful to break out the report by project type and household type to determine whether sufficient data are collected for extrapolation purposes. It might also be helpful to examine bed inventory and utilization information for projects on the night of the count.
- For many CoCs, this is a standard off-the-shelf report provided by the HMIS vendor. Consider contacting the HMIS vendor to see if this type of report is available for use.
- Generate a data quality report that provides the percentage of records with missing or nonresponsive (Don't Know or Refused) values in HMIS data elements used for the count and subpopulation information.
- Hold regular count meetings involving the HMIS administrator for the CoC and the PIT count committee to help address these issues and finalize the CoC's PIT count plan.”²⁴

III. Activities after the night of the count

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

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

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

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

²³ Ibid., p. 27.

²⁴ Ibid., p. 43.



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

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

²⁵ Sheltered PIT Count and HMIS Data Element Crosswalk

²⁶ HUD Point-in-Time Count Methodology Guide

POINT IN TIME COUNT SURVEY FEEDBACK

REGISTRATION

High importance of pairing new volunteers with those who have counted before:

- Add question: How many times have you participated in the Count
- Add question: Volunteer availability (times)

TRAINING/ PREP

- Have a sticker/label/lanyard option to identify Volunteers
- Have Cell Phone numbers for City Leads NOT desk numbers
- City Lead Training: show zone layouts, give time for volunteers to ask questions

DAY OF COUNT

- Have Zone Maps for all cities, include landmarks & hotspots
- Receive a briefing from HLUs on hotspots and safety briefing
- Establish a formal protocol for volunteers who are interested in volunteering in another city once they are done.

(Return to command center, city lead notifies other leads)

SAFETY

- Cell Phone Number for City Leads
- Command Center location established for morning of the count and operational during the count

POST COUNT

Engage w/ subpopulations, outreach to those not connected to services (eg. Veterans, Youth, Farmworkers, Etc.)

October 8, 2025

CoC Governance Board

SUBJECT: Approval of the State Homeless Housing Assistance and Prevention (HHAP) Program Round 6 Timeline with Authorization to release a Notice of Funding Availability (NOFA).

BACKGROUND: The Homeless Housing, Assistance and Prevention (HHAP) grant from the State provides funding for permanent housing, or interim housing or street outreach interventions that include clear pathways to connect people to permanent housing options. HHAP Round 6 is a \$1 billion grant that provides local jurisdictions with flexible funding to continue efforts to improve regional and systems coordination to prevent and end homelessness in their communities. HHAP funding is a block grant/ noncompetitive allocation; an application is required to access predetermined amount of funding. Beginning with Round 4, only 50% of the funds will be available; the additional 50% will be released upon successful drawing down of initial disbursement and successfully meeting 50% of the State System Performance Measures. HHAP funds should be housing-focused, either funding permanent housing interventions directly and have clear pathways to connect people to permanent housing.

The Ventura County Continuum of Care, in coordination with the County of Ventura, Community Development Division, intend to release a combined Notice of Funding Availability on November 5, 2025. The County of Ventura's goal, through this Notice of Funding Availability, is to support community development, create affordable housing and prevent further homelessness throughout the county. Projects funded through this NOFA are expected to help combat homelessness and housing insecurity, meet the housing needs of the communities in which they are located, provide local economic development opportunities during construction, and assist in the alleviation of any local blight conditions.

This NOFA makes funding available from a variety of funding sources in addition to HHAP. These funding sources include HOME (HOME Investment Partnerships Program), HOME-ARP (HOME Investment Partnerships Program – American Rescue Plan), PLHA (Permanent Local Housing Allocation Program), HHAP-6 (Homeless Housing, Assistance, and Prevention Round 6), CDBG (Community Development Block Grant), BHSA (Behavioral Health Services Act) and County General Funds.

Key items to consider for HHAP 6:

- Potential Award Amount: \$5,564,394.36
- Funding will be released in phases:
 - Initial Disbursement (50% allocation)-\$2,782,197.17

- Remainder Disbursement will be released once initial disbursement is fully expended and CA-611 has met 50% of the States System Performance Measures and progress toward Key Actions as noted on the [HHAP 6 proposed application](#)
- YOUTH SET ASIDE Health and Safety Code section 50218.6(e) requires that a program recipient use at least 10 percent of its allocation for services for homeless youth populations, which are defined as unaccompanied youth who are between 12 and 24 years old and experiencing homelessness
- State approved funding amounts pre-determined by HHAP 6 application

DISCUSSION:

The Ventura County Continuum of Care and County of Ventura, Administrative Entity applied for State HHAP funding on August 29, 2025. The total combined funding made available, once approved by the state is \$5,564,394.36. The following activities were approved by the board on August 13, 2025, and will be included in the Request for Proposal. In addition, the board approved \$370,000 for administrative activities and \$55,000 for Homeless Management Information System activities.

Local funding priorities previously approved by the VC CoC Board:

Minimums	Activity	Proposed Budget	Eligible Activity Type
Permanent Housing (50%)	PH – Capital (34%)	\$865,000.00	Capital for Permanent Housing. Includes building conversions or existing interim housing into permanent housing.
	PH – Rapid Rehousing / Rental Assistance (13%)	\$1,746,000.00	Rental subsidies or longer-term subsidy programs.
	PH – Services (15%)	\$852,954.92	Supportive services (case management) for people in Permanent Housing to increase housing retention.
Homelessness Prevention	PH – HP (20%)	\$1,119,000.00	Homelessness Prevention Activities that can prevent homelessness for those at or below 30% area median income. Diversion support programs are eligible.
Youth Set Aside (10%)	Youth - Interim Housing (8%)	\$450,000.00	Motel vouchers with supportive services (case management).
	Youth - Street Outreach (2%)	\$106,439.44	Street outreach to support countywide efforts.
	Total	\$5,139,394.36	

Proposed Local Timeline for HHAP-5 funding:

Activity	Deadline
VC CoC Board to authorize staff to release a Notice of Funding Availability (NOFA) with the Community Development Division	November 5, 2025
HHAP-6 applications due	December 5, 2025, no later than 12:00pm
VC CoC Data Performance and Evaluation Committee Meeting – Applications Scoring Review and Recommendation Process	December 17, 2025
VC CoC Staff present HHAP 6 recommendations to CoC Board	January 14, 2026
VC CoC staff issue HHAP 6 contracts-pending receipt of the State Standard Agreement	Tentative February 2025

RECOMMENDATIONS:

1. Approve the Homeless Housing Assistance and Prevention (HHAP) Program Round 6 Timeline; and
2. Authorize VC CoC staff to release a Notice of Funding Availability (NOFA) on November 5, 2025 with a due date of December 5, 2025, 12:00pm.

Exhibit A: State of California Homeless Housing, Assistance, and Prevention (HHAP) 6 Grant Notice of Funding Availability (NOFA) and Application Guide

Exhibit B: State of California Homeless Housing, Assistance and Prevention (HHAP) 6 Grant Application



CALIFORNIA HOMELESS HOUSING, ASSISTANCE & PREVENTION PROGRAM (HHAP ROUND 6)

NOTICE OF FUNDING AVAILABILITY and APPLICATION GUIDE

November 5, 2025

Completed Applications Must Be Submitted to:
Alicia Morales-McKinney, MANAGEMENT ANALYST
via VC CoC Submission Portal to: <https://www.venturacoc.org/document-submission-form/>

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

**DUE NO LATER THAN
DECEMBER 5, 2025 BY 12PM (NO EXCEPTIONS)**

1. INTRODUCTION:

The County of Ventura's County Executive Office is accepting State of California Homeless Housing, Assistance & Prevention Program (HHAP) Round 6 applications in partnership with the Ventura County Continuum of Care (VCCoC) and Community Development Division with the County of Ventura. The sixth Round of HHAP Program is 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-6 is a \$1 billion grant program authorized by Section 13 of AB 166 (Chapter 48, Statutes of 2024; Health & Safety Code (HSC) Section 50239, et seq.), which was signed into law by Governor Gavin Newsom on July 2, 2024.

HHAP funding will be administered by the County Executive Office (Administrative Entity) on behalf of the Ventura County Continuum of Care. All funding decisions will be made through the VCCoC process starting with the CoC Data, Performance & Review Committee with recommendations formulated for the VCCoC Board for their approval and sent to the County of Ventura Board of Supervisors for appropriations on August 26, 2025. The County of Ventura has redirected its allocation to be combined with the VCCoC to support regional collaboration and joint funding determinations.

The intent of HHAP 6 is to reflect the state's priorities to prevent and expeditiously reduce unsheltered homelessness through homelessness prevention activities and sustain existing Permanent Housing Solutions, including long-term sustainability of permanent affordable housing (HSC section 50243(a)).

\$5,139,394.36 million dollars in funding will be available for the CoC/County to fund projects serving individuals and families who are experiencing literal homelessness or at-risk of homelessness to move into safe, stable housing with a particular focus on housing individuals from encampments or shelters from encampments.

A minimum of 10% of funding (\$688,000) will be dedicated to 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. Up to seven (7) percent of funding will be retained by the County Executive Office for serving as the grant administrator of the program Health and Safety Code section 50220.7(f). Per HSC section 50234(a)(1), no more than one percent of HHAP-5 funding shall be available and retained by the County Executive Office to support system improvements for purposes to identify a new HMIS vendor.

Applicants are encouraged to demonstrate collaboration and coordination among existing programs and services as the goal of HHAP funding 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. All project proposals should meet a priority need identified by the Ventura County Continuum of Care and plan to address the immediate homeless crisis within the proposed jurisdiction. 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 program funding. Proposals must have a plan to meet the 50% expenditure deadline of April 30, 2027 and fully expend the totally allocation by April 30, 2029.

Per Health and Safety Code Section 50218.6, et seq., HHAP 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 129 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 (AB) 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 must demonstrate commitment and action to ensuring equitable provision and means of affirming racial and ethnic groups that are overrepresented among residents experiencing homelessness have equitable access to housing and services. Demonstrate a commitment to address racial disproportionality in homeless populations and achieve equitable provision of services and outcomes for Black, Native and Indigenous, Latinx, Asian, Pacific Islanders and other People of Color who are disproportionately impacted by homelessness.

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.

OBJECTIVES, ELIGIBLE USES & FUNDING AVAILABILITY:

The Ventura County CoC and County of Ventura have identified priorities for funding in its Ventura County Plan to Prevent and End Homelessness. Priorities for HHAP 6 funds were established through stakeholder input and alignment with the Ventura County Plan to Prevent and End Homelessness. The Continuum of Care Board approved the adopted priorities on August 13, 2025. Eligible HHAP Round 6 uses align with local priorities include those listed on the following page. Priority needs include assisting with the transition of Project Roomkey (seniors and medically vulnerable persons) into permanent housing placements. More information on each priority may be found in Attachment A of this NOFA.

A single application must be submitted for which an applicant is seeking funding. HHAP funding requires that a minimum of 10% of the funding be utilized to serve unaccompanied homeless youth between the ages of 12-24. Applications wishing to be considered for this youth-set aside must indicate youth among the populations to be served and include in their narratives how their program will meet the unique needs of youth experiencing homelessness. The youth set aside may be its own standalone application.

Staff 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.

Consistent with Rounds 3 and 4, and 5, grantees must use at least 10 percent of their allocation for services for homeless youth. (HSC § 50234(e).) Homeless youth is defined as unaccompanied youth between ages 12 and 24-years old experiencing homelessness, including pregnant and parenting youth. (HSC § 50216(l).) Dollars spent under the Youth Set Aside have the same eligible uses as those described in this table above. Therefore, eligible uses follow the same logic described below and should be categorized as part of the youth set aside when costs support services and housing interventions for homeless youth populations. Given the continued focus and priority in allocating resources in support of Homeless Youth, the restriction on new interim housing solutions does not apply to the ten percent youth set aside. Funding utilized in excess of the ten percent set aside will be subject to the restriction on new interim housing solutions provided in HSC section 50236(c) and further described in paragraph C4 below: HHAP-6 Eligible Use Changes – Limitations on New Interim Housing Solutions.

Eligible activities and Proposed State funding amounts for purposes of this NOFA are reflected in the chart below.

Eligible Activities and Funding Availability

Minimums	Activity	Proposed Budget	Eligible Activity Type
Permanent Housing (50%)	PH – Capital (17%)	\$865,000.00	Capital for Permanent Housing. Includes building conversions or existing interim housing into permanent housing.
	PH – Rapid Rehousing / Rental Assistance (34%)	\$1,746,000.00	Rental subsidies or longer-term subsidy programs. Landlord incentives, security deposits, holding feeds, needed repairs, and move-in expenses.
	PH – Services (17%)	\$852,954.92	Supportive services (case management) for people in Permanent Housing to increase housing retention.

Homelessness Prevention	PH – HP (22%)	\$1,119,000.00	Homelessness Prevention Activities that can prevent homelessness for those at or below 30% area median income. Diversion support programs are eligible.
Youth Set Aside (10%)	Youth - Interim Housing (8%)	\$450,000.00	Motel vouchers with supportive services (case management).
	Youth - Street Outreach (2%)	\$106,439.44	Street outreach to support countywide efforts.
	Total	\$5,139,394.36	

3. COORDINATED ENTRY SYSTEM (CES):

Per Assembly Bill 977, successful applicants for all program types will receive all referrals through the Ventura County Coordinated Entry System (CES), Pathways to Home. 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. 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](#).

4. HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS):

Per Assembly Bill 977, 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 a 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 the 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. Please include adequate staff time for accurate and timely data entry into your HHAP budget.

5. GRANT TERMS:

The anticipated grant term is for 48 months with an estimated start date of Early Spring 2026 through April 30, 2029. All funds must be fully expended by April 30, 2029. The budget submitted by the applicant should indicate the specific funding that will be used in each year of the program's operation while utilizing HHAP Round 5 funding. A single application should be submitted for each eligible activity for which an applicant is seeking HHAP Round 5 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. Per Health and Safety Code 50220.4 (b), **recipients must expend 50% of their allocation by April 30, 2027 (no exceptions)** and fully expend the remaining 50% by April 30, 2029. Eligible costs will be invoiced to County on at least a monthly basis for reimbursement by the 10th of each month. No matching funds are required for HHAP. Recipients must begin their project within 45-60 days of the signed contractual agreement and created in HMIS/CES.

6. PROGRAM REQUIREMENTS:

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

HHAP 6 is a grant program authorized by Section 13 of AB 166 (Chapter 48, Statutes of 2024; Health & Safety Code (HSC) Section 50239, et seq.), which was signed into law by Governor Gavin Newsom on July 2, 2024., [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 sub-recipients in a collaborative application to maximize effectiveness in addressing homelessness. Sub-recipients must comply with the same program requirements of direct applicants.

Eligible applicants include:

1. Those who are currently funded under HHAP II, III, IV and V and have expended minimum 75% of HHAP II and III and IV grant by the date of the NOFA release.
2. New applicants not previously funded by HHAP.

Eligible Populations:

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

- “Homeless” has the same meaning as defined in Section 578.3 of Title 24 of the Code of Federal Regulations, as that section read on January 10, 2019.
- “Homeless youth” means an unaccompanied youth between 12 and 24 years of age who is experiencing homelessness, as defined in Section 725(2) of the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11434a(2)). “Homeless youth” includes unaccompanied youth who are pregnant or parenting.
- HHAP statute modifies the eligible population to also include people at risk of experiencing homelessness so long as households with incomes at or below 30 percent of the area median income, who pay more than 50 percent of their income in housing costs, and who meet criteria for being at highest risk of homelessness through data-informed criteria are prioritized. Consistent with HHAP-3 and HHAP-4, those who are at imminent risk of homelessness, as defined in Section 578.3 of Title 24 of the Code of Federal Regulations are still eligible for prevention and shelter diversion services.

Eligible Costs:

The VC CoC and County as the CoC’s 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
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 & HSC 5081 (e)
Permanent Supportive Housing	24 CFR 583

HHAP requires a minimum of 10% (\$556,439.44) of funding to 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.

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 10% 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.

California's Housing First Policy –Core Practices and Components:

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, HSC section 50234(f) 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, trauma informed, culturally responsive, 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. In addition, individuals and families assisted with these funds must not be required to receive treatment or perform any other prerequisite activities as a condition for receiving interim or permanent housing, or other services for which these funds are used. Housing First should be adopted within the entire local homelessness response system, including outreach and interim housing, short-term interventions like rapid re-housing, and longer-term interventions like supportive housing.

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.

All recipients of HHAP 6 must comply with Housing First as provided in Chapter 6.5 (commencing with Section 8255) of Division 8 of the Welfare and Institutions Code. Housing First is an evidence-based, client-centered approach that recognizes housing as necessary to make other voluntary life changes, such as seeking treatment or medical care. The goal of Housing First is to provide housing to individuals and families quickly with as few obstacles as possible, along with voluntary support services according to their needs. Required core components of Housing First include:

1. Tenant screening and selection practices that promote accepting applicants regardless of their sobriety or use of substances, completion of treatment, or participation in services.
2. 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.”
3. Acceptance of referrals directly from shelters, street outreach, drop-in centers, and other parts of crisis response systems frequented by vulnerable people experiencing homelessness.
4. Supportive services that emphasize engagement and problem solving over therapeutic goals and service plans that are highly tenant-driven without predetermined goals.
5. Participation in services or program compliance is not a condition of permanent housing tenancy.
6. Tenants have a lease and all the rights and responsibilities of tenancy, as 29 outlined in California’s Civil, Health and Safety, and Government codes.
7. The use of alcohol or drugs in and of itself, without other lease violations, is not a reason for eviction.
8. 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.
9. 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.
10. 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.
11. 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 CoC written standards, can be found [here](#).

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.

7. 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/HCD priorities for HHAP,
- Serves persons who are homeless or at risk, fleeing DV,
- Alignment with California Housing First requirements,
- Participation (or commitment to participate) in VC HMIS,
- Participation (or commitment to participate) in Coordinated Entry System, and 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:

- Demonstration of capacity to fulfill grant requirements (experience with state/federal grants including a review of previously submitted Expenditure Summary Reports for all CoC grants, timeliness, and quarterly reporting,
- 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 5 funding allocations with consideration of geographic distribution of funding to best meet community needs.

Funding recommendations will be presented to the 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](https://www.venturacoc.org) website.

8. APPLICATION SUBMITTAL:

- Submit one (1) copy, including all attachments in PDF form, by clicking on the link below to access the submission portal: <https://www.venturacoc.org/document-submission-form/> with the subject line stating HHAP-6 application submission and Agency Name.
- 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/leverage funding supporting this application activity type. 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.
 - c. Previous HHAP Rounds not on track to being fully expended:
 - I. HHAP 2- 75% expended as of the release date of this NOFA
 - II. HHAP-3- 75% expended as of the release date of this NOFA
 - III. HHAP-4- 75% expended as of the release date of this NOFA
- Late submissions will not be considered for HHAP funding, no exceptions.

A. Rating Criteria:

- Applicant Capacity (15 points)
- Program design (20 points)
- Financial Capacity, Feasibility & Sustainability (23 points)
- Past Performance (30 points)
- Coordination & Collaboration (12 points)

➤ **Total points possible: 100**

Threshold Review & Evaluation

Basic review for completeness and capacity	• All required responses and attachments are included. Applicant demonstrates capacity to fulfill all program requirements, • Timely audited financial statements, • Liquidity, • Measurements of vulnerability (e.g., net profit margin, fundraising efficiency, dependency on the County or a single entity for financial strength), • Submitted by deadline, • Application certification signed, • LOI Exception Letter submitted and signed.
Program eligibility: proposal aligns with HHAP eligible use(s)	• See page 15-17 for Eligible HHAP uses and local priorities for HHAP 6.
Program eligibility: serves homeless persons, those at risk or those at imminent risk of homelessness	• Serves homeless persons or those at imminent risk of homelessness as defined in 24 CFR 578.3.
Alignment with California's Housing First Policy	• 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, • Alignment with California's Housing First Policy ○ CCR Title 25, 8409(b) and/or ○ WIC Div.8, Ch. 6.5 8255(b)
Homeless Management Information System (AB 977)	• The applicant commits to use of HMIS, including timeliness and data quality standards, demonstrates adequate capacity for data collection and reporting.
Coordinated Entry System (AB 977)	• 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.
Staff Review of Threshold Review (Comments)	Does application comply with 2 CFR 200 Part 2400 Uniform Requirements?

CoC Data, Performance & Evaluation Review Committee

Score Category	Scoring Criteria	Staff Notes & Preliminary Score
Applicant Capacity (max score: 15 points) <i>Good, Fair, Poor</i>	• Experience providing similar services and housing to homeless persons or other vulnerable populations for which funds are being requested. (5 pts) • Experience addressing the needs of the target population (5 pts) • Sufficient capacity for project oversight and administration (5 pts)	
Project Design and approach (max score: 20 points) Eligible activities (in order of priority): 1. <i>Delivery of Permanent Housing</i> 2. <i>Operating Subsidies</i> 3. <i>Homeless Prevention and Diversion</i> 4. <i>Rapid Re-Housing</i> 5. <i>Interim Sheltering</i> 6. <i>Services Coordination</i> 7. <i>Coordinated Entry Systems Supports</i> 8. <i>Shelter Improvements</i> 9. <i>Street Outreach</i>	• Project is based on best practices framework proven methods (5pts) • Project approach demonstrates positive outcomes (3 pts) • Project design reflects CoC Written Standards and ability to address homeless challenges (3 pts) • Anticipated numbers served appear reasonable given the prioritization of vulnerable individuals and families within the homeless population (2 pts) • Staffing pattern is reasonable to provide long term housing retention. (2 pts) • CoC system targets: (if applicable to their activity type-are they in range) (2 pts) ○ Reduction in # of persons experiencing homelessness by 10% ○ Reduction in # of persons who become homeless for the first time by 10% ○ Increase in the # of people exiting into	

	- permanent housing by 12% ○ Reduction in the length of time persons remain homeless by 15% ○ Reduction in the # of persons who return to homelessness by 1% ○ Increasing successful placements from street outreach by 20% • HUD Thresholds: (3 pts) -1 ○ Exits to PH is 80%. ○ Exits with Earned Income is 20%. ○ Exits with Mainstream Benefits is 56%.	
Financial Capacity, Feasibility, Sustainability (max score: 23 pts) <i>Pass, Concerns, Fail</i>	• Budget clearly shows use of funds and staffing pattern to sustain project (3 pts) • Cost per beneficiary (overall cost/ # of beneficiaries) (3 pts) • Reasonable project costs (2 pts) • Degree to which project leverages agency and community resources (2 pts) • Outstanding and/or unresolved audit findings (2 pts) • Demonstrated capacity to operate the project based on its budget (2 pts) • Demonstrated capacity to effectively manage the finances of the project (e.g. invoices submitted in a timely, complete manner) (7 pts) • 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 (2 pts)	

Past Performance (Max score: 30)	• Provided annual performance report demonstrates a proven track record of permanently housing individuals and/or families in a similar project (10 pts) • Data collection and reporting will allow for accurately reflected outcomes and performance (10 pts) • 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 (5 pts) • Data quality assessment meets HUD and CA data standards (5 pts.) • If applicant has beds dedicated to homelessness that are not in HMIS and not domestic violence related (-2 pts.)	
Coordination and Collaboration (Max score: 12)	• Preference for applicant providing services countywide (2 pts.) and/or underserved areas • Demonstrates coordination with other agencies and providers for the proposed project to enhance service delivery and avoid duplication (2 pts) • Agency demonstrates history of collaboration (2 pts) • Coordination with other agency activities and funding sources (2 pts)	

	• Links participants to mainstream resources and critical services not provided by the project (2 pts) • Adequate staffing for Coordinated Entry System participation and case conferencing (2 pts) • If sub-recipients, clearly show role of each agency and partnership	
Total (Max score: 100)	Recommended score:	
Additional Staff Notes		
Committee Notes		



VENTURA COUNTY
CONTINUUM OF
CARE ALLIANCE

ENDING HOMELESSNESS
IN VENTURA COUNTY

CALIFORNIA
HOMELESS HOUSING, ASSISTANCE & PREVENTION
PROGRAM
(HHAP ROUND 6)

PROJECT APPLICATION

NOVEMBER 5, 2025

Completed Applications Must Be Submitted to:
Alicia Morales-McKinney, MANAGEMENT ANALYST
via VC CoC Submission Portal to: <https://www.venturacoc.org/document-submission-form/>

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

DUE NO LATER THAN
DECEMBER 5, 2025 BY 12PM (NO EXCEPTIONS)

CALIFORNIA HOMELESS HOUSING, ASSISTANCE, AND PREVENTION PROGRAM (HHAP)

1. APPLICANT CAPACITY & FINANCIAL INFORMATION:

Is the organization a 501(c)? ☐ Yes ☐ No

City: _____ Zip: _____

Organization Contact Name & Title: _____

E-mail Address:

Organization's DUNS #: _____ Tax Payer ID #: _____

Work Phone: _____ Fax: _____

E-mail Address: _____

Date of most recent 990 filed: _____

Does your organization have any outstanding financial audit findings? ☐ Yes ☐ No

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VENTURA COUNTY CONTINUUM OF CARE

CALIFORNIA HOMELESS HOUSING, ASSISTANCE, AND PREVENTION PROGRAM (HHAP)

2026 PROJECT APPLICATION

Please check off the application type you are applying for:

- ☐ Youth Set Aside Application (12-24) *ONLY*
☐ Adult Application *ONLY*

(This information is intended to help determine the required 10% Youth Set aside)

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. Failure to provide grant sources may impact contracting agreements. To prevent duplication of funding, information is required to be disclosed at time of application

Grant Year(s) Start-End Date or Future Date	Funding Source (State, Federal, Local)	Activity Type: <i>Street Outreach, Emergency Shelter, Rapid Re-Housing, Housing Navigation, Permanent Supportive Housing and/or Operational subsidies, Landlord Engagement, Homeless Prevention, Interim Sheltering and/or Operational Subsidies, Coordinated Entry System Supports, Transitional Housing, other (please list)</i>	Grant Amount
			\$
			\$
			\$
			\$
			\$
			\$
			\$

VENTURA COUNTY CONTINUUM OF CARE

CALIFORNIA HOMELESS HOUSING, ASSISTANCE, AND PREVENTION PROGRAM (HHAP)

2026 PROJECT APPLICATION

2.PROJECT INFORMATION:

Title of proposed project: _____

Project Address: _____

City: _____ Zip: _____

Project anticipated start date for serving clients: _____

HHAP-6 Priority Need Addressed:

1. ☐ Capital for Permanent Housing	4. ☐ Homelessness Prevention
2. ☐ Rapid Rehousing/Rental Subsidies	5. ☐ Youth Motel Vouchers (Youth Provider only)
3. ☐ Supportive Services (for people in permanent housing)	6. ☐ Youth Street Outreach (Youth Provider only)

Number of beneficiaries to be served by the project: _____

Number of unaccompanied youth (18-24) 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 project: \$ _____

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

d. Total 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.

VENTURA COUNTY CONTINUUM OF CARE

CALIFORNIA HOMELESS HOUSING, ASSISTANCE, AND PREVENTION PROGRAM (HHAP)

2026 PROJECT APPLICATION

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

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

- | | |
|---|--|
| ☐ Single Adults | ☐ Older Adults 55+ |
| ☐ Families with children | ☐ Persons with disabilities |
| ☐ Unaccompanied Youth 12 to 24 OR unaccompanied TAY age 18 to 24 years old | |
| ☐ Veterans | |
| ☐ Chronic Homeless | |

3. SUBRECIPIENTS:

Does your agency plan to award HHAP 6 funds to a service provider/subrecipient? *Failure to disclose during the application process may impact grant approval and agreements:*

Service Provider/Subrecipient: _____

Subject to review and approval by the Data Performance and Evaluations committee. Sub-recipient must be in good standing with CoC and provide evidence of non-suspension/debarment from all parties. Subject to same requirements as recipient (reference page on Notice of Funding Availability).

VENTURA COUNTY CONTINUUM OF CARE

CALIFORNIA HOMELESS HOUSING, ASSISTANCE, AND PREVENTION PROGRAM (HHAP)

2026 PROJECT APPLICATION

4. PROGRAM DESIGN- (20 Points)

- 1) Summarize the project and intended use of grant funds, be detailed and include a pathway to housing in your plan.
- 2) Describe how the project will benefit the target population(s) and meet an immediate need in addressing homelessness in the Continuum of Care by quickly moving participants into permanent housing.
- 3) Describe how this funding will expand capacity or create new resources to shelter and/or house homeless people/families.
- 4) Identify best practices that will be utilized.
- 5) Please include how the program will follow the Housing First/Low Barrier model.
- 6) If applying for Youth Interim Sheltering, describe a pathway to permanent housing.

VENTURA COUNTY CONTINUUM OF CARE
CALIFORNIA HOMELESS HOUSING, ASSISTANCE, AND PREVENTION PROGRAM (HHAP)
2026 PROJECT APPLICATION

VENTURA COUNTY CONTINUUM OF CARE

CALIFORNIA HOMELESS HOUSING, ASSISTANCE, AND PREVENTION PROGRAM (HHAP)

2026 PROJECT APPLICATION

5. COORDINATION AND COLLABORATION (12 points)

- 1) Describe how resources will be leveraged to address the needs of the target population(s).
- 2) 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.
- 3) Please describe if this application will support a new collaborative effort with agencies who are not yet connected to VC CoC.

VENTURA COUNTY CONTINUUM OF CARE

CALIFORNIA HOMELESS HOUSING, ASSISTANCE, AND PREVENTION PROGRAM (HHAP)

2026 PROJECT APPLICATION

- 4) 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. Consider policy changes to ensure racial and gender equity. 2) Please provide the date of your last racial/gender equity assessment. 3) Notate findings and address how the proposed program will support those who are disproportionately impacted.

VENTURA COUNTY CONTINUUM OF CARE

CALIFORNIA HOMELESS HOUSING, ASSISTANCE, AND PREVENTION PROGRAM (HHAP)

2026 PROJECT APPLICATION

- 5) 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?	☐ Coordinated Entry ☐ Housing First
2. Does your agency/service provider have Program Rules, Policies and Procedures that address the following?	☐ Coordinated Entry ☐ Housing First
3. Does your agency/service provider commit to adopt and follow the local CoC Coordinated Entry Policies and Procedures?	☐ Coordinated Entry ☐ 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, 2023-December 31, 2024.	☐ HMIS participating project ☐ Attach HMIS generated reports showing data quality and performance of existing project

6. APPLICANT CAPACITY- (15 Points)

- 1) Please describe your organization's and/or sub-recipient's experience in successfully conducting this type of activity.
- 2) Identify any skills, current services, or accomplishments that demonstrate your capacity for success.

VENTURA COUNTY CONTINUUM OF CARE
CALIFORNIA HOMELESS HOUSING, ASSISTANCE, AND PREVENTION PROGRAM (HHAP)
2026 PROJECT APPLICATION

VENTURA COUNTY CONTINUUM OF CARE

CALIFORNIA HOMELESS HOUSING, ASSISTANCE, AND PREVENTION PROGRAM (HHAP)

2026 PROJECT APPLICATION

7. PAST PERFORMANCE- (30 Points)

- 1) 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, [HHAP 6 Proposed Application](#) (System Improvement Plan- 3.b.) and [CA System Performance Metrics](#).

VENTURA COUNTY CONTINUUM OF CARE

CALIFORNIA HOMELESS HOUSING, ASSISTANCE, AND PREVENTION PROGRAM (HHAP)

2026 PROJECT APPLICATION

2) Please describe how this program will help achieve improved system performance for the Ventura County homeless services system. Describe the [Key Actions](#) (System Improvement Plan-3.b.) and strategies you intend to implement to meet the outcome goals (be descriptive and include the percentage you intend to meet for each item).

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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VENTURA COUNTY CONTINUUM OF CARE

CALIFORNIA HOMELESS HOUSING, ASSISTANCE, AND PREVENTION PROGRAM (HHAP)

2026 PROJECT APPLICATION

(Continued)

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VENTURA COUNTY CONTINUUM OF CARE

CALIFORNIA HOMELESS HOUSING, ASSISTANCE, AND PREVENTION PROGRAM (HHAP)

2026 PROJECT APPLICATION

- 3) Please include any relevant past performance data that is relevant to this proposal.
- 4) Please list your # of clients served from 1/1/23-12/31/24 (CoC APR 5a1), list Exit destinations (23c. homeless situations, institutional settings, temporary settings, permanent situations, percentage of people exiting to permanent housing). **HMIS CoC APR and Data Quality Framework Report must be attached and aligned.**

VENTURA COUNTY CONTINUUM OF CARE

CALIFORNIA HOMELESS HOUSING, ASSISTANCE, AND PREVENTION PROGRAM (HHAP)

2026 PROJECT APPLICATION

8. FINANCIAL CAPACITY, FEASIBILITY AND SUSTAINABILITY-(23 Points)

- 1) Please explain plans your agency has for future sustainability of this proposed program and/or service.
- 2) How will your agency leverage other funds beyond this one-time funding opportunity of HHAP-Round 6?
- 3) Please detail your agency's experience in leverage state, federal, local and private dollars to support your programs. Please describe your success in submitting previous HHAP Round II/III and/or IV, CoC, CDBG, HOME, PLHA and/or ESG quarterly reporting and drawdowns.
- 4) Have you had any challenges implementing your project(s), onboarding with HMIS/CES, accepting referrals via CES or submitting draw down requests?
- 5) Have you returned funds back to HUD or the State in the past or your program reallocated due to insufficient spending or performance, if so please explain.
- 6) Did your previous projects implement within the 45–60-day period? If not, please provide justification.
- 7) Did your previous projects commit to serving Youth? If so, please provide the number of youth beneficiaries committed to be served on your application and number of youth served to date.

VENTURA COUNTY CONTINUUM OF CARE
CALIFORNIA HOMELESS HOUSING, ASSISTANCE, AND PREVENTION PROGRAM (HHAP)
2026 PROJECT APPLICATION

VENTURA COUNTY CONTINUUM OF CARE

CALIFORNIA HOMELESS HOUSING, ASSISTANCE, AND PREVENTION PROGRAM (HHAP)

2026 PROJECT APPLICATION

- 8) VC CoC will consider how much each project spends to serve and house an individual or family as compared to other projects serving similar populations. The State of California and HUD state 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. Is your intended project cost-effective concerning case management and other supportive services?

☐ Yes

☐ No

Please explain your response in the box below and provide the cost per beneficiary (expand box as needed).

VENTURA COUNTY CONTINUUM OF CARE

CALIFORNIA HOMELESS HOUSING, ASSISTANCE, AND PREVENTION PROGRAM (HHAP)

2026 PROJECT APPLICATION

- 9) Please attach a comprehensive budget including ALL funding sources, if any that have been committed to the project you are applying for or other funds *pending* award or notification of award.
- 10) Address how HHAP 6 funds will be used to fill project cost gaps. *Note: (HHAP funds cannot be used to supplant/ replace current/pending funds). **Failure to provide grant sources may impact contracting agreements. To prevent duplication of funding, information is required to be disclosed at time of application***

VENTURA COUNTY CONTINUUM OF CARE

CALIFORNIA HOMELESS HOUSING, ASSISTANCE, AND PREVENTION PROGRAM (HHAP)

2026 PROJECT APPLICATION

9. 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 homeless shelter crisis in the jurisdiction it proposes to serve.
- e. If 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 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

VENTURA COUNTY CONTINUUM OF CARE
CALIFORNIA HOMELESS HOUSING, ASSISTANCE, AND PREVENTION PROGRAM (HHAP)
2026 PROJECT APPLICATION

DRAFT

October 8, 2025

VC CoC Governance Board

SUBJECT: Receive an update from the Partnership for Safe Families

BACKGROUND: The Ventura County Continuum of Care (VC CoC) authorized HUD CoC Planning Grant Funds to contract with the Partnership for Safe Families to engage people with lived experience. The intent of this program is to “hold space” for those who are willing to share their lived expertise, by providing unconditional support and actively seeking input from different perspectives to make a positive impact on our homelessness system.

DISCUSSION: The Partnership for Safe Families has been actively engaging with those who have lived experience in homelessness, by meeting regularly with two workgroups: Youth Voices for youth ages 16 to 24 and Adults with Lived Experience in Homelessness. An update will be shared with the VC CoC Board.

COC PLE HOUSING INSECURITY IMPACT REPORT FY 24/25

HUMANIZING THE FACE OF HOUSING INSECURITY IN VENTURA COUNTY

EXECUTIVE TEAM:

DR. KATHLEEN VAN ANTWERP

SENTA GREENE, M.A., CCLS



VENTURA COUNTY
CONTINUUM OF
CARE ALLIANCE

ENDING HOMELESSNESS
IN VENTURA COUNTY



YOUTH ACTION BOARD YOUTH VOICES IMPACT REPORT

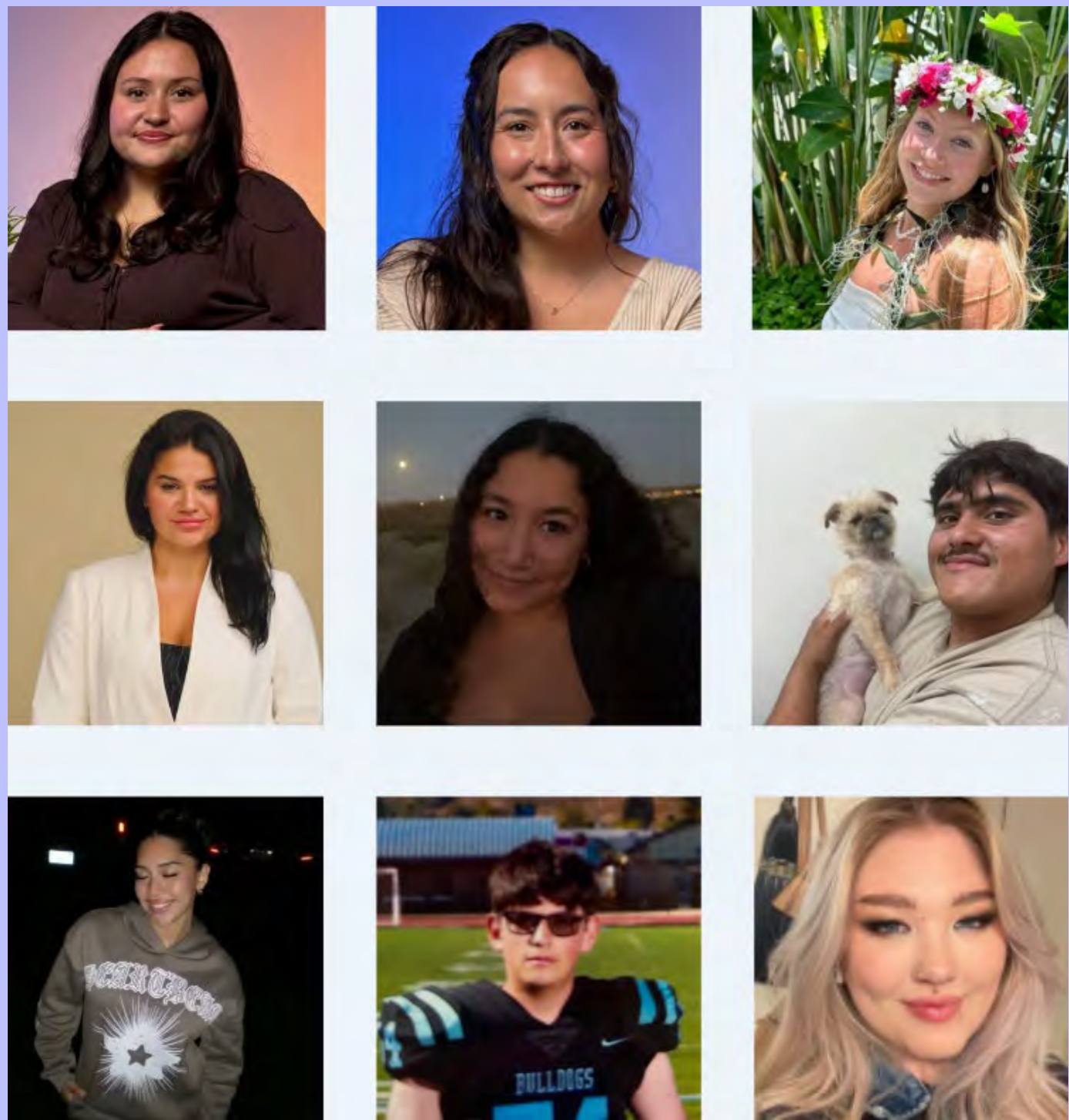
October 2024October 2025



VENTURA COUNTY
CONTINUUM OF
CARE ALLIANCE

ENDING HOMELESSNESS
IN VENTURA COUNTY

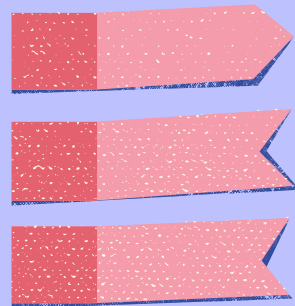
Our Team



Youth with Lived Experience Module Curriculum

This year, we developed educational modules that uplift the voices of youth with lived experience in housing insecurity. Our team created a 30 -minute video, in both English and Spanish, sharing personal insights and perspectives on the issue. After sitting in on adult focus groups, we were inspired to launch a youth focus group, where members of the Continuum of Care (CoC) came in person to listen to our stories to help guide how they allocate their funds. This work not only amplified youth voices but also ensured they are included in shaping solutions.

Key Focus



1

CORE meeting per month

5

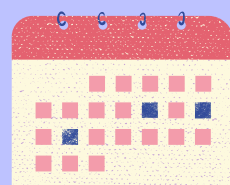
External Events

6

Internal Events

4

Youth Collaboratives



Upcoming Events

12/10/25 - Adulting 101
3/8/26 - Pathways to Leadership
6/10/26 - A Youth's Guide to a Successful Summer



Success story

"I first joined Youth Voice because a friend invited me, and I didn't know what to expect. Now, I've grown so much — I've been able to intern with The Partnership, earn school credit, and step into leadership with the Youth PLE group."



Youth Voice Leader Quote

"Becoming a youth voice leader has taught me the importance of lifting others up, which in turn fills my own cup through support and accountability. It has shown me that true leadership is about growing together, not alone."

JOIN THE PLE FOCUS GROUP

Your Voice. Your Wisdom. Your Community

The Partnership for Safe Families and Communities is inviting Youth ages 15-25 to be a part of our People with Lived Experience (PLE) Focus Group, a key part of the Ventura County Continuum of Care.

Your insight and lived experience in housing insecurity are powerful. By sharing your voice, you're helping shape services that promote safe, healthy, and peaceful families in Ventura County

What is housing insecurity?

- Temporarily staying with others (e.g., couch surfing)
- Multiple families residing in a single household
- Residing in motels or hotels
- Living in emergency or transitional shelters
- Sleeping in cars, parks, abandoned buildings, or on the streets
- Or other forms of inadequate or unstable housing

Why Join?

- Share your knowledge in a supportive and inclusive space
- Help improve systems that directly impact our community
- Build meaningful connections and drive real change
- Receive a \$50 gift card stipend as we value your time and expertise

Date: July 7th, 2025

Time: 11:00-12:00 pm

**Location: 2601 Palma Dr.,
Ventura, CA 93003**

This is a hybrid meeting!!



Register Here!

FOUR WORKSHOPS TO EXPLORE HOUSING INSECURITY

- BUILDING TRUST & EMOTIONAL SAFETY
- WHAT IS TRANSFORMATION?
- SEE THE PERSON, NOT THE PAPERWORK
- FROM INSIGHT TO ACTION

- **NOTE: JOURNAL W/BUTTERFLY ON COVER FOR PARTICIPANTS TO EXPLORE TOPICS PERSONALLY AND DEEPLY**



This Photo by Unknown Author is licensed under CC BY-SA-NC

TRAINING MODULE SERIES

- [TRAINING MODULE SERIES](#)
- [HTTPS://DRIVE.GOOGLE.COM/FILE/D/1Y9ATO_TVUT5K5_FEEZVYK3TL_WNTAOH3K/VIEW?USP=SHARING](https://drive.google.com/file/d/1Y9ATO_TVUT5K5_FEEZVYK3TL_WNTAOH3K/view?usp=sharing)
- SPANISH VERSION
- [HTTPS://DRIVE.GOOGLE.COM/FILE/D/1EPX63SRHKZTOOXH_IHOH3I7ZUBIABBT/VIEW?USP=SHARING](https://drive.google.com/file/d/1EPX63SRHKZTOOXH_IHOH3I7ZUBIABBT/view?usp=sharing)

**“MY VOICE MATTERS —
WHAT I SAY IS IMPACTFUL.”**

PLE COC FOCUS GROUP

7 CORE MEMBERS

4 FACILITATORS

3 INSIGHTFUL BREAK OUT GROUPS

**1. WHAT MADE YOU AND WILL CONTINUE
TO MAKE YOU TRUST THIS SPACE?**

**2. WHAT WOULD YOU WANT AND NEED
FROM US TO EXTEND OUR OUTREACH,
IMPACT (FEEL MOST SUPPORTED IN DOING
TRAINING TO THE COUNTY) AND TRAINING
TOPICS THAT WOULD BE MOST EFFECTIVE?**

**3. YOU HAVE BEEN INVITED TO JOIN A
CONVERSATION ABOUT YOUR PLE AS AN
ADULT — AT WHAT AGE DO YOU BELIEVE
WE SHOULD BE ENGAGING PLE WITH
HOUSING INSECURITY?**

APRIL 30TH 2025



1. What made you and will continue to make you trust this space?

The space feels welcoming, happy, safe, and inviting — the group feels like a family, offering a sense of belonging and connection.

Attending helps them realize they are not alone and that many others are going through similar challenges.

Receiving relevant information and learning new things when they leave makes participants feel empowered.

There was deep appreciation for the leadership, particularly that the county gave the contract to Kathleen, whom they trust to create real change for families and the community.

- “I came here because someone I trust invited me — and I could feel right away that this space was real, safe, and made with care. I feel a kindred spirit with the team leader Dr.K the compassion, intelligence, and genuine desire to understand housing insecurity is powerful.”

“It always smells so good when we walk in here”

One participant shared, “I look forward to this group all week. I don’t get to see adults otherwise — this is my communication and social hour.” — this is a space built on trust, where we’re allowed to ask ourselves honestly: ‘Am I hungry, angry, lonely, or tired?’ Some days, it’s all of them. And this space helps.

This space makes me feel human again — whether it’s the food, the gift cards, or just being seen. It allows me to breathe, to stay present, and to connect. It’s a place where we lift each other up and feel safe sharing our lives

How can we expand outreach and improve training efforts for the county?

Organize more frequent meetings and trainings, and ensure community visibility.

Identify and segment the populations in need — those who are homeless, couch surfing, recently released from prison, or living in recovery homes or shelters.

Incentives such as donations, food, or education/training opportunities could help increase attendance and engagement.

– More Wellness Checks on people, a consistent route to check on people in the streets, wherever they are – if it's your hood – know what is happening

Neighborhood watch meetings– Look out for each other–

Training Topics

- Education on housing resources, including how to access affordable housing and how to use income or benefits toward rent and medication.
- Presentations by agencies in the field on available services.
- Insurance training, including how to sign up and what's covered.
- Human services and state programs should be invited to speak to this group directly.
- Discrimination awareness and tenant rights education.
- Life skills training
- Steps to take–to getting off the streets and support, encouragement from community to do so
- “Renting 101” — One of our PLE advised she could to lead this training, as she's passionate about coaching others.

“OTHER PEOPLE CAN LEARN FROM MY EXPERIENCE.”



3. AT WHAT AGE SHOULD WE BEGIN ENGAGING PEOPLE WITH LIVED EXPERIENCE (PLE) AROUND HOUSING INSECURITY?

Participants strongly advocated for early engagement, especially with:

- Youth, foster children, and Transitional Age Youth (TAY) who often lack resources and support when they age out of systems.
- One participant stated:
 - “How are you going to let me be a parent and not have my youth with me?”
- They recommend starting around age 16, with training focused on real-world adult responsibilities:
 - How to rent a home
 - How to do taxes
 - How to manage money and credit
 - Understanding adult responsibilities before being on their own

One key insight was:

“A lot of adults don’t know how to adult because no one taught them when they were youth.”

“16-year-olds don’t know any of the things they need to survive — that’s why they end up on the streets.”

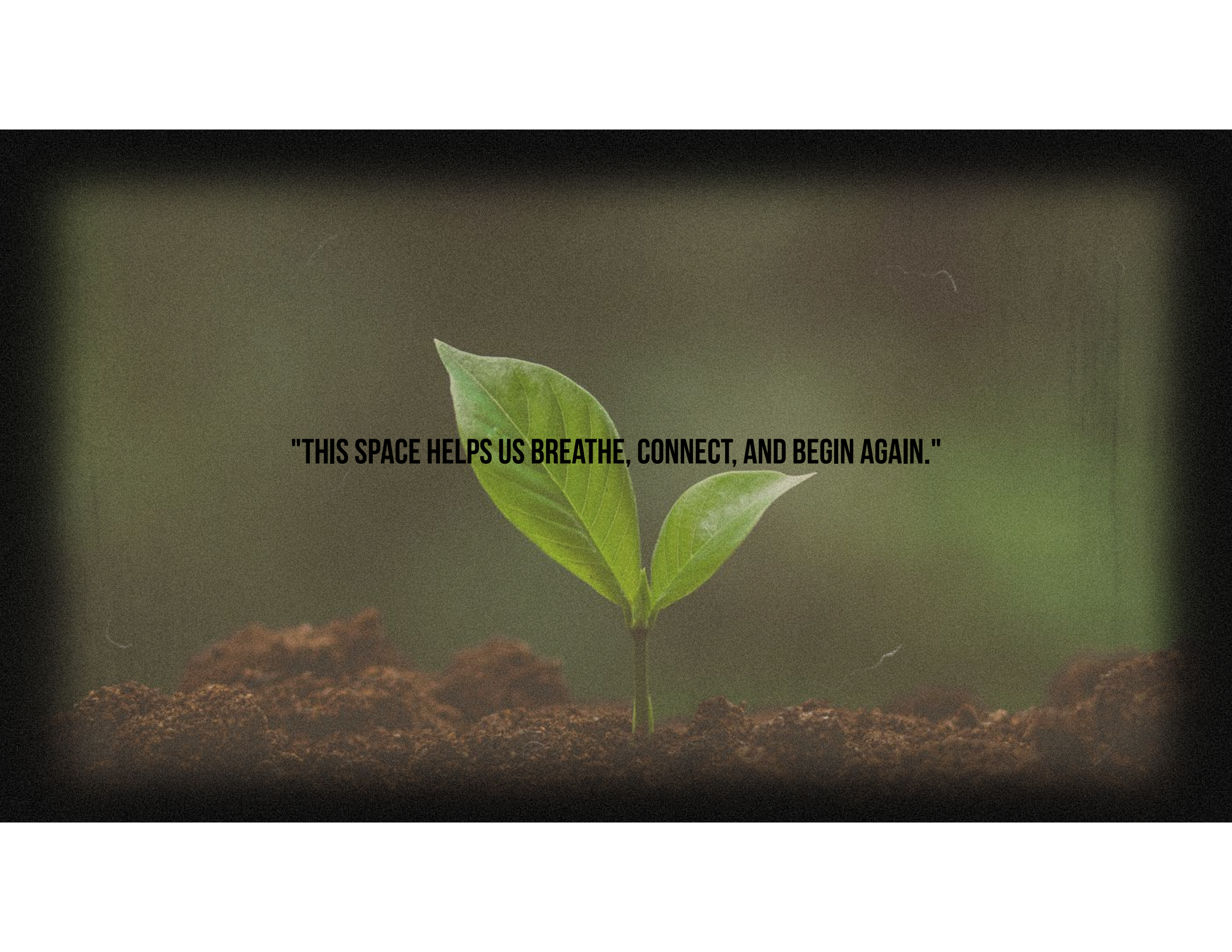
High school age would be very effective as it would help other get out their previous experiences and get support to get a head start on the jump into adulthood and lose the fear of it ever happening again



3. AT WHAT AGE SHOULD WE BEGIN ENGAGING PEOPLE WITH LIVED EXPERIENCE (PLE) AROUND HOUSING INSECURITY?

- 1. Youth as early as 14 are already facing serious adversity — especially those in shelters — and need safe spaces to talk, get support, and break the cycle before it begins.**
- 2. Children and teens need a trusted adult to help navigate ongoing challenges, especially when no one has explained or resolved what they're going through.**
- 3. Even with a housing voucher, the system has too many barriers — from delays in TB test results to the lack of help in actually finding available housing.**
- 4. Mental health struggles, arrests, and lack of stability can quickly unravel progress — one missed rent payment can lead to homelessness, jail, and losing everything.**



A small green seedling with two leaves growing out of dark soil against a dark, misty background. The seedling is positioned in the center of the frame, with its two leaves spread out. The soil is dark and textured, and the background is a dark, hazy green with some light rays filtering through. The overall mood is serene and hopeful.

"THIS SPACE HELPS US BREATHE, CONNECT, AND BEGIN AGAIN."