

Before Starting the CoC Application

The CoC Consolidated Application is made up of two parts: the CoC Application and the CoC Priority Listing, with all of the CoC's project applications either approved and ranked, or rejected. The Collaborative Applicant is responsible for submitting both the CoC Application and the CoC Priority Listing in order for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for:

- Reviewing the FY 2016 CoC Program Competition NOFA in its entirety for specific application and program requirements.

- Using the CoC Application Detailed Instructions while completing the application in e-snaps.

- Answering all questions in the CoC application. It is the responsibility of the Collaborative Applicant to ensure that all imported and new responses in all parts of the application are fully reviewed and completed. When doing this keep in mind:

- This year, CoCs will see that a few responses have been imported from the FY 2015 CoC Application.

- For some of the questions HUD has provided documents to assist Collaborative Applicants in completing responses.

- For other questions, the Collaborative Applicant must be aware of responses provided by project applications in their Project Applications.

- Some questions require the Collaborative Applicant to attach a document to receive credit. This will be identified in the question.

- All questions marked with an asterisk (*) are mandatory and must be completed in order to submit the CoC Application.

For CoC Application Detailed Instructions click [here](#).

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1A-1. CoC Name and Number: CA-611 - Oxnard, San Buenaventura/Ventura County CoC

1A-2. Collaborative Applicant Name: County of Ventura

1A-3. CoC Designation: CA

1A-4. HMIS Lead: County of Ventura Human Services Agency

1B. Continuum of Care (CoC) Engagement

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1B-1. From the list below, select those organizations and persons that participate in CoC meetings.

Then select "Yes" or "No" to indicate if CoC meeting participants are voting members or if they sit on the CoC Board.

Only select "Not Applicable" if the organization or person does not exist in the CoC's geographic area.

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board	Sits on CoC Board
Local Government Staff/Officials	Yes	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
Law Enforcement	Yes	Yes	Yes
Local Jail(s)	Yes	No	Yes
Hospital(s)	Yes	Yes	Yes
EMT/Crisis Response Team(s)	Yes	Yes	Yes
Mental Health Service Organizations	Yes	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes	Yes
Public Housing Authorities	Yes	Yes	Yes
CoC Funded Youth Homeless Organizations	Not Applicable		Not Applicable
Non-CoC Funded Youth Homeless Organizations	Yes	Yes	No
School Administrators/Homeless Liaisons	Yes	Yes	No
CoC Funded Victim Service Providers	Not Applicable		Not Applicable
Non-CoC Funded Victim Service Providers	Yes	Yes	No
Street Outreach Team(s)	Yes	Yes	Yes
Youth advocates	Yes	Yes	Yes
Agencies that serve survivors of human trafficking	Yes	Yes	No
Other homeless subpopulation advocates	Yes	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes	Yes
Department of Veteran's Affairs	Yes	Yes	No
Faith Based Organizations	Yes	Yes	No
Gold Coast Health Plan	Yes	Yes	Yes

Applicant must select Yes, No or Not Applicable for all of the listed organization/person categories in 1B-1.

1B-1a. Describe in detail how the CoC solicits and considers the full range of opinions from individuals or organizations with knowledge of homelessness or an interest in preventing and ending homelessness in the geographic area. Please provide two examples of organizations or individuals from the list in 1B-1 to answer this question.

The Alliance has a Board, 5 committees and workgroups. Invitations to participate and apply for funding are sent through emails & web postings. Meetings are public and compliant with the Brown Act. Staff, providers and advocates attend community, commission and council meetings. The Public Information committee is developing a plan to share information through social media, website & newsletter. Two groups that have been engaged and involved with the CoC include youth advocates (Interface Children & Family Services) and the healthcare system (paramedics, hospitals). Efforts to end youth homelessness and improve partnerships with healthcare providers is shaping CES development and informs VCCoC about the unique needs and capacity of their respective sectors. Youth advocates are active at the Alliance, highlighting the importance of community engagement while healthcare sector is represented on the CoC Board with representatives from American Medical Response & Gold Coast Health Plan.

1B-1b. List Runaway and Homeless Youth (RHY)-funded and other youth homeless assistance providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.

Youth Service Provider (up to 10)	RHY Funded?	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 20, 2016.	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 20, 2016.
Interface Children and Family Services	Yes	Yes	No
Pacific Clinics TAY Tunnel	No	Yes	No
Ventura County Behavioral Health	No	Yes	No
Ventura County Department of Education	No	Yes	No
San Buenaventura Housing Authority--TAY	No	Yes	No
Many Mansions	No	Yes	No

1B-1c. List the victim service providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.

Victim Service Provider for Survivors of Domestic Violence (up to 10)	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 30, 2016	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 30, 2016.
Interface Children and Family Services	Yes	No
Coalition for Family Harmony	Yes	No
Ventura County District Attorney's Office	No	No

1B-2. Explain how the CoC is open to proposals from entities that have not previously received funds in prior CoC Program competitions, even if the CoC is not applying for new projects in 2016. (limit 1000 characters)

The VC CoC actively recruits non-funded entities to encourage program proposals for funding as well as building capacity within the CoC. Such agencies were visited and those that expressed interest in submitting a proposal were provided technical assistance. For the FY16 CoC funding cycle an RFP was released for re-allocated funding and permanent supportive housing bonus funding. The RFP was distributed throughout the CoC Alliance, the United Way, posted on the website as well as a press release. The RFP details were posted on the CoC website: www.venturacoc.org. Factors considered for including new projects: fulfilling RFP criteria, meeting CoC unmet need and priority, low barrier/housing first projects and organizational capacity. A technical workshop was provided for new and renewal applicants and one on one assistance was provided to applicant agencies upon request to ensure applications adhered to NOFA guidelines.

1B-3. How often does the CoC invite new members to join the CoC through a publicly available invitation?

Semi-Annually

1C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. Does the CoC coordinate with Federal, State, Local, private and other entities serving homeless individuals and families and those at risk of homelessness in the planning, operation and funding of projects? Only select "Not Applicable" if the funding source does not exist within the CoC's geographic area.

Funding or Program Source	Coordinates with Planning, Operation and Funding of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	No
Housing and service programs funded through Federal, State and local government resources.	Yes

1C-2. The McKinney-Vento Act, requires CoC's to participate in the Consolidated Plan(s) (Con Plan(s)) for the geographic area served by the CoC. The CoC Program Interim rule at 24 CFR 578.7 (c) (4) requires the CoC to provide information required to complete the Con Plan(s) within the CoC's geographic area, and 24 CFR 91.100(a)(2)(i) and 24 CFR 91.110 (b)(2) requires the State and local Con Plan jurisdiction(s) consult with the CoC. The following chart asks for the information about CoC and Con Plan jurisdiction coordination, as well as CoC and ESG recipient coordination.

CoCs can use the CoCs and Consolidated Plan Jurisdiction Crosswalk to assist in answering this question.

	Number
Number of Con Plan jurisdictions with whom the CoC geography overlaps	6
How many Con Plan jurisdictions did the CoC participate with in their Con Plan development process?	6
How many Con Plan jurisdictions did the CoC provide with Con Plan jurisdiction level PIT data?	6
How many of the Con Plan jurisdictions are also ESG recipients?	2
How many ESG recipients did the CoC participate with to make ESG funding decisions?	2
How many ESG recipients did the CoC consult with in the development of ESG performance standards and evaluation process for ESG funded activities?	2

1C-2a. Based on the responses provided in 1C-2, describe in greater detail how the CoC participates with the Consolidated Plan jurisdiction(s) located in the CoC's geographic area and include the frequency and type of interactions between the CoC and the Consolidated Plan jurisdiction(s). (limit 1000 characters)

Ventura County has a regional ConPlan that includes 5/6 Entitlement Grantees. The CoC assisted Oxnard with their Plan despite not being included in the Regional Plan. This plan identifies regional priorities and establishes the foundation for regional funding, contracting and monitoring. CoC provides PIT and other data for preparation of all ConPlans within the county. Jurisdictions participate in regional planning on homelessness and have representation at the CoC Alliance (quarterly) and Board (monthly). CoC staff attend monthly (2 hour) meetings in each of the 6 Entitlement jurisdictions. The local IACH is the Ventura County Council on Governments (VCOG)-a regional planning body with elected officials from all 10 cities and county receiving quarterly updates on CoC priorities and, during funding cycles, discusses homelessness as a priority in allocating funding. Local governments are in process of adopting a regional MOU around provision of homeless services throughout the County.

1C-2b. Based on the response in 1C-2, describe how the CoC is working with ESG recipients to determine local ESG funding decisions and how the CoC assists in the development of performance standards and evaluation of outcomes for ESG-funded activities. (limit 1000 characters)

The CoC partners with the City of Oxnard, County of Ventura and State of California on ESG funding allocation and performance plans. CoC staff manage ESG funding allocated to the County of Ventura and passed through by the State of California. The City of Oxnard staff participate in CoC committees, vote to elect and sit on the CoC Board. The CoC Data Performance & Evaluation committee has CoC and ESG staff and providers participating in establishing written standards, evaluating performance data and ranking projects for funding allocations. CoC and ESG providers are held to the same standards by grantees that require participation in HMIS & coordinated entry & adoption of best practices. CoC and ESG providers are contributing to system performance data and involved in strategies to improve overall system performance which inform funding priorities. City-level PIT data is provided to ESG recipients to inform local recommendations that are reviewed and endorsed by the CoC Board.

1C-3. Describe how the CoC coordinates with victim service providers and non-victim service providers (CoC Program funded and non-CoC funded) to ensure that survivors of domestic violence are provided housing and services that provide and maintain safety and security. Responses must address how the service providers ensure and maintain the safety and security of participants and how client choice is upheld. (limit 1000 characters)

Homeless service providers within the CoC work with victim service providers

(VSP) to coordinate safety planning including shelter placement and rapid rehousing assistance. Two VSP within the county have 24 hour hotlines to provide crisis counseling, needs assessment and safety planning. The VSP operate two shelters and limited transitional housing for families fleeing domestic violence. When a household presents directly to a DV provider, the household is referred to the most appropriate shelter or service provider. Service matching and delivery is tailored to the needs of the household. While the safety of the family is the most immediate concern, a permanent housing plan quickly follows. Families fleeing domestic violence are prioritized for CoC/ESG funded programs. For confidentiality purposes, DV agencies are not integrated into the HMIS system; however, they do submit aggregate data as requested by the CoC and participate in the annual homeless persons count.

1C-4. List each of the Public Housing Agencies (PHAs) within the CoC's geographic area. If there are more than 5 PHAs within the CoC's geographic area, list the 5 largest PHAs. For each PHA, provide the percentage of new admissions that were homeless at the time of admission between July 1, 2015 and June 30, 2016 and indicate whether the PHA has a homeless admissions preference in its Public Housing and/or Housing Choice Voucher (HCV) program.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program from 7/1/15 to 6/30/16 who were homeless at entry	PHA has General or Limited Homeless Preference
Housing Authority of City of San Buenaventura	50.00%	Yes-Both
Area Housing Authority of Ventura County	13.50%	Yes-HCV
Oxnard Housing Authority	2.00%	Yes-HCV
Santa Paula Housing Authority	0.00%	No
Port Hueneume Housing Authority	0.00%	No

If you select "Yes--Public Housing," "Yes--HCV," or "Yes--Both" for "PHA has general or limited homeless preference," you must attach documentation of the preference from the PHA in order to receive credit.

**1C-5. Other than CoC, ESG, Housing Choice Voucher Programs and Public Housing, describe other subsidized or low-income housing opportunities that exist within the CoC that target persons experiencing homelessness.
(limit 1000 characters)**

VC CoC Housing & Services committee is working with housing providers to implement preferences for homeless individuals & families. The CalWORKs Housing Support Program (CHSP) provides substantial funding for rapid rehousing assistance for families with children. HPRP assistance is funded by Ventura County general fund. Mental Health Services Act (MHSA) funding is utilized for housing and supportive services for individuals and families with serious mental health needs. The nonprofit housing developers within the county are increasingly setting aside units for homeless individuals and families. The Ventura Housing Trust Fund provides priority funding to projects that have

dedicated units for homeless persons. Other sources include: HOPWA, CA Veterans Housing Bond; CA Multifamily Housing Program; LIHTC; HOME; CDBG; PATH funding. EFSP and private prevention dollars are being utilized for rental assistance. Board and Care, sober living and Home Share also assist this population.

1C-6. Select the specific strategies implemented by the CoC to ensure that homelessness is not criminalized in the CoC's geographic area. Select all that apply.

Engaged/educated local policymakers:	<input checked="checked" type="checkbox"/>
Engaged/educated law enforcement:	<input checked="checked" type="checkbox"/>
Implemented communitywide plans:	<input checked="checked" type="checkbox"/>
No strategies have been implemented	<input type="checkbox"/>
Other:(limit 1000 characters)	
Engaged/educated probation services	<input checked="checked" type="checkbox"/>
Engaged/educated public defender office	<input checked="checked" type="checkbox"/>
Engaged/educated businesses	<input checked="checked" type="checkbox"/>

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Select the system(s) of care within the CoC's geographic area for which there is a discharge policy in place that is mandated by the State, the CoC, or another entity for the following institutions? Check all that apply.

Foster Care:	<input checked="checked" type="checkbox"/>
Health Care:	<input checked="checked" type="checkbox"/>
Mental Health Care:	<input checked="checked" type="checkbox"/>
Correctional Facilities:	<input checked="checked" type="checkbox"/>
None:	<input type="checkbox"/>

1D-2. Select the system(s) of care within the CoC's geographic area with which the CoC actively coordinates with to ensure institutionalized persons that have resided in each system of care for longer than 90 days are not discharged into homelessness. Check all that apply.

Foster Care:	<input checked="checked" type="checkbox"/>
Health Care:	<input checked="checked" type="checkbox"/>
Mental Health Care:	<input checked="checked" type="checkbox"/>
Correctional Facilities:	<input checked="checked" type="checkbox"/>
None:	<input type="checkbox"/>

1D-2a. If the applicant did not check all boxes in 1D-2, explain why there is no coordination with the institution(s) that were not selected and explain how the CoC plans to coordinate with the institution(s) to ensure persons

**discharged are not discharged into homelessness.
(limit 1000 characters)**

Not applicable

1E. Centralized or Coordinated Assessment (Coordinated Entry)

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

The CoC Program Interim Rule requires CoCs to establish a Centralized or Coordinated Assessment System which HUD refers to as the Coordinated Entry Process. Based on the recent Coordinated Entry Policy Brief, HUD's primary goals for the coordinated entry process are that assistance be allocated as effectively as possible and that it be easily accessible no matter where or how people present for assistance.

**1E-1. Explain how the CoC's coordinated entry process is designed to identify, engage, and assist homeless individuals and families that will ensure those who request or need assistance are connected to proper housing and services.
(limit 1000 characters)**

Pathways to Home (PTH) is a CES utilizing HMIS to assist with allocation & prioritization of resources for persons experiencing homelessness. PTH includes funded & unfunded providers in our local CoC which includes outreach, day services, shelter, transitional housing, homeless prevention & permanent housing options. All participating agencies agree to CoC policies & procedures, & commit to client-centered, housing focused programs. The goal of PTH is to identify, engage and use the VI-SPDAT to prioritize and match persons with appropriate services. The VC CoC is engaging all partners including cities, law enforcement, housing, healthcare, DV & youth providers to give input on the development of PTH. To shorten the LOT homeless and increase exits to PH, PTH will continue to work to engage the most vulnerable that are less likely to engage on their own. PTH also serves to drive improved System Performance Measures for our local CoC.

1E-2. CoC Program and ESG Program funded projects are required to participate in the coordinated entry process, but there are many other organizations and individuals who may participate but are not required to do so. From the following list, for each type of organization or individual, select all of the applicable checkboxes that indicate how that organization or individual participates in the CoC's coordinated entry process. If there are other organizations or persons who participate but are not on this list, enter the information in the blank text box, click "Save" at the bottom of

the screen, and then select the applicable checkboxes.

Organization/Person Categories	Participate s in Ongoing Planning and Evaluation	Makes Referrals to the Coordinate d Entry Process	Receives Referrals from the Coordinate d Entry Process	Operates Access Point for Coordinate d Entry Process	Participate s in Case Conferenci ng	Does not Participate	Does not Exist
Local Government Staff/Officials	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CDBG/HOME/Entitlement Jurisdiction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Law Enforcement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local Jail(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospital(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMT/Crisis Response Team(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental Health Service Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substance Abuse Service Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affordable Housing Developer(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Housing Authorities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-CoC Funded Youth Homeless Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Administrators/Homeless Liaisons	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-CoC Funded Victim Service Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street Outreach Team(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homeless or Formerly Homeless Persons	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Veteran Service Providers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Faith based organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1F. Continuum of Care (CoC) Project Review, Ranking, and Selection

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1F-1. For all renewal project applications submitted in the FY 2016 CoC Program Competition complete the chart below regarding the CoC's review of the Annual Performance Report(s).

How many renewal project applications were submitted in the FY 2016 CoC Program Competition?	18
How many of the renewal project applications are first time renewals for which the first operating year has not expired yet?	3
How many renewal project application APRs were reviewed by the CoC as part of the local CoC competition project review, ranking, and selection process for the FY 2016 CoC Program Competition?	15
Percentage of APRs submitted by renewing projects within the CoC that were reviewed by the CoC in the 2016 CoC Competition?	100.00%

1F-2 - In the sections below, check the appropriate box(es) for each selection to indicate how project applications were reviewed and ranked for the FY 2016 CoC Program Competition. Written documentation of the CoC's publicly announced Rating and Review procedure must be attached.

Performance outcomes from APR reports/HMIS:	
% permanent housing exit destinations	<input checked="" type="checkbox"/>
% increases in income	<input checked="" type="checkbox"/>

Monitoring criteria:	
Utilization rates	<input checked="" type="checkbox"/>
Drawdown rates	<input checked="" type="checkbox"/>
Frequency or Amount of Funds Recaptured by HUD	<input checked="" type="checkbox"/>

Need for specialized population services:

Youth	<input checked="" type="checkbox"/>
Victims of Domestic Violence	<input checked="" type="checkbox"/>
Families with Children	<input checked="" type="checkbox"/>
Persons Experiencing Chronic Homelessness	<input checked="" type="checkbox"/>
Veterans	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

1F-2a. Describe how the CoC considered the severity of needs and vulnerabilities of participants that are, or will be, served by the project applications when determining project application priority. (limit 1000 characters)

The CoC Data Performance & Evaluation Committee reviewed new and renewal projects for severity of needs and vulnerabilities of the target populations of each project. New and Renewal projects were scored on their commitment to following local standards including low barrier, housing first and local prioritization standards. Projects serving CH Individuals and Families with the longest history of homelessness and the most severe service needs were given weighted performance consideration. Projects serving or proposing to serve higher percentages of persons coming directly from the street were prioritized. In addition to evaluating APRs, the committee reviewed agency and program policies and procedures. For programs where performance was impacted by population served (youth), the committee and board discussed this concern and prioritized projects accordingly.

1F-3. Describe how the CoC made the local competition review, ranking, and selection criteria publicly available, and identify the public medium(s) used and the date(s) of posting. Evidence of the public posting must be attached. (limit 750 characters)

CoC ranking & review process includes committee & board review with input from providers, advocates & public. All meetings are public and posted on www.venturacoc.org. CoC staff requested Letters of Interest (LOI) from renewal applicants beginning in May 2016. LOI submittal requested APRs, agency/program policies & procedures and program cost data. LOIs were analyzed by staff/Data Committee & recommendations were presented to the CoC Board on 6/8, 7/13 & 8/10. RFP for PSH bonus funding was released on 7/6. Decisions to reallocate a TH project was made on 7/13 and an RFP was released on 7/14 for reallocated funding and shared at CoC Alliance mtg on 7/21. All communication was shared with the full distribution list & posted on the website.

1F-4. On what date did the CoC and Collaborative Applicant publicly post all parts of the FY 2016 CoC Consolidated Application that included the final project application ranking? (Written documentation of the public posting, with the date of the posting clearly visible, must be attached. In addition, evidence of communicating decisions to the CoC's full membership must be attached). 09/07/2016

1F-5. Did the CoC use the reallocation process in the FY 2016 CoC Program Competition to reduce or reject projects for the creation of new projects? (If the CoC utilized the reallocation process, evidence of the public posting of the reallocation process must be attached.) Yes

1F-5a. If the CoC rejected project application(s), on what date did the CoC and Collaborative Applicant notify those project applicants that their project application was rejected? (If project applications were rejected, a copy of the written notification to each project applicant must be attached.) 08/10/2016

1F-6. In the Annual Renewal Demand (ARD) is the CoC's FY 2016 CoC's FY 2016 Priority Listing equal to or less than the ARD on the final HUD-approved FY2016 GIW? Yes

1G. Continuum of Care (CoC) Addressing Project Capacity

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1G-1. Describe how the CoC monitors the performance of CoC Program recipients. (limit 1000 characters)

The CoC has developed a monitoring tool for recipients of CoC and ESG funding to review utilization rates, housing stability, participant eligibility, length of time homeless, destination at program exit, increase in employment and non-employment cash income, connection to mainstream benefits & implementation of low barrier and housing first approaches. The CoC Data Committee assists with review of system performance data working with other committees and providers to strategize improvement. The CoC has adopted an MOU that all partner agencies will sign that details the responsibilities of Collaborative Applicant (CA) staff and all partner agencies (funded & non-funded). This agreement holds agencies accountable for sharing APRs, reports on eLOCCS drawdowns & grant amendments with the CA. CA staff conduct on-site & desk monitoring and hold capacity building and technical assistance sessions for all agencies.

1G-2. Did the Collaborative Applicant include Yes
accurately completed and appropriately
signed form HUD-2991(s) for all project
applications submitted on the CoC Priority
Listing?

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2A-1. Does the CoC have a Governance Charter that outlines the roles and responsibilities of the CoC and the HMIS Lead, either within the Charter itself or by reference to a separate document like an MOU/MOA? In all cases, the CoC's Governance Charter must be attached to receive credit, In addition, if applicable, any separate document, like an MOU/MOA, must also be attached to receive credit. Yes

2A-1a. Include the page number where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document referenced in 2A-1. In addition, in the textbox indicate if the page number applies to the CoC's attached governance charter or attached MOU/MOA. 3-6

2A-2. Does the CoC have a HMIS Policies and Procedures Manual? If yes, in order to receive credit the HMIS Policies and Procedures Manual must be attached to the CoC Application. Yes

2A-3. Are there agreements in place that outline roles and responsibilities between the HMIS Lead and the Contributing HMIS Organization (CHOs)? Yes

2A-4. What is the name of the HMIS software ServicePoint

used by the CoC (e.g., ABC Software)?

2A-5. What is the name of the HMIS software vendor (e.g., ABC Systems)? Bowman Systems

2B. Homeless Management Information System (HMIS) Funding Sources

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2B-1. Select the HMIS implementation Single CoC coverage area:

* 2B-2. In the charts below, enter the amount of funding from each funding source that contributes to the total HMIS budget for the CoC.

2B-2.1 Funding Type: Federal - HUD

Funding Source	Funding
CoC	\$240,778
ESG	\$0
CDBG	\$0
HOME	\$0
HOPWA	\$0
Federal - HUD - Total Amount	\$240,778

2B-2.2 Funding Type: Other Federal

Funding Source	Funding
Department of Education	\$0
Department of Health and Human Services	\$0
Department of Labor	\$0
Department of Agriculture	\$0
Department of Veterans Affairs	\$0
Other Federal	\$0
Other Federal - Total Amount	\$0

2B-2.3 Funding Type: State and Local

Funding Source	Funding
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City	\$0
County	\$164,085
State	\$0
State and Local - Total Amount	\$164,085

2B-2.4 Funding Type: Private

Funding Source	Funding
Individual	\$0
Organization	\$0
Private - Total Amount	\$0

2B-2.5 Funding Type: Other

Funding Source	Funding
Participation Fees	\$18,200
Other - Total Amount	\$18,200

2B-2.6 Total Budget for Operating Year	\$423,063
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2C. Homeless Management Information System (HMIS) Bed Coverage

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2C-1. Enter the date the CoC submitted the 2016 HIC data in HDX, (mm/dd/yyyy): 04/27/2016

2C-2. Per the 2016 Housing Inventory Count (HIC) Indicate the number of beds in the 2016 HIC and in HMIS for each project type within the CoC. If a particular project type does not exist in the CoC then enter "0" for all cells in that project type.

Project Type	Total Beds in 2016 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	95	49	40	86.96%
Safe Haven (SH) beds	10	0	10	100.00%
Transitional Housing (TH) beds	269	15	229	90.16%
Rapid Re-Housing (RRH) beds	374	0	374	100.00%
Permanent Supportive Housing (PSH) beds	517	0	471	91.10%
Other Permanent Housing (OPH) beds	0	0	0	

2C-2a. If the bed coverage rate for any project type is below 85 percent, describe how the CoC plans to increase the bed coverage rate for each of these project types in the next 12 months. (limit 1000 characters)

not applicable

2C-3. If any of the project types listed in question 2C-2 above have a coverage rate below 85 percent, and some or all of these rates can be attributed to beds covered by one of the following program types, please indicate that here by selecting all that apply from the list below.

VA Grant per diem (VA GPD):	<input type="checkbox"/>
VASH:	<input type="checkbox"/>

Faith-Based projects/Rescue mission:	<input type="checkbox"/>
Youth focused projects:	<input type="checkbox"/>
Voucher beds (non-permanent housing):	<input type="checkbox"/>
HOPWA projects:	<input type="checkbox"/>
Not Applicable:	<input type="checkbox"/>

2C-4. How often does the CoC review or assess its HMIS bed coverage? Semi-Annually

2D. Homeless Management Information System (HMIS) Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2D-1. Indicate the percentage of unduplicated client records with null or missing values and the percentage of "Client Doesn't Know" or "Client Refused" within the last 10 days of January 2016.

Universal Data Element	Percentage Null or Missing	Percentage Client Doesn't Know or Refused
3.1 Name	0%	0%
3.2 Social Security Number	6%	2%
3.3 Date of birth	4%	0%
3.4 Race	4%	2%
3.5 Ethnicity	6%	1%
3.6 Gender	0%	0%
3.7 Veteran status	4%	1%
3.8 Disabling condition	0%	1%
3.9 Residence prior to project entry	2%	1%
3.10 Project Entry Date	0%	0%
3.11 Project Exit Date	0%	0%
3.12 Destination	0%	6%
3.15 Relationship to Head of Household	0%	2%
3.16 Client Location	1%	0%
3.17 Length of time on street, in an emergency shelter, or safe haven	2%	1%

2D-2. Identify which of the following reports your HMIS generates. Select all that apply:

CoC Annual Performance Report (APR):	<input checked="" type="checkbox"/>
ESG Consolidated Annual Performance and Evaluation Report (CAPER):	<input checked="" type="checkbox"/>
Annual Homeless Assessment Report (AHAR) table shells:	<input checked="" type="checkbox"/>
System Performance Data reports	<input checked="" type="checkbox"/>

None	<input type="checkbox"/>
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2D-3. If you submitted the 2016 AHAR, how many AHAR tables (i.e., ES-ind, ES-family, etc) were accepted and used in the last AHAR?

12

2D-4. How frequently does the CoC review data quality in the HMIS?

Quarterly

2D-5. Select from the dropdown to indicate if standardized HMIS data quality reports are generated to review data quality at the CoC level, project level, or both.

Both Project and CoC

2D-6. From the following list of federal partner programs, select the ones that are currently using the CoC's HMIS.

VA Supportive Services for Veteran Families (SSVF):	<input type="checkbox"/>
VA Grant and Per Diem (GPD):	<input checked="" type="checkbox"/>
Runaway and Homeless Youth (RHY):	<input checked="" type="checkbox"/>
Projects for Assistance in Transition from Homelessness (PATH):	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

**2D-6a. If any of the Federal partner programs listed in 2D-6 are not currently entering data in the CoC's HMIS and intend to begin entering data in the next 12 months, indicate the Federal partner program and the anticipated start date.
(limit 750 characters)**

SSVF provider covers LA county, Santa Barbara County and Ventura County. SSVF/Salvation Army began entering data into Santa Barbara HMIS for Ventura and Santa Barbara County and has now agreed to use the Ventura County

HMIS. Santa Barbara has provided reports to VC CoC for SSVF program.

2E. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

The data collected during the PIT count is vital for both CoC's and HUD. HUD needs accurate data to understand the context and nature of homelessness throughout the country, and to provide Congress and the Office of Management and Budget (OMB) with information regarding services provided, gaps in service, and performance. Accurate, high quality data is vital to inform Congress' funding decisions.

2E-1. Did the CoC approve the final sheltered PIT count methodology for the 2016 sheltered PIT count? Yes

2E-2. Indicate the date of the most recent sheltered PIT count:
(mm/dd/yyyy) 01/26/2016

2E-2a. If the CoC conducted the sheltered PIT count outside of the last 10 days of January 2016, was an exception granted by HUD? Not Applicable

2E-3. Enter the date the CoC submitted the sheltered PIT count data in HDX:
(mm/dd/yyyy) 04/27/2016

2F. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Methods

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2F-1. Indicate the method(s) used to count sheltered homeless persons during the 2016 PIT count:

Complete Census Count:	<input checked="" type="checkbox"/>
Random sample and extrapolation:	<input type="checkbox"/>
Non-random sample and extrapolation:	<input type="checkbox"/>
	<input type="checkbox"/>

2F-2. Indicate the methods used to gather and calculate subpopulation data for sheltered homeless persons:

HMIS:	<input checked="" type="checkbox"/>
HMIS plus extrapolation:	<input type="checkbox"/>
Interview of sheltered persons:	<input checked="" type="checkbox"/>
Sample of PIT interviews plus extrapolation:	<input type="checkbox"/>
	<input type="checkbox"/>

2F-3. Provide a brief description of your CoC's sheltered PIT count methodology and describe why your CoC selected its sheltered PIT count methodology. (limit 1000 characters)

The sheltered count included the number of persons and households sleeping in emergency shelters, safe haven and transitional housing programs which were reported on the Housing Inventory Chart (HIC). In addition, persons

staying in hotels or motels with financial assistance from an agency were included in the sheltered count.

HMIS was utilized to report on persons receiving shelter on the night of the point in time count. A data collection instrument was used to collect the number of occupied beds and the number of persons for each subpopulation for programs not currently participating in HMIS. For select programs not using HMIS for data collection, the programs completed the same questionnaire as the unsheltered count and completed reports outside of HMIS.

2F-4. Describe any change in methodology from your sheltered PIT count in 2015 to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to the implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the PIT count). (limit 1000 characters)

No changes

2F-5. Did your CoC change its provider coverage in the 2016 sheltered count? No

2F-5a. If "Yes" in 2F-5, then describe the change in provider coverage in the 2016 sheltered count. (limit 750 characters)

No changes

2G. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2G-1. Indicate the methods used to ensure the quality of the data collected during the sheltered PIT count:

Training:	<input checked="" type="checkbox"/>
Follow-up:	<input checked="" type="checkbox"/>
HMIS:	<input checked="" type="checkbox"/>
Non-HMIS de-duplication techniques:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

2G-2. Describe any change to the way your CoC implemented its sheltered PIT count from 2015 to 2016 that would change data quality, including changes to training volunteers and inclusion of any partner agencies in the sheltered PIT count planning and implementation, if applicable. Do not include information on changes to actual sheltered PIT count methodology (e.g. change in sampling or extrapolation methods). (limit 1000 characters)

no changes

2H. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

HUD requires CoCs to conduct an unsheltered PIT count every 2 years (biennially) during the last 10 days in January; however, HUD also strongly encourages CoCs to conduct the unsheltered PIT count annually at the same time that they conduct annual sheltered PIT counts. HUD required CoCs to conduct the last biennial PIT count during the last 10 days in January 2015.

2H-1. Did the CoC approve the final unsheltered PIT count methodology for the most recent unsheltered PIT count? Yes

2H-2. Indicate the date of the most recent unsheltered PIT count (mm/dd/yyyy): 01/26/2016

2H-2a. If the CoC conducted the unsheltered PIT count outside of the last 10 days of January 2016, or most recent count, was an exception granted by HUD? Not Applicable

2H-3. Enter the date the CoC submitted the unsheltered PIT count data in HDX (mm/dd/yyyy): 04/27/2016

2I. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Methods

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2I-1. Indicate the methods used to count unsheltered homeless persons during the 2016 or most recent PIT count:

Night of the count - complete census:	<input checked="checked" type="checkbox"/>
Night of the count - known locations:	<input checked="checked" type="checkbox"/>
Night of the count - random sample:	<input type="checkbox"/>
Service-based count:	<input checked="checked" type="checkbox"/>
HMIS:	<input type="checkbox"/>
	<input type="checkbox"/>

2I-2. Provide a brief description of your CoC's unsheltered PIT count methodology and describe why your CoC selected this unsheltered PIT count methodology. (limit 1000 characters)

A homeless count and subpopulation survey instrument was used to gather unsheltered data by counters. The instrument focused on gathering responses that were used to create a unique identifier and to determine the number of persons for each subpopulation required by HUD. During the count, volunteers were required to collect the following information concerning every homeless person counted: first initial of first name, first initial of last name, gender, race, age by code, and birth state. The information for each encounter was input into a data base. The information was used to create an identifier for each person. If the same identifier appeared more than once, it was assumed that this was the same person and the person would only be counted once. This methodology was used to maintain consistency with previous PIT counts and because it has proven to be reliable over the past 10 years.

2I-3. Describe any change in methodology from your unsheltered PIT count in 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the count). (limit 1000 characters)

There were no changes in methodology from the unsheltered PIT count in 2015 to 2016.

2I-4. Has the CoC taken extra measures to identify unaccompanied homeless youth in the PIT count? Yes

2I-4a. If the response in 2I-4 was "no" describe any extra measures that are being taken to identify youth and what the CoC is doing for homeless youth. (limit 1000 characters)

not-applicable

2J. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2J-1. Indicate the steps taken by the CoC to ensure the quality of the data collected for the 2016 unsheltered PIT count:

Training:	<input checked="checked" type="checkbox"/>
"Blitz" count:	<input type="checkbox"/>
Unique identifier:	<input checked="checked" type="checkbox"/>
Survey questions:	<input checked="checked" type="checkbox"/>
Enumerator observation:	<input checked="checked" type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

2J-2. Describe any change to the way the CoC implemented the unsheltered PIT count from 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016 that would affect data quality. This includes changes to training volunteers and inclusion of any partner agencies in the unsheltered PIT count planning and implementation, if applicable. Do not include information on changes in actual methodology (e.g. change in sampling or extrapolation method). (limit 1000 characters)

In order to improve data collection, a training for volunteer leaders was conducted that emphasized the importance to collect data for all questions in order to ensure that everyone counted was homeless and that accurate subpopulation can be collected, entered, analyzed, and reported to the CoC and to HUD in the Point-in-Time Chart. Also, there was improved training of data collection for chronic homelessness because of HUD's recent change to the definition of chronic homelessness. Thus, the quality of data information collected to determine chronic homelessness, particularly, disabling condition,

was improved.

3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3A-1. Performance Measure: Number of Persons Homeless - Point-in-Time Count.

* 3A-1a. Change in PIT Counts of Sheltered and Unsheltered Homeless Persons

Using the table below, indicate the number of persons who were homeless at a Point-in-Time (PIT) based on the 2015 and 2016 PIT counts as recorded in the Homelessness Data Exchange (HDX).

	2015 PIT (for unsheltered count, most recent year conducted)	2016 PIT	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	1,417	1,271	-146
Emergency Shelter Total	304	306	2
Safe Haven Total	11	10	-1
Transitional Housing Total	145	178	33
Total Sheltered Count	460	494	34
Total Unsheltered Count	957	777	-180

3A-1b. Number of Sheltered Persons Homeless - HMIS.

Using HMIS data, enter the number of homeless persons who were served in a sheltered environment between October 1, 2014 and September 30, 2015 for each category provided.

	Between October 1, 2014 and September 30, 2015
Universe: Unduplicated Total sheltered homeless persons	1,399
Emergency Shelter Total	1,049
Safe Haven Total	52
Transitional Housing Total	342

3A-2. Performance Measure: First Time Homeless.

Describe the CoC's efforts to reduce the number of individuals and families who become homeless for the first time. Specifically, describe what the CoC is doing to identify risk factors of becoming homeless.

(limit 1000 characters)

A county-wide homeless prevention strategy is being implemented that includes evaluating data and examining specific risk factors. Assessment data is examined by looking at risk factors with mainstream and prevention assistance providers that include loss of income, history of residential instability sudden death or illness, utility shutoffs, etc. Strategic steps focus on shelter diversion by stabilizing household in current housing or temporarily sharing housing with other supports until the household is ready to obtain and maintain permanent housing. Steps also include links to temporary or ongoing supports and case management if needed. Temporary support may include one-time or short-term rental and/or utility assistance and participation in employment services. Supports may include mainstream resources and on-the-job training. Case management, if desired, may be short-term. The overall goal is to stabilize the household and prepare a plan if another housing crisis occurs.

3A-3. Performance Measure: Length of Time Homeless.

Describe the CoC's efforts to reduce the length of time individuals and families remain homeless. Specifically, describe how your CoC has reduced the average length of time homeless, including how the CoC identifies and houses individuals and families with the longest lengths of time homeless.

(limit 1000 characters)

Data committee reviews LOT homeless and works with providers to implement strategies to reduce LOT homeless. Specific efforts currently used to track include the CES which incorporates the VI-SPDAT which records LOT homeless for unsheltered clients. CES is supported by HMIS and LOT for sheltered clients is tracked by looking at entrances and exits. Providers meet and use priority listing that uses LOT and vulnerability to match households to PSH. A CES Case Conferencing group meets to case conference and match services. Families are identified and prioritized for RRH and non-CH veterans are identified and prioritized for SSVF assistance and CH veterans for HUD-VASH vouchers. CoC continues to increase PSH beds and RRH assistance through federal, state, and county funding sources, private sources and reallocation of CoC funds. RRH assistance and housing navigation are priorities for ESG recipients because data analyzed from CoC and ESG funded revealed the need to set these priorities.

*** 3A-4. Performance Measure: Successful Permanent Housing Placement or Retention.**

In the next two questions, CoCs must indicate the success of its projects in placing persons from its projects into permanent housing.

3A-4a. Exits to Permanent Housing Destinations:
Fill in the chart to indicate the extent to which projects exit program

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participants into permanent housing (subsidized or non-subsidized) or the retention of program participants in CoC Program-funded permanent supportive housing.

	Between October 1, 2014 and September 30, 2015
Universe: Persons in SSO, TH and PH-RRH who exited	243
Of the persons in the Universe above, how many of those exited to permanent destinations?	211
% Successful Exits	86.83%

3A-4b. Exit To or Retention Of Permanent Housing:
In the chart below, CoCs must indicate the number of persons who exited from any CoC funded permanent housing project, except rapid re-housing projects, to permanent housing destinations or retained their permanent housing between October 1, 2014 and September 31, 2015.

	Between October 1, 2014 and September 30, 2015
Universe: Persons in all PH projects except PH-RRH	235
Of the persons in the Universe above, indicate how many of those remained in applicable PH projects and how many of those exited to permanent destinations?	225
% Successful Retentions/Exits	95.74%

3A-5. Performance Measure: Returns to Homelessness: Describe the CoCs efforts to reduce the rate of individuals and families who return to homelessness. Specifically, describe strategies your CoC has implemented to identify and minimize returns to homelessness, and demonstrate the use of HMIS or a comparable database to monitor and record returns to homelessness. (limit 1000 characters)

Strategies include: 1) adopting low barrier & housing first strategies to minimize returns to homelessness; 2) providing wrap-around services with case management after households obtain PH to help maintain housing; 3) developing landlord liaison relationships as 1st point of contact for tenant issues and serve as mediator as needed; and 4) identifying individuals and families who return to homelessness through HMIS which creates a unique identifier upon entry. HMIS Lead Agency runs reports for all project types and one measurement is tracking the percentage of households that return to homelessness after exiting to PH. These reports are reviewed by CoC Data Committee and case managers to help minimize returns to homelessness by looking for patterns that may indicate that households are returning to homelessness after certain projects place persons in PH or returning to homelessness after obtaining housing with family and friends. Improvements are implemented.

3A-6. Performance Measure: Job and Income Growth.
Performance Measure: Job and Income Growth. Describe the CoC's

**specific strategies to assist CoC Program-funded projects to increase program participants' cash income from employment and non-employment non-cash sources.
(limit 1000 characters)**

The CoC Housing and Services committee is focused on income sustainability by building partnerships and tracking increases in income across the system. Each person that enters a residential component of the CoC is assessed for employment, income & benefits. A case manager helps secure services and skills needed for employable residents as noted in 3A-6a. Case managers help provide transportation, complete paperwork, and assist residents with follow-up to ensure benefits are received and maintained for non-employment cash income such as SSDI and non-cash benefits. SOAR trained staff expedite access to SSDI for homeless with mental illness or co-occurring substance abuse. Residents that are not employable are helped with non-cash benefits through Ventura County Human Services Agency with countywide locations, including CalWorks, CalFresh, & Medi-Cal. If denied benefits, providers assist with the appeal process for denied benefits.

**3A-6a. Describe how the CoC is working with mainstream employment organizations to aid homeless individuals and families in increasing their income.
(limit 1000 characters)**

CoC providers partner with County Human Services Agency programs including CalWorks Department and 4 America's Job and Career Centers countywide for employment services. Other resources for subsidized and free job training include State of CA Employment Development Division and Youth Employment Program. Goodwill Industries operates programs geared toward homeless reentering workforce. 100% of CoC providers connect individuals and families that are able to work with employment and job training resources. CoC Providers also working individually with clients to assess and help overcome barriers to employment with goal of increasing income to help obtain and maintain housing.

**3A-7. What was the the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoC's unsheltered PIT count?
(limit 1000 characters)**

As noted in 3A-7b below, all cities and much of unincorporated areas of the county were included in 2016 unsheltered count. Areas not included are uninhabitable and beyond a reasonable daily walking range to habitable areas. Outreach teams service habitable areas and engage unsheltered persons by entering them into a CES by administering the VI-SPDAT to determine chronicity and medical vulnerability of homeless persons and identify the best support and housing that fit their needs. A housing first approach is used to remove barriers to obtain housing. Thus, those persons who are least likely to apply for housing in the absence of special outreach are engaged in housing placement activities with several agencies regardless of disability, sex, age, etc. They are also informed of their rights and remedies under applicable laws and any impediments are reported to the jurisdiction that provided certification of consistency with the Consolidated Plan per 24 CFR 578.93(c).

3A-7a. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. disasters)? Yes

3A-7b. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. deserts, wilderness, etc.)?
(limit 1000 characters)

Ventura County's is made up of 53% national forest land, 20% urban and the remainder agricultural land. The county was divided into Red, Yellow, or Green Areas. Red Areas were defined as areas where there were no homeless persons as determined by local community representatives and stakeholders. Yellow Areas were defined as areas where only professional outreach workers would go. These areas may prove too difficult to cover and/or unsafe for volunteer counters. Prior to the count, local professional representatives involved in the homeless count such as law enforcement or street outreach workers verified if homeless persons lived in these areas. Few areas were noted as yellow and all yellow areas were included in the count. Green Areas were defined as areas where homeless persons can be found as determined by local community representatives. All cities and much of the unincorporated areas of the county were designated as green areas.

3A-8. Enter the date the CoC submitted the system performance measure data into HDX. 08/12/2016
The System Performance Report generated by HDX must be attached.
(mm/dd/yyyy)

3A-8a. If the CoC was unable to submit their System Performance Measures data to HUD via the HDX by the deadline, explain why and describe what specific steps they are taking to ensure they meet the next HDX submission deadline for System Performance Measures data.
(limit 1500 characters)

not-applicable

3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Objective 1: Ending Chronic Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

To end chronic homelessness by 2017, HUD encourages three areas of focus through the implementation of Notice CPD 14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status.

1. Targeting persons with the highest needs and longest histories of homelessness for existing and new permanent supportive housing;
2. Prioritizing chronically homeless individuals, youth and families who have the longest histories of homelessness; and
3. The highest needs for new and turnover units.

3B-1.1. Compare the total number of chronically homeless persons, which includes persons in families, in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT Count of sheltered and unsheltered chronically homeless persons	515	286	-229
Sheltered Count of chronically homeless persons	10	32	22
Unsheltered Count of chronically homeless persons	505	254	-251

**3B-1.1a. Using the "Differences" calculated in question 3B-1.1 above, explain the reason(s) for any increase, or no change in the overall TOTAL number of chronically homeless persons in the CoC, as well as the change in the unsheltered count, as reported in the PIT count in 2016 compared to 2015.
(limit 1000 characters)**

not-applicable because there was an overall decrease in the total PIT count of sheltered and unsheltered CH persons.

3B-1.2. Compare the total number of PSH beds (CoC Program and non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count, as compared to those identified on the 2015 Housing Inventory Count.

	2015	2016	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC.	237	295	58

3B-1.2a. Explain the reason(s) for any increase, or no change in the total number of PSH beds (CoC program funded or non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count compared to those identified on the 2015 Housing Inventory Count. (limit 1000 characters)

Dedicated CH beds increased in 2016 HIC because of an increased effort in prioritizing turnover beds for CH persons. Projects have dedicated more units to the CH population upon turnover of those beds and are increasing capturing this data in HMIS for non-CoC funded projects.

3B-1.3. Did the CoC adopt the Orders of Priority into their standards for all CoC Program funded PSH as described in Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status?

Yes

3B-1.3a. If "Yes" was selected for question 3B-1.3, attach a copy of the CoC's written standards or other evidence that clearly shows the incorporation of the Orders of Priority in Notice CPD 14-012 and indicate the page(s) for all documents where the Orders of Priority are found.

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3B-1.4. Is the CoC on track to meet the goal of ending chronic homelessness by 2017?

No

This question will not be scored.

3B-1.4a. If the response to question 3B-1.4 was “Yes” what are the strategies that have been implemented by the CoC to maximize current resources to meet this goal? If “No” was selected, what resources or technical assistance will be implemented by the CoC to reach to goal of ending chronically homelessness by 2017? (limit 1000 characters)

Ventura County CoC is prioritizing PSH beds for chronically homeless persons and continues to increase the number of units that are filled through the prioritization process. The VC CoC Housing and Services Committee is working with service and housing providers to formulate a plan for increasing units dedicated to chronically homeless persons. The VC CoC is also using Planning Grant funding for technical assistance around increasing landlord partnerships and implementing homeless preferences with all of the public housing authorities and housing providers within the countywide system.

The Ventura County Healthcare Agency has applied for funding through a statewide initiative, Whole Person Care targeted at high utilizers of healthcare services who are also homeless. This initiative will bring additional resources and political pressure to address the critical need for housing vulnerable populations.

3B. Continuum of Care (CoC) Strategic Planning Objectives

3B. Continuum of Care (CoC) Strategic Planning Objectives

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

HUD will evaluate CoC's based on the extent to which they are making progress to achieve the goal of ending homelessness among households with children by 2020.

3B-2.1. What factors will the CoC use to prioritize households with children during the FY2016 Operating year? (Check all that apply).

Vulnerability to victimization:	<input checked="" type="checkbox"/>
Number of previous homeless episodes:	<input checked="" type="checkbox"/>
Unsheltered homelessness:	<input checked="" type="checkbox"/>
Criminal History:	<input checked="" type="checkbox"/>
Bad credit or rental history (including not having been a leaseholder):	<input checked="" type="checkbox"/>
Head of household has mental/physical disabilities:	<input checked="" type="checkbox"/>
Length of time homeless	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

**3B-2.2. Describe the CoC's strategies including concrete steps to rapidly rehouse every household with children within 30 days of those families becoming homeless.
(limit 1000 characters)**

Service providers utilize CoC, ESG, CALWorks, private and general fund dollars to provide homeless prevention and rapid rehousing assistance to families with children to help aim to house them within 30 days. Through CES prescreening, families are diverted from shelter if family supports and other resources are present. When diversion isn't possible, emergency shelter providers locate a short term place to stay with low barriers and work quickly to identify an available rental unit to move families into stable housing using a housing first approach. Through Pathways to Home coordinated entry system, families with children will be identified quickly and prioritized for rapid rehousing assistance and connected with mainstream benefits and programs. Data from Pathways to Home will be evaluated monthly to determine the length of time families are experiencing homelessness and improvement strategies will be implemented.

3B-2.3. Compare the number of RRH units available to serve families from the 2015 and 2016 HIC.

	2015	2016	Difference
RRH units available to serve families in the HIC:	129	305	176

3B-2.4. How does the CoC ensure that emergency shelters, transitional housing, and permanent housing (PSH and RRH) providers within the CoC do not deny admission to or separate any family members from other members of their family based on age, sex, gender or disability when entering shelter or housing? (check all strategies that apply)

CoC policies and procedures prohibit involuntary family separation:	<input checked="" type="checkbox"/>
There is a method for clients to alert CoC when involuntarily separated:	<input type="checkbox"/>
CoC holds trainings on preventing involuntary family separation, at least once a year:	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

3B-2.5. Compare the total number of homeless households with children in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

PIT Count of Homelessness Among Households With Children

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
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Universe: Total PIT Count of sheltered and unsheltered homeless households with children:	103	72	-31
Sheltered Count of homeless households with children:	58	44	-14
Unsheltered Count of homeless households with children:	45	28	-17

3B-2.5a. Explain the reason(s) for any increase, or no change in the total number of homeless households with children in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)

not applicable

3B-2.6. From the list below select the strategies to the CoC uses to address the unique needs of unaccompanied homeless youth including youth under age 18, and youth ages 18-24, including the following.

Human trafficking and other forms of exploitation?	Yes
LGBTQ youth homelessness?	Yes
Exits from foster care into homelessness?	Yes
Family reunification and community engagement?	Yes
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs?	Yes
Unaccompanied minors/youth below the age of 18?	Yes

3B-2.6a. Select all strategies that the CoC uses to address homeless youth trafficking and other forms of exploitation.

Diversion from institutions and decriminalization of youth actions that stem from being trafficked:	<input type="checkbox"/>
Increase housing and service options for youth fleeing or attempting to flee trafficking:	<input type="checkbox"/>
Specific sampling methodology for enumerating and characterizing local youth trafficking:	<input type="checkbox"/>
Cross systems strategies to quickly identify and prevent occurrences of youth trafficking:	<input type="checkbox"/>
Community awareness training concerning youth trafficking:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

3B-2.7. What factors will the CoC use to prioritize unaccompanied youth including youth under age 18, and youth ages 18-24 for housing and services during the FY 2016 operating year? (Check all that apply)

Vulnerability to victimization:	<input checked="" type="checkbox"/>
Length of time homeless:	<input checked="" type="checkbox"/>
Unsheltered homelessness:	<input checked="" type="checkbox"/>
Lack of access to family and community support networks:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

3B-2.8. Using HMIS, compare all unaccompanied youth including youth under age 18, and youth ages 18-24 served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2014 (October 1, 2013-September 30, 2014) and FY 2015 (October 1, 2014 - September 30, 2015).

	FY 2014 (October 1, 2013 - September 30, 2014)	FY 2015 (October 1, 2014 - September 30, 2015)	Difference
Total number of unaccompanied youth served in HMIS contributing programs who were in an unsheltered situation prior to entry:	181	351	170

**3B-2.8a. If the number of unaccompanied youth and children, and youth-headed households with children served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2015 is lower than FY 2014 explain why.
(limit 1000 characters)**

Not applicable

3B-2.9. Compare funding for youth homelessness in the CoC's geographic area in CY 2016 and CY 2017.

	Calendar Year 2016	Calendar Year 2017	Difference
Overall funding for youth homelessness dedicated projects (CoC Program and non-CoC Program funded):	\$968,302.00	\$805,926.00	(\$162,376.00)

CoC Program funding for youth homelessness dedicated projects:	\$20,574.00	\$20,574.00	\$0.00
Non-CoC funding for youth homelessness dedicated projects (e.g. RHY or other Federal, State and Local funding):	\$947,728.00	\$785,352.00	(\$162,376.00)

3B-2.10. To what extent have youth services and educational representatives, and CoC representatives participated in each other's meetings between July 1, 2015 and June 30, 2016?

Cross-Participation in Meetings		# Times
CoC meetings or planning events attended by LEA or SEA representatives:		4
LEA or SEA meetings or planning events (e.g. those about child welfare, juvenile justice or out of school time) attended by CoC representatives:		2
CoC meetings or planning events attended by youth housing and service providers (e.g. RHY providers):		14

**3B-2.10a. Based on the responses in 3B-2.10, describe in detail how the CoC collaborates with the McKinney-Vento local educational authorities and school districts.
(limit 1000 characters)**

CoC and school district liaisons work together to develop safeguards to protect students from discrimination based on homelessness by having local education stakeholders on committees who are involved in strategic planning activities regarding homelessness and children. As a result, there is a joint process to identify families experiencing, or at risk of homelessness that often happens while complying with the immediate enrollment mandate because of the lack of, or inaccurate, paperwork. Efforts to confirm the student's living situation are grounded in sensitivity and respect bearing in mind the best interest of the student. Thus, verifying the living status of students through landlords and law enforcement is not practiced. Relationships have been established with shelters and transitional housing programs to assist in identifying students in ways not to create barriers and not embarrass families by conducting minimal investigation to verify the living situation and conditions.

**3B-2.11. How does the CoC make sure that homeless individuals and families who become homeless are informed of their eligibility for and receive access to educational services? Include the policies and procedures that homeless service providers (CoC and ESG Programs) are required to follow.
(limit 2000 characters)**

The CoC and providers have regular meetings with local school district liaisons. Liaisons work with CoC/ESG funded programs to identify homeless children and youth through the coordinated entry system. Once placed in a CoC and ESG funded program, program representatives' work with liaisons through designated staff to ensure the identification of homeless youth and children. They also work together to inform homeless families of eligibility for McKinney-

Vento education services which includes ensuring that families are aware of educational rights through regular school mailings and handouts at the beginning of the school year. Such materials are provided in English and Spanish and reviewed between families, children, youth, case managers, and liaisons. More specifically, they assure families receive a letter verifying eligibility for services, ensure transportation (bused to their school of origin if possible); formally reviews educational rights with parents; posts Educational Rights at program sites; provide mutual advocacy when educational rights are violated, have access to academic tutoring and counseling, and incorporate education in exit planning with clients. If possible, they help ensure every homeless child and youth remain enrolled in the school of their original residence prior to becoming homeless. When necessary, they give families and youth access to shelters and transitional housing programs closest to the school where they are enrolled. When necessary, they work together to help enroll children fleeing DV in a school of their choice within the district and establish procedures to protect their safety and rights. CoC and ESG funded programs inform liaisons when children have exited their programs to help ensure their education continues uninterrupted. CoC/ESG providers must implement agency policies and follow locally adopted CoC policy to provide education resources to youth and families and maintain documentation in the client file.

**3B-2.12. Does the CoC or any HUD-funded projects within the CoC have any written agreements with a program that services infants, toddlers, and youth children, such as Head Start; Child Care and Development Fund; Healthy Start; Maternal, Infant, Early Childhood Home Visiting programs; Public Pre-K; and others?
(limit 1000 characters)**

CoC programs refer families to Child Development Resources, a contracted provider with the Human Services Agency which provides Early Head Start, Head Start, Child Care Alternative Payment Program, CalWORKS funded childcare assistance and a Resource & Referral program for child care assistance in Ventura County. One ESG funded shelter for families is currently working to be approved to be a certified childcare provider to provide assistance to families on-site. Two PHAs in Ventura County work with First Five California to provide early childhood learning and developmental and health screenings.

3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Objective 3: Ending Veterans Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

Opening Doors outlines the goal of ending Veteran homelessness by the end of 2016. The following questions focus on the various strategies that will aid communities in meeting this goal.

3B-3.1. Compare the total number of homeless Veterans in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT count of sheltered and unsheltered homeless veterans:	103	78	-25
Sheltered count of homeless veterans:	16	21	5
Unsheltered count of homeless veterans:	87	57	-30

3B-3.1a. Explain the reason(s) for any increase, or no change in the total number of homeless veterans in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)

not applicable because the total PIT count of veterans decreased.

3B-3.2. Describe how the CoC identifies, assesses, and refers homeless veterans who are eligible for Veterean's Affairs services and housing to appropriate reources such as HUD-VASH and SSVF. (limit 1000 characters)

The VC CoC has engaged in HUD TA to end Veteran Homelessness in Ventura County. The VC CoC is working with the VA, SSVF and homeless service providers to create a master list of homeless veterans that is updated monthly.

SSVF, PATH and others are identifying veterans through targeted outreach to encampments, day services and events like Stand Down. The VI-SPDAT is completed for veterans as the common assessment tool for evaluating potential eligibility and service needs. For all new homeless veterans that are identified, CoC providers are working with partners to evaluate the participant's eligibility for veteran services and benefits. County Veteran Services and referral to the local VA clinic or hospital will determine eligibility for healthcare benefits or VASH for housing. All of this information is entered into HMIS. The Veteran's Committee with CoC, VA, SSVF and others meet monthly to discuss the master list, create plans for housing & services for veterans.

3B-3.3. Compare the total number of homeless Veterans in the CoC and the total number of unsheltered homeless Veterans in the CoC, as reported by the CoC for the 2016 PIT Count compared to the 2010 PIT Count (or 2009 if an unsheltered count was not conducted in 2010).

	2010 (or 2009 if an unsheltered count was not conducted in 2010)	2016	% Difference
Total PIT Count of sheltered and unsheltered homeless veterans:	19	78	310.53%
Unsheltered Count of homeless veterans:	13	57	338.46%

3B-3.4. Indicate from the dropdown whether you are on target to end Veteran homelessness by the end of 2016.

Yes

This question will not be scored.

3B-3.4a. If "Yes", what are the strategies being used to maximize your current resources to meet this goal? If "No" what resources or technical assistance would help you reach the goal of ending Veteran homelessness by the end of 2016? (limit 1000 characters)

The VC CoC Veteran's committee has been sharing data with VA and SSVF providers to evaluate the eligibility of all self-reported veterans in HMIS and during the Point in Time Count. Our current count of veterans eligible for VASH is 23 and many of these veterans have been matched with a voucher and are working with providers to identify a unit. The committee is working with the Ventura County Military Collaborative on a push to recruit landlords to accept VASH and other rental assistance to help Ventura County end Veteran homelessness.

4A. Accessing Mainstream Benefits

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4A-1. Does the CoC systematically provide information to provider staff about mainstream benefits, including up-to-date resources on eligibility and program changes that can affect homeless clients? Yes

4A-2. Based on the CoC's FY 2016 new and renewal project applications, what percentage of projects have demonstrated they are assisting project participants to obtain mainstream benefits? This includes all of the following within each project: transportation assistance, use of a single application, annual follow-ups with participants, and SOAR-trained staff technical assistance to obtain SSI/SSDI?

FY 2016 Assistance with Mainstream Benefits

Total number of project applications in the FY 2016 competition (new and renewal):	18
Total number of renewal and new project applications that demonstrate assistance to project participants to obtain mainstream benefits (i.e. In a Renewal Project Application, "Yes" is selected for Questions 2a, 2b and 2c on Screen 4A. In a New Project Application, "Yes" is selected for Questions 5a, 5b, 5c, 6, and 6a on Screen 4A).	18
Percentage of renewal and new project applications in the FY 2016 competition that have demonstrated assistance to project participants to obtain mainstream benefits:	100%

4A-3. List the organizations (public, private, non-profit and other) that you collaborate with to facilitate health insurance enrollment, (e.g., Medicaid, Medicare, Affordable Care Act options) for program participants. For each organization you partner with, detail the specific outcomes resulting from the partnership in the establishment of benefits. (limit 1000 characters)

Ventura County Healthcare Agency, Ventura County Human Services Agency, Gold Coast Health Plan & Clinicas del Camino Real all provide outreach and education around the Covered VC initiative. During open enrollment for private insurance coverage, the above listed organizations and others provide comprehensive outreach, education and technical assistance in helping individuals and families sign up. Medi-CAL enrollment is year-round and can occur at one of the 7 Intake and Eligibility Centers across the county or one of the other partner sites including the One Stop/Healthcare for the Homeless

programs. The Outreach and Enrollment program through the Ventura County Healthcare Agency assisted approximately 3,000 homeless or at-risk individuals in CY15. Homeless service providers can help their clients complete an online application or direct them to one of the walk-in locations for assistance.

4A-4. What are the primary ways the CoC ensures that program participants with health insurance are able to effectively utilize the healthcare benefits available to them?

Educational materials:	<input checked="checked" type="checkbox"/>
In-Person Trainings:	<input checked="checked" type="checkbox"/>
Transportation to medical appointments:	<input checked="checked" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Not Applicable or None:	<input type="checkbox"/>

4B. Additional Policies

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4B-1. Based on the CoCs FY 2016 new and renewal project applications, what percentage of Permanent Housing (PSH and RRH), Transitional Housing (TH), and SSO (non-Coordinated Entry) projects in the CoC are low barrier?

FY 2016 Low Barrier Designation

Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO project applications in the FY 2016 competition (new and renewal):	18
Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2016 competition:	18
Percentage of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications in the FY 2016 competition that will be designated as "low barrier":	100%

4B-2. What percentage of CoC Program-funded Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH), SSO (non-Coordinated Entry) and Transitional Housing (TH) FY 2016 Projects have adopted a Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?

FY 2016 Projects Housing First Designation

Total number of PSH, RRH, non-Coordinated Entry SSO, and TH project applications in the FY 2016 competition (new and renewal):	18
Total number of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications that selected Housing First in the FY 2016 competition:	18
Percentage of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications in the FY 2016 competition that will be designated as Housing First:	100%

4B-3. What has the CoC done to ensure awareness of and access to housing and supportive services within the CoC's geographic area to persons that could benefit from CoC-funded programs but are not currently participating in a CoC funded program? In particular, how does the CoC reach out to for persons that are least likely to request housing or services in the absence of special outreach?

Direct outreach and marketing:	<input type="checkbox"/>
--------------------------------	--------------------------

Use of phone or internet-based services like 211:	<input checked="checked" type="checkbox"/>
Marketing in languages commonly spoken in the community:	<input checked="checked" type="checkbox"/>
Making physical and virtual locations accessible to those with disabilities:	<input checked="checked" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Not applicable:	<input type="checkbox"/>

4B-4. Compare the number of RRH units available to serve populations from the 2015 and 2016 HIC.

	2015	2016	Difference
RRH units available to serve all populations in the HIC:	129	374	245

4B-5. Are any new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction? No

4B-6. If "Yes" in Questions 4B-5, then describe the activities that the project(s) will undertake to ensure that employment, training and other economic opportunities are directed to low or very low income persons to comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) and HUD's implementing rules at 24 CFR part 135?

(limit 1000 characters)

not applicable

4B-7. Is the CoC requesting to designate one or more of its SSO or TH projects to serve families with children and youth defined as homeless under other Federal statutes? No

4B-7a. If "Yes", to question 4B-7, describe how the use of grant funds to serve such persons is of equal or greater priority than serving persons

defined as homeless in accordance with 24 CFR 578.89. Description must include whether or not this is listed as a priority in the Consolidated Plan(s) and its CoC strategic plan goals. CoCs must attach the list of projects that would be serving this population (up to 10 percent of CoC total award) and the applicable portions of the Consolidated Plan. (limit 2500 characters)

Not applicable

4B-8. Has the project been affected by a major disaster, as declared by the President Obama under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (Public Law 93-288) in the 12 months prior to the opening of the FY 2016 CoC Program Competition?

No

4B-8a. If "Yes" in Question 4B-8, describe the impact of the natural disaster on specific projects in the CoC and how this affected the CoC's ability to address homelessness and provide the necessary reporting to HUD. (limit 1500 characters)

Not applicable

4B-9. Did the CoC or any of its CoC program recipients/subrecipients request technical assistance from HUD since the submission of the FY 2015 application? This response does not affect the scoring of this application.

Yes

4B-9a. If "Yes" to Question 4B-9, check the box(es) for which technical assistance was requested.

This response does not affect the scoring of this application.

CoC Governance:	<input type="checkbox"/>
CoC Systems Performance Measurement:	<input type="checkbox"/>
Coordinated Entry:	<input type="checkbox"/>
Data reporting and data analysis:	<input type="checkbox"/>
HMIS:	<input type="checkbox"/>

Homeless subpopulations targeted by Opening Doors: veterans, chronic, children and families, and unaccompanied youth:	<input checked="checked" type="checkbox"/>
Maximizing the use of mainstream resources:	<input type="checkbox"/>
Retooling transitional housing:	<input type="checkbox"/>
Rapid re-housing:	<input type="checkbox"/>
Under-performing program recipient, subrecipient or project:	<input type="checkbox"/>
	<input type="checkbox"/>
Not applicable:	<input type="checkbox"/>

4B-9b. Indicate the type(s) of Technical Assistance that was provided, using the categories listed in 4B-9a, provide the month and year the CoC Program recipient or sub-recipient received the assistance and the value of the Technical Assistance to the CoC/recipient/sub recipient involved given the local conditions at the time, with 5 being the highest value and a 1 indicating no value.

Type of Technical Assistance Received	Date Received	Rate the Value of the Technical Assistance
Vets@Home	11/16/2015	3

4C. Attachments

Instructions:

Multiple files may be attached as a single .zip file. For instructions on how to use .zip files, a reference document is available on the e-snaps training site:
<https://www.hudexchange.info/resource/3118/creating-a-zip-file-and-capturing-a-screenshot-resource>

Document Type	Required?	Document Description	Date Attached
01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants	Yes	Letters to CoC ap...	09/02/2016
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes	Public Posting 9....	09/07/2016
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	Public Posting of...	09/02/2016
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	Public Posting of...	09/02/2016
05. CoCs Process for Reallocating	Yes	VC CoC Re-Allocation	09/07/2016
06. CoC's Governance Charter	Yes	VC CoC Governance...	09/02/2016
07. HMIS Policy and Procedures Manual	Yes	HMIS P & P	09/02/2016
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No		
09. PHA Administration Plan (Applicable Section(s) Only)	Yes	PHA Admin Plans	09/02/2016
10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)	No	CoC HMIS MOU	09/02/2016
11. CoC Written Standards for Order of Priority	No	VC CoC Policies a...	09/07/2016
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
13. HDX-system Performance Measures	Yes	HDX System Perfor...	09/02/2016
14. Other	No		
15. Other	No		

Attachment Details

Document Description: Letters to CoC applicants

Attachment Details

Document Description: Public Posting 9.7.16

Attachment Details

Document Description: Public Posting of RFP, meetings, notices

Attachment Details

Document Description: Public Posting of Projects

Attachment Details

Document Description: VC CoC Re-Allocation

Attachment Details

Document Description: VC CoC Governance Charter

Attachment Details

Document Description: HMIS P & P

Attachment Details

Document Description:

Attachment Details

Document Description: PHA Admin Plans

Attachment Details

Document Description: CoC HMIS MOU

Attachment Details

Document Description: VC CoC Policies and Procedures

Attachment Details

Document Description:

Attachment Details

Document Description: HDX System Performance Measures

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

Ensure that the Project Priority List is complete prior to submitting.

Page		Last Updated
1A. Identification		08/30/2016
1B. CoC Engagement		Please Complete
1C. Coordination		09/12/2016
FY2016 CoC Application		Page 62
		09/13/2016

1D. CoC Discharge Planning	08/14/2016
1E. Coordinated Assessment	09/11/2016
1F. Project Review	09/12/2016
1G. Addressing Project Capacity	09/09/2016
2A. HMIS Implementation	09/09/2016
2B. HMIS Funding Sources	08/14/2016
2C. HMIS Beds	09/11/2016
2D. HMIS Data Quality	09/12/2016
2E. Sheltered PIT	09/11/2016
2F. Sheltered Data - Methods	08/30/2016
2G. Sheltered Data - Quality	08/30/2016
2H. Unsheltered PIT	09/11/2016
2I. Unsheltered Data - Methods	08/14/2016
2J. Unsheltered Data - Quality	08/23/2016
3A. System Performance	09/12/2016
3B. Objective 1	09/07/2016
3B. Objective 2	09/12/2016
3B. Objective 3	08/30/2016
4A. Benefits	09/11/2016
4B. Additional Policies	09/07/2016
4C. Attachments	09/07/2016
Submission Summary	No Input Required

August 28, 2016

J. Matthew Carroll
Assistant County Executive Officer

Catherine Rodriguez
Assistant County Executive Officer/
Chief Financial Officer

Shawn Atin
Assistant County Executive Officer/
Human Resources Director
Labor Relations

Ventura County Human Services Agency
Barry Zimmerman
855 Partridge Drive, L#4400
Ventura, CA 93003

Dear Barry Zimmerman,

The FY16 CoC Program Competition final ranking and review process was completed for new and renewal applications. This process included evaluation of data included in the Letters of Intent (LOI) for renewal applications including:

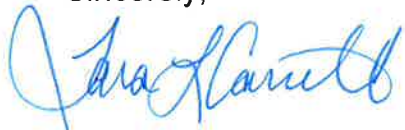
- APRs
- Cost effectiveness
- Program policies and procedures
- Program and system performance data: exits to and retention in permanent housing, increase in income & mainstream benefits
- Best practices including housing first and low barrier programs.

Additional consideration was given to programs who prioritize vulnerable populations and fill units through the coordinated entry process.

Ventura County Human Services Agency: HMIS Project, Rapid Re-Housing, HMIS expansion for CES applications were selected to be included in the FY16 CoC Collaborative application in Tier 1. Choices Permanent Supportive Housing straddles Tier 1 and Tier 2 (see attached enclosure). The full application will be posted for public review on September 7, 2016 on www.venturacoc.org and the application will be submitted on September 12, 2016.

Please let me know if you have any questions.

Sincerely,



Tara Carruth
VC CoC System Coordinator

Enclosure: CoC Final Ranking for FY16 CoC NOFA

August 28, 2016

J. Matthew Carroll
Assistant County Executive Officer

Catherine Rodriguez
Assistant County Executive Officer/
Chief Financial Officer

Shawn Atin
Assistant County Executive Officer/
Human Resources Director
Labor Relations

Housing Authority of the City of San Buenaventura
Denise Wise
11122 Snapdragon St, #100
Ventura, CA 93004

Dear Denise Wise,

The FY16 CoC Program Competition final ranking and review process was completed for new and renewal applications. This process included evaluation of data included in the Letters of Intent (LOI) for renewal applications including:

- APRs
- Cost effectiveness
- Program policies and procedures
- Program and system performance data: exits to and retention in permanent housing, increase in income & mainstream benefits
- Best practices including housing first and low barrier programs.

Additional consideration was given to programs who prioritize vulnerable populations and fill units through the coordinated entry process.

Housing Authority of the City of San Buenaventura, Shelter Plus Care application was selected to be included in the FY16 CoC Collaborative application in Tier 1. The full application will be posted for public review on September 7, 2016 on www.venturacoc.org and the application will be submitted on September 12, 2016.

Please let me know if you have any questions.

Sincerely,



Tara Carruth
VC CoC System Coordinator

Enclosure: CoC Final Ranking for FY16 CoC NOFA

August 28, 2016

J. Matthew Carroll
Assistant County Executive Officer

Catherine Rodriguez
Assistant County Executive Officer/
Chief Financial Officer

Shawn Atin
Assistant County Executive Officer/
Human Resources Director
Labor Relations

Lutheran Social Services
Denise Cortes
80 E. Hillcrest Dr, Ste 101
Thousand Oaks, CA 91360

Dear Denise Cortes,

The FY16 CoC Program Competition final ranking and review process was completed for new and renewal applications. This process included evaluation of data included in the Letters of Intent (LOI) for renewal applications including:

- APRs
- Cost effectiveness
- Program policies and procedures
- Program and system performance data: exits to and retention in permanent housing, increase in income & mainstream benefits
- Best practices including housing first and low barrier programs.

Additional consideration was given to programs who prioritize vulnerable populations and fill units through the coordinated entry process.

Lutheran Social Services, It's a New Day Rapid Re-Housing Project application was selected to be included in the FY16 CoC Collaborative application in Tier 2. The full application will be posted for public review on September 7, 2016 on www.venturacoc.org and the application will be submitted on September 12, 2016.

Please let me know if you have any questions.

Sincerely,



Tara Carruth
VC CoC System Coordinator

Enclosure: CoC Final Ranking for FY16 CoC NOFA

August 28, 2016

J. Matthew Carroll
Assistant County Executive Officer

Catherine Rodriguez
Assistant County Executive Officer/
Chief Financial Officer

Shawn Atin
Assistant County Executive Officer/
Human Resources Director
Labor Relations

Many Mansions
Rick Schroeder
1259 E. Thousand Oaks Blvd.
Thousand Oaks, CA 91362

Dear Rick Schroeder,

The FY16 CoC Program Competition final ranking and review process was completed for new and renewal applications. This process included evaluation of data included in the Letters of Intent (LOI) for renewal applications including:

- APRs
- Cost effectiveness
- Program policies and procedures
- Program and system performance data: exits to and retention in permanent housing, increase in income & mainstream benefits
- Best practices including housing first and low barrier programs.

Additional consideration was given to programs who prioritize vulnerable populations and fill units through the coordinated entry process.

Many Mansions: Casa de Paz, Esseff Village, Peppertree Apartments, D Street Apartments and Richmond Terrace applications were selected to be included in the FY16 CoC Collaborative application in Tier 1. The full application will be posted for public review on September 7, 2016 on www.venturacoc.org and the application will be submitted on September 12, 2016.

Please let me know if you have any questions.

Sincerely,



Tara Carruth
VC CoC System Coordinator

Enclosure: CoC Final Ranking for FY16 CoC NOFA

August 28, 2016

J. Matthew Carroll
Assistant County Executive Officer

Catherine Rodriguez
Assistant County Executive Officer/
Chief Financial Officer

Shawn Atin
Assistant County Executive Officer/
Human Resources Director
Labor Relations

Turning Point Foundation
Jason Meek
505 Poli Street, #401
Ventura, CA 93001

Dear Jason Meek,

The FY16 CoC Program Competition final ranking and review process was completed for new and renewal applications. This process included evaluation of data included in the Letters of Intent (LOI) for renewal applications including:

- APRs
- Cost effectiveness
- Program policies and procedures
- Program and system performance data: exits to and retention in permanent housing, increase in income & mainstream benefits
- Best practices including housing first and low barrier programs.

Additional consideration was given to programs who prioritize vulnerable populations and fill units through the coordinated entry process.

Turning Point Foundation: Stephenson Place, Wooley House I and II, Our Place Safe Haven and Rapid Re-Housing applications were selected to be included in the FY16 CoC Collaborative application in Tier 1. The full application will be posted for public review on September 7, 2016 on www.venturacoc.org and the application will be submitted on September 12, 2016.

Please let me know if you have any questions.

Sincerely,



Tara Carruth
VC CoC System Coordinator

Enclosure: CoC Final Ranking for FY16 CoC NOFA

August 28, 2016

J. Matthew Carroll
Assistant County Executive Officer

Catherine Rodriguez
Assistant County Executive Officer/
Chief Financial Officer

Shawn Atin
Assistant County Executive Officer/
Human Resources Director
Labor Relations

Community Action of Ventura County
Tim Hockett
621 Richmond Ave.
Oxnard, CA 93030

Dear Tim Hockett,

The FY16 CoC Program Competition final ranking and review process was completed for new and renewal applications. This process included evaluation of data included in the Letters of Intent (LOI) for renewal applications including:

- APRs
- Cost effectiveness
- Program policies and procedures
- Program and system performance data: exits to and retention in permanent housing, increase in income & mainstream benefits
- Best practices including housing first and low barrier programs.

Additional consideration was given to programs who prioritize vulnerable populations and fill units through the coordinated entry process.

Community Action PSH application was selected to be included in the FY16 CoC Collaborative application in Tier 1. The full application will be posted for public review on September 7, 2016 on www.venturacoc.org and the application will be submitted on September 12, 2016.

Please let me know if you have any questions.

Sincerely,



Tara Carruth
VC CoC System Coordinator

Enclosure: CoC Final Ranking for FY16 CoC NOFA

August 28, 2016

J. Matthew Carroll
Assistant County Executive Officer

Catherine Rodriguez
Assistant County Executive Officer/
Chief Financial Officer

Shawn Atin
Assistant County Executive Officer/
Human Resources Director
Labor Relations

Ventura County Behavioral Health
Elaine Crandall
1911 Williams Drive, Suite 200
Oxnard, CA 93036

Dear Elaine Crandall,

The FY16 CoC Program Competition final ranking and review process was completed for new and renewal applications. This process included evaluation of data included in the Letters of Intent (LOI) for renewal applications including:

- APRs
- Cost effectiveness
- Program policies and procedures
- Program and system performance data: exits to and retention in permanent housing, increase in income & mainstream benefits
- Best practices including housing first and low barrier programs.

Additional consideration was given to programs who prioritize vulnerable populations and fill units through the coordinated entry process.

Ventura County Behavioral Health, Santa Paula PSH and East County / Oxnard Shelter Plus Care applications were selected to be included in the FY16 CoC Collaborative application in Tier 1. The full application will be posted for public review on September 7, 2016 on www.venturacoc.org and the application will be submitted on September 12, 2016.

Please let me know if you have any questions.

Sincerely,



Tara Carruth
VC CoC System Coordinator

Enclosure: CoC Final Ranking for FY16 CoC NOFA

August 28, 2016

J. Matthew Carroll
Assistant County Executive Officer

Catherine Rodriguez
Assistant County Executive Officer/
Chief Financial Officer

Shawn Atin
Assistant County Executive Officer/
Human Resources Director
Labor Relations

Society of St. Vincent de Paul
Lawrence Hurst
210 North Avenue 21
Los Angeles, CA 90031

Dear Lawrence Hurst,

The FY16 CoC Program Competition final ranking and review process was completed for new and renewal applications. This process included evaluation of data included in the Letters of Intent (LOI) for renewal applications including:

- APRs
- Cost effectiveness
- Program policies and procedures
- Program and system performance data: exits to and retention in permanent housing, increase in income & mainstream benefits
- Best practices including housing first and low barrier programs.

Additional consideration was given to programs who prioritize vulnerable populations and fill units through the coordinated entry process.

Society of St. Vincent de Paul, Rapid Re-Housing application was selected to be included in the FY16 CoC Collaborative application in Tier 1. The full application will be posted for public review on September 7, 2016 on www.venturacoc.org and the application will be submitted on September 12, 2016.

Please let me know if you have any questions.

Sincerely,



Tara Carruth
VC CoC System Coordinator

Enclosure: CoC Final Ranking for FY16 CoC NOFA

CoC Final Project Ranking for FY16 CoC NOFA

Annual Renewal Demand (ARD) for 2016 Planning Funds		\$1,908,656 \$101,937		Tier 1= 93%ARD		Tier 2= 7% ARD		PSH Bonus= \$169,895 CH = Chronically Homeless HF = Housing First		
Grantee Name	Project Name	Project Type	Grant Amount	# Served	Population Served	HF?	CH ?	Project Location		
Tier 1										
Many Mansions	Casa de Paz	PSH	\$62,747	16	chronically homeless singles	yes	yes	Simi Valley		
Many Mansions	Esseff Village	PSH	\$40,760	15	chronically homeless	yes	yes	T.O.		
Many Mansions	Peppertree Apartments	PSH	\$62,918	11	chronic homeless singles and families	yes	yes	Simi Valley		
County of Ventura Human Services Agency	HMIS Project	HMIS	\$90,778	N/A	N/A	N/A	N/A	County-wide		
Turning Point Foundation	Stephenson Place Permanent Housing	PSH	\$28,522	9	chronic homeless singles	Yes	yes	Ventura		
Turning Point Foundation	Wooley House II PSH	PSH	\$32,938	8	chronic homeless singles	Yes	yes	Oxnard		
County of Ventura Human Services Agency	Rapid Re-Housing	RRH	\$81,829	48	families	Yes	no	County-wide		
Many Mansions	D Street Apartments	PSH	\$20,574	5	TAY Chronically Homeless	yes	yes	Oxnard		
Ventura County Behavioral Health	Santa Paula PSH	PSH	\$29,902	3	chronically homeless	Yes	Yes	Santa Paula		
Many Mansions	Richmond Terrace	PSH	\$64,765	13	chronically homeless	Yes	yes	T.O.		
Ventura County Behavioral Health	East County / Oxnard Shelter Plus Care	PSH	\$276,729	22	chronically homeless	yes	yes	SV, T.O., Oxn		
County of Ventura County Executive Office	Community Action -VC PSH	PSH	\$131,561	8	chronically homeless	yes	yes	Ventura		
Turning Point Foundation	Wooley House I Permanent Housing	PSH	\$37,916	7	chronically homeless	Yes	yes	Oxnard		
Turning Point Foundation	Our Place Safe Haven	SH	\$168,977	10	Chronically Homeless	Yes	yes	Ventura		
Hsg Authority of the City of San Buena Ventura	Shelter Plus Care	PSH	\$123,933	13	chronically homeless	Yes	yes	Ventura		
County of Ventura Human Services Agency	HMIS expansion for CES	HMIS	\$150,000	N/A	N/A	N/A	N/A	County-wide		
St. Vincent de Paul-Ventura County	Rapid ReHousing	RRH	\$39,306	12	families	Yes	No	County-wide		
Turning Point Foundation	Rapid Re-Housing FY15 (new project)	RRH	\$131,104	48	singles	Yes	Yes	Ventura		
County of Ventura-Human Services Agency	Choices Permanent Supportive Housing(straddled tier 1 & 2)	PSH	\$200,887	25	chronically homeless	Yes	Yes	Countywide		
Tier 2: 7% = \$133,676										
County of Ventura-Human Services Agency	Choices Permanent Supportive Housing (straddled tier 1 & 2)	PSH	\$133,736.00	25	chronically homeless	Yes	Yes	Countywide		
Bonus Project: LSS	It's a New Day RRH Project	RRH	\$169,895.00		families	Yes	Yes	East County		
Planning Grant										
County of Ventura Executive Office		N/A	\$101,937	N/A	N/A	N/A	N/A	countywide		

8/29/2016

**VENTURA COUNTY
CONTINUUM OF CARE ALLIANCE**
ENDING HOMELESSNESS
IN VENTURA COUNTY

Applicant: Collaborative Applicant Ventura County-Oxnard 2013 CoC Registration
Project: CA-611 CoC Registration FY2016

CA-611
COC_REG_2016_135882

Before Starting the CoC Application

The CoC Consolidated Application is made up of two parts: the CoC Application and the CoC Priority Listing, with all of the CoC's project applications either approved and ranked, or rejected. The Collaborative Applicant is responsible for submitting both the CoC Application and the CoC Priority Listing in order for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for:

- Reviewing the FY 2016 CoC Program Competition NOFA in its entirety for specific application and program requirements.
- Using the CoC Application Detailed Instructions while completing the application in e-snap.
- Answering all questions in the CoC application. It is the responsibility of the Collaborative Applicant to ensure that all imported and new responses in all parts of the application are fully reviewed and completed. When doing this keep in mind:
- This year, CoCs will see that a few responses have been imported from the FY 2015 CoC Application.

Find Help Here

CoC Meeting Agendas

- Board Agenda - 8.10.16
- Board Packet - 8.10.16 (Updated)
- Board Packet - 7.13.16
- Board Packet - 6.8.16
- Board Packet - 5.11.16
- Data Performance & Evaluation Agenda - 7.1.16
- PIO Notes 4.3.16
- PIO Meeting Agenda 6.7.16

Upcoming Events

- 09.14.2016 1:00 pm - 2:30 pm
CoC Board Meeting
- 09.15.2016 10:00 am - 12:00 pm
Housing and Services Committee
- 10.04.2016 12:30 pm - 2:00 pm
Public Information and Outreach Committee
- 10.05.2016 9:30 am - 11:00 am
HMIS Operations Committee

Announcements

- FY16 CoC Draft Application** - To submit feedback or comments before submission date of September 12, 2016 please email tara.carruth@ventura.org
- FY16 FINAL Ranking of CoC Projects**
- FY16 Proposed Ranking of CoC Projects**
- RFP for CoC Funds**
- Request for Proposals (RFP)** -

**VENTURA COUNTY
CONTINUUM OF CARE ALLIANCE**
ENDING HOMELESSNESS
IN VENTURA COUNTY

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I NEED HELP I AM A PROVIDER I AM A LANDLORD

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- RFP for CoC Funds**
- Request for Proposals (RFP)** -

**Ventura County Continuum of Care (VC CoC)
Ranking and Selection Criteria for the Fiscal Year 2016
Continuum of Care Program Competition**

The Ventura County Continuum of Care (VCCoC) will use the following process to rank all projects/applications in the 2016 HUD Continuum of Care Program Competition.

Section I HUD requirements and policies

Section II outlines the Ventura County CoC's policies related to Re-Allocation, Project Ranking and Project Tiers

Section III outlines the process and criteria for ranking Renewal Projects

Section IV outlines the process and criteria for ranking New Projects

Section V outlines the policy and process for developing the final Project Priority Listing

Section 1: HUD Requirements and Priorities

On June 27, 2016 the US Department of Housing and Urban Development (HUD) published the Notice of Funding Availability (NOFA) for the Continuum of Care (CoC) Homeless Assistance Program. Applications are due to HUD by September 14, 2016.

For the 2016 CoC Program Competition, approximately \$1.83 billion is available for FY 2016. Although the available amount of funding is expected to be sufficient to fund anticipated eligible renewal projects in the FY 2016 funding process, HUD continues to require Collaborative Applicants to rank all projects in two tiers. *(HUD has stated that Tier 2 will 7% of the CoC's ARD this year. Strong emphasis on performance and encouraging CoCs to reallocate under-performing projects).*

- A. Ranking Requirements:** The CoC must assign a unique rank to each project that it intends to submit to HUD for FY 2016 funding except for the CoC planning grant. Ranking of renewal projects must incorporate scoring on project performance, system performance and effectiveness. Each CoC must comprehensively review both new and renewal projects within its geographic area, using CoC-approved scoring criteria and selection priorities, to determine the extent to which each project is still necessary and addresses the listed policy priorities. Funds for projects that are determined to be underperforming, obsolete, or ineffective should be reallocated to new projects that are based on proven or promising models.
- B. Re-Allocation:** CoCs may use funds from part of whole of existing grants to create new projects through re-allocation. Through the re-allocation process, CoCs may create the following new projects:
1. **New permanent supportive housing (PSH) projects** where all beds are dedicated for chronically homeless individuals or families as defined in 24 CFR 578.3
 2. **New Rapid Re-Housing (RRH) projects** for homeless individuals or families that come directly from the streets or emergency shelters including persons fleeing domestic violence and other persons meeting paragraph 4 of the definition of homelessness.
 3. **New Supportive Services Only (SSO)** for coordinated entry system
 4. **New dedicated HMIS projects** for costs at 24 CFR 578.37(a)(2) to be carried out by the HMIS Lead.
- C. Permanent Supportive Housing Bonus**
CoC's may create new projects through the PSH bonus up to 5% of the CoC's FPRN for the following types of projects:
1. New PSH projects that will serve 100% chronically homeless individuals and families
 2. New RRH projects that will serve homeless individuals and families coming from the streets or emergency shelters and include persons fleeing domestic violence situations and other persons meeting criteria 4 of the HUD definition of homelessness.

D. Tiers & Priority Order

HUD will continue the Tier 1 and Tier 2 funding process. In the FY16 CoC Program Competition Tier 1 will equal 93% of the CoC's ARD. Tier 2 is 7% of the ARD plus the amount available for the PSH bonus.

Any new or renewal project may be placed in Tier 1. CoCs should carefully consider the priority and ranking for all projects in Tier 1 and Tier 2. Projects in Tier 1 will be conditionally selected if applications pass both HUD's eligibility and threshold review.

Projects placed in Tier 2 will be assessed for eligibility threshold and threshold requirements and funding will be determined using the CoC Applications score as well as factors listed in the NOFA.

- E. CoCs should consider the policy priorities established in the NOFA in conjunction with local priorities** to determine the ranking of new projects created through reallocation, CoC planning, UFA costs, and renewal project requests.

HUD'S FY 16 POLICY AND PROGRAM PRIORITIES

- (1) Create a System Response to Homelessness—measure system performance; create effective coordinated entry system; promote participant choice; plan as a system; make the delivery of homeless assistance more open, inclusive and transparent
- (2) Strategically allocate resources—review project quality, performance and cost effectiveness; maximize mainstream resources; review transitional housing projects; integration.
- (3) Ending Chronic Homelessness—prioritize persons with highest needs and longest histories of homelessness, increase units, improve outreach
- (4) Ending Family Homelessness—Rapid Re-Housing
- (5) End Youth Homelessness
- (6) End Veteran Homelessness
- (7) Use Housing First

Ventura County Policy on Project Ranking and Tiering

(adopted and finalized on July 13, 2017 by VC CoC Board)

Section II: Ventura County Policy on Project Re-Allocation, Ranking and Tiering

A. Policy Objectives:

In developing our local policy governing project ranking, re-allocation and tiering, Ventura County CoC's objectives are to:

- Comply with HUD requirements;
- Preserve funding for high performing projects;
- Fund programs that contribute positively to the overall system performance;
- Shift investments from lower performing projects and ones which are at risk of losing HUD funding to new projects that help advance our community's goal of reducing homelessness and demonstrate effective approaches and best practices.

Rationale for Preliminary Rankings

- Closely followed HUD's priorities and guidelines for ranking projects.
- Contribution to System Level Performance will be weighed when ranking projects.
- Examine under-performing projects and under-utilized projects and consider reallocation
- Projects/agencies engagement in Continuum of Care efforts and Coordinated Entry will be weighed when ranking projects
- Projects that serve chronically homeless—those programs with dedicated CH beds were ranked higher on the list than programs without dedicated beds. Programs that described they would target chronically homeless for non-dedicated beds as they became available were ranked higher on the list.
- Projects implementing Housing First model with policies and procedures to emphasize their practices ranked higher
- Transitional Housing programs ranked lower on list based on HUD's priority of permanent housing projects.
- Cost/Benefit ratios were considered when ranking projects within the project component (PH, PSH, TH)

B. Project Review and Ranking Policy:

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

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

- 1) renewal PH and RRH;
- 2) renewal Safe Haven
- 3) new PH and RRH
- 4) renewal (high performing/priority) transitional housing:

Within each type, projects will be scored using a score system specific to that program type and placed within their ranked order, with renewal PSH and RRH in the first group (ordered by score), the new PSH and RRH in the second group (ordered by score), and the renewal Transitional Housing in the third group (ordered by score).

C. Tiering Policy

Once the rank order of projects has been determined the projects at the bottom of the list will fall into Tier 2 (7% of ARD).

As HMIS and Coordinated are HUD mandated requirements in order to receive Continuum of Care funding, it is strongly recommended as one of the top priorities in Tier 1 in order to secure funding for this authorized activity.

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

Section III: Process for Rating and Ranking of Renewal Projects

A: Rating and Ranking Process

A Letter of Intent (LOI) was issued by the CoC on May 16, 2016 to gather relevant performance and threshold documentation from each renewal project. LOIs were due to CoC staff by May 27, 2016.

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

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

1. Project Performance Review
2. Annual Performance Report (APR)
3. System Performance Contribution and Review
4. Financial Commitment (Match)
5. Alignment with Best Practices: Housing First/Low Barrier/Harm Reduction
6. CoC Participation

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

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

The scoring system will have a maximum of 100 points with 80 points for project and system performance and 20 points for threshold factors. Data to assess both performance and threshold criteria will be obtained from the information submitted by the applicants in their LOI response. System Performance Data will be pulled from HMIS.

The performance measures will be based on those established by HUD and tracked through HMIS data:

- at least 80 percent of project participants either remained in permanent housing , or exited to another permanent housing location;
- at least 20 percent or more of project participants have employment income or SSI/SSDI for those who are not employable;
- at least 54 percent of project participant increased their income from sources other than employment in an operating year;
- at least 56 percent of project participants obtained mainstream benefits

Some renewing PH projects will not have an APR because they have not yet been operational for a full year. These projects will receive 0 points for performance. Their overall score will place them in the bottom of the group of PSH and RRH renewals but they will be placed in Tier 1 because PH renewals as a group will be the first on the Project Priority List.

C. Scoring Criteria for Renewal Transitional Housing

The scoring system will have a maximum of 100 points with 80 points for project performance and 20 points for threshold factors. Data to assess both performance and threshold criteria will be obtained from the information submitted by the applicants in their LOI response.

Priority will be given to Transitional Housing which falls in line with serving HUD priority populations.

D. HMIS Renewal

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

Section IV: New Projects

The CoC Board will examine recommendations from the CoC Data and Performance Committee and CoC staff to determine the amount of funding available for reallocation. On July 13, 2016, the CoC Board approved re-allocation totaling \$334,563 for permanent supportive housing projects to assist with the local goal of reducing and ending chronic homelessness. Additionally, the VC CoC may apply for \$169,894 in Permanent Supportive Housing Bonus funding.

Reallocated funds and new bonus funds will be awarded through a Request for Proposal (RFP) process for open competition for projects that provide permanent supportive housing to chronically homeless and or RRH for homeless families.

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

To evaluate whether projects meet the HUD threshold and quality standards, the projects will be reviewed by the CoC Data and Performance Committee.

To evaluate project quality and fit with Ventura County objectives and develop a ranked order, the CoC will convene an unbiased project review panel to review each new project. Projects will be scored based on a 100

point system. The panel will then hold one meeting to review and average their scores and arrive at a proposed final ranking for new projects, including a recommendation of which project should be submitted as the permanent supportive housing bonus. The panel may also recommend that projects should either increase or decrease their funding request to maximize the use of available reallocated or bonus funds.

The final ranking of new projects as determined by the Panel will be discussed and approved by the CoC Board on August 10th to determine the order on the Project Priority Listing.

Section IV: Final Project Priority List and Notification to Applicants

Once the rating and ranking processes for new and renewal applicants are complete, CoC staff will integrate the results of the scoring/ranking processes and create the final proposed Project Priority Listing for review by the CoC Board. This proposed list can include recommendations to adjust the placement of projects in Tier 2 in order to maximize the total funding award for Ventura County. The proposed final list will be approved and notice sent to the applicants of the final results no later than August 19th, 2016.

Section V: Appeal Process

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

- 1) Placement of project into Tier 2

Appeals must be submitted to the Ventura County Collaborative Applicant no later than August 20, 2016. Appeals will be heard by the chairs of the Data Committee. The decision of the appeal panel is final.

Attachment A

Permanent Supportive Housing (PSH) Performance Measures - Max. 60 Points

- at least 80 percent of project participants either remained in permanent housing or exited to another PH
- at least 20 percent or more of project participants have employment income (or at least 20 percent or more of project participants have other income sources such as SSI and/or SSDI, for those who are not employable);
- at least 54 percent of project participants increased their income from sources other than employment in a given operating year;
- at least 56 percent of project participants obtained mainstream benefits

Projects meeting:

All 4 performance measures will receive 60 points.

3 of 4 performance measures will receive 40 points.

2 of 4 performance measures will receive 20 points.

0 or 1 performance measures will receive 0 points.

Projects contributing to overall system level performance: --Max 10 points

Full participation in planning and strategic discussion of system performance measures plus contributing system level data: 10 points

Permanent Housing Projects:

Threshold Renewal Points (20 pts)	Source Document	Max Points (30)	Total Scored
LOI Submission	On time, complete submission	1	
Match	Match provided—source included	1	
Housing First/Low Barrier/Harm Reduction/Best Practices	LOI + supportive documentation (intake packets , lease agreements-documents consistent with HF and Low Barrier = 10pts) Missing document (-2pts) Inconsistency with documents (5pts) No Housing First (0 pts)	10	
HMIS Data Quality	APR submittal (on time-2pts)	10	
	Bed Utilization (>90% 2pts)		
	Data Quality 6pts (less than 10% of any missing/null values =6 pts; Data Quality report Grade B or C =3pts; Data Quality D or F =0 points)		
Monitoring	No findings or remedied findings with supporting documents =2 pts Findings with conditions = 0 pts.	2	
CoC Strategic Participation		6	
Attendance & Participation CoC Alliance and Committees (3) Coordinated Entry System (3)	CoC Attendance Documentation—documented attendance of CoC alliance and committee meetings by agency staff/board member. (12 or more meetings =3 pts; 11-6 meetings 2 pts, 5-1 meetings =1pt) Participation in Coordinated Entry (No meeting attendance, not filling units through CES - 3pts)	6	
Project Performance		60	
System Level Performance		10	
TOTAL		100	

*New projects will receive a median score for those items not available.

Agency_____

Project_____

Attachment B

The following will be applied for the performance measures scored for TH Projects renewals.

TH Performance Measures - Max. 80 Points

- at least 80 percent of project participants either remained in permanent housing or exited to another PH
- at least 20 percent or more of project participants have employment income (or at least 20 percent or more of project participants have other income sources such as SSI and/or SSDI, for those who are not employable);
- at least 54 percent of project participants increased their income from sources other than employment in a given operating year;
- at least 56 percent of project participants obtained mainstream benefits

Projects meeting:

All 4 performance measures will receive 80 points.

3 of 4 performance measures will receive 60 points.

2 of 4 performance measures will receive 40 points.

0 or 1 performance measures will receive 0 points.

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

Transitional Housing Projects

Threshold Renewal Points (20 pts)	Source Document	Max Points (30)	Total Scored
LOI Submission	On time, complete submission	1	
Leverage and Match	Match + 150% leverage Under 150% leverage -.5	1	
Housing First	LOI + supportive documentation (intake packets , lease agreements-documents consistent with HF and Low Barrier = 10pts) Missing document (-2pts) Inconsistency with documents (5pts) No Housing First (0 pts)	10	
HMIS Review	APR submittal (on time-2pts)	10	
	Bed Utilization (>90% 2pts)		
	Data Quality 6pts (less than 10% of any missing/null values =6 pts; Data Quality report Grade B or C =3pts; Data Quality D or F =0 points)		
Monitoring	No findings or remedied findings with supporting documents =2 pts Findings with conditions = 0 pts.	2	
CoC Strategic Participation		6	
Attendance & Participation CoC Alliance and Committees (3) Coordinated Entry System (3)	CoC Attendance Documentation—documented attendance of CoC alliance and committee meetings by agency staff/board member. (12 or more meetings =3 pts; 11-6 meetings 2 pts, 5-1 meetings =1pt) Participation in Coordinated Entry (No meeting attendance, not filling units through CES - 3pts)	6	
Project Performance		60	
System Level Performance		10	
TOTAL		100	

Agency: _____

Project: _____

SYSTEM PERFORMANCE/PROGRAM PERFORMANCE

The following performance measures will be considered when evaluating the performance of renewal projects.

VC CoC System Performance Review

Contributions to the VC CoC overall system performance will be evaluated. Applicants for new and renewal projects will be reviewed on strategies their organization is taking to improve overall system performance.

Applicants will be reviewed on strategies to:

- 1) Reduce the length of time persons are homeless in the VC CoC
- 2) Homeless Prevention: Reduction of first time homeless
- 3) Increased exits to permanent housing placements
- 4) Income and Employment growth
- 5) Reducing returns to homelessness

Applicants will also be reviewed on their programs' contributions to the VC CoC System Performance Data.

Letter of Intent (LOI)
2016 Renewal Applicants
for
Continuum of Care (CoC)
U.S. Department of Housing and Urban Development (HUD)
Homeless Assistance Programs

County of Ventura Continuum of Care

Letter of Intent are due May 27, 2016 at 5pm

Submit to:
Tara Carruth
805-654-3838
County Executive Office
By email: tara.carruth@ventura.org
By Mail: 800 S. Victoria Ave L#1940
Ventura, CA 93009

The County of Ventura Continuum of Care (CoC) is requiring agencies interested in renewing projects for funding in the 2016 HUD Continuum of Care Program Consolidated Application to submit a Letter of Interest (LOI). An LOI is required for all projects to be considered for inclusion in the 2016 Continuum of Care (CoC) Consolidated Application to the U.S. Department of Housing and Urban Development (HUD). HUD will review applications and make the final funding recommendations.

Renewal applicants are required to complete this LOI by answering all questions and providing the required documentation to pass the threshold. Renewal applicants passing the threshold will be recommended for submission of their application in e-snaps and inclusion in the HUD CoC competition. An Independent Review Panel, selected from within the CoC membership, will review the LOI using the approved 2016 Continuum of Care Application Renewal Project Evaluation Process. Threshold review includes, but not limited to, each applicant's performance based on the Annual Performance Reports (APR) generated from HMIS data and HUD threshold requirements; ability to spend grant funds and submission of claims per the specified timeframe; monitoring issues; and HMIS data quality.

Projects are considered eligible for renewal in the 2016 CoC competition if:

- The current contract will expire in calendar year 2016
- The project has been included in the final 2016 Grant Inventory Worksheet (GIW);
- The project has met all performance spending and capacity requirements;
- The project has met any other requirements outlined in the 2016 HUD CoC Notice of Funding Availability (NOFA).

The CoC reserves the right not to renew grants that have exhibited serious capacity issues in prior grants (including performance and financial problems); do not sufficiently participate in HMIS; have unresolved monitoring issues; and/or do not meet the priorities of the CoC.

Background Information

The U.S. Department of Housing and Urban Development (HUD) states that one of the primary responsibilities of the CoC is to develop a review process for selection and ranking criteria for prioritizing renewal and new projects for CoC funding. This is especially important for those communities that submit multiple renewal and new project requests to compete for funding.

In addition, HUD states that communities should have a mechanism for ranking and selecting projects that demonstrate decisions were based on pre-established selection criteria that were logical and fair. Criteria may include capacity to implement and manage the proposed project, experience working with the target population, cost effectiveness, etc. Communities should emphasize and rank projects based on the project's ability to articulate achievable outcome measures against which the project can be evaluated in future years. This is especially important as projects come up for renewal funding and communities must assess performance.

HUD also notes that it is important that renewal projects meet minimum project eligibility, capacity, timeliness, and performance standards identified in the NOFA or they will be rejected from consideration for funding. When considering renewal projects for award, HUD will review information in the Line of Credit Control System (LOCCS); Annual Performance Reports (APRs); and information provided from the local HUD/CPD Field Office, including monitoring reports and A-133 audit reports as applicable; as well as performance standards on prior grants. Projects will be assessed on the following criteria using a pass/fail basis:

(1) The project applicant's performance against plans and goals established in the initial application as amended;

(2) Project applicants must demonstrate all timeliness standards for grants being renewed, including that standards for the expenditure of grant funds have been met;

(3) The project applicant's performance in assisting program participants to achieve and maintain independent living and record of success; and

(4) Evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site may result in a rejection of the application from the competition. HUD reserves the right to reduce or reject a funding request from the project applicant for the following reasons:

(a) Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;

(b) Audit finding(s) for which a response is overdue or unsatisfactory;

(c) History of inadequate financial management accounting practices;

(d) Evidence of untimely expenditures on prior award;

(e) History of other major capacity issues that have significantly impacted the operation of the project and its performance;

(f) Timeliness in reimbursing sub-recipients for eligible costs. HUD will consider a project applicant as meeting this standard if it has drawn down grant funds at least once per month; or

(g) History of serving ineligible persons, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

Exhibit 1

Instructions: Please complete one letter for each renewal application.

Lead Agency Information

CCR #:

DUNS #:

Agency Name:

Agency Address:

City:

State:

Zip:

Phone:

Fax:

email:

Grant/Application Contact Person:

Phone:

email:

Agency Director:

Phone:

email:

Project Information:

Name of Project:

Project Address:

Grant amount:

Grant Term:

Expiration Date:

Program Type:

Primary Population:

Total Number of Units:

Total Number of Beds:

Name and Signature of Person who will complete the LOI:

I certify, on behalf of my agency, that all information contained in this application is accurate and true, based on our current project records for the project. I understand that falsifying information or failing to provide accurate information will have a negative impact on my overall review and may result in removal from the Continuum of Care Application to HUD.

Executive Director/CEO/President Date

Exhibit 2: Rating and Performance Measures

HUD encourages the following rating and performance measures to be used to determine which projects to accept or reject. Please respond to each rating and performance measure. Incomplete information will not be accepted.

I. HUD APR Performance Results

The Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care Program interim rule states that HUD may terminate the renewal of any grant and require the recipient to repay the renewal grant if the recipient fails to submit a HUD Annual Performance Report (APR) within 90 days of the end of the program year or if the recipient submits an APR that HUD deems unacceptable or shows noncompliance with the requirements of the grant and this part. The recipient's submission of the APR helps HUD review whether the recipient is carrying out the project in the manner proposed in the application. Recipients agree to submit an APR as a condition of their grant agreement. This requirement allows HUD to ensure that recipients submit APRs on grant agreements that have expired as a condition of receiving approval for a new grant agreement for the renewal project.

Did your agency submit a HUD Annual Performance Report (APR) for this project within 90 days of the end of the last program year? ☐ Yes ☐ No

If APR report was not available to submit in eSNAPS, please submit your most recent APR from HMIS.

Performance Measures

HUD states that CoCs must clearly demonstrate project participants' success in maintaining permanent housing. HUD's national goal is **at least 80 percent** of participants remain in CoC-funded permanent housing or exited to permanent housing (subsidized or unsubsidized).

HUD also states that CoCs must clearly demonstrate the overall percentage of program participants obtaining employment income. The overall percentage of program participants obtaining employment income must meet HUD's national goal of **at least 20 percent** or higher and the program participants with other income should be **at least 54 percent** as reported in a 12 month period for all project APRs or the CoC must show an increase from the previous year to the current year.

All PH project application for renewal must meet or exceed project quality goals established by HUD and CoC guidelines. According to your most recent APR:

For Permanent Housing

1. What was the % of persons who remained in the permanent housing project as of the end of the operating year or exited to permanent housing (subsidized or unsubsidized)? _____

If the percentage was lower than 80%, please explain why.

This is a new project and has not started yet: ☐

This is not applicable to this project: ☐

NOTE: Please answer question 2 or 3 below based on which of these two questions that you chose to answer in your 2016 renewal application (see section 6A. Standard Performance Measures)

2. What was the % of persons age 18 through 61 who maintained or increased their **earned income** as of the end of the operating year or project exit? _____

If the percentage was lower than 20%, please explain why.

This is a new project and has not started yet: ☐

This is not applicable to this project: ☐

3. What was the % of persons age 18 and older who maintained or increased their **total income** (from all sources) as of the end of the operating year or project exit? _____

If the percentage was lower than 54%, please explain why.

This is a new project and has not started yet: ☐

This is not applicable to this project: ☐

4. What was the percentage of project participants obtained mainstream benefits (non-cash benefits)? _____

If the percentage was lower than 56%, please explain why.

This is a new project and has not started yet: ☐

This is not applicable to this project: ☐

5. What percentage of project participants came from the street or other locations not meant for human habitation, emergency shelters, or safe havens? _____

If the percentage was lower than 60%, please explain why.

This is a new project and has not started yet: ☐

This is not applicable to this project: ☐

- Does your program fill vacant beds with only chronically homeless persons? _____

If not, please explain.

This is a new project and has not started yet: ☐

This is not applicable to this project: ☐

For Transitional Housing

1. What was the percentage of persons who exited to permanent housing (subsidized or un-subsidized) during the operating year _____

If the percentage was lower than 80%, please explain why.

2. What was the % of persons age 18 through 61 who increased their earned income as of the end of the operating year or project exit? _____

If the percentage was lower than the 20%, please explain why.

3. The % of persons age 18 and older who increased their total income (from all sources) as of the end of the operating year or project exit. _____

If the percentage was lower than the 54%, please explain why.

II. Housing First/Low Barriers

All providers should answer the questions below in addition to attaching their admission criteria for the renewal program.

- Does your program implement a housing first approach? ☐ Yes ☐ No
- Does the project quickly move participants into permanent housing? ☐ Yes ☐ No
- Has the project removed the following barriers to accessing housing and services? (Select ALL that apply) Check the box next to each item to confirm that your project has removed (or never had) barriers to program access related to each of the following:
 - ☐ Having too little or no income
 - ☐ Active or history of substance abuse
 - ☐ Having a criminal record with exceptions for state-mandated restrictions; and
 - ☐ Fleeing domestic violence (e.g. lack of a protective order, period of separation from abuser or law enforcement involvement)
- Has the project removed the following as reasons for program termination? Check the box to confirm that your project has removed (or never had) reasons for program participant termination related to the following:
 - ☐ Failure to participate in supportive services
 - ☐ Failure to make progress on a service plan
 - ☐ Loss of income or failure to improve income
 - ☐ Fleeing domestic violence
 - ☐ Any other activity not covered in a lease agreement typically found in the project's geographic area

Please be reminded that your agency committed to using a Low Barrier and a Housing First approaches for this project and your commitment will be included by HUD in your 2016 renewal contract. Please confirm that your agency will carry out this commitment consistent with HUD guidance.

Please have the agency director/CEO from your agency note the name of your agency and print and sign on the appropriate lines below.

Agency: _____

Executive Director/CEO (Print Name): _____

Signature: _____

Date: _____

III. Financial Reporting and Claims Submission

A renewal project's demonstrated ability to drawdown and spend grant funds timely will be a factor in evaluating performance of each grant. HUD will recapture grant funds remaining unspent at the end of the previous grant period when it renews a grant.

1. Are your monthly claims submitted timely (i.e. by the end of the month following the service month)? ☐ Yes ☐ No

If the answer is no, please explain your response.

This is a new project and has not started yet: ☐

This is not applicable to this project: ☐

2. Has the project returned any funds in the last 3 years?

Year	Amount Returned	Reason for Return
2015		
2014		
2013		

This is a new project and has not started yet: ☐

This is not applicable to this project: ☐

3. Cost effectiveness

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

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

☐ Yes ☐ No

Please explain your response.

This is a new project and has not started yet: ☐

This is not applicable to this project: ☐

- What are the total costs of your project?

- Please list all of the revenue sources and amounts to offset the total costs of your project.

IV. HMIS Participation and Data Quality

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

1. Does this project provide client level data to HMIS? ☐ Yes ☐ No

This is a new project and has not started yet: ☐

This is not applicable to this project: ☐

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

Total number of participants served by the project: _____

Total number of clients reported in the HMIS: _____

This is a new project and has not started yet: ☐

This is not applicable to this project: ☐

3. If the project is not providing participant data in the HMIS – indicate reason(s) for non-participation. Cite specific law.

☐ Federal law prohibits

☐ State law prohibits

☐ New project not yet in operation

☐ Other (please specify prohibition)

This is a new project and has not started yet: ☐

This is not applicable to this project: ☐

4. For those participant records that were reported in the HMIS, indicate the percentage of values that were missing (“Null or Missing Values”) and/or unknown (“Don’t Know or Refused”). If there were no unknown values, note a “0” value. (Chart on pg 11)

* Indicate the percentage of unduplicated client records with null or missing values during the last 10 days of January 2016:

*You may attach HMIS reports in place of filling out the table below.

Universal Data Element	Records with no values (%)	Records where value is refused or unknown (%)
Name		
Social Security Number		
Date of Birth		
Race		
Ethnicity		
Gender		
Veteran Status		
Disabling condition		
Residence Prior to project entry		
Project entry date		
Project exit date		
Destination		
Relationship to Head of Household		
Client Location		
Length of time on street, in emergency shelter or safe haven		

5. Point-in-Time Count of Households Served on the Last Wednesday in

	HH with Children	HH w/o Children	HH w/ Children Only	Total
January (2016)				
April (2015)				
July (2015)				
October (2015)				

This is a new project and has not started yet: ☐

This is not applicable to this project: ☐

V. Independent Audit

Please submit your organization's most recent audits for the last two years (conducted within the last three years) by a certified CPA, including the management letter with this LOI.

VI. Match

Match must equal 25 percent of the total grant request including Admin costs but excluding leasing costs (i.e., any funds identified for Leased Units and Leased Structures). Match must be met on an annual basis. HUD requires match letters to be submitted with the e-snaps application. Match contributions can be cash, in-kind, or a combination of the two; and, match must be used for an eligible cost as set forth in Subpart D of CoC Program interim rule. For an in-kind match, the recipient may use the value of property, equipment, goods, or services contributed to the project, provided that, if the recipient or sub recipient had to pay for such items with grant funds, the costs would have been eligible. If third party services are to be used as match, the third party service provider that will deliver the services must enter into a memorandum of understanding (MOU) before the grant is executed documenting that the third part will provide such services and value towards the project.

- Will your agency be able to provide the match requirement for your renewal project?
☐ Yes ☐ No

VII. Leveraging

HUD Continuum of Care Homeless program funding is limited and can provide only a portion of the resources needed to successfully address the needs of homeless families and individuals. HUD encourages applicants to use supplemental resources, including state and local appropriated funds, to address homeless needs. Leveraging includes all funds, resources, and/or services that the applicant can secure on all cash matching behalf of the client being served by the proposed project. Leveraging includes any other services, supplies, equipment, space, etc. that are provided by sources other than the CoC.

- Will your agency be able to provide the leveraging requirement (up to 150%) for your renewal project? ☐ Yes ☐ No
- If No, How much leveraging will you provide for this project? _____

VIII. HUD and CoC Monitoring Findings

HUD requires that CoCs review any monitoring findings.

6. Has your agency received an audit finding on your most recent A-133 or Single Audit?
☐ Yes ☐ No

If Yes, please explain the finding.

This is a new project and has not started yet: ☐

This is not applicable to this project: ☐

7. Has your agency received a fiscal monitoring finding on your most recent DPSS monitoring?
☐ Yes ☐ No

If Yes, please explain the finding.

This is a new project and has not started yet: ☐

This is not applicable to this project: ☐

IX. Client Survey/Feedback

HUD encourages client surveys particularly exit surveys. *Please attach survey results with this LOI if available.*

- Does your renewal program conduct exit surveys or interviews with clients?
☐ Yes ☐ No

If no, please explain why.

This is a new project and has not started yet: ☐

This is not applicable to this project: ☐

X. Fiscal and Program Issues

- Does your organization currently have any unresolved fiscal, reporting, or program issues with any of its funding sources? ☐ Yes ☐ No

If yes, please explain.

This is a new project and has not started yet: ☐

This is not applicable to this project: ☐

- Have any funds been returned to any funders within the last 24 months? ☐ Yes ☐ No
If yes, please explain.

This is a new project and has not started yet: ☐

This is not applicable to this project: ☐

XI. Housing Quality Standards

All housing leased with CoC funds or where rental assistance payments are made with CoC funds must meet applicable Housing Quality Standards (HQS).

- Does your project meet applicable Housing Quality Standards
☐ Yes ☐ No

Please briefly explain your inspection process for HQS. *Please attach any documents used for HQS inspection.*

This is a new project and has not started yet: ☐

This is not applicable to this project: ☐

XII. Review CoC Membership Involvement

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

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

This is a new project and has not started yet: ☐

This is not applicable to this project: ☐

XIII. Participation in Centralized/Coordinated Entry System

The CoC program interim rule requires CoCs to use a coordinated entry system (CES), including a standardized assessment tool. The coordinated assessment (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 clients to access services, and ensure that limited resources are allocated efficiently.

Are you a current participant or do you agree to participate in the CoC's coordinated entry system, "Pathways to Home"? ☐ Yes ☐ No

Do you agree to fill your vacancies through the CES? ☐ Yes ☐ No

Exhibit 3 HEARTH Act Compliance

This section of the LOI asks questions of all renewal projects to ensure compliance with the requirements of the HEARTH Act. (Please note, this section does not encompass all changes under the HEARTH Act and it is recommended that all projects should review the Act in its entirety).

I. Participation of Homeless Individuals

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

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

- Does your agency provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policymaking entity of the recipient or subrecipient, to the extent that such entity considers and makes policies and decisions regarding any project, supportive services, or assistance provided under this part. This requirement is waived if a recipient or subrecipient is unable to meet such requirement and obtains HUD approval for a plan to otherwise consult with homeless or formerly homeless persons when considering and making policies and decisions? ☐ Yes ☐ No

If not, please provide an action plan/timeline on when your agency will be compliant with this requirement.

This is a new project and has not started yet: ☐

This is not applicable to this project: ☐

- Does your agency, to the maximum extent practicable, involve homeless individuals and families through employment; volunteer services; or otherwise in constructing, rehabilitating, maintaining, and operating the project, and in providing supportive services for the project? ☐ Yes ☐ No

If not, please provide an action plan/timeline on when your agency will be compliant with this requirement.

This is a new project and has not started yet: ☐

This is not applicable to this project: ☐

II. Families with children Under age 18

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

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

☐ Yes. Project certifies that it accepts all families with children under age 18 without regard to the age of any child.

☐ No. Project does not comply with this requirement. A narrative is attached explaining how the project will comply with this HEARTH Act requirement.

☐ No. Project does not comply with this requirement but qualifies for an exception because it is implementing an evidence based practice that requires housing units targeted to families with children in a specific age group. A narrative is attached explaining how the project will comply with the exception, including identification of the evidenced based practice being utilized.

☐ N/A. Project does not serve families.

☐ N/A. Project is new and has not started yet.

III. Transitional Housing Lease Agreement

Transitional housing means housing, where all program participants have signed a lease or occupancy agreement, the purpose of which is to facilitate the movement of homeless individuals and families into permanent housing within 24 months or such longer period as HUD determines necessary. The program participant must have a lease or occupancy agreement for a term of at least one month that ends in 24 months and cannot be extended.

- Do program participants have a lease or occupancy agreement for a term of at least one month that ends in 24 months and cannot be extended? ☐ Yes ☐ No

If no, please explain why.

This is a new project and has not started yet: ☐

This is not applicable to this project: ☐

IV. Discrimination Policy

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

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

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

If you answered “yes” to any of the above, please explain why.

V. Faith-based Activities

- Does your proposed renewal program use direct program funds to support or engage in any explicitly religious activities, including activities that involve overt religious content, such as worship, religious instruction, or proselytization, or any manner prohibited by law? ☐ Yes ☐ No

VI. § 578.95 Conflicts of Interest

Please read and initial to signify understanding and compliance.

(a) Procurement. For the procurement of property (goods, supplies, or equipment) and services, the recipient and its subrecipients must comply with the codes of conduct and conflict-of-interest requirements under 24 CFR 85.36 (for governments) and 24 CFR 84.42 (for private nonprofit organizations). **Initial** _____

(b) Continuum of Care board members. No Continuum of Care board member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents.

(c) Organizational conflict. An organizational conflict of interest arises when, because of activities or relationships with other persons or organizations, the recipient or subrecipient is unable or potentially unable to render impartial assistance in the provision of any type or amount of assistance under this part, or when a covered person's, as in paragraph (d)(1) of this section, objectivity in performing work with respect to any activity assisted under this part is or might be otherwise impaired. Such an organizational conflict would arise when a board member of an applicant participates in decision of the applicant concerning the award of a grant, or provision of other financial benefits, to the organization that such member represents. It would also arise when an employee of a recipient or subrecipient participates in making rent reasonableness determinations under § 578.49(b)(2) and § 578.51(g) and housing quality inspections of property under § 578.75(b) that the recipient, subrecipient, or related entity owns. **Initial** _____

(d) Other conflicts. For all other transactions and activities, the following restrictions apply:

(1) No covered person, meaning a person who is an employee, agent, consultant, officer, or elected or appointed official of the recipient or its subrecipients and who exercises or has exercised any functions or responsibilities with respect to activities assisted under this part, or who is in a position to participate in a decision-making process or gain inside information with regard to activities assisted under this part, may obtain a financial interest or benefit from an assisted activity, have a financial interest in any contract, subcontract, or agreement with respect to an assisted activity, or have a financial interest in the proceeds derived from an assisted activity, either for him or herself or for those with whom he or she has immediate family or business ties, during his or her tenure or during the one-year period following his or her tenure. **Initial** _____

VII. Attachments

Please include the following attachments with your LOI submission:

- ☐ Most recent APR (for each project)
- ☐ Admission criteria/eligibility/intake form and/or policies and procedures
- ☐ Documentation of fully expended grant funds or returned funds
- ☐ HMIS Data Quality Reports (for each project)
- ☐ Financial Audit
- ☐ HUD Monitoring reports/findings
- ☐ Client Satisfaction Survey results
- ☐ Housing Quality Standards policy and procedures/checklist
- ☐ Policy for involvement of homeless/formerly homeless persons on agency board.
- ☐ Copy of blank lease agreement/occupancy agreement

Meeting Notes

Continuum of Care (CoC) Data. Performance & Evaluation Committee Tuesday June 7, 2016 9:00am-10:30am

United Way of Ventura County
4001 Mission Oaks Blvd, Suite E
Camarillo, CA 93012

1. Welcome and Introductions:
Attendees: Tara Carruth, Jennifer Santos, Karl Lawson, Susan Englund, Amanda Herrera, Caitlin Lebron, Pam Marshall
2. Review and preliminary ranking of 2016 CoC projects for FY16 NOFA.
Recommendations for re-allocation and priority setting for new projects.
Staff presented preliminary ranking and scoring of CoC funded projects from LOI results. Data Committee requested additional information on several projects. A memo was drafted to the CoC Board for recommendations regarding individual projects to address deficiencies with the LOI submissions.
3. Recommendations for State ESG funding. Priorities and process for ranking and scoring applications.
Data Committee approved process for releasing State ESG application.
Recommendation will be reviewed by CoC Board.
4. System Performance Data review.
Data Committee began a review of System Performance Measures. Committee will review data closely at next meeting on 7.1.16
System Performance Data will have to be reported to HUD through HDX system by 8.1.16

Next meeting: July 1, 2016 at 10am.

June 7, 2016

To: CoC Board

From: CoC Data, Performance & Evaluation Committee

Re: Administrative Scoring of LOIs for FY16 CoC Competition

On June 7th, the CoC Data, Performance and Evaluation Committee reviewed the administrative scoring and ranking of FY16 Letters of Intent (LOI) sent to the Collaborative Applicant staff on May 27, 2016. The following recommendations come from the CoC Data Committee on re-allocation of CoC resources and additional information needed from CoC Funded service providers before finalizing the ranking of all renewal projects.

1. Recommendation from Data Committee to set the threshold for renewals to 80 points and above. LOIs scoring below 80 points should have program deficiencies addressed and considered for re-allocation if the concerns are not able to be remedied. If programs meet HUD target performance goals, programs should receive full performance points.
2. Recommendation to re-allocate RAIN Transitional Living Center based on HUD's priorities of using CoC funding for permanent housing options and priority populations. Performance data fell just short of the HUD performance thresholds. In the last program year:
78% of persons exited to permanent housing (HUD target is 80%)
49% of adults increased total income (HUD target is 54%)
CoC Data Committee recommends re-allocating the CoC funding to preserve the CoC funding for the full continuum and recommends the CoC Staff and Board work with County of Ventura Human Services Agency to preserve the program as critical sheltering inventory within the countywide homeless services system until such time as permanent housing options are available to rapidly re-house these families.
3. Recommendation to request Community Action of Ventura County find additional 2 units to bring project to full utilization or recommend re-allocation of unutilized funding. Project is at 75% utilization currently. Recommended deadline of July 15th for obtaining two additional units.
4. Recommendation to request additional information from Turning Point Foundation's Safe Haven program on performance data. Current performance data shows only 50% of participants exit to Permanent Housing.
5. Recommendation to request Housing Authority of San Buenaventura and Ventura County Behavioral Health make a commitment to timely data entry in HMIS, monitoring data quality and participation in CoC Alliance and subcommittees.
6. Request from Ventura County Behavioral Health a report on how much funding will need to be returned to HUD on Santa Paula CoC grant. (\$64,400—original grant was for \$146,700 for 5 years).

7. Recommendation to request additional information from Many Mansions on D Street project. TAY population has lower total income increase than other projects. The Data Committee would like to understand the population and what a reasonable target goal is for this population. Data Committee has requested further information from Many Mansions and will report back to the CoC Board on a recommended standard.
8. Recommendation to request further information from Turning Point Foundation's Wooley I and Many Mansion's Richmond Terrace on the number of units filled by individuals from Transitional Housing. Clarification on eligibility at the time of the transition from TH to PH.
9. Recommendation that PSH bonus funds be prioritized for projects that are renewable and add to the Annual Renewal Demand (ARD) each year. Construction, acquisition and rehabilitation costs are one time funds and do not increase the ARD.



**Meeting Agenda
Continuum of Care (CoC) Board
Wednesday, June 8, 2016
01:00pm-2:30pm**

Ventura County Community Foundation
4001 Mission Oaks Blvd.
Community Room
Camarillo, CA 93012

1. *Attendees:* Tara Carruth, LaTrice Johnson, Susan Englund, Carolyn Briggs, Sommer Barwick, Pam Marshall, Kevin Clerici, Amy Luoma, Drew Powers, Mike Powers, Michael Nigh, Mike Taigman.

Kevin Clerici called the meeting to order at 1:06pm

2. *Approval of, Minutes of the meeting of Governance Board held Wednesday May 11, 2016:* Mike Powers moved to approve minutes, Michael Nigh seconded. Unanimous approval. Sommer Barwick abstained.
3. *Public Comment/Board Comments:* No comments

Continuum of Care Governance Board Business

4. *Receive staff report on development and implementation of Pathways to Home and approve Tier 1 provider group.*

CoC staff provided report on Housing and Services spreadsheet of inventory of all services for the homeless population. The development of Pathways to Home requires a strategy for including agencies and programs in the HMIS system integration. HMIS and CoC Staff recommend tiering of providers with Tier 1 including providers/programs that the primary mission is to serve the homeless population. Tier 2 programs/agencies serve everyone (ex: hospitals, mental health services, emergency response services).

Of the Tier 1 providers on the proposed list, the majority are using HMIS. Some privately funded agencies are not currently using HMIS and staff recommends continuing to try to engage those agencies to join the efforts of Coordinated Entry.

Pam Marshall made a motion to approve the Housing and Services list with Tier 1 and Tier 2 providers listed. Amy Luoma seconded the motion. Unanimous approval.

- Board requests that staff bring back a list of Housing providers to review.
- Board requests list of Tier 1 providers that are not using HMIS including why it would benefit the system for them to use HMIS and why they are not currently using HMIS.

5. *Receive preliminary ranking of CoC projects based on administrative scoring of Letter of Intent (LOI), receive Board recommendations for ranking and scoring process and direct staff to issue a RFP for permanent supportive housing bonus funding and any re-allocated funding.*

CoC Board approved Data, Performance & Evaluation Committee's recommendations while postponing a final decision on the RAIN Transitional Housing project (see memo to Board) while requesting that staff follow-up with CoC funded agencies on deficiencies in the LOIs. A report will be drafted for the CoC Data Committee and brought back to the CoC Board.

A CoC Board subcommittee made up Pam Marshall, Amy Luoma and Kevin Clerici was formed to bring back specific plans on how to address the RAIN project including specifics of what will happen to RAIN if CoC funding is re-allocated.

Board adopted recommendation that PSH bonus funding RFP should be released to the community. Board adopted policy of prohibiting PSH bonus funds for construction, acquisition or rehabilitation costs because those costs are not ongoing renewable funds for the community. Rental assistance and services for permanent supportive housing or rapid re-housing are eligible for ongoing renewals.

6. *Authorize Collaborative Applicant Staff, in their Capacity as the State ESG Administrative Entity, to release an RFP for State ESG funds.*

Board authorizes staff to release an RFP for eligible activities for State ESG funds including Rapid ReHousing, Homelessness Prevention, Emergency Shelter, Street Outreach and HMIS in accordance with CA Department of Housing and Community Development adopted regulations. County of Ventura and CoC staff will operate as the Administrative Entity for these funds.

7. Adjourn: Meeting adjourned at 2:30pm

Meeting Notes

Continuum of Care (CoC) Data, Performance & Evaluation Committee Friday July 1, 2016 10:00am-11:30am

United Way of Ventura County
4001 Mission Oaks Blvd, Suite E
Camarillo, CA 93012

1. **Attendees:** Susan Englund, Caitlin LeBron, Jennifer Santos, Pam Marshall, Amanda Herrera, Tara Carruth
2. **Continue Review and preliminary ranking of 2016 CoC projects for FY16 NOFA. Committee to follow up on additional information requested from provider agencies.** Committee reviewed the preliminary rankings and staff reported on performance data from each project. Committee voted to approve preliminary rankings which include re-allocation of RAIN Transitional Living Center and renewals of all PSH and RRH. Re-allocation amount of \$334,563 recommended. Preliminary rankings reviewed and posted for review on CoC Website and will be presented at CoC Board meeting on June 8, 2016. Committee drafted a memo to Board (see attached).
3. System Performance Data review in preparation of reporting data to HUD by 8.1.16
Data Committee reviewed System Performance Measures:
 - Number of First Time Homeless
 - Total Number of Homeless persons
 - Exits to Permanent Housing/Retention
 - Length of Time persons remain homeless
 - Permanent Housing Exits with Returns to Homelessness
 - Employment and Income GrowthCommittee reviewed each measure and recommended that a meeting be called with providers to review data and have providers make recommendations for data standards to help the VC CoC improve system performance. Data committee also requested providers input on strategies to improve system performance.

Next meeting: August 8, 2016 at

July 13, 2016

CoC Governance Board

CoC Board Subcommittee (Kevin Clerici, Amy Luoma and Pam Marshall) met with CoC Staff (Tara Carruth and Christy Madden) and RAIN administrator, Marissa Mach to discuss CoC Data Committee's recommendation to re-allocate RAIN funding in the amount of \$334,563 in the FY16 CoC NOFA.

The RAIN program's total operating budget is approximately 2 million dollars and is largely funded with County general fund dollars. The program is also supported by other local grants and non-profit collaboration within the community. RAIN staff report that the budget cannot be reduced and remain operational at the current service level. The program has received flat funding for the past 7 years. The program is the only transitional housing of its kind in the community. The program is not faith-based, accepts all family types and does not separate minor children from parents. The program has continued to lower barriers and has shortened the length of time in the program with a goal to exit families in 3-6 months. The challenge with meeting the HUD performance standards is a result of the lack of housing availability throughout the county.

The CoC Board Subcommittee acknowledges the good work of the RAIN program but expresses concern with the program not meeting the HUD performance thresholds. HUD's performance standard is 80% or more of program participants exit to permanent housing. RAIN was able to exit 78% of program participants in the last year. HUD also states in the 2016 NOFA that priority populations for transitional housing include youth, people fleeing domestic violence and people seeking assistance in recovery from addiction. The RAIN program serves primarily families and individuals who are able to work.

The Board Subcommittee understands the critical role the RAIN program plays in the continuum of services within the VCCoC. With very limited housing vacancy, crisis beds for all subpopulations of people experiencing homelessness are critical to an effective system. The challenge for the CoC Board is related to HUD's priorities. With RAIN missing the HUD's Project Renewal Threshold, the risk is great for the \$334,563 to be lost permanently to the VCCoC.

The Board Subcommittee recommends re-allocation of RAIN with careful consideration of re-allocation into a meaningful alternative project that fills an unmet need. Rapid Re-Housing for

families, Permanent Supportive Housing for adults and families, HMIS projects and Supportive Services for Coordinated Entry are eligible for new projects under this NOFA. Rapid Re-Housing funds for families are plentiful with CAL Works, CoC, ESG and private funds. Additional units are needed for chronically homeless adults.

The Subcommittee recommends the Board discuss specifics of releasing an RFP for Permanent Supportive Housing including master leasing.



**Meeting Agenda
Continuum of Care (CoC) Board
Wednesday, July 13, 2016
01:00pm-2:30pm**

Ventura County Community Foundation
4001 Mission Oaks Blvd.
Community Room
Camarillo, CA 93012

Attendees: Susan Englund, Pam Marshall, Kevin Clerici, Martin Hernandez, Amy Luoma, Drew Powers, Mike Powers, Michael Nigh, Carmen Ramirez, Mike Taigman, Tara Carruth

1. Call to Order: Chair Taigman called the meeting to order at 1:07pm
2. Minutes of the meeting of Governance Board held Wednesday June 8, 2016 unanimously approved.
3. Public Comment/Board Comments: No public comment

Continuum of Care Governance Board Business

4. Receive and approve preliminary ranking of CoC projects based on administrative scoring of Letter of Intent (LOI), CoC Data Committee recommendations and CoC Board subcommittee recommendations including recommendations for any re-allocated funding:
Staff provided written and oral report included preliminary ranking of projects compiled by CoC Data, Performance & Evaluation Committee. Board subcommittee reported out on meeting with staff of RAIN transitional living center re: recommended reallocation of funding. The committee discussed the need for crisis housing in overall system, alternative funding options and partnering with cities and community partners for sheltering programs. Board committee recommends moving forward with reallocation based on performance and priority uses of funding. Board recommends to release funds in an RFP for permanent supportive housing that results in more dedicated units for the chronic homeless population. Kevin Clerici moves to re-allocate \$334,563 of RAIN Transitional Living Center, Drew Powers seconds. All in favor with Mike Powers and Amy Luoma abstaining.

Amy Luoma moves to use reallocated funds totally \$334,563 to release an RFP for Permanent Supportive Housing dedicated to chronic homeless individuals with an August 5, 2016 due date. Pam Marshall seconds. All in favor.

5. Review System Performance Data reports for submittal to HUD no later than August 1, 2016.

Staff presented reports on System Performance Data. Staff will be reviewing reports with HMIS Staff and Service Providers before submittal to HUD.

6. Written CoC Committee and Staff updates received by Board.

- 1) Housing & Services Committee
- 2) Data, Performance & Evaluation Committee
- 3) HMIS Steering Committee
- 4) Public Information & Outreach Committee
- 5) Veterans Committee
- 6) Pathways to Home

**Request for Proposals (RFP) – Permanent Supportive Housing/Rapid Re-Housing
Ventura County Continuum of Care (CoC)
Issued July 6, 2016**

INTRODUCTION

As the Collaborative Applicant for the Ventura County Continuum of Care, the County of Ventura's County Executive Office is accepting proposals for new Permanent Supportive Housing and/or Rapid Re-Housing projects under Continuum of Care Homeless Assistance funding from the U.S. Department of Housing and Urban Development (HUD).

Ventura County Continuum of Care is soliciting proposals for new rapid re-housing and permanent supportive housing projects that address housing and service priorities established through the Ventura County 10 Year Plan to End Homelessness and the Ventura County Continuum of Care Strategic Plan. Proposals for transitional housing are not being solicited.

Funding through the permanent housing bonus of up to \$159,759 will be available.

More specifically, the projects being solicited are innovative and highly effective rapid re-housing projects that serve homeless families with children (including youth only families) or unaccompanied youth (up to age 24) and innovative and highly effective permanent supportive housing projects that serve chronically homeless adult only households.

Funding will come from the US Department of Housing and Urban Development's (HUD) 2016 McKinney-Vento Continuum of Care (CoC) for the Homeless Program, as amended under the HEARTH Act and the CoC Program Interim Rule. The availability and priorities for any funding for new projects is articulated in HUD's CoC Notice of Funding Available (NOFA).

<https://www.hudexchange.info/resource/5068/fy-2016-coc-program-nofa/>

More information on this program, the HEARTH Act, the Interim Rule and the NOFA is available on HUD's website: <https://www.hudexchange.info/coc>

Organizations that do not currently receive Ventura County CoC program funding are encouraged to submit proposals. Proposals are also welcome from current recipients of this funding, provided the proposed project creates new housing opportunities for those experiencing homelessness.

DEADLINE

Proposals must be submitted via e-snaps and emailed to the County of Ventura's County Executive Office **by 4:59 p.m. on Wednesday August 3, 2016**. Submission procedures are described below.

BACKGROUND

HUD publishes a CoC Notice of Funding Availability (NOFA) for each funding year. This RFP is being released in anticipation of the 2016 CoC NOFA release. A single, consolidated submission of all selected projects in Ventura County will be submitted to HUD by the Collaborative Applicant no later than September 12, 2016 (**early submittal in order to earn 3 bonus points on CoC Application**). Funding will be derived from Federal Fiscal Year 2016 allocations of HUD funds and is subject to funding approval by HUD.

NEW PROJECT REQUIREMENTS

The Ventura County Continuum of Care seeks one or more qualified applicants to administer Permanent Supportive Housing and/or Rapid Re-Housing for homeless households and be consistent with the guidance provided by the U.S. Department of Housing and Urban Development (HUD) including, but not limited to, using a Housing First approach.

Competitive Proposed projects will:

- Clearly meet the CoC Program funding opportunities of HUD and the Ventura County CoC.
- Describe a housing first and trauma-informed service delivery approach, including low-barrier access to the housing and services that will work effectively with the Ventura County Coordinated Entry System, Pathways to Home.
- Be based upon best practices and the most effective, evidence-based, culturally competent, and individualized client models possible;
- Include plans to successfully meet HUD and local performance measures;
- Be administered by organizations that have demonstrated experience providing similar services and serving the proposed population.

Selection Process: Projects responding to this RFP will be reviewed and selected by the VC CoC Board on August 10, 2016. Projects will be reviewed in reference to organizational capacity, project approach, design and cost effectiveness.

Prior to the full HUD application process, proposals will be reviewed for basic eligibility and other criteria by the Ventura County CoC Data, Performance and Evaluation Committee. The committee is comprised of formerly homeless persons, community professionals and staff from the VC CoC. The Data, Performance and Evaluation Committee will review applications and make recommendations to the CoC Board for final decisions.

Eligible Applicants: Applications will only be accepted from eligible nonprofit agencies, private nonprofit agencies, units of government and public housing agencies.

GENERAL REQUIREMENTS

1. With the exception of renewal grants, HUD will only fund **new** projects. Funds cannot be used to close a funding gap or replace lost funding in an existing housing project or service program. The population to be served must be homeless as defined by HUD. The final definition for chronically homeless can be found here: <https://www.hudexchange.info/resource/4847/hearth-defining-chronically-homeless-final-rule/>
https://www.hudexchange.info/resources/documents/HomelessDefinition_RecordkeepingRequirementsandCriteria.pdf
2. Projects must be able to meet timeliness standards. The applicant is expected to initiate approved projects promptly in accordance with the requirements that will be specified in the 2016 NOFA. Grant terms, and associated grant operations may not extend beyond the availability of funds. Applicants must plan accordingly and only submit applications that can start operations in a timely manner with enough time to complete within the awarded grant term.
3. Applicants must meet HUD recipient and/or sub-recipient eligibility requirements.
4. Participation in the Homeless Management Information System (HMIS) is required of all HUD grant recipients.
5. Participation in the Coordinated Entry System, Pathways to Home in Ventura County is required.
6. Projects must provide 25% match and 150% leverage.
7. Projects must provide on-site supportive services or have an agreement in place for a partner agency to do so.

PROJECT TYPES

Permanent Supportive Housing

In order to increase the number of beds specifically for the chronically homeless population and work towards the goal of ending chronic homelessness in Ventura County, CoC's will be able to apply for new projects for permanent supportive housing (PSH) that proposes to exclusively serve the chronically homeless.

This solicitation is for potential new projects for permanent supportive housing to serve **chronically homeless households with only adults.**

Rapid Re-Housing for Families and Youth

Rapid Re-Housing is a model of housing assistance that is designed to assist the homeless, with or without disabilities, to move as quickly as possible into permanent housing and achieve stability in that housing. Rapid Re-Housing assistance is time-limited, individualized and flexible. This model is encouraged as a strategy towards the federal and local goal of ending family and youth homelessness.

This solicitation is for new rapid re-housing projects that will serve homeless households with children or unaccompanied youth coming directly from the streets (unsheltered) or emergency shelters, and includes persons fleeing domestic violence situations.

Rapid re-housing assistance may cover move-in costs, deposits, and the rental and/or utilities (typically six months or less) to move individuals and families immediately out of homelessness and stabilize in permanent housing. The amount and duration may vary and can come in the form of a full or a shallow subsidy. While most of our existing programs provide short-term assistance, best practices suggest that extending assistance allows communities to reach a broader spectrum of homeless clients for stabilization while permanent sources of income are secured.

ELIGIBLE COSTS

Applicants are invited to propose projects for funding under any of the following categories subject to the funding match/leverage requirements noted below. Additional information is available on the HUD CoC website. This funding cannot be used for emergency shelter or transitional housing per HUD requirements. This funding cannot be used for construction, rehabilitation or acquisition of property per local CoC requirements.

Detailed information about eligible costs may be found in the CoC Program Interim Rule. In Subpart D, Program Components and Eligible Costs:

<https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/>

1. Rental Assistance: eligible for rapid re-housing or permanent supportive housing projects
2. Leasing Costs: This funding can be used to lease portions (units) of a building, the whole building or multiple buildings. Grantees or project partners cannot use lease funds to pay costs of property that is owned by a parent or subsidiary organization. (there is no match requirement for leasing costs)
3. Operating Costs: eligible to pay for day to day operational costs.
4. Supportive Services:
5. Project Administration

Match and leveraging of these funds are required. As described by HUD:

“Match and Leverage are two distinct categories of program funds that are acquired from other sources not associated with this grant request. Match funds must be used for program eligible costs only and must be equal or greater than 25 percent of the total grant request for all eligible costs with the exception of leasing costs.”

Administration costs that cannot exceed seven percent of the grant request. Thus, a 25% match is required for these budgeted expenses.

In order for the CoC to receive one point for leveraging, the amount of leveraging must be at least 150% of the total request for all new and renewal projects. Thus, a qualified applicant is required to submit at least 150% of the total funding request as leveraging.

“Leverage funds can be used for any program related costs and there is no minimum requirement.”

PERFORMANCE MEASURES

To be considered as meeting project quality threshold, new permanent housing–permanent supportive housing and rapid re-housing–project applications must meet the following criteria:

- a.** Whether the type, scale, and location of the housing fit the needs of the program participants
- b.** Whether the type and scale of the supportive services fit the needs of the program participants–this includes all supportive services, regardless of funding source
- c.** Whether the specific plan for ensuring program participants will be individually assisted to obtain the benefits of the mainstream health, social, and employment programs for which they are eligible to apply meets the needs of the program participants
- d.** Whether program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs; and,
- e.** Whether at least 75 percent of the proposed program participants come from the street or other locations not meant for human habitation, emergency shelters, safe havens, or fleeing domestic violence.

System Performance Threshold data should meet the following:

- 1.** Housing Stability: 80% of CoC Program Participants remain in permanent supportive housing or exit to another permanent destination.
- 2.** Jobs and Income Growth: At least 54% of CoC Program adult participants gain or increase their income from non-employment sources
20% of of CoC program adult participants gain or increase their income through employment.
- 3.** Mainstream benefits: 56% of CoC Program participants obtain non-cash mainstream benefits.

EVALUATION and PROJECT SELECTION PROCESS

A Continuum of Care committee will review submissions and make final determinations. Committee members will be unbiased and cannot have a personal or financial interest in vendor selection.

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

- A.** Meets minimum requirements of HUD
- B.** Experience and Capacity of the Applicant
- C.** Project/Program Features
- D.** Applicant Readiness to Submit Full Application
- E.** Ventura County Continuum of Care priorities

Projects responding to this RFP will be reviewed and selected by the Continuum of Care Board on **August 10, 2016**. Proposals will be reviewed in reference to organizational capacity, project approach and design and cost effectiveness.

ADDITIONAL INFORMATION

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

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

All parties intending to apply for funding are strongly encouraged to review the program regulations, including those organizations that are currently or were previously funded. Proposals which do not conform to the regulations will not be considered for funding. Please contact Tara Carruth at (805) 654-3838 or tara.carruth@ventura.org with questions about HUD programs.

SUBMISSION PROCEDURE

Please use e-snaps to prepare and submit a project proposal. E-snaps can be accessed at

<https://esnaps.hud.gov>

In addition, please email one PDF copy of the complete e-snaps application with a cover letter signed by the organizations authorized representative to: tara.carruth@ventura.org

AWARD OF FUNDS

The project(s) selected by the Continuum of Care Board will be notified on August 11, 2016 . If the bonus funding is awarded by HUD, grant funds are estimated to be made available by HUD by **the first half of calendar year 2017**. The timing of awards and grant-making by HUD is outside of the control of the County of Ventura. Therefore, agencies seeking and receiving new funding must be aware of all operating year start and end dates and must make arrangements to cover any period of which a HUD funding award is pending, delayed, or not awarded.

Request for Proposals (RFP)
Permanent Supportive Housing, Rapid Re-Housing and Coordinated Entry System
Ventura County Continuum of Care (CoC)
Issued July 14, 2016

INTRODUCTION

As the Collaborative Applicant for the Ventura County Continuum of Care, the County of Ventura's County Executive Office is accepting proposals for new Permanent Supportive Housing projects with Continuum of Care Homeless Assistance funding from the U.S. Department of Housing and Urban Development (HUD).

Ventura County Continuum of Care is soliciting proposals that address housing and service priorities established through the Ventura County 10 Year Plan to End Homelessness and the Ventura County Continuum of Care Strategic Plan.

Funding available through the reallocation process is \$334,563.

The projects being solicited are innovative and highly effective permanent supportive housing projects that serve chronically homeless adults. Competitive projects will create additional housing inventory for this population through rental assistance or leasing. Projects are encouraged to show collaboration among providers and leverage mainstream resources to support highly vulnerable chronically homeless individuals.

Funding will come from the US Department of Housing and Urban Development's (HUD) 2016 McKinney-Vento Continuum of Care (CoC) for the Homeless Program, as amended under the HEARTH Act and the CoC Program Interim Rule. The availability and priorities for any funding for new projects is articulated in HUD's CoC Notice of Funding Available (NOFA).

<https://www.hudexchange.info/resource/5068/fy-2016-coc-program-nofa/>

More information on this program, the HEARTH Act, the Interim Rule and the NOFA is available on HUD's website: <https://www.hudexchange.info/coc>

Organizations that do not currently receive Ventura County CoC program funding are encouraged to submit proposals. Proposals are also welcome from current recipients of this funding, provided the proposed project creates new housing opportunities for those experiencing homelessness.

DEADLINE

Proposals must be submitted via e-snaps and emailed to the Collaborative Applicant Office **by 4:59 p.m. on Friday August 5, 2016**. Submission procedures are described below.

BACKGROUND

HUD publishes a CoC Notice of Funding Availability (NOFA) for each funding year. This RFP is being released in anticipation of the 2016 CoC NOFA release. A single, consolidated submission of all selected projects in Ventura County will be submitted to HUD by the Collaborative Applicant no later than September 12, 2016 (**early submittal in order to earn 3 bonus points on CoC Application**). Funding will be derived from Federal Fiscal Year 2016 allocations of HUD funds and is subject to funding approval by HUD.

NEW PROJECT REQUIREMENTS

The Ventura County Continuum of Care seeks one or more qualified applicants to administer Permanent Supportive Housing for chronically homeless individuals consistent with the guidance provided by the U.S. Department of Housing and Urban Development (HUD) including, but not limited to, using a Housing First approach.

Competitive Proposed projects will:

- Clearly meet the CoC Program funding opportunities of HUD and the Ventura County CoC.
- Describe a housing first and trauma-informed service delivery approach, including low-barrier access to the housing and services that will work effectively with the Ventura County Coordinated Entry System, Pathways to Home.
- Be based upon best practices and the most effective, evidence-based, culturally competent, and individualized client models possible;
- Include plans to successfully meet HUD and local performance measures;
- Be administered by organizations that have demonstrated experience providing similar services and serving the proposed population.

Selection Process: Projects responding to this RFP will be reviewed and selected by the VC CoC Board on August 10, 2016. Projects will be reviewed in reference to organizational capacity, project approach, design and cost effectiveness.

Prior to the full HUD application process, proposals will be reviewed for basic eligibility and other criteria by the Ventura County CoC Data, Performance and Evaluation Committee. The committee is comprised of formerly homeless persons, community professionals and staff from the VC CoC. The Data, Performance and Evaluation Committee will review applications and make recommendations to the CoC Board for final decisions.

Eligible Applicants: Applications will only be accepted from eligible nonprofit agencies, private nonprofit agencies, units of government and public housing agencies.

GENERAL REQUIREMENTS

1. With the exception of renewal grants, HUD will only fund **new** projects. Funds cannot be used to close a funding gap or replace lost funding in an existing housing project or service program. The population to be served must be chronically homeless as defined by HUD. The final definition for chronically homeless can be found here:

<https://www.hudexchange.info/resource/4847/hearth-defining-chronically-homeless-final-rule/>
https://www.hudexchange.info/resources/documents/HomelessDefinition_RecordkeepingRequirementsandCriteria.pdf

2. Projects must be able to meet timeliness standards. The applicant is expected to initiate approved projects promptly in accordance with the requirements that will be specified in the 2016 NOFA. Grant terms, and associated grant operations may not extend beyond the availability of funds. Applicants must plan accordingly and only submit applications that can start operations in a timely manner with enough time to complete within the awarded grant term.
3. Applicants must meet HUD recipient and/or sub-recipient eligibility requirements.
4. Participation in the Homeless Management Information System (HMIS) is required of all HUD grant recipients.
5. Participation in the Coordinated Entry System, Pathways to Home in Ventura County is required.
6. Projects must provide 25% match and up to 150% leverage.
7. Projects must provide on-site supportive services or have an agreement in place for a partner agency to do so.

PROJECT TYPES

Permanent Supportive Housing

In order to increase the number of beds specifically for the chronically homeless population and work towards the goal of ending chronic homelessness in Ventura County, CoC's will be able to apply for new projects for permanent supportive housing (PSH) that proposes to exclusively serve the chronically homeless.

This solicitation is for new projects for permanent supportive housing to serve **chronically homeless households with only adults**.

Eligible activities include: Leasing, Rental Assistance, Supportive Services, Operations and HMIS. All components require a 25% match except for leasing. Leasing also requires that rent not exceed Fair Market Rent.

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

and at this link:

<https://www.hudexchange.info/programs/coc/toolkit/program-components-and-eligible-costs/>

Match and leveraging of these funds are required. As described by HUD:

“Match and Leverage are two distinct categories of program funds that are acquired from other sources not associated with this grant request. Match funds must be used for program eligible costs only and must be equal or greater than 25 percent of the total grant request for all eligible costs with the exception of leasing costs.”

Leverage funds can be used for any program related costs and there is no minimum requirement. Competitive applicants will include 150% leverage in their application.

PERFORMANCE MEASURES

To be considered as meeting project quality threshold, new permanent housing–permanent supportive project applications must meet the following criteria:

- a.** Whether the type, scale, and location of the housing fit the needs of the program participants
- b.** Whether the type and scale of the supportive services fit the needs of the program participants–this includes all supportive services, regardless of funding source
- c.** Whether the specific plan for ensuring program participants will be individually assisted to obtain the benefits of the mainstream health, social, and employment programs for which they are eligible to apply meets the needs of the program participants
- d.** Whether program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs; and,
- e.** Whether at least 75 percent of the proposed program participants come from the street or other locations not meant for human habitation, emergency shelters, safe havens, or fleeing domestic violence.

System Performance Threshold data should meet the following:

- 1.** Housing Stability: 80% of CoC Program Participants remain in permanent supportive housing or exit to another permanent destination.
- 2.** Jobs and Income Growth: At least 54% of CoC Program adult participants gain or increase their income from non-employment sources
- 3.** Mainstream benefits: 56% of CoC Program participants obtain non-cash mainstream benefits.

EVALUATION and PROJECT SELECTION PROCESS

The CoC Data, Performance & Evaluation committee will review submissions and make final determinations. Committee members will be unbiased and cannot have a personal or financial interest in vendor selection.

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

- A. Meets minimum requirements of HUD
- B. Experience and Capacity of the Applicant
- C. Project/Program Features
- D. Applicant Readiness to Submit Full Application
- E. Ventura County Continuum of Care priorities

Projects responding to this RFP will be reviewed and selected by the Continuum of Care Board on **August 10, 2016**. Proposals will be reviewed in reference to organizational capacity, project approach and design and cost effectiveness.

ADDITIONAL INFORMATION

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

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

All parties intending to apply for funding are strongly encouraged to review the program regulations, including those organizations that are currently or were previously funded. Proposals which do not conform to the regulations will not be considered for funding. Please contact Tara Carruth at (805) 654-3838 or tara.carruth@ventura.org with questions about HUD programs.

SUBMISSION PROCEDURE

Please use e-snaps to prepare and submit a project proposal. Ensure to provide complete responses.

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

In addition, please email one PDF copy of the complete e-snaps application with a **cover letter signed by the organization's authorized representative** to tara.carruth@ventura.org.

AWARD OF FUNDS

The project(s) selected by the Continuum of Care Board will be notified on August 12, 2016 . If the funding is awarded by HUD, grant funds are estimated to be made available by HUD by **the first half of calendar year 2016**. The timing of awards and grant-making by HUD is outside of the control of the County of Ventura. Therefore, agencies seeking and receiving new funding must be aware of all operating year start and end dates and must make arrangements to cover any period of which a HUD funding award is pending, delayed, or not awarded.

From: Carruth, Tara
To: [Aska, Joan](#); [Crandall, Elaine](#); [Jason Meek](#); [Larry Hurst](#); [Lebron, Caitlin \(caitlin@manymansions.org\)](#); [Mach, Marissa](#); [Manuel Minjares \(MMinjares@turningpointfoundation.org\)](#); [McCarty, Loretta \(lmccarty@hacityventura.org\)](#); [Medina, Fernando](#); [Nicholas Birck \(nbirck@hacityventura.org\)](#); [Rena Sepulveda \(RSepulveda@turningpointfoundation.org\)](#); [Reyes, Margaret](#); [rick@manymansions.org](#); [Ronald Irwin \(rirwin@ca-vc.org\)](#); [Russell, Chris](#); [Timothy Hockett \(thockett@ca-vc.org\)](#)
Subject: FY16 CoC NOFA
Date: Wednesday, July 06, 2016 1:32:00 PM
Attachments: [Ventura County Continuum of Care FY16 NOFA Calendar.docx](#)
Importance: High

Good Afternoon,

The CoC NOFA season is upon us! I have a few areas of business to address with all of the grantees. Please reach out to me if you have questions or concerns.

- 1) If your agency is a direct recipient of HUD funding, you will need to begin your renewal applications in e-SNAPS. Subrecipients (CA-VC & SVDPLA) of my office will work with me on the renewal applications.
- 2) If you need assistance with getting logged on to e-snaps, you can find instructions here: <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/> If you have trouble, please feel free to reach out to me and I will try to assist
- 3) The first thing each agency needs to do is confirm the following: Project applicants are required to register with Dun and Bradstreet with a DUNS and SAM registration. HUD will not enter into a grant agreement with an organization that does not have a DUNS Number or an active SAM registration (NOFA, p. 3).
- 4) See attached VC CoC NOFA Calendar for important due dates.
- 5) You can find the link to the NOFA and all the instruction guides here: <https://www.hudexchange.info/e-snaps/fy-2016-coc-program-nofa-coc-program-competition/>
I recommend that you read the NOFA and other documents provided by HUD. The National Alliance to End Homelessness also puts up some good guidance around the NOFA. Take a look at their blog: <http://www.endhomelessness.org/>
- 6) TBA: NOFA Workshop and technical assistance with new and renewal applications.

Thank you! We will get through another NOFA Season together. ☺

Tara

Tara L. Carruth, MSW
Ventura County Continuum of Care
HUD Homeless Grants Management

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From: Carruth, Tara
Bcc: "Amanda Herrera (AHerrera@svdpla.org)"; "Arlene Martinez"; "arturo.casillas (arturo.casillas@oxnardhousing.org)"; Arzu, Lauren; "Aska, Joan (Joan.Aska@ventura.org)"; "Audra Strickland"; "Babineau, Colleen"; "Baer, Mick"; "Barbara Chavez"; "Barnes, Rick"; "Barry Fisher (Barry.Fisher@ventura.org)"; "Barwick, Sommer"; "Bauermeister, Fred"; "Bertha Garcia"; "Bianchi-Klemann, Lauren (Lauren.Bianchi-Klemann@ventura.org)"; "Bob Gonzales"; "Brandon Ramey"; "Braunschweiger, Linda"; "Brenda Thomas"; "Brian Brennan"; "Brinkmeyer, Sue"; "Brown, Peter"; "Brown, Randolph"; "Brown, Rhonda (Rhonda.Brown@ventura.org)"; "Brudnicki, Cathy"; "Cannon, Jamie H VBALAX"; "Cardenas, Rodrigo"; "Carolyn Briggs"; "Carrie Sabatini"; "Chad Panke"; "Charles Kistner"; "Chavez, Silvia (Silvia.Chavez@ventura.org)"; "Christopher Ornelas"; "Cindy Wilson (cwillson@tkcoxnard.org)"; "Claudia Boyd-Barrett"; "Clyde Reynolds"; "Corey Morris"; "Courtland, David"; "Crandall, Elaine"; "Darden, Michael"; "David Deustch"; "Debbie Scott"; "Denise Adams"; "Denise Cortes"; "Denise Noguera"; "Drew Powers"; "Dykstra, Janine"; "Eduardo Clark"; "Eileen Tracy"; "Englund, Susan"; "Eric Rhodes Jr."; "Erik Sternad"; "Ernie Villegas"; "Eskey, Betty"; "Evans, Rebecca"; "Felicia Skaggs (Felicia.Skaggs@ventura.org)"; "Fisher-Helton, Linda"; "Gabriela Basua"; "Gallucci, Sam"; "Gantz, Julie (Julie.Gantz@ventura.org)"; "Gomez, Jennifer"; "Gonzalez-Seitz, Nicholle"; "Hayes, Cali"; "Hidalgo, Kira"; "Hockett, Tim"; "Hugh Riley"; "Hurst, Lawrence"; "James Joyce"; "Jason Meek"; "Jeremy Sidell"; "Jerry Breiner"; "Jessica Brown-Mason"; "Jessica Mueller"; "Jim Duran"; "Joe Mendoza"; "Joelle Vessels"; "Josefina Aguilar"; "jsaltee@erescuemission.org"; "Judy Alexandre (judyalexandre@gmail.com)"; "Jundef, Jacob"; "Karen Kaminski"; "Kerrigan, Mary"; "Kevin Clerici"; "Kim Evans Logie"; "Kory, Leah"; "Lambert, Jeff"; "Lancon, Danielle R."; "Lantermann, Carl"; "Laura Welbourn"; "Lawson, Karl"; "Lebron, Caitlin"; "Luoma, Amy"; "Mach, Marissa (Marissa.Mach@ventura.org)"; "Madden, Christy (Christy.Madden@ventura.org)"; "Maeda, Tisha (Tisha.Maeda@ventura.org)"; "Magallanes, Patricia"; "Manuel Minjares (MMinjares@turningpointfoundation.org)"; "Marco Ramirez"; "Margarita de Escontrias"; "Mark Gisler (Mark.Gisler@usw.salvationarmy.org)"; "Mark Smith"; "Mark Stadler"; "Marshall, Pam"; "Martin Hernandez"; "McAulay, Tracy"; "McCarty, Loretta (lmccarty@hacitvventura.org)"; "McClary, Steve"; "McDuffee, Rachel"; "Medina, Fernando (Fernando.Medina@ventura.org)"; "Mike Taigman"; "Mills, Kate (Kate.Mills@ventura.org)"; "Milstien, Kim"; "Milton, Caroline"; "Nancy Frawley"; "Nancy Wharfield"; "Neal Andrews"; "Neece, Monica (Monica.Neece@ventura.org)"; "Nigh, Michael"; "Oshita, Lynn"; "Padrick, Brian"; "Paul Freyder"; "PCALDERON@ccharities.org"; "Perezchica-Ramirez, Melissa"; "Porter, Kenneth"; "Powell, Kathy"; "Powers, Michael"; "Preciado, Joseph (Joseph.Preciado@ventura.org)"; "Ralph Velarde"; "Ramirez, Carmen (carmen4oxnard@gmail.com)"; "Randolph Brown (Randolph.Brown@ventura.org)"; "Rena Sepulveda (RSepulveda@turningpointfoundation.org)"; "Rene Higgins MD (renee.higgins@ventura.org)"; "Rick"; "Rivera, Peggy"; "Rod Kodman"; "Romero, Asencion"; "Ron Mulvihill"; "Ronald Irwin (rirwin@ca-vc.org)"; "Russell, Chris"; "Ruth Johnson (rjohnson@oxnardhousing.org)"; "Sandra Troxell"; "Santos, Jennifer"; "Sarah Hafley"; "Schreiber, Debora"; "Schroeder, Rick"; "Schulkin, Karol (Karol.Schulkin@ventura.org)"; "Shephard, Beth"; "Skaggs, Felicia"; "Slack, Erin"; "Sofia Kimsey"; "Stephanie Spampinato"; "Steve Peck"; "Sundberg, Carrie"; "Surber, Michele"; "Suzanne West"; "Temple, Mellanie"; "Tim Hagel"; "tkellam@icfs.org"; "Todd Goehner"; "Tuft, Matthew"; "Turner, Harold"; "Unseth, Benjamin"; "Van Davies"; "Wagner, Ashley (Ashley.Wagner@ventura.org)"; "Whitney"; "Wilson, Cindy"; "Wilson-Bolton, Kay"; "Worcester, Leya"; "Youngman, Kristin"; "Zacarias, Celina"
Subject: FY16 CoC NOFA and RFPs
Date: Wednesday, July 06, 2016 2:26:00 PM

Good Afternoon,

Please see the Ventura County CoC website for announcements regarding RFP for CoC funding and additional information about the CoC NOFA cycle. <http://www.venturacoc.org/the-alliance/funding>

Please let me know if you have any questions.

Have a great day!

Tara

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From: Carruth, Tara
To: [Aska, Joan](#); [Crandall, Elaine](#); [Jason Meek](#); [Larry Hurst](#); [Lebron, Caitlin \(caitlin@manymansions.org\)](#); [Mach, Marissa](#); [Manuel Minjares \(MMinjares@turningpointfoundation.org\)](#); [McCarty, Loretta \(lmcarty@hacityventura.org\)](#); [Medina, Fernando](#); [Nicholas Birck \(nbirck@hacityventura.org\)](#); [Rena Sepulveda \(RSepulveda@turningpointfoundation.org\)](#); [Reyes, Margaret](#); [rick@manymansions.org](#); [Ronald Irwin \(rirwin@ca-vc.org\)](#); [Russell, Chris](#); [Timothy Hockett \(thockett@ca-vc.org\)](#); ["Glantz, Julie \(Julie.Glantz@ventura.org\)"](#); [Evans, Rebecca](#); [Denise Cortes](#); ["betty@samcentersv.org"](#); [Cindy Wilson \(cwilson@tkcoxnard.org\)](#); [arturo.casillas \(arturo.casillas@oxnardhousing.org\)](#); [Ron Mulvihill](#); [Sandra Troxell](#); [Karl Lawson \(karl.lawson@ci.oxnard.ca.us\)](#); [Erin Locklear \(elocklear@icfs.org\)](#); ["Kristin Youngman"](#)
Subject: CoC FY16 NOFA tools
Date: Tuesday, July 26, 2016 11:09:00 AM
Attachments: [Notice-CPD-14-012-Prioritizing-Persons-Experiencing-Chronic-Homelessness-in-PSH-and-Recordkeeping-Requirements.pdf](#)
[Match Handout.pdf](#)
[Participation of Homeless Individuals.pdf](#)
[Housing First Checklist FINAL.pdf](#)
[Summary of System Performance.docx](#)
[FY 16 CoC NOFA applicant threshold checklists.docx](#)

Dear CoC grantees and providers,

Here are some tools and resources for those of you completing new and renewal applications for the FY16 CoC competition. I will be providing many of these at the workshop today but understand not everyone is available to attend.

Please review guidance at the HUD Exchange: <https://www.hudexchange.info/programs/coc/> You will find resources on HUD priorities as well as the detailed instruction manuals and guides to using eSNAPS.

Attached you will find:

- HUD notice on Prioritization of chronic homeless population (we have locally adopted this prioritization as a CoC policy)
- Match handout—details what qualifies as match and how to document it
- Participation of homeless individuals—requirement of the CoC Regulations
- Housing First checklist—can help you determine if your program is operating with low barriers and in line with HUD CoC and ESG program rules
- System Performance Summary—HUD is moving from a individual program performance to a focus on system performance. If you are entering data into HMIS (regardless of funding) your program is impacted and you should join the conversation.
- Project quality threshold checklist—new and renewal projects (this handout also details what is new in the NOFA)

Please let me know if you have any questions. Feel free to email me or call my cell (listed below) if you need to request any technical assistance in completing a new or renewal application.

Thank you!

Tara

Tara L. Carruth, MSW

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Meeting Agenda
Ventura County Continuum of Care Alliance
July 21, 2016
10:00 a.m. – 12:00pm

Ventura County Community Foundation - Board Room
4001 Mission Oaks Blvd, Camarillo

Attendees: Judy Alexandre, Sue Brinkmeyer, Brian Brennan, Peter Brown, Tara Carruth, Rebecca Evans, David Fields, Amanda Herrera, Tim Hockett, Lawrence Hurst, Carl Lanterman, Caitlin Lebron, Amy Luoma, Marissa Mach, Pam Marshall, Kate Mills, Michael Nigh, Lynn Oshita, Clyde Reynolds, Peggy Rivera, Asencion Romero, Carrie Sabatini, Jennifer Santos, Rick Schroeder, Ben Unseth, Ashley Humes, David Garcia, Beth Shepard, Mike Taigman, Priscilla Quiroz, Joan Aska, Suzanne West, David Dietsch, Jason Meek, Rena Sepulveda, Sandra Troxell, Nick Birck, Karl Lawson, Ron Irwin, Nancy Wharfield, Michele Surber, Chris Russell, Tisha Maeda, Miquel Marquez, Betty Eskey, LaConya Cobb, Susan Englund, Linda Braunschwieger

1. FY16 CoC NOFA

Tara Carruth

Update on FY16 CoC NOFA. CoC Data Committee and Board approved re-allocation of RAIN Funding in the amount of \$334,563. An RFP has been released and posted on CoC Website

www.venturacoc.org for permanent supportive housing for chronically homeless singles to help CoC increase PSH capacity and continue efforts to end chronic homelessness. Announcement of Workshop on 7/26/16 for New and Renewal applicants for CoC funding. Contact Tara Carruth at tara.carruth@ventura.org for more information. Details of workshop is posted on the website. An RFP for PSH Bonus funding is also posted on CoC website. Approximately \$150,000 will be available—final amount from HUD to be determined shortly.

Overview of full CoC application and emphasis on System Performance. Encouraged full Alliance to attend upcoming CoC Board meetings on funding decisions to provide public and stakeholder input.

2. System Performance Measures

Tara Carruth

Shared with CoC Alliance the system performance data and encouraged participants to join the discussion with CoC Data Committee and CoC Housing and Services Committee.

3. Update on Pathways to Home

Marissa Mach

Marissa provided update on Coordinated Entry with HMIS integration and expanding to all subpopulations. Challenges have presented due to the lack of year round emergency shelter in matching persons with services and providing immediate crisis housing while seeking permanent

solutions. Explained to stakeholders the process for prioritization with VI-SPDAT and standardization amongst all system providers to help with system performance and ease of access to persons seeking assistance.

4. PIO Committee—website, newsletter, advocacy Tim Hockett
Tim is retiring end of September. Please contact Tara if interested in assisting with the PIO committee. Look at website for upcoming meetings.
5. Housing and Services Committee Clyde Reynolds/Ron Mulvihill
Shelter, Housing, Services
Next meeting 8/18—Look at website for more details. Committee is working on recommendations for CoC Board to increase housing inventory and enhance services. Focus on income sustainability and improving data around increasing income.
6. Announcements All
Santa Paula Community Forum on 8/25 on Mental Illness and Homelessness
Ventura County Stand Down this weekend—still need volunteers.
Ventura Social Services Task Force has invited Showers of Blessing to visit and learn about their mobile showers program.

Next meeting of full CoC Alliance is 10/20/16

Meeting Notes

Continuum of Care (CoC) Data. Performance & Evaluation Committee Monday August 8, 2016 1:00pm-3:00pm

Ventura County Community Foundation
4001 Mission Oaks Blvd
Board Room
Camarillo, CA 93012

1. Attendees: Tara Carruth, Pam Marshall, Karl Lawson, Susan Englund, Amanda Herrera, Jennifer Santos, Caitlin Lebron, Kris Youngman, Sandra Troxell, Mark Gisler, Melissa PerezChica Ramirez
2. Review, rank and make funding recommendations for State ESG funding applications. Committee reviewed State ESG applications for priority funding, agency capacity and past/current performance. Committee made recommendations (see attached) to present to CoC Board.
3. Review, rank and make funding recommendations for new applications for FY16 CoC NOFA.
Committee reviewed new application for re-allocated funding. HSA was the only applicant to apply for a PSH project. Committee reviewed application, capacity and performance and unanimously moved to recommend full funding to the CoC Board. Committee reviewed application from LSS for PSH bonus funding for Rapid ReHousing project. Committee reviewed application, addressed agency staff with questions regarding capacity and budget and unanimously moved to recommend funding to CoC Board.
4. Receive report on System Performance Measures with new report due date of 8.15.16
Committee reviewed System Performance Data and agreed to work with providers ongoing on methods to improve overall system performance. CoC-funded programs are performing well. Committee recommends non-funded agencies be provided with technical assistance and capacity building to help overall system performance.

Next meeting: September meeting cancelled. October 7, 2016



**Meeting Minutes
Continuum of Care (CoC) Board
Wednesday, August 10, 2016
01:00pm-2:30pm**

Ventura County Community Foundation
4001 Mission Oaks Blvd.
Board Room
Camarillo, CA 93012

Attendees:

Board members: Susan Englund, Pam Marshall, Martin Hernandez, Amy Luoma, Mike Powers, Michael Nigh, Mike Taigman, Carolyn Briggs

Staff: Tara Carruth, Christy Madden

Community members: Denise Adams, Amanda Herrera, Adriana Stefansen, Jason Meek, Rena Sepulveda, Tim Hockett, Denise Cortes, Sandra Troxell

1. Call to Order – Chair Mike Taigman called the meeting to order at 1:05 p.m.
2. Approval of Minutes of the meeting of Governance Board held Wednesday July 13, 2016 – by motion of Mr. Powers and second by Mr. Nigh, the minutes were approved unanimously with Ms. Briggs abstaining.
3. Public Comment/Board Comments – there were no public or Board comments.

Continuum of Care Governance Board Business

4. Receive and approve CoC Data Committee recommendations for State ESG funding and direct CoC staff as State ESG Administrative Entity to submit final recommendations and required documentation to California Department of Housing and Community Development. Staff reported that nearly \$700,000 were received in eight requests for the \$327,741 in funds available. By statute, 40% must go to Rapid Re-Housing activities and explained that ESG funding is the only source dedicated to shelter, although seasonal and day shelters are not a priority. Following review and approval of the Data, Performance and Evaluation Committee, four of eight projects recommended for funding – Turning Point Foundation (\$50,000), Salvation Army (\$79,861) and Lutheran Social Services (\$40,000) for RRH and Salvation Army for year around Emergency Shelter program (\$157,880). Staff discussed recommendations with all applicants. Following questions and responses regarding Salvation Army's intent to change their model to

serve individuals at their shelter, the item was approved by motion from Ms. Englund and second by Mr. Hernandez.

5. Receive and approve CoC staff and CoC Data Committee recommendations for new projects to include in final priority ranking of the Ventura County CoC Collaborative application. Staff reported that an RFP was issued for \$334,563 in reallocated funding for permanent supportive housing and an RFP for bonus funding of \$169,895. One application was received from the Human Services Agency for reallocated funding; the agency will provide 25 units for chronically homeless individuals, 6 of which will be provided by the Housing Authority of the City of San Buenaventura. One application for the full amount of bonus funds was received from Lutheran Social Services for Rapid Re-Housing for homeless families; they will partner with the Samaritan Center and has requested to be a subrecipient of the Collaborative Applicant. Recommendations were approved unanimously following a motion by Mr. Powers and second by Ms. Englund.
6. Receive and approve final priority ranking of CoC projects based on CoC Data Committee recommendations and direct CoC staff to submit the FY16 CoC Application no later than September 12, 2016. Staff explained that with the NOFA's requirement that just 7% of our requested funds go into Tier 2, our bonus project application will be split between Tier 1 and Tier 2. As such, we will not be notified about that project until the Tier 2 award announcements are made. Staff believes that overall our CoC application will be stronger this year and that this project stands a high probability of getting funded. The overall ranking of projects as outlined in the staff report has been reviewed and approved by the Data, Performance and Evaluation Committee. The recommendations, and direction that staff prepare and submit the Consolidated Application was unanimously approved by motion of Mr. Nigh and second by Ms. Luoma with Mr. Powers abstaining due to potential conflict with County projects included in the recommendations.
7. Review System Performance Data reports for submittal to HUD no later than August 15, 2016. Staff reported that since the last report, efforts continue to clean up data. These corrections have not impacted data. Meetings with providers have provided opportunities to discuss local standards, viability, and importance for systems monitoring. This year CoCs are being requested to provide system performance data, but it will not be scored; it is intended to prepare CoCs for upcoming requirements to gather and monitor this type of information. Some gaps in data collection have been identified; largely from our non-CoC funded partners who are being encouraged to participate despite lack of funding to do so. Copies of reports will be provided to the Board and members of the CoC Alliance.
8. Receive and file CoC Committee and Staff updates

- 1) Housing & Services Committee – Mr. Hockett reported that their committee continues to inventory housing and services, they are looking at case management and recognize the importance of standardization.
- 2) Data, Performance & Evaluation Committee – Continues to promote data integrity and consistency across all systems of care whether CoC funded or not.
- 3) HMIS Steering Committee Mr. Powers reported the County programs, including the One Stops, are coming on Board with HMIS.
- 4) Public Information & Outreach Committee – The HMIS website will be merged with www.venturacoc.org this month, making it easier for people to find information through the CoC and not have to navigate the Human Services Agency website.
- 5) Veterans Committee – Receipt of the by name list is imminent; many partners are anxious to receive to quantify actual housing need.
- 6) Pathways to Home - – Pathways to Home to launch in August, a slight delay but important to address key issues to facilitate program success.

**These minutes are considered a draft until approved by CoC Board on September 14, 2016*

From: Carruth, Tara
Bcc: ["Amand Burwick"](#); ["Amanda Herrera \(AHerrera@sverdpla.org\)"](#); ["Arlene Martinez"](#); ["arturo.casillas \(arturo.casillas@oxnardhousing.org\)"](#); ["Arzu, Lauren"](#); ["Aska, Joan \(Joan.Aska@ventura.org\)"](#); ["Audra Strickland"](#); ["Babineau, Colleen"](#); ["Baer, Mick"](#); ["Barnes, Rick"](#); ["Barry Fisher \(Barry.Fisher@ventura.org\)"](#); ["Barwick, Sommer"](#); ["Bauermeister, Fred"](#); ["Bertha Garcia"](#); ["Blanchi-Klemann, Lauren \(Lauren.Bianchi-Klemann@ventura.org\)"](#); ["Bob Gonzales"](#); ["Brandon Ramey"](#); ["Braunschweiger, Linda"](#); ["Brenda Thomas"](#); ["Brian Brennan"](#); ["Brinkmeyer, Sue"](#); ["Brown, Peter"](#); ["Brown, Randolph"](#); ["Brown, Rhonda \(Rhonda.Brown@ventura.org\)"](#); ["Brudnicki, Cathy"](#); ["Cannon, Jamie H VBALAX"](#); ["Cardenas, Rodrigo"](#); ["Carolyn Briggs"](#); ["Carrie Sabatini"](#); ["Chad Panke"](#); ["Charles Kistner"](#); ["Cheryl Heltmann"](#); ["Christopher Ornelas"](#); ["Cindy Cantle \(Cindy.Cantle@ventura.org\)"](#); ["Cindy Wilson \(cwilson@tkcoxnard.org\)"](#); ["Claudia Boyd-Barrett"](#); ["Clyde Reynolds"](#); ["Colletti, Joe"](#); ["Corey Morris"](#); ["Courtland, David"](#); ["Crandall, Elaine"](#); ["Darden, Michael"](#); ["David Deustch"](#); ["Debbie Scott"](#); ["Denise Adams"](#); ["Denise Cortes"](#); ["Denise Noguera"](#); ["Dr. Wm. Gregory Sawyer"](#); ["Drew Powers"](#); ["Dykstra, Janine"](#); ["Eduardo Clark"](#); ["Eileen Tracy"](#); ["Englund, Susan"](#); ["Eric Rhodes Jr."](#); ["Erik Sternad"](#); ["Erin Locklear \(elocklear@icfs.org\)"](#); ["Ernie Villegas"](#); ["Eskey, Betty"](#); ["Evans, Rebecca"](#); ["Felicia Skaggs \(Felicia.Skaggs@ventura.org\)"](#); ["Fisher-Helton, Linda"](#); ["Gabriela Basua"](#); ["Gallucci, Sam"](#); ["Gill, Johnson"](#); ["Glantz, Julie \(Julie.Glantz@ventura.org\)"](#); ["Gomez, Jennifer"](#); ["Gonzalez, Adriana"](#); ["Gonzalez-Seitz, Nicholle"](#); ["Hayes, Cali"](#); ["Hidalgo, Kira"](#); ["Higgins, Renee"](#); ["Hockett, Tim"](#); ["Hugh Riley"](#); ["Hurst, Lawrence"](#); ["James Joyce"](#); ["Jason Meek"](#); ["Jeremy Sidell"](#); ["Jerry Breiner"](#); ["Jessica Brown-Mason"](#); ["Jessica Mueller"](#); ["Jim Duran"](#); ["Joe Mendoza"](#); ["Joelle Vessels"](#); ["Josefina Aguilar"](#); ["Jsaltee@erescuemission.org"](#); ["Judy Alexandre \(judyalexandre@gmail.com\)"](#); ["Jundef, Jacob"](#); ["Karen Findeis"](#); ["Karen Kaminski"](#); ["Kerrigan, Mary"](#); ["Kevin Clerici"](#); ["Kim Evans Logie"](#); ["Kory, Leah"](#); ["Lambert, Jeff"](#); ["Lancon, Danielle R."](#); ["Lanterman, Carl"](#); ["Laura Welbourn"](#); ["Lawson, Karl"](#); ["Lebron, Caitlin"](#); ["Luoma, Amy"](#); ["Mach, Marissa \(Marissa.Mach@ventura.org\)"](#); ["Madden, Christy \(Christy.Madden@ventura.org\)"](#); ["Maeda, Tisha \(Tisha.Maeda@ventura.org\)"](#); ["Magallanes, Patricia"](#); ["Manuel Minjares \(MMinjares@turningpointfoundation.org\)"](#); ["Marco Ramirez"](#); ["Margarita de Escontrias"](#); ["Mark Gisler \(Mark.Gisler@usw.salvationarmy.org\)"](#); ["Mark Smith"](#); ["Mark Stadler"](#); ["Marshall, Pam"](#); ["Martin Hernandez"](#); ["McAulay, Tracy"](#); ["McCarty, Loretta \(lmcarty@hacivityventura.org\)"](#); ["McClary, Steve"](#); ["McCloud, Rebecca"](#); ["McDuffee, Rachel"](#); ["Medina, Fernando \(Fernando.Medina@ventura.org\)"](#); ["Michael MacDonald"](#); ["Mike Taigman"](#); ["Mills, Kate \(Kate.Mills@ventura.org\)"](#); ["Milstien, Kim"](#); ["Milton, Caroline"](#); ["Nancy Frawley"](#); ["Nancy Schram"](#); ["Nancy Wharfield"](#); ["Neal Andrews"](#); ["Neece, Monica \(Monica.Neece@ventura.org\)"](#); ["Nigh, Michael"](#); ["Oshita, Lynn"](#); ["Padrick, Brian"](#); ["PCALDERON@ccharities.org"](#); ["Perezchica-Ramirez, Melissa"](#); ["Porter, Kenneth"](#); ["Powell, Kathy"](#); ["Powers, Michael"](#); ["Preciado, Joseph \(Joseph.Preciado@ventura.org\)"](#); ["Rachel McDuffee"](#); ["Ralph Velarde"](#); ["Ramirez, Carmen \(carmen4oxnard@gmail.com\)"](#); ["Randolph Brown \(Randolph.Brown@ventura.org\)"](#); ["Rena Sepulveda \(RSepulveda@turningpointfoundation.org\)"](#); ["Rene Higgins MD \(renee.higgins@ventura.org\)"](#); ["Rick"](#); ["Rivera, Peggy"](#); ["Rod Kodman"](#); ["Romero, Asencion"](#); ["Ron Mulvihill"](#); ["Ronald Irwin \(rirwin@ca-vc.org\)"](#); ["Russell, Chris"](#); ["Ruth Johnson \(rjohnson@oxnardhousing.org\)"](#); ["Sal Fuentes"](#); ["Sandra Troxell"](#); ["Santos, Jennifer"](#); ["Sarah Hafley"](#); ["Schipper, John"](#); ["Schreiber, Debora"](#); ["Schroeder, Rick"](#); ["Skaggs, Felicia"](#); ["Slack, Erin"](#); ["Sofia Kimsey"](#); ["Stephanie Spampinato"](#); ["Steve Peck"](#); ["Sundberg, Carrie"](#); ["Surber, Michele"](#); ["Suzanne West"](#); ["Temple, Mellanie"](#); ["Tim Hagel"](#); ["tkellam@icfs.org"](#); ["Todd Goehner"](#); ["Tuft, Matthew"](#); ["Turner, Harold"](#); ["Unseth, Benjamin"](#); ["Van Davies"](#); ["Wagner, Ashley \(Ashley.Wagner@ventura.org\)"](#); ["Whitney"](#); ["Wilson-Bolton, Kay"](#); ["Worcester, Leya"](#); ["Youngman, Kristin"](#); ["Zacarias, Cellina"](#)
Subject: VC CoC updates
Date: Wednesday, August 17, 2016 9:58:00 AM
Attachments: [2016 CoC NOFA Final Ranking Recommendations 8.9.16.pdf](#)

Good Morning VC Continuum of Care partners and advocates,

The **CoC NOFA** is due on September 12th and we have a final listing of projects (approved by the Board on August 10th) to be included in the collaborative application (see attached). Thank you for those of you that have been working hard on new and renewal applications and those that have contributed to the discussion of community needs and priorities as well as system performance. These will be ongoing conversations as we move forward working on our local strategic plan. A draft of the full application will be posted on the VC CoC website (www.venturacoc.org) for you to review by September 7th. I'll be asking for input prior to the submittal.

A few other updates and requests:

Pathways to Home: Pathways to Home is our local coordinated entry system and development is fast underway to launch this new system in September. We have had some slight delays in the full launch because of the significant shift in process at the agency level. We also have challenges in our system because of the shortfall of emergency beds within our system. We will have to continue

managing some of the individuals experiencing homelessness on the streets with support services only until we increase our inventory of crisis beds and housing units. The resources we do have will be prioritized for the most vulnerable individuals and families. We hope this new system will help us to more effectively manage resources, improve coordination among teams and prevent duplication of services. This is a client-centered approach to providing services within the full continuum of care for homeless services.

CoC Housing and Services Committee: The Housing and Services Committee is bringing together providers and stakeholders to evaluate the current system capacity and make recommendations on system improvements. They have divided up into 3 groups (Housing, Services and Income Sustainability). They meet tomorrow at VCCF at 10am and would love to have you join their efforts as they review some of the materials drafted for Pathways to Home including prioritization standards and other policies and procedures. They are also formulating some recommendations around shelter/housing and methods to increase client income.

Public Information and Outreach: The PIO Committee has helped us to develop our website and is working on content for a newsletter. We are also putting together a proposed advocacy agenda and talking points for the full CoC. Tim Hockett has been chairing this committee and will be retiring in September. We are trying to reschedule a meeting and looking for a new chair for the committee as well as a volunteer who might help us to create a quarterly newsletter. Please reach out to me if you would like to participate, lead the committee or help with the newsletter.

Data, Performance & Evaluation: We submitted our first round of System Performance Data to HUD that was due on August 15th. I am working on a format to post some of this data and share with all of you and the community. The data is looking at 1) Number of First Time Homeless; 2) Total Number of persons in shelter programs; 3) Length of time homeless; 4) Exits to Permanent Housing; 5) Returns to Homelessness 6) Increase in income and employment growth. We will be using this data to drive decision making and our advocacy agenda.

Veterans Committee: We have a by-name list of veterans and our next meeting is scheduled for August 31, 2016. We will be focusing our efforts on landlord recruitment for VASH vouchers including ways to incentivize landlords. Our goal is make a strong attempt at ending Veteran Homelessness by the end of 2016. We have 23 veterans that are in HMIS and the VA database that still need housing.

Please keep an eye on the VC CoC website for upcoming meetings and updates and let me know if you have any questions. Our next CoC Alliance meeting will be October 20th at 10am at VCCF. I hope to see many of you there!

Thanks so much,
Tara

Tara L. Carruth, MSW
Ventura County Continuum of Care
HUD Homeless Grants Management

County of Ventura, County Executive Office
800 S. Victoria Avenue, L#1940
Ventura, CA 93009
805-654-3838 (office)
805-340-4969 (cell)
www.venturacoc.org

CoC Final Project Ranking for FY16 CoC NOFA

Annual Renewal Demand (ARD) for 2016			Tier 1= 93%ARD	Tier 2= 7% ARD	PSH Bonus= \$169,895			
Planning Funds					CH = Chronically Homeless HF =Housing First			
Grantee Name	Project Name	Project Type	Grant Amount	# Served	Population Served	HF?	CH ?	Project Location
Tier 1								
Many Mansions	Casa de Paz	PSH	\$62,747	16	chronically homeless singles	yes	yes	Simi Valley
Many Mansions	Esseff Village	PSH	\$40,760	15	chronically homeless	yes	yes	T.O.
Many Mansions	Peppertree Apartments	PSH	\$62,918	11	chronic homeless singles and families	yes	yes	Simi Valley
County of Ventura Human Services Agency	HMIS Project	HMIS	\$90,778	N/A	N/A	N/A	N/A	County-wide
Turning Point Foundation	Stephenson Place Permanent Housing	PSH	\$28,522	9	chronic homeless singles	Yes	yes	Ventura
Turning Point Foundation	Wooley House II PSH	PSH	\$32,938	8	chronic homeless singles	Yes	yes	Oxnard
County of Ventura Human Services Agency	Rapid Re-Housing	RRH	\$81,829	48	families	Yes	no	County-wide
Many Mansions	D Street Apartments	PSH	\$20,574	5	TAY Chronically Homeless	yes	yes	Oxnard
Ventura County Behavioral Health	Santa Paula PSH	PSH	\$29,902	3	chronically homeless	Yes	Yes	Santa Paula
Many Mansions	Richmond Terrace	PSH	\$64,765	13	chronically homeless	Yes	yes	T.O.
Ventura County Behavioral Health	East County / Oxnard Shelter Plus Care	PSH	\$276,729	22	chronically homeless	yes	yes	SV, T.O., Oxn
County of Ventura County Executive Office	Community Action -VC PSH	PSH	\$131,561	8	chronically homeless	yes	yes	Ventura
Turning Point Foundation	Wooley House I Permanent Housing	PSH	\$37,916	7	chronically homeless	Yes	yes	Oxnard
Turning Point Foundation	Our Place Safe Haven	SH	\$168,977	10	Chronically Homeless	Yes	yes	Ventura
Hsg Authority of the City of San Buenaventura	Shelter Plus Care	PSH	\$123,933	13	chronically homeless	Yes	yes	Ventura
County of Ventura Human Services Agency	HMIS expansion for CES	HMIS	\$150,000	N/A	N/A	N/A	N/A	County-wide
St. Vincent de Paul-Ventura County	Rapid ReHousing	RRH	\$39,306	12	families	Yes	No	County-wide
Turning Point Foundation	Rapid Re-Housing FY15 (new project)	RRH	\$131,104	48	singles	Yes	Yes	Ventura
County of Ventura-Human Services Agency	Choices Permanent Supportive Housing(straddled tier 1 & 2)	PSH	\$200,887	25	chronically homeless	Yes	Yes	Countywide
Tier 2: 7% = \$133.676								
County of Ventura-Human Services Agency	Choices Permanent Supportive Housing (straddled tier 1 & 2)	PSH	\$133,736.00	25	chronically homeless	Yes	Yes	Countywide
Bonus Project: LSS	It's a New Day RRH Project	RRH	\$169,895.00		families	Yes	Yes	East County
Planning Grant								
County of Ventura Executive Office		N/A	\$101,937	N/A	N/A	N/A		countywide

8/29/2016

CoC Final Project Ranking for FY16 CoC NOFA

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Planning Grant								
County of Ventura Executive Office		N/A	\$101,937	N/A	N/A	N/A		countywide

8/29/2016

VC CoC Process for Re-Allocating FY16 CoC NOFA

The attached documents demonstrate the VC CoC process for evaluating project and re-allocating CoC funding.

The VC CoC Data, Performance & Evaluation Committee meets monthly to discuss and evaluate program and system performance. Each year, the Data Committee works with Collaborative Applicant staff to release a Letter of Intent (LOI) to all renewal applicants. The Committee reviews LOI responses with requested supporting documents and scores and ranks renewal applicants to present to the CoC Board recommendations for re-allocation.

The Data Committee reviewed, scored and ranked projects and made recommendations to re-allocate funding from under-performing projects and projects that no longer aligned with HUD funding priority (i.e. transitional housing for families).

See attached meeting notes for documentation of this re-allocation process for the FY16 CoC NOFA.

Meeting Notes

Continuum of Care (CoC) Data. Performance & Evaluation Committee Tuesday June 7, 2016 9:00am-10:30am

United Way of Ventura County
4001 Mission Oaks Blvd, Suite E
Camarillo, CA 93012

1. Welcome and Introductions:
Attendees: Tara Carruth, Jennifer Santos, Karl Lawson, Susan Englund, Amanda Herrera, Caitlin Lebron, Pam Marshall
2. Review and preliminary ranking of 2016 CoC projects for FY16 NOFA.
Recommendations for re-allocation and priority setting for new projects.
Staff presented preliminary ranking and scoring of CoC funded projects from LOI results. Data Committee requested additional information on several projects. A memo was drafted to the CoC Board for recommendations regarding individual projects to address deficiencies with the LOI submissions.
3. Recommendations for State ESG funding. Priorities and process for ranking and scoring applications.
Data Committee approved process for releasing State ESG application.
Recommendation will be reviewed by CoC Board.
4. System Performance Data review.
Data Committee began a review of System Performance Measures. Committee will review data closely at next meeting on 7.1.16
System Performance Data will have to be reported to HUD through HDX system by 8.1.16

Next meeting: July 1, 2016 at 10am.

June 7, 2016

To: CoC Board

From: CoC Data, Performance & Evaluation Committee

Re: Administrative Scoring of LOIs for FY16 CoC Competition

On June 7th, the CoC Data, Performance and Evaluation Committee reviewed the administrative scoring and ranking of FY16 Letters of Intent (LOI) sent to the Collaborative Applicant staff on May 27, 2016. The following recommendations come from the CoC Data Committee on re-allocation of CoC resources and additional information needed from CoC Funded service providers before finalizing the ranking of all renewal projects.

1. Recommendation from Data Committee to set the threshold for renewals to 80 points and above. LOIs scoring below 80 points should have program deficiencies addressed and considered for re-allocation if the concerns are not able to be remedied. If programs meet HUD target performance goals, programs should receive full performance points.
2. Recommendation to re-allocate RAIN Transitional Living Center based on HUD's priorities of using CoC funding for permanent housing options and priority populations. Performance data fell just short of the HUD performance thresholds. In the last program year:
78% of persons exited to permanent housing (HUD target is 80%)
49% of adults increased total income (HUD target is 54%)
CoC Data Committee recommends re-allocating the CoC funding to preserve the CoC funding for the full continuum and recommends the CoC Staff and Board work with County of Ventura Human Services Agency to preserve the program as critical sheltering inventory within the countywide homeless services system until such time as permanent housing options are available to rapidly re-house these families.
3. Recommendation to request Community Action of Ventura County find additional 2 units to bring project to full utilization or recommend re-allocation of unutilized funding. Project is at 75% utilization currently. Recommended deadline of July 15th for obtaining two additional units.
4. Recommendation to request additional information from Turning Point Foundation's Safe Haven program on performance data. Current performance data shows only 50% of participants exit to Permanent Housing.
5. Recommendation to request Housing Authority of San Buenaventura and Ventura County Behavioral Health make a commitment to timely data entry in HMIS, monitoring data quality and participation in CoC Alliance and subcommittees.
6. Request from Ventura County Behavioral Health a report on how much funding will need to be returned to HUD on Santa Paula CoC grant. (\$64,400—original grant was for \$146,700 for 5 years).

7. Recommendation to request additional information from Many Mansions on D Street project. TAY population has lower total income increase than other projects. The Data Committee would like to understand the population and what a reasonable target goal is for this population. Data Committee has requested further information from Many Mansions and will report back to the CoC Board on a recommended standard.
8. Recommendation to request further information from Turning Point Foundation's Wooley I and Many Mansion's Richmond Terrace on the number of units filled by individuals from Transitional Housing. Clarification on eligibility at the time of the transition from TH to PH.
9. Recommendation that PSH bonus funds be prioritized for projects that are renewable and add to the Annual Renewal Demand (ARD) each year. Construction, acquisition and rehabilitation costs are one time funds and do not increase the ARD.

June 8, 2016

CoC Governance Board

SUBJECT: Receive preliminary ranking of CoC projects based on administrative scoring of Letters of Intent (LOI). Receive Board recommendations for ranking and scoring process and direct staff to issue a RFP for permanent supportive housing bonus funding and any re-allocated funding.

Background: FY16 CoC Program Competition registration was due on May 10, 2016. Information in the program registration indicates the NOFA is expected to be released in late June/early July. LOIs were due to CoC staff on May 27th.

Discussion: CoC Data Committee has begun the process of reviewing, scoring and ranking the LOIs for each renewal project. System Performance Data will be included in the LOI including 1) Length of Time Homeless; 2) Exits to Permanent Housing and 3) Retention in Housing placements.

See attached:

1. Revised policy for ranking and scoring projects (to be revised once FY16 NOFA is released).
2. Preliminary ranking of projects after staff administrative scoring of LOI.

An RFP should be issued for the PSH bonus funding and any re-allocated funds. The PSH bonus is funding of up to \$452,000 for permanent supportive housing or rapid re-housing. Awards are based on overall CoC score and system performance. Funds for construction or rehab are not renewable and do not become a part of the annual renewal award and therefore staff recommends that the RFP exclude these activities from the solicitation.

Re-allocation should be considered for under-performing projects. Performance should be evaluated on program and system performance level data.



**Meeting Agenda
Continuum of Care (CoC) Board
Wednesday, June 8, 2016
01:00pm-2:30pm**

Ventura County Community Foundation
4001 Mission Oaks Blvd.
Community Room
Camarillo, CA 93012

1. *Attendees:* Tara Carruth, LaTrice Johnson, Susan Englund, Carolyn Briggs, Sommer Barwick, Pam Marshall, Kevin Clerici, Amy Luoma, Drew Powers, Mike Powers, Michael Nigh, Mike Taigman.

Kevin Clerici called the meeting to order at 1:06pm

2. *Approval of, Minutes of the meeting of Governance Board held Wednesday May 11, 2016:* Mike Powers moved to approve minutes, Michael Nigh seconded. Unanimous approval.
3. *Public Comment/Board Comments:* No comments

Continuum of Care Governance Board Business

4. *Receive staff report on development and implementation of Pathways to Home and approve Tier 1 provider group.*

CoC staff provided report on Housing and Services spreadsheet of inventory of all services for the homeless population. The development of Pathways to Home requires a strategy for including agencies and programs in the HMIS system integration. HMIS and CoC Staff recommend tiering of providers with Tier 1 including providers/programs that the primary mission is to serve the homeless population. Tier 2 programs/agencies serve everyone (ex: hospitals, mental health services, emergency response services).

Of the Tier 1 providers on the proposed list, the majority are using HMIS. Some privately funded agencies are not currently using HMIS and staff recommends continuing to try to engage those agencies to join the efforts of Coordinated Entry.

Pam Marshall made a motion to approve the Housing and Services list with Tier 1 and Tier 2 providers listed. Amy Luoma seconded the motion. Unanimous approval.

- Board requests that staff bring back a list of Housing providers to review.
- Board requests list of Tier 1 providers that are not using HMIS including why it would benefit the system for them to use HMIS and why they are not currently using HMIS.

5. *Receive preliminary ranking of CoC projects based on administrative scoring of Letter of Intent (LOI), receive Board recommendations for ranking and scoring process and direct staff to issue a RFP for permanent supportive housing bonus funding and any re-allocated funding.*

CoC Board approved Data, Performance & Evaluation Committee's recommendations while postponing a final decision on the RAIN Transitional Housing project (see memo to Board) for staff to follow-up with CoC funded agencies on deficiencies in the LOIs. A report will be drafted for the CoC Data Committee and brought back to the CoC Board.

A CoC Board subcommittee made up Pam Marshall, Amy Luoma and Kevin Clerici was formed to bring back specific plans on how to address the RAIN project including specifics of what will happen to RAIN if CoC funding is re-allocated.

Board adopted recommendation that PSH bonus funding RFP should be released to the community. Board adopted policy of prohibiting PSH bonus funds to be used for construction, acquisition or rehabilitation costs because those costs are not ongoing renewable funds for the community. Rental assistance and services for permanent supportive housing or rapid re-housing are eligible for ongoing renewals.

6. *Authorize Collaborative Applicant Staff, in their Capacity as the State ESG Administrative Entity, to release an RFP for State ESG funds.*

Board authorizes staff to release an RFP for eligible activities for State ESG funds including Rapid ReHousing, Homelessness Prevention, Emergency Shelter, Street Outreach and HMIS in accordance with CA Department of Housing and Community Development adopted regulations. County of Ventura and CoC staff will operate as the Administrative Entity for these funds.

7. Adjourn: Meeting adjourned at 2:30pm

Meeting Notes

Continuum of Care (CoC) Data, Performance & Evaluation Committee Friday July 1, 2016 10:00am-11:30am

United Way of Ventura County
4001 Mission Oaks Blvd, Suite E
Camarillo, CA 93012

1. **Attendees:** Susan Englund, Caitlin LeBron, Jennifer Santos, Pam Marshall, Amanda Herrera, Tara Carruth
2. **Continue Review and preliminary ranking of 2016 CoC projects for FY16 NOFA. Committee to follow up on additional information requested from provider agencies.** Committee reviewed the preliminary rankings and staff reported on performance data from each project. Committee voted to approve preliminary rankings which include re-allocation of RAIN Transitional Living Center and renewals of all PSH and RRH. Re-allocation amount of \$334,563 recommended. Preliminary rankings reviewed and posted for review on CoC Website and will be presented at CoC Board meeting on June 8, 2016. Committee drafted a memo to Board (see attached).
3. System Performance Data review in preparation of reporting data to HUD by 8.1.16
Data Committee reviewed System Performance Measures:
 - Number of First Time Homeless
 - Total Number of Homeless persons
 - Exits to Permanent Housing/Retention
 - Length of Time persons remain homeless
 - Permanent Housing Exits with Returns to Homelessness
 - Employment and Income GrowthCommittee reviewed each measure and recommended that a meeting be called with providers to review data and have providers make recommendations for data standards to help the VC CoC improve system performance. Data committee also requested providers input on strategies to improve system performance.

Next meeting: August 8, 2016 at

June 7, 2016

To: CoC Board

From: CoC Data, Performance & Evaluation Committee

Re: Administrative Scoring of LOIs for FY16 CoC Competition

On June 7th, the CoC Data, Performance and Evaluation Committee reviewed the administrative scoring and ranking of FY16 Letters of Intent (LOI) sent to the Collaborative Applicant staff on May 27, 2016. The following recommendations come from the CoC Data Committee on re-allocation of CoC resources and additional information needed from CoC Funded service providers before finalizing the ranking of all renewal projects.

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78% of persons exited to permanent housing (HUD target is 80%)
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CoC Board requested a sub-committee meet with RAIN administrators to discuss the impact of loss of funding and report back to the Board.
3. Recommendation to request Community Action of Ventura County find additional 2 units to bring project to full utilization or recommend re-allocation of unutilized funding. Project is at 75% utilization currently.
CA-VC is working to secure two additional units by 7/31
4. Recommendation to request additional information from Turning Point Foundation's Safe Haven program on performance data. Current performance data shows only 50% of participants exit to Permanent Housing.
5. Recommendation to request Housing Authority of San Buenaventura and Ventura County Behavioral Health make a commitment to timely data entry in HMIS, monitoring data quality and participation in CoC Alliance and subcommittees.

6. Request from Ventura County Behavioral Health a report on how much funding will need to be returned to HUD on Santa Paula CoC grant. (\$64,400—original grant was for \$146,700 for 5 years). Grant will renew for 1 year renewal—cannot be recaptured.
7. Recommendation to request additional information from Many Mansions on D Street project. TAY population has lower total income increase than other projects. The Data Committee would like to understand the population and what a reasonable target goal is for this population. Data Committee has requested further information from Many Mansions and will report back to the CoC Board on a recommended standard. **TAY population is 5 units of housing and 3 of 5 are in school.**
8. Recommendation to request further information from Turning Point Foundation's Wooley I and Many Mansion's Richmond Terrace on the number of units filled by individuals from Transitional Housing. Clarification on eligibility at the time of the transition from TH to PH. **MM and TPF filled units with eligible residents under the NOFA at the time the project began.**

Recommendation that PSH bonus funds be prioritized for projects that are renewable and add to the Annual Renewal Demand (ARD) each year. Construction, acquisition and rehabilitation costs are one time funds and do not increase the ARD.

2016 CoC NOFA Administrative Scoring of LOI

Annual Renewal Demand (ARD) for 2016	\$1,909,822		Tier 1= 93%ARD	Tier 2= 7% ARD	PSH Bonus=\$159,759				
Planning Funds	\$90,477				CH = Chronically Homeless HF =Housing First				
Grantee Name	Project Name	Project Type	Grant Amount	Number Beds / Served	Population Served	HF?	CH ?	Project Location	LOI Score
Tier 1									
Many Mansions	Casa de Paz	PSH	\$62,747	16	chronically homeless singles	yes	yes	Simi Valley	100
Many Mansions	Esseff Village	PSH	\$40,760	15	chronically homeless	yes	yes	T.O.	100
Many Mansions	Peppertree Apartments	PSH	\$62,918	11	chronic homeless singles and families	yes	yes	Simi Valley	100
County of Ventura Human Services Agency	HMIS Project	HMIS	\$90,778	N/A	N/A	N/A	N/A	County-wide	100
Turning Point Foundation	Stephenson Place Permanent Housing	PSH	\$28,522	9	chronic homeless singles	Yes	yes	Ventura	98
Turning Point Foundation	Wooley House II PSH	PSH	\$32,938	8	chronic homeless singles	Yes	yes	Oxnard	96
County of Ventura Human Services Agency	Rapid Re-Housing	RRH	\$81,829	48	families	Yes	no	County-wide	95
Many Mansions	D Street Apartments	PSH	\$20,574	5	TAY Chronically Homeless	yes	yes (3)	Oxnard	95
Ventura County Behavioral Health	Santa Paula PSH	PSH	\$29,902	3	chronically homeless	Yes	Yes	Santa Paula	94
Many Mansions	Richmond Terrace	PSH	\$64,765	13	chronically homeless	Yes	yes	T.O.	90
Ventura County Behavioral Health	East County / Oxnard Shelter Plus Care	PSH	\$276,729	22	chronically homeless	yes	yes	SV, T.O., Oxn	88
County of Ventura County Executive Office	Community Action -VC PSH	PSH	\$131,561	8	chronically homeless	yes	yes	Ventura	87
Turning Point Foundation	Wooley House I Permanent Housing	PSH	\$37,916	7	chronically homeless	Yes	yes	Oxnard	85
Turning Point Foundation	Our Place Safe Haven	SH	\$168,977	10	Chronically Homeless	Yes	yes	Ventura	80
Hsg Authority of the City of San Buenaventura	Shelter Plus Care	PSH	\$123,933	13	chronically homeless	Yes	yes	Ventura	80
County of Ventura Human Services Agency	HMIS expansion for CES	HMIS	\$150,000	N/A	N/A	N/A	N/A	County-wide	NEW
St. Vincent de Paul-Ventura County	Rapid ReHousing	RRH	\$39,306	12	families	Yes	No	County-wide	NEW
Turning Point Foundation	Rapid Re-Housing FY15 (new project)	RRH	\$131,104	48?	singles	Yes	Yes	Ventura	NEW
County of Ventura Human Services Agency	RAIN Project Transitional Living Center	TH	\$334,563	65	families and individuals	Yes	no	County-wide	70
Tier 2									
7% = 133,688 + \$150,746 =(\$284,434)									
Planning Grant									
County of Ventura Executive Office		N/A	\$90,447	N/A	N/A	N/A		countywide	NEW

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Planning Grant									
County of Ventura Executive Office		N/A	\$90,447	N/A	N/A	N/A		countywide	NEW

July 13, 2016

CoC Governance Board

CoC Board Subcommittee (Kevin Clerici, Amy Luoma and Pam Marshall) met with CoC Staff (Tara Carruth and Christy Madden) and RAIN administrator, Marissa Mach to discuss CoC Data Committee's recommendation to re-allocate RAIN funding in the amount of \$334,563 in the FY16 CoC NOFA.

The RAIN program's total operating budget is approximately 2 million dollars and is largely funded with County general fund dollars. The program is also supported by other local grants and non-profit collaboration within the community. RAIN staff report that the budget cannot be reduced and remain operational at the current service level. The program has received flat funding for the past 7 years. The program is the only transitional housing of its kind in the community. The program is not faith-based, accepts all family types and does not separate minor children from parents. The program has continued to lower barriers and has shortened the length of time in the program with a goal to exit families in 3-6 months. The challenge with meeting the HUD performance standards is a result of the lack of housing availability throughout the county.

The CoC Board Subcommittee acknowledges the good work of the RAIN program but expresses concern with the program not meeting the HUD performance thresholds. HUD's performance standard is 80% or more of program participants exit to permanent housing. RAIN was able to exit 78% of program participants in the last year. HUD also states in the 2016 NOFA that priority populations for transitional housing include youth, people fleeing domestic violence and people seeking assistance in recovery from addiction. The RAIN program serves primarily families and individuals who are able to work.

The Board Subcommittee understands the critical role the RAIN program plays in the continuum of services within the VCCoC. With very limited housing vacancy, crisis beds for all subpopulations of people experiencing homelessness are critical to an effective system. The challenge for the CoC Board is related to HUD's priorities. With RAIN missing the HUD's Project Renewal Threshold, the risk is great for the \$334,563 to be lost permanently to the VCCoC.

The Board Subcommittee recommends re-allocation of RAIN with careful consideration of re-allocation into a meaningful alternative project that fills an unmet need. Rapid Re-Housing for

families, Permanent Supportive Housing for adults and families, HMIS projects and Supportive Services for Coordinated Entry are eligible for new projects under this NOFA. Rapid Re-Housing funds for families are plentiful with CAL Works, CoC, ESG and private funds. Additional units are needed for chronically homeless adults.

The Subcommittee recommends the Board discuss specifics of releasing an RFP for Permanent Supportive Housing including master leasing.



**Meeting Agenda
Continuum of Care (CoC) Board
Wednesday, July 13, 2016
01:00pm-2:30pm**

Ventura County Community Foundation
4001 Mission Oaks Blvd.
Community Room
Camarillo, CA 93012

Attendees: Susan Englund, Pam Marshall, Kevin Clerici, Martin Hernandez, Amy Luoma, Drew Powers, Mike Powers, Michael Nigh, Carmen Ramirez, Mike Taigman, Tara Carruth

1. Call to Order: Chair Taigman called the meeting to order at 1:07pm
2. Minutes of the meeting of Governance Board held Wednesday June 8, 2016 unanimously approved.
3. Public Comment/Board Comments: No public comment

Continuum of Care Governance Board Business

4. Receive and approve preliminary ranking of CoC projects based on administrative scoring of Letter of Intent (LOI), CoC Data Committee recommendations and CoC Board subcommittee recommendations including recommendations for any re-allocated funding:
Staff provided written and oral report included preliminary ranking of projects compiled by CoC Data, Performance & Evaluation Committee. Board subcommittee reported out on meeting with staff of RAIN transitional living center re: recommended reallocation of funding. The committee discussed the need for crisis housing in overall system, alternative funding options and partnering with cities and community partners for sheltering programs. Board committee recommends moving forward with reallocation based on performance and priority uses of funding. Board recommends to release funds in an RFP for permanent supportive housing that results in more dedicated units for the chronic homeless population. Kevin Clerici moves to re-allocate \$334,563 of RAIN Transitional Living Center, Drew Powers seconds. All in favor with Mike Powers and Amy Luoma abstaining.

Amy Luoma moves to use reallocated funds totally \$334,563 to release an RFP for Permanent Supportive Housing dedicated to chronic homeless individuals with an August 5, 2016 due date. Pam Marshall seconds. All in favor.

5. Review System Performance Data reports for submittal to HUD no later than August 1, 2016.

Staff presented reports on System Performance Data. Staff will be reviewing reports with HMIS Staff and Service Providers before submittal to HUD.

6. Written CoC Committee and Staff updates received by Board.

- 1) Housing & Services Committee
- 2) Data, Performance & Evaluation Committee
- 3) HMIS Steering Committee
- 4) Public Information & Outreach Committee
- 5) Veterans Committee
- 6) Pathways to Home

Request for Proposals (RFP)
Permanent Supportive Housing, Rapid Re-Housing and Coordinated Entry System
Ventura County Continuum of Care (CoC)
Issued July 14, 2016

INTRODUCTION

As the Collaborative Applicant for the Ventura County Continuum of Care, the County of Ventura's County Executive Office is accepting proposals for new Permanent Supportive Housing projects with Continuum of Care Homeless Assistance funding from the U.S. Department of Housing and Urban Development (HUD).

Ventura County Continuum of Care is soliciting proposals that address housing and service priorities established through the Ventura County 10 Year Plan to End Homelessness and the Ventura County Continuum of Care Strategic Plan.

Funding available through the reallocation process is \$334,563.

The projects being solicited are innovative and highly effective permanent supportive housing projects that serve chronically homeless adults. Competitive projects will create additional housing inventory for this population through rental assistance or leasing. Projects are encouraged to show collaboration among providers and leverage mainstream resources to support highly vulnerable chronically homeless individuals.

Funding will come from the US Department of Housing and Urban Development's (HUD) 2016 McKinney-Vento Continuum of Care (CoC) for the Homeless Program, as amended under the HEARTH Act and the CoC Program Interim Rule. The availability and priorities for any funding for new projects is articulated in HUD's CoC Notice of Funding Available (NOFA).

<https://www.hudexchange.info/resource/5068/fy-2016-coc-program-nofa/>

More information on this program, the HEARTH Act, the Interim Rule and the NOFA is available on HUD's website: <https://www.hudexchange.info/coc>

Organizations that do not currently receive Ventura County CoC program funding are encouraged to submit proposals. Proposals are also welcome from current recipients of this funding, provided the proposed project creates new housing opportunities for those experiencing homelessness.

DEADLINE

Proposals must be submitted via e-snaps and emailed to the Collaborative Applicant Office **by 4:59 p.m. on Friday August 5, 2016**. Submission procedures are described below.

BACKGROUND

HUD publishes a CoC Notice of Funding Availability (NOFA) for each funding year. This RFP is being released in anticipation of the 2016 CoC NOFA release. A single, consolidated submission of all selected projects in Ventura County will be submitted to HUD by the Collaborative Applicant no later than September 12, 2016 (**early submittal in order to earn 3 bonus points on CoC Application**). Funding will be derived from Federal Fiscal Year 2016 allocations of HUD funds and is subject to funding approval by HUD.

NEW PROJECT REQUIREMENTS

The Ventura County Continuum of Care seeks one or more qualified applicants to administer Permanent Supportive Housing for chronically homeless individuals consistent with the guidance provided by the U.S. Department of Housing and Urban Development (HUD) including, but not limited to, using a Housing First approach.

Competitive Proposed projects will:

- Clearly meet the CoC Program funding opportunities of HUD and the Ventura County CoC.
- Describe a housing first and trauma-informed service delivery approach, including low-barrier access to the housing and services that will work effectively with the Ventura County Coordinated Entry System, Pathways to Home.
- Be based upon best practices and the most effective, evidence-based, culturally competent, and individualized client models possible;
- Include plans to successfully meet HUD and local performance measures;
- Be administered by organizations that have demonstrated experience providing similar services and serving the proposed population.

Selection Process: Projects responding to this RFP will be reviewed and selected by the VC CoC Board on August 10, 2016. Projects will be reviewed in reference to organizational capacity, project approach, design and cost effectiveness.

Prior to the full HUD application process, proposals will be reviewed for basic eligibility and other criteria by the Ventura County CoC Data, Performance and Evaluation Committee. The committee is comprised of formerly homeless persons, community professionals and staff from the VC CoC. The Data, Performance and Evaluation Committee will review applications and make recommendations to the CoC Board for final decisions.

Eligible Applicants: Applications will only be accepted from eligible nonprofit agencies, private nonprofit agencies, units of government and public housing agencies.

GENERAL REQUIREMENTS

1. With the exception of renewal grants, HUD will only fund **new** projects. Funds cannot be used to close a funding gap or replace lost funding in an existing housing project or service program. The population to be served must be chronically homeless as defined by HUD. The final definition for chronically homeless can be found here:

<https://www.hudexchange.info/resource/4847/hearth-defining-chronically-homeless-final-rule/>
https://www.hudexchange.info/resources/documents/HomelessDefinition_RecordkeepingRequirementsandCriteria.pdf

2. Projects must be able to meet timeliness standards. The applicant is expected to initiate approved projects promptly in accordance with the requirements that will be specified in the 2016 NOFA. Grant terms, and associated grant operations may not extend beyond the availability of funds. Applicants must plan accordingly and only submit applications that can start operations in a timely manner with enough time to complete within the awarded grant term.
3. Applicants must meet HUD recipient and/or sub-recipient eligibility requirements.
4. Participation in the Homeless Management Information System (HMIS) is required of all HUD grant recipients.
5. Participation in the Coordinated Entry System, Pathways to Home in Ventura County is required.
6. Projects must provide 25% match and up to 150% leverage.
7. Projects must provide on-site supportive services or have an agreement in place for a partner agency to do so.

PROJECT TYPES

Permanent Supportive Housing

In order to increase the number of beds specifically for the chronically homeless population and work towards the goal of ending chronic homelessness in Ventura County, CoC's will be able to apply for new projects for permanent supportive housing (PSH) that proposes to exclusively serve the chronically homeless.

This solicitation is for new projects for permanent supportive housing to serve **chronically homeless households with only adults**.

Eligible activities include: Leasing, Rental Assistance, Supportive Services, Operations and HMIS. All components require a 25% match except for leasing. Leasing also requires that rent not exceed Fair Market Rent.

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

and at this link:

<https://www.hudexchange.info/programs/coc/toolkit/program-components-and-eligible-costs/>

Match and leveraging of these funds are required. As described by HUD:

“Match and Leverage are two distinct categories of program funds that are acquired from other sources not associated with this grant request. Match funds must be used for program eligible costs only and must be equal or greater than 25 percent of the total grant request for all eligible costs with the exception of leasing costs.”

Leverage funds can be used for any program related costs and there is no minimum requirement. Competitive applicants will include 150% leverage in their application.

PERFORMANCE MEASURES

To be considered as meeting project quality threshold, new permanent housing–permanent supportive project applications must meet the following criteria:

- a.** Whether the type, scale, and location of the housing fit the needs of the program participants
- b.** Whether the type and scale of the supportive services fit the needs of the program participants–this includes all supportive services, regardless of funding source
- c.** Whether the specific plan for ensuring program participants will be individually assisted to obtain the benefits of the mainstream health, social, and employment programs for which they are eligible to apply meets the needs of the program participants
- d.** Whether program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs; and,
- e.** Whether at least 75 percent of the proposed program participants come from the street or other locations not meant for human habitation, emergency shelters, safe havens, or fleeing domestic violence.

System Performance Threshold data should meet the following:

- 1.** Housing Stability: 80% of CoC Program Participants remain in permanent supportive housing or exit to another permanent destination.
- 2.** Jobs and Income Growth: At least 54% of CoC Program adult participants gain or increase their income from non-employment sources
- 3.** Mainstream benefits: 56% of CoC Program participants obtain non-cash mainstream benefits.

EVALUATION and PROJECT SELECTION PROCESS

The CoC Data, Performance & Evaluation committee will review submissions and make final determinations. Committee members will be unbiased and cannot have a personal or financial interest in vendor selection.

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

- A. Meets minimum requirements of HUD
- B. Experience and Capacity of the Applicant
- C. Project/Program Features
- D. Applicant Readiness to Submit Full Application
- E. Ventura County Continuum of Care priorities

Projects responding to this RFP will be reviewed and selected by the Continuum of Care Board on **August 10, 2016**. Proposals will be reviewed in reference to organizational capacity, project approach and design and cost effectiveness.

ADDITIONAL INFORMATION

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

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

All parties intending to apply for funding are strongly encouraged to review the program regulations, including those organizations that are currently or were previously funded. Proposals which do not conform to the regulations will not be considered for funding. Please contact Tara Carruth at (805) 654-3838 or tara.carruth@ventura.org with questions about HUD programs.

SUBMISSION PROCEDURE

Please use e-snaps to prepare and submit a project proposal. Ensure to provide complete responses.

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

In addition, please email one PDF copy of the complete e-snaps application with a **cover letter signed by the organization's authorized representative** to tara.carruth@ventura.org.

AWARD OF FUNDS

The project(s) selected by the Continuum of Care Board will be notified on August 12, 2016 . If the funding is awarded by HUD, grant funds are estimated to be made available by HUD by **the first half of calendar year 2016**. The timing of awards and grant-making by HUD is outside of the control of the County of Ventura. Therefore, agencies seeking and receiving new funding must be aware of all operating year start and end dates and must make arrangements to cover any period of which a HUD funding award is pending, delayed, or not awarded.



VENTURA COUNTY
**CONTINUUM OF
CARE ALLIANCE**

ENDING HOMELESSNESS
IN VENTURA COUNTY

Governance Charter

2016

Ventura County CoC Alliance Governance Charter

Ventura County CoC Alliance Governance Charter

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Ventura County CoC Alliance Governance Charter

NAME: Ventura County Continuum of Care Alliance, hereinafter referred to as “Alliance”

ADDRESS: The Alliance is located in the County of Ventura within the State of California. The Alliance’s office of record will be the address and point of contact of the identified HUD Collaborative Applicant. Currently: County of Ventura, County Executive Office - Community Development, Hall of Administration L#1940, 800 South Victoria Avenue, Ventura, CA 93009

ARTICLE I. VENTURA COUNTY CoC GEOGRAPHIC BOUNDARIES

1.01. BOUNDARIES

The Ventura County Continuum of Care Alliance includes all of the geography within the County of Ventura, including 10 incorporated cities and all unincorporated areas. The physical bounds of this geography are consistent with the boundaries inclusive of these areas. These boundaries contain other Housing and Urban Development (hereinafter referred to “HUD”) designated program components, including multiple Housing Authorities, six (6) HUD geocode areas, two (2) local Emergency Solutions Grant (hereinafter referred to as “ESG”) Areas, communities eligible for State ESG funds, as well as federally designated Community Development Block Grant (hereinafter referred to as “CDBG”) entitlement areas, HOME, and Veterans Administration service areas. The CoC primary area of operations within the CoC geography includes the areas served by the program components listed above. This geography is referred to as the Ventura County CoC Region (hereinafter referred to as “Region”) and is known to HUD as City of Oxnard/San Buenaventura/Ventura County CoC (CA-611).

ARTICLE II. ESTABLISHMENT OF THE CoC

2.01. OVERVIEW

The U.S. Department of Housing and Urban Development charges communities that receive funds under the Homeless Continuum of Care Program (hereinafter referred to as “CoC Program”) of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act with specific responsibilities. [Section 578.5](#) of the HEARTH Interim Rule published in July 2012 (Interim Rule), defines a Continuum of Care (CoC) as “the group organized to carry out the responsibilities required under this part and that is composed of representatives of 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 to the extent these groups are represented within the geographic area and are available to participate.” Relevant organizations in the Ventura County CoC Region established the Ventura County Homeless and Housing Coalition (the Coalition) in 1983 as a collaborative for housing advocates, service providers and local government representatives concerned about issues of homelessness. In 1993 the Coalition incorporated as a non-profit organization and served as the CoC coordinating body acknowledged by HUD from 1998-2012. In 2012, at the request of the Coalition, CoC administrative and oversight responsibilities were transferred to the County of Ventura and the Countywide CoC Alliance was formalized. The Alliance is an unincorporated association as defined under [Section 18035 of the California Corporations Code](#).

Ventura County CoC Alliance Governance Charter

ARTICLE III. MISSION AND PURPOSE

3.01. MISSION

The Ventura County Continuum of Care Alliance is a collaborative group dedicated to promoting a safe, desirable and thriving community by ending homelessness in Ventura County.

3.02. SPECIFIC PURPOSES

In 2014 the Alliance began a transformation to expand membership, seat an inaugural Governance Board, identify Infrastructure Organizations, facilitate compliance with new federal regulations and guidelines, and address local gaps in community coordination and planning. As such, the Alliance outlines below the responsibilities and authorities of the different components that make up the Alliance including: Alliance Membership, Interagency Council on Homelessness, Advisory Committees, the Governance Board, and Infrastructure Organization(s).

A. Collaboration: The Alliance will:

1. Promote community-wide commitment to the goal of ending homelessness in Ventura County;
2. Provide opportunity for regional coordination and interagency collaboration;
3. Promote access to and effective utilization of mainstream programs by homeless individuals and families;
4. Promote the strategic use of available resources;
5. Inform local planning processes;
6. Inform stakeholders of actions impacting homelessness;
7. Advocate for the homeless in areas where they have limited access;
8. Ensure availability of a region-wide Continuum of Care that meets requirements under [HEARTH Interim Rule 578.5](#);
9. Coordinate responses to funding opportunities for assistance for the homeless;
10. Implement specific goals established in applications for funding; and
11. Optimize self-sufficiency among individuals and families experiencing homelessness.

B. Actions: The Alliance will:

1. Foster the plan for a permanent system to ending homelessness;
2. Ensure access for homeless persons to quality services and facilities in all phases of the Continuum of Care system;
3. Coordinate services throughout the region to ensure that each special needs population has access to services in each geographic sub-region;
4. Provide a seamless system of care for transition from the street to permanent housing;
5. Support development of a strategic plan to address homelessness in the Region;
6. Establish and evaluate standards and service targets with an eye for continuous improvement; and
7. Actively recruit new and diverse membership.

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ARTICLE IV. RESPONSIBILITIES OF THE ALLIANCE

4.01. OPERATING THE CoC

The Alliance will:

- A. Hold meetings of the full membership at least quarterly with published agendas;
- B. Issue public invitation for new members to join at least annually;
- C. Follow and update annually a governance charter;
- D. Continue development of governance charter to incorporating all procedures and policies including those required by all funding sources including written standards for funding assistance, strategic planning, project evaluations, and HMIS requirements;
- E. Follow '*Process for Board Selection*' hereto outlined in [Section 6.05](#) to select a Governance Board to act on behalf of the Alliance. The process will be reviewed, updated (as applicable), and approved annually by the Alliance as part of its Charter;
- F. Follow *Process for Selection of Infrastructure Organization(s)*' hereto outlined in [Section 10.02](#) to select organization(s) to assume operational responsibilities including HUD CoC Program Collaborative Applicant, HMIS Lead, Staff, Project Monitoring, and preparing the HUD CoC Collaborative Application;
- G. Follow the '*Interagency Council on Homelessness*' process hereto outlined in [Section 8.01](#) to engage key government representatives to end homelessness in Ventura County Region;
- H. Appoint Advisory Committees, subcommittees, or task groups;
- I. Consult with recipients and sub-recipients to establish performance targets appropriate for population and program type, monitor recipient and sub-recipient performance, evaluate outcomes, and take action against poor performers;
- J. Evaluate outcomes of projects funded under the ESG and CoC Programs, and report to HUD and other funders;
- K. In consultation with recipients of HUD CoC and ESG Program funds within the Region, establish and operate a Coordinated Entry System (CES) that complies with requirements established by HUD; and
- L. In consultation with recipients of HUD CoC and ESG Program funds within the Ventura County Region, establish and consistently follow written standards for providing Continuum of Care assistance.

4.02. CoC PLANNING

To serve as the regional coordinated body to end homelessness in the Ventura County Region, the Alliance will:

- A. Coordinate the implementation of an effective housing and service system including outreach, engagement, assessment, prevention, shelter, housing, and supportive services within the Region;
- B. Plan for and conduct an annual Point-In-Time (PIT) Count of homeless persons within the Region;
- C. Conduct an annual gaps analysis of the homeless needs and services available within the Region;
- D. Provide information required to complete the Consolidated Plan(s) within Region; and

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- E. Consult with State and local government ESG program recipients within the Region on the plan for allocating ESG Program funds and reporting on and evaluating the performance of ESG program recipients and sub-recipients.

4.03. DESIGNATING AND OPERATING HMIS

The Alliance will:

- A. Designate a single Homeless Management Information System (HMIS) for the Region;
- B. Designate an eligible applicant to manage the Continuum's HMIS, known as the HMIS Lead;
- C. Review, revise, and approve (i) privacy, (ii) security, and (iii) a data quality plan for the HMIS;
- D. Ensure consistent participation of recipients and sub-recipients in the HMIS; and
- E. Ensure the HMIS is administered in compliance with requirements prescribed by HUD.

4.04. PREPARING APPLICATIONS FOR FUNDS

The Alliance will:

- A. Design, operate, and follow a collaborative process for development of applications for funding;
- B. Approve submission of applications in response to a HUD CoC Program Notice of Funding Availability (NOFA) among other funding opportunities;
- C. Establish priorities for funding projects;
- D. Ensure that only one application for HUD CoC Program funds be submitted and collect and combine required applications information from all approved projects within Region; and
- E. Seek to secure funding for Alliance operations and infrastructure, including but not limited to HUD Planning grant funds.

4.05. ADDITIONAL RESPONSIBILITIES

The Alliance shall have additional responsibilities, including but not limited to:

- A. Engage organizations in a community-based process;
- B. Convene regular meetings of interested stakeholders;
- C. Work to address the underlying causes of homelessness;
- D. Lessen the negative impact of homelessness on individuals, families, and communities;
- E. Promote a region-wide Alliance;
- F. Foster collaboration;
- G. Develop a permanent system to end homelessness;
- H. Facilitate access to quality services region-wide;
- I. Ensure access to services to all subgroups;
- J. Ensure access to a full range of services from street outreach to permanent housing;
- K. Facilitate sharing of provider expertise and intervention strategies;
- L. Create, inform, and support to development of regional plans;
- M. Provide a consistent source of data regarding the needs for homeless persons;
- N. Educate stakeholders about regulatory actions and other conditions impacting the Alliance;
- O. Advocate for policies and essential services that promote fair housing, client well-being, and rights and protections under the law; and
- P. Assist homeless service providers in acquiring funds dedicated to homelessness.

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4.06. LIMITATIONS

The Alliance will not:

- A. Engage in activities in favor or against any political campaign on behalf of candidates for public office, except as the law affords to as the right and privileges of its members; or
- B. Convene members to conspire or to promote the support of activities that are deemed illegal actives under the law.

ARTICLE V. ALLIANCE MEMBERSHIP

5.01. STAKEHOLDERS

The Alliance shall garner community-wide commitment to ending and preventing homelessness in all parts of the Region through inclusion of representation from the entire Ventura County geographic area. In addition to the entities identified in [Interim Rule Section 578.5](#), Alliance membership includes a variety of other community stakeholders to the extent that they are invested in ending homelessness in the Region. Examples of additional stakeholders include private foundations, philanthropists, fraternal organizations, employment development, organized labor, and private health service organizations.

5.02. MEMBERSHIP APPLICATION PROCESS

Interested organizations and individuals can join the Alliance by attending a regularly scheduled meeting, completing a membership application, and committing to participate in the work of the Alliance to achieve stated purposes and goals. Alliance members obtain and retain voting privileges through attendance and participation in accordance with established policies.

New Organizational Members verify the required commitment to the work of the Alliance by preparing a written statement as part of the membership application that identifies the components of the Alliance work that the organization will participate in. An Organizational Member may designate up to three (3) persons annually who are authorized to represent the organization at Alliance meetings. Any one (1) organization can only have one (1) vote. An organization representative may represent only one (1) organization.

Individuals may also become members of the Alliance. Individuals provide a similar commitment statement as part of their membership application to the Alliance; however, Individual Members may not designate additional persons to represent them. Individuals who have a recognized role in a member organization (such as employee, board members, consultants, or current service recipients) may become Individual Member of the Alliance but may not vote. Individuals with formal organizational affiliations, such as those noted above, may be selected to represent to the organization with which they are affiliated. This provision creates an opportunity for individual stakeholders to participate in the Alliance without duplicating organizational representation.

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5.03. MEMBER RESPONSIBILITIES

Alliance Member responsibilities include:

- A. Review and approve Governance Charter and all amendments at least annually;
- B. Attend annual and quarterly meetings;
- C. Ratify full slate of Governance Board Members annually; and
- D. Voluntarily participate on Advisory Committees.

5.04. MEMBERSHIP

- A. Membership is open to organizations and individuals who support the Alliance mission. Those seeking membership must complete an application and make their request at any meeting of the Alliance. At the next regularly scheduled meeting of the Alliance, all membership requests from organizations or individuals made at the prior meeting will be assumed as valid for purposes of determining voting rights.
- B. There shall be two (2) categories of Alliance members: Organizational Members and Individual Members.
- D. All members shall have the right to speak at meetings; to vote on matters before the Alliance, subject to the voting privileges set forth herein [Section 5.9](#); and to participate in Alliance activities.
- E. There will be an unrestricted number of Organizational Members. However, only one (1) representative from each Organization Member may vote on behalf of that organization on any given issue; representatives are based on authorization from the organization. Each organization shall indicate in writing the names of up to three (3) persons annually who may represent the organization.
- F. There will be an unrestricted number of Individuals Members representing the general community. However, any such members must reside in Ventura County and may not be involved with Organizational Members as employees, board members, consultants, or current contractors.
- G. Nonvoting Alliance memberships are available for members who self-identify as a Nonvoting Member.
- H. All Alliance members are encouraged to actively recruit additional members engaged in ending homelessness in Ventura County.

5.05. MEETINGS AND MEETING SCHEDULE

- A. Meetings of the Alliance are subject to the [Ralph M. Brown Act](#).
- B. Any person who attends an Alliance meeting may be asked to leave by the meeting Chair if the person is verbally or physically disruptive.
- C. The Alliance annual calendar will establish a regular meeting day, time, and location for the calendar year.
- D. The full membership shall convene at least quarterly for the purpose of transacting the business of the Alliance.
- E. All regular meetings shall be published on the Alliance website and distributed electronically to all members at least 72 hours in advance.

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5.06 ANNUAL MEETING

- A. Full Alliance membership shall meet annually to ratify the roster of the Governance Board Members, review and approve Governance Charter, and receive annual meeting calendar.
- B. The notice of annual meeting shall be published on the Alliance website at least seven (7) days prior to the scheduled meeting.

5.07 SPECIAL AND EMERGENCY MEETINGS

- A. Special meetings of the Alliance may be requested and noticed provided by email to each member at least 24 hours prior to the meeting.
- B. Special and emergency meetings of the Alliance may be called at any time by the Governance Board or upon the request by one-third (33%) or more voting Members.

5.08. QUORUM

- A. A quorum shall consist of 50% plus one of eligible voters for the Alliance membership meetings;
- B. No business may be officially transacted without a quorum.

5.09. VOTING

- A. At all meetings of the Alliance, members who have met attendance requirements set forth by the Alliance may vote. Voting privileges are limited to one vote per member, in accordance with attendance policies (Sec 5.09.D).
- B. In the interest of informed decision-making, each Organizational Member may designate up to three (3) persons annually to represent such organizations at Alliance Meetings. Attendance by one (1) of the designated representatives is considered in meeting the attendance requirement associated with voting privileges ([Sec 5.04.E](#)).
- C. Each Organizational Member and Individual Member may have only one (1) vote for any one (1) motion on the floor; a majority of votes shall carry or defeat a motion.
- D. Voter privileges are extended to those Individual Members and Organizational Members that have been represented by a designated member at two (2) of the most recent four (4) full membership meetings.
- E. New members must have attended at least one (1) meeting before being eligible to vote.
- F. Upon ratification of this Charter new voting privileges became effective. Existing Alliance members who have secured voting privileges under previous rules will maintain privileges for the first meeting.
- G. All Members must declare any conflict of interest they or their organization has on any voting issue. Organizational Members and Individual Members shall abstain from voting and discussion on any issue in which they or their organization have a conflict of interest.
- H. The Governance Charter may be amended upon majority vote of the members of the full Alliance who are eligible to vote who are present at a meeting called for such purpose, provided that notice is given provided seven (7) calendar days prior to the meeting. Any such vote shall be conducted in accordance with the established Policies and Procedures of the Alliance. Absentee voting is not permitted.

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5.10. MEETING MINUTES

- A. Minutes of the meeting will be produced and maintained by the Collaborative Applicant staff.
- B. Meeting minutes shall be electronically distributed to all Alliance Members and posted on the Alliance website.

ARTICLE VI. THE ALLIANCE GOVERNANCE BOARD

6.01. OVERVIEW

The Governance Board acts on behalf the Alliance and is representative of the relevant organizations and of projects serving homeless subpopulations within the Ventura County Region. The Alliance Board is charged with important responsibilities and authorities on behalf of the community of stakeholders. Representation of a broad array of stakeholders on the Alliance Board will enhance the capacity to coordinate and leverage resources from various community sectors throughout the Region. To this end, the Alliance will strategically pursue a Governance Board that represents the array of stakeholders, the diverse geographic sub-regions, and the constituency for whom each seat is designated. HEARTH regulations require the board to be representative of the relevant organizations and of projects serving homeless subpopulations within the Continuum of Care's geographic area and that includes at least one homeless or formerly homeless individual to act on its behalf.

6.02. ESTABLISHMENT OF GOVERNANCE BOARD

- A. The Alliance has established a Governance Board to include representatives of relevant stakeholders, private and public officials, philanthropic representatives, advocates, businesses and service organizations and projects serving homeless subpopulations. Subpopulations include but are not limited to persons with substance use disorders; persons with HIV/AIDS; veterans; the chronically homeless; families with children; unaccompanied youth; the seriously mentally ill; and victims of domestic violence, dating violence, sexual assault, and stalking. The Board will include a broad representation of key stakeholder groups found within the Region.
- B. One Board member may represent more than one subpopulation or affiliation.
- C. The Board shall include at least one homeless or formerly homeless individual.
- D. Seats will be designated by affiliation, community sector, subpopulation, and geography.
- E. Board leadership will consist of a chair and vice-chair.
- F. One (1) Ex Officio Board Member may represent the Collaborative Applicant organization.
- G. No service provider receiving CoC or ESG Project funds may be a Board Member.
- H. The Governance Board is instituted as an unincorporated association. Any change to formal legal structure would require amendment to the Governance Charter.

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6.03. BOARD RESPONSIBILITIES

The Board has authority not retained by the membership in the Charter including the following:

- A. Regional Planning: set regional goals and priorities for ending homelessness in the Region;
- B. Monitor Performance: monitors community progress toward ending homelessness in the Region;
- C. Establish and monitor HUD CoC and ESG project performance targets and metrics; evaluate Infrastructure Organization performance annually;
- D. Approve Alliance Policies: including HUD CoC and ESG funding recommendations and written standards for providing assistance;
- E. Approve selection of and provide direction to Collaborative Applicant, HMIS Lead, and other such Infrastructure Organizations.
- F. Select Governance Board Members annually and fill vacancies; subject to the Governance Board composition, member selection, membership ratification and related requirements set forth in Sections 6.04 through 6.07 below.
- G. Fundraise: authorize grant applications; raise and allocate funds; approve sustainability plans;
- H. Ensure that relevant organizations and projects serving various homeless subpopulations are represented in planning and decision-making; and
- I. Build community awareness inclusive of the needs of all homeless populations found in the Region.

The Board has no authority to act contrary to this Charter, contrary to any applicable law, rule or regulation, or beyond the mission of the Alliance as set forth in Article III of this Charter.

6.04. BOARD COMPOSITION

- A. The Alliance Board shall have a minimum of seven (7) and maximum of thirteen (13) Members.
- B. Members must be able to represent an array of community sectors, special needs populations, and geographic areas throughout the region.
- C. Sectors include:

Advocates
Affordable Housing Developers
Businesses
Faith-based Organizations
Governments
Homeless/Formerly Homeless
Hospitals (Public or Private)
Law Enforcement
Mental Health Agencies (including substance abuse
Nonprofit Homeless Assistance Providers
Organizations that serve Veterans
Public Housing Authorities
School Districts (including organizations that serve unaccompanied youth)
Social Service Providers
Universities (public or Private)
Victim Service Providers

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6.05. PROCESS FOR BOARD SELECTION

- A. Nominations of Governance Board Members will be accepted from full Alliance Membership;
- B. The Nominating Committee will reach out to candidates to confirm willingness to serve and verify qualifications. The Nominating Committee members may not nominate themselves and shall not be eligible to be nominated;
- C. Results of nominations are reviewed by the Nominating Committee to ensure that adequate representation is available for each of the required constituencies (community sectors, subpopulations, geography);
- D. The Board will select nominees annually based on recommendations of the Nominating Committee and fill vacancies as needed;
- E. The full Alliance voting membership shall be asked to ratify the slate of new Board Members in its entirety at the annual meeting;
- F. Board composition is reviewed annually;
- G. Members of the Board serve as liaisons to other community stakeholders;
- H. Election of the Board Members should be staggered to ensure continuity; half will be up for election each year;
- I. Regular attendance and participation in Board activities is required. Members of the Governance Board must actively participate in two (2) of the most recent four (4) meetings in order to remain in good standing. Members failing to meet the attendance and participation standard shall be subject to removal and replacement.

6.06. BOARD MEMBER SELECTION CRITERIA

Alliance Board Members are selected to represent various constituencies. In order to adequately represent that constituency, Board Members shall meet basic qualifications including the following:

- A. Meet eligibility to be a voting Member;
- B. Sufficient knowledge and a working relationship with the constituency group;
- C. Capacity to read and assess detailed information;
- D. Ability to work effectively on a team;
- E. Capacity to consider the benefit of the Alliance as a whole;
- F. Ability to meet the timelines/demands of funding sources;
- G. Respectful acknowledgement of the rights of homeless persons; and
- H. Eligible to conduct business with a governmental entity (i.e., not debarred or suspended).

6.07. BOARD ELECTIONS AND TERMS OF OFFICE

- A. As provided for in [Section 6.05.E](#), Board Membership is determined annually by election by a majority vote of the existing Board Membership and is ratified by the full Alliance voting Membership at its annual meeting.
- B. The term of the Governance Board shall be July 1 through June 30.
- C. Except for the initial Governance Board, Members will serve two-year terms subject to re-election with one-half of the seats subject to election each year.
- D. There is an established 10-year term limit for all Board Members.
- E. In the event of a vacancy, the Governing Board may appoint such qualified person(s) necessary to fill the vacancy. The person(s) appointed shall serve the unexpired term of the previous Board

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Member, and is subject to re-election by the Board and ratification by the full Alliance voting membership.

6.08. BOARD CODE OF CONDUCT

The Members of the Alliance Board are entrusted with specific responsibilities related to use of public funds invested in addressing a serious community concern, homelessness. Members are expected to observe the highest standards of ethical conduct in the execution of these responsibilities. In the performance of their duties, Alliance Board Members are expected to carry out the mandate of the Alliance to the best of their ability, and to maintain the highest standards of integrity for actions with other members of the Board, Alliance representatives, service recipients, service providers, and members of the public.

6.09. GENERAL CONDUCT

Members of the Board are expected to conduct themselves with courtesy and respect, without harassment, physical or verbal abuse. Personal relationships should not result in special considerations, including bias or favoritism that influence the performance of their official duties in a manner contrary to the interest of the broader Alliance. Board Members are expected to exercise adequate control and supervision over matters for which they are individually responsible.

6.10. STEWARDSHIP OF RESOURCES

Board Members must assure that the resources entrusted to them are used for conducting official business only. Members of the Alliance Board must abide by the Conflict of Interest Policies established for Board operations herein ([Sec. 6.18](#)).

6.11. PROTECTION OF CONFIDENTIAL INFORMATION

In line with this Charter of the Alliance, Board Members have a responsibility to protect any confidential information provided to, or generated by, the activities of the Board. Board Members shall not use confidential information of the Alliance for any purpose or disclose such confidential information to any third party, except as necessary to perform their duties and responsibilities as members of the Governance Board.

6.12. PUBLIC STATEMENTS AND MEDIA RESPONSE

When making public statements or speaking to the media on issues related to homelessness, members of the Board shall make clear whether they are speaking in their own name or on behalf of the Alliance.

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6.13 REVIEW OF VIOLATION OF THE CODE OF CONDUCT CHARGES

When an allegation of misconduct is received by the Governance Board, an Ethics Review Committee will be assembled. This committee may not exceed three (3) members, and must include a minimum of two (2) persons from the official Alliance membership. The Ethics Review Committee shall conduct a review of the matter and make a recommendation to the Governance Board for resolution. The Governance Board shall not be bound by the Ethics Review Committee's recommendation.

If requested by a majority, the Committee may also give guidance to the Alliance concerning other aspects of conduct, including actions of staff, consultants or other persons charged with implementation of duties relative to the responsibilities of the Board.

6.14 BOARD LEADERSHIP

At their July meeting each year, the Board will select a Chair, to preside over the meeting and Vice-Chair to conduct meetings in the absence of the Board Chairperson. The Vice-Chair will preside over the meeting and officiate business in circumstances where the conduct of the Chair has been formally challenged, or in instances when the Chair must recuse him/herself. Elected officers will serve a maximum of three (3), one-year terms.

6.15 DOCUMENTATION

The Alliance shall conduct and transact business in a fair and transparent manner. To this end, the Board shall maintain records of the Alliance actions, considerations, and decisions and make them available to members of the public in accordance with the [Public Records Act for the State of California](#) and the [Ralph M. Brown Act](#). Except in unusual circumstances or as required to protect the Board, the Alliance, or member agencies from pending legal action, meeting of the Board will be open to members of the public wishing to observe. If a visitor to the Board meeting is verbally or physically disruptive to the proceedings, they may be asked to leave.

6.16 RESPONSE OF THE BOARD TO COMMUNITY CONCERNS/OBLIGATION TO REPORT

Upon receipt of a written concern of misconduct, the Alliance Governance Board, the Chairperson in consultation with one additional Board Member who is assigned to that duty will determine what action to take. The Chairperson must report complaints and actions to the Governance Board monthly. Members must exercise adequate control and supervision over matters for which they are individually and collectively responsible, and shall take such measures as are necessary and appropriate in considering the concern of the community.

6.17 ABILITY TO CONDUCT BUSINESS/DEBARMENT OR SUSPENSION

Members of the Alliance Board must be eligible to transact business with federal and local government. At the time of nomination and at least annually thereafter, potential members of the Board must be cleared through the public registry listing persons and businesses that are barred from, or suspended from transacting business with federal, state, or local government.

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6.18. CONFLICT OF INTEREST AND RECUSAL POLICY

- A. No member of the Alliance shall vote, and may not participate in, any matter which creates a conflict of interest, as defined in this Section. If a voting member has a conflict of interest, that member shall recuse his or herself from the vote and discussion.
- B. The Alliance voting membership shall conduct decision-making in accordance with [24 CFR parts 84 or 85](#) for non-profit organizations and state, local, and government agencies that receive federal funds. The Alliance voting member must also meet the conditions set forth in the [Interim Rule, Section 578.95\(b\)](#).
- C. To assure compliance with these regulations, the Alliance established policies to protect against conflicts of interest that may arise among Board members or organizational agents for their personal or organizational benefit in excess of the minimal value ([Section 6.19.C](#)).
- D. No voting member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to that individual or to any organization that the voting member has any financial interest or is otherwise employed or directly affiliated.
- E. An Organizational Member conflict of interest arises when, because of activities or relationships with other persons or organizations, the recipient or sub-recipient is unable or potentially unable to render impartial assistance in the provision of any type or amount of assistance under this part, or when an individual's or an entity's objectivity in performing work with respect to any activity assigned under this part is or might be otherwise impaired.
- F. An Organizational Member conflict of interest arises when a Board Member is also specifically associated with an applicant organization and participates in any decision of the Board or other entity concerning the award of the grant, or provision of other financial benefits to the organization that such member represents. It would also arise when an employee, recent employee, board member, or family member of a recipient or sub-recipient organization participates in the tasks associated with making reasonable and objective determinations in carrying out the responsibilities of the Board. Examples of conflict of interest include the determination of rent reasonableness under [§578.49\(b\) \(2\) and §578.51\(g\)](#); housing quality inspections of property under [§578.75\(b\)](#) that the recipient, sub-recipient, or related entity owns; participation in ongoing business ventures/partnerships, or participation in evaluation determination of awards.
- G. Recommendations may include items that present a conflict of interest for the majority of Governance Board members. In such cases, the recommendation comes to the full Alliance membership for ratification. Actions brought for ratification may be rejected / appealed by the full Alliance membership if the Governance Board was not authorized to consider and bring forward a recommendation; if the action is not permitted, or if the action otherwise violates regulations or laws governing the issue under consideration. A call for rejection or appeal of an action brought forward for ratification must include the basis for such action. Refusal to ratify the recommendation must be substantiated and subsequently supported by a two-thirds (66%) vote of the eligible voting members present.

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6.19. FINANCIAL CONFLICTS OF INTEREST – GIFTS

- A. Prohibits the solicitation and acceptance of gifts by Board members (or by the organizations that they represent) that provide benefit in excess of minimal value from persons, organizations, or corporations with vested interest in the outcomes of decisions made by the Board on behalf of the Alliance or its member agencies.
- B. Board members shall not participate in the selection, award, or evaluation of a contract if the conflict of interest exists. A conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ, or employed during the prior six (6) months, has a financial or other interest in the organization under consideration for an award, or evaluation. Board members will not solicit monetary value from funded recipients, sub-recipients, contractors, or vendors.
- C. Board Members will not accept gratuities from funded recipients, sub-recipients, contractors, or vendors except for unsolicited gifts of nominal value. It is determined that a conflict of interest does not exist when the value of the gift is an unsolicited item of nominal value (less than \$15) and such gifts are not repeated more than twice annually. The Board member must maintain a record of gifts received, including source, date, value, and type of gift.

6.20. RESTRICTIONS ON PROCUREMENT AND PROVISION OF SERVICE

- A. Board members may not personally and substantially benefit from participation on the Alliance Board. [The Procurement Integrity Act U.S.C. §2104](#); (“PIA”) provides guidance on activities that constitute personal and substantial benefit. Examples of activities that may violate the PIA include but are not limited to:
 - Drafting, reviewing, or approving the specification or statement of work for which the individual intends to apply;
 - Preparing or developing a solicitation that the individual or an organization that the individual has a formal relationship with; evaluating bids or proposals that will be awarded to the individual or an associated entity;
 - Selecting a source; negotiating price or terms and conditions; or
 - Reviewing and approving an award from which the individual or the associated entity will derive any financial benefit.
- B. Board members are not to receive preference in the execution of the business of the Alliance or the services provided by the Alliance. For example, the Board member or their family must be granted services or access to support through the regular, established processes without special consideration.

6.21. OBLIGATION TO DECLARE POTENTIAL CONFLICT OF INTEREST

To avoid apparent conflicts of interest, Board members will declare any real or potential conflicts of interest or the appearance of such conflicts. The person must disclose this information before participating in the deliberation and decision-making or evaluation process. This policy applies to both personal and organizational conflicts.

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6.22 TERMINATION POLICY

Any Board Member, Individual Member of the Governance Board or the entire Governance Board may be removed by the vote of two-thirds (66%) of the Alliance voting membership.

6.23 PARLIAMENTARY PROCEDURE

[Robert's Rules of Order Abridged-Revised](#) will guide the process during meetings of the Alliance.

6.24 QUORUM

- A. A quorum shall consist of 50% plus one of eligible voters for the Alliance membership meetings;
- B. No business may be officially transacted without a quorum.

ARTICLE VII. ADVISORY COMMITTEES

7.01. COMMITTEES AND TASK GROUPS

- A. Each Committee will have a Chairperson and a Vice-Chairperson or Co-Chairperson elected by Committee members annually.
- B. Each Committee will establish regular recurring meetings and publish an annual calendar on the Alliance website.
- C. Each Committee will distribute a written agenda to all Committee members at least 72 hours prior to each meeting and post written agenda on the Alliance website 72 hours prior to each meeting.
- D. Each Committee will record meeting minutes of each official committee meeting and publish on the Alliance website.
- E. Each Committee may meet at any time during the intervals between Alliance meeting at a location determined by the Committee members, or at the request of the Governance Board. Each Committee Chair will report the results of its meeting to the Alliance at quarterly meetings.
- F. Each Committee will mirror the attendance and voting privileges of the full memberships. In order to maintain attendance and voting privileges at the Advisory Committee level, Committee members shall attend two (2) of the most recent four (4) Advisory Committee meetings.
- G. The Committee Chair person is responsible for timely notification of meetings, and will have the authority to call Committee meetings, to determine that a quorum is present, and to determine who has met eligibility to vote on matters before the Committee, provided that reasonable notice is given to all members of the Committee.
- H. Alliance staff, with assistance from Committee Chair, shall be responsible for tracking attendance and maintain compliance with these rules.
- I. The Governance Board may, by majority vote of a quorum, create sub-committees necessary for the proper and efficient functioning of the Alliance as long as these committees do not interfere with or duplicate the duties of any existing committee.
- J. The Board can establish a Task Group to achieve specific or time-limited objectives.
- K. The Governance Board may, by a majority vote of a quorum, abolish a Task Group, or Committee, except for an Advisory Committee, if such committee is established pursuant to this Section, if it is determined to be unnecessary for the proper and efficient functioning of the Alliance.

Ventura County CoC Alliance Governance Charter

7.02 STANDING ADVISORY COMMITTEES

The Alliance has established several Standing Advisory Committees that are responsible for ongoing work and providing advice on key issues and community initiatives. These Standing Advisory Committees are needed each year and are established for ongoing, long-term activities. The following Advisory Committees are established as Standing Advisory Committees that incorporate members of the full membership and may only be disbanded by a change to this Charter approved by a direct action of the full Alliance voting membership.

- A. Housing and Services Committee
 - a. Work with public and private agencies to evaluate the residential and non-residential programs and services that make up the Ventura County Homeless Continuum of Care system;
 - b. Promote coordination between organizations who serve the homeless and at-risk homeless populations;
 - c. Provide education and advocacy on behalf of the target population to promote the mission of the Alliance;
 - d. Increase access to existing permanent housing resources; and
 - e. Best practice sharing/coordinating services and property management in existing Permanent Supportive Housing programs.
- B. Data Performance and Evaluation Committee
 - a. In collaboration with the HMIS Lead Agency, establish and oversee a process to evaluate performance of CoC Program and Emergency Solutions Grant recipient agencies; and
 - b. Review applications and make funding recommendations to the Governance Board to promote the most effective and efficient allocation of these grant funds.
- C. Homeless Management Information System (HMIS) Steering Committee
 - a. The HMIS Lead Agency facilitates the Ventura County HMIS Steering Committee;
 - b. The HMIS Lead Agency drafts annual goals and a strategic plan in accordance with the Alliance Strategic Plan, for approval by the HMIS Steering Committee;
 - c. The Collaborative Applicant and HMIS MOU details the roles and responsibilities of the HMIS Lead Agency and the CoC Collaborative Applicant;
 - d. Membership includes broad representation of the service provider types in the Continuum's HMIS;
 - e. All major HMIS initiatives, including HMIS Policies and Procedures, are reviewed and approved by the Steering Committee and then presented to the Governance Board for approval;
 - f. Provide information and guidance on issues related to the implementation of the HMIS to the full Alliance membership; and
 - g. Regularly monitor HMIS data quality, performance metrics, and operational standards.
- D. Public Information and Outreach Committee

Ventura County CoC Alliance Governance Charter

- a. Inform full Alliance membership on progress towards meeting strategic goals and outcomes and any initiatives that impact the County's homeless housing providers and service agencies;
 - b. Develop public information messages and strategies to raise awareness of issues around homelessness in Ventura County;
 - c. Conduct public outreach to raise awareness; and
 - d. Facilitate community meetings to present updates on key issues such as the results of the annual Point-in-Time Count, key information regarding annual HUD priorities for ending homelessness, and issues critical to the community, such as shelters and affordable housing needs.
- E. Nominations/Selection Committee
- a. Evaluates and recommends changes to improve the Governance Board representation structure and ensure it is operating in an optimum way to meet the mission;
 - b. Reviews Board Member nominations, solicitation responses and provides recommendations to the Board;
 - c. Reviews the governance Charter and provides recommendations to the Board and Full Membership body; and
 - d. Develops strategies and approaches to engage new Alliance members to expand membership of underrepresented sectors in the Region.

7.03. TASK GROUPS

Periodically, the Alliance needs to complete specific, time-limited tasks in order to comply with regulatory demands or to advance the goals and objectives of the full body. At the request of the Governance Board, selected group of members and community volunteers may be asked to form a temporary Task Group to complete the identified task. These groups perform specific functions associated with completion of the task and are guided by and report to one of the established Alliance groups, which may include the full Alliance, the Governance Board, or a standing Advisory Committee. Task Groups are temporary in nature and are not expected to offer continuous or year-round support to the Alliance.

ARTICLE VIII. INTERAGENCY COUNCIL ON HOMELESSNESS (IACH)

8.01. OVERVIEW

[The Ventura Council of Governments \(VCOG\)](#), in their role as Interagency Council on Homelessness for the County of Ventura, will receive reports from the Board no less than annually. It is anticipated that the IACH will take these reports on the progress to prevent and end homelessness back to their respective jurisdictions for their consideration.

ARTICLE IX. EMPLOYMENT STATUS

9.01. OVERVIEW

Ventura County CoC Alliance Governance Charter

By virtue of service on the Governance Board, the full Alliance body, Advisory Committees, Interagency Council, and/or other action groups are not deemed employees of the Alliance nor its Infrastructure Organization(s) and are not entitled to benefits or compensation from member agencies as a result of their service to the Alliance.

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ARTICLE X. INFRASTRUCTURE ORGANIZATION(S)

10.01. OVERVIEW

In order to realize collective impact and provide centralized infrastructure with dedicated staff and a structured process that leads to a common agenda, shared measurement, continuous communication, and mutually reinforcing activities among all participants, the Alliance will utilize an Infrastructure Organization(s) to assume operational responsibilities for the Alliance and beyond.

10.02. SELECTION PROCESS

- A. A Selection Committee, comprised of members of the Alliance and Board Members, will use a solicitation process to identify and evaluate candidates;
- B. Submissions may include proposals from the Full Membership Body;
- C. A single organization assuming all responsibilities is preferred but not required;
- D. Legal structure of the Infrastructure Organization is not being identified or recommended; rather the formal selection process will be open;
- E. The Selection Committee will submit recommendations to the Governance Board.
- F. The Board can accept one of the recommendations, or reject all of the recommendations and instruct the Selection Committee to continue to search. Final selection and approval rests with the Governance Board;
- G. If suitable candidates are not identified through the solicitation process, the Selection Committee may recommend the full Alliance membership or Governance Board create its own entity;
- H. The Governance Board will complete a formal performance evaluation of the Infrastructure Organization(s) every year.

10.03. INFRASTRUCTURE ORGANIZATION(S) RESPONSIBILITIES

- A. Serve as HUD Collaborative Applicant;
- B. Submit HUD CoC Program applications;
- C. Submit other funding applications;
- D. Contract or hire staff;
- E. Conduct funded project monitoring and performance evaluation;
- F. Report progress to full Alliance membership and Governance Board;
- G. Support Governance Board and Advisory Committees;
- H. Implement initiatives as directed by the Governance Board to enhance Alliance performance;
- I. With Advisory Committees, monitor best practice homeless initiatives and make recommendations;
- J. Expand and maintain Alliance membership through proactive engagement of key stakeholders, outreach to and coordinate with other community groups, new member orientation, creation of outreach materials including but not limited to interactive website, social media campaigns, and community education;
- K. Serve as Fiscal Agent for infrastructure financial support;
- L. Serve as, or contract with HMIS Lead;
- M. Plan and conduct Point-in-Time Count;

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- N. Operate HMIS System and/or ensure compliance;
- O. Monitor data quality;
- P. Data Reports (Housing Inventory Chart, Annual Homeless Assessment Report, other publications, and performance reports);
- Q. Follow HMIS Policies and Procedures; and
- R. Serve as the Point of Contact for the community.

10.04. DESIGNATING HMIS LEAD

The HMIS administering agency and/or the applicant/sponsor of an Alliance dedicated HMIS project grant is an agent of the Alliance, manages HMIS operations on behalf of the Ventura County Region and provides HMIS administration functions at the direction of the Alliance. Active participation by Alliance members, either through committee/sub-committee structure or other meetings, in the management of the HMIS process, including establishing policies, procedures and protocols for privacy, data sharing protocols, data analysis, reporting, data integrity/validity, is essential to the viability and success of the HMIS.

The Alliance has endorsed the concept of a central HMIS system that is capable of integrating and storing data. An integrated data system is a requirement of HUD CoC and ESG Program funding. Policies for compliance with the applicable HUD regulations will be developed and reviewed at least bi-annually by the Alliance and HMIS Lead.

10.05. DESIGNATING COLLABORATIVE APPLICANT

The Alliance will designate an eligible legal entity to complete the HUD CoC Program application, referred to as the Collaborative Applicant. The Collaborative Applicant is responsible for collecting and combining the required application information from all applicants and projects and submitting this combined HUD CoC Program application on behalf of the Alliance. The Collaborative Applicant is the only applicant that is able to apply for HUD planning funds to support the Alliance in carrying out all of its responsibilities. The Collaborative Applicant provides these functions on behalf of the broader Alliance. The Alliance Board always retains responsibility, including the final approval of the application.

10.06. DESIGNATED POINT OF CONTACT

The Governance Board annually reviews and recommends a designated HUD Point of Contact (POC) to the Alliance using a similar process. Designation of the POC also takes into consideration two critical aspects: 1) the POC must have functional knowledge, access, and regular communication with the internal structures of the Collaborative Applicant organization; 2) to be effective, the POC must possess a comprehensive understanding of the HUD regulations and detailed procedures associated with compliance with the CoC, ESG, and VASH programs.

10.07. TERMINATION POLICY

The Governance Board will conduct and document an annual review of the Infrastructure Organization(s). The review shall include an assessment of the organization's capacity to fulfill HUD mandated functions and fiscal accountability. If the review is unsatisfactory, the organization will provide the Board a written corrective action plan within 30 days. The Governance Board will conduct a subsequent review 90 days following the original unsatisfactory annual review to determine if the

Ventura County CoC Alliance Governance Charter

corrective action plan is being followed and that performance is improving. If the Governance Board determines the Infrastructure Organization's performance continues to be unsatisfactory, the Governance Board may remove the underperforming Infrastructure Organization by a two-thirds (66%) vote.

ARTICLE XI. RELATIONSHIPS WITH OTHER HUD-FUNDED CONSTITUENCIES

11.01. EMERGENCY SOLUTIONS GRANT (ESG) ENTITLEMENT AREAS

Emergency Solutions Grants (ESG) are awarded to the Ventura County ESG entitlement areas "ESG Area" by the U.S. Department of Housing and Urban Development (HUD) for the purpose of providing Essential Services and Shelter Operations to persons who are homeless or at risk of being homeless in the ESG entitlement Areas. The ESG Area makes these funds available to local service providers, as well as itself, via a Request for Proposals (RFP) process upon notification from HUD of the amount of ESG funds allocated to the ESG Area for the program year. The public notification of the RFP is placed in local newspaper, on the ESG Area websites and electronically distributed by the Continuum of Care homeless service providers. The ESG Area may reserve up to 7.5 percent of the HUD award to administer the program.

The Alliance directly participates with jurisdictions that are directly funded by HUD ESG, with the California State Department of Housing and Community Development for the areas in the Region that are eligible for State ESG funds, and with non-entitled areas that prepare Consolidated Plans. In each case, the Alliance consults with the jurisdiction to develop cooperative plans and strategies that leverage ESG and other resources to provide Emergency Shelter, Prevention, and Rapid Re-Housing (RRH) services.

The Alliance assists the ESG Area in coordinating the prioritization and use of funds. This coordination includes each ESG Area covered by the State of California and the ESG Areas in the Region. The Alliance, as the CoC entity, is responsible for assisting with the evaluation of ESG project performance.

In cooperation with Alliance, the ESG Area determines, based on the amount of funding received and the need of the client, the level of assistance and the duration of assistance that a household can receive.

The Alliance participates in setting local priorities, reviewing and rating proposals, certifying need, and annual review of ESG programs.

The general goal of ESG is to assist families and individuals out of homelessness by providing financial support for rental assistance, payment of utilities, transportation services and other essential services deemed eligible by HUD and necessary for the continued housing of a homeless or at risk of becoming homeless persons, and/or families. ESG can be used to fund local homeless emergency shelter operations or physical rehabilitation of certain properties used for serving homeless persons.

To this end, the ESG Areas and the Alliance have established the following cross-jurisdictional strategies for use of the ESG funds in ways that:

Ventura County CoC Alliance Governance Charter

- A. Further the accomplishment of actions identified in the Consolidated Plan of each jurisdiction.
- B. Foster greater access to permanent housing, especially helping people access housing that is affordable at 30% Area Median Income.
- C. Leverage existing resources to achieve the match and case management requirements and to avoid duplication of services.
- D. Coordinate across jurisdictions for development of standardized eligibility and assessment standards and by convening semiannual regional planning meetings.
- E. Support federal and local goals for priority populations, including but not limited to veterans, persons with disabilities, families and others.
- F. Allow for variations in ESG entitlement programs that respond to the needs of resources of the individual jurisdictions.
- G. Comply with eligibility and verification requirements and locally established standards (HMIS, housing status, habitability standards, homeless, definitions, etc.).
- H. Allows each program to take responsibility for program administration including compliance with public notice requirements and timely reporting.
- I. Encourages all sub recipients to participate in collaborative assessment, coordinated entry, data management, and reporting systems established by the Alliance in accordance with HEARTH regulations.
- J. Supports timely and accurate data collection and reporting through contractual obligations with sub recipients and through establishing common standards for vendor relationships with the HMIS Lead.

The Alliance plan for ESG assistance recognizes the three (3) ESG Areas contained in the Ventura County Region (Ventura County, City of Oxnard and the areas eligible for State of California ESG funds). The Alliance works to avoid a duplication of services to ensure sub recipients do not receive multiple grants for the same services in a single service area. Sub recipients serving multiple areas may receive ESG support from the corresponding ESG Area to serve eligible clients from that service area.

ESG sub recipients are responsible for assuring the provision of matching resources. The Alliance encourages sub recipients to leverage additional resources for effective operation of ESG programs. The Alliance consults with ESG Areas and sub recipients to coordinate plans for effective use of funds. HUD CoC Program-funded organizations are required to report the sources of match and leverage funds annually. These resources are verified through an annual review of agency Independent Audit as conducted in accord with HUD regulations.

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11.02. ESG PROJECT RECIPIENTS AND SUB RECIPIENTS

ESG project recipients may include non-profit organizations, public housing agencies, or governmental entities that receive HUD CoC program funding. Recipients have a grant agreement with and receive funding directly from HUD; sub recipients have agreements with and receive funding from recipients.

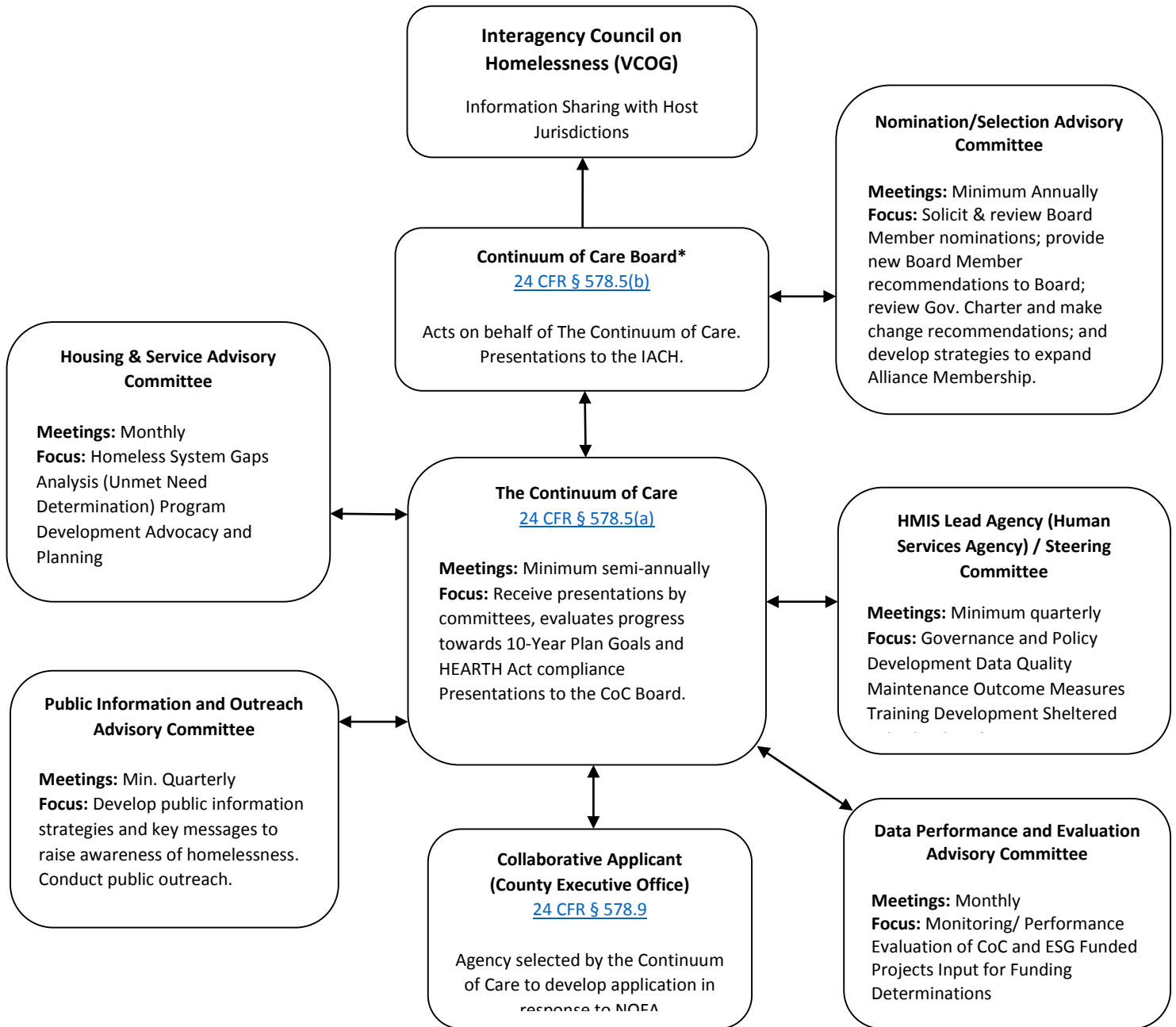
ESG recipient and sub recipient organizations must certify to the following eleven (11) program assurances concerning:

- A. Confidentiality;
- B. Consistently with the applicable consolidated Plan;
- C. Discharge policies and protocols;
- D. Education assurances for households with children;
- E. Essential services;
- F. HMIS participation;
- G. Inclusion of homeless persons in decision-making and Section 3 activities as practicable;
- H. Restrictive covenants for facilities receiving ESG funds for renovation or major rehabilitation;
- I. Matching funds;
- J. Safe and sanitary facilities; and
- K. Supportive services.

ESG recipient organizations must meet additional requirements established annually by contractual agreement with the ESG Area for participation in Alliance review and reporting requirements for project evaluation.

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EXHIBIT A – VENTURA COUNTY COC ALLIANCE GOVERNANCE STRUCTURE



* To avoid any real or perceived conflicts of interest, membership on the CoC Board consists of persons representing organizations that DO NOT currently receive or intend to apply for funding through the CoC, ESG or EHAP, unless representatives from the subpopulations served by these organizations cannot be recruited as board members.

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EXHIBIT B – CoC ALLIANCE SEPARATION OF DUTIES MATRIX

xx indicates lead for task

Tasks	The Alliance	Gov. Board	Data Performance and Evaluation	Housing and Service System Coordination	Public Information Outreach	HMIS Steering Committee	CoC Collaborative Applicant
1 Conduct sheltered count						x	xx
2 Conduct unsheltered count	x					x	xx
3 Complete Housing Inventory Chart						x	xx
4 Complete Point-in-Time Chart						x	xx
5 Planning/implementing/evaluating Housing First	x			xx			
6 Planning/implementing/evaluating Rapid Re-housing	x			xx			
7 Planning/implementing/evaluating Coord. Assessment System			x	xx		x	x
8 Planning/implementing/evaluating street outreach plan	x			xx			
9 Planning/implementing/evaluating homeless prevention plan	x			xx			
10 Ensure goals of Opening Doors are incorporated in CoC goals:	x				xx		
Preventing and ending family homelessness	x				xx		
Preventing and ending chronic homelessness	x				xx		
Preventing and ending youth homelessness	x				xx		
Preventing and ending veteran homelessness	x				xx		
Preventing and ending all homelessness	x				xx		
11 Ensure that CoC's goals are in Consolidated Plan(s), Housing Elements, Hsg Authority Action Plans, & other planning docs	x				xx		
12 Ensure that Public Housing Authorities are involved in CoC goals				xx	x		
13 Ensure increase PH and PSH housing stability			xx	x			
14 Ensure increase income from employment			xx	x			
15 Ensure increase income from other cash resources			xx	x			
16 Ensure increase non-cash mainstream resources			xx	x			
17 Reduce length of time homeless			x	xx		x	
18 Prevent recidivism			x	xx		x	
19 Monitor performance of HUD CoC funded renewals			xx			x	x
20 Assist underperforming HUD CoC funded renewals			x				xx
21 Reallocate and renew HUD CoC funded projects	x	xx	x				x
22 Coordinate local Request for Proposals	x	x					xx
23 Coordinate project review, ranking, present to CoC Board		x	xx				x
24 Consult with Emergency Solutions Grant recipients concerning allocation of funds & performance evaluation			x		xx	x	
25 Complete Grant Inventory Worksheet							xx
26 Ensures coordination with other Federal, State, County, local, and private resources		xx	x		x		
27 Identify other sources of funding for supportive services to reduce CoC program funds to pay for such costs	x			xx	x		
28 Ensure equal opportunity and affirmatively further fair housing		xx			x		x
29 Ensure educational assurances for hmls children				xx			
30 Coordinating services and safe housing for victims of DV				xx			
31 Implementation of Affordable Care Act				x	xx		
32 Review written complaints		xx					x
33 Adopt and evaluate Governance Charter annually	xx	x					x
34 Recruit CoC Members	xx	x					

Descriptions:

The Alliance: (quarterly) To be a collaborative of City staff, County staff, other public agency staff, private non-profit organizations, and other community organizations who are committed to preventing and ending homelessness in the County of Ventura; to implement a community-based collaborative and coordinated system utilizing best practices to assist persons experiencing homelessness and those of at risk of homelessness to obtain housing, mainstream resources, and supportive services necessary to achieve self-sufficiency; to ensure funding resources are maintained; leverage additional funds; and assure fair distribution of resources throughout Ventura County based on areas of greatest need.

CoC Board: (monthly) Makes decisions on behalf of The Alliance.

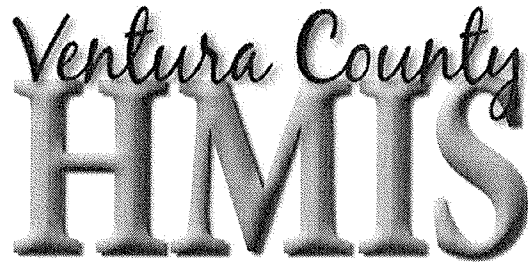
HMIS Steering Committee: (quarterly) Develop and monitor the HMIS Charter, which includes a process for decision making around the HMIS and establishes roles and responsibilities of the CoC Collaborative Applicant and the HMIS Lead Agency. Provide information and guidance on issues related to the implementation of the HMIS. Regularly monitor data quality, performance metrics, and operational standards.

Data Performance and Evaluation Committee: (monthly) Establish and oversee a process to evaluate performance of CoC Program and Emergency Solutions Grant funded agencies. Review applications and make funding determinations to promote the most effective and efficient allocation of these grant funds.

Housing and Service System Coordination: (monthly) Conduct Homeless System Gaps Analysis (Unmet Need), System Evaluation and Redesign, Program Development, Research of Systems Development and Best Practices, Advocacy and Planning.

Public Information and Outreach: (monthly) Inform members of The Alliance on progress towards meeting strategic goals and any initiatives that impact the County's homeless housing providers and service agencies. Develop public information messages and strategies to raise awareness of issues around homelessness in the County.

CoC Collaborative Applicant: The agency selected by The Alliance to develop and submit an application in response to HUD's CoC NOFA.



VENTURA COUNTY
HOMELESS MANAGEMENT INFORMATION SYSTEM
(VC HMIS)
POLICIES AND PROCEDURES

March 2016

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1. PROJECT SUMMARY

A. Background: The Congressional Directive

A Homeless Management Information System (HMIS) refers to a system for tracking the use of homeless programs and producing an unduplicated count of the people using those programs. For FY2001, Congress directed the U.S. Department of Housing and Urban Development (HUD) to ensure that homeless programs using federal funds participate in local systems to track the use of services and housing.¹

The Ventura County HMIS programs include:

Homeless Assistance Programs under HEARTH

- Continuum of Care
 1. Permanent Housing - (Permanent Supportive Housing and Rapid Re-Housing)
 2. Transitional Housing
 3. Supportive Services Only
- Emergency Solutions Grant (ESG)
 1. Emergency Shelter
 2. Homeless Prevention
 3. Rapid Re-Housing

Non-HUD Funded Homeless Service Programs

Programs that receive other sources of funding are not required to participate in HMIS, but are strongly encouraged to do so to contribute to a better understanding of homelessness in our communities.

To follow Congress' directive, HUD has told communities to assess their own needs and select the HMIS software that best meets those needs. HUD has provided substantial technical assistance to the Ventura County HMIS to support the planning process.

The VC HMIS is not connected to any federal or national data collection facility and data is not passed electronically to any other national database for homeless or low-income individuals.

B. Operating Procedures

Operating Procedures will provide specific policies and steps necessary to control the operational environment and enforce compliance in the areas of:

1. Provider Participation
2. User Authorization

¹ See HUD Strategy for Homeless Data Collection Conference Report (H.R. Report 106-988), which indicated that "local jurisdictions should be collecting an array of data on homelessness in order to prevent duplicate counting of homeless persons and to analyze their patterns of use of assistance, including how they enter and exit the homeless assistance system and the effectiveness of the systems.

HUD is directed to take the lead in working with communities toward this end and to analyze jurisdictional data within three years."

3. Collection of Client Data
4. Release of Client Data
5. Workstation Security
6. Training
7. Technical Support

C. Organization: The Ventura County HMIS (VC HMIS)

Ventura County Human Services Agency (HSA) is the Lead Organization for the Ventura County HMIS. Ventura County HMIS has the “responsibility to establish, support and manage HMIS in a manner that will meet HUD’s standards for minimum data quality, privacy, security, and other requirements for organizations participating in HMIS.”

Ventura County HMIS’s goal is to go beyond the HUD mandate of producing unduplicated counts of homeless persons. Our charter is to provide a comprehensive case management system that allows the Participating Agency User to draw on the collected information to make informed program decisions.

D. Mission Statement & Vision

Mission: The Ventura County HMIS goal is to go beyond the HUD mandate of producing unduplicated counts of homeless persons. Our mission is to provide a comprehensive case management system to advance the provision of quality services for homeless persons, improve data collection, and promote more responsive policies to end homelessness in Ventura County.

HMIS is designed to be an integrated network of homeless and other service providers that use a central database to collect, track and report uniform information on client needs and services. This system will not only meet Federal requirements but also enhance service planning and delivery.

Vision: To develop, implement and administer a countywide information management system that collects client level data on homeless persons and *those at risk of homelessness (per the HEARTH Act Definition)*. This HMIS system will generate reports, inform community service planning processes, increase service delivery efficiencies and, with the client’s consent, provide a mechanism to share client needs for service among partnered agencies.

E. Software

Ventura County HMIS has chosen Bowman’s ServicePoint product for our HMIS. The modules that are supported as of January 2016 are:

- ServicePoint, which includes:
 - ClientPoint
 - ResourcePoint
 - ShelterPoint
 - ActivityPoint
 - SkanPoint
- CallPoint

- EligibilityPoint

The software functionality tracks/records:

- Outcome Management:
 - Households
 - Entry/Exit
 - Assessments
 - Measurements (Self Sufficiency Matrix)
 - Services
 - Goals
 - Referrals
- Client Demographic Data Collection (HUD)
- Client Case Management
- Information and Referral Capabilities
- Bed Maintenance, Tracking and Assignment Module
- Customized Reporting Capability
- Real Time Data Entry
- Activities Management
- Case Notes Management
- Advanced Security Features

2. PARTICIPATION REQUIREMENTS

A. Adherence to Policies

All users and agency representatives must agree to the policies in this document in order to participate in the VC HMIS. A signed agreement to do so is required of all users and Participating Agencies. This section details technical, staffing assignments and training that must be fulfilled prior to being granted access to the system.

The Policies and Procedures manual and all attachments may be amended as needed at any time. Participating Agencies will be notified of any Policies and Procedures manual changes.

B. Participation Agreements

Participating Agencies are those agencies that connect to the VC HMIS for the purposes of data entry, data editing and data reporting. Relationships between the VC HMIS and Participating Agencies are governed by any standing agency-specific agreements and/or contracts already in place. Ventura County HMIS manages the **Partner Agency User Agreement** and the contents of the Policies and Procedures Manual. All Participating Agencies are required to abide by the policies and procedures outlined in this manual.

Prior to obtaining access to the VC HMIS, every agency must adopt the following documents:

- Ventura County Homeless Management Information System Partner Agency User Agreement (PAUA) – The agreement made between the Participating Agency User and the VC HMIS which outlines agency responsibilities regarding their participation in the HMIS. This document is legally binding and encompasses all state and federal laws relating to privacy protections and data sharing of client specific information.
- Ventura County HMIS Client Informed Consent & Release of Information Authorization (ROI) must be implemented and monitored by agencies and would require clients to authorize in writing the entering and/or sharing of their personal information electronically with other Participating Agencies throughout the Ventura County HMIS where applicable.
- Ventura County HMIS Client Rights and Explanation of Data Uses – Client Information document to inform clients how their personal information gathered and entered into HMIS will be utilized for their benefit, should they agree to provide it.
- Ventura County Privacy Notice (PN) – Document provided to inform client the purpose of HMIS and the requirement to gather personal information.
- Ventura County HMIS Revocation of Consent
- Memorandum of Understanding (MOU) – The MOU confirms the responsibilities of the VC HMIS and the Partner Agency for ongoing HMIS activities as defined in the VC HMIS Policy and Procedures.

C. Technical Standards

The VC HMIS is responsible for each Participating Agency's oversight and adherence to the Technical Standards. All agencies will be subject to periodic on-site security assessments to validate compliance of the agency's information security protocols and technical standards. The site visit will also review how the agency uses HMIS, including Processes and workflow related to data entry, for service improvement opportunities. (See Appendix IV for review item checklist).

Site Assessments will ensure you are in compliance with the following Technology Standards.

Network

- High Speed internet access
 - DSL, Cable, T1 Line, etc.
 - No dial up connections
- Firewall
 - Internet security suite recommended
 - Anti-virus
 - Intrusion detection
 - Quarantine
 - Personal firewall at minimum
- Mobile devices
- WiFi recommended
 - 4G/LTE or faster
 - No 3G or older

Device/Hardware

- Windows XP or higher

- Multicore processors
- 4 GB RAM recommended, 2 GB RAM minimum
- Video: 1024x768 minimum
- No Netscape, Mozilla, AOL etc...
- No Macs, UNIX, Linux etc...

D. Training

All HMIS Users must complete training appropriate to their functions as described in Section 5 prior to gaining access to the VC HMIS. A minimum of one training event per contract year is required for each licensed user. Additional training may be required if there are major system upgrades and/or regulatory changes. This additional training will be communicated as being mandatory at the time that the training is established.

VC HMIS System Administrator will be trained to provide basic user follow-up training to Support agency staff using the VC HMIS. VC HMIS System Administrator trainers will provide periodic refresher training for other users as needed.

Training Tracks include:

- HMIS User training (new and existing users)
- Reports training
- Ethics and Confidentiality training
- Privacy and Security training
- Training related to system releases as necessary

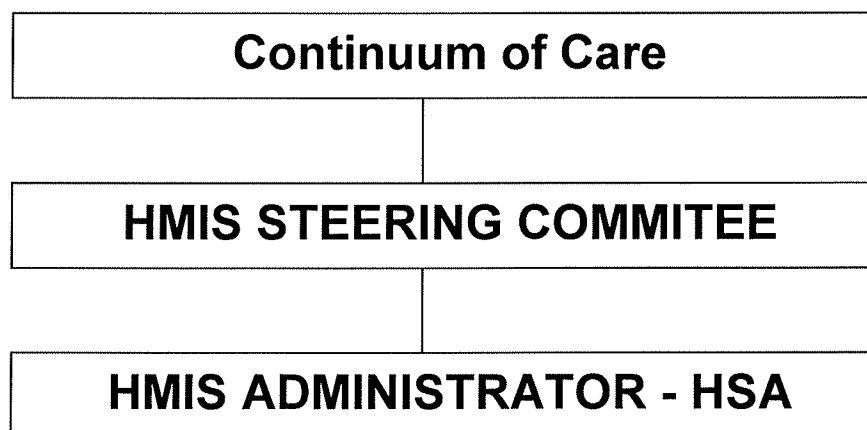
E. Participation Fees

Currently participation fees are not in place however, the Continuum of Care reserves the right to charge a participation fee to use the system.

3. SYSTEM ROLES AND RESPONSIBILITIES

A. Ventura County HMIS Organization Chart

Definitions of System Roles and Responsibilities are located under Section 10: Terminology.



4. CLIENT RIGHTS

Clients served by agencies participating in the VC HMIS have the following rights:

A. Communication

1. Clients have a right to privacy and confidentiality.
2. Clients have a right to not answer any questions unless entry into the Agency's program requires it.
3. Client information may not be shared without informed consent (posting of **Privacy Notice (PN)** and **Mandatory Collection Notice**).
4. Every client has a right to an understandable explanation of the VC HMIS and what "consent to participate" means. The explanation shall include:
 - a) Type of information collected
 - b) How the information will be used
 - c) Under what circumstances the information will be used
 - d) That refusal to provide consent to collect information shall not be grounds for refusing entry to the program.
 - e) A copy of the consent shall be given to the client upon request, and a signed copy kept on file at the Participating Agency, if applicable.
 - f) A copy of the **Privacy Notice (PN)** shall be made available upon client request.
 - g) A copy of the Statement of Client Rights shall be made available upon client request.

B. Participation Opt Out

Clients have a right not to have their personal identifying information in the VC HMIS shared outside the agency, and services cannot be refused if the client chooses to opt out of participation in the HMIS. However, clients may be refused program entry for not meeting other agency eligibility criteria.

In the event that a client previously gave consent to share information in the VC HMIS and chooses at a later date to revoke consent (either to enter or to share), a **HMIS Client Revocation of Consent to Release Information Form** must be completed and kept on file.

C. Access to Records

A client has the right to request access to their personal information stored in the VC HMIS from the authorized agency personnel. The agency, as the custodian of the client data, has the responsibility to provide the client with the requested information except where exempted by state and federal law.

When requested, a client has the right to:

1. View his or her own data contained within the VC HMIS; No client shall have access to another client's records within the VC HMIS. An agency may not share any information about the client entered by other agencies beyond the agreed upon shared data elements.

D. Grievances

The client has the right to file a grievance with an agency. All Participating Agencies must have written grievance procedures that can be provided to a client on demand. If, after following the grievance procedure, the grievance is not resolved, the complaint may be escalated to the CoC Governing Body.

5. POLICIES FOR USERS & AGENCIES

A. User Access

User access will be granted only to those individuals whose job functions require legitimate access to the VC HMIS. Each HMIS User will attend the appropriate training course, sign a **Participating Agency User Agreement** and satisfy all the conditions herein before being granted access to the VC HMIS.

Explanation: The Participating Agency will determine which of their employees need access to the VC HMIS.

Identified users must:

- Attend the appropriate training course for their position. For example, if the user will be case managing or entering client data, then the “New User” course would be appropriate, whereas if the person were only assigned to running reports, then the “Report Viewer” class would be appropriate.
- Sign the **Participating Agency User Agreement** stating that he/she has received training, will abide by the VC HMIS Policies and Procedures will appropriately maintain the confidentiality of client data, and will only collect, enter and retrieve data in the VC HMIS relevant to the delivery of services to people in housing crisis in the area served by the VC HMIS Collaborative.
- The signed Participating Agency User Agreement must be provided to the HMIS System Administrator prior to receipt of the user account.

B. User Activation

The HMIS System Administrator will provide unique user names and passwords to each Participating Agency user.

Explanation: User names will be unique for each user and will not be shared with other users. The HMIS System Administrator will set up a unique user name and password for each user upon completion of training and receipt of the signed **Participating Agency User Agreement** and the receipt of the signed acknowledgement of the Policies and Procedures Manual from each user via the Agency management. The sharing of user names will be considered a breach of the **Participating Agency User Agreement** and will result in termination of the user account.

C. Passwords

Passwords must be no less than eight and no more than sixteen characters in length, and must be alphanumeric upper and lower case with special characters. The HMIS System Administrator will communicate passwords directly to the user.

Forced Password Change (FPC): The FPC will occur every one hundred and eighty (180) consecutive days. Passwords will expire and user will be prompted to enter a new password. Users may not use the same password consecutively, but may use the same password more than once.

Unsuccessful logon: If a User unsuccessfully attempts to logon three times, the User ID will be “locked out”, access permission revoked and user will be unable to gain access until their password is reset by the HMIS System Administrator in the manner stated above.

D. User Levels

- 1. Case Manager:** This group consists of case managers who provide the day-to-day updating of client files. Case Managers will have access to all records located in Central Intake and in the Client folder, including Program Entry, Case Notes, Track Savings, Assessments, Group Services, and Program Exit.
- 2. Reports Only:** This group includes any user at the agency who does not need to have access to client information except in report form. These reports can be canned (already built) reports, ad-hoc reports, and customized reports.
- 3. Agency Administrator:** This group has all the access listed above, and additional access to the Agency Folder, in which they will maintain agency set-up information like program set-up, milestones, targets, and contracts/grants.
- 4. HMIS System Administrator:** This group of top-level VC HMIS Administrators supports all agencies within the continuum and will have access to every part of the VC HMIS in order to support users.

E. Confidentiality and Informed Consent

All Participating Agencies agree to abide by and uphold all privacy protection standards established by the Ventura County HMIS as well as their respective agency's privacy procedures. The Agency will also uphold relevant Federal and California State confidentiality regulations and laws that protect client records, and the Agency will only release program level client data with written consent by the client, or the client's guardian, unless otherwise provided for in the regulations or laws.

Explanation: Participating Agencies are required to develop procedures for providing oral explanations to clients about the usage of a computerized HMIS and are required to post a **Mandatory Collection Notice** and a **Privacy Notice (PN)** in order to share Central Intake client information with other HMIS Participating Agencies. HUD Data Standards provide guidance for Participating Agencies regarding certain HMIS policies.

However, in instances of conflict between state or federal law and the HUD Data Standards, the state and/or federal law take precedence.

Oral Explanation: All clients will be provided an oral explanation stating their information will be entered into a computerized record keeping system. The Participating Agency will provide an oral explanation of the Ventura County HMIS and the terms of consent. The agency is responsible for ensuring that this procedure takes place prior to every client interview. The explanation must contain the following information, which is also included in the **Client Rights and Explanation of Data Uses**.

- What VC HMIS is: a web-based information system that homeless service agencies within the Ventura County Region use to capture information about the persons they serve.
- Why Gather and Maintain Data: Data collection supports improved planning and policies including determining whether desired outcomes were achieved and where more or other resources may be needed, identifying best and promising practices, and identifying factors that support or hinder achievement of outcomes.
- Security: only staff who work directly with clients or who have administrative responsibilities can look at, enter, or edit client records.
- Privacy Protection: No program level information will be released to another agency or individual without written consent; client has the right to not answer any question, unless entry into a program requires it; client information is stored encrypted on a central database and information that is transferred over the web is transferred through a secure connection; client has the right to know who has added to, deleted, or edited their VC_HMIS record.
- Benefits for Clients: Facilitates streamlined referrals, coordinated services, unduplicated intakes and access to essential services and housing for clients.

Written Explanation:

Each client whose program level information is being shared with another Participating Agency must agree via the **Release of Information (ROI)**. A client must be informed as to what information is being shared and with whom it is being shared.

- Information Release: The Participating Agency agrees not to release client identifiable information to any other organization pursuant to federal and state law without proper client consent. See attached Client Consent Form and Regulations below.
- Regulations: The Participating Agency will uphold all relevant Federal and California State Confidentiality regulations to protect client records and privacy. In addition, the Participating Agency will only release client records with written consent by the client, unless otherwise provided for in regulations, specifically, but not limited to, the following:
 - The Participating Agency will abide specifically by the federal confidentiality rules as contained in the Code of Federal Regulations (CFR) 42 Part 2 Confidentiality of Alcohol and Drug Abuse Patient Records, regarding disclosure of alcohol and/or drug abuse records. In general terms, the Federal regulation prohibits the disclosure of alcohol and/or drug abuse records unless disclosure is expressly permitted by written consent of the person to whom it pertains or as otherwise permitted by CFR 42 Part 2. A general authorization for the release of medical or other information is not sufficient for this purpose. The Participating Agency understands that the

Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patients.

- The Participating Agency will abide specifically with the Health Insurance Portability and Accountability Act of 1996 and corresponding regulations passed by the U.S. Department of Health and Human Services. In general, the regulations provide consumers with new rights to control the release of medical information, including advance consent for most disclosures of health information, the right to see a copy of health records, the right to request a correction to health records, and the right to obtain documentation of disclosures of information may be used or disclosed. The current regulation provides protection for paper, oral, and electronic information.
- The Participating Agency will abide specifically with the California Government Code 11015.5 regarding program level Personal Information Collected on the Internet. In general, the Government Code ensures that any electronically collected personal information about clients cannot be shared with any third party without the client's written consent.
- The Participating Agency will not solicit or input information from clients unless it is essential to provide services, or conduct evaluation or research. All client identifiable data is inaccessible to unauthorized users.
- Participating Agencies are bound by all restrictions placed upon the data by the client of any Participating Agency. The Participating Agency shall diligently record in the VC HMIS all restrictions requested. The Participating Agency shall not knowingly enter false or misleading data under any circumstances.
- The Participating Agency shall maintain appropriate documentations of client consent to participate in the VC HMIS.
- If a client withdraws consent for release of information, the Agency remains responsible to ensure that the Client's information is unavailable from date of withdrawal to all other Participating Agencies.
- The Participating Agency shall keep signed copies of the Client Consent Form/Information Release form (if applicable) for the VC HMIS for a minimum of seven years from the date of client exit.
- **Postings: Privacy Notice (PN) and Mandatory Collection Notice** must be posted at the agency:
 1. The Agency must post **Privacy** and **Mandatory Collection notices** at each intake desk or comparable location.
 2. The **Privacy Notice (PN)** and **Mandatory Collection Notice** must be made available in writing at the client's request.
 3. If the agency maintains an agency website, a link to the **Privacy Notice (PN)** must be on the homepage of the agency's website.

F. Data Quality

HMIS Users are responsible for the ensuring VC HMIS Data Quality. Data quality refers to the timeliness, accuracy and completeness of information collected and reported in HMIS. All Participating Agencies agree to enter, at a minimum, the VC HMIS required data elements.

Explanation: Participating Agencies will collect as much relevant client data as possible for the purposes of providing services to that client. The Participating Agency agrees to input the collected data no later than one month following the month of program entry. The Participating Agency agrees to the data collection commitment by signing the Agency Agreement and is responsible for updating client's records as needed. The HMIS System Administrators will run quarterly data quality reports. Any patterns of error (including blank entries) will be reported to the Agency Administrator. When patterns of error have been discovered, users will be required to correct data entry errors and processes. Verification by the HMIS System Administrators will occur to ensure the successful correction of data entry errors and processes. Users may be required to attend additional training as needed.

- The Participating Agency shall only enter individuals in the VC HMIS that exist as Clients under the Agency's jurisdiction. The Participating Agency **shall not** misrepresent its Client base in the VC HMIS by entering known inaccurate information.
- The Participating Agency **will not** alter information in the VC HMIS that is entered by another Agency with known inaccurate information.
- The Participating Agency shall not include profanity or offensive language in the VC HMIS.
- The Participating Agency shall utilize the VC HMIS for business purposes only.
- The transmission of material in violation of any federal or California State regulations is **prohibited**. This includes, but is not limited to, copyright material, material legally judged to be threatening or obscene, and material considered protected by trade secrets.
- The Participating Agency **shall not** use the VC HMIS with intent to defraud federal, state or local governments, individuals or entities, or to conduct any illegal activity.

The HMIS Program Manager may request that the local CoC Governing Body sanction any user and/or Participating Agency found to be in violation of the requirements of this section. If necessary, sanctions by the local CoC include, but not limited to: A formal letter of warning to the Agency

- Suspension of system privileges
- Revocation of system privileges

The Participating Agency or End User has the right to file a Grievance regarding Sanctions from the HMIS Program Manager/CoC Governing Body. The HMIS Steering Committee will review the grievance, research the nature of the infraction, and will respond to the grievant within 30 days.

G. Data Use by Ventura County HMIS

The Continuum within the Ventura County HMIS shall have access to its respective agencies' client data contained within the VC HMIS.

Explanation: For the purposes of system administration, user support, and program compliance, VC HMIS will use the data contained within the VC HMIS for analytical purposes only and will not disseminate client level data. The Continuum may release

aggregate data contained within the VC HMIS for research and regional reporting purposes only. The **System Administrator Agreement** must be signed by all HMIS System Administrators.

H. Data Use by Vendor

The Vendor and its authorized subcontractor(s) shall not use or disseminate data contained within the VC HMIS.

Explanation: To enforce information security protocols and to ensure that VC HMIS data is used only with explicit permission and if permission is granted, will only be used in the context of interpreting data for research and for system troubleshooting purposes, the contract signed by the HMIS Lead Agency and the software vendor contains language that prohibits access to VC HMIS data.

I. Data Use by Agency

Data contained in the VC HMIS will only be used to support the delivery of services to at risk and homeless clients in the VC areas. Each HMIS User will affirm the principles of ethical data use and client confidentiality as noted below and contained in the **HMIS User Agreement**.

Explanation: As the guardians entrusted with client personal data, HMIS Users have a moral and a legal obligation to ensure that the data they collect is being gathered, accessed and used appropriately. It is also the responsibility of each user to ensure that client data is only used to the ends to which it was collected, ends that have been made explicit to clients and are consistent with the mission of the agency and the VC HMIS to assist families and individuals to resolve their housing crisis. Proper user training, adherence to the VC HMIS Policies and Procedures Manual, and a clear understanding of client confidentiality are vital to achieving these goals. All HMIS Users will sign an **HMIS User Agreement** before being given access to the system. Any individual or Participating Agency misusing, or attempting to misuse the VC HMIS data can be denied access to VC HMIS. Sanctions exist if users violate any laws related to client confidentiality, as outlined in Section 8: Violations.

J. Maintenance of Onsite Computer Equipment

Participating Agencies commit to a reasonable program of data storage and equipment maintenance in order to sustain an efficient level of system operation. Participating Agencies must meet the technical standards for minimum computer equipment configuration; Internet connectivity, antivirus and firewall.

Explanation: The Participating Agency Leadership designee will be responsible for the maintenance and disposal of on-site computer equipment and data used for participation in the VC HMIS including the following:

1. Computer Equipment: The Participating Agency is responsible for maintenance of onsite computer equipment. This includes the following:
 - Purchase of and upgrades to all existing and new computer equipment for utilization in the VC HMIS.

- Workstation(s) accessing the VC HMIS must have a locking, password-protected screen saver
 - All workstations and computer hardware (including agency network equipment) must be stored in a secure location (locked office area)
2. Data Storage: The Participating Agency agrees to only download and store data in a secure environment. Refer to Section 2.C: Technical Standards for more information.
 3. Data Disposal: The Participating Agency agrees to dispose of documents that contain identifiable client level data by shredding paper records, deleting any information from diskette before disposal, and deleting any copies of client level data from the hard drive of any machine before transfer or disposal of property.

K. Downloading of Data

HMIS Users will maintain the security of any client data extracted from the VC HMIS and stored locally, including all data contained in custom reports. HMIS Users may not electronically transmit unencrypted client data across a public network.

Explanation: To ensure that the VC HMIS is a confidential and secure environment, data extracted from the VC HMIS and stored locally will be stored in a secure location and will not be transmitted outside of the private local area network unless it is properly protected. Security questions can be addressed to the HMIS System Administrator. Any personally identifiable information will not be distributed through email.

L. Data Sharing

Data within the system will be shared based upon the level of consent designated by the client within the VC HMIS. A Client may choose to limit the period of time for which their data will be shared. As of January 2016, the following data elements will be shared amongst participating providers (with the exception of Runaway Homeless Youth; no RHY data will be shared):

- Assessments (dynamic data elements)
- Action Steps
- Case Manager
- Case Plans
- Client data
- Entry/Exit data
- File Attachments
- Goals
- Incidents
- Measurement Tools
- Needs/Services

Explanation: Data sharing refers to the sharing of information between Participating Agencies for the coordination of case management and client service delivery. Specific data elements to be shared are limited to those as outlined in HMIS Data and Technical Standards Final Notice – (69 FR 146), as revised in HMIS Data Standards Revised Notice-March 2010, Section 1.6. This includes: Universal Data Elements, Household Demographics, Employment and Education Information.

Program level information in either electronic or paper form will never be shared outside of originating agency without written client consent. Information that is shared with written consent will only be used for the purpose of service delivery. End users found to be sharing program level client data without written consent will have their access terminated.

Protocol for data corrections or modifications during implementation phase: When HMIS data needs to be modified, the viewing agency shall contact the VCHMIS Technical Support staff by telephone or via e-mail to report the discrepancy. VC HMIS Technical Support staff will coordinate the necessary correction/modification with the creating agency. This is an interim process that will remain in place until September 30, 2016.

Protocol for data corrections or modifications post implementation (Beginning October 1, 2016): When HMIS data needs to be modified, the Viewing Agency shall contact the Creating Agency directly to report the discrepancy and request the required correction/modification. The Viewing Agency will do the necessary follow up with the Creating Agency to confirm that the requested corrections are made.

Creating agency: The creating agency refers to the agency creating the client record, entry/exit, needs/services, case plans, etc. The creating agency is responsible for their data.

Viewing agency: The viewing agency refers to the agency reviewing client data. While the viewing agency has access rights in HMIS to edit data, best practice is not to modify other providers' data.

Data entry and modifications are tracked and may be periodically reviewed or monitored in order to safeguard data quality and data integrity.

M. Data Release

Aggregate level (client de-identified) data may be released by Agencies, the local Continuum of Care and/or by the Ventura County HMIS under certain criteria. Client-level data may only be released by written consent from the client for a specified purpose.

Explanation: Data release refers to the dissemination of aggregate and/or client-level information for statistical, analytical, reporting, advocacy, regional needs assessment, trend analysis, etc.

1. Agency Release: Each Participating Agency owns all data it enters into the VC HMIS. The agency may not release any client level information without the express written consent of the client. Agencies may release program and/or aggregate level data for all clients to whom the agency provided services with the express written permission of the CoC or assigned authorized entity. No individual client data will be provided to any group or individual that is neither the Participating Agency that entered

the data nor the client without proper authorization or consent by the client. This consent includes the express written authorization for each individual or group requiring access to the client's data.

2. Continuum of Care Release: The Continuum of Care (CoC) may release **aggregate** information about the Continuum at the program, sub-regional and regional level. Continuum level aggregate data may be released without agency permission at the discretion of the agency's continuum. The VC HMIS will not release agency- or client- specific data to outside groups or individuals.

3. Ventura County HMIS Release: The Ventura County HMIS, with the consent of the CoC, will develop an annual release of aggregate data in a summary report format, which will be the standard response for all requests for collaborative data. The Ventura County HMIS will not release agency- or client- specific data to outside groups or individuals.

N. Agency Customization

A Participating Agency will have the ability to request system customization at the Agency level to reflect the data collection needs for their specific programs(s). The VC HMIS contains certain fields that can be tailored at no cost to the agency. Additional customization as performed by the software vendor or VC HMIS System Administrators may be purchased at the expense of the agency.

Explanation: Participating Agencies have some ability to customize VC HMIS fields to meet the specific needs of their program at the discretion of the Continuum of Care (CoC). At the request of the Agency Administrator, the HMIS System Administrator will evaluate the request and implement the changes as warranted.

6. TECHNICAL SUPPORT AND SYSTEM AVAILABILITY

A. Technical Support

The Ventura County HMIS will provide technical support to all Agency Administrators and HMIS Users as needed.

Explanation: The Agencies that have an Agency Administrator are expected to provide first level technical support. The Ventura County HMIS System Administrators will provide all other technical support to the Agency Administrators and HMIS Users.

Technical Support Hours – 8:00 a.m. – 5:00 p.m. (PST), Monday through Friday (Excluding Holidays). While the winter warming shelter is active, after hours support is negotiated.

Staff will respond in a timely manner to any requests for support made during the above hours. For technical support, please contact:

Ventura County HMIS telephone number: (805) 477-5156

HMIS-Support@ventura.org

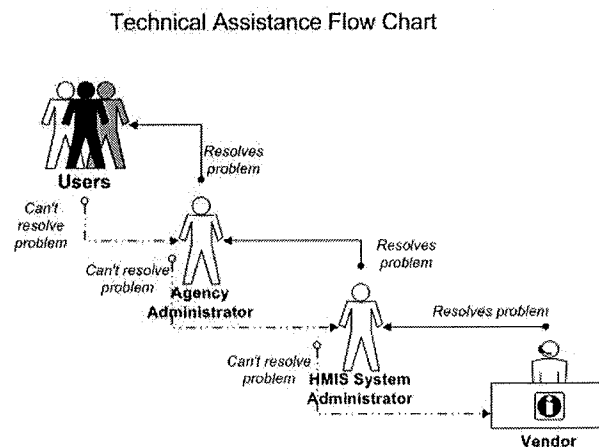
Assistance will be provided in the following areas:

- **Help Desk Support:** Help Desk support is provided to help HMIS Users access and utilize HMIS application.
- **Training:** Agency Administrator training, User training, and Report training is provided quarterly. The schedule is posted one month in advance of the training and registration instructions are provided once the schedule is posted.
- **System Customization:** HMIS contains certain fields that can be tailored at no cost to the agency.
- **Reporting:** Training and technical assistance in accessing standardized reports and the creation of ad hoc (custom reports).
- **Data Analysis:** Interpreting reports.

Additional costs may apply in the following areas:

- **System Customization:** Agency-specific customization requests.
- **Reporting:** Agency-specific customized reports.
- **Data Conversion:** Assist in the development of a data conversion/migration plan, and provide support in data conversion/migration implementation.
- **Data Analysis:** Extensive analysis of agency's data.

Requests should be delineated as follows:



B. System Availability and Scheduled Maintenance

The Ventura County HMIS will be available to users at a minimum of 97.5% of the year.

Explanation: Necessary downtime for HMIS upgrades and patches will be communicated by HMIS System Administrators system-wide and performed in the late hours when possible.

C. Unplanned Interruption to Service

In the event of unplanned interruption to service, HMIS System Administrators will notify all Participating Agencies as soon as possible.

Explanation: When an event occurs that makes HMIS inaccessible, the HMIS System Administrator will analyze and determine the problem. In the event it is determined that HMIS accessibility is disabled system wide, then the HMIS System Administrators will work with the software vendor to repair the problem. Within two hours of problem awareness, Participating Agencies will be informed of the estimated system availability. HMIS System Administrators will notify Participating Agencies via e-mail when service has resumed.

D. Conversion of Existing Data

Data migration from legacy systems is allowed upon approval from the local HMIS System Administrators. Migrated data must be non-duplicated and an exact match to the existing HMIS field type. The Participating Agency is responsible for the accuracy, completeness and quality of the migrated data.

Explanation: Data migration (or conversion) is the one-time process of transferring data from any existing system to the Ventura County HMIS. Upon transfer, the agency abandons its existing system and uses Ventura County HMIS for recording all client-related data.

The Agency's existing system must be an ODBC-compliant database platform in order for migration to be possible. The HMIS System Administrator can help the Agency determine the ODBC compatibility for any legacy systems. Only data that is an exact match with VC HMIS data fields may be migrated. Data must be unduplicated prior to data migration. All required fields in the VC HMIS are required for migration. A data dictionary will be provided upon request. This activity is provided by the System Vendor and will incur an additional cost. Cost will be determined prior to the service being rendered and will be agreed upon by requesting Agency, CoC Lead and Program Manager.

If the agency's data cannot be migrated, manual conversion (data entry by the agency's personnel) may be necessary to move data from legacy systems into the Ventura County HMIS.

7. SYSTEM ARCHITECTURE & SECURITY

A. Password Management Procedure

An HMIS End User must notify the Agency Administrator or HMIS System Administrator immediately upon realization that his or her password has been lost, forgotten or made public to others. The Agency Administrator is responsible for notification of password breach to the HMIS System Administrator. Upon notification, the HMIS System Administrator will immediately reset the user's password. A new HMIS End User will not receive an initial password without training.

Explanation: The HMIS System Administrator will reset the user password. The new password will be valid from the time of the reset until the next logon.

- Passwords need to be 8 characters minimum and contain a number, upper and lowercase letters, and 1 or more special characters.

- Passwords expire after 60 days (after expiration interval the user is required to provide a new password upon logon)
- Passwords cannot be reused.
- If system is dormant for 20 minutes, user will be forced to log back in.

B. Virus Protection

Agency Responsibilities: All Participating Agency computers and networks must have up-to-date anti-virus software.

Explanation: All Participating Agency computers should be protected by anti-virus software. The anti-virus software should be updated regularly to maintain maximum protection from the most recently released viruses.

C. Backup and Recovery Procedures

Ventura County HMIS is routinely backed up and saved to redundant systems by the vendor pursuant to the contract term and agreement to prevent loss of data.

D. Auditing and Monitoring

HMIS System Administrators have access to activity logs of changes made to the information contained within the database by end users. HMIS System Administrators can upon request or notice of suspicious/questionable behavior monitor access to the system by an end user that could potentially reveal a violation of information security protocols. Any request for auditing and monitoring will be evaluated for justification, investigated, and be kept confidential.

8. VIOLATIONS

A. Right to Deny Access

The HMIS System Administrator has the right to deny user access to the HMIS if an end user has violated any of the policies in this document. Any user or Participating Agency suspected of violating a policy may be subject to suspension of HMIS privileges until the violation can be resolved.

Explanation: If deemed necessary for the immediate security and safety of Ventura County HMIS data, the

HMIS System Administrator has the right to deny or revoke user access to HMIS. The HMIS System Administrator will report access revocations to the HMIS Program Manager. The HMIS Program Manager will report all revocations to the CoC, HMIS Steering Committee and the Participating Agency.

B. Reporting a Violation

HMIS Users should report any suspected or alleged privacy or security violations to the HMIS System Administrator immediately.

Explanation: All HMIS Users are obligated to report suspected instances of noncompliance. For the Agencies that have an Agency Administrator, users should report security violations to the Agency

Administrator first and then the Agency Administrator has the responsibility of providing that information to the HMIS System Administrator. If the Agency does not have an Agency Administrator, then the HMIS User is to report violations to the HMIS System Administrator directly.

C. Possible Sanctions

The HMIS Program Manager may request that the local CoC Governing Body sanction any user and/or Participating Agency found to be in violation of the privacy and/or security protocols.

Sanctions by the local CoC include, but are not limited to:

- A formal letter of reprimand
- Suspension of system privileges
- Revocation of system privileges
- Recommendation for corrective action for employee
- Referral for potential criminal prosecution

9. GRIEVANCES

A. Client Grievance Process

Clients will contact the Participating Agency with which they have a grievance for resolution of VC HMIS problems. Participating Agencies will report all client grievances to the local CoC Governing Body.

Explanation: Each Participating Agency is responsible for answering questions and responding to grievances from their own clients regarding the VC HMIS. After client has brought a VC HMIS-related complaint to the Participating Agency, the Participating Agency must have a process to respond to the complaint. The Participating Agency will provide a copy of the portion of the VC HMIS Policies and Procedures and the Client Revocation of Consent to Release Information to the client.

The Participating Agency must keep all grievances and responses on file at the agency site. The Participating Agency will send written notice of the grievance and response to the grievance to the local CoC Governing Body. The HMIS System Administrator will record all grievances and report them to the VC HMIS Steering Committee. Appropriate action will be taken as required by the local CoC Governing Body.

The CoC has overall responsibility for their local VC HMIS effectiveness and will respond if users and/or Participating Agencies fail to follow the terms set forth in the VC HMIS Policies and Procedures Manual, Agency Agreements, and User Agreement or if a breach of client confidentiality or the intentional misuse of client data occurs.

B. Agency Grievance Process

Participating Agencies will report all agency-generated VC HMIS-related grievances to the local CoC Governing Body. If the grievance is related to a problem with the VC

HMIS, it must be reported to the HMIS System Administrator. Corrective action will be taken if system-wide changes are warranted.

Explanation: In order for the VC HMIS to serve as an adequate tool for agencies and provide a more accurate picture of our region's homelessness, any grievances related to problems with the VC HMIS must be addressed by the agency in conjunction with the CoC Governing Body with the goal of affecting systemic change where necessary. The local CoC will report grievance problems to the HMIS Administrator. If system wide changes are warranted for a corrective action, it will be forwarded to the HMIS Steering Committee for approval.

The Participating Agency or End User has the right to file a Grievance regarding Sanctions from the HMIS Program Manager/CoC Governing Body. The HMIS Steering Committee will review the grievance, research the nature of the infraction, and will respond to the grievant within 30 days.

10. TERMINOLOGY

Agency Administrator: The person responsible for some system administration at the agency level. Responsibilities include informing HMIS System Administration of the need to add and delete users, basic trouble-shooting, and escalation of issues to their HMIS System Administrator. This person is the agency user's first line of contact for HMIS issues.

Agency Executive Management: The high-level management staff that is responsible for organization level decision making, for example, the agency President or Executive Director.

Aggregate Data: Data with identifying elements removed and concentrated at a central server. Aggregate data are used for analytical purposes and reporting.

Anti-Virus Software: Programs to detect and remove computer viruses. The anti-virus software should always include a regular update services allowing it to keep up with the latest viruses as they are released.

Application Service Provider (ASP): A 3rd party entity that manages and distributes software based services to customers across a wide area network.

Audit Trail: A history of all access to the system, including viewing, additions and updates made to a client record.

Authentication: The process of identifying a user in order to grant access to a system or resource. Usually based on a username and password.

Cable: A type of modem that allows people to access the Internet via their cable television service.

Coordinated Assessment Level Data: Client information collected at intake, including the following system screens: Client Intake, Household/Demographics, Referral, Eligibility, Education/Employment and Documents.

Customer: The person receiving services whose information is entered into HMIS.

Continuum of Care (CoC): Continuum of Care; refers to the range of services (outreach, emergency transitional and permanent housing and supportive services) available to assist people out of homelessness.

CoC Governing Body: the entity responsible for policy decisions for a Continuum of Care system.

Database: An electronic system for organizing data so it can easily be searched and retrieved. The data within the HMIS is accessible through the web-based interface.

Decryption: Conversion of scrambled text back into understandable, plain text form. Decryption uses an algorithm that reverses the process used during encryption.

Dedicated IP: a reserve IP (see IP)

Dynamic Host Configuration Protocol (DHCP): A protocol that provides a means to dynamically allocate IP addresses to computers on a local area network (LAN).

Digital Certificate: An attachment to a message or data that verifies the identity of a sender.

Digital Subscriber Line (DSL): A digital telecommunications protocol designed to allow high-speed data communication over the existing copper telephone lines.

Encryption: Conversion of plain text into encrypted data by scrambling it using a code that masks the meaning of the data to any unauthorized viewer. Encrypted data are not readable unless they are converted back into plan text via decryption.

Firewall: A method of controlling access to a private network, to provide security of data. Firewalls can use software, hardware, or a combination of both to control access.

HMIS: Homeless Management Information System. This is a generic term for any System used to manage data about the use of homeless services.

HMIS System Administrator: The person(s) with the highest level of user access. This user has full access to all user and administrative functions in the CoC and will serve as the liaison between Participating Agencies and the vendor. There is at least one HMIS System Administrator in each CoC.

HMIS User: A person who has a unique user identification (ID) and directly accesses HMIS to assist in data collection, reporting or administration as part of their job function in homeless service delivery. Users are classified as either system users who perform

administration functions at the system or aggregate level or agency users who perform functions at the agency level.

Host: A computer system or organization that plays a central role providing data storage and/or application services for HMIS.

Internet: A set of interconnected networks that form the basis for the World Wide Web.

Internet Protocol Address (IP Address): A unique address assigned to a user's connection based on the TCP/IP network. The Internet address is usually expressed in dot notation, e.g.: 128.121.4.5.

Internet Service Provider (ISP): A company that provides individuals or organization with access to the internet.

Local Area Network (LAN): A network that is geographically limited, allowing easy interconnection of computers within offices or buildings.

Network: Several computers connected to each other.

Network Address Translation (NAT) is the translation of an Internet Protocol address (IP address) used within one network to a different IP address known within another network. One network is designated the inside network and the other is the outside. Typically, a company maps its local inside network addresses to one or more global outside IP addresses and unmaps the global IP addresses on incoming packets back into local IP addresses. This helps ensure security since each outgoing or incoming request must go through a translation process that also offers the opportunity to qualify or authenticate the request or match it to a previous request. NAT also conserves on the number of global IP addresses that a company needs and it lets the company use a single IP address in its communication with the world.

On-site: The location that uses the HMIS and provides services to at-risk and homeless clients.

Participating Agency: An agency, organization, or group that has signed an

HMIS Agency Agreement with their respective CoC Governing Body.

Program Level Data: Client information collected during the course of the client's program enrollment, including the following system screens:

Program Entry, Services Provided, Client Profile,
Case Notes, Track Savings, Bed Assignments, Bed Maintenance, Daily Services,
Sessions, and Program Exit.

Real-Time: Data that is processed and available to other users as it is entered into the system.

Server: A computer that provides a service for other computers connected to it via a network. Servers can host and send files, data or programs to client computers.

Static IP Address: see Dedicated IP

T1 Line: Communication line that can carry voice or data at transmission speeds that are 25 times the speed of a modem.

Transmission Control Protocol/Internet Protocol (TCP/IP) –The protocol that enables two or more computers to establish a connection via the internet.

User ID: The unique identifier assigned to an authorized HMIS User.

Virtual Private Network (VPN): A group of computer systems that communicate securely over a public network.

Wide Area Network (WAN): A network that is not geographically limited, can link computers in different locales, and extend requests for web pages.

Wired Equivalent Privacy (WEP): is a security protocol, specified in the IEEE Wireless Fidelity (Wi-Fi) Standard, 802.11b that is designed to provide a wireless local area network (WLAN) with a level of security and privacy comparable to what is usually expected of a wired LAN. A wired local area network (LAN) is generally protected by physical security mechanisms (controlled access to a building, for example) that are effective for a controlled physical environment, but may be ineffective for WLANs because radio waves are not necessarily bound by the walls containing the network. WEP seeks to establish similar protection to that offered by the wired network's physical security measures by encrypting data transmitted over the WLAN. Data encryption protects the vulnerable wireless link between clients and access points; once this measure has been taken, other typical LAN security mechanisms such as password protection, end-to-end encryption, virtual private networks (VPNs), and authentication can be put in place to ensure privacy.

11. ACKNOWLEDGEMENT

I acknowledge that I have received a written copy of the Ventura County HMIS Policies and Procedures. I understand the terms of the Ventura County HMIS Policies and Procedures and I agree to abide by them. I understand that any violation of the policies or procedures could lead to CoC sanctions or even criminal prosecution.

Agency Name: _____

Printed Name: _____

Signature:

Date:

who has been honorably discharged from a branch of the military service of the United States of America or is a reservist or a National Guardsman, after serving at least 182 consecutive days, and whose discharge can be confirmed by submission of a Department of Defense (DoD) Form 214. The discharge must be classified as “general” or better.

“Active Serviceperson” shall mean an individual currently serving in a branch of the military forces, including a reservist or National Guardsman, to the United States of America and who has served at least 182 consecutive days.

AHA Preference

This preference encompasses applicants with challenging living conditions such as:

1) Applicants who are displaced and are not living in standard, permanent replacement housing or are unable to live in their current residence because of:

- Demolition or disposition of their residence as a result of local, state, or federal mandates.
- Residing in a multifamily rental housing project when HUD sells, forecloses upon or demolishes the project.
- Residing in a project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term.
- Providing information on criminal activities to a law enforcement agency and, after a threat assessment and to avoid reprisals, the law enforcement agency recommends housing the family to reduce risk of violence to the family. The AHA will take reasonable precautions to assist the law enforcement agency in concealing the new location of the family in cases of witness protection.
- Being the victim of one or more hate crimes and vacating the home because of the crime or the fear of such a crime. A hate crime is actual or threatened, physical violence or intimidation that is directed against a person or his property and is based upon the person’s race, color, religion, sex, national origin, disability, familial status, or sexual orientation, and occurred within the past year and is of a continuing nature.
- Being the victim of domestic violence is defined as applicants who have been subjected to or victimized by a member of the family or household within the past year. The AHA will require evidence that the family has been displaced as a result of fleeing violence in the home. Applicants are also eligible for this preference if there is evidence that the family is currently living in a situation where they are being subjected to or victimized by violence in the home. The AHA will consider the following criteria to establish this preference:
 - Evidence of actual or threatened physical violence directed against the applicant or the applicant’s family by a spouse or other household member who lives with the family. Such violence must be documented as being of a continued nature.
 - The applicant must certify that the abuser will not reside with the applicant unless the AHA gives prior written approval.
 - The applicant may be transitioning from an interim-housing program designed to assist victims of domestic violence and their children.

- An applicant who lives in a violent neighborhood or is fearful of other violence outside the household is not considered involuntarily displaced and is not eligible for this preference.
- If the abuser returns to the family without approval of the AHA, the AHA will deny or terminate assistance for breach of the certification. At the family's request, the AHA will take precautions to ensure that the new location of the family is concealed in cases of domestic abuse.

The AHA will take reasonable precautions to assist the law enforcement agency in concealing the new location of the family in cases of domestic violence.

- Facing the imminent placement of a family's child or children in out-of-home care, or the delay of the discharge of a child or children to the family from out-of-home care due to the lack of adequate housing. The "lack of adequate housing" means the family is:
 - Living in substandard housing,
 - Homeless,
 - Displaced by domestic violence, or
 - Living in an inadequately sized unit.
- Facing the imminent release from an authorized children's-care facility (such as a foster-care home) or other juvenile facility due to reaching the maximum age allowable at the facility. Applicants must have a need for affordable housing as certified by Interface Children Family Services of Ventura County. Such applicants must meet all Section 8 Program requirements, including minimum age qualifications.

2) Applicants whose dwelling meets one or more of the following criteria:

- Is dilapidated, as cited by officials of the local code enforcement agencies;
- Does not have operable indoor plumbing;
- Does not have a usable flush toilet or bathtub/shower inside the unit for the exclusive use of the family;
- Does not have electricity or has inadequate or unsafe electrical service;
- Does not have a safe or adequate source of heat;
- Should, but does not, have a kitchen (Single Room Occupancy (SRO) Housing is not substandard solely because it does not contain sanitary and/or food preparation facilities in the unit); or
- Has been declared unfit for habitation by a government agency.

3) Applicants who are homeless and are considered to be living in substandard housing due to:

- The lack of a fixed, regular and adequate nighttime residence, and
- Having a primary nighttime residence that is a supervised public or private shelter providing temporary accommodations, or an institution providing residence for

individuals intended to be institutionalized, or a public or private place not ordinarily used as a sleeping accommodation for people.

Families who are residing with friends or relatives on a temporary basis may be evaluated for inclusion in the homeless definition.

This preference also includes displacement by non-suitability of the unit when a member of the family has a mobility or other impairment that makes the person unable to use critical elements of the unit and the owner is not legally obligated to make changes to the unit.

Critical elements are:

- Entry and egress of the unit and building
- A sleeping area
- A full bathroom
- A kitchen, if the person with a disability must do their own food preparation/other.

4) Applicants who are qualified and approved participants in the California Work Opportunity and Responsibility to Kids (CalWORKS) welfare reform program. The preference is intended to:

- Help specific CalWORKS families achieve or retain employment by assisting them to rent housing close to where they work; or
- Stabilize housing in order to enable them to get to work regularly; or
- Help make possible safe and stable housing for CalWORKS families who have physical or mental disabilities.

CalWORKS applicants must be in “good standing”, in compliance with identified welfare-to-work program requirements, and have a need for affordable housing as certified by the Ventura County Human Services Agency. The agency’s certification must state the reasons why the family is being recommended for preference consideration. The agency, in conjunction with CalWORKS staff, must determine if the Section 8 voucher would:

- Increase the client’s job stability
- Help with child care arrangements
- Relieve a burden in caring for special needs children
- Assist at a time of loss of the second parent due to death, domestic violence, or imprisonment
- Allow the family to break away from a dangerous or unhealthy multi-family housing situation.

The agency, in conjunction with CalWORKS staff, must also determine if the family:

- Shows consistency in follow-through on their case plan
- Demonstrates the ability to budget and manage money

Has a reasonable likelihood of securing housing and remaining in that housing for a sufficient time to provide stability to the family.



HOUSING AUTHORITY OF THE CITY OF SAN BUENAVENTURA

HOUSING CHOICE VOUCHER PROGRAM

2014 Proposed changes to the Administrative Plan

*New policy and clarifications are highlighted in **yellow** and underlined

*Current policy removed using ~~strikethrough~~

Chapter 4

APPLICATIONS, WAITING LIST AND TENANT SELECTION

INTRODUCTION

When a family wishes to receive Section 8 HCV assistance, the family must submit an application that provides the PHA with the information needed to determine the family's eligibility. HUD requires the PHA to place all families that apply for assistance on a waiting list. When HCV assistance becomes available, the PHA must select families from the waiting list in accordance with HUD requirements and PHA policies as stated in the administrative plan and the annual plan.

The 5-Year and Annual PHA Plan are available for public review at the main administrative offices of the PHA located at 995 Riverside Street, Ventura CA 93001, the satellite administrative offices of the PHA located at 11122 Snapdragon St. Ste. 100, Ventura CA 93004, and the PHA's website at www.hacityventura.org.

The PHA is required to adopt a clear approach to accepting applications, placing families on the waiting list, selecting families from the waiting list and must follow this approach consistently. The actual order in which families are selected from the waiting list can be affected if a family has certain characteristics designated by HUD or the PHA to receive preferential treatment. Funding earmarked exclusively for families with particular characteristics may also alter the order in which families are served.

HUD regulations require that all families have an equal opportunity to apply for and receive housing assistance, and that the PHA affirmatively further fair housing goals in the administration of the program [24 CFR 982.53, HCV GB p. 4-1]. Adherence to the selection

Housing Choice Voucher Administrative Plan

policies described in this chapter ensures that the PHA will be in compliance with all relevant fair housing requirements, as described in Chapter 2.

This chapter describes HUD and PHA policies for taking applications, managing the waiting list and selecting families for HCV assistance. The policies outlined in this chapter are organized into three sections, as follows:

Part I: The Application Process. This part provides an overview of the application process, and discusses how applicants can obtain and submit applications. It also specifies how the PHA will handle the applications it receives.

Part II: Managing the Waiting List. This part presents the policies that govern how the PHA's waiting list is structured, when it is opened and closed, and how the public is notified of the opportunity to apply for assistance. It also discusses the process the PHA will use to keep the waiting list current.

Part III: Selection for HCV Assistance. This part describes the policies that guide the PHA in selecting families for HCV assistance as such assistance becomes available. It also specifies how in-person interviews will be used to ensure that the PHA has the information needed to make a final eligibility determination.

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PART II: MANAGING THE WAITING LIST

4-II.A. OVERVIEW

The PHA must have policies regarding various aspects of organizing and managing the waiting list of applicant families. This includes opening the list to new applicants, closing the list to new applicants, notifying the public of waiting list openings and closings, updating waiting list information, purging the list of families that are no longer interested in or eligible for assistance, as well as conducting outreach to ensure a sufficient number of applicants.

In addition, HUD imposes requirements on how a PHA may structure its waiting list and how families must be treated if they apply for assistance from a PHA that administers more than one assisted housing program.

Definition of “Homeless” [Notice PIH 2013-15]

For the purposes of the PHA’s tenant selection policies, the following definition of “homeless” shall apply in awarding preference to a family:

An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- a. An individual or family 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; or
- b. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low- income individuals); or
- c. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

Any individual or family who:

- a. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual’s or family’s primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; and
- b. Has no other residence; and
- c. Lacks the resources or support networks, e.g., family, friends, and faith- based or other social networks, to obtain other permanent housing

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PART III: SELECTION FOR HCV ASSISTANCE

4-III.B. SELECTION AND HCV FUNDING SOURCES

Special Admissions [24 CFR 982.203]

HUD may award funding for specifically-named families living in specified types of units (e.g., a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, the PHA may admit families that are not on the waiting list, or without considering the family's position on the waiting list. The PHA must maintain records showing that such families were admitted with special program funding.

HACSB Policy

The HACSB administers tenant based vouchers for the following assistance targeted by HUD:

- **VASH – Applicants are certified and referred by Department of Veteran Affairs**
- **Continuum of Care - Applicants are certified and referred by Ventura County Behavioral Health**
- **FUP and FUPY - Applicants are certified and referred by County of Ventura Human Services Agency Children and Family Services Division**

Targeted Funding [24 CFR 982.204(e)]

HUD may award a PHA funding for a specified category of families on the waiting list. The PHA must use this funding only to assist the families within the specified category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C.

HACSB Policy

The HACSB administers the following types of targeted funding:

- **VASH**
- **Shelter Plus Care**

Regular HCV Funding

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

Housing Choice Voucher Administrative Plan

4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

HACSB Policy

HACSB will select families from the waiting list as follows:

1. Families who are permanently displaced due to local (within HACSB's jurisdiction) government action will be selected first from the waiting list.
2. Families of federally declared disasters who are Section 8 voucher holders or public housing residents in another jurisdiction will be selected second from the waiting list.
3. Families that have been terminated from HACSB's HCV program due to insufficient funding will be selected third from the waiting list.
4. Current Public Housing residents living in units proposed to have assistance transferred under the Rental Assistance Demonstration (RAD) program.

After families identified above are selected from the waiting list, HACSB will select families based on the total number of points families receive when the following preferences are applied. Families with the highest number of points will be selected first. Among families with equal points, families with the earliest date and time of application will be selected first. A family can earn no more than a maximum of 3 **4** points.

Applicant families consisting of one individual who is elderly or disabled in the HACSB's jurisdiction will be given a selection priority over all "other Single" applicants.

One (1) point will be given to a family that is:

- An Elderly Family (head of household, spouse, or co-head is 62 years of age or older); or,
- A family that contains a disabled family member; or,
- A family whose head of household is a U.S. Veteran (unless they received a dishonorable discharge); or,
- A family whose head of household is a surviving spouse of a Veteran; or

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- A family with two or more members in the household.

One (1) point will be given to families:

- That contain minor children who meet the definition of “homeless” in § 4-II.A above and are referred by an agency or consortium of agencies in accordance with referral agreements with the HACSB. Assistance will be particularly targeted toward those referred families who qualify as “chronically homeless” in accordance with 24 C.F.R. § 578.3.

One (1) point will be given to families who qualify for the Residency Preference.

In order to qualify for the residency preference, the head of household, spouse, or co-head must:

- Hold legal residence within HACSB’s jurisdiction; or
- Work within HACSB’s jurisdiction; or
- Have been hired to work within HACSB’s jurisdiction.

One (1) point will be given to families who qualify for the Working Preference.

In order to qualify for the working preference, the head of household, spouse, or co-head must meet one of the following criteria:

- Be currently working, and have worked a minimum of 20 hours a week for the last three months; or
- Be currently enrolled and fully participating in the educational program as a full-time student in school or in a qualified training program; or
- Be currently working and have worked a minimum of 16 hours a week for the last three months AND be currently enrolled at least part-time in school or in a qualified training program.

The HACSB defines training program as “a learning process with goals and objectives, generally having a variety of components, and taking place in a series of sessions over a period to time. It is designed to lead to a higher level of proficiency, and it enhances the individual’s ability to obtain employment. It may have performance standards to measure proficiency. Training may include, but is not limited to: (1) classroom training in a specific occupational skill, (2) on-the-job training with wages subsidized by the program, or (3) basic education” [expired Notice PIH 98-2, p. 3].

- Be a qualified and approved participant in the California Work Opportunity and Responsibility to Kids (CALWORKS) welfare reform program. Must be an active participant in good standing and in compliance with identified welfare-to-work program requirements.

Housing Choice Voucher Administrative Plan

- Be currently receiving unemployment benefits and actively seeking work
- Be a family where the head of household is either elderly or disabled (if there is no spouse or co-head); or
- Be a family where the head of household and the spouse/co-head is either elderly or disabled (if there is a spouse or co-head).

Example 1: Head of household is elderly and the spouse is elderly. The family would receive benefit of the working preference.

- Example 2: The head of household is disabled. The spouse is neither elderly nor disabled. This family would not receive benefit of the working preference. In order to receive such preference, the spouse would need to meet the working or school requirements as outlined above.

~~**Set-a-side Vouchers**—A local preference will be given to applicants that have been referred by the local service agencies partnering with the HACSB and providing services to meet a special need, based on funding availability. All referrals must meet Section 8 Housing guidelines, Chapter 3-111.D. Continued Section 8 assistance is contingent upon maintaining program eligibility which includes, complying with the servicing agency's specific program requirements. The HACSB has the following Set-a-side voucher preferences:~~

~~**Homelessness Preference**—The HACSB has a local preference for homeless families or those at risk of being homeless that are currently living in “transitional” housing and receiving supportive services. Eligibility criteria to be determined by local service agencies partnering with the HACSB and providing services in an effort to address chronic homelessness.~~

~~**Family Unification Program (FUP) Preference:** The Family Unification Program is jointly administered by the County of Ventura's Children and Family Services Division of the Human Services Agency and the Housing Authority. All applicants must be referred by Children and Family Services and must be receiving services through Children and Family Services Division at the time of application.~~

~~**Farm Worker Housing Preference**—The HACSB has a local preference for farm worker families impacted by overcrowding, overpayment and likely to have greater difficulty in finding decent, affordable housing due to their very limited income and the often-unstable nature of their employment. Eligibility criteria to be determined by local service agencies partnering with the HACSB and providing supportive services to the farm worker families.~~

~~**Aged-Out Foster Youth Preference**—The HACSB has a local preference for youth legally emancipated & deemed an adult before they are 18 or “Aged Out” of a foster care program. Eligibility criteria to be determined by local service agencies partnering with the HACSB and providing services to promote self-sufficiency.~~

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Maximum Number of Local Preferences

The HACSB may elect to limit the maximum number of certain local preferences as identified on the following table:

Local Preference Limitations for Set-a-side Vouchers

Type of Local Preference	Maximum Number of Families
Homelessness	28
Family Unification Program (FUP)	12
Farm Worker Housing	5
Aged-Out Foster Youth	3



HOUSING AUTHORITY OF THE CITY OF SAN BUENAVENTURA

PUBLIC HOUSING PROGRAM

2014 Proposed changes to the Admissions and Continued Occupancy Policy

*New policy and clarifications are highlighted in **yellow** and underlined

*Current policy removed using ~~strikethrough~~

Chapter 4

APPLICATIONS, WAITING LIST AND TENANT SELECTION

PART II: MANAGING THE WAITING LIST

4-II.A. OVERVIEW

The PHA must have policies regarding the type of waiting list it will utilize as well as the various aspects of organizing and managing the waiting list of applicant families. This includes opening the list to new applicants, closing the list to new applicants, notifying the public of waiting list openings and closings, updating waiting list information, purging the list of families that are no longer interested in or eligible for public housing, and conducting outreach to ensure a sufficient number of applicants.

In addition, HUD imposes requirements on how the PHA may structure its waiting list and how families must be treated if they apply for public housing at a PHA that administers more than one assisted housing program.

Definition of “Homeless” [Notice PIH 2013-15]

For the purposes of the PHA’s tenant selection policies, the following definition of “homeless” shall apply in awarding preference to a family:

An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- a. An individual or family 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; or
- b. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters,

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transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low- income individuals); or

- c. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

Any individual or family who:

- a. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; and
- b. Has no other residence; and
- c. Lacks the resources or support networks, e.g., family, friends, and faith- based or other social networks, to obtain other permanent housing

4-III.B. SELECTION METHOD

Local Preferences [24 CFR 960.206]

PHAs are permitted to establish local preferences and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources [24 CFR 960.206(a)].

HACSB Policy

HACSB will select families from the waiting list as follows:

1. Families who are permanently displaced due to local (within HACSB's jurisdiction) government action will be selected first from the waiting list.
2. Families of federally declared disasters who are Section 8 voucher holders or public housing residents in another jurisdiction will be selected second from the waiting list.
3. Families that have been terminated from HACSB's HCV program due to insufficient funding will be selected third from the waiting list.

After families identified above are selected from the waiting list, HACSB will select families based on the total number of points families receive when the following preferences are applied. Families with the highest number of points will be selected first. Among families with equal points, families with the earliest date and time of application will be selected first. A family can earn no more than a maximum of 4 points.

One (1) point will be given to a family that is:

- An Elderly Family (head of household, spouse, or co-head is 62 years of age or older); or,

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- A family that contains a disabled family member; or,
- A family whose head of household is a U.S. Veteran (unless they received a dishonorable discharge); or,
- A family whose head of household is a surviving spouse of a Veteran; or
- A family with minor children.

One (1) point will be given to families:

- **That contain minor children who meet the definition of “homeless” in § 4-II.A above and are referred by an agency or consortium of agencies in accordance with referral agreements with the HACSB. Assistance will be particularly targeted toward those referred families who qualify as “chronically homeless” in accordance with 24 C.F.R. § 578.3.**

One (1) point will be given to families who qualify for the Residency Preference.

In order to qualify for the residency preference, the head of household, spouse, or co-head must:

- Hold legal residence within HACSB’s jurisdiction (includes a homeless family who previously resided within the HACSB’s jurisdiction but are currently residing in a county sponsored shelter); or
- Work within HACSB’s jurisdiction; or
- Have been hired to work within HACSB’s jurisdiction.

One (1) point will be given to families who qualify for the Working Preference.

In order to qualify for the working preference, the head of household, spouse, or co-head must meet one of the following criteria:

- Be currently working, and have worked a minimum of 20 hours a week for the last three months; or
- Be currently enrolled and fully participating in the educational program as a full-time student in school or in a qualified training program; or
- Be currently working and have worked a minimum of 16 hours a week for the last three months AND be currently enrolled at least part-time in school or in a qualified training program.

The HACSB defines training program as “a learning process with goals and objectives, generally having a variety of components, and taking place in a series of sessions over a period to time. It is designed to lead to a higher level of proficiency, and it enhances the individual’s ability to obtain employment. It may have performance standards to measure proficiency. Training may include, but is not limited to: (1) classroom training in a specific occupational skill, (2) on-the-job training with wages subsidized by the program, or (3) basic education” [expired Notice PIH 98-2, p. 3].

Public Housing Admissions & Continued Occupancy Policy

- Be a family where the head of household is either elderly or disabled (if there is no spouse or co-head); or
- Be a family where the head of household and the spouse/cohead is either elderly or disabled (if there is a spouse or co-head).

Example 1: Head of household is elderly and the spouse is elderly. The family would receive benefit of the working preference.

Example 2: The head of household is disabled. The spouse is neither elderly nor disabled. This family would not receive benefit of the working preference. In order to receive such preference, the spouse would need to meet the working or school requirements as outlined above.

Chapter 12

TRANSFER POLICY

PART III: TRANSFERS REQUESTED BY TENANTS

12-III.B. TYPES OF RESIDENT REQUESTED TRANSFERS

HACSB Policy

The types of requests for transfers that the HACSB will consider are limited to requests for transfers to alleviate a serious or life threatening medical condition, transfers due to a threat of physical harm, reasonable accommodation, transfers requested due to planned transfer of assistance under the Rental Assistance Demonstration (RAD) program, and transfers to a different unit size as long as the family qualifies for the unit according to the HACSB's occupancy standards. No other transfer requests will be considered by the HACSB.

The HACSB will consider the following as high priority transfer requests:

When a transfer is needed to alleviate verified medical problems of a serious or life-threatening nature;

When there has been a verified threat of physical harm. Such circumstances may, at the HACSB's discretion, include an assessment by law enforcement indicating that a family member is the actual or potential victim of a criminal attack, retaliation for testimony, a hate crime, or domestic violence, dating violence, sexual assault, or stalking;

When a family requests a transfer as a reasonable accommodation. Examples of a reasonable accommodation transfer include, but are not limited to, a transfer to a first floor unit for a person with mobility impairment, or a transfer to a unit with accessible features;

When a family requests a transfer to another public housing unit due to the HACSB's plan to transfer the public housing assistance of the residents' unit under the RAD program

The HACSB will consider the following as regular priority transfer requests:

Public Housing Admissions & Continued Occupancy Policy

When a family requests a larger bedroom size unit even though the family does not meet the HACSB's definition of overcrowded, as long as the family meets the HACSB's occupancy standards for the requested size unit.

Transfers requested by the tenant are considered optional for the tenant.

12-III.E. COST OF TRANSFER

The PHA must pay moving expenses to transfer a resident with a disability to an accessible unit as an accommodation for the resident's disability [Notice PIH 2006-13].

HACSB Policy

The resident will bear all of the costs of transfer s/he requests. However, the HACSB will bear the transfer costs when the transfer is done as a reasonable accommodation.

The HACSB will assist with the reasonable costs of transfers that have been requested by residents because the HACSB is planning to transfer the public housing assistance of the residents' unit under the Rental Assistance Demonstration (RAD) program.

PART IV: TRANSFER PROCESSING

12-IV.B. TRANSFER LIST

HACSB Policy

The HACSB will maintain a centralized transfer list to ensure that transfers are processed in the correct order and that procedures are uniform across all properties.

Emergency transfers will not automatically go on the transfer list. Instead emergency transfers will be handled immediately, on a case by case basis. If the emergency will not be finally resolved by a temporary accommodation, and the resident requires a permanent transfer, that transfer will be placed at the top of the transfer list.

Transfers will be processed in the following order:

1. Emergency transfers (hazardous maintenance conditions)
2. High-priority transfers (verified medical condition, threat of harm or criminal activity, reasonable accommodation, and transferred assistance through RAD Conversions)
3. Transfers to make accessible units available
4. Demolition, renovation, etc.
5. Occupancy standards
6. Other PHA-required transfers
7. Other tenant-requested transfers

Within each category, transfers will be processed in order of the date a family was placed on the transfer list, starting with the earliest date.

HACSB Annual Plan FY 2015: §6.0(a) Revised Elements

Public Housing Admissions & Continued Occupancy Policy

With the approval of the CEO, HACSB may, on a case-by-case basis, transfer a family without regard to its placement on the transfer list in order to address the immediate need of a family in crisis.

Demolition and renovation transfers will gain the highest priority as necessary to allow HACSB to meet the demolition or renovation schedule.

Transfers will take precedence over waiting list admissions unless HACSB is experiencing serious unit vacancy issues at which time only emergency and reasonable accommodation transfers will take precedence over waiting list admissions.

Public Housing Admissions & Continued Occupancy Policy

Chapter 17

SMOKE-FREE POLICY

Scope:

This policy applies to specific properties: ~~(pilot program) for The p~~Palms Apartments, 137 S. Palm St.; Gregory Gardens, 9620 Telephone Road; 1079 Johnson Drive; 1055 Johnson Drive; 9054/9092 Telephone Road (Buena Vida family units); and Buena Vida Senior Apartments, 9050 Telephone Rd. and a All persons entering a Housing Authority of the City of San Buenaventura smoke free property, including HACSB residents, their guests and visitors, HACSB contractors, and HACSB employees.

For the coordination with the CoC, through the City (previous role as a direct CoC funding recipient), now as a member of the Countywide CoC Alliance, which includes jurisdictions and service providers throughout Ventura County, the needs of the homeless continue to be addressed. In previous years, such projects as: permanent supportive housing units for transitional youth, ages 18-25, have been rehabilitated by the Many Mansions organization and the OHA has been awarded Shelter-Plus Care vouchers. More recently, CoC renewals have allowed Khepera House agency to operate transitional housing; Community Action of Ventura County agency to assist the homeless people to find permanent housing through a new approved project, a homeless drop-in center, with case management; and Kingdom Center (known as Gabriel's House) to operate transitional housing for women with children. Through the recent collaborative efforts of the Countywide CoC Alliance, Khepera House, Turning Point Foundation and Many Mansions have received renewals of funding from 2014 CoC that allow the continuation of their projects within the City. Community Action of Ventura County has received a new allocation for property rehabilitation. The VCHSA has also received renewal funding which will allow the agency to continue to assist City homeless persons through the operation of the Homeless Management and Information System and the Rapid Rehousing program; and the Homeless Prevention Program. OHA proposes to set aside 15 vouchers for homeless preference, administers 36 VASH vouchers currently and expects to receive 10 more.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate HESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by HESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

During the City's federal FY 2015 HESG application review process the CoC appoints a member from its body to serve on the HESG review panel. Additionally, the CoC's Data Performance and Evaluation Sub Committee are tasked with establishing performance measures and new policies and procedures for all homeless grant funds and activities. The HMIS Steering Committee is tasked with developing the policies and procedures that govern HMIS.

MEMORANDUM OF UNDERSTANDING

BETWEEN

**COUNTY OF VENTURA HUMAN SERVICES AGENCY
AND
VENTURA COUNTY CONTINUUM OF CARE ALLIANCE**

FOR

HOMELESS MANAGEMENT INFORMATION SYSTEM SERVICES

January 2016

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This Memorandum of Understanding (MOU) is entered into effective January 1, 2016 between the County of Ventura Human Services Agency (HSA) and the Ventura County Continuum of Care Alliance (The Alliance) for the purpose of identifying the agreed upon responsibilities, terms and conditions relating to the provision of Homeless Management Information Systems (HMIS) services to homeless service provider agencies in Ventura County.

PURPOSE

This MOU establishes HSA as the Homeless Management Information System (HMIS) Lead Agency for the Alliance and defines the roles and specific responsibilities of each party related to key aspects of the governance and operation of the HMIS Program. The terms and uses of HUD funds are governed by the HUD CoC grant agreement and applicable rules. The authority to apply for and receive funds as the HMIS designated Lead is not transferable without joint agreement of The Alliance and HSA.

HMIS is mandated by the U.S. Department of Housing and Urban Development (HUD) for all communities and agencies receiving HUD Continuum of Care (CoC) and Emergency Solutions Grant Program (ESG) funding. HMIS is essential to efforts to coordinate client services and inform community planning and public policy. Through HMIS, homeless individuals benefit from improved coordination in and between agencies, informed advocacy efforts, and policies that result in targeted services. Analysis of information gathered through HMIS is critical to the preparation of a periodic accounting of homelessness in Ventura County, including required HUD reporting.

The parties to this MOU recognize that thorough and accurate capture and analysis of data about homeless services and individuals is a critical program priority for the community to ensure necessary service delivery and systems planning, effective resource allocation and advocacy, and thus share a mutual interest in successfully implementing and operating HMIS countywide.

ORGANIZATION AND MANAGEMENT

I. Joint Alliance and HSA Responsibilities

The Alliance and HSA will work cooperatively to:

- a. Prepare the Collaborative application and other applications for financial support of the HMIS and ensure both parties are in agreement with the content in any such applications prior to formal submission and
- b. Comply with all HMIS policies and procedures and any amendments thereto.

II. Ventura County Continuum of Care Responsibilities

The Alliance serves as the lead HMIS Program governance body, providing oversight, project direction, policy setting, and guidance for the HMIS Program. The Alliance exercises all its responsibilities for HMIS governance through the **HMIS Steering Committee** effective as of the date of the authorization of this MOU. These responsibilities include:

- a. Ensuring and monitoring compliance with relevant HUD regulations and standards;
- b. Recording official minutes for all approvals, resolutions, and other key decisions of The Alliance that may be required by HUD rules related to the HMIS governing body;
- c. Designating an organization that has the necessary capacity to serve as the HMIS Lead Agency;

- d. Authorizing HSA, as the HMIS Lead Agency, to apply for and administer HUD HMIS funds;
- e. Serving as the “gatekeeper” regarding data obtained from HMIS;
- f. Approving policies for the use of the software by HMIS and any changes to the software utilized by the HMIS Lead Agency;
- g. Reviewing and approving standardized HMIS Program operational agreements, policies, and procedures;
- h. Reviewing data quality standards and plans, and establishing protocols for addressing Contributing Homeless Organizations’ (CHO) compliance with those standards;
- i. Promoting effective use of HMIS data, including the measurement of the extent and nature of homelessness, the utilization of homeless services and programs over time, and the effectiveness of homeless programs;
- j. Using HMIS data to inform CoC program and system design and to measure progress toward implementation of the Ventura County Recalibrated Ten-Year Plan to End Homelessness as well as other goals established by The Alliance;
- k. In collaboration with HMIS Lead Agency, ensure that agencies provide local information as necessary for compilation of the annual Housing Inventory Count (HIC) and Annual Homeless Assessment Report (AHAR);
- l. In collaboration with HMIS Lead Agency, encourage participation in the HMIS (and broader Continuum of Care) programs by all those working in homeless prevention and assistance programs and other mainstream programs serving homeless people or working to prevent homelessness;
- m. Encouraging support of the policies and procedures approved by the HMIS Steering Committee;
- n. Dedicating sufficient financial support to the HMIS Lead Organization and assisting in identifying and advocating for additional resources to maintain the HMIS system;
- o. Providing guidance to the HMIS Lead agency pertaining to HUD regulations governing HMIS systems;
- p. Responding to inquiries from media in coordination with The Alliance;
- q. Holding HSA harmless for any data breach that may occur by CHO and/or other authorized entities through the use of the HMIS; and
- r. Adhering to all client confidentiality, regulatory and statutory guidelines.

III. Ventura County Human Services Agency Responsibilities

HSA serves as the Lead Agency for the HMIS Program, managing and administering all HMIS operations and activities. HSA exercises these responsibilities in conjunction with the HMIS Steering Committee. These responsibilities are contingent on continued receipt of the appropriate HUD and The Alliance grant funding. These responsibilities include:

1. HMIS Governance

- a. Providing staffing for operation of the Homeless Information Management System (HMIS), HMIS program administration and system administration;
- b. Collecting participation fees from each CHO;
- c. Supporting the consistent contribution of data that meet all HUD-established data standards;
- d. Working with The Alliance to facilitate participation by all those working in homelessness prevention and assistance programs and other programs, as designated by The Alliance, to participate in HMIS;
- e. Facilitating and managing HMIS Steering Committee meetings;
- f. Responding to The Alliance and HMIS Steering Committee directives; and

- g. Providing access to data needed to inform The Alliance's progress toward achieving its Updated Ten Year Plan to End Homelessness goals.

2. HMIS Program Administration

- a. Managing and maintaining mechanisms for soliciting, collecting and analyzing feedback from end users, CHO program managers, directors and homeless persons;
- b. Upon adoption by The Alliance, ensuring that HMIS goals are carried out and regularly reviewed;
- c. Upon adoption by The Alliance, implementing written policies and procedures for the operation of the HMIS Program, including requirements and standards for any CHO, and providing for the regular update of these procedures as required due to changes in policy;
- d. Ensuring compliance with record retention regulations per HUD standards;
- e. Upon adoption by The Alliance, implementing a security plan consistent with requirements established by HUD, and reviewing and updating this plan annually according to the most current HUD regulations and/or guidance;
- f. Upon adoption by The Alliance, implementing a disaster recovery plan consistent with requirements established by HUD, and reviewing and updating this plan annually according to the most current HUD regulations and/or guidance;
- g. Upon adoption by The Alliance, implementing a privacy policy specifying data collection limitations; purpose and use limitations; allowable uses and disclosures; openness description; access and correction standards; accountability standards; process and protections for victims of domestic violence; and reviewing and updating this plan annually according to the most current HUD regulations and/or guidelines; and
- h. Upon approval by The Alliance, executing HMIS Participation Agreements with each CHO, including:
 - 1. Obligations and authority of the HMIS Lead and the CHO;
 - 2. Protocols for participation in HMIS;
 - 3. Requirements of the policies and procedures by which the CHO must abide;
 - 4. Sanctions for violating the HMIS Participation Agreement; and
 - 5. Terms of sharing and processing Protected Identifying Information between the HMIS Lead and the CHO.

3. HMIS Grant Administration

- a. Preparing and submitting Notice of Funding Availability (NOFA) Project Applications for HMIS HUD grants;
- b. Providing the required local match and leverage for the HMIS grant;
- c. Creating an annual budget outlining resource allocations to meet HMIS program requirements;
- d. Providing funding to eligible HMIS activities with eligible matching revenues to serve as the HUD-required match;
- e. Managing spending for HUD grant;
- f. Managing the reimbursement payment process and maintain records of all reimbursement documents, funds, approvals, denials, and other required or relevant records;
- g. Ensuring accurate and regular (quarterly, at minimum) drawdowns of HUD HMIS grant funds;
- h. Completing and submitting the Annual Performance Report (APR) for the HMIS grant; and

- i. Communicating directly with HUD representatives (with copy to Collaborative Applicant from County Executive Office, Community Development) regarding issues and questions relating to HMIS grant management, application, invoices and other HMIS related topics.

4. HMIS System Administration

- a. Overseeing the day-to-day administration of the HMIS application;
- b. Managing training for all authorized users of the system;
- c. Coordinating licensing with vendors of all HMIS software;
- d. Ensuring all HMIS software meets the minimum data and technical functionality requirements established by HUD in rule or by notice, including non-duplication of data, data collection, maintenance of historical data, reporting and any other requirements established by HUD;
- e. Ensuring adequate HMIS data processing capabilities, including collection, maintenance, use, privacy, security, and confidentiality protections;
- f. Under the direction of The Alliance, providing access to reports that support the AHAR; ESG Consolidated Annual Performance and Evaluation Report (CAPER); CoC APR; HMIS Data Quality Reports; and additional reports as may be prepared and provided based on business needs as approved by the HMIS Steering Committee;
- g. Overseeing changes to the HMIS; and
- h. Attending HUD HMIS training as needed and in compliance with HUD regulations; and
- i. Updating the contact list of HMIS administrators for all CHO in conjunction with annual Participation Agreement updates as reported by the CHO.

5. HMIS End-User Administration

- a. Providing technical assistance and support;
- b. Documenting technical issues experienced by providers;
- c. Developing and delivering a comprehensive training curriculum including accompanying tools and resources, that:
 - i. Includes, but is not limited to, data entry requirements and techniques, client confidentiality and privacy requirements, data security and data quality;
 - ii. Requires all authorized end users to participate in training as per the Policies and Procedures approved by the HMIS Steering Committee.
- d. Managing and evaluating the collection of signed end-users agreements, confidentiality forms and receipt and acceptance of HMIS Policies and Procedures.

6. HMIS Data Quality and Compliance Monitoring

- a. Consistent with the data quality plan, providing access to reports that support the established data quality benchmarks for CHOs, including bed coverage rates, service-volume coverage rates, missing/unknown value rates, timeliness criteria, and consistency criteria;
- b. Consistent with the data quality plan, running and disseminating data quality reports on a quarterly basis to CHO indicating levels of data entry completion;
- c. Consistent with the data quality plan, providing quarterly reports on HMIS data quality to The Alliance; and
- d. Through access to reports and an annual review process, supporting CHO security officers' compliance with HMIS participation requirements, policies and procedures, privacy standards, security requirements, and data quality standards per the process outlined in the Participation Agreement and approved by the HMIS Steering Committee.

DURATION AND TIMELINE

This MOU shall be in effect from **January 1, 2016 to December 31, 2017**. An annual review will be conducted by the parties to ensure compliance with HUD regulations and to address any necessary changes to any language herein.

GENERAL PROVISIONS

1. This MOU may be amended by written mutual consent of the parties.
2. This MOU may be terminated by any of the parties with or without cause upon 30 days' written notice.
3. It is understood that the parties shall be subject to examination and audit by authorized personnel of any records associated with the provision of services, claims to obtain funding, and payment records. The examination and audit shall be confined to those matters connected with the performance of this MOU.
4. This MOU is not in effect nor enforceable until signed by the parties. All parties shall comply with and respect all applicable rules, laws, regulations and policies including those regarding confidentiality of client information.
5. Fees - A participation fee will be charged to each of the CHO based on a rate schedule as approved by the County of Ventura's Board of Supervisors.

NOTICES

Any notice required or permitted to be given under this MOU shall be in writing and shall be served by registered mail or personal service upon the other party. When served by registered mail, delivery shall be conclusively deemed to have occurred three (3) days after deposit in the United States mail, postage prepaid, addressed to the party to whom such notice is to be given as hereinafter provided.

Notice to HSA shall be addressed as follows:




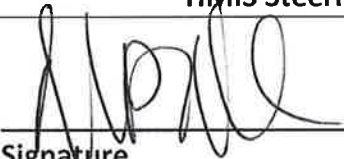
Barry L. Zimmerman, Director
Human Services Agency
855 Partridge Drive
Ventura, CA 93003

Notice to The Alliance shall be addressed as follows:

Mike Taigman, CoC Board Chairperson
Community Development, Continuum of Care
800 S. Victoria Avenue, L#1940
Ventura, CA 93009

(Signatures on next page.)

IN WITNESS WHEREOF, The Alliance, HSA, the Collaborative Applicant of The Alliance, and the HMIS Steering Committee Chair have executed this MOU on the dates indicated and for the parties set forth below.

Ventura County Continuum of Care	County of Ventura Human Services Agency
 Signature	 Signature
<u>MIKE TAIGMAN</u> Chairperson, CoC Board	<u>BARRY L. ZIMMERMAN</u> Director
Date: <u>1-28-16</u>	Date: <u>1/20/2016</u>
Ventura County Collaborative Applicant	Ventura County HMIS Steering Committee
 Signature	 Signature
<u>Christy Madden</u> Deputy Executive Officer Community Development	<u>Marissa P. Mach</u> Committee Chairperson
Date: <u>1/28/16</u>	Date: <u>1/19/2016</u>

Performance Measurement Module (Sys PM)

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.

Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH		1098		38			9	
1.2 Persons in ES, SH, and TH		1383		90			23	

b. Due to changes in DS Element 3.17, metrics for measure (b) will not be reported in 2016.

This measure includes data from each client's "Length of Time on Street, in an Emergency Shelter, or Safe Haven" (Data Standards element 3.17) response and prepends this answer to the client's entry date effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	-	-	-	-	-	-	-	-
1.2 Persons in ES, SH, and TH	-	-	-	-	-	-	-	-

Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months (0 - 180 days)		Returns to Homelessness from 6 to 12 Months (181 - 365 days)		Returns to Homelessness from 13 to 24 Months (366 - 730 days)		Number of Returns in 2 Years	
		# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO	53	2	4%	4	8%	1	2%	7	13%
Exit was from ES	32	1	3%	3	9%	10	31%	14	44%
Exit was from TH	188	5	3%	3	2%	10	5%	18	10%
Exit was from SH									
Exit was from PH	161	1	1%	1	1%	0	0%	2	1%
TOTAL Returns to Homelessness	434	9	2%	11	3%	21	5%	41	9%

Performance Measurement Module (Sys PM)

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	Previous FY PIT Count	2015 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	1428	1417	-11
Emergency Shelter Total	240	304	64
Safe Haven Total	10	11	1
Transitional Housing Total	268	145	-123
Total Sheltered Count	518	460	-58
Unsheltered Count	910	957	47

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Previous FY	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons		1399	
Emergency Shelter Total		1049	
Safe Haven Total		52	
Transitional Housing Total		342	

Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		80	
Number of adults with increased earned income		1	
Percentage of adults who increased earned income		1%	

Performance Measurement Module (Sys PM)

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		80	
Number of adults with increased non-employment cash income		3	
Percentage of adults who increased non-employment cash income		4%	

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		80	
Number of adults with increased total income		3	
Percentage of adults who increased total income		4%	

Metric 4.4 – Change in earned income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		167	
Number of adults who exited with increased earned income		45	
Percentage of adults who increased earned income		27%	

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		167	
Number of adults who exited with increased non-employment cash income		46	
Percentage of adults who increased non-employment cash income		28%	

Metric 4.6 – Change in total income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		167	
Number of adults who exited with increased total income		65	
Percentage of adults who increased total income		39%	

Performance Measurement Module (Sys PM)

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.		1226	
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.		249	
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)		977	

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.		1408	
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.		300	
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)		1108	

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in 2016.

Performance Measurement Module (Sys PM)

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

	Previous FY	Current FY	Difference
Universe: Persons who exit Street Outreach		338	
Of persons above, those who exited to temporary & some institutional destinations		71	
Of the persons above, those who exited to permanent housing destinations		101	
% Successful exits		51%	

Metric 7b.1 – Change in exits to permanent housing destinations

	Previous FY	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited		1349	
Of the persons above, those who exited to permanent housing destinations		399	
% Successful exits		30%	

Metric 7b.2 – Change in exit to or retention of permanent housing

	Previous FY	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH		235	
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations		225	
% Successful exits/retention		96%	