



VENTURA COUNTY
**CONTINUUM OF
CARE ALLIANCE**

ENDING HOMELESSNESS
IN VENTURA COUNTY

**CALIFORNIA
HOMELESS HOUSING, ASSISTANCE &
PREVENTION PROGRAM
(HHAP)**

PROJECT APPLICATION

NOVEMBER 2019

**Completed Applications Must Be Submitted to:
TARA CARRUTH, PROGRAM MANAGEMENT ANALYST
Tara.Carruth@ventura.org
COUNTY OF VENTURA
CEO - COMMUNITY DEVELOPMENT DIVISION
800 SOUTH VICTORIA AVENUE, VENTURA, CA 93009
NO LATER THAN DECEMBER 19, 2019 BY 5PM**

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GENERAL INSTRUCTIONS:

The County of Ventura's County Executive Office is accepting State of California Homeless Housing, Assistance & Prevention Program (HHAP) applications on behalf of the Ventura County Continuum of Care (VCCoC). The HHAP Program is a \$650 million block grant program designed to provide direct assistance to the 13 largest California cities, counties and Continuums of Care (CoCs) to address the homelessness crisis throughout California. HHAP was signed into law by Governor Gavin Newsom on July 31, 2019.

HHAP funding will be administered by the County Executive Office (Administrative Entity) on behalf of the Ventura County Continuum of Care. All funding decisions will be made through the VCCoC process starting with the CoC Data, Performance & Review Committee with recommendations formulated for the VCCoC Board for final approval. The County of Ventura will work collaboratively with the CoC to make funding determinations for its share of the allocation.

An estimated \$2.1 million dollars in funding will be available for the CoC to fund projects serving individuals and families who are experiencing homelessness or at-risk of homelessness. Final allocations will be posted by the State upon certification of 2019 Point-Time-Count numbers by the U.S. Department of Housing and Urban Development (HUD). A minimum of 8% of funding will be dedicated to projects serving homeless youth or youth at risk of homelessness (unaccompanied youth up to age 24). Applications will be accepted for stand-alone youth programs or programs that include a plan to serve youth. Up to 5% of the allocation may be spent on infrastructure development to support the coordinated entry system or Homeless Management Information System (HMIS). Up to 7% of funding will be retained by the County Executive Office for serving as the grant administrator of the program. Final allocations to Ventura County Jurisdictions will be posted on www.venturacoc.org and shared via email to all CoC Alliance members and stakeholders once available.

Eligible applicants for HHAP funding include cities, county agencies and nonprofit organizations. Applicants are encouraged to demonstrate collaboration and coordination among existing programs and services as the goal of HHAP funding is to enhance and build capacity within the existing service system. Projects proposed should be supported by the jurisdiction(s) in which they plan to operate. Proposals must be for new or expanded capacity projects or projects that can show evidence of an expiring funding source. All project proposals should meet a priority need identified by the Ventura County Continuum of Care and plan to address the immediate homeless crisis within the proposed jurisdiction. Projects should be aligned with the [VC CoC Plan to Prevent and End Homelessness](#) and the [VC CoC Written Standards](#) for delivery of homeless assistance. Applicants should include in their proposal how they plan to sustain programs beyond the one-time HHAP program funding. Proposals must have a plan to meet the expenditure deadlines of June 30, 2025.

HHAP funding shall be used for programs aligned with evidenced-based practices in ending homelessness for all populations. Best practices including but are not limited to: Housing First/low barrier programs, Trauma-Informed Care, Harm Reduction. All California state-funded programs must include a Housing First approach as detailed in AB 1380. Programs aligned with a Housing First approach operate with the understanding that persons experiencing homelessness must have access to a safe place to live, that does not limit length of stay before stabilizing or improving health, reducing harmful behaviors or increasing income. Under Housing First, an individual or family should be assisted in identifying housing and moved into a permanent home as quickly

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as possible. Programs should remove barriers to housing such as requirements of sobriety or absence of criminal history. Housing First values choices not only in where to live but whether to participate in services. In other words, tenants are not required to participate or enroll in services to obtain or retain housing. Proposals should detail how they will align their service delivery with the Housing First approach while assisting program participants with obtaining and maintain housing.

HHAP funded programs must receive referrals through the VC CoC Coordinated Entry system (CES) and utilize HMIS to collect and enter client-level data. Applicants who are not current participating agencies in CES or HMIS will need to work with CoC and HMIS staff to get programs set up if funded. Reports will be submitted to CoC staff quarterly and annually to assess program performance and timeliness of spending.

The Ventura County CoC has identified priorities for funding in its Ventura County Plan to Prevent and End Homelessness. Eligible HHAP uses aligned with local priorities include those listed below. More information on each priority may be found in Attachment A of this RFP.

- 1) **Low Barrier Emergency Shelter Programs/Navigation Centers:** funding for facilities, operations and services for permanent year-round, low-barrier, housing-focused programs (New shelter programs are eligible for HHAP funding based on demonstrated need).
- 2) Support for countywide **Coordinated Entry System** including:
 - a. **Street Outreach:** new dedicated street outreach services with expanded hours (evening/weekend coverage) that will work to engage persons and families living on the streets or encampments and link persons to shelter and housing programs;
 - b. **Housing Navigation Services:** Dedicated staff to work with homeless individuals and families in gathering eligibility documentation and linking to eligible housing programs;
 - c. **Housing Locator Services:** Dedicated Housing Locator(s) to serve the full Ventura County CoC by developing relationships with landlords and/or property managers and identify housing opportunities for persons who are homeless in Ventura County.
 - d. **Landlord Engagement Efforts:** identifying new landlord partners to utilize housing assistance resources including vouchers and rapid rehousing assistance, providing incentives to landlords to participate in housing programs, serving as a liaison between housing programs, supportive services and landlords.
- 3) **Homeless Prevention & Diversion programs:** Programs providing flexible financial resources to prevent individuals and families from becoming homeless in Ventura County;
- 4) **Supportive Services for Permanent Supportive Housing Programs:** housing-focused, engaging services focused on helping tenants remain housed and linking to desired programs and services to support housing retention. Services should be designed to support the most vulnerable households in achieving their housing goals. Proposals will be accepted for expansion of services in existing programs that need additional service capacity and new programs including voucher programs and project-based housing.
- 5) **Permanent Supportive Housing Programs:** new supportive housing programs to serve chronically homeless adults. Referrals will come through the coordinated entry prioritization process.
- 6) **Flexible Housing Subsidies/Rental Assistance including but not limited to:**
 - a. **Master Leasing**
 - b. **Flexible rental subsidies in Rapid Re-Housing Programs** for vulnerable individuals and households that may be short, medium or long term in nature paired with voluntary supportive services.

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Applications should include a program description and a comprehensive budget showing all committed and proposed funding sources.

Application Submittal:

- Submit one (1) copy, including all attachments, via email to: Tara.Carruth@ventura.org
- One application should be submitted for each separate program
- Narrative portions of the application may be submitted on a separate word document limited to 10 total pages.
- Round all dollar amounts to the nearest dollar (i.e. \$4.59 should be rounded to \$5 and \$4.25 should be rounded to \$4); and

All applications will be reviewed for completeness. All or a portion of the application can be denied for the following reasons:

- The application is incomplete and the CoC staff is unable to reasonably determine what the Applicant is proposing or whether the application meets threshold requirements;
- The application does not pass the HHAP or VC CoC Program threshold, such as, if the Applicant or proposed activities are not eligible or programs that are not aligned with evidence-based practices including Housing First.

A. Rating Criteria:

- Program design (30 points)
- Management and past experience (20 points)
- Impact and effectiveness (40 points)
- Cost efficiency and budgeting (10 points)

All applications will be reviewed by staff and the CoC Data, Performance & Evaluation Committee. The Committee will develop final recommendations to be presented to the CoC Board at their January 8, 2020 meeting. Additional consultation will be scheduled with the Ventura County Board of Supervisors for their input on developed recommendations. Letters of support will be solicited by VCCoC staff from overlapping jurisdictions to include in the final application to the State demonstrating their support of the full HHAP application for allocations to Ventura County.

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1. Application Information

Legal Name of Organization: _____

Is the organization a 501(c)? Yes No

Mailing Address: _____

City: _____ Zip: _____

Executive Director Name & Title: _____

Organization Contact Name & Title: _____

Work Phone: _____ Fax: _____

E-mail Address: _____

Organization Website Address: _____

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

Fiscal Agent Contact Name & Title: _____

Work Phone: _____ Fax: _____

E-mail Address: _____

HHAP Priority Need Addressed:

- | | |
|--|--|
| <input type="checkbox"/> Low Barrier Emergency Shelter | <input type="checkbox"/> Coordinated Entry |
| <input type="checkbox"/> Street Outreach | <input type="checkbox"/> Housing Navigation Services |
| <input type="checkbox"/> Housing Location Services | <input type="checkbox"/> Homeless Prevention & Diversion |
| <input type="checkbox"/> Landlord Engagement | <input type="checkbox"/> Master Leasing |
| <input type="checkbox"/> Rental Subsidies | <input type="checkbox"/> Supportive Services for PSH |
| <input type="checkbox"/> Permanent Supportive Housing | <input type="checkbox"/> Other (list below):
_____ |

Number of beneficiaries to be served by the project: _____

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2. Project Information

Title of proposed project: _____

Project Address: _____

City: _____ Zip: _____

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

- | | | |
|--------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Camarillo | <input type="checkbox"/> Fillmore | <input type="checkbox"/> Moorpark |
| <input type="checkbox"/> Ojai | <input type="checkbox"/> Oxnard | <input type="checkbox"/> Port Hueneme |
| <input type="checkbox"/> Santa Paula | <input type="checkbox"/> Simi Valley | <input type="checkbox"/> Thousand Oaks |
| <input type="checkbox"/> Ventura | <input type="checkbox"/> County-wide | <input type="checkbox"/> Unincorporated County |

b. Amount requested for this project: \$ _____

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

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

Note: The amounts for b, c and d should equal the amounts in Section E Project Budget.

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

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

- | | |
|--|--|
| <input type="checkbox"/> Single Adults | <input type="checkbox"/> Seniors |
| <input type="checkbox"/> Families with children | <input type="checkbox"/> Persons with disabilities |
| <input type="checkbox"/> Transitional Age Youth (TAY) 18 to 24 years old | <input type="checkbox"/> Veterans |
| <input type="checkbox"/> Unaccompanied Youth under 18 years old | |

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3. Financial Information

What is your agency's fiscal year? _____

Date of your organizations most recently completed audit (month/year): _____

What fiscal year did this most recent audit include (month/year – month/year): _____

Was this audit conducted in compliance with the Single Audit Act (yes/no)? _____

Does the requirement of 2 CFR 200.501 to submit a fiscal year "Federal Single Audit" apply to your organization, specifically in the last fiscal year (yes/no)? _____

Does your organization have any outstanding audit findings which remain unresolved, outstanding litigation, or other legal issues (yes/no)? _____

If yes, explain:

4. Subrecipients

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

Service Provider/Subrecipient* _____

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5. Program Design

Summarize the project. Describe how the project will benefit the target population(s) and meet an immediate need in addressing homelessness in the Continuum of Care. Describe how this emergency funding will expand capacity or create new resources to shelter and/or house homeless people/families. Identify any best practices that will be utilized. Please include how the program will follow the Housing First/Low Barrier model.

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Describe the intended use of grant funds, ensuring the provision of HHAP-eligible services. Please list other funding sources, if any that have been committed to the project or other funds pending award or notification of award.

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

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

Guidance	Relates to: (check all that apply)
1. Has your agency/service provider adopted the local CoC's Written Standards with regards to the following?	<input type="checkbox"/> Coordinated Entry <input type="checkbox"/> Housing First
2. Does your agency/service provider have Program Rules, Policies and Procedures that address the following?	<input type="checkbox"/> Coordinated Entry <input type="checkbox"/> Housing First
3. Does your agency/service provider commit to adopt and follow the local CoC Coordinated Entry Policies and Procedures?	<input type="checkbox"/> Coordinated Entry <input type="checkbox"/> Housing First

6. Management and Past Experience

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

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7. Impact and Effectiveness

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

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Describe how this program will help achieve improved system performance for the Ventura County homeless services system. Include those that apply to your specific program:

- 1) Reducing the length of time persons remain homeless;
- 2) Decreasing the number of persons who return to homelessness from permanent housing;
- 3) Reducing the unduplicated number of homeless persons;
- 4) Increasing the percentage of adults who gain or increase employment or cash income over time;
- 5) Decreasing the number of persons who become homeless for the first time;
- 6) Increasing number of families, individuals and youth who exit to or retain permanent housing;
- 7) Increasing the number of persons successfully placed in permanent or supportive housing from street outreach, and the number who exit to or retain permanent housing

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8. Sustainability

Please explain plans your agency has for future sustainability of this proposed program and/or service.

A large, empty rectangular box with a thin black border, intended for the applicant to provide details on the sustainability of the proposed program and/or service.

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Agency Certifications

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

The undersigned agency hereby certifies that:

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

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

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

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

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Attachment A

Ventura County Homeless Housing, Prevention & Assistance Program Priorities

- 1) **Low Barrier Emergency Shelter:** Providing low barrier access to emergency shelter. Low barrier access means the expectations placed on shelter guests should be minimal, transparent and reasonable. Intake, screening and assessment processes should reflect the CoC's Housing First orientation to helping everyone seeking shelter and assistance connect as quickly as possible with permanent housing. Low barrier shelters accommodate partners, pets and possessions of persons seeking shelter. More information may be found here:
<https://www.usich.gov/solutions/crisis-response/emergency-shelter/>
- 2) **Coordinated Entry:** Coverage of full geography of CoC to promote access to shelter and housing resources with the utilization of HMIS.
- 3) **Street Outreach:** Dedicated street outreach to connect with unsheltered persons including persons in homeless encampments. Goals should be to connect persons to shelter, housing and other resources. Priority need for outreach that covers all parts of the county with evening and weekend hours.
- 4) **Housing Locators:** Dedicated staff to identify housing opportunities including engaging landlords and housing partners and providing the link between housing providers and service providers. Programs must integrate into the larger service system bringing available units to the coordinated entry system/partnering with United Way's Landlord Engagement Program.
- 5) **Housing Navigators:** Dedicated service providers to serve as case managers focused on housing needs from the time a person enters through the coordinated entry system until they are connected with a housing resource. These service providers assist with collecting eligibility documentation, applying for eligible housing programs, linking to shelter, employment and other resources.
- 6) **Homeless Prevention & Diversion:** Program to provide flexible financial assistance to prevent individuals and families from becoming homeless including services that divert individuals and families from the homeless service system through a variety of problem-solving solutions.
- 7) **Supportive Services for Permanent Supportive Housing Programs:** housing-focused, engaging services focused on helping tenants remain housed and linking to desired programs and services to support housing retention. Services should be designed to support the most vulnerable households in achieving their housing goals. Proposals will be accepted for expansion of services in existing programs that need additional service capacity and new programs including voucher programs and project-based housing.
- 8) **Permanent Supportive Housing Programs:** new supportive housing programs to serve chronically homeless adults. Referrals will come through the coordinated entry prioritization process.
- 9) **Flexible housing subsidies/rental assistance** including **Master Leasing** and **Rapid Re-Housing** assistance. Master leasing program should include property management and supportive services assistance to pair with supportive housing vouchers including VASH. Rapid Re-Housing program proposals should include ability to expand capacity and provide longer/deeper financial subsidies to serve the most vulnerable individuals and families.