



**Meeting Agenda
Continuum of Care (CoC) Board
Wednesday, October 9, 2019
1:00pm-2:30pm**

Ventura County Office of Education,
Administration building
5189 Verdugo Way
Simi Room
Camarillo, CA

1. Call to Order
2. Approval of, Minutes of the meeting of Governance Board held Wednesday, September 11, 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. Review of the State Homeless, Housing, Assistance and Prevention (HHAP) program timeline and authorization for CoC Staff to release a Request for Proposals (RFP) with approved local timeline for funding.
7. Approval of redirection of County Executive Office HEAP administrative funding allocation to fund a Landlord Engagement Pilot program with United Way of Ventura County.
8. Receive a recommendation from the Ventura County Homeless Management Information System (VC HMIS) Administration to release a Request for Proposals (RFP) to secure a vendor for the 2020 contract year.
9. Receive a report on the Foster Youth to Independence (FYI) Initiative with the Area Housing Authority of the County of Ventura and the Human Services Agency Child Welfare Agency and Authorize Staff to finalize a Memorandum of Understanding.



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

**Ventura County Office of Education Administration
5189 Verdugo Way, Simi Room
Camarillo, CA**

1. Call to Order: The CoC Chair and Vice Chair were unable to attend the meeting. The CoC Board called the meeting to order with a quorum and approved CoC staff, Tara Carruth, to lead the meeting. Motioned by Mike Powers and seconded by Drew Powers. All in favor. Tara called the meeting to order at 1:05pm.
Board Members: Carolyn Briggs, Susan Englund, Pam Marshall, Manuel Minjares, Drew Powers, Mike Powers, Carmen Ramirez, Mara Malch, Nancy Wharfield
Staff: Tara Carruth, Amy Duganne, Jennifer Harkey, Christy Madden
HMIS Staff: Marissa Mach, Marcy Snider
Public Attendees: Ralph Reyes, Cathi Nye, Susan White-Wood, Jason Meek, Rena Sepulveda, Mark Alvarado, Emilio Ramirez, Larry Haynes, Eduardo Espinoza, Ashley Humes, Juan Cordova, Joshua Richter, April Rosser
2. Approval of Minutes of the meeting of Governance Board held Wednesday, August 14, 2019
Minutes approved: Motion by Carmen Ramirez, seconded by Mike Powers. Dawn Dyer abstained. All in favor.
3. Board Comments: Carmen Ramirez reminded attendees about the public comment period for the Southern California Association of Governments (SCAG) on the regional housing needs assessment. Comments will be accepted through 9/13/19. Dawn Dyer announced that the Housing Trust Fund of Ventura County is seeking additional match funding for the \$5million available in State funds. Dawn thanked the County, cities and stakeholders for their contributions to the \$3million already raised.
4. CoC Staff Comments: CoC and HMIS staff were invited to present at a national conference in Kansas City for WellSky, to highlight the success of the Coordinated Entry System model in Ventura County.
5. Public Comments: VCOE Homeless Liaison, Cathi Nye, reminded attendees about the upcoming Ventura Social Services Task Force (VSSTF) educational workshop being held on Sept. 12th from 5:30pm to 8pm at the Poinsettia Pavilion in Ventura. This event will highlight the development and operations of the new year-round shelter scheduled to open in Ventura on January 9, 2020.

Continuum of Care Governance Board Business

6. Approval of recommendations from the CoC Data, Performance & Evaluation Committee on new projects for CoC Bonus and CoC Domestic Violence Bonus funding and the final rankings of new and renewal projects to be included in the FY19 CoC Consolidated Application. Directed staff to notify all applicants of final rankings and if projects were accepted or rejected for the final submission.
Tara Carruth gave an overview of the rank and review process, including the scoring of each renewal and new application. All projects scored above 75 points which is the minimum threshold.

Recommendations from the CoC Data Committee were presented to the Board for all CoC project renewals, one new Domestic Violence Bonus project and two CoC Bonus project proposals. Board members inquired about the two renewal projects with no score and CoC staff clarified that these renewals did not have a full year to score performance but met the threshold criteria. A motion was made by Carmen Ramirez to approve the HMIS Expansion proposal, Mercy House Rapid Re-Housing for CoC Bonus funding, the Human Services Agency project for DV Bonus funding and the final ranking of new and renewal projects. Seconded by Drew Powers. Mike Powers abstained due to County project recommendations. All in favor.

7. Received a recommendation for adoption of CoC Moving On Strategy through partnership with Ventura County Public Housing Authorities and Permanent Supportive Housing Providers to Assist in the transition of persons no longer in need of intensive supportive services.

Tara Carruth explained how this strategy is recommended by HUD to help those living in Permanent Supportive Housing (PSH) who no longer require intensive services, to move from a PSH program to other housing assistance in order to free up PSH units for those who need it most. CoC Housing Consultant, Amy Duganne, thanked the housing authorities for their engagement and willingness to incorporate a Moving On preference in their administrative plans. CoC staff are working with the Area Housing Authority of the County of Ventura to implement a pilot program in its Housing Choice Voucher program. CoC Board members agreed with this approach to allow more opportunities for others to move into PSH. Dawn Dyer motioned to approve, seconded by Mike Powers. Unanimous approval.

8. Received a report on racial disparities in homelessness in Ventura County to be included in the FY19 CoC Consolidated grant application.

Jennifer Harkey gave a brief overview of the demographic data and emphasized the points available in the FY19 CoC NOFA for each CoC to submit an analysis of racial disparities. The most disproportionate racial disparity in the Ventura County CoC is the number of African Americans receiving homeless services and placed in permanent supportive housing. Board members would like to see data by program or project type to determine if there are racial disparities that need to be addressed. CoC staff explained that some strategies have been implemented, including expanded outreach, better data collection within HMIS and the Coordinated Entry System and a diverse Board to represent various populations. CoC Board members asked about cultural barriers in the system and if the preferred spoken language is captured. CoC staff will follow up with the HMIS Administration about these questions and pull additional data by program/project type for analysis to report back to the Board.

9. Approval of the Memorandum of Understanding between the Ventura County Continuum of Care and the Workforce Development Board of Ventura County to enhance partnerships and improve linkages to employment services for individuals and families experiencing homelessness.

Tara Carruth explained that there is a strong emphasis in the FY19 CoC NOFA on creating employment opportunities for individuals and families experiencing homelessness. CoC staff met with Workforce Development staff to draft the MOU and establish a commitment for partner agencies to improve linkages to employment services. Susan Englund motioned to approve, seconded by Dawn Dyer. All in favor.

10. Received a report on efforts to end Veteran Homelessness in Ventura County.

Jennifer Harkey gave an update on the recent work by service providers to ensure referrals are being made to Veteran resources. CoC staff thanked the homeless service providers for their ongoing dedication to prioritize the most vulnerable homeless veterans for the Ormond Beach supportive housing units. City of Oxnard Housing Director, Emilio Ramirez, announced the two- and three-bedroom low-income units for those with household incomes at or below 50% AMI are still available for referrals to the Oxnard Housing Authority (OHA). The OHA and Many Mansions staff are getting close to approving all of the CoC referrals for the Ormond Beach supportive housing units. Jennifer Harkey emphasized that there are currently 17 chronically homeless veterans with VASH vouchers who

are unable to find an affordable unit to lease. Dawn Dyer offered to write another article to draw more landlords and property managers for units to lease. Tara Carruth mentioned that the Fair Market Rents (FMRs) for Ventura County have just increased for this next federal fiscal year and this should be highlighted. CoC staff mentioned that some communities are using financial incentives for holding fees or double deposits to ensure units are being utilized for PSH and/or VASH vouchers. CoC Housing Consultant, Amy Duganne, will follow up with Dawn Dyer for the landlord engagement and outreach.

October 9, 2019

CoC Governance Board

SUBJECT: Review of the State Homeless, Housing, Assistance and Prevention (HHAP) Program Timeline and Authorization for CoC Staff to Release a Request for Proposals (RFP) with Approved Local Timeline for Funding.

BACKGROUND: The State NOFA for the Homeless Housing, Assistance and Prevention (HHAP) program is expected to be released in the Fall 2019, as authorized in the 2019 Budget Act. The State is distributing \$650 million one-time block grant that will provide jurisdictions with funds to support regional coordination and expand or develop local capacity to address immediate homelessness challenges. Allocations will be given to the following:

- 44 Continuums of Care will share \$190 million
- The 13 largest cities will share \$275 million
- 58 counties will share \$175 million

HHAP funding will be awarded to the local CoC and County of Ventura. Staff anticipate the total combined funding made available to the County of Ventura and the Continuum of Care will be slightly lower than the HEAP allocation of \$4.6 million. Initial estimates are \$2.1 million for the CoC and \$1.9 million for the County. The State is encouraging regional collaboration with this funding with CoCs, counties and cities. Final allocations will be announced following the federal certification of 2019 Point in Time Count numbers by U.S. Department of Housing and Urban Development. The State has released the attached overview and timeline which includes the anticipated program guidance to be published in October 2019. HHAP applications will be due to the State by February 15, 2020.

DISCUSSION: In preparation for the upcoming Homeless Housing, Assistance and Prevention (HHAP) program NOFA, CoC staff is seeking CoC Board approval to release a Request for Proposals (RFP) once the program guidelines have been issued by the State. All proposals will be reviewed and ranked by the CoC Data and Evaluation Committee as recommendations for CoC Board approval.

Eligible uses for HHAP funding including the following:

- 1) Rental assistance and rapid rehousing;
- 2) Operating subsidies in new or existing affordable or supportive housing units, emergency shelters, navigation centers;
- 3) Incentives to landlords;
- 4) Outreach to connect unsheltered persons to resources and housing;
- 5) Comprehensive support services to promote housing stability;

- 6) Delivery of permanent housing;
- 7) Prevention and shelter diversion to permanent housing;
- 8) New navigation centers and emergency shelters based on demonstrated need;
- 9) 8% of HHAP funding must be allocated for services for homeless youth
- 10) Up to 7% for the administrative entity to manage the HHAP program funding;
- 11) Up to 5% to support HMIS and coordinated entry systems and/or updating the strategic homelessness plan

HHAP funds are not eligible to replace or supplant other committed funding including local funding unless a source will no longer be available such as a time limited tax fund, etc.

As new resources have come into the community and local jurisdictions have prioritized funding for homeless services including emergency shelters/navigation centers, outreach and other services, it is important that any new program or service be fully integrated into the developing service system. HHAP funding will require that funded programs utilize HMIS and receive referrals through the coordinated entry system, Pathways to Home. HHAP funding also requires that programs be aligned with evidence-based best practices including low barrier year-round shelter programs, progressive engagement, trauma-informed and Housing First approaches to delivering services.

Current gaps in the developing service system and priorities adopted in the 2019 Ventura County Plan to Prevent & End Homelessness are as follows:

- Street outreach services dedicated to focusing on engaging and connecting unsheltered homeless individuals to services;
- Comprehensive supportive services to promote housing stability for new housing vouchers including mainstream vouchers and other set aside vouchers that do not include a supportive services component;
- Housing Navigation/Case Management focused on preparing individuals for housing applications;
- Increasing the supply of permanent supportive and affordable housing units;
- Homeless prevention & diversion

Priorities established and adopted by the CoC Board in 2018 prior to the release of HEAP funding include the following:

- 1) Low barrier emergency shelter/Navigation Center
- 2) Coordinated Entry System full geographic coverage including:
 - a. Street Outreach (expanded hours with evening and weekend coverage)
 - b. 2-1-1
 - c. Housing Navigation—dedicated staff to work with homeless persons to gather eligibility documentation and apply for housing opportunities
 - d. Housing Locators—dedicated staff to build relationships with landlords and identify rental units
- 3) Homeless Prevention—flexible financial resources to prevent homelessness
- 4) Non-traditional shelter options including:

- a. Safe Sleep—designated parking areas for persons residing in vehicles
 - b. Tiny Home shelter programs (i.e. River Haven model)
 - c. Motel Vouchers
- 5) Flexible housing subsidies/rental assistance including:
- a. Master Leasing
 - b. Longer and deeper financial subsidies for vulnerable households

2018 HEAP Funding Awards

Project Type	Award	Recipients
Emergency Shelter/Navigation Centers	\$4,141,925	City of Ventura, City of Oxnard, Turning Point Foundation, SPIRIT of Santa Paula, Interface Children & Family Services*
Emergency Assistance including motel vouchers, rental assistance, homeless prevention	\$223,110	SVDP Padre Serra, Help of Ojai, CSUCI*
Housing Location Services	\$250,000	Salvation Army
	\$4,615,035	

**18% of funding was allocated to youth programs*

Proposed Local Timeline for HHAP funding:

CoC Releases Requests for Proposals for HHAP	October 2019 (following State program guidelines)
Applications due to CoC staff	December 2019
CoC Data Committee review of applications	January 2020
CoC Board approval	February 12, 2020
CoC submits application to State	February 14, 2020

The RFP will only request information necessary to evaluate proposals relative to priorities, community need, timeliness for expenditure of funds and organizational experience.

RECOMMENDATIONS:

1. Approval of local funding timeline;
2. Confirm priorities as established in 2019 Ventura County Plan to Prevent and End Homelessness that are eligible for HHAP;
3. Authorize staff to release RFP for CoC Allocation of HHAP funding upon release and review of final program guidelines

Homeless Housing, Assistance and Prevention Program (HHAP)

The Homeless Housing, Assistance, and Prevention Program (HHAP) funding. HHAP program is a \$650 million block grant program designed to provide jurisdictions with one-time grant funds to support regional coordination and expand or develop local capacity to address their immediate homelessness challenges informed by a best-practices framework focused on moving homeless individuals and families into permanent housing and supporting the efforts of those individuals and families to maintain their permanent housing. HHAP grant program is authorized by AB101, which was signed into law by Governor Gavin Newsom on July 31, 2019. This document provides an overview of the HHAP grant program, including timelines with key milestones and program deliverables. <https://www.bcsb.ca.gov/hcfc/>

Program Overview	<ul style="list-style-type: none"> • \$650 million one-time block grant • Provides local jurisdictions with funds to support regional coordination and expand or develop local capacity to address their immediate homelessness challenges 	
Eligible Applicants	<ul style="list-style-type: none"> • 44 Continuums of Care • 13 Largest Cities, with populations of 300,000 or more (as of January 2019) • 58 Counties 	
Funding Allocations	<ul style="list-style-type: none"> • 190 million – Continuums of Care • 275 million – Large Cities • 175 million – Counties • Allocations are based on each CoCs proportionate share of the state’s total homeless population based on the 2019 homeless point-in time count (PIT). 	
Key Elements	<ul style="list-style-type: none"> • Requires a demonstration of regional coordination • Mandate that at least 8% of the allocation MUST be used to establish or expand programs to meet the needs of youth experiencing homelessness • Does not require a crisis shelter declaration to be a direct recipient of HHAP funds • Eligible uses to be defined in the HHAP program guidance 	
Important Dates	October 2019	Program Guidance Published
	TBD	Application Map and Instructions released
	TBD	Release of NOFA and Application (dependent upon the release of 2019 point-in-time count by US Housing and Urban Development)
	February 15, 2020	HHAP Applications Due
	April 1, 2020	All HHAP awards to be made
	May 31, 2023	HHAP program funds must be contractually obligated **varies for counties, CoCs, and large cities
	June 30, 2025	HHAP program funds must be fully expended

October 9, 2019

CoC Governance Board

SUBJECT: Approval of redirecting \$200,000 in County Executive Office HEAP administrative funding to fund a Landlord Engagement Pilot program with United Way of Ventura County.

BACKGROUND: The County Executive Office and Ventura County Continuum of Care staff have been working with Housing Consultant Amy Duganne on efforts to improve landlord engagement efforts. Staff have researched and explored several model programs including master leasing, landlord incentives and others. Public/private partnerships are the key to any landlord engagement initiatives success. Partnerships that involve private nonprofits allow for flexibility in responding to landlord needs and ability to raise private dollars that can be used to incentivize landlords in ways that most governmental grant funding cannot.

DISCUSSION: Ventura County has a competitive rental market with low vacancy rates. Engaging landlords as partners in ending homelessness for households that are recipients of housing vouchers and other subsidies is critical to the success of our service system. Housing vouchers including VASH, mainstream vouchers and other Housing Choice/Section 8 vouchers are limited to pay the rent amount set by the US Department of Housing and Urban Development.

Partners including the City of Oxnard, United Way and County Executive Office have been advocating for establishment of methods to incentivize landlords to improve utilization rates of housing vouchers and other rental assistance programs including rapid rehousing programs.

United Way proposes to take the lead in piloting a Landlord Engagement Program modeled off successful model programs in other communities. The attached proposal includes a summary of the efforts to be included in this pilot including a commitment from United Way of Ventura County to commit to matching the grant funds with private dollars for flexible landlord incentives. A small team will be hired to implement the pilot program and will partner with the service system to fully integrate new housing opportunities into the coordinated entry system. This program will serve the landlord partners as well as the service providers in helping to secure housing resources, provide landlords with the incentives and services they need to be partners in ending homelessness and responding to service needs of tenants.

RECOMMENDATION: Approval of redirecting \$200,000 in County Executive Office HEAP admin funding to support a Landlord Engagement Pilot Program with United Way of Ventura County.

UNITED TO END HOMELESSNESS IN VENTURA COUNTY



Overview: The mission of the United Way of Ventura County is: “To Mobilize and Inspire the Caring Power and Resources of our Community.” In keeping with this charge and in response to the shelter crisis in Ventura County, the United Way of Ventura County seeks to launch a Homelessness Initiative to include a Landlord Engagement Pilot Program (LEPP) to increase housing stock and utilize existing housing vouchers and housing subsidies provided by local jurisdictions and community partners in preventing and ending homelessness. Everyone needs a safe place to call home, yet that basic need is increasingly out of reach for many people in Ventura County. Limited affordable housing supply, extremely low vacancy rates, and prohibitive and rising rents, make home access for those with housing barriers exceedingly challenging. Advocating for these individuals and families includes recruiting, cultivating, retaining and growing the number of landlords willing to help prevent and end homelessness.

The Need: Housing. Ventura County’s most vulnerable individuals, families, and veterans need access to housing in a competitive rental market. Housing resources exist, but utilization is impeded by the small number of landlords willing to accept housing vouchers and subsidies.

The Solution: Landlord engagement and incentives to increase the number of housing units made available to homeless individuals, families, and veterans with housing vouchers and those subsidized for rapid re-housing; landlord engagement and support to keep people housed and prevent homelessness; county-wide system integration of housing opportunities via Pathways to Home/Coordinated Entry System.

Strategies:

- Developing landlord marketing tools tailored to owner needs
- Providing targeted and innovative landlord outreach
- Convening of landlords to inform and solicit participation, encourage feedback, and recognize partnerships (e.g., a private partner in landlord engagement will be promoting and sponsoring the first convening scheduled for December 2019)
- Identifying, prioritizing, and implementing landlord incentives and protections (e.g., rental unit holding fee, program participation signing bonus, minor repair costs to comply with housing inspections, 24/7 landlord “hotline”, mitigation fund for extraordinary property damages, mediation services)
- Creating a flexible funding pool to rapidly provide incentives (i.e., ability to cut checks within 24 hours)
- Advocating for landlords
- Enhancing customer service to landlords and ensuring responsiveness
- Building upon success and expanding the role of partnering landlords
- Providing a liaison between the service system, landlords, service providers
- Facilitating housing stability
- Educating and training “Smart” renters

Role of the United Way of Ventura County:

- Public Awareness: Broad communications strategy and PR campaign to change public perception of homelessness and provide greater understanding of the issues.
- Resource Development: It is the intention of United Way of Ventura County to raise funds through private support to match and leverage the amount of public support. United Way is currently in conversation with multiple funders who are funding the work of the United Way of Los Angeles and Orange County United Way to address homelessness.
- Advocacy/Community Outreach: Driving of public policy towards a universally accepted Housing First solution; engaging community and leadership in political advocacy; recommending solutions and mobilizing needed resources to end homelessness.
- Fiscal Agent: Providing accounting, finance, and legal support.

Request: The United Way of Ventura County requests Homeless Emergency Aid Program (HEAP) funding in the amount of \$200,000 for staffing and coordination to implement a Landlord Engagement Pilot Program as part of its Homelessness Initiative to start November 2019 and continue through June 2021. Staffing positions funded will provide county-wide and system-wide support and integrate with existing agency housing navigation efforts.

Metrics to Measure Success:

- Number of meetings with landlords, either 1:1 or group
- Number of landlords or management companies engaged and participating – 75 anticipated
- Number of rental units accessed – 45 anticipated
- Number of housing vouchers utilized (e.g., Mainstream Vouchers, VASH Vouchers, rapid re-housing subsidies)
- Number of those housed who remain housed at 6, 12, 18 months
- Number of funders in funding collaborative supporting landlord incentive strategies and costs of program sustainability

2019 United Way Homelessness Landlord Engagement Initiative Proposed Budget		
<u>November 2019 – June 2021</u>		
Funding Activity	Amount	Timeline
Program Manager – 20 hrs/week consultant position	\$ 94,600	11/1/19 - 6/30/21
.5 FTE Housing Locator plus PR related	\$ 41,529	2/1/20 - 6/30/21
.5 FTE Housing Retention Specialist plus PR related	\$ 41,529	2/1/20 - 6/30/21
Mileage	\$ 9,000	11/1/19 - 6/30/21
Conferences/training	\$ 2,000	11/1/19 - 6/30/21
Indirect (to include cell phones, phones, computers, internet connectivity, office supplies)	\$ 11,342	11/1/19 - 6/30/21
Program Match (public awareness, advocacy/community outreach, landlord incentives)	\$ 200,000 *	11/1/19 – 6/30/19
Total	\$ 400,000	11/1/19 – 6/30/21

* \$5,000 has been secured by UWVC

October 9, 2019

CoC Governance Board

SUBJECT: Receive and File the VC Homeless Management Information System and Coordinated Entry/Pathways to Home (VC HMIS/CES_PTH) proposal to conduct a system wide evaluation and assessment to gather information from the various service providers.

BACKGROUND: The HMIS Lead Agency, Human Services Agency operates and manages the Ventura County HMIS system and staffs and operates the Coordinated Entry System/Pathways to Home. The VCHMIS team would like to conduct a system wide evaluation that would include seeking input from the HMIS and CES agencies and HMIS Licensees/users regarding the current state of both the HMIS and CES operations which includes, systems provider, training, processes and desired future state. This information will be gathered, analyzed and used to help inform future efforts and the VC HMIS/PTH_CES Strategic Plan.

DISCUSSION: Review the proposed activities and associated timeline associated with the implementation of a system wide evaluation.

RECOMMENDATIONS: Provide feedback to the VC HMIS team on the proposed activities and timeline of a system wide evaluation of VC HMIS/PTH_CES.

VC HMIS/PTH CES
Evaluation Process

Timeline 2019-2020	VC HMIS/PTH CES Lead Agency Activities
November 2019 - February 2020	<ol style="list-style-type: none"> 1) Design surveys 2) Conduct/disseminate HMIS/CES PTH: <ul style="list-style-type: none"> • Agency Survey • HMIS Users Survey 3) Data Review 4) Conduct focus groups based on key outcomes from surveys
March 2020 – May 2020	<ol style="list-style-type: none"> 5) Conduct research (best practices, vendors, processes) based on projected next steps 6) Develop comprehensive survey/evaluation report which will inform Strategic Planning and next steps
June 2020 – September 2020	<ol style="list-style-type: none"> 7) Present report and proposed project and strategic plan to the VC CoC Staff and VC CoC Board 8) Develop project plans for agreed upon initiatives

October 9, 2019

CoC Governance Board

SUBJECT: Receive a report on the Foster Youth to Independence (FYI) Initiative with the Area Housing Authority of the County of Ventura and the Human Services Agency Child Welfare Agency and Authorize Staff to finalize and sign a Memorandum of Understanding.

BACKGROUND: The U.S. Department of Housing and Urban Development (HUD) announced the Foster Youth to Independence (FYI) initiative on July 26, 2019 to provide housing vouchers for youth ages 18 to 24 with a current or prior history of child welfare involvement. HUD is seeking cross-system collaboration with public housing agencies (PHAs), public child welfare agencies (PCWAs), and continuums of care (CoCs) to work together to prevent and end homelessness among youth. Eligible PHAs includes those with an existing Annual Contributions Contract (ACC) with HUD for the Housing Choice Voucher program; however, the PHAs must not currently administer the Family Unification Program (FUP). Eligibility includes a partnership between the PHA and the PCWA, as well as an amendment to the PHAs administrative plan to include program regulations and requirements. Up to 25 vouchers may be requested by each PHA per fiscal year, depending on availability. The FYI housing vouchers cannot be project based, as they are limited to 36 months per youth. Supportive services should include housing navigation, landlord support services, basic life training skills, education and employment services.

DISCUSSION: CoC staff reached out to the eligible PHAs on July 31, 2019 and received interest from the Area Housing Authority of the County of Ventura (AHACV). CoC staff immediately engaged the Public Child Welfare Agency (PCWA) administrative staff and all three entities (AHACV, CoC and PCWA) had a meeting on August 21, 2019 to review the program requirements and discuss ongoing supportive services. A Memorandum of Understanding (MOU) has been drafted by CoC staff and is currently being reviewed by the AHACV and PCWA. The PCWA has agreed to provide the written certification to the PHA for eligibility determination of child welfare history and housing voucher eligibility. Supportive services will be provided through either the PCWA or a local service provider currently engaged with the eligible youth.

RECOMMENDATION: Authorize Staff to finalize and sign a Memorandum of Understanding with the Area Housing Authority of the County of Ventura and the Human Services Agency Child Welfare Agency for the Foster Youth to Independence Initiative.

**Memorandum of Understanding between the Ventura County Continuum of Care (VC CoC)
and County of Ventura Children and Family Services (public child welfare agency)
and Area Housing Authority of the County of Ventura (public housing authority)**

PURPOSE

The VC CoC Program is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, States and local governments to quickly re-house homeless individuals and families while minimizing the trauma and dislocation caused to individuals, families and communities by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among individuals and families experiencing homelessness.

This memorandum of understanding (MOU) is entered into by the Ventura County Continuum of Care's (VC CoC's) Lead Agency, the local public child welfare agency (PCWA) and the public housing authority (PHA), to connect eligible youth who are at-risk or experiencing homelessness, including those who are aging out of foster care, to housing and related supports. The purpose of this MOU is to set forth expectations and responsibilities of the VC CoC Lead Agency and its partnering organizations.

GENERAL PROVISIONS

VCCoC Lead Agency will:

- 1) Serve as the CoC Lead responsible for the coordination and oversight of CoC planning efforts.
- 2) Coordinate with the Homeless Management Information System (HMIS) Lead to facilitate using HMIS as a database, to capture client-level, system-wide information over time on the characteristics and service needs of the homeless persons to be served within the VC CoC geography.
- 3) Coordinate, integrate and leverage resources to maximize impact of services for individuals and families experiencing homelessness.
- 4) Submit reports to HUD and other funding entities including (PIT, HIC, AHAR, System Performance and others) with input from providers and partner agencies.
- 5) Participate in the VC CoC Coordinated Entry System (CES), *Pathways to Home*, to prioritize the most vulnerable individuals and families for housing vouchers, rapid re-housing and other resources, using a Housing First approach.
- 6) Prioritize access to supportive services for people experiencing homelessness through referrals to the appropriate partnering organizations.
- 7) Coordinate with the local PCWA to identify youth who are eligible for Foster Youth to Independence (FYI) Tenant Protection Vouchers, for referrals to the PHA.

Public Child Welfare Agency (PCWA) will:

- 1) Contribute agency level data for reports to HUD and other funding entities, with input from providers and partner agencies.
- 2) Receive referrals from within the public child welfare agency and the VC CoC Coordinated Entry System, *Pathways to Home*, to determine eligibility of child welfare history for Foster Youth to Independence (FYI) Tenant Protection Vouchers (TPV) and submit prioritized referrals to the PHA for eligibility determination.
- 3) Provide written certification to the PHA verifying eligible child welfare history and housing voucher eligibility, which includes the following requirements: a) Has attained at least 18 years and not more than 24 months of age; b) Left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act at ages 16 or older; and c) Is homeless or is at risk of becoming homeless.
- 4) Ensure 36 months of supportive services is provided by either the PCWA or a local service provider currently engaged with the eligible youth in the FYI TPV program.
- 5) Coordinate with the PHA to determine if the youth needs to be referred for additional supportive services or housing resources through the VC CoC prior to the sunset of the voucher.

Public Housing Authority (PHA) will:

- 1) Contribute agency level data for reports to HUD and other funding entities, with input from providers and partner agencies.
- 2) Receive referrals from within the PCWA for Foster Youth to Independence (FYI) Tenant Protection Vouchers (TPV) eligibility determination.
- 3) Coordinate with the PCWA to determine if the youth needs to be referred for additional supportive services or housing resources through the VC CoC.
- 4) Submit all requests for FYI TPV assistance to the U.S. Department of Housing and Urban Development (HUD) by providing the eligibility determination and written certification provided by the PCWA.
- 5) Administer all FYI TPV for eligible youth for up to 36 months and sunset when a youth transitions off the voucher.
- 6) Notify the PCWA at 30 months of FYI TPV to ensure supportive services for a successful transition prior to the sunset of the voucher.

TERMS OF AGREEMENT:

This MOU shall be effective upon adoption by each signatory agency and entity.

This MOU shall be reviewed and revised as needed to further implementation of strategic and long-term goals.

This MOU can be expanded, modified or amended as needed by the consent of both agencies.

This MOU shall be in effect for the duration of the VC CoC organization unless terminated by mutual agreement in writing prior to this project end date.

Public Child Welfare Agency (PCWA)

Public Housing Authority (PHA)

Ventura County Continuum of Care

Name: _____

Name: _____

Name: _____

Sign: _____

Sign: _____

Sign: _____

Date: _____

Date: _____

Date: _____