

**County of Ventura**  
**Homekey + Request for Project Proposals**  
**Date of Issuance: December 17, 2024**

The County of Ventura (“County”) is pleased to request Project Proposals from qualified partners (“Responder(s)”) interested in collaborating with the County to apply for State of California Homekey + program funds to acquire, develop, and own/manage one or more properties (hereinafter referred to as the “Project”) to provide permanent housing for individuals with mental health or substance use disorders who are at-risk of, or experiencing, homelessness (the “Target Population”). Funding set-asides under the Homekey + program focused on providing permanent housing for veterans and youth are included as part of the State of California Department of Housing and Community Development’s (“HCD”) Homekey + Notice of Funding Availability (“NOFA”).

***Overview of Homekey +***

Proposition 1, passed by California voters in March of 2024, is a critical step in advancing the state’s goals to reduce homelessness and protect our most vulnerable populations through important changes to the Mental Health Services Act (MHSA). Proposition 1 includes the Behavioral Health Services Act (BHSA) and the Behavioral Health Infrastructure Bond Act (BHIBA). Homekey + is the Permanent Supportive Housing component of the BHIBA. Additional funds for Homekey + are available from the Homeless Housing Assistance, and Prevention (HHAP) Homekey + Supplemental funding, made available in the 2023-24 and 2024-25 state budgets.

Responders should carefully review Homekey + program materials. Information about Homekey + and the Homekey + program is available at HCD’s Homekey + website, located at: [Homekey+ | California Department of Housing and Community Development](#).

Authorizing legislation and Applicable Law for the Homekey + program is set forth in Section 101 of the NOFA.

***Homekey + Timeline***

HCD has set forth the following timeline for Homekey + (Section 102 of the NOFA):

- NOFA Release – November 26, 2024
- Stakeholder Webinar – January 2025 (to be announced)
- Application Release – Late January 2025
- Final Application Due Date, Gap Financing: March 14, 2025
- Final Application Due Date, All Other Projects: May 30, 2025, or until funds are exhausted, whichever occurs first.
- Award Announcements: continuous, expected to begin June 2025

To best position the County to apply for funding as early as possible, the County’s evaluation process will follow the following timeline:

**Request for Projects – Homekey +**



Release of Request for Projects: December 17, 2024

The County will consider all complete Project Proposals received by 5:00 p.m. PST on January 14, 2025.

As Homekey + is generally an over-the-counter process, time is of the essence in responding to HCD's Homekey + NOFA. All complete submissions received by the January 14<sup>th</sup> deadline will be evaluated competitively against one another by the County. However, if **complete** Project Proposals that would likely meet HCD scoring threshold for award and meet County priorities are received in advance of the County's January 14<sup>th</sup> deadline, the County reserves the right to evaluate and select Projects in advance of the deadline.

Additional Project Proposals received after the January 14<sup>th</sup> deadline will be evaluated until one of the following occur (whichever occurs first):

1. The Homekey + NOFA application periods close;
2. Homekey + funding is exhausted; or
3. At its sole discretion, the County's local match, ability to commit to services, and/or capacity to serve as Lead Applicant is exhausted.

Pre-Application Consultations with HCD for successful Projects under this solicitation will be scheduled as soon as the County has evaluated projects and prepared staff recommendations to the Board of Supervisors for approval.

### ***Project Proposal Submission Requirements***

For a Project to be considered by the County, the following minimum information should be submitted to the County. If other information or documents are available that are required for Homekey + submission to HCD or would demonstrate Project feasibility, Responders are welcome to submit it for consideration.

1. Name of local jurisdiction serving as the Homekey + Lead Applicant. The Responder may request that the County serve in this capacity.
2. The type and extent of all other assistance requested from the County, including but not limited to assistance providing supportive services, and capital/operational match.
3. Name of entity(ies) submitting this Project Proposal and any Co-Applicants, with roles clearly identified (e.g., owner, property manager, services provider, developer, etc.). All known Co-Applicants should be disclosed.
4. Primary contact person(s) for each proposed Co-Applicant, including mailing addresses, email addresses, and phone numbers.
5. Description of the Project's ultimate ownership structure.
6. Documentation of conversations with and disclosure of any proposed contributions from the local jurisdiction where the Project is located. Please provide the name and contact information of representative(s) from the local jurisdiction involved in the Project.

7. Description of the proposed Homekey + Project site, including the name (if available), full address, APN(s), zoning, and a description of the current use of the site.
8. Description of current and anticipated site control. Please include copies of available site control documentation (for example a Purchase and Sales Agreement, Option Agreement, Grant Deed, etc.).
9. Is the Project eligible for Homekey + Streamlining as set forth in Appendix C of the NOFA?
10. Project Concept, including:
  - a. Type of project. Reference Sections 201 (Eligible Uses), 202 (Eligible Projects), 303 (Single-Family Scattered Site Housing Requirements), 501 (New Construction Cost Containment) and 502 (Gap Financing) of the NOFA.
  - b. Number of Homekey + units to be created.
  - c. Number and description of any non-Homekey + units, and identification of committed funding sources for non-Homekey + units, per Section 304(i) of the NOFA.
  - d. Description of the Target Population including any Homekey + eligible subpopulations (Veterans, Transition Aged Youth).
  - e. Projected timeline with milestones to completion. The Responder should demonstrate a clear path to Project completion in alignment with the Program Deadlines set forth in Section 204 of the NOFA.
11. Financial analysis utilizing the excel format provided in Exhibit B, including at a minimum:
  - a. Sources of Funds. Include all other sources of funds necessary to complete and operate the Project. The description should name each funding source and the general terms and conditions of each source. If funding is not firmly committed, a description of the timing and likelihood of obtaining the source should be provided. Any applicable funding commitment expirations must also be disclosed.
  - b. For all Projects with federal funds contemplated, provide a description of the status of the National Environmental Policy Act (NEPA) Environmental Review.
  - c. Development budget, including a description of how development costs were estimated.
  - d. Rent Revenue, explaining rent assumptions for the Homekey + Target Population and any other non-Homekey + units proposed. Please describe any anticipated operating subsidies and their commitment status.
  - e. Proposed operating budget including revenue (from the Rent Revenue tab) and expenses. A description of how operating costs were estimated is required. Operating budgets should reflect actual anticipated costs to operate the program and should not be directly tied to the amount available per unit for operating awards from Homekey +.
  - f. 20-year operating proforma.
  - g. Capital Award and Match Calculation (Section 205 of NOFA)
  - h. Copies of all award letters demonstrating funding committed to the Project for development and/or operations must be attached.
12. Supportive Services Plan. Under Homekey +, the provision of a Supportive Services Plan, as described in Section 302 of the NOFA, is a key consideration.

- a. Responses should identify the name of the Lead Service Provider responsible for coordinating all Homekey + required services as well as any other services partners identified to support the Target Population. Responses should include how the project will link and leverage Behavioral Health services needed for the Target population. While a full services plan is not required to be submitted with this response, the matrix included in Exhibit “1” should be completed with the best information available, including any known gaps.
  - b. The County Behavioral Health Department may, upon request, be able to offer commitments for field based behavioral health and substance use disorder services.
  - c. Recent system reforms have identified some supportive services as eligible costs under the CalAIM MediCal Expansion. The Lead Services Provider and other Services Providers are strongly encouraged to set forth a commitment to leverage eligible services funding through CalAIM to ensure that they are leveraging all available funding for services before requesting additional support from the County.
13. A description of all other Homekey + projects any of the co-applicants are contemplating state-wide.
14. Explanation of the Responder’s capacity to undertake this Project, including staffing, capital, assets, and all other necessary resources needed to fulfill the Project.
15. Documentation of Responder’s experience as required in Section 300(xix)(a) of the NOFA, including:
- a. Development, ownership, or operation of a project similar in scope and size to the Project; or
  - b. Development, ownership, or operation of at least two affordable rental housing projects in the last 10 years, with at least one of the projects containing at least one unit of housing with a tenant who qualifies as a member of the Homekey + Target Population.
16. Narrative description of the Responder’s experience with Housing First and the Homeless Management Information System (HMIS).
17. Confirmation that the proposed project will be filled through the County’s Coordinated Entry System, Pathways to Home, or a narrative description of what other referral system will be used and why Pathways to Home is not being utilized.
18. Analysis of biggest challenges/barriers to completing the Project.
19. Section 300 of the NOFA sets forth threshold requirements to be met prior to submission of a Homekey + application to HCD. Each Responder shall indicate the status of each of the following required documents and an estimate of when each is anticipated to be available:
- a. Preliminary Title Report
  - b. Detailed development plan that describes the acquisition of the site, completion of rehabilitation and/or construction, and occupancy. Include information on all land use approvals necessary to complete the project.
  - c. Appraisal, prepared no earlier than 12 months prior to Homekey + application submission, if acquisition will be funded with Homekey + or if the property value

will be considered as local match. Appraisals must meet the requirements of the Homekey + Appraisal Guidance document, located at the following website: [Homekey + Appraisal Guidelines](#).

- d. If rehabilitation or conversion of an existing building is contemplated, provide:
    - i. Narrative description of the current condition of structures and scope of work to be undertaken; and
    - ii. A Physical Needs Assessment (PNA) or equivalent prepared by a qualified independent third-party contractor dated within 12 months. The PNA must describe the deficiencies to be addressed by the rehabilitation, emergency repairs, health and safety issues and remediation of lead abatement and asbestos, if applicable. The PNA must also include preliminary cost estimates for the repairs.
  - e. Phase I Environmental Site Assessment, prepared or updated by a third-party independent contract within 12 months.
  - f. If recommended by the Phase I Environmental Site Assessment, Phase II Environmental Report.
  - g. Relocation
    - i. Relocation Narrative, describing any anticipated relocation of persons, businesses, and/or farm operations, including an estimate of the number of businesses, households and/or farm operations to be relocated and an estimate of relocation costs.
    - ii. Contract with a qualified consultant for a Relocation Plan and relocation services.
  - h. Property Management and Tenant Selection Policies, consistent with Housing first and Section 302(ii) of the NOFA.
20. Certification from the Responders and all Co-Applicants stating they have reviewed the Homekey + NOFA, and related documents located on HCD's website ([Homekey+ | California Department of Housing and Community Development](#)) and are prepared to comply with all Homekey + requirements.

Please submit your Project Proposal using a numbered list corresponding to the above requests to assist the County in its evaluation.

**Project Proposals must be submitted via e-mail to: Tracy McAulay, Housing Solutions Director, at [tracy.mcaulay@ventura.org](mailto:tracy.mcaulay@ventura.org) no later than 5:00 p.m. on Tuesday, January 14, 2025.** The following County staff should be included in the cc line: [Sara.Sanchez@ventura.org](mailto:Sara.Sanchez@ventura.org).

Questions pertaining to this Request for Projects must be directed to Tracy McAulay, Housing Solutions Director, at [tracy.mcaulay@ventura.org](mailto:tracy.mcaulay@ventura.org) or via phone at (805) 232-1371.

The County is not obligated to provide application support, funding, services or other support to any Project that is selected under this Request and is unsuccessful in leveraging an award of Homekey + funds from HCD.

### *Evaluation*

As part of the evaluation process, County staff will gather information necessary to: verify that the Project meets a priority need and incorporates best practices; confirm support of the local jurisdiction in which the proposed site is located; request information necessary to determine, in County's sole and reasonable discretion, that the Project is feasible and can comply with all Homekey + and other requirements; and determine the availability and appropriateness of requested support from the County, including but not limited to financial commitments, services support, and capacity to serve as a Lead Applicant.

The Target Population of the Homekey + NOFA consists of persons at risk of, or experiencing, homelessness and who are experiencing a mental health or substance use disorders. Project Proposals will be evaluated in partnership between the County Executive Office and the County of Ventura Behavioral Health Department.

As Homekey + is generally an over-the-counter process, time is of the essence in responding to HCD's Homekey + NOFA. All complete submissions received by the January 14<sup>th</sup> deadline will be evaluated competitively against one another by the County. However, if **complete** submissions that would likely meet HCD scoring threshold for award and meet County priorities are received in advance of the County's January 14<sup>th</sup> deadline, the County reserves the right to evaluate and select Projects in advance of the deadline. The County reserves the right in its sole discretion to select one or more Projects to submit to HCD or support with match under the Homekey + NOFA.

The County will review and, at its sole discretion, select Projects that meet the following criteria:

- Provide complete submissions of all information and documentation requested under this Request for Projects;
- Demonstrate Project feasibility; and
- Demonstrate a minimum self-score of 100 points, which is required to be deemed eligible under the Homekey + NOFA. Exhibit B will include a tab for self-scoring Projects.

Preference may be given to Projects that:

- In light of the time sensitivity of the Homekey + program, submit a complete Project Proposal in advance of the County's deadline;
- Have a higher self-score, indicating a higher likelihood of receiving funding;
- Demonstrate qualities that HCD will consider a tie-breaker, as set forth in Section 305 of the NOFA (Scoring Criteria), including: cost-effectiveness; community impact; affirmatively furthering fair housing, innovative housing types; tenant stability; proximity to transit; and services and amenities;
- Demonstrate sustainable operations and/or enforceable financing commitments for other sources of capital/operational funding;
- Request less financial investment from the County;

- Demonstrate stronger project readiness; and
- Demonstrate a strong ability to meet Homekey + milestones without the need for extensions.

County staff will confirm receipt of each Project Proposal received and may request additional information as necessary to fully evaluate each submission.

**Exhibit 1  
Preliminary Identification of Services Providers**

Please note that all Services Plan requirements of the NOFA, set forth in Section 302 will need to be met prior to application to HCD for all projects selected by the County.

Type of Service (as set forth in the NOFA, Section 302(i)(a)(1) – (24))	Services Provider*	Service Provider Committed to Project? Y/N	Location of Service (on or off-site)	NOFA Citation that Each Service Must Meet	Comments
Lead Services Provider				Section 302(i)(a)(1) and 302(i)(c)	
Case Management				Section 302(i)(a)(2)	
Peer Support				Section 302(i)(a)(3)	
Mental Health Care				Section 302(i)(a)(4)	
Substance Use Services				Section 302(i)(a)(5)	
Support in Linking Clients to Physical Health Care				Section 302(i)(a)(6)	
Benefits Counseling and Advocacy				Section 302(i)(a)(7)	
Veteran Services (for projects with units serving veterans)				Section 302(i)(a)(8)	
Housing Retention Skills Training				Section 302(i)(a)(9)	
Services for Persons with				Section 302(i)(a)(10)	



Co-Occurring Mental and Physical Disabilities or Co-Occurring Mental Disorders and Substance Use Disorders not listed above					
Recreational and Social Activities				Section 302(i)(a)(11)	
Educational Services				Section 302(i)(a)(12)	
Employment Services				Section 302(i)(a)(13)	
Services Coordination (linking clients to other services including but not limited to legal, food and clothing assistance, etc.)				Section 302(i)(a)(14)	
Property Management				Section 302(i)(a)(15) & 302(i)(c)	
Physical Health Care				Section 302(i)(a)(16)	
Potential Out-Placements				Section 302(i)(a)(17)	
Representative Payee				Section 302(i)(a)(18)	
Legal Assistance				Section 302(i)(a)(19)	
Attendant Care				Section 302(i)(a)(20)	
Adult Day Care				Section 302(i)(a)(21)	

Parenting Education, Childcare, Family Legal and Counseling services including but not limited to family reunification				Section 302(i)(a)(22)	
Financial Counseling				Section 302(i)(a)(23)	
Domestic Violence Support				Section 302(i)(a)(24)	
Services Specific to Youth (youth projects only)				302(i)(c)	

\* In this cell, enter the name of any identified service provider(s) who are anticipated to support your project. If a service provider has not been identified, enter “unknown”. If the support of the County is requested, enter “County Support Requested”.

**Exhibit 2**  
**Preliminary Project Financial Proforma**

To be released subsequent to this Request for Projects.

Prior to publication of this exhibit, interested Responders may email [tracy.mcaulay@ventura.org](mailto:tracy.mcaulay@ventura.org) to request that the financial proforma format be emailed once it is available.

Responders must include this document in their final submission for consideration.