



**Meeting Agenda  
Continuum of Care (CoC) Board  
Wednesday, June 12, 2019  
1:00pm-2:30pm**

**Ventura County Office of Education Administration  
5100 Adolfo Road, Camarillo  
Room Camarillo, CA**

1. Call to Order
2. Approval of Minutes of the meeting of Governance Board held Wednesday, April 10, 2019
3. Board Comments
4. CoC Staff Comments
5. Public Comments: public comments regarding CoC matters NOT appearing on this agenda.

Continuum of Care Governance Board Business

6. Approval of the CoC Data Committee recommendations for the 2019 California Emergency Solutions and Housing (CESH) program grant funding and authorization for CoC staff to submit the final application to the California Department of Housing and Community Development (HCD) by the amended CESH NOFA deadline of June 28, 2019.
7. Receive a presentation on housing funding and initiatives to increase housing opportunities for individuals and families experiencing homelessness.
8. Receive and file the FY19 CoC System Performance Measure Report submitted to HUD on 5/30/19.
9. Ratification of 2019 Letter of Intent for the FY19 Continuum of Care Program Competition for Renewal Projects.
10. Receive and file CoC committees and staff updates.



**Meeting Agenda  
Continuum of Care (CoC) Board  
Wednesday, April 10, 2019  
1:00pm-2:30pm**

**Ventura County Office of Education Administration  
5100 Adolfo Road, Camarillo Room  
Camarillo, CA**

1. Call to Order. CoC Board Chair, Mike Taigman, called the meeting to order at 1:05pm.  
Attendees:  
Board members: Carolyn Briggs, Kevin Clerici, Dawn Dyer, Susan Englund, Pam Marshall, Manuel Minjares, Michael Nigh, Drew Powers, Carmen Ramirez, Mike Taigman, Mara Malch  
Absent: Mike Powers, Nancy Wharfield  
Staff: Tara Carruth, Jennifer Harkey, Christy Madden, Amy Duganne  
HMIS Staff: Marissa Mach  
Public Attendees: Susan White Wood, Roel Briones, Mark Alvarado, April Dosser, Susan Kulwicz, Patti Long, Elizabeth Andrade, Ralph Reyes, Meredith Hart
2. Approval of Minutes of the meeting of Governance Board held Wednesday March 13, 2019.  
Minutes approved as written. Motion by Michael Nigh, Second by Manuel Minjares.
3. Board/Staff Comments: Welcome newest board member Mara Malch.
4. Public Comments: Susan White Wood with VCBH announced one-time (State) funding (~\$500,000) for Homeless Prevention/Rental Assistance/Motel Vouchers for persons who are eligible for VCBH services. Coordinated entry/HMIS will be used.  
Ralph Reyes with Interface Children and Family Services announced the June 1<sup>st</sup> opening of the minor youth shelter with 6 beds for runaway/homeless youth.

Continuum of Care Governance Board Business

5. Approval of 2019-20 Oxnard Emergency Solutions Grant Funding Recommendations from the City of Oxnard.  
Unanimous approval. Moved by Kevin Clerici, Seconded by Manuel Minjares. All in favor.
6. Approval and Authorization for the CoC Data Committee to review and approve proposals for the California Emergency Solutions and Housing (CESH) program grant and submit the final recommendations to the California Department of Housing and Community Development (HCD) by the CESH NOFA deadline of May 6, 2019.  
Jennifer Harkey gave a presentation and overview of the CESH program and LOIs received with staff analysis. Full applications will be provided to CoC Data Committee and recommendations brought back to the CoC Board on May 8, 2019. Moved by Michael Nigh, Seconded by Carolyn Briggs. All in favor of

revised timeline to return to Board on May 8<sup>th</sup> with funding recommendations.

7. Authorization for Collaborative Applicant staff to work with CoC Youth Collaborative to complete and apply for Youth Homelessness Demonstration Project (YHDP) funding to U.S. Department of Housing and Urban Development (HUD) no later than May 15, 2019.  
Jennifer Harkey presented item for discussion summarizing the YHDP NOFA and priorities. Board member Dawn Dyer mentioned the VC Housing Trust Fund has made TAY a priority population. Item approved. Motion by Dawn Dyer, Seconded by Kevin Clerici. All in favor.
8. Receive a Report on the Preparation of a Homeless Cost and Pay-For-Success Study and Authorize the Homeless Management Information System Lead Agency's Participation in Data Sharing to Identify High Utilizers of Services. Christy Madden provided an overview of the Pay For Success initiative for Permanent Supportive Housing and requested the Board's ratification of sharing HMIS data for the purpose of better understanding the highest utilizers of services across multiple service systems. Unanimous approval. Motion by Manuel, Seconded by Pam. All in favor.
9. Authorization for communication to Ventura County CDBG entitlement jurisdictions regarding SB2 funding for affordable housing. Discussion of approach to communicating with jurisdictions about SB2 funding. Board directed staff to return in a future month with a draft letter for discussion.
10. Receive and file CoC Staff and Committee Reports.

Meeting adjourned. Next meeting on May 8, 2019 at 1:00pm at Ventura County Office of Education, 5100 Adolfo Road, Conejo Room.

June 12, 2019

CoC Governance Board

**SUBJECT:** Approval of recommendations for 2019 California Emergency Solutions and Housing (CESH) grant funding as developed by the CoC Data Committee and Authorization for CoC staff to submit the final application to the California Department of Housing and Community Development (HCD) no later than June 28, 2019.

**BACKGROUND:** The California Department of Housing and Community Development (HCD) released a Notice of Funding Availability (NOFA) on March 18, 2019 for the second and final round of the California Emergency Solutions and Housing (CESH) Program. This program is funded from a portion of the third and fourth quarters of revenue deposited in the Building Homes and Jobs Act Trust Fund created by the Building Homes and Jobs Act of 2017.

Eligible funding activities include the following:

- Rental Assistance, housing relocation and stabilization services;
- Operating subsidies in the form of 15 year capitalized operating reserves for affordable permanent housing;
- Flexible housing subsidy funds including bridge subsidies, vacancy payments or project based rental assistance;
- Operating support for emergency housing interventions including navigation centers or emergency shelter, street outreach, shelter diversion and prevention.

No more than 40% of any funds may be allocated for operating support for emergency housing interventions such as navigation centers or emergency shelters.

**DISCUSSION:** Total funding to be awarded to Ventura County in this second round of the CESH program is \$407,090 with \$20,355 allocated for grant administration for the administrative entity. No more than \$154,694 (40%) may be allocated for operating support for emergency housing interventions. The total amount available for projects is \$386,735.

The CoC established priorities for the CESH program funding during the August 2018 Regional Priority Setting meeting. The Data Committee and CoC Board reviewed and endorsed the following recommendations for the CESH Program:

- 1) Maximize 40% of funding for Emergency Housing Interventions including emergency shelter, navigation centers and street outreach;
- 2) Flexible housing subsidies including bridge subsidies, vacancy payments and rental assistance with deeper subsidies to serve households high barriers to housing.

Due to the original HCD NOFA deadline, the CoC staff released an announcement on March 25, 2019 to request a Letter of Intent (LOI) from all potential applicants by April 5, 2019 and released a Request for Proposals (RFP) application with a deadline of April 19, 2019. All agencies or organizations previously approved for CESH funding in the first round were provided the option of requesting an expansion of services or beds in this second round. **HCD announced on April 8, 2019 that the CESH NOFA had been amended due to new requirements in the authorizing resolution and therefore, extended the application due date to June 28, 2019.** CoC staff received six applications by the RFP deadline. CoC staff reviewed the applications, prioritized based on the adopted CoC Board priorities, the population to be served, prior project success, proposed outcomes and the cost per successful housing placement. The CoC Data Committee convened on Wednesday, April 24, 2019 to review and discuss the project proposals. The CoC Data Committee made the following CESH funding recommendations for the CoC Board to review and approve:

Applicant	Project Title	Service Area	Requested	Round 1 CESH Award	Proposed Beneficiaries	Round 2 Funding Recommendation
1. Mercy House	Operating Support for Emergency Shelter & Navigation Center	City of Ventura	\$154,694	N/A	165 homeless persons per year with 80-85% placed in PH at exit.	\$85,000* (1-year term of Housing Navigation)
2. Human Services Agency	Flexible Housing Subsidies	Countywide	\$78,000	\$66,550	16 homeless households (40 persons) per year with up to 48-months assistance. 80% to remain in PH for 6-months.	\$89,735** (5-year term)
	Homelessness Prevention	Countywide	\$65,000	\$58,500		\$65,000* (5-year term)
	Rapid Re-Housing	Countywide	\$117,000	\$115,500		\$0
3. Turning Point Foundation	Flexible Housing Subsidies	Countywide	\$147,000	N/A	25 homeless adults and TAY for up to 48 months assistance with 80% to remain in PH.	\$147,000 (2-year term)
4. Turning Point Foundation	Our Place Safe Haven	Countywide	\$80,000	\$82,000	Serve an additional 50 beneficiaries in 14-bed shelter with 80% exits to PH.	\$0*
5. The Salvation Army	Rapid Re-Housing	Countywide	\$250,000	\$136,799	40 homeless households per year with short-term rental assistance. 80% to PH.	\$0
6. Lutheran Social Services	Tenant Based Rental Assistance	East County	\$73,147	\$28,030 for Street Outreach	10 households (25 persons) with short-term rental assistance. 80% to PH.	\$0
					Administrative	\$20,355
					<b>TOTAL</b>	<b>\$407,090</b>

\*The total awarded for operating support of emergency housing interventions may not exceed 40% of the net allocation or \$154,694.

\*\*Flexible Housing Subsidies is one of the CoC Board priorities, intended to serve households with high barriers to housing. This recommendation is based on the project ranking and proposal to include longer term stabilization with case management for 6-months.

Proposed local timeline for CESH funding:

CoC Release Request for Letters of Intent (LOI) and Requests for Proposals (RFP) for CESH	March 25, 2019
Letters of Intent (LOI) Deadline	April 5, 2019
CoC Board Reviews CESH Proposals	April 10, 2019
Applications Due to CoC Staff	April 19, 2019
CoC Data Committee Review and Recommendations	April 24, 2019
CoC Board Review and Approval	<del>May 8, 2019</del> June 12, 2019
CoC Staff Submit Final Application to HCD	June 28, 2019
HCD Award Announcements	August/September 2019
Final Standard Agreements Issued by HCD	October/November 2019

**RECOMMENDATIONS:**

1. Approval of final recommendations for 2019 CESH funding;
2. Approval of amended funding timeline;
3. Authorize CoC staff to submit the final application to HCD by June 28, 2019.



June 12, 2019

CoC Governance Board

**SUBJECT:** Receive and file a presentation from CoC housing consultant and housing partners.

**BACKGROUND:** The CoC housing consultant is tasked with identifying opportunities to increase housing inventory through leveraging partnerships and resources.

**DISCUSSION:** The CoC housing consultant has been working with community partners and service providers to increase interim and permanent housing options for individuals and families experiencing homelessness in Ventura County. Increasing housing inventory enhances Continuum of Care system performance by shortening the length of time homeless and increasing exits to permanent housing. Any opportunity to increase housing includes leveraging resources, implementing housing strategies, prioritizing funding, and facilitating participation and partnerships among housing and service providers. Presentation and discussion to include input and information sharing from housing partners.

# Housing Discussion

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JUNE 2019

# Continuum of Care

RESPONSIBLE FOR  
COLLABORATION AND  
COORDINATION:

Implementation of a system of care and crisis response to guide homeless individuals and families to fill housing vacancies through a systemwide prioritization process (Pathways to Home Coordinated Entry System)

Leveraging of funding opportunities and homeless resources to assist with housing and supportive services delivery consistent with a Housing First approach

# Strategies to Increase Housing Opportunities

Master Leasing

Moving On Pilot

Development of  
PSH Units (new  
development and  
motel conversion)

Housing  
Navigation  
(landlord  
engagement)

Currently  
Available  
Housing  
Resources

Veterans Affairs  
Supportive Housing  
(VASH) Vouchers

Mainstream  
Vouchers

# How Are We Moving Forward?

## Engaging

- Engaging jurisdictions and officials

## Encouraging

- Encouraging partnerships and aligning projects to maximize available resources

## Integrating

- Integrating the Homeless Management Information System (HMIS) and filling housing vacancies via Pathways to Home

## Providing

- Providing education around Housing First principles (technical assistance with HomeBase)

# Funding Strategies and Resources

Strategies/Initiatives

Pay For Success  
supportive housing  
initiative

The Corporation for  
Supportive Housing  
(CSH) technical  
assistance

Resources

Senate Bill 2  
"Building Jobs and  
Homes Act"

Housing for a  
Healthy California  
Program

No Place Like Home

# Housing Partners: What's in the Pipeline?

Area Housing  
Authority

Many Mansions

Peoples' Self-  
Help Housing

The Salvation  
Army

Cabrillo  
Economic  
Development  
Corporation

Ventura County  
Behavioral  
Health



May 8 2019

CoC Governance Board

**SUBJECT:** Receive and file the submittal of FY18 (October 1, 2017-September 30, 2018) System Performance Measures Report as Submitted to the U.S. Department of Housing & Urban Development.

**BACKGROUND:** Continuums of Care across the country are responsible for submitting the System Performance report annually to HUD. The System Performance Measures report includes all projects which collect data in the Homeless Management Information System (HMIS) including Continuum of Care (CoC) and Emergency Solutions Grant (ESG) funded programs. Programs that receive State or local funding are also included in the overall system performance evaluation.

**DISCUSSION:** The System Performance metrics include the following measures:

1. **Length of time homeless** (for those in emergency shelter & transitional housing);
2. Length of time homeless (for those in emergency shelter, transitional housing and permanent housing programs prior to housing move-in date);
3. **Returns to homelessness** (the extent to which persons who were housed by programs return to homelessness within 2 years);
4. **The total number of homeless persons** (Point in Time Count compared to annual counts of persons utilizing shelter and transitional housing programs);
5. **Employment and Income Growth** for homeless persons in CoC funded programs;
6. **Number of persons who become homeless for the first time;**
7. **Housing Placements** from Street Outreach and other programs;
8. **HMIS Data Quality**

System Performance is a key portion of the annual CoC competition. It is the area where the Ventura County CoC has lost the greatest number of points. While the CoC has gained participation across the service system of new programs and providers that have not traditionally participated in HMIS and coordinated entry, the system has struggled to improve the overall system performance. With new shelter programs and housing resources on the horizon, evaluating system performance ongoing will be key to determining if those resources are positively impacting the system performance of the service system and helping make future funding recommendations and priorities to continue those efforts.

The attached report is the full report submitted to HUD on May 30, 2019.

## FY2018 - Performance Measurement Module (Sys PM)

### Summary Report for CA-611 - Oxnard, San Buenaventura/Ventura County CoC

For each measure enter results in each table from the System Performance Measures report generated out of your CoCs HMIS System. There are seven performance measures. Each measure may have one or more “metrics” used to measure the system performance. Click through each tab above to enter FY2017 data for each measure and associated metrics.

RESUBMITTING FY2018 DATA: If you provided revised FY2018 data, the original FY2018 submissions will be displayed for reference on each of the following screens, but will not be retained for analysis or review by HUD.

ERRORS AND WARNINGS: If data are uploaded that creates selected fatal errors, the HDX will prevent the CoC from submitting the System Performance Measures report. The CoC will need to review and correct the original HMIS data and generate a new HMIS report for submission.

Some validation checks will result in warnings that require explanation, but will not prevent submission. Users should enter a note of explanation for each validation warning received. To enter a note of explanation, move the cursor over the data entry field and click on the note box. Enter a note of explanation and “save” before closing.

### 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.

## FY2018 - Performance Measurement Module (Sys PM)

	Universe (Persons)			Average LOT Homeless (bed nights)				Median LOT Homeless (bed nights)			
	Submitted FY 2017	Revised FY 2017	FY 2018	Submitted FY 2017	Revised FY 2017	FY 2018	Difference	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
1.1 Persons in ES and SH	348	298	685	107	83	97	14	65	52	73	21
1.2 Persons in ES, SH, and TH	505	316	776	166	99	130	31	116	61	80	19

b. This measure is based on data element 3.17.

This measure includes data from each client's Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added 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.

The construction of this measure changed, per HUD's specifications, between FY 2016 and FY 2017. HUD is aware that this may impact the change between these two years.

	Universe (Persons)			Average LOT Homeless (bed nights)				Median LOT Homeless (bed nights)			
	Submitted FY 2017	Revised FY 2017	FY 2018	Submitted FY 2017	Revised FY 2017	FY 2018	Difference	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	333	324	211	405	400	358	-42	257	223	307	84
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	511	431	298	419	423	319	-104	267	260	239	-21

## FY2018 - 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.

After entering data, please review and confirm your entries and totals. Some HMIS reports may not list the project types in exactly the same order as they are displayed below.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)		Returns to Homelessness in Less than 6 Months			Returns to Homelessness from 6 to 12 Months			Returns to Homelessness from 13 to 24 Months			Number of Returns in 2 Years	
	Revised FY 2017	FY 2018	Revised FY 2017	FY 2018	% of Returns	Revised FY 2017	FY 2018	% of Returns	Revised FY 2017	FY 2018	% of Returns	FY 2018	% of Returns
Exit was from SO	107	110	6	0	0%	2	1	1%	3	2	2%	3	3%
Exit was from ES	83	93	6	5	5%	1	1	1%	1	1	1%	7	8%
Exit was from TH	126	126	2	2	2%	2	2	2%	0	2	2%	6	5%
Exit was from SH	18	22	1	1	5%	0	1	5%	0	0	0%	2	9%
Exit was from PH	119	111	1	1	1%	4	2	2%	4	3	3%	6	5%
<b>TOTAL Returns to Homelessness</b>	<b>453</b>	<b>462</b>	<b>16</b>	<b>9</b>	<b>2%</b>	<b>9</b>	<b>7</b>	<b>2%</b>	<b>8</b>	<b>8</b>	<b>2%</b>	<b>24</b>	<b>5%</b>

### Measure 3: Number of Homeless Persons

#### Metric 3.1 – Change in PIT Counts

## FY2018 - Performance Measurement Module (Sys PM)

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	January 2017 PIT Count	January 2018 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	1152	1308	156
Emergency Shelter Total	283	289	6
Safe Haven Total	10	11	1
Transitional Housing Total	195	178	-17
Total Sheltered Count	488	478	-10
Unsheltered Count	664	830	166

### Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Unduplicated Total sheltered homeless persons	557	448	793	345
Emergency Shelter Total	334	260	639	379
Safe Haven Total	45	56	52	-4
Transitional Housing Total	216	172	142	-30

## FY2018 - Performance Measurement Module (Sys PM)

### 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

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	104	117	128	11
Number of adults with increased earned income	15	17	25	8
Percentage of adults who increased earned income	14%	15%	20%	5%

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	104	117	128	11
Number of adults with increased non-employment cash income	17	24	28	4
Percentage of adults who increased non-employment cash income	16%	21%	22%	1%

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	104	117	128	11
Number of adults with increased total income	32	25	53	28
Percentage of adults who increased total income	31%	21%	41%	20%

## FY2018 - Performance Measurement Module (Sys PM)

### Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	79	128	169	41
Number of adults who exited with increased earned income	27	27	32	5
Percentage of adults who increased earned income	34%	21%	19%	-2%

### Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	79	128	169	41
Number of adults who exited with increased non-employment cash income	13	27	29	2
Percentage of adults who increased non-employment cash income	16%	21%	17%	-4%

### Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	79	128	169	41
Number of adults who exited with increased total income	40	54	61	7
Percentage of adults who increased total income	51%	42%	36%	-6%

## FY2018 - 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

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	404	380	694	314
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.	46	57	134	77
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)	358	323	560	237

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	699	706	1036	330
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.	64	82	181	99
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.)	635	624	855	231

## FY2018 - Performance Measurement Module (Sys PM)

### 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 FY2018 (Oct 1, 2017 - Sept 30, 2018) reporting period.

### 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

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Persons who exit Street Outreach	294	283	164	-119
Of persons above, those who exited to temporary & some institutional destinations	50	48	35	-13
Of the persons above, those who exited to permanent housing destinations	130	124	50	-74
% Successful exits	61%	61%	52%	-9%

Metric 7b.1 – Change in exits to permanent housing destinations

## FY2018 - Performance Measurement Module (Sys PM)

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	548	524	887	363
Of the persons above, those who exited to permanent housing destinations	319	301	458	157
% Successful exits	58%	57%	52%	-5%

### Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Persons in all PH projects except PH-RRH	223	244	288	44
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	222	242	276	34
% Successful exits/retention	100%	99%	96%	-3%

## **FY2018 - SysPM Data Quality**

### **CA-611 - Oxnard, San Buenaventura/Ventura County CoC**

This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports in order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

## FY2018 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018
1. Number of non-DV Beds on HIC	112	91	103	144	267	151	175	113	335	498	522	547	91	374	399	617				
2. Number of HMIS Beds	44	16	47	82	179	85	131	111	213	151	318	365	91	3	399	617				
3. HMIS Participation Rate from HIC ( % )	39.29	17.58	45.63	56.94	67.04	56.29	74.86	98.23	63.58	30.32	60.92	66.73	100.00	0.80	100.00	100.00				
4. Unduplicated Persons Served (HMIS)	995	782	228	207	307	275	194	167	235	231	103	272	55	195	795	876	55	37	30	128
5. Total Leavers (HMIS)	786	694	175	163	103	105	111	93	26	21	11	30	20	114	223	450	31	24	11	46
6. Destination of Don't Know, Refused, or Missing (HMIS)	20	13	12	8	13	8	5	3	1	2	0	1	0	1	17	19	1	1	0	2
7. Destination Error Rate (%)	2.54	1.87	6.86	4.91	12.62	7.62	4.50	3.23	3.85	9.52	0.00	3.33	0.00	0.88	7.62	4.22	3.23	4.17	0.00	4.35

May 8, 2019

CoC Governance Board

**SUBJECT:** Authorization for CoC Staff to Release a Letter of Intent for the FY19 Continuum of Care Program Competition.

**Background:** The FY19 Continuum of Care Program Competition registration opened on January 31, 2019 and was due on March 14, 2019. Information in the program registration indicates the Notice of Funding Availability (NOFA) is expected to be released as early as May 2019. HUD's policy and program priorities continue to include:

- ❖ Create a systemic response to homelessness
  - Measure System Performance
  - Create an Effective Coordinated Entry Process
  - Promote participant choice
  - Plan as a system
  - Make the delivery of homeless assistance more open, inclusive and transparent.
- ❖ Strategically Allocate Resources
  - Comprehensively review project quality, performance and cost effectiveness.
  - Maximize use of mainstream and other community based resources.
  - Review transitional housing projects for alignment with priority populations.
- ❖ End Chronic Homelessness
  - Target persons with the highest needs and longest histories of homelessness for existing and new permanent supportive housing.
  - Increase Units
  - Improve Outreach
- ❖ End Family Homelessness
- ❖ End Youth Homelessness
- ❖ End Veteran Homelessness
- ❖ Using a Housing First Approach
  - Use data to more quickly and stably house homeless persons
  - Engage landlords and property owners
  - Remove barriers to entry
  - Adopt client-centered service methods

The FY19 Appropriations Act requires HUD to verify that all CoCs project applications are evaluated and ranked based on how they improve system performance.

- ❖ CoCs cannot receive grants for new projects, other than reallocation unless the CoC competitively ranks projects based on how they improve system performance;
- ❖ HUD must base an increasing share of the CoC score on performance criteria;
- ❖ HUD must prioritize funding for Coc's that have demonstrated willingness to reallocate resources to higher performing projects.
- ❖ HUD will continue the reallocation process. Eligible projects will be detailed in the forthcoming CoC NOFA including details on possible bonus or new funding and tiering of projects.

**Discussion:** An updated Letter of Interest (LOI) was developed based on the FY18 CoC Debrief scoring. Staff requests authorization to release the LOI to determine which programs elect to renew in the competition. The CoC Data Performance & Evaluation committee will review, score and rank the LOIs for each renewal project based on project and system performance. 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. Information will be evaluated including filling vacancies through coordinated entry, providing supportive services with a Housing First approach and preventing returns to homelessness. Data Committee will bring recommended ranking of projects to CoC Board with recommendations of the preliminary ranking of projects and reallocation of funds.

**Recommendation:** Authorize CoC staff to release the FY19 Letter of Intent for CoC renewal applications in preparation of the FY19 CoC funding competition.

## 2019 Letter of Intent to Renew CoC Project

**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:

Name:

Phone:

Email:

Agency Director:

Name:

Phone:

Email:

HMIS Contact Person:

Name:

Phone:

Email:

### **Project Information:**

Name of Project:

Project Address:

Grant Amount:

Grant Term:

Expiration Date:

Program Type:

Primary Population:

Annual Renewal Amount for project: \_\_\_\_\_

Total Number of Units: \_\_\_\_\_

Previously approved budget amounts by activity:

Activity:	Budget Amount:
Leased Units	
Leased Structures	
Rental Assistance	
Supportive Services	
Operations	
HMIS	
Administration	
<b>Total:</b>	

Name and Signature of Person who will complete the application:

\_\_\_\_\_

Name and Signature of Person authorized to sign the HUD application:

\_\_\_\_\_

I certify, on behalf of my agency that all information contained in this application is accurate and true, based on our current 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. I also understand that projects not submitting their Letter of Intent by the deadline may be reallocated.

\_\_\_\_\_  
Executive Director/CEO/President

\_\_\_\_\_  
Date

## **Background Information:**

The Continuum of Care (CoC) will consider the need to continue funding for projects expiring in 2020 as required by the U.S. Department of Housing and Urban Development (HUD). However, as noted by HUD, renewal projects must meet minimum project eligibility, capacity, timeliness, and performance standards identified in the NOFA or they will be rejected from consideration for funding.

While considering the need to continue funding for projects expiring in 2020, the CoC Independent Review Panel will review the information that HUD noted in the 2019 NOFA CoC Program Competition, which is as follows:

1. When considering renewal projects for award, HUD will review financial information; Annual Performance Reports (APRs); and information provided from the local HUD CPD Field Office, including monitoring reports and A-133 audit reports as applicable, and performance standards on prior grants, and will assess projects using the following criteria on a pass/fail basis:
  - a. Whether the project applicant's performance met the plans and goals established in the initial application, as amended;
  - b. Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds that have been met;
  - c. The project applicant's performance in assisting program participants to achieve and maintain independent living and records of success, except HMIS-dedicated projects that are not required to meet this standard; and,
  - d. Whether there is 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.
2. 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/Monitoring finding(s) for which a response is overdue or unsatisfactory;
  - c. History of inadequate financial management accounting practices;
  - d. Evidence of untimely expenditures and unspent funds on prior award;
  - e. History of other major capacity issues that have significantly affected the operation of the project and its performance;

- f. History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and
- g. History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.<sup>1</sup>

## I. Recipient Compliance with Grants and Financial Management:

Per 24 CFR part 578 and the 2018 CoC Program Competition NOFA requires that Project Applicants specifically identify four benchmarks for grants and financial management that communities must reach to meet this standard, which are

1. On-time APR submission;
2. Resolved HUD or Office of Inspector General (OIG) Audits, if applicable;
3. Monthly submission of claims; and
4. The full expenditure of awarded funds.

The following questions are designed to inform HUD of the recipient’s performance related to these four statutory and regulatory requirements and to provide the recipient with an opportunity to explain their inability to meet the related standards.

### 1. Has the recipient successfully submitted the APR on time for the most recently expired grant term related to this renewal project request?

APRs are due within 90 days after the grant term expires. Select **“Yes”** to indicate that an APR has been submitted for the grant term that has most recently expired. Select **“No”** to indicate that an APR has not been submitted for the grant term that has most recently expired or if this is a first-time renewal for which the original grant term has not yet expired.

- Yes
- No
- This is a first-time renewal for which the original grant term has not yet expired.

If you selected **“No”** above, provide a brief explanation for why the APR was not submitted on time in the box below (expand box as needed). For those first-time renewals for which the original grant term has not yet expired, please write, “First-time renewal and grant term has not yet expired” and provide the date by which the APR must be submitted.

<sup>1</sup> NOFA for 2019 CoC Program Competition, pages 39-40.

**2. Does the recipient have any unresolved HUD Monitoring and/or OIG Audit findings concerning any previous grant term related to this renewal project request?**

- Yes
- No

Select **“Yes”** if there are any unresolved HUD Monitoring or OIG Audit findings, regardless of the funding year of the project for which they were originally identified. Select **“No”** if there are no unresolved HUD Monitoring or OIG Audit findings.

**a. Date HUD or OIG issued the oldest unresolved finding(s):**

If you selected **“Yes”** above, provide the date that the oldest unresolved finding was issued.

Date the oldest unresolved finding was issued: \_\_\_\_\_

**b. Explain why the finding(s) remains unresolved:**

If you selected **“Yes”** above, provide a brief explanation in the box below (expand box as needed) for why the monitoring or audit finding remains unresolved and the steps that have been taken towards resolution (e.g., responded to the HUD letter, but no final determination received).

**3. Has the recipient maintained timely and consistent monthly submission of claims for the most recent grant terms related to this renewal project request?**

- Yes
- No

CoC Program recipients are required to submit claims on a monthly basis. Select **“Yes”** to indicate that you have maintained monthly submission of claims for the most recent relevant grant term. For some grants, the standard will be applied to the FY 2015 renewal, for others the FY 2014, and for some multi-year first-time renewals a grant awarded in an earlier fiscal year. Select **“No”** to indicate that the recipient has not maintained consistent monthly claim submission for the most recent relevant grant term, or if this is a first-time renewal for which less than one quarter has passed.

**a. Explain why the recipient has not maintained timely and consistent monthly claim submission for the most recent grant terms related to this renewal project request.**

If you selected **“No”** above, provide a brief explanation in the box below (expand box as needed) for why monthly claim submissions have not been maintained. Delays in draws due to a late HUD funding announcement and receipt of renewal grant agreement may be included in such an explanation.

**4. Have any funds been recaptured by or returned to HUD for any of the three (3) most recently expired grant terms related to this renewal project request?**

- Yes
- No
- Project has not yet completed a grant term

Select **“Yes”** to indicate that funds have been recaptured, meaning that not all awarded funds were expended during the three previous completed grant terms. Select **“No”** to indicate that no funds were recaptured or if this is a first-time renewal for which the original grant term has not yet expired.

**a. If you selected “Yes” above, explain the circumstances that led to HUD recapturing/returning funds from any of the three (3) most recently expired grant term related to this renewal project request:**

Provide a brief explanation in the box below (expand box as needed) for why the total awarded funds were not expended and were returned/recaptured. Include the amount returned for each year.

## **II. Housing First and Low Barriers Approach**

Housing First is a model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold). It is an approach to: **1)** quickly and successfully connect individuals and families experiencing homelessness to permanent housing; **2)** without barriers to entry, such as sobriety, treatment or service participation requirements; or **3)** related preconditions that might lead to the program participant’s termination from the

project. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry; however, participation in supportive services is based on the needs and desires of program participants. For more information, review page 18 of the 2019 CoC Program Competition NOFA and the Housing First in PSH brief at: [www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief/](http://www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief/)

**1. Does the project quickly move participants into permanent housing?**

- Yes
- No

Select **“Yes”** to this question if your project will quickly move program participants into permanent housing without additional steps (e.g., required stay in transitional housing before moving to permanent housing). If you are a domestic violence (DV) program you should select **“Yes”** if you will quickly move program participants into permanent housing after immediate safety needs are addressed (e.g., a person who is still in danger from a violent situation and would move into PH once the dangerous situation has been addressed). Select **“No”** if the project does not work to move program participants quickly into permanent housing.

**2. Has the project removed the following barriers to accessing housing and services?**

- Having too little or little income
- Active or history of substance abuse
- Having a criminal record with exceptions for state-mandated restrictions
- Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement)
- None of the above

**(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: 1) Having too little or little income; 2) Active or history of substance abuse; 3) Having a criminal record with exceptions for state-mandated restrictions; and 4) Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement). If all of these barriers to access still exist, select “None of the above.”

**3. Has the project removed the following as reasons for program termination?**

- 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
- None of the above

Check the box next to each item to confirm that your project has removed (or never had) reasons for program participant termination related to each of the following: 1) Failure to participate in supportive services; 2) Failure to make progress on a service plan; 3) Loss of income or failure to improve income; 4) Fleeing domestic violence; and 5) Any other activity not covered in a lease agreement typically found in the project's geographic area. If all of these reasons for program termination still exist, select "None of the above."

***Additional attachments: Please attach the following supporting documentation that shows that your agency provided staff training and policies and procedures so that staff fully understands how to implement the Housing First approach: a copy of the agency Policies and Procedures, staff training materials, and any forms or other related documents.***

### III. Supportive Services for Participants

Please identify whether the project includes the following activities:

**1. Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs?**

- Yes
- No

Select "Yes" if the project provides regular or as needed transportation assistance to mainstream and community resources, including appointments, employment training, educational programs, or jobs. Select "No" if transportation is not regularly provided or cannot be provided consistently as requested.

**2. Use of a single application form for four or more mainstream programs?**

- Yes
- No

Select "Yes" if the project uses a \*single application form that allows program participants to sign up for four or more mainstream programs. Select "No" if application forms cover 3 or fewer mainstream programs.

**\*Agencies utilizing *My Benefits CalWIN* meet this requirement.**

**3. Regular follow-ups with participants to ensure mainstream benefits are received and renewed?**

- Yes
- No

Select **“Yes”** if the project regularly follows-up with program participants at least annually to ensure that they have applied for, are receiving their mainstream benefits, and renew benefits when required. Select **“No”** if there is no or irregular follow-up concerning mainstream benefits.

**4. Do program participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner agency?**

- Yes
- No

Select **“Yes”** if program participants have access to SSI/SSDI technical assistance. The assistance can be provided by the applicant, a subrecipient, or a partner agency—through a formal or informal relationship. Select **“No”** if there is no or significantly limited access to SSI/SSDI technical assistance

**5. Has the staff person providing the technical assistance completed SOAR training in the past 24 months?**

- Yes
- No

This question will only appear if **“Yes”** is selected to the previous question. Select **“Yes”** to indicate that the applicant, subrecipient or partner agency staff person who will be providing the SSI/SSDI technical assistance has completed SOAR training, online or in person, in the past 24 months. If more than one person will provide technical assistance, select **“Yes”** only if all persons have completed the training. Otherwise, select **“No.”**

## **IV. Outreach for Participants**

Project Applicants are required to identify where their eligible program participants come from with respect to HUD’s homeless definition and must include percentages of program participants that are served using requested funds. Project Applicants must ensure that all persons served in renewal RRH projects meet the requirements found in 24 CFR part 578 and the 2019 CoC Program Competition NOFA.

1. Enter the percentage of homeless person(s) who will be served by the proposed project for each of the following locations: Indicate the percentage of homeless persons who will be admitted from each of the listed locations. Not all of the following locations are eligible locations for all projects types. For example, persons coming from transitional housing are not eligible for PH-RRH projects. Instead, renewal RRH projects must continue to serve individuals and families coming from the streets or emergency shelters. New RRH projects created through reallocation in the FY 2015 competition could also serve persons fleeing domestic violence Note: It is critical that you refer to 24 CFR part 578, the FY 2016 CoC Program Competition NOFA to confirm the eligible locations for each type of project (please contact your local HUD field office if you are unclear as to which NOFA requirements take precedence). The total percentage must equal 100% in order to submit the project application.

%	Eligible Locations:
	Directly from the street or other locations not meant for human habitation.
	Directly from emergency shelters. (this includes domestic violence emergency shelters)
	Directly from safe havens.
	From transitional housing and previously resided in a place not meant for human habitation or emergency shelters, or safe havens.
	Persons fleeing domestic violence (or attempting to flee).
	Total of above percentages

Individuals coming from an institution where they have resided for 90 days or less AND have entered the institution from the streets, emergency shelter, or safe haven, maintain their homeless status during that time. Include these program participants in the percentages for streets, places not meant for human habitation, emergency shelters, and safe havens accordingly.

Projects that have been approved to change from TH to PH-RRH should list residents who are remaining in the program from the previous grant term according to the place from which they originally entered. They should not be listed as entering from transitional housing simply because they were in the program during the previous grant term.

Refer to 24 CFR part 578, the 2019 CoC Program Competition NOFA, and the homeless definition at [www.hudexchange.info/resource/1928/hearth-defining-homeless-final-rule/](http://www.hudexchange.info/resource/1928/hearth-defining-homeless-final-rule/) for further guidance.

## V. Participation in Homeless Management Information System (HMIS)

The Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care (CoC) 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 Emergency Solutions Grant (ESG) Programs.

- Does this project provide client level data to HMIS at least annually?  Yes  No

**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 the HMIS.

Total number of participants served by the project: \_\_\_\_\_

Total number of clients reported in the HMIS: \_\_\_\_\_

**If the project is not providing participant data in the HMIS** – indicate one or more of the four (4) reason(s) for non-participation:

- Federal law prohibits (please cite specific law)  State law prohibits (please cite specific law)
- New project not yet in operation  Other (please specify prohibition)

Also, 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.

### Data Collection Requirements

All CoC Program funded projects are required to collect all of the Universal Data Elements and a select number of Program-Specific Data Elements.

- \* **Indicate the percentage of unduplicated client records with null or missing values during the last 10 days of January 2018**

<b>Universal Data Element (Use HMIS Data Quality Report)</b>	<b>Records with no values (%)</b>	<b>Records where value is refused or unknown (%)</b>
3.1 Name		
3.2 Social Security Number		
3.3 Date of Birth		
3.4 Race		
3.5 Ethnicity		
3.6 Gender		
3.7 Veteran Status		
3.8 Disabling condition		
3.917 Living Situation		
3.10 Project entry date		
3.11 Project exit date		
3.12 Destination		
3.15 Relationship to Head of Household		
3.16 Client Location		
<b>Program Specific Data Element (From the most recent APR)</b>	<b>Records with no values (%)</b>	<b>Records where value is refused or unknown (%)</b>
4.2 Income and Sources		
4.3 Non-Cash Benefits		
4.4 Health Insurance		
4.5 Physical Disability		
4.6 Developmental Disability		
4.7 Chronic Health Condition		
4.8 HIV/AIDS		
4.9 Mental Health Problem		
4.10 Substance Abuse		
4.11 Domestic Violence		
4.17 Residential Move-In Date (RRH only)		

## **VI. Participation in Coordinated Entry System**

CoC funded projects are required to participate in the local Coordinated Entry System. As defined by HUD:

“Coordinated entry is a key step in assessing the needs of homeless individuals and families and prioritizing them for assistance. In addition to engaging people who are seeking assistance, Coordinated Entry processes should be integrated with communities’ outreach work to ensure that people living in unsheltered locations are prioritized for help. Coordinated Entry should achieve several goals:

- make it easier for persons experiencing homelessness or a housing crisis to access the appropriate housing and service interventions;
- prioritize persons with the longest histories of homelessness and the most extensive needs;
- lower barriers to entering programs or receiving assistance; and,
- ensure that persons receive assistance and are housed as quickly as possible.<sup>2</sup>

The definition of Centralized or Coordinated Assessment can be found at 24 CFR 578.3. Provisions at 24 CFR 578.7(a)(8) detail the responsibilities of the CoC with regard to establishing and operating such a system. In addition to the definition, HUD also posted on the HUD Exchange the Coordinated Entry Policy Brief in February 2015 that helps inform local efforts to further develop CoCs’ coordinated entry processes.

- 1. How many households (a household can be a single individual or family) entered your program during the past 12 months? \_\_\_\_\_**
  - a. How many of the households that you stated in the question above entered your project through the coordinated entry system? \_\_\_\_\_**
- 2. If any households entered your program during the past 12 months that were not referred through the coordinated entry system, please explain why in the box below (expand box as needed).**

Note: this information will be verified through HMIS.

## **VII. Performance Measures**

The purpose of the HUD’s System Performance Measures is to help communities gauge their progress in preventing and ending homelessness and provide a more complete picture of how well a community is achieving this goal. The performance of each project in the CoC is crucial in

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<sup>2</sup> NOFA for 2018 CoC Program Competition

the overall performance of the CoC. The source data for performance measures include the APR and System Performance Measures.

**1. Bed Utilization for Permanent Supportive Housing (PSH)**

A bed utilization rate is equal to the total number of people served on any given day divided by the total number of beds available on that day. Bed utilization rates below 65 percent are usually attributed to the project not entering all their clients into the HMIS or the project was under-utilized. Bed utilization rates above 105 means the project did not capture exit dates for all their clients and/or the project offered overflow beds.

From your most recent APR, complete the table below on the point-in-time count of households served on the last Wednesdays in

	<b>*Total # of Beds</b>	<b>Total # of Clients Served</b>	<b>Utilization Rate</b>
January			
April			
July			
October			

\*The total number of beds should equal the number of beds submitted in your application.

**2. Rapid Rehousing (RRH)**

Rapid Re-Housing (RRH) provides short or medium term tenant-based rental assistance in community-based housing paired with necessary supportive services for homeless individuals and families (with or without a disability). RRH assistance usually begins prior to the client entering housing. Project performance is measured when client moves into permanent housing. Using data from HMIS during the past 12 months, answer the questions below:

- Proposed number of households: \_\_\_\_\_
- Total number of households served: \_\_\_\_\_
- Total number of households moved into permanent housing: \_\_\_\_\_
- If the total number of households that move into permanent housing is lower than the proposed number of households, please explain why in the box below (expand box as needed).

### 3. Employment and Income Growth

HUD’s System Performance Measure 2 – Change in employment income during the reporting period for program stayers. Meeting this criterion will be based on demonstrating that the percent of homeless adults being served in CoC Program projects increase their earned (i.e., employment) income. From your most recent APR, complete the table below to indicate the number of program stayers and leavers who increased employment or earned income.

	Total # of Adults in Program	# of Adults with increased employment/ earned income	% of adults with increased employment/ earned income
Program Stayers			
Program Leavers			

### 4. Obtain and Maintain Permanent Housing

HUD’s System Performance Measure 7b: Successful Placement in or Retention of Permanent Housing. Meeting this criterion will be based on demonstrating an increase in the percent of persons served in permanent housing projects who retain permanent housing or exit to permanent housing destinations.

# of Persons in Permanent Housing*	# of Persons who remained in permanent housing	# of Persons who exited from permanent housing to permanent housing

\*Permanent housing includes:

- Owned by client, no ongoing housing subsidy
- Owned by client, with ongoing housing subsidy
- Rental by client, no ongoing housing subsidy
- Rental by client, with VASH housing subsidy
- Rental by client, with GPD TIP housing subsidy
- Rental by client, with other ongoing housing subsidy
- Staying or living with family, permanent tenure
- Staying or living with friends, permanent tenure

**Additional attachments: Please attach the following system performance documentation for each project from the most recent complete grant term:**

***HMIS Report #700 - Length of Time Homeless (Safe Haven only)***

***HMIS Report #700.1b - Length of Time Homeless (all projects)***

***HMIS Report #701 - Exits to Permanent Housing with Returns to Homelessness***

***HMIS Report #703 - Employment and Income Growth***

***HMIS Report #706 - Permanent Housing Placement-Retention***

## VIII. HEARTH Act Compliance

This section of the Letter of Intent (LOI) asks questions of all renewal projects to ensure compliance with the requirements of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH Act): Continuum of Care (CoC) Program Interim Rule. (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).

### 1. Participation of homeless individuals

The HEARTH Act CoC Program Interim Rule states that the recipient or subrecipient must document its compliance with the homeless participation requirements under § 578.75(g), which is as follows:

(g) 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.

**a. 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 sub recipient, 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 sub recipient 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 in the box below (expand box as needed).

**b. 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 as to when your agency will be compliant with this requirement in the box below (expand box as needed).

## **2. Faith-based activities**

The HEARTH Act CoC Program Interim Rule states that the recipient or subrecipient must document its compliance with faith-based activities requirements under § 578.87(b), which is as follows:

(b) Faith-based activities.

(1) Equal treatment of program participants and program beneficiaries.

(i) Program participants. Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to participate in the Continuum of Care program. Neither the Federal Government nor a State or local government receiving funds under the Continuum of Care program shall discriminate against an organization on the basis of the organization's religious character or affiliation. Recipients and subrecipients of program funds shall not, in providing program assistance, discriminate against a program participant or prospective program participant on the basis of religion or religious belief.

(ii) Beneficiaries. In providing services supported in whole or in part with federal financial assistance, and in their outreach activities related to such services, program participants shall not discriminate against current or prospective program beneficiaries on the basis of religion, a religious

belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

(2) Separation of explicitly religious activities. Recipients and subrecipients of Continuum of Care funds that engage in explicitly religious activities, including activities that involve overt religious content such as worship, religious instruction, or proselytization, must perform such activities and offer such services outside of programs that are supported with federal financial assistance separately, in time or location, from the programs or services funded under this part, and participation in any such explicitly religious activities must be voluntary for the program beneficiaries of the HUD-funded programs or services.

(3) Religious identity. A faith-based organization that is a recipient or subrecipient of Continuum of Care program funds is eligible to use such funds as provided under the regulations of this part without impairing its independence, autonomy, expression of religious beliefs, or religious character. Such organization will retain its independence from federal, State, and local government, and may continue to carry out its mission, including the definition, development, practice, and expression of its religious beliefs, provided that it does not 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. Among other things, faith-based organizations may use space in their facilities to provide program-funded services, without removing or altering religious art, icons, scriptures, or other religious symbols. In addition, a Continuum of Care program-funded religious organization retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents.

- a. 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

### 3. Involuntary family separation

The HEARTH Act CoC Program Interim Rule states that the recipient or subrecipient must document its compliance with involuntary family separation requirements under § 578.93(e), which is as follows:

(e) Prohibition against involuntary family separation. The age and gender of a child under age 18 must not be used as a basis for denying any family's admission to a project that receives funds under this part.

- a. 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.

### 4. 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 in the box below (expand box as needed).

**5. Active participation in local Continuum of Care meetings**

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.

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

**6. Housing Quality Standards (HQS)**

The HEARTH Act CoC Program Interim Rule states that the recipient or subrecipient must document its compliance with housing quality standards requirements under § 578.75(b), which is as follows:

(b) Housing quality standards. Housing leased with Continuum of Care program funds, or for which rental assistance payments are made with Continuum of Care program funds, must meet the applicable housing quality standards (HQS) under 24 CFR 982.401 of this title, except that 24 CFR 982.401(j) applies only to housing occupied by program participants receiving tenant-based rental assistance. For housing rehabilitated with funds under this part, the lead-based paint requirements in 24 CFR part 35, subparts A, B, J, and R apply. For housing that receives project-based or sponsor-based rental assistance, 24 CFR part 35, subparts A, B, H, and R apply. For residential property for which funds under this part are used for acquisition, leasing, services, or operating costs, 24 CFR part 35, subparts A, B, K, and R apply.

(1) Before any assistance will be provided on behalf of a program participant, the recipient, or subrecipient, must physically inspect each unit to assure that the unit meets HQS. Assistance will not be provided for units that fail to meet HQS, unless the owner corrects any deficiencies within 30 days from the date of the initial inspection and the recipient or subrecipient verifies that all deficiencies have been corrected.

(2) Recipients or subrecipients must inspect all units at least annually during the grant period to ensure that the units continue to meet HQS.

**a. Does your project meet applicable Housing Quality Standards?**

- Yes
- No
- This is a new project and has not started yet

Please briefly explain your inspection process for HQS in the box below (expand box as needed).

**b. Has your project received HQS corrective action plan in the last 2 years:**

- Yes
- No
- This is a new project and has not started yet

If you selected Yes, explain the nature of the concerns/issues and how it was resolved in the box below (expand the box as needed).

## **IX. Cost Effectiveness**

HUD states in the 2018 CoC Program Application that “CoCs should consider how much each project spends to serve and house an individual or family as compared to other projects serving similar populations.”

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.

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

- Yes
- No
- This is a new project and has not started yet
- Not applicable to this project

If you answered “yes” or “no” please explain your response in the box below (expand box as needed).

## **X. Miscellaneous Information**

**1. Match requirement**

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 (including a commitment letter or MOU)?

Yes

No

## 2. Exit Surveys

HUD encourages client surveys particularly exit surveys.

- Does your renewal program conduct exit surveys or interviews with clients?

Yes

No

This is a new project and has not started yet

Not applicable to this project

If no, please explain why in the box below (expand box as needed).



June 12, 2019

CoC Governance Board

**SUBJECT:** Receive and file CoC Committee, Workgroups and Staff updates

**Staff:** Staff are working on managing 4 major funding programs (CoC, ESG, CESH & HEAP) in addition to pursuing other funding opportunities, staffing CoC Board and committees, attending regional meetings on homelessness and a variety of initiatives and funding-related activities. Staff have requested to use HEAP admin funding to hire extra help staff with the County Executive Office to assist with administration of this program and related activities. Until additional support is available, CoC staff have to focus on critical grants management activities to ensure compliance with federal and state regulations.

Staff attended a one day symposium in Palm Springs with HUD and the Citygate Network (national organization for Rescue Missions) to discuss ways to improve partnerships and coordination.

**CoC funding:** The CoC NOFA is anticipated to be released any time. HUD staff were trying to release the NOFA in May.

**HEAP:** Staff are working with subrecipients of HEAP funding to launch new programs. The State is developing HEAP reporting requirements with input from CoCs from across the State. New reporting requirements will be shared with all funded entities once finalized and staff will work with all partners on reporting.

**CESH:** Staff is awaiting grant agreement from the State to issue local contracts and move this funding to the community.

**ESG:** The County of Ventura will not receive an ESG allocation in 2020.

**Technical Assistance:** Homebase is working with all service providers and housing providers to evaluate and improve their policies and procedures to align with Housing First. Following this activity they will hold a systemwide training to help build capacity.

TAC is working with staff and Rapid ReHousing service providers to evaluate Rapid ReHousing programs and make recommendations for using Rapid ReHousing as a system response to homelessness. Priority areas of this TA include creating systemwide housing navigation, serving households with higher barriers to housing and improving housing stability outcomes.

**CoC Committees:** CoC staff is working on a committee redesign to improve membership and integration of CoC committees.

**HMIS Steering:** Continuing to onboard multiple agencies and programs onto HMIS. HMIS and CoC staff are revisiting onboarding process to ensure the right agencies and programs are prioritized and staff time is used most efficiently for onboarding. Will bring the updated HMIS Strategic Plan to the Board in Summer 2019.