



**Meeting Agenda
Continuum of Care (CoC) Board
Wednesday, January 13, 2021
3:30pm-5pm**

Click Link to Join Zoom Meeting

<https://us02web.zoom.us/j/87116214211?pwd=WlJ6UkFvM2N5KzRWQVczbDB3WU1zZz09>

Meeting ID: 871 1621 4211

Passcode: 310297

1. Call to Order
2. Board Comments
3. CoC Staff Comments
4. Public Comments: Public Comment is an opportunity for the public to participate in public meetings by addressing the Ventura County Continuum of Care Board in connection with one or more agenda or non-agenda items. This meeting is subject to the Public comments may be submitted by using one of the following options.

Email in advance of the meeting:

If you wish to make public comment on an agenda item via email, please submit your comment via email by 4:30pm on the day prior to the Board meeting. Send emails to: venturacoc@ventura.org

Please indicate the agenda item you would like to speak on if relevant and whether you would like your message read by staff or you will be participating and would like to provide your comments during the live meeting.

During the meeting: Participants may use the chat function in zoom to indicate they would like to make a comment. Staff will call on participants during the public comment section of the meeting or during specific item following staff presentation of the item.

Continuum of Care Governance Board Business

5. Approval of Board Minutes from December 9, 2020.
6. Ratification of CoC Board membership and selection of Board Chair and Vice-Chair.
7. Provide input on amendments to Ventura County Continuum of Care Alliance Governance Charter including updates on the designated Interagency Council on Homelessness, Standing Advisory Committees

and Voting Process for CoC Advisory Committees.

8. Receive an Update on COVID19 Response from the County's Homeless Taskforce.
9. Approval of a Resolution to be signed by Continuum of Care (CoC) Board Chair Accepting the County's Redirection of Homeless Housing Assistance and Prevention Program (HHAP) Round 2 Funds of \$832,659 To Be Combined With The CoC Allocation for a Total of \$1,762,942.



**Meeting Minutes
Continuum of Care (CoC) Board
Wednesday, December 9, 2020
3:30 – 5:30 pm**

Click Link to Join Zoom Meeting

<https://us02web.zoom.us/j/84874765787?pwd=YlJ4WWJ2WXhRdDJmVFBN2hQeURSZz09>

Meeting ID: 848 7476 5787

Passcode: 536757

1. **Call to Order:** CoC Board Chair, Kevin Clerici, called the meeting to order at **3:32 pm**.
Board Members: Carolyn Briggs, Kevin Clerici, Dawn Dyer, Susan Englund, Mara Malch, Pam Marshall, Manuel Minjares, Michael Nigh, Michael Powers, Carmen Ramirez, Emilio Ramirez, Nancy Wharfield
Staff: Stefany Gonzalez, Felipe Flores, Jennifer Harkey, Tara Carruth, Christy Madden
HMIS Staff: Alicia Morales, Marcy Snider
Public Attendees: Amy Duganne, Jessica Petrillo, Erin Rode, Jaydon Gaines, Susan White Wood
2. **Board Comments:** Kevin Clerici, Executive Director of Downtown Ventura Organization, opened the meeting and welcomed Michael Powers, CEO – County of Ventura, who then greeted the group. He congratulated and thanked the CoC Board and its partners for their great work on Project RoomKey (PRK), Project HomeKey (PHK) and for the response to the fire that broke out at the Ventura river bottom yesterday.
3. **CoC Staff Comments:** Tara Carruth also thanked all the partner agencies for their good work in the community and for staying safe. No update on CoC NOFA since its tied to HEROES Act and the ongoing challenges in Congress around that. Tara further mentioned that funding will become difficult if it is not resolved by end of calendar year. There will be a memorial service on 12/21/20 known as The Longest Night, which commemorates those who lost their lives while experiencing homelessness during 2020. The regular host will not be able to perform these duties this year; however, there are plans for the combination of a live and virtual event. Oxnard will also be holding a version of this event at the current shelter. Tara asked Emilio Ramirez, Housing Director – City of Oxnard for more event details for dissemination. As a closing remark for this section, Tara indicated that there was an inter-agency made up of various congregations named “Moving In”. This agency provides furniture and other essentials needed for people occupying a new home and can be an additional resource.
4. **Public Comments:** No in-person or email comments submitted.

Continuum of Care Governance Board Business

5. Approval of the minutes of the meeting of Governance Board held Wednesday, October 14, 2020. Carmen Ramirez, Supervisor-Elect, County of Ventura, moved and Susan Englund seconded. Dawn Dyer, President, Dyer Sheehan Group and Michael Powers, abstained. The balance of the CoC Board was in favor.
6. **Received an update on COVID19 Response from the County’s Homeless Taskforce**
Tara informed that currently, there are 175 individuals using motel vouchers by using FEMA and COVID

response funding and she thanked all non-profit and community partners for their ongoing effort, including the Ventura County Area Agency on Aging (VCAAA) for providing meals. She reminded everyone that funds run through the end of December 2020 but hopefully, it may be longer if needed. As a result, additional re-housing strategies may be needed. Tara further informed that the Project HomeKey will close tomorrow as PRK evolves into the next phase. She also indicated that changes to current winter shelter operations will need to change and that motel vouchers may be available to offset need. Tara further expanded that note by mentioning that the wave of impending evictions is concerning. Outreach to various agencies is ongoing. There are also safety concerns for people living at river bottoms and the surrounding communities. The fire that broke out yesterday was concerning for a few reasons; general and public safety, and the public's perception of individuals living at the river bottom. Dawn Dyer congratulated the CoC staff's work and indicated that rental assistance is very appreciated in the community as noted in her recent apartment management research.

Mara Malch mentioned that the proposed Senate Bill 1410, also known as the COVID-19 Emergency Rental Assistance Program, would help to provide rental assistance to California renters who have been unable to cover their rent costs due to impacts of the pandemic.

Nancy Wharfield, Chief Medical Officer at Gold Coast Health Plan, asked about additional assistance for Covid 19, including vaccine distribution. Tara said she would work with public health partners to see how to take on this challenge.

7. Receive and File a Report on the Homeless Emergency Aid Program (HEAP) including highlights from the United Way's Landlord Engagement Program.

Tara presented a general update from the state. She was hoping to have a full report to the group, but this was not possible as there were no other updates available from the state. She also mentioned that Felipe Flores, CoC Staff, continues to work with partner agencies to ensure the ongoing draw down of awarded HEAP grant funds via spending plans and monitoring.

As a Program highlight, Tara tried to play a YouTube video for United Way of Ventura County's Landlord Engagement Program however, the sound could not be heard. The video can be accessed through the following link: <https://www.youtube.com/watch?v=NcKcTECutsc>. As a result, Amy Duganne, Program Manager, United Way of Ventura County, provided a brief summary of the Program. Amy also informed that 2,500 "keep clean" kits were donated to United Way for distribution. These, in turn, were forwarded to Backpack Medicine for distribution.

The final HEAP report, due to the State no later than January 1, 2021, will be shared with the Board following its submission.

Michael Powers asked where most investments were being made. Amy Duganne indicated that 1 month's rent could be used as a holding fee. Michael further asked if landlords were content with this and Amy confirmed. Michael then suggested capturing testimonials from landlords for use as success stories. The Program's acceptance is growing since its vouchers equate guaranteed rent. Emilio Ramirez commented that other landlords have asked him if Oxnard is working with United Way of Ventura County since positive feedback for the Program is growing. Michael concluded that additional resources are needed to grow the Program.

8. Receive a Presentation on the VC CoC Strategic Investment Planning; Approve Recommendations from the CoC Data Committee on California Homeless Housing, Assistance and Prevention (HHAP) Program and Emergency Solutions Grant Coronavirus Relief (ESG-CV) funds; Authorize Staff to Apply

to the State for these Resources and Release Local Request for Proposals (RFP) For Adopted Priorities

Tara presented on the VC CoC's Strategic Investment Planning and asked for approval to apply for the following grants and proposed amounts: **HHAP Round 2 - \$1,639,536.06, ESG-CV Round 2 - \$4,500,000** and **Oxnard ESG-CV - \$4,727,916**. Dawn Dyer stated that these funds are would be well invested since they would be going towards housing and asked what other housing examples existed. The priority use of this funding is Rapid Re-Housing and the continued non-congregate sheltering through motel vouchers. Tara later stated that problem solving methodology was used to help determine allocations and how to spend funding. She further cited that partners have funding for different items and that some grants are not always able to provide assistance since they are specific for certain uses. An example cited included non-traditional methods being used in Los Angeles County. Michael Powers commented that the CoC's grant proposal is organized and asked if is also tied to effectiveness. Tara replied that a ranking process was used to determine funding allocations and it took into account several factors such as performance and racial disparity. On that note, Michael further shared that the County's first Diversity, Equity and Inclusion Officer has been hired. The Officer's work starts in January 2021 and it was mentioned that it would be a good idea to include her in these discussions. To close this item, Tara asked for authorization to apply for State funding and to move forward and ask for local RFP's.

Manuel Minjares, City of Fillmore City Council Member moved, Carmen Ramirez seconded. All in favor.

9. Provide Staff Feedback and Direction on Options for 2021 Unsheltered Point in Time Count and Direct Staff to Submit Request to HUD for Modifications.

Tara shared that CoC Staff had been waiting for the PITC guideline for quite some time. She further explained that HUD requires an in-person count every other year, and this year, the count needed to be done. She further explained that the count can be done in person as a head count only. However, the conditions under which the count needs to be done, such as early morning hours, no daylight and other potentially dangerous conditions, are unfavorable. In addition, the current State curfew of 10 pm to 5 am may further complicate the completion of this task. Tara shared that the City of Pasadena, Los Angeles, San Diego, Fresno, Santa Barbara, San Luis Obispo, Riverside, and San Bernardino Counties had all planned to submit a HUD exemption to not conduct the PITC for this year due to lack of capacity and unsafe conditions. She also commented that it may not be productive to a partial count since the results may not be fully accurate. and asked for a general recommendation from the CoC Board. Carmen Ramirez asked what other communities across the country were affected. Tara replied it varied and that fellow CoC's may move forward because of different conditions. Because of the cold weather, most of the population that is experiencing homelessness could be found inside (shelter) and can be easily counted. Emilio Ramirez asked if there was a penalty for not conducting the PITC and Tara replied there was none. In this case, the State has indicated they would use 2020 numbers. Emilio Ramirez also asked if there was a bonus if the PITC is conducted and Tara replied there was not. On that note, Dawn Dyer asked if Ventura County Public Health (VCPH) had been consulted on conducting the PITC. Tara responded that VCPH expressed health concerns of their own, such as riding in a same car, having the proper care, or not having enough volunteers to conduct the count. Manuel Minjares also expressed those same concerns. Emilio Ramirez then asked if the PITC could be conducted in 2022 to which Tara confirmed it would. Emilio further asked if the PITC could be done in June 2021 and Tara replied it could, but that it would not be valid for HUD. However, this great option could be later revisited in order to keep pulse on community.

Dawn Dyer moved to file the exception to opt out of completing the PITC, Manuel Minjares seconded. All in favor.

10. Receive a Quarterly Report on Ventura County Homeless Management Information System and

Pathways to Home.

Marcy Snider, Senior Program Manager at the County Human Services Agency, presented a Quarterly Report on Ventura County's Homeless Management Information System (HMIS) and Pathways to Home. She highlighted the following 5 projects that are currently being implemented: installation of a new VC HMIS Program Coordinator, Online Trainings, Surveys (for process improvement), a new partnership with the Workforce Development Board and the VC HSA Employment Services and an increase in VC HMIS License. Marcy also indicated she was working the current HMIS vendor to ensure having high quality data.

Tara thanked Marcy and the entire HMIS team for all their hard work and support. Manuel Minjares extended the gratitude for available trainings. Michael Powers also thanked Marcy and her team for their efforts.

Closing Remarks

In closing, Tara announced that the meeting schedule for 2021 is forthcoming and that meetings will continue to be virtual until further notice. Kevin and Tara extended safe and happy holiday greetings to all.

Kevin adjourned the meeting at **4:47 pm**.

January 13, 2021

CoC Governance Board

SUBJECT: Ratification of CoC Board membership and selection of Board Chair and Vice-Chair.

BACKGROUND: The CoC Alliance Governance Board includes representatives of relevant stakeholders, private and public officials, philanthropic representatives, business and service organizations and projects serving homeless populations. Representation of a broad array of stakeholders will enhance the capacity to coordinate and leverage resources from various community sectors across the Region.

The CoC Governance Charter allows for a minimum of 7 and maximum of 13 Board members. In the event of a vacancy, the Governing Board may appoint qualified person(s) necessary to fill the vacancy. The person(s) appointment shall serve the unexpired term of the previous Board member and is subject to re-election by the Board and ratification by the full Alliance membership.

Nominations for board members are solicited through open invitation (social media, direct invitation and by Alliance membership).

DISCUSSION: The terms of the following board members expired in December 2020 and are willing to continue serving on the Board if confirmed by the remaining membership:

Carolyn Briggs—community advocate (willing to serve additional term but also open to stepping down for new membership to join)

Kevin Clerici, Chair—Downtown Ventura Partners

Manuel Minjares— District 3 Supervisor's office

Pam Marshall—advocate, formerly homeless

Carmen Ramirez—5th District Supervisor, County of Ventura (willing to serve term but uncertain if new role will allow full participation)

Nancy Wharfield—Gold Coast Health Plan

If any Board Members choose to vacate their seat early, staff will work with the Board and Alliance to solicit new membership applications for the Board to consider.

RECOMMENDATIONS:

1. Vote on board membership
2. Select Chair and Vice-Chair for 2020

January 13, 2021

CoC Governance Board

SUBJECT: Provide input on amendments to Ventura County Continuum of Care Alliance Governance Charter including updates on the designated Interagency Council on Homelessness, Standing Advisory Committees and Voting Process for CoC Advisory Committees.

BACKGROUND: The Ventura County Continuum of Care's Governance Charter outlines the CoC Board's responsibilities, terms, and procedures for filling vacancies and recruiting new members. As the CoC Alliance and this Board's leadership responsibilities continue to expand, a review of the CoC Alliance committee structure including voting process and membership is essential to the effectiveness of the work of the Alliance.

As currently adopted, the VC CoC's Governance Charter identifies 6 standing advisory committees. These committees include the following: 1) Housing & Services Committee; 2) Data, Performance & Evaluation Committee; 3) Homeless Management Information System (HMIS) Steering Committee; 4) Public Information and Outreach Committee; 5) Nominations/Selections Committee; and 6) Youth Advisory Council. The Advisory Committees are responsible for the ongoing work of the Alliance and providing guidance to the Board on key issues and community initiatives. Committees may only be disbanded by a change to the VC CoC Governance Charter. Additionally, the VC CoC Board has designated the Ventura County Council of Governments (VCOG) as the region's Interagency Council on Homelessness providing linkages to local governments across the region in efforts to prevent and end homelessness.

DISCUSSION: Three of the VC CoC's standing advisory committees are active with a roster of members and regular meetings. A formal review of the standing committees has not occurred since the adoption of the VC CoC's Governance Charter. The Standing Advisory Committees and scopes of work are detailed in the Governance Charter in Section 7.02 starting on page 20.

Committee membership is fluid and frequently changing and as a result having a quorum of eligible voting members present during a meeting can be challenging. The CoC may consider modifying the voting requirements to a simple majority or consensus to operate more efficiently.

The Housing & Services Committee has been on a temporary hiatus. This committee is tasked with promoting coordination among homeless service providers and mainstream resource providers, implementation of best practices and tracking progress towards goals of preventing and ending homelessness among all subpopulations. This committee could meet on a quarterly basis and have breakout task groups focused on time sensitive activities such as the annual homeless count.

The Homeless Management Information System Steering Committee recently included the Coordinated Entry System as part of its scope of committee work and broadened membership to cover the programs and stakeholders participating in coordinated entry. This modification formalizes the name of the committee and includes it in the Governance Charter.

The Nominations/Selections committee has never been formally established. This committee could be led by a CoC Board member and chairs of other committees. The scope of the committee aims to evaluate and recommend changes to improve

the Governance Board representation structure, solicit nominations and develops strategies to engage new Alliance members to include underrepresented sectors.

The Youth Advisory Council was never formally established but a youth member is currently participating in the CoC’s Youth Collaborative which is working on pursuing additional youth-focused resources and bringing together community partners to leverage existing resources to assist with ending youth homelessness. The Youth Advisory Council could be removed from the Governance Charter and moved under the Housing & Services Committee.

Standing Advisory Committee	Current Status
Housing & Services Committee	Members convened on task focused items.
Data, Performance & Evaluation Committee	Regular membership, irregular meetings based on State and Federal funding.
Homeless Management Information System (HMIS) & Coordinated Entry System (CES) Steering Committee	Lead by HMIS Lead Agency; CoC and HMIS staff working to broaden membership; meets quarterly; Committee has added a focus on Coordinated Entry implementation.
Public Information & Outreach Committee	Committee meets bi-monthly.
Nominations/Selections Committee	Not formally established; Intent for a committee to focus on new Board membership and expanding Alliance membership
Youth Advisory Council	Not formally established in Governance Charter but a CoC Youth Collaborative has been meeting regularly with a youth representative attending

On page 22 of the Governance Charter, the VC CoC designates VCOG as the Interagency Council on Homelessness. In this role, VCOG receives an annual report from VC CoC staff with the hope that they will take information back to their respective jurisdictions for consideration. This report is provided to VCOG following the release of the annual Point-In-Time Homeless Count data.

Staff will solicit input from the CoC Board, full Alliance membership and Standing Advisory Committees and bring final revisions back to the CoC Board for approval in February 2021.

RECOMMENDATIONS:

- 1) Provide input on suggested edits to the VC CoC Governance Charter on the following:
 - a. Ventura Council on Governments serving as the Interagency Council on Homelessness;
 - b. Standing Advisory Committees including committee name, membership and meeting frequency;



VENTURA COUNTY
**CONTINUUM OF
CARE ALLIANCE**

ENDING HOMELESSNESS
IN VENTURA COUNTY

Governance Charter

2020

Amended January 8, 2020

Ventura County CoC Alliance Governance Charter

Approved by CoC Board on 1/8/2020

Ventura County CoC Alliance Governance Charter

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Ventura County CoC Alliance Governance Charter

NAME: Ventura County Continuum of Care Alliance, hereinafter referred to as “Alliance”

ADDRESS: The Alliance is located in the County of Ventura within the State of California. The Alliance’s office of record will be the address and point of contact of the identified HUD Collaborative Applicant. Currently: County of Ventura, County Executive Office - Community Development, Hall of Administration L#1940, 800 South Victoria Avenue, Ventura, CA 93009

ARTICLE I. VENTURA COUNTY CoC GEOGRAPHIC BOUNDARIES

1.01. BOUNDARIES

The Ventura County Continuum of Care Alliance includes all of the geography within the County of Ventura, including 10 incorporated cities and all unincorporated areas. The physical bounds of this geography are consistent with the boundaries inclusive of these areas. These boundaries contain other Housing and Urban Development (hereinafter referred to “HUD”) designated program components, including multiple Housing Authorities, six (6) HUD geocode areas, two (2) local Emergency Solutions Grant (hereinafter referred to as “ESG”) Areas, communities eligible for State ESG funds, as well as federally designated Community Development Block Grant (hereinafter referred to as “CDBG”) entitlement areas, HOME, and Veterans Administration service areas. The CoC primary area of operations within the CoC geography includes the areas served by the program components listed above. This geography is referred to as the Ventura County CoC Region (hereinafter referred to as “Region”) and is known to HUD as City of Oxnard/San Buenaventura/Ventura County CoC (CA-611).

ARTICLE II. ESTABLISHMENT OF THE CoC

2.01. OVERVIEW

The U.S. Department of Housing and Urban Development charges communities that receive funds under the Homeless Continuum of Care Program (hereinafter referred to as “CoC Program”) of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act with specific responsibilities. [Section 578.5](#) of the HEARTH Interim Rule published in July 2012 (Interim Rule), defines a Continuum of Care (CoC) as “the group organized to carry out the responsibilities required under this part and that is composed of representatives of organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent these groups are represented within the geographic area and are available to participate.” Relevant organizations in the Ventura County CoC Region established the Ventura County Homeless and Housing Coalition (the Coalition) in 1983 as a collaborative for housing advocates, service providers and local government representatives concerned about issues of homelessness. In 1993 the Coalition incorporated as a non-profit organization and served as the CoC coordinating body acknowledged by HUD from 1998-2012. In 2012, at the request of the Coalition, CoC administrative and oversight responsibilities were transferred to the County of Ventura and the Countywide CoC Alliance was formalized. The Alliance is an unincorporated association as defined under [Section 18035 of the California Corporations Code](#).

Ventura County CoC Alliance Governance Charter

ARTICLE III. MISSION AND PURPOSE

3.01. MISSION

The Ventura County Continuum of Care Alliance is a collaborative group dedicated to promoting a safe, desirable and thriving community by ending homelessness in Ventura County.

3.02. SPECIFIC PURPOSES

In 2014 the Alliance began a transformation to expand membership, seat an inaugural Governance Board, identify Infrastructure Organizations, facilitate compliance with new federal regulations and guidelines, and address local gaps in community coordination and planning. As such, the Alliance outlines below the responsibilities and authorities of the different components that make up the Alliance including: Alliance Membership, Interagency Council on Homelessness, Advisory Committees, the Governance Board, and Infrastructure Organization(s).

A. Collaboration: The Alliance will:

1. Promote community-wide commitment to the goal of ending homelessness in Ventura County;
2. Provide opportunity for regional coordination and interagency collaboration;
3. Promote access to and effective utilization of mainstream programs by homeless individuals and families;
4. Promote the strategic use of available resources;
5. Inform local planning processes;
6. Inform stakeholders of actions impacting homelessness;
7. Advocate for the homeless in areas where they have limited access;
8. Ensure availability of a region-wide Continuum of Care that meets requirements under [HEARTH Interim Rule 578.5](#);
9. Coordinate responses to funding opportunities for assistance for the homeless;
10. Implement specific goals established in applications for funding; and
11. Optimize self-sufficiency among individuals and families experiencing homelessness.

B. Actions: The Alliance will:

1. Foster the plan for a permanent system to ending homelessness;
2. Ensure access for homeless persons to quality services and facilities in all phases of the Continuum of Care system;
3. Coordinate services throughout the region to ensure that each special needs population has access to services in each geographic sub-region;
4. Provide a seamless system of care for transition from the street to permanent housing;
5. Support development of a strategic plan to address homelessness in the Region;
6. Establish and evaluate standards and service targets with an eye for continuous improvement; and
7. Actively recruit new and diverse membership.

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ARTICLE IV. RESPONSIBILITIES OF THE ALLIANCE

4.01. OPERATING THE CoC

The Alliance will:

- A. Hold meetings of the full membership at least quarterly with published agendas;
- B. Issue public invitation for new members to join at least annually;
- C. Follow and update annually a governance charter;
- D. Continue development of governance charter to incorporate all procedures and policies including those required by all funding sources including written standards for funding assistance, strategic planning, project evaluations, and HMIS requirements;
- E. Follow *'Process for Board Selection'* hereto outlined in [Section 6.05](#) to select a Governance Board to act on behalf of the Alliance. The process will be reviewed, updated (as applicable), and approved annually by the Alliance as part of its Charter;
- F. Follow *Process for Selection of Infrastructure Organization(s)'* hereto outlined in [Section 10.02](#) to select organization(s) to assume operational responsibilities including HUD CoC Program Collaborative Applicant, HMIS Lead, Staff, Project Monitoring, and preparing the HUD CoC Collaborative Application;
- G. Follow the *'Interagency Council on Homelessness'* process hereto outlined in [Section 8.01](#) to engage key government representatives to end homelessness in Ventura County Region;
- H. Appoint Advisory Committees, subcommittees, or task groups;
- I. Consult with recipients and sub-recipients to establish performance targets appropriate for population and program type, monitor recipient and sub-recipient performance, evaluate outcomes, and take action against poor performers;
- J. Evaluate outcomes of projects funded under the ESG and CoC Programs, and report to HUD and other funders;
- K. In consultation with recipients of HUD CoC and ESG Program funds within the Region, establish and operate a Coordinated Entry System (CES) that complies with requirements established by HUD; and
- L. In consultation with recipients of HUD CoC and ESG Program funds within the Ventura County Region, establish and consistently follow written standards for providing Continuum of Care assistance.

4.02. CoC PLANNING

To serve as the regional coordinated body to end homelessness in the Ventura County Region, the Alliance will:

- A. Coordinate the implementation of an effective housing and service system including outreach, engagement, assessment, prevention, shelter, housing, and supportive services within the Region;
- B. Plan for and conduct an annual Point-In-Time (PIT) Count of homeless persons within the Region;
- C. Conduct an annual gaps analysis of the homeless needs and services available within the Region;
- D. Provide information required to complete the Consolidated Plan(s) within Region; and

Ventura County CoC Alliance Governance Charter

- E. Consult with State and local government ESG program recipients within the Region on the plan for allocating ESG Program funds and reporting on and evaluating the performance of ESG program recipients and sub-recipients.

4.03. DESIGNATING AND OPERATING HMIS

The Alliance will:

- A. Designate a single Homeless Management Information System (HMIS) for the Region;
- B. Designate an eligible applicant to manage the Continuum's HMIS, known as the HMIS Lead;
- C. Review, revise, and approve (i) privacy, (ii) security, and (iii) a data quality plan for the HMIS;
- D. Ensure consistent participation of recipients and sub-recipients in the HMIS; and
- E. Ensure the HMIS is administered in compliance with requirements prescribed by HUD.

4.04. PREPARING APPLICATIONS FOR FUNDS

The Alliance will:

- A. Design, operate, and follow a collaborative process for development of applications for funding;
- B. Approve, through its Governance Board, submission of applications in response to a HUD CoC Program Notice of Funding Availability (NOFA) among other funding opportunities;
- C. Establish priorities for funding projects;
- D. Ensure that only one application for HUD CoC Program funds be submitted and collect and combine required applications information from all approved projects within Region; and
- E. Seek to secure funding for Alliance operations and infrastructure, including but not limited to HUD Planning grant funds.

4.05. ADDITIONAL RESPONSIBILITIES

The Alliance shall have additional responsibilities, including but not limited to:

- A. Engage organizations in a community-based process;
- B. Convene regular meetings of interested stakeholders;
- C. Work to address the underlying causes of homelessness;
- D. Lessen the negative impact of homelessness on individuals, families, and communities;
- E. Promote a region-wide Alliance;
- F. Foster collaboration;
- G. Develop a permanent system to end homelessness;
- H. Facilitate access to quality services region-wide;
- I. Ensure access to services to all subgroups;
- J. Ensure access to a full range of services from street outreach to permanent housing;
- K. Facilitate sharing of provider expertise and intervention strategies;
- L. Create, inform, and support to development of regional plans;
- M. Provide a consistent source of data regarding the needs for homeless persons;
- N. Educate stakeholders about regulatory actions and other conditions impacting the Alliance;
- O. Advocate for policies and essential services that promote fair housing, client well-being, and rights and protections under the law; and
- P. Assist homeless service providers in acquiring funds dedicated to homelessness.

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4.06. LIMITATIONS

The Alliance will not:

- A. Engage in activities in favor or against any political campaign on behalf of candidates for public office, except as the law affords to as the right and privileges of its members; or
- B. Convene members to conspire or to promote the support of activities that are deemed illegal activities under the law.

ARTICLE V. ALLIANCE MEMBERSHIP

5.01. STAKEHOLDERS

The Alliance shall garner community-wide commitment to ending and preventing homelessness in all parts of the Region through inclusion of representation from the entire Ventura County geographic area. In addition to the entities identified in [Interim Rule Section 578.5](#), Alliance membership includes a variety of other community stakeholders to the extent that they are invested in ending homelessness in the Region. Examples of additional stakeholders include private foundations, philanthropists, fraternal organizations, employment development, organized labor, and private health service organizations.

5.02. MEMBERSHIP APPLICATION PROCESS

Interested organizations and individuals can join the Alliance by attending a regularly scheduled meeting, completing a membership application, and committing to participate in the work of the Alliance to achieve stated purposes and goals. Alliance members obtain and retain voting privileges through attendance and participation in accordance with established policies.

New Organizational Members verify the required commitment to the work of the Alliance by preparing a written statement as part of the membership application that identifies the components of the Alliance work that the organization will participate in. An Organizational Member may designate up to three (3) persons annually who are authorized to represent the organization at Alliance meetings. Any one (1) organization can only have one (1) vote. An organization representative may represent only one (1) organization.

Individuals may also become members of the Alliance. Individuals provide a similar commitment statement as part of their membership application to the Alliance; however, Individual Members may not designate additional persons to represent them. Individuals who have a recognized role in a member organization (such as employee, board members, consultants, or current service recipients) may become Individual Member of the Alliance but may not vote. Individuals with formal organizational affiliations, such as those noted above, may be selected to represent the organization with which they are affiliated. This provision creates an opportunity for individual stakeholders to participate in the Alliance without duplicating organizational representation.

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5.03. MEMBER RESPONSIBILITIES

Alliance Member responsibilities include:

- A. Review and approve Governance Charter and all amendments at least annually;
- B. Attend annual and quarterly meetings;
- C. Ratify full slate of Governance Board Members annually; and
- D. Voluntarily participate on Advisory Committees.

5.04. MEMBERSHIP

- A. Membership is open to organizations and individuals who support the Alliance mission. Those seeking membership must complete an application and make their request at any meeting of the Alliance. At the next regularly scheduled meeting of the Alliance, all membership requests from organizations or individuals made at the prior meeting will be assumed as valid for purposes of determining voting rights.
- B. There shall be two (2) categories of Alliance members: Organizational Members and Individual Members.
- D. All members shall have the right to speak at meetings; vote on matters before the Alliance, subject to the voting privileges set forth herein [Section 5.09](#); and to participate in Alliance activities.
- E. There will be an unrestricted number of Organizational Members. However, only one (1) representative from each Organization Member may vote on behalf of that organization on any given issue; representatives are based on authorization from the organization. Each organization shall indicate in writing the names of up to three (3) persons annually who may represent the organization.
- F. There will be an unrestricted number of Individuals Members representing the general community. However, any such members must reside in Ventura County and may not be involved with Organizational Members as employees, board members, consultants, or current contractors.
- G. Nonvoting Alliance memberships are available for members who self-identify as a Nonvoting Member.
- H. All Alliance members are encouraged to actively recruit additional members engaged in ending homelessness in Ventura County.

5.05. MEETINGS AND MEETING SCHEDULE

- A. Meetings of the Alliance are subject to the [Ralph M. Brown Act](#).
- B. Any person who attends an Alliance meeting may be asked to leave by the meeting Chair if the person is verbally or physically disruptive.
- C. The Alliance annual calendar will establish a regular meeting day, time, and location for the calendar year.
- D. The full membership shall convene at least quarterly for the purpose of transacting the business of the Alliance.
- E. All regular meetings shall be published on the Alliance website and distributed electronically to all members at least 72 hours in advance.

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5.06 ANNUAL MEETING

- A. Full Alliance membership shall meet annually to ratify the roster of the Governance Board Members, review and approve Governance Charter, and receive annual meeting calendar.
- B. The notice of annual meeting shall be published on the Alliance website at least seven (7) days prior to the scheduled meeting.

5.07 SPECIAL AND EMERGENCY MEETINGS

- A. Special meetings of the Alliance may be requested and noticed provided by email to each member at least 24 hours prior to the meeting.
- B. Special and emergency meetings of the Alliance may be called at any time by the Governance Board or upon the request by one-third (33%) or more voting Members.

5.08. QUORUM

- A. A quorum shall consist of 50% plus one of eligible voters for the Alliance membership meetings;
- B. No business may be officially transacted without a quorum.

5.09. VOTING

- A. At all meetings of the Alliance, members who have met attendance requirements set forth by the Alliance may vote. Voting privileges are limited to one vote per member, in accordance with attendance policies (Sec 5.09.D).
- B. In the interest of informed decision-making, each Organizational Member may designate up to three (3) persons annually to represent such organizations at Alliance Meetings. Attendance by one (1) of the designated representatives is considered in meeting the attendance requirement associated with voting privileges ([Sec 5.04.E](#)).
- C. Each Organizational Member and Individual Member may have only one (1) vote for any one (1) motion on the floor; a majority of votes shall carry or defeat a motion.
- D. Voter privileges are extended to those Individual Members and Organizational Members that have been represented by a designated member at two (2) of the most recent four (4) full membership meetings.
- E. New members must have attended at least one (1) meeting before being eligible to vote.
- F. Upon ratification of this Charter new voting privileges became effective. Existing Alliance members who have secured voting privileges under previous rules will maintain privileges for the first meeting.
- G. All Members must declare any conflict of interest they or their organization has on any voting issue. Organizational Members and Individual Members shall abstain from voting and discussion on any issue in which they or their organization have a conflict of interest.
- H. The Governance Charter may be amended upon majority vote of the members of the full Alliance who are eligible to vote who are present at a meeting called for such purpose, provided that notice is given provided seven (7) calendar days prior to the meeting. Any such vote shall be conducted in accordance with the established Policies and Procedures of the Alliance. Absentee voting is not permitted.

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5.10. MEETING MINUTES

- A. Minutes of the meeting will be produced and maintained by the Collaborative Applicant staff.
- B. Meeting minutes shall be electronically distributed to all Alliance Members and posted on the Alliance website.

ARTICLE VI. THE ALLIANCE GOVERNANCE BOARD

6.01. OVERVIEW

The Governance Board acts on behalf the Alliance and is representative of the relevant organizations and of projects serving homeless subpopulations within the Ventura County Region. The Alliance Board is charged with important responsibilities and authorities on behalf of the community of stakeholders. Representation of a broad array of stakeholders on the Alliance Board will enhance the capacity to coordinate and leverage resources from various community sectors throughout the Region. To this end, the Alliance will strategically pursue a Governance Board that represents the array of stakeholders, the diverse geographic sub-regions, and the constituency for whom each seat is designated. HEARTH regulations require the board to be representative of the relevant organizations and of projects serving homeless subpopulations within the Continuum of Care’s geographic area and that includes at least one homeless or formerly homeless individual to act on its behalf.

6.02. ESTABLISHMENT OF GOVERNANCE BOARD

- A. The Alliance has established a Governance Board to include representatives of relevant stakeholders, private and public officials, philanthropic representatives, advocates, businesses and service organizations and projects serving homeless subpopulations. Subpopulations include but are not limited to persons with substance use disorders; persons with HIV/AIDS; veterans; the chronically homeless; families with children; unaccompanied youth; the seriously mentally ill; and victims of domestic violence, dating violence, sexual assault, and stalking. The Board will include a broad representation of key stakeholder groups found within the Region.
- B. One Board member may represent more than one subpopulation or affiliation.
- C. The Board shall include at least one homeless or formerly homeless individual.
- D. Seats will be designated by affiliation, community sector, subpopulation, and geography.
- E. Board leadership will consist of a chair and vice-chair.
- F. One (1) Ex Officio Board Member may represent the Collaborative Applicant organization.
- G. No service provider receiving CoC or ESG Project funds may be a Board Member.
- H. The Governance Board is instituted as an unincorporated association. Any change to formal legal structure would require amendment to the Governance Charter.

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6.03. BOARD RESPONSIBILITIES

The Board has authority not retained by the membership in the Charter including the following:

- A. Regional Planning: set regional goals and priorities for ending homelessness in the Region;
- B. Monitor Performance: monitors community progress toward ending homelessness in the Region;
- C. Establish and monitor HUD CoC and ESG project performance targets and metrics; evaluate Infrastructure Organization performance annually;
- D. Approve Alliance Policies: including HUD CoC and ESG funding recommendations and written standards for providing assistance;
- E. Approve selection of and provide direction to Collaborative Applicant, HMIS Lead, and other such Infrastructure Organizations.
- F. Select Governance Board Members annually and fill vacancies; subject to the Governance Board composition, member selection, membership ratification and related requirements set forth in Sections 6.04 through 6.07 below.
- G. Fundraise: authorize grant applications; raise and allocate funds; approve sustainability plans;
- H. Ensure that relevant organizations and projects serving various homeless subpopulations are represented in planning and decision-making; and
- I. Build community awareness inclusive of the needs of all homeless populations found in the Region.

The Board has no authority to act contrary to this Charter, contrary to any applicable law, rule or regulation, or beyond the mission of the Alliance as set forth in Article III of this Charter.

6.04. BOARD COMPOSITION

- A. The Alliance Board shall have a minimum of seven (7) and maximum of thirteen (13) Members.
- B. Members must be able to represent an array of community sectors, special needs populations, and geographic areas throughout the region.
- C. Sectors include:

Advocates
Affordable Housing Developers
Businesses
Faith-based Organizations
Governments
Homeless/Formerly Homeless
Hospitals (Public or Private)
Law Enforcement
Mental Health Agencies (including substance abuse)
Nonprofit Homeless Assistance Providers
Organizations that serve Veterans
Public Housing Authorities
Organizations that serve unaccompanied youth
Social Service Providers
Universities (public or Private)
Victim Service Providers

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6.05. PROCESS FOR BOARD SELECTION

- A. Nominations of Governance Board Members will be accepted from full Alliance Membership;
- B. The Nominating Committee (Section 7.02E) will reach out to candidates to confirm willingness to serve and verify qualifications. The Nominating Committee members may not nominate themselves and shall not be eligible to be nominated;
- C. Results of nominations are reviewed by the Nominating Committee to ensure that adequate representation is available for each of the required constituencies (community sectors, subpopulations, geography);
- D. The Board will select nominees annually based on recommendations of the Nominating Committee and fill vacancies as needed;
- E. The full Alliance voting membership shall be asked to ratify the slate of new Board Members in its entirety at the annual meeting;
- F. Board composition is reviewed annually;
- G. Members of the Board serve as liaisons to other community stakeholders;
- H. Election of the Board Members should be staggered to ensure continuity; half will be up for election each year;
- I. Regular attendance and participation in Board activities is required. Members of the Governance Board must actively participate in two (2) of the most recent four (4) meetings in order to remain in good standing. Members failing to meet the attendance and participation standard shall be subject to removal and replacement.

6.06. BOARD MEMBER SELECTION CRITERIA

Alliance Board Members are selected to represent various constituencies. In order to adequately represent that constituency, Board Members shall meet basic qualifications including the following:

- A. Meet eligibility to be a voting Member;
- B. Sufficient knowledge and a working relationship with the constituency group;
- C. Capacity to read and assess detailed information;
- D. Ability to work effectively on a team;
- E. Capacity to consider the benefit of the Alliance as a whole;
- F. Ability to meet the timelines/demands of funding sources;
- G. Respectful acknowledgement of the rights of homeless persons; and
- H. Eligible to conduct business with a governmental entity (i.e., not debarred or suspended).

6.07. BOARD ELECTIONS AND TERMS OF OFFICE

- A. As provided for in [Section 6.05.E](#), Board Membership is determined annually by election by a majority vote of the existing Board Membership and is ratified by the full Alliance voting Membership at its annual meeting.
- B. The term of the Governance Board shall be January 1 through December 31.
- C. Except for the initial Governance Board, Members will serve two-year terms subject to re-election with one-half of the seats subject to election each year.
- D. There is an established 5 term limit (10 year max) for all Board Members, with the exception of the Ex-Officio representative.

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- E. In the event of a vacancy, the Governing Board may appoint such qualified person(s) necessary to fill the vacancy. The person(s) appointed shall serve the unexpired term of the previous Board Member and is subject to re-election by the Board and ratification by the full Alliance voting membership.

6.08. BOARD CODE OF CONDUCT

The Members of the Alliance Board are entrusted with specific responsibilities related to use of public funds invested in addressing a serious community concern, homelessness. Members are expected to observe the highest standards of ethical conduct in the execution of these responsibilities. In the performance of their duties, Alliance Board Members are expected to carry out the mandate of the Alliance to the best of their ability, and to maintain the highest standards of integrity for actions with other members of the Board, Alliance representatives, service recipients, service providers, and members of the public.

6.09. GENERAL CONDUCT

Members of the Board are expected to conduct themselves with courtesy and respect, without harassment, physical or verbal abuse. Personal relationships should not result in special considerations, including bias or favoritism that influence the performance of their official duties in a manner contrary to the interest of the broader Alliance. Board Members are expected to exercise adequate control and supervision over matters for which they are individually responsible.

6.10. STEWARDSHIP OF RESOURCES

Board Members must assure that the resources entrusted to them are used for conducting official business only. Members of the Alliance Board must abide by the Conflict of Interest Policies established for Board operations herein ([Sec. 6.18](#)).

6.11. PROTECTION OF CONFIDENTIAL INFORMATION

In line with this Charter of the Alliance, Board Members have a responsibility to protect any confidential information provided to, or generated by, the activities of the Board. Board Members shall not use confidential information of the Alliance for any purpose or disclose such confidential information to any third party, except as necessary to perform their duties and responsibilities as members of the Governance Board.

6.12. PUBLIC STATEMENTS AND MEDIA RESPONSE

When making public statements or speaking to the media on issues related to homelessness, members of the Board shall make clear whether they are speaking in their own name or on behalf of the Alliance.

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6.13 REVIEW OF VIOLATION OF THE CODE OF CONDUCT CHARGES

When an allegation of misconduct is received by the Governance Board, an Ethics Review Committee will be assembled. This committee may not exceed three (3) members and must include a minimum of two (2) persons from the official Alliance membership. The Ethics Review Committee shall conduct a review of the matter and make a recommendation to the Governance Board for resolution. The Governance Board shall not be bound by the Ethics Review Committee's recommendation.

If requested by a majority, the Committee may also give guidance to the Alliance concerning other aspects of conduct, including actions of staff, consultants or other persons charged with implementation of duties relative to the responsibilities of the Board.

6.14 BOARD LEADERSHIP

At the last meeting each calendar year, the Board will select a Chair to preside over the meeting and Vice-Chair to conduct meetings in the absence of the Board Chairperson. The Vice-Chair will preside over the meeting and officiate business in circumstances where the conduct of the Chair has been formally challenged, or in instances when the Chair must recuse him/herself.

6.15 DOCUMENTATION

The Alliance shall conduct and transact business in a fair and transparent manner. To this end, the Board shall maintain records of the Alliance actions, considerations, and decisions and make them available to members of the public in accordance with the [Public Records Act for the State of California](#) and the [Ralph M. Brown Act](#). Except in unusual circumstances or as required to protect the Board, the Alliance, or member agencies from pending legal action, meeting of the Board will be open to members of the public wishing to observe. If a visitor to the Board meeting is verbally or physically disruptive to the proceedings, they may be asked to leave.

6.17 ABILITY TO CONDUCT BUSINESS/DEBARMENT OR SUSPENSION

Members of the Alliance Board must be eligible to transact business with federal and local government. At the time of nomination and at least annually thereafter, potential members of the Board must be cleared through the public registry listing persons and businesses that are barred from, or suspended from transacting business with federal, state, or local government.

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6.18. CONFLICT OF INTEREST AND RECUSAL POLICY

- A. No member of the Alliance shall vote, and may not participate in, any matter which creates a conflict of interest, as defined in this Section. If a voting member has a conflict of interest, that member shall recuse his or herself from the vote and discussion.
- B. The Alliance voting membership shall conduct decision-making in accordance with [24 CFR parts 84](#) or [85](#) for non-profit organizations and state, local, and government agencies that receive federal funds. The Alliance voting member must also meet the conditions set forth in the [Interim Rule, Section 578.95\(b\)](#).
- C. To assure compliance with these regulations, the Alliance established policies to protect against conflicts of interest that may arise among Board members or organizational agents for their personal or organizational benefit in excess of the minimal value ([Section 6.19.C](#)).
- D. No voting member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to that individual or to any organization that the voting member has any financial interest or is otherwise employed or directly affiliated.
- E. An Organizational Member conflict of interest arises when, because of activities or relationships with other persons or organizations, the recipient or sub-recipient is unable or potentially unable to render impartial assistance in the provision of any type or amount of assistance under this part, or when an individual's or an entity's objectivity in performing work with respect to any activity assigned under this part is or might be otherwise impaired.
- F. An Organizational Member conflict of interest arises when a Board Member is also specifically associated with an applicant organization and participates in any decision of the Board or other entity concerning the award of the grant, or provision of other financial benefits to the organization that such member represents. It would also arise when an employee, recent employee, board member, or family member of a recipient or sub-recipient organization participates in the tasks associated with making reasonable and objective determinations in carrying out the responsibilities of the Board. Examples of conflict of interest include the determination of rent reasonableness under [§578.49\(b\) \(2\)](#) and [§578.51\(g\)](#); housing quality inspections of property under [§578.75\(b\)](#) that the recipient, sub-recipient, or related entity owns; participation in ongoing business ventures/partnerships, or participation in evaluation determination of awards.
- G. Recommendations may include items that present a conflict of interest for the majority of Governance Board members. In such cases, the recommendation comes to the full Alliance membership for ratification. Actions brought for ratification may be rejected / appealed by the full Alliance membership if the Governance Board was not authorized to consider and bring forward a recommendation; if the action is not permitted, or if the action otherwise violates regulations or laws governing the issue under consideration. A call for rejection or appeal of an action brought forward for ratification must include the basis for such action. Refusal to ratify the recommendation must be substantiated and subsequently supported by a two-thirds (66%) vote of the eligible voting members present.

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6.19. FINANCIAL CONFLICTS OF INTEREST – GIFTS

- A. Prohibits the solicitation and acceptance of gifts by Board members (or by the organizations that they represent) that provide benefit in excess of minimal value from persons, organizations, or corporations with vested interest in the outcomes of decisions made by the Board on behalf of the Alliance or its member agencies.
- B. Board members shall not participate in the selection, award, or evaluation of a contract if the conflict of interest exists. A conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ, or employed during the prior six (6) months, has a financial or other interest in the organization under consideration for an award, or evaluation. Board members will not solicit monetary value from funded recipients, sub-recipients, contractors, or vendors.
- C. Board Members will not accept gratuities from funded recipients, sub-recipients, contractors, or vendors except for unsolicited gifts of nominal value. It is determined that a conflict of interest does not exist when the value of the gift is an unsolicited item of nominal value (less than \$15) and such gifts are not repeated more than twice annually. The Board member must maintain a record of gifts received, including source, date, value, and type of gift.

6.20. RESTRICTIONS ON PROCUREMENT AND PROVISION OF SERVICE

- A. Board members may not personally and substantially benefit from participation on the Alliance Board. [The Procurement Integrity Act U.S.C. §2104](#); (“PIA”) provides guidance on activities that constitute personal and substantial benefit. Examples of activities that may violate the PIA include but are not limited to:
 - Drafting, reviewing, or approving the specification or statement of work for which the individual intends to apply;
 - Preparing or developing a solicitation that the individual or an organization that the individual has a formal relationship with; evaluating bids or proposals that will be awarded to the individual or an associated entity;
 - Selecting a source; negotiating price or terms and conditions; or
 - Reviewing and approving an award from which the individual or the associated entity will derive any financial benefit.
- B. Board members are not to receive preference in the execution of the business of the Alliance or the services provided by the Alliance. For example, the Board member or their family must be granted services or access to support through the regular, established processes without special consideration.

6.21. OBLIGATION TO DECLARE POTENTIAL CONFLICT OF INTEREST

To avoid apparent conflicts of interest, Board members will declare any real or potential conflicts of interest or the appearance of such conflicts. The person must disclose this information before participating in the deliberation and decision-making or evaluation process. This policy applies to both personal and organizational conflicts.

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6.22 TERMINATION POLICY

Any Board Member, Individual Member of the Governance Board or the entire Governance Board may be removed by the vote of two-thirds (66%) of the Alliance voting membership.

6.23 PARLIAMENTARY PROCEDURE

[Robert's Rules of Order Abridged-Revised](#) will guide the process during meetings of the Alliance.

6.24 QUORUM

- A. A quorum shall consist of 50% plus one of eligible voters for the Alliance membership meetings;
- B. No business may be officially transacted without a quorum.

ARTICLE VII. ADVISORY COMMITTEES

7.01. COMMITTEES AND TASK GROUPS

- A. Each Committee will have a Chairperson and a Vice-Chairperson or Co-Chairperson elected by Committee members annually.
- B. Each Committee will establish regular recurring meetings and publish an annual calendar on the Alliance website.
- C. Each Committee will distribute a written agenda to all Committee members at least 72 hours prior to each meeting and post written agenda on the Alliance website 72 hours prior to each meeting.
- D. Each Committee will record meeting minutes of each official committee meeting and publish on the Alliance website.
- E. Each Committee may meet at any time during the intervals between Alliance meeting at a location determined by the Committee members, or at the request of the Governance Board. Each Committee Chair will report the results of its meeting to the Alliance at quarterly meetings.
- F. Each Committee will mirror the attendance and voting privileges of the full memberships. In order to maintain attendance and voting privileges at the Advisory Committee level, Committee members shall attend two (2) of the most recent four (4) Advisory Committee meetings.
- G. The Committee Chair person is responsible for timely notification of meetings, and will have the authority to call Committee meetings, to determine that a quorum is present, and to determine who has met eligibility to vote on matters before the Committee, provided that reasonable notice is given to all members of the Committee.
- H. Alliance staff, with assistance from Committee Chair, shall be responsible for tracking attendance and maintain compliance with these rules.
- I. The Governance Board may, by majority vote of a quorum, create sub-committees necessary for the proper and efficient functioning of the Alliance as long as these committees do not interfere with or duplicate the duties of any existing committee.
- J. The Board can establish a Task Group to achieve specific or time-limited objectives.
- K. The Governance Board may, by a majority vote of a quorum, abolish a Task Group, or Committee, except for an Advisory Committee, if such committee is established pursuant to this Section, if it is determined to be unnecessary for the proper and efficient functioning of the Alliance.

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7.02 STANDING ADVISORY COMMITTEES

The Alliance has established several Standing Advisory Committees that are responsible for ongoing work and providing advice on key issues and community initiatives. These Standing Advisory Committees are needed each year and are established for ongoing, long-term activities. The following Advisory Committees are established as Standing Advisory Committees that incorporate members of the full membership and may only be disbanded by a change to this Charter approved by a direct action of the full Alliance voting membership.

- A. Housing and Services Committee
 - a. Work with public and private agencies to evaluate the residential and non-residential programs and services that make up the Ventura County Homeless Continuum of Care system;
 - b. Promote coordination between organizations who serve the homeless and at-risk homeless populations;
 - c. Increase access to existing permanent housing resources; and
 - d. Best practice sharing/coordinating services and property management in existing Permanent Supportive Housing programs.
 - e. Tracks progress towards goals of preventing and ending homelessness among all subpopulations including youth, veterans, families with children, chronic homeless persons;
 - f. Oversee the annual Point-In-Time Homeless Count

- B. Data Performance and Evaluation Committee
 - a. In collaboration with the HMIS Lead Agency, establish and oversee a process to evaluate performance of CoC Program and Emergency Solutions Grant recipient agencies; and
 - b. Review applications and make funding recommendations to the Governance Board to promote the most effective and efficient allocation of these grant funds.

- C. Homeless Management Information System (HMIS) and Coordinated Entry Steering Committee
 - a. The HMIS Lead Agency facilitates the Ventura County HMIS Steering Committee;
 - b. The HMIS Lead Agency drafts annual goals and a strategic plan in accordance with the Alliance Strategic Plan, for approval by the HMIS Steering Committee;
 - c. The Collaborative Applicant and HMIS MOU details the roles and responsibilities of the HMIS Lead Agency and the CoC Collaborative Applicant;
 - d. Membership includes broad representation of the service provider types in the Continuum's HMIS;
 - e. All major HMIS initiatives, including HMIS Policies and Procedures, are reviewed and approved by the Steering Committee and then presented to the Governance Board for approval;
 - f. Provide information and guidance on issues related to the implementation of the HMIS to the full Alliance membership; and
 - g. Regularly monitor HMIS data quality, performance metrics, and operational standards.

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- D. Public Information and Outreach Committee
 - a. Inform full Alliance membership on progress towards meeting strategic goals and outcomes and any initiatives that impact the County’s homeless housing providers and service agencies;
 - b. Develop public information messages and strategies to raise awareness of issues around homelessness in Ventura County;
 - c. Conduct public outreach to raise awareness; and
 - d. Facilitate community meetings to present updates on key issues such as the results of the annual Point-in-Time Count, key information regarding annual HUD priorities for ending homelessness, and issues critical to the community, such as shelters and affordable housing needs.

- E. Nominations/Selection Committee
 - a. Evaluates and recommends changes to improve the Governance Board representation structure and ensure it is operating in an optimum way to meet the mission;
 - b. Reviews Board Member nominations, solicitation responses and provides recommendations to the Board;
 - c. Reviews the governance Charter and provides recommendations to the Board and Full Membership body; and
 - d. Develops strategies and approaches to engage new Alliance members to expand membership of underrepresented sectors in the Region.

- F. Youth Advisory Council
 - a. Youth board comprised of homeless and formerly homeless youth to serve as advisory group to goal of preventing and ending youth homelessness
 - b. Advises Housing and Services Committee of gaps in services for youth.
 - c. Youth member may be appointed to represent advisory group on CoC Board.

7.03. TASK GROUPS

Periodically, the Alliance needs to complete specific, time-limited tasks in order to comply with regulatory demands or to advance the goals and objectives of the full body. At the request of the Governance Board, selected group of members and community volunteers may be asked to form a temporary Task Group to complete the identified task. These groups perform specific functions associated with completion of the task and are guided by and report to one of the established Alliance groups, which may include the full Alliance, the Governance Board, or a standing Advisory Committee. Task Groups are temporary in nature and are not expected to offer continuous or year-round support to the Alliance.

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ARTICLE VIII. INTERAGENCY COUNCIL ON HOMELESSNESS (IACH)

8.01. OVERVIEW

[The Ventura Council of Governments \(VCOG\)](#), in their role as Interagency Council on Homelessness for the County of Ventura, will receive reports from the Board no less than annually. It is anticipated that the IACH will take these reports on the progress to prevent and end homelessness back to their respective jurisdictions for their consideration.

ARTICLE IX. EMPLOYMENT STATUS

9.01. OVERVIEW

By virtue of service on the Governance Board, the full Alliance body, Advisory Committees, Interagency Council, and/or other action groups are not deemed employees of the Alliance nor its Infrastructure Organization(s) and are not entitled to benefits or compensation from member agencies as a result of their service to the Alliance.

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ARTICLE X. INFRASTRUCTURE ORGANIZATION(S)

10.01. OVERVIEW

In order to realize collective impact and provide centralized infrastructure with dedicated staff and a structured process that leads to a common agenda, shared measurement, continuous communication, and mutually reinforcing activities among all participants, the Alliance will utilize an Infrastructure Organization(s) to assume operational responsibilities for the Alliance and beyond.

10.02. SELECTION PROCESS

- A. A Selection Committee, comprised of members of the Alliance and Board Members, will use a solicitation process to identify and evaluate candidates;
- B. Submissions may include proposals from the Full Membership Body;
- C. A single organization assuming all responsibilities is preferred but not required;
- D. Legal structure of the Infrastructure Organization is not being identified or recommended; rather the formal selection process will be open;
- E. The Selection Committee will submit recommendations to the Governance Board.
- F. The Board can accept one of the recommendations or reject all of the recommendations and instruct the Selection Committee to continue to search. Final selection and approval rests with the Governance Board;
- G. If suitable candidates are not identified through the solicitation process, the Selection Committee may recommend the full Alliance membership or Governance Board create its own entity;
- H. The Governance Board will complete a formal performance evaluation of the Infrastructure Organization(s) every year.

10.03. INFRASTRUCTURE ORGANIZATION(S) RESPONSIBILITIES

- A. Serve as HUD Collaborative Applicant;
- B. Submit HUD CoC Program applications;
- C. Submit other funding applications;
- D. Contract or hire staff;
- E. Conduct funded project monitoring and performance evaluation;
- F. Report progress to full Alliance membership and Governance Board;
- G. Support Governance Board and Advisory Committees;
- H. Implement initiatives as directed by the Governance Board to enhance Alliance performance;
- I. With Advisory Committees, monitor best practice homeless initiatives and make recommendations;
- J. Expand and maintain Alliance membership through proactive engagement of key stakeholders, outreach to and coordinate with other community groups, new member orientation, creation of outreach materials including but not limited to interactive website, social media campaigns, and community education;
- K. Serve as Fiscal Agent for infrastructure financial support;
- L. Serve as, or contract with HMIS Lead;
- M. Plan and conduct Point-in-Time Count;

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- N. Operate HMIS System and/or ensure compliance;
- O. Monitor data quality;
- P. Data Reports (Housing Inventory Chart, Annual Homeless Assessment Report, other publications, and performance reports);
- Q. Follow HMIS Policies and Procedures; and
- R. Serve as the Point of Contact for the community.

10.04. DESIGNATING HMIS LEAD

The HMIS administering agency and/or the applicant/sponsor of an Alliance dedicated HMIS project grant is an agent of the Alliance, manages HMIS operations on behalf of the Ventura County Region and provides HMIS administration functions at the direction of the Alliance. Active participation by Alliance members, either through committee/sub-committee structure or other meetings, in the management of the HMIS process, including establishing policies, procedures and protocols for privacy, data sharing protocols, data analysis, reporting, data integrity/validity, is essential to the viability and success of the HMIS.

The Alliance has endorsed the concept of a central HMIS system that is capable of integrating and storing data. An integrated data system is a requirement of HUD CoC and ESG Program funding. Policies for compliance with the applicable HUD regulations will be developed and reviewed at least bi-annually by the Alliance and HMIS Lead.

10.05. DESIGNATING COLLABORATIVE APPLICANT

The Alliance will designate an eligible legal entity to complete the HUD CoC Program application, referred to as the Collaborative Applicant. The Collaborative Applicant is responsible for collecting and combining the required application information from all applicants and projects and submitting this combined HUD CoC Program application on behalf of the Alliance. The Collaborative Applicant is the only applicant that is able to apply for HUD planning funds to support the Alliance in carrying out all of its responsibilities. The Collaborative Applicant provides these functions on behalf of the broader Alliance. The Alliance Board always retains responsibility, including the final approval of the application.

10.06. DESIGNATED POINT OF CONTACT

The Governance Board annually reviews and recommends a designated HUD Point of Contact (POC) to the Alliance using a similar process. Designation of the POC also takes into consideration two critical aspects: 1) the POC must have functional knowledge, access, and regular communication with the internal structures of the Collaborative Applicant organization; 2) to be effective, the POC must possess a comprehensive understanding of the HUD regulations and detailed procedures associated with compliance with the CoC, ESG, and VASH programs.

10.07. TERMINATION POLICY

The Governance Board will conduct and document an annual review of the Infrastructure Organization(s). The review shall include an assessment of the organization's capacity to fulfill HUD mandated functions and fiscal accountability. If the review is unsatisfactory, the organization will provide the Board a written corrective action plan within 30 days. The Governance Board will conduct a subsequent review 90 days following the original unsatisfactory annual review to determine if the

Ventura County CoC Alliance Governance Charter

corrective action plan is being followed and that performance is improving. If the Governance Board determines the Infrastructure Organization's performance continues to be unsatisfactory, the Governance Board may remove the underperforming Infrastructure Organization by a two-thirds (66%) vote.

ARTICLE XI. RELATIONSHIPS WITH OTHER HUD-FUNDED CONSTITUENCIES

11.01. EMERGENCY SOLUTIONS GRANT (ESG) ENTITLEMENT AREAS

Emergency Solutions Grants (ESG) are awarded to the Ventura County ESG entitlement areas "ESG Area" by the U.S. Department of Housing and Urban Development (HUD) for the purpose of providing Essential Services and Shelter Operations to persons who are homeless or at risk of being homeless in the ESG entitlement Areas. The ESG Area makes these funds available to local service providers, as well as itself, via a Request for Proposals (RFP) process upon notification from HUD of the amount of ESG funds allocated to the ESG Area for the program year. The public notification of the RFP is placed in local newspaper, on the ESG Area websites and electronically distributed by the Continuum of Care homeless service providers. The ESG Area may reserve up to 7.5 percent of the HUD award to administer the program.

The Alliance directly participates with jurisdictions that are directly funded by HUD ESG, with the California State Department of Housing and Community Development for the areas in the Region that are eligible for State ESG funds, and with non-entitled areas that prepare Consolidated Plans. In each case, the Alliance consults with the jurisdiction to develop cooperative plans and strategies that leverage ESG and other resources to provide Emergency Shelter, Prevention, and Rapid Re-Housing (RRH) services.

The Alliance assists the ESG Area in coordinating the prioritization and use of funds. This coordination includes each ESG Area covered by the State of California and the ESG Areas in the Region. The Alliance, as the CoC entity, is responsible for assisting with the evaluation of ESG project performance.

In cooperation with Alliance, the ESG Area determines, based on the amount of funding received and the need of the client, the level of assistance and the duration of assistance that a household can receive.

The Alliance participates in setting local priorities, reviewing and rating proposals, certifying need, and annual review of ESG programs.

The general goal of ESG is to assist families and individuals out of homelessness by providing financial support for rental assistance, payment of utilities, transportation services and other essential services deemed eligible by HUD and necessary for the continued housing of a homeless or at risk of becoming homeless persons, and/or families. ESG can be used to fund local homeless emergency shelter operations or physical rehabilitation of certain properties used for serving homeless persons.

To this end, the ESG Areas and the Alliance have established the following cross-jurisdictional strategies for use of the ESG funds in ways that:

Ventura County CoC Alliance Governance Charter

- A. Further the accomplishment of actions identified in the Consolidated Plan of each jurisdiction.
- B. Foster greater access to permanent housing, especially helping people access housing that is affordable at 30% Area Median Income.
- C. Leverage existing resources to achieve the match and case management requirements and to avoid duplication of services.
- D. Coordinate across jurisdictions for development of standardized eligibility and assessment standards and by convening semiannual regional planning meetings.
- E. Support federal and local goals for priority populations, including but not limited to veterans, persons with disabilities, families and others.
- F. Allow for variations in ESG entitlement programs that respond to the needs of resources of the individual jurisdictions.
- G. Comply with eligibility and verification requirements and locally established standards (HMIS, housing status, habitability standards, homeless, definitions, etc.).
- H. Allows each program to take responsibility for program administration including compliance with public notice requirements and timely reporting.
- I. Encourages all sub recipients to participate in collaborative assessment, coordinated entry, data management, and reporting systems established by the Alliance in accordance with HEARTH regulations.
- J. Supports timely and accurate data collection and reporting through contractual obligations with sub recipients and through establishing common standards for vendor relationships with the HMIS Lead.

The Alliance plan for ESG assistance recognizes the three (3) ESG Areas contained in the Ventura County Region (Ventura County, City of Oxnard and the areas eligible for State of California ESG funds). The Alliance works to avoid a duplication of services to ensure sub recipients do not receive multiple grants for the same services in a single service area. Sub recipients serving multiple areas may receive ESG support from the corresponding ESG Area to serve eligible clients from that service area.

ESG sub recipients are responsible for assuring the provision of matching resources. The Alliance encourages sub recipients to leverage additional resources for effective operation of ESG programs. The Alliance consults with ESG Areas and sub recipients to coordinate plans for effective use of funds. HUD CoC Program-funded organizations are required to report the sources of match and leverage funds annually. These resources are verified through an annual review of agency Independent Audit as conducted in accord with HUD regulations.

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11.02. ESG PROJECT RECIPIENTS AND SUB RECIPIENTS

ESG project recipients may include non-profit organizations, public housing agencies, or governmental entities that receive HUD CoC program funding. Recipients have a grant agreement with and receive funding directly from HUD; sub recipients have agreements with and receive funding from recipients.

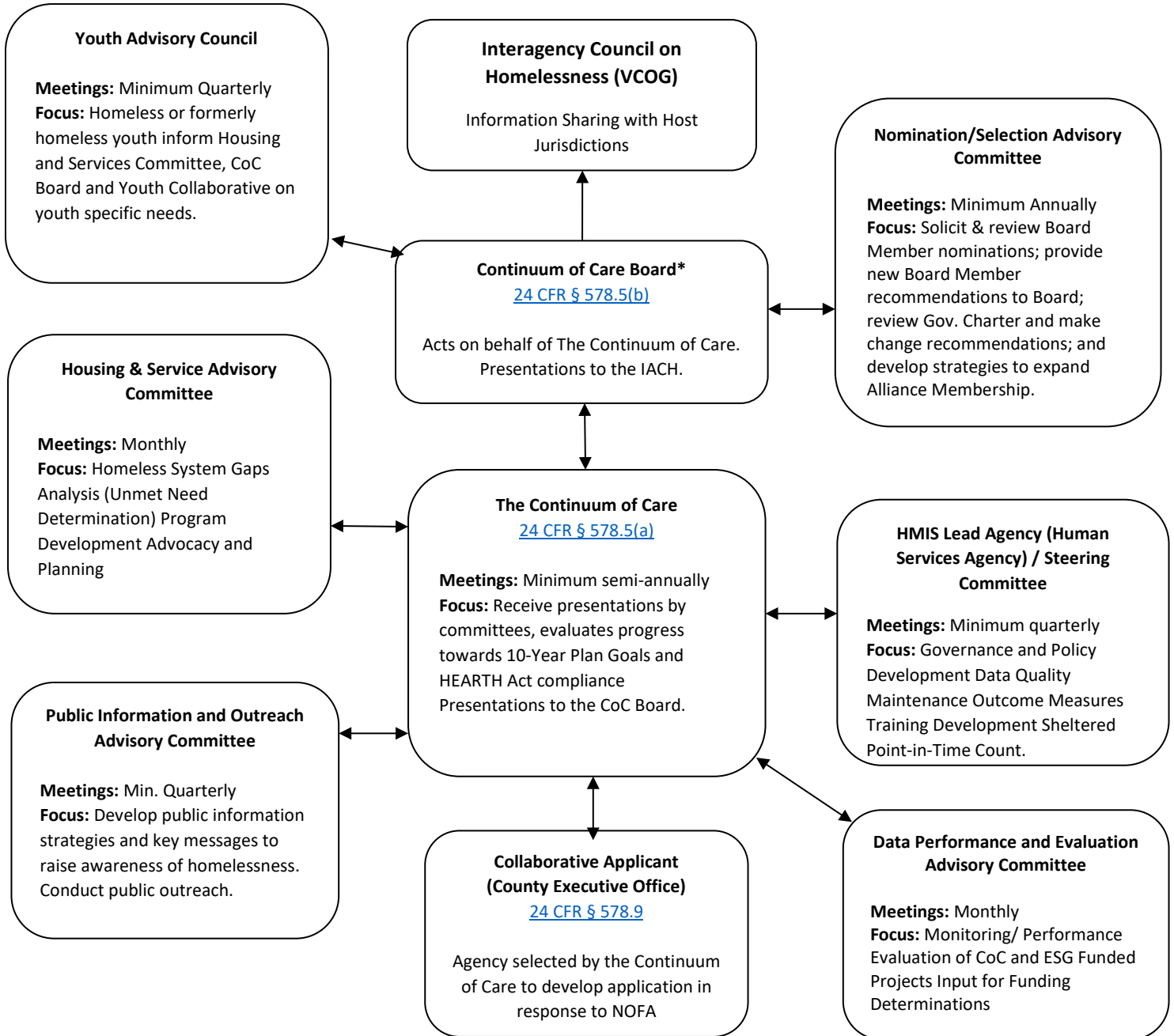
ESG recipient and sub recipient organizations must certify to the following eleven (11) program assurances concerning:

- A. Confidentiality;
- B. Consistently with the applicable consolidated Plan;
- C. Discharge policies and protocols;
- D. Education assurances for households with children;
- E. Essential services;
- F. HMIS participation;
- G. Inclusion of homeless persons in decision-making and Section 3 activities as practicable;
- H. Restrictive covenants for facilities receiving ESG funds for renovation or major rehabilitation;
- I. Matching funds;
- J. Safe and sanitary facilities; and
- K. Supportive services.

ESG recipient organizations must meet additional requirements established annually by contractual agreement with the ESG Area for participation in Alliance review and reporting requirements for project evaluation.

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EXHIBIT A – VENTURA COUNTY COC ALLIANCE GOVERNANCE STRUCTURE



* To avoid any real or perceived conflicts of interest, membership on the COC Board consists of persons representing organizations that DO NOT currently receive or intend to apply for funding through the COC, ESG or EHAP, unless representatives from the subpopulations served by these organizations cannot be recruited as board members.

Ventura County CoC Alliance Governance Charter

EXHIBIT B – CoC ALLIANCE SEPARATION OF DUTIES MATRIX

xx indicates lead for task

Tasks	The Alliance	Gov. Board	Data Performance and Evaluation	Housing and Service System Coordination	Public Information Outreach	HMIS Steering Committee	CoC Collaborative Applicant
1	Conduct sheltered count					x	xx
2	Conduct unsheltered count	x				x	xx
3	Complete Housing Inventory Chart					x	xx
4	Complete Point-in-Time Chart					x	xx
5	Planning/implementing/evaluating Housing First	x		xx			
6	Planning/implementing/evaluating Rapid Re-housing	x		xx			
7	Planning/implementing/evaluating Coord. Assessment System		x	xx		x	x
8	Planning/implementing/evaluating street outreach plan	x		xx			
9	Planning/implementing/evaluating homeless prevention plan	x		xx			
10	Ensure goals of Opening Doors are incorporated in CoC goals:	x			xx		
	Preventing and ending family homelessness	x			xx		
	Preventing and ending chronic homelessness	x			xx		
	Preventing and ending youth homelessness	x			xx		
	Preventing and ending veteran homelessness	x			xx		
	Preventing and ending all homelessness	x			xx		
11	Ensure that CoC's goals are in Consolidated Plan(s), Housing Elements, Hsg Authority Action Plans, & other planning docs	x			xx		
12	Ensure that Public Housing Authorities are involved in CoC goals			xx	x		
13	Ensure increase PH and PSH housing stability		xx	x			
14	Ensure increase income from employment		xx	x			
15	Ensure increase income from other cash resources		xx	x			
16	Ensure increase non-cash mainstream resources		xx	x			
17	Reduce length of time homeless		x	xx		x	
18	Prevent recidivism		x	xx		x	
19	Monitor performance of HUD CoC funded renewals		xx			x	x
20	Assist underperforming HUD CoC funded renewals		x				xx
21	Reallocate and renew HUD CoC funded projects	x	xx	x			x
22	Coordinate local Request for Proposals	x	x				xx
23	Coordinate project review, ranking, present to CoC Board		x	xx			x
24	Consult with Emergency Solutions Grant recipients concerning allocation of funds & performance evaluation		x		xx	x	
25	Complete Grant Inventory Worksheet						xx
26	Ensures coordination with other Federal, State, County, local, and private resources		xx	x		x	
27	Identify other sources of funding for supportive services to reduce CoC program funds to pay for such costs	x			xx	x	
28	Ensure equal opportunity and affirmatively further fair housing		xx			x	x
29	Ensure educational assurances for hmls children			xx			
30	Coordinating services and safe housing for victims of DV			xx			
31	Implementation of Affordable Care Act			x	xx		
32	Review written complaints		xx				x
33	Adopt and evaluate Governance Charter annually	xx	x				x
34	Recruit CoC Members	xx	x				

Descriptions:

The Alliance: (quarterly) To be a collaborative of City staff, County staff, other public agency staff, private non-profit organizations, and other community organizations who are committed to preventing and ending homelessness in the County of Ventura; to implement a community-based collaborative and coordinated system utilizing best practices to assist persons experiencing homelessness and those of at risk of homelessness to obtain housing, mainstream resources, and supportive services necessary to achieve self-sufficiency; to ensure funding resources are maintained; leverage additional funds; and assure fair distribution of resources throughout Ventura County based on areas of greatest need.

CoC Board: (monthly) Makes decisions on behalf of The Alliance.

HMIS Steering Committee: (quarterly) Develop and monitor the HMIS Charter, which includes a process for decision making around the HMIS and establishes roles and responsibilities of the CoC Collaborative Applicant and the HMIS Lead Agency. Provide information and guidance on issues related to the implementation of the HMIS. Regularly monitor data quality, performance metrics, and operational standards.

Data Performance and Evaluation Committee: (monthly) Establish and oversee a process to evaluate performance of CoC Program and Emergency Solutions Grant funded agencies. Review applications and make funding determinations to promote the most effective and efficient allocation of these grant funds.

Housing and Service System Coordination: (monthly) Conduct Homeless System Gaps Analysis (Unmet Need), System Evaluation and Redesign, Program Development, Research of Systems Development and Best Practices, Advocacy and Planning.

Public Information and Outreach: (monthly) Inform members of The Alliance on progress towards meeting strategic goals and any initiatives that impact the County's homeless housing providers and service agencies. Develop public information messages and strategies to raise awareness of issues around homelessness in the County.

CoC Collaborative Applicant: The agency selected by The Alliance to develop and submit an application in response to HUD's CoC NOFA.

Ventura County CoC Alliance Governance Charter

EXHIBIT C – CoC INFRASTRUCTURE ORGANIZATION

Continuum of Care Lead Agency/Collaborative Applicant

The CoC Lead Agency is the County Executive Office and designated as the primary applicant for State and Federal funds made available to Continuums of Care; The CoC Lead Agency serves as staff to the Continuum of Care Board, Alliance and Standing Advisory Committees and assists with overseeing the full responsibilities of the Continuum including operating the Continuum of services including the coordinated entry system,

HMIS Lead Agency

The HMIS Lead Agency is the County of Ventura Human Services Agency responsible for managing the HMIS system consistent with HUD requirements. The HMIS lead in partnership with the CoC is responsible for reviewing, revising and approving a privacy plan, security plan and data quality plan for the HMIS and ensuring consistent participation of recipients and subrecipients in the HMIS. The Human Services Agency has also been designated by the VC CoC as a lead on the Coordinated Entry System (CES) with the integration of CES in HMIS.

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EXHIBIT D – CoC ALLIANCE MEMBERSHIP

Ventura County Continuum of Care Alliance Membership	
Organization/Individual	Sector
Aegis Treatment Centers	Substance use treatment
American Medical Response (AMR)	Emergency services
Area Agency on Aging	Senior
Area Housing Authority of Ventura County	Affordable Housing
Brian Padrick	Advocate
Buddy Nation	Pet Services
Cabrillo Economic Development Corp	Affordable/Supportive Housing Developer
Cal Lutheran	University
California Rural Legal Assistance (CRLA)	Legal
Carolyn Briggs	advocate
Catholic Charities	Social Services
City of Camarillo	Local Govt
City of Fillmore	Local Govt
City of Moorpark	Local Govt
City of Ojai	Local Govt
City of Oxnard	Local Govt
City of Oxnard--Housing Dept	Affordable/Supportive Housing Developer
City of Port Hueneme	Local Govt
City of Santa Paula	Local Govt
City of Simi Valley	Local Govt
City of Thousand Oaks	Local Govt
City of Ventura	Local Govt
Coalition for Family Harmony	Victim Services Provider
Community Action of Ventura County	Homeless Services/
County of Ventura Human Services Agency	Social Services
CSUCI	University
David Courtland	Advocate
Diversity Collective	LGBTQI+
Downtown Ventura Partners	Business
First 5 Ventura County	Youth
Gold Coast Health Plan	Healthcare
Gold Coast Veterans Foundation	Veteran
Goodwill Industries of Vta and SB Counties	Employment Services
Harbor House	Homeless Services

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Help of Ojai	Social Services
Hospital Association of Southern California	Healthcare
Housing Authority of the City of San Buenaventura	Affordable/Supportive Housing Developer
Independent Living Resource Center	Disability services
Interface Children & Family Services	youth, social services, re-entry, DV
Jewish Family Services	Social Services
Khepera House	Substance Use
Many Mansions	Affordable/Supportive Housing Developer
Mercy House	Homeless Services
National Health Foundation	Healthcare
Ojai Valley Family Shelter	Homeless shelter
One Step a la Vez	youth, social services
Oxnard Library	Public facility
Pacific Clinics--TAY Tunnel	Behavioral Health/TAY
Pam Marshall	Advocate
Partnership for Safe Families	Family
Peggy Rivera	advocate
People's Self Help Housing	Affordable/Supportive Housing Developer
Project Understanding	Social Services
Public Defender	Legal
Ron Mulvihill	Advocate
Salvation Army	Homeless Services
Samaritan Centers	Homeless Services
SPIRIT of Santa Paula	Homeless Services
The City Center	Homeless Services
The Kingdom Center/Gabriel's House	Homeless Services/Emergency Shelter
The Nature Conservancy	Environmental advocacy
The Ventura County Rescue Mission	Emergency shelter
Turning Point Foundation	Homeless Services/ Behavioral Health
United Way of Ventura County	Funder
US Vets	Veterans
VC Housing Trust Fund	Funder
Ventura Chamber of Commerce	Business
Ventura County Behavioral Health	Behavioral Health/Substance Use
Ventura County Healthcare Agency	Healthcare
Ventura County Library	Public facility
Ventura County Military Collaborative	Veterans
Ventura County Office of Education	Education
Ventura County Public Health	Healthcare
Ventura Social Services Task Force	Advocates
Wakeland Housing & Development	Affordable/Supportive Housing Developer

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Waypoint Station LLC	Advocate
Ventura County Sherriff's Department	Law Enforcement
Ventura County Probation	Public Safety
Ventura County Medical Center	Hospital
Community Memorial Hospital	Hospital
St. Johns/Dignity Health	Hospital
City of Ventura Police Dept	Law Enforcement
City of Oxnard Police Dept	Law Enforcement
City of Simi Valley Police Dept	Law Enforcement
City of Port Hueneme Police Dept	Law Enforcement
City of Santa Paula Police Dept	Law Enforcement
Forever Found	Human Trafficking prevention
VC District Attorney's Office	Law Enforcement
Family Justice Center	Victim Services

January 13, 2021

CoC Governance Board

SUBJECT: Receive an update on COVID19 Response from the County's Homeless Taskforce.

BACKGROUND: As the County of Ventura responds to the local emergency of the novel coronavirus (COVID-19) a Homeless Taskforce has been established to respond to the needs of the homeless community and keep stakeholders informed of local actions.

DISCUSSION: County of Ventura and Ventura County Continuum of Care are leading the regional Homeless Taskforce in response to COVID-19. The following actions have been taken to address the needs of the population and keep people experiencing homelessness safe as well as preventing a surge of homeless patients in the hospital system.

- Handwashing stations remain available throughout the county near locations frequented by unsheltered homeless persons. Handwashing stations remain in place near service site and shelter locations.
- Provide masks and other supplies to emergency shelters and service providers through County Office of Emergency Services and community donations;
- Backpack Medicine team has conducted 2,800 visits since the beginning of the pandemic. The Healthcare for the Homeless program has served 1,600 persons with 30,000 instances of services through the One Stop program.
- 190 persons currently sheltered in Project Roomkey. Program has served a total of 513 persons with 170 exiting to positive placements including emergency shelter, transitional housing, permanent housing and family reconnection.

Safe Delivery of Emergency Shelter and Winter Warming Shelter:

As the COVID-19 virus becomes more widespread throughout the community, it has become increasingly challenging to keep the virus out of congregate shelters. There have been outbreaks in Santa Paula and Oxnard and staff have assisted public health, shelter operators and city partners in helping to isolate the COVID-positive guests and respond to various needs.

Homelessness Prevention:

Preventing new episodes of homelessness during an economic downturn will be critical with a service system that is already strained to serve the most vulnerable in Ventura County. Federal CARES Act funding may be allocated for this intervention but HUD has not yet released rules and requirements

surrounding this funding. The County has distributed \$11.6 million in rental assistance funding for COVID-19 impacted households (loss of income or illness). Other sources of funding including the Emergency Food and Shelter Program will be made available for emergency assistance as well. The City of Thousand Oaks has distributed rental assistance funding and the County is providing a Farmworker rental assistance program. Homelessness prevention is an ongoing concern even with current eviction moratoriums in place. Households owe thousands of dollars in back rent payments. The National Association of Counties estimates that Ventura County will receive approximately \$25 million in federal rental assistance with a direct allocation of \$19 million to the County and \$6 million to the City of Oxnard. Rental Assistance will be prioritized first for households below 50% Area Median Income (AMI). Program requirements allow for back rent payment and up to 3 months of advance rent. Staff will share more information as the local program is developed.

Re-Housing Strategies: Staff continue to work with referring service providers on rehousing efforts with Project Roomkey clients. State and Federal partners continue to emphasize utilizing new funding resources to assist with this effort.

COVID-19 Vaccine: Staff are working closely with Public Health on the delivery of the COVID-19 vaccine to congregate shelters, homeless service providers and high-risk populations experiencing homelessness. Homeless service providers are considered critical infrastructure workers and will be provided access to the vaccine in Phase B starting as early as February 2021 dependent on vaccine supply and local distribution efforts.

How will the COVID-19 vaccine be distributed and when?

Phases

Timetable

Populations



Mid-December
To
Late February

- Hospital staff
- Medical first responders
- Long-term care staff and residents
- All other health care providers



Early February
To
Late March

- Critical infrastructure workers
- Law enforcement and fire fighters
- K-12 teachers and school staff
- People 75+



After Completion
of Phases 1a & 1b

- All older adults not included in Phase 1
- All other critical infrastructure workers not covered in Phase 1
- People with high-risk conditions



After Completion
of Phase 1c

- All other persons 16 years or older and not already recommended for vaccination in Phases 1a, 1b, or 1c



After Phase 2

- Everyone residing in Ventura County who did not receive the vaccine in previous phases

FREQUENTLY ASKED QUESTIONS: EMERGENCY RENTAL ASSISTANCE

DECEMBER 22, 2020

Congress on December 21 passed an emergency [COVID-19 relief package](#) that includes \$25 billion in emergency rental assistance and an extension of the federal eviction moratorium issued by the Centers for Disease Control and Prevention (CDC) through January 31, 2021. The legislation also extends the deadline for funds provided by Congress in the “Coronavirus Aid, Relief, and Economic Security Act” (CARES Act) through the Coronavirus Relief Fund (CRF) from December 30, 2020 to December 31, 2021. Many states and localities have used CRF resources to provide emergency rental assistance during the pandemic. The relief legislation will provide essential and desperately needed protections for renters, tens of millions of whom would otherwise be at risk of losing their homes this winter.

NLIHC released a [fact sheet](#) on the housing provisions in the COVID-19 relief package. This Frequently Asked Questions (FAQ) document provides additional guidance on the \$25 billion in emergency rental assistance funded through the Coronavirus Relief Fund (CRF) and administered by the U.S. Department of Treasury.

HOW WILL THE DEPARTMENT OF TREASURY DISTRIBUTE THE FUNDING?

Of the total amount of rental assistance, \$400 million will be allocated to U.S. territories and \$800 million to tribal communities. The remaining funds will be distributed within 30 days to states and localities with populations of 200,000 or more. This marks a change from the CRF provision in the CARES Act, in which localities with populations over 500,000 could request to receive a direct CRF allocation from Treasury. Under the program, the District of Columbia is treated as a state.

CAN STATES DECIDE HOW TO ALLOCATE FUNDS TO LOCALITIES?

The CRF enacted in the CARES Act provided states and eligible units of local governments, territories, and tribal governments with the authority to decide how to spend CRF funds. This flexibility allowed entities to allocate funds to local governments that did not qualify for a direct allocation. Since the \$25 billion in emergency rental assistance will be funded through the CRF, it is assumed states will have similar flexibility in how they allocate funds.

WHAT TYPES OF ASSISTANCE CAN ELIGIBLE HOUSEHOLDS RECEIVE?

At least 90% of the funds must be used to provide financial assistance, including back and forward rent and utility payments and other housing expenses that were incurred due, directly or indirectly, to the pandemic. Assistance can be provided for 12 months. States and localities can provide an additional 3 months of assistance “if necessary to ensure housing stability for a household.”

When providing forward rent, assistance can only be given for 3 months, though households can subsequently reapply for additional assistance. To the extent that households have back rent, states and localities may not make commitments for forward rent payments unless they have also provided assistance to reduce an eligible household’s rental arrears.

Recipients can use up to 10% of funds to provide case management and other services related to the pandemic, as defined by the Treasury Secretary, intended to help keep households stably housed.

WHO IS ELIGIBLE TO RECEIVE EMERGENCY RENTAL ASSISTANCE?

Households are eligible for emergency rental assistance funds if one or more individuals: (1) has qualified for unemployment benefits or can attest in writing that he or she has experienced a reduction in household

income, incurred significant costs, or experienced other financial hardship due, directly or indirectly, to the pandemic; (2) can demonstrate a risk of experiencing homelessness or housing instability; and (3) has a household income below 80% AMI.

Income determination will be based on either the household's total income in 2020, or the monthly income the household is receiving at the time of application. If income determinations are made based on the applicant's monthly income, the state or locality must re-determine eligibility after 3 months.

Funds must be used for households with incomes below 80% of area median income (AMI), and states and localities must prioritize households below 50% of AMI or those who are unemployed and have been unemployed for 90-days. States and localities can provide additional prioritization of funds.

ARE THERE RESTRICTIONS BASED ON IMMIGRATION STATUS FOR THE EMERGENCY RENTAL ASSISTANCE?

Since emergency rental assistance will be funded through the CRF - which does not specify any restrictions based on immigration status - there should be no immigration status eligibility requirements for the rental assistance. The legislation did not include language that would alter this. Disaster assistance is not weighed in a public charge determination.

WILL RENTERS BE REQUIRED TO SUBMIT DOCUMENTATION DEMONSTRATING THAT THEIR NEED FOR RENTAL ASSISTANCE RESULTS DIRECTLY FROM THE PANDEMIC?

In terms of documentation, the legislation states that applicants must qualify for unemployment benefits or attest in writing that they have experienced a reduction in household income, incurred significant costs, or experienced other financial hardship due, *directly or indirectly*, to the pandemic. Additionally, applicants must demonstrate a risk of experiencing homelessness or housing instability. This risk can be demonstrated through a past due utility or rent notice or eviction notice; unsafe or unhealthy living conditions; or any other evidence of such risk, as determined by the eligible grantee involved.

WHO WILL ADMINISTER THE RENTAL ASSISTANCE? HOW WILL RENTERS OR LANDLORDS APPLY FOR OR RECEIVE ASSISTANCE?

Renters will apply for assistance with entities that state and local grantees select to administer the program. States and localities can make payments directly to landlords or utility companies on behalf of renters. If a landlord refuses to accept the rental assistance, the administering entity can provide assistance directly to the renter, who can then make payments to the landlord or utility provider. Landlords can directly apply for rental assistance under the program but are required to notify the tenant that assistance is being provided on their behalf and obtain the tenant's consent.

HOW WILL THE EMERGENCY RENTAL ASSISTANCE PROGRAM WORK WITH "DUPLICATION OF BENEFITS?"

The legislation states that grantees should ensure that any rental assistance provided to an eligible household is not duplicative of other federally-funded rental assistance. Our interpretation is that emergency rental assistance through the CRF cannot pay for the same obligation that is being assisted by other funding. Households that have received CARES Act funds for rental assistance this year but are no longer receiving that assistance and still need help in the future should be able to receive CRF funds. Additionally, this should have no impact on people receiving other types of federal housing assistance, such as Housing Choice Vouchers.

IS LEGAL AID AN ELIGIBLE "HOUSING STABILITY SERVICE?"

The legislation states that eligible grantees can spend up to 10% of funds to provide case management

and other services related to the pandemic, *as defined by the Secretary*, to keep households stably housed.

DID THE COVID-19 RELIEF PACKAGE INCLUDE RESOURCES FOR FORECLOSURE PREVENTION?

No.

THE COVID-19 RELIEF PACKAGE PROVIDED A ONE-MONTH EXTENSION OF THE CDC EVICTION MORATORIUM, BUT DID IT STRENGTHEN THE PROTECTIONS?

The emergency COVID-19 relief package extends the federal eviction moratorium through January 31, providing essential and immediate protection for millions of renters on the verge of losing their homes. Extending the moratorium through January provides time for emergency rental assistance to be distributed, and for President-elect Biden to [improve and further extend the moratorium](#) immediately after being sworn into office.



January 13, 2021

CoC Governance Board

SUBJECT: Approval of a Resolution to be signed by Continuum of Care (CoC) Board Chair Accepting the County’s Redirection of Homeless Housing Assistance and Prevention Program (HHAP) Round 2 Funds of \$832,659 to Be Combined With The CoC Allocation for a Total of \$1,762,942.

BACKGROUND: On December 9th, the CoC Board approved priorities and authorized staff to apply for the California Homeless Housing Assistance and Prevention Program (HHAP) Round 2 funding. The County of Ventura submitted their intent to redirect their allocation of \$832,659 to be combined with the CoC Allocation for a joint application to be submitted. The combined allocation would be made available for programs and services that meet the established priorities adopted by the CoC and County. The HHAP-2 funding allocation combined with the CoC and County allocations totals \$1,762,942 with 7% allowed to support administering the grant program. At least 8% of the funding is required to be utilized for unaccompanied youth, ages 12 to 24, experiencing homelessness. A local funding competition will be held by the CoC soliciting applications for the established priorities and following HHAP program guidelines. Final funding determinations will be made by the CoC Board with input from the County of Ventura and other regional stakeholders.

DISCUSSION: The HHAP-2 Application requires a submission of an adopted resolution detailing the collaboration between jurisdictions that intend to submit a joint application with the redirection of funds from one entity to another. The County Board of Supervisors is scheduled to consider adoption of such resolution on January 12, 2021. County Counsel reviewed the County and CoC resolutions to ensure they met the criteria of the State for submission with the grant.

HHAP Round 2 Adopted Priorities

HHAP-2 Program Funds

Eligible Activity	Funding Amount Up to \$1,769,942
Rapid Re-Housing* including flexible rental assistance & landlord incentives	\$639,536.06

Operating Subsidies for Supportive Housing/Permanent Supportive Housing Development	\$500,000
Operations funding for Emergency Shelters/Navigation Centers	\$200,000
Street Outreach	\$100,000
Homelessness Prevention/Diversion	\$200,000 (deeply targeted to the most at-risk households)
Administration (County staff time to support reporting & invoicing)	\$123,895.94
Total	\$1,769,942

RECOMMENDATIONS:

1. Approval of a Resolution to be signed by Continuum of Care (CoC) Board Chair Accepting the County's Redirection of Homeless Housing Assistance and Prevention Program (HHAP) Round 2 Funds of \$832,659 to Be Combined With The CoC Allocation for a Total of \$1,762,942.

RESOLUTION NO. _____

**RESOLUTION OF THE VENTURA COUNTY CONTINUUM OF CARE BOARD TO
ACCEPT THE REDIRECTION OF THE COUNTY OF VENTURA ALLOCATION AND
APPLY FOR HOMELESS HOUSING, ASSISTANCE AND PREVENTION ROUND 2
(HHAP-2) PROGRAM FUNDS FROM THE CALIFORNIA HOMELESS
COORDINATING AND FINANCING COUNCIL**

WHEREAS, the State of California, Homeless Coordinating and Financing Council (“Council”) issued a Notice of Funding Availability (“NOFA”) dated November 13, 2020 for Homeless Housing, Assistance and Prevention Round 2 program funds (hereinafter referred to as the “Program” or “HHAP-2”), authorized by Assembly Bill 83 which was signed into law by Governor Gavin Newsom on June 29, 2020;

WHEREAS, the County of Ventura (“County”) is the state approved Administrative Entity for the Ventura County Continuum of Care (“Continuum of Care”);

WHEREAS, the Continuum of Care serves as a regional collaborative entity that makes funding determinations for homeless assistance programs and supports the regional homeless service system of care;

WHEREAS, the County and Continuum of Care are each eligible to receive an allocation of HHAP-2 funds; and

WHEREAS, the County notified the Council of its intent to redirect its entire allocation of HHAP-2 funds to the Continuum of Care for regional collaboration in the Program including the selection of local projects to be funded with HHAP-2 funds;

NOW, THEREFORE, BE IT RESOLVED BY THE VENTURA COUNTY CONTINUUM OF CARE BOARD THAT:

1. The Ventura County Continuum of Care approves the receipt of the County’s allocation of HHAP-2 funds in its entirety to the Continuum of Care;
2. The County, as the Administrative Entity for the Continuum of Care, is hereby authorized and directed to apply for HHAP-2 funds in an amount not to exceed \$1,762,942; and
3. The Continuum of Care in collaboration with the County will hold a local funding competition to solicit applications for HHAP-2 funding for eligible uses consistent with the HHAP-2 funding priorities adopted by the Continuum of Care and County.

Upon motion of Board Member _____, seconded by Board Member _____, and duly carried, the Board hereby approves and adopts this resolution on the 13th day of January 2021.

AYES: _____

NOES: _____

ABSTENTIONS: _____

ABSENT: _____

Chair, Ventura County
Continuum of Care

ATTEST:

Tara Carruth,
Clerk of the Board
Ventura County Continuum of Care

By: _____
Clerk of the Board