

Meeting Agenda

**Ventura County Continuum of Care (VC CoC)
Data, Performance & Evaluation Committee
Wednesday September 27, 2023
1:00pm – 2:30pm**

[Click here to join the meeting](#)

Meeting ID: 239 513 011 183

Passcode: KSkLZE

1. Welcome and Introductions
2. Brief review the Ventura County Continuum of Care (VC CoC) Rank and Review Policy to ensure an understanding of State priorities and local scoring process.
3. Review and rank the CA HCD Emergency Solutions Grant (ESG) new grant applications for the FY24 competition. Develop recommendations for the VC CoC Board to review on Wednesday September 11, 2023.

**COUNTY OF VENTURA
EMERGENCY SOLUTIONS GRANT PROGRAM (ESG)
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A. Eligible Activities

For the 2022-23 State ESG Program, all activities permitted under the federal ESG regulations shall be eligible except for renovation, conversion, or major rehabilitation activities under 24 CFR Part 576.102. Minor repairs to an ESG funded emergency shelter that do not qualify as renovation, conversion, or major rehabilitation are an eligible use of State ESG funds. The following additional activities and limitations apply:

- 1) The provision of essential services related to emergency shelter or street outreach, including services concerned with employment, health, education, family support services for homeless youth, substance abuse services, victim services, or mental health services.
- 2) Maintenance, operation, insurance, provision of utilities, and provision of furnishings related to emergency shelter.
- 3) Provision of rental assistance to provide short-term or medium-term housing to homeless individuals or families or individuals or families at risk of homelessness. Such rental assistance may include tenant-based or project-based rental assistance.
- 4) Housing relocation or stabilization services for homeless individuals or families or individuals or families at risk of homelessness, including housing search, mediation or outreach to property owners, legal services, credit repair, providing security or utility deposits, utility payments, rental assistance for a final month at a location, assistance with moving costs, or other activities that are effective at— (A) stabilizing individuals and families in their current housing; or (B) quickly moving such individuals and families to other permanent housing.
- 5) A maximum of 10 percent of ESG program funds may be used for actual costs for Homeless Management Information System (HMIS) activities, in accordance with 24 CFR Part 576.107 and 25 CCR 8408(c).

<u>Eligible Activities</u>	<u>Limitations (where applicable)</u>
<u>ESG COMPONENT 1: STREET OUTREACH</u>	
<p>For unsheltered individuals and families, meaning those who qualify under paragraph (1)(i) of the definition of “homeless”:</p> <ul style="list-style-type: none"> • Engagement – includes initial assessment, crisis counseling, connecting and providing info and referral, addressing urgent physical needs (e.g. meals, blankets), etc. • Case Management – includes initial evaluation and documenting eligibility, counseling, coordinating services, help obtain benefits, monitoring progress, etc. • Emergency Health Services – Outpatient treatment of urgent medical conditions by licensed medical professionals. Includes assessing health problems and developing treatment plans, helping participants obtain appropriate emergency medical treatment, provide follow-up services. 	<p>Funds used for street outreach, in combination with emergency shelter activities, are limited to 60 percent of the total fiscal year grant awarded to the County by HUD.</p> <p><u>Minimum Period of Use</u> Street outreach services must be provided for at least the period of time for which ESG funds are committed for that purpose.</p>

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<ul style="list-style-type: none"> • Emergency Mental Health Services – Outpatient treatment of urgent medical conditions by licensed medical professionals. Includes crisis interventions, prescription and management of psychotropic medications, etc. • Transportation – includes transporting unsheltered people to emergency shelters, costs of participant’s travel on public transit, staff transportation costs, etc. • Services to Special Populations – otherwise eligible Essential Services that have been tailored to address the special needs of homeless youth, victims of domestic violence and related crimes/threats, and/or people living with HIV/AIDS who are literally homeless. • Staff salaries related to carrying out street outreach activities are also eligible. 	
<p><u>ESG COMPONENT 2: EMERGENCY SHELTER</u></p>	
<p>For individuals and families who are homeless:</p> <ul style="list-style-type: none"> • Essential Services – includes Case Management, Child Care, Life Skills, Mental Health Services, Education Services, Employment Assistance and Job Training, Outpatient Health Services, Legal Services, Substance Abuse Treatment Services, Transportation, Services for Special Populations • Renovation – Renovating buildings to be used as emergency shelter for homeless individuals and families. Includes major rehabilitation of a shelter, conversion of a building into a shelter, labor, materials, tools, etc. • Shelter Operations – Includes minor maintenance repairs, rent, security, fuel, insurance, food, equipment, utilities, supplies, etc. • Assistance Required under “URA” – Assistance required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. • Staff costs related to carrying out emergency shelter activities are also eligible. 	<p>Funds used for street outreach, in combination with emergency shelter activities, are limited to 60 percent of the total fiscal year grant awarded to the County by HUD.</p> <p><u>Minimum Period of Use</u> Where ESG funds are used solely for essential services or shelter operations, services or shelter must be provided to homeless individuals and families at least for the period during which the ESG funds are provided.</p>
<p><u>ESG COMPONENT 3: HOMELESSNESS PREVENTION</u></p>	
<p>Individuals and families who are at imminent risk, or at risk, of homelessness – refer to homeless definition.</p>	<p>At least 40% of the ESG funds awarded to the County by HUD will be</p>

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<p><u>Short- and medium-term rental assistance and housing relocation and stabilization services</u>, which includes financial assistance (i.e. moving costs, rent application fees, security deposit, last month’s rent, utility deposit and payments) and services (i.e. housing search & placement, housing stability case management, mediation, legal services, and credit repair).</p> <p>Staff salaries related to carrying out homelessness prevention activities are also eligible.</p>	<p>used for Homelessness Prevention and Rapid Re-housing activities.</p> <p>Extremely low income individuals and families (household income below 30% of family AMI) at risk of becoming homeless and moving into an emergency shelter or place not meant for human habitation.</p>
<u>ESG COMPONENT 4: RAPID RE-HOUSING</u>	
<p>Individuals and families who are literally homeless – refer to homeless definition.</p> <p><u>Short- and medium-term rental assistance and housing relocation and stabilization services</u>, which includes financial assistance (i.e. moving costs, rent application fees, security deposit, last month’s rent, utility deposit and payments) and services (i.e. housing search & placement, housing stability case management, mediation, legal services, and credit repair).</p> <p>Staff salaries related to carrying out rapid re-housing activities are also eligible.</p>	<p>At least 40% of the ESG funds awarded to the County by HUD will be used for Homelessness Prevention and Rapid Re-housing activities.</p> <p>Literally homeless individuals and families (currently living in an emergency shelter or place not meant for human habitation</p>
<u>ESG COMPONENT 5: HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)</u>	
<p>Eligible costs include:</p> <ul style="list-style-type: none"> • Costs of subrecipients contributing data to the CoC’s HMIS. • Costs of establishing and operating a comparable database for victim service providers • HMIS Lead Agency for establishing, hosting, customizing, and upgrading the HMIS. 	<p><u>Participation Requirement</u> The HEARTH Act makes HMIS participation a statutory requirement for ESG recipients and subrecipients.</p> <p>Victim service providers cannot, and Legal Services Organizations may choose to not, participate in HMIS. Providers that do not participate in HMIS must use a comparable database that produces unduplicated, aggregate reports instead.</p>

B. Project Level Performance Data Reporting

The impact and effectiveness of the project will be rated using data from HMIS for the duration of the program period. Victim Service Providers or Legal Assistance Providers may use data from a HUD-compliant comparable database. The information below should include all program participants (those assisted with State ESG and other funding):

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- a) Individual leavers are defined as persons who exited the project and are no longer enrolled in the project as of the last day of the reporting period. The method of determining a leaver is based on the client's last project exit.
- b) A permanent housing destination is a subsidized or unsubsidized housing situation, and also includes living with family or friends on a permanent basis. Program participants with the following destinations at exit should be included (based on HUD's HMIS Data Standards):
 - Owned by client, no ongoing housing subsidy
 - Owned by client, with ongoing housing subsidy
 - Rental by client, no ongoing housing subsidy
 - Rental by client, with VASH housing subsidy
 - Rental by client, with ongoing housing subsidy
 - Moved from one HOPWA funded program to HOPWA permanent housing program
 - PSH for formerly homeless persons
 - Staying or living with family, permanent tenure
 - Staying or living with friends, permanent tenure

The proposed project should also assist with the overall system performance within the Continuum of Care (CoC) by shortening length of time homeless, increasing exits to permanent housing, reducing returns to homelessness and preventing homelessness. The following measures will be included in the CoC performance:

- Measure 1: Length of Time Persons Remain Homeless
- Measure 2a: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness within 6 to 12 months
- Measure 2b: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness within 2 years
- Measure 3: Number of Homeless Persons
- Measure 5: Number of Persons who Become Homeless for the First Time
- Measure 7a: Successful Placement from Street Outreach
- Measure 7b: Successful Placement in or Retention of Permanent Housing

C. Participation Requirements

As required by McKinney-Vento Homeless Assistance Act, Section 416 [42 USC 11375] and 24 CFR 576.400(f), the Applicant will collect and enter data on all persons served and all activities assisted under ESG into the applicable community-wide Homeless Management Information System (HMIS) in the area in which those persons and activities are located, or a comparable database, in accordance with HUD's standards on participation, data collection, and reporting under a local HMIS and local CoC HMIS policies, procedures and participation requirements.

The Applicant participates in local CoC planning, governance, performance evaluation and management process. consult the Continuum of Care for planning and governance related to determining how to allocate ESG funds each program year; developing the performance standards for, and evaluating the outcomes of, projects and activities assisted by ESG funds; and developing funding, policies, and procedures for the administration and operation of the HMIS.

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The Applicant participates in the local CoC's centralized assessment system or a coordinated assessment system in accordance with HUD requirements. If the CoC has not yet established a centralized or coordinated assessment system, the Applicant will participate after their respective CoC has devised and implemented such an assessment system.

All ESG-assisted projects shall operate in a manner consistent with housing first practices as reflected in the Continuum of Care Written Standards (consistent with subsections 1 through 5 below), and progressive engagement and assistance practices, including the following:

- 1) Ensuring low-barrier, easily accessible assistance to all people, including, but not limited to, people with no income or income history, and people with active substance abuse or mental health issues;
- 2) Helping participants quickly identify and resolve barriers to obtaining and maintaining housing; 22 State ESG Regulations Effective April 1, 2016
- 3) Seeking to quickly resolve the housing crisis before focusing on other non-housing related services;
- 4) Allowing participants to choose the services and housing that meets their needs, within practical and funding limitations;
- 5) Connecting participants to appropriate support and services available in the community that foster long-term housing stability;
- 6) Offering financial assistance and supportive services in a manner which offers a minimum amount of assistance initially, adding more assistance over time if needed to quickly resolve the housing crisis by either ending homelessness, or avoiding an immediate return to literal homelessness or the imminent risk of literal homelessness. The type, duration, and amount of assistance offered shall be based on an individual assessment of the household, and the availability of other resources or support systems to resolve their housing crisis and stabilize them in housing; and
- 7) Notwithstanding subdivision (6) above:
 - a) Rapid Rehousing activities funded within the same Continuum of Care Service Area shall follow the same program requirements for type, duration, and amount of assistance provided, unless sufficient written justification for any differences is provided by the Continuum of Care and approved by the Department; and
 - b) Homeless prevention activities funded within the same Continuum of Care Service Area shall follow the same program requirements for type, duration, and amount of assistance provided, unless sufficient written justification for any differences is provided by the Continuum of Care and approved by the Department. (8) Any other practices promoted or required by HUD

D. Compliance and Confidentiality

The Department may request information from the Applicant that demonstrates compliance with any of the program requirement and shall provide such information when requested.

Religious Compliance - The Applicant agrees to provide all eligible activities under this Program in a manner that is in accordance with 24 CFR 576.406:

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- a) It will not discriminate against any employee or applicant for employment on the basis of religion and will not limit employment or give preference in employment to persons on the basis of religion;
- b) It will not discriminate against any person applying for shelter or any of the eligible activities under this part on the basis of religion and will not limit such housing or other eligible activities or give preference to persons on the basis of religion; and
- c) It will provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, and exert no other religious influence in the provision of shelter and other eligible activities under this Project.

Confidentiality - As required by 24 CFR 91.325(c)(3) and federal ESG Regulations (24 CFR 576.500(x)) the Applicant has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family-violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family-violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

Environmental Requirements - As required by 24 CFR 576.407(d), all activities the Applicant undertakes with assistance under ESG will be consistent with the environmental review responsibilities as described under 24 CFR Section 576.407(d).

Equal Access Requirements - As required by 24 CDR 5.106, recipients must ensure that all individuals have equal access to shelter and programs in accordance with their gender identity. Providers that operate single-sex projects using funds awarded through HUD will now be required to provide all individuals, including transgender individuals and other individuals who do not identify with the sex they were assigned at birth, with access to programs, benefits, services, and accommodations in accordance with their gender identity without being subjected to intrusive questioning or being asked to provide documentation.

Accessibility of Services - As required under 24 CFR 576.407(b) the Applicant's Procedures meets the regulatory requirements relating to:

- 1) Access/Transportation – communicating with and ensuring that persons with disabilities have access to the location of assistance, services, and facilities.
- 2) Disability Accommodations – requests for Reasonable Accommodations
- 3) Linguistic Needs – ensuring meaningful access to programs and activities for LEP persons. Include a separate description for each Activity, if different.

For more information on the ESG Program, see the following webpage:

<https://www.hudexchange.info/programs/esg/>

For more information on the Continuum of Care Program, see the following webpage:

<https://www.hudexchange.info/programs/coc/>

PROJECT APPLICATION



EMERGENCY SOLUTIONS GRANT PROGRAM

2023/2024

Completed Applications Must Be Submitted to:

Felipe Flores, Management Analyst

VenturaCoC@ventura.org

COUNTY OF VENTURA

CEO - COMMUNITY DEVELOPMENT DIVISION

800 SOUTH VICTORIA AVENUE, VENTURA, CA 93009

NO LATER THAN SEPTEMBER 11, 2023 BY 4:00PM

**PLEASE ENSURE RECEIPT OF APPLICATION BY CoC STAFF.
NO EMAIL CONFIRMATION REPRESENTS NO SUBMISSION RECEIVED.**

COUNTY OF VENTURA
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FY 2023-2024 PROJECT APPLICATION

GENERAL INSTRUCTIONS:

The County of Ventura's County Executive Office is accepting State of California Emergency Solutions Grant (ESG) applications on behalf of the Ventura County Continuum of Care (VC CoC).

This application is subject to the Emergency Solutions Grants (ESG) Program federal regulations established by the U. S. Department of Housing and Urban Development (HUD), 24 Code of Federal Regulations (CFR), Parts 91 and 576, as well as 25 California Code of Regulations (CCR), Section 8400 et seq.

Total funding to be awarded is a preliminary allocation of \$159,047.00, of which \$4,258 is allocated to the administrative entity for grant administration. The grant term covers 2023-2024. A minimum of \$61,916.00 (40%) will be awarded for Rapid Re-Housing in accordance with state and federal regulations.

State ESG-funded activities may serve the entire area of the Continuum of Care but must serve non-entitlement areas within the service area. Non-entitlement areas of Ventura County CoC include the cities of Ventura, Camarillo, Thousand Oaks and Simi Valley.

Based on current program gaps, the VC CoC Board has prioritized grant proposals for the following needs:

- 1) Rapid Re-Housing for single adults and transitional age youth;**
- 2) Non-Congregate Sheltering with adequate infrastructure that includes case management & housing navigation for unsheltered persons;**
- 3) Street Outreach to unsheltered persons in currently underserved areas, dedicated to connecting individuals to services through the Coordinated Entry System and Homeless Management Information System (HMIS);**
- 4) Operating Subsidies for the expansion of Emergency Shelter beds which add privacy, health and safety.**

Application Submittal:

- Applications will be accepted for Emergency Shelter (ES), Rapid Re-housing (RRH) and Street Outreach (SO) activities.
- Applications for ES and RRH activities may also propose to include Homelessness Prevention (HP) and/or SO activities to be delivered in conjunction with the ES or RRH activity. The limit when requesting one or both of these activities as stand-alone activities is ten percent (10%) of the total requested application amount. These added activities should be included in the same application as your main activity.
- If requesting funds for HMIS, HMIS must be submitted in conjunction with identified eligible activities. HMIS cannot be submitted as a standalone activity. HMIS is limited to ten percent (10%) of the total requested application amount. HMIS should be included in the same application as your main activity. Please note that recipients of ESG funding must utilize the HMIS database and be willing to share data with other agencies in the HMIS system. All agencies are responsible for ensuring that privacy policies for HMIS data collection and reporting are followed. Additionally, participation in Coordinated Entry is required, including screening for eligibility and receiving referring through Pathways to Home.

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- Indirect costs of private non-profit organizations, local governments and joint powers authorities, as applicable and in accordance with [2 CFR 200](#), are an eligible expense, but may not exceed ten percent (10%) of the modified total direct costs under the ESG activity, unless a higher limit for indirect cost allocation has been approved by the applicable federal agency pursuant to OMB requirements. Agencies requesting an indirect cost allocation above 10 percent must provide a letter from the federal agency which has approved the higher rate.
- ***Please Note: Current ESG grant subrecipients must be in compliance with the HUD expenditure deadlines, included in the subrecipient 2023-2024 ESG contract, in order to apply for this State ESG funding. Also, current Homeless Housing Assistance and Prevention (HHAP) Program subrecipients with unexpended funds are not eligible to apply for the same activity type under this ESG RFP.***

5) Application Requirements:

Submit one (1) copy, including all attachments, via email to: VenturaCoC@ventura.org

****Please provide electronic copies of documents. Scanned wet signature or electronic signature is accepted. Paper copies are not required.***

- Round all dollar amounts to the nearest dollar (i.e. \$4.59 should be rounded to \$5 and \$4.25 should be rounded to \$4).

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

- The application is incomplete and the CoC staff is unable to reasonably determine what the Applicant is proposing or whether the application meets threshold requirements;
- The application does not pass ESG Program threshold, such as, if the Applicant or proposed activities are not eligible.

6) Rating Criteria (max score possible = 80 points):

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

7) Timeline:

Local Request for Proposals (RFP) Released by VC CoC	August 18, 2023
Local Proposals Due to VC CoC	September 11, 2023
Presentation of CoC ESG Resolution to VC BOS for approval	September 26, 2023
VC CoC Data & Evaluation Committee Review & Recommendations	September 27, 2023
VC CoC Board Review & Final Recommendations	October 11, 2023
VC CoC Staff Finalizes State Application	October 13, 2023
ESG Application due electronically	October 16, 2023
State Announces CoC ESG Awards*	January 2024

**Award timeline is dependent on HUD's award letter to the State.*

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EMERGENCY SOLUTIONS GRANT PROGRAM (ESG)
FY 2023-2024 PROJECT APPLICATION
PLEASE READ THE ACCOMPANYING "2022-2023 ESG GUIDE" AND
ANSWER ALL QUESTIONS AS SPECIFICALLY AS POSSIBLE.

1. Application Information

Legal Name of Organization: _____

Is the organization a 501(c)? Yes No

Mailing Address: _____

City: _____ Zip: _____

Executive Director Name & Title: _____

Organization Contact Name & Title: _____

Work Phone: _____ Fax: _____

E-mail Address: _____

Organization Website Address: _____

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

Fiscal Agent Contact Name & Title: _____

Work Phone: _____ Fax: _____

E-mail Address: _____

Type of ESG Component Addressed:

- Emergency Shelter HMIS Homelessness Prevention
 Rapid Re-housing Street Outreach

Number of beneficiaries to be served by the project: _____

Cost per beneficiary for this project (ESG request / ESG beneficiaries) = \$ _____

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2. Project Information

Title of proposed project: _____

Project Address: _____

City: _____ Zip: _____

a. Project service area:

- | | | |
|---------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Camarillo | <input type="checkbox"/> Ojai | <input type="checkbox"/> Somis |
| <input type="checkbox"/> Fillmore | <input type="checkbox"/> Oxnard | <input type="checkbox"/> Ventura |
| <input type="checkbox"/> Moorpark | <input type="checkbox"/> Port Hueneme | <input type="checkbox"/> Thousand Oaks |
| <input type="checkbox"/> Newbury Park | <input type="checkbox"/> Santa Paula | <input type="checkbox"/> County-wide |
| <input type="checkbox"/> Oak Park | <input type="checkbox"/> Simi Valley | <input type="checkbox"/> Other _____ |

b. Amount requested for this project: \$ _____

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

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

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

Which ESG activities best describes the project? You may list more than one; be specific:

Identify the population(s) that the project will serve:

- | | |
|---|---|
| <input type="checkbox"/> Single Males | <input type="checkbox"/> Households with children |
| <input type="checkbox"/> Single Females | <input type="checkbox"/> Unaccompanied Males under 18 years old |
| <input type="checkbox"/> Couples only, no children | <input type="checkbox"/> Unaccompanied Females under 18 years old |
| <input type="checkbox"/> Transitional Age Youth ages 18 to 24 years old | |

Which of the following priority needs does the proposed project address?

- | | |
|--|--|
| <input type="checkbox"/> Emergency Shelter | <input type="checkbox"/> Rapid Re-housing Services |
| <input type="checkbox"/> Homelessness Prevention | <input type="checkbox"/> Street Outreach |

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3. Organizational Structure

How many members serve on your organization's Board of Directors? _____

How often does your organization's Board of Directors meet? _____

Is this a "faith-based" organization* (yes/no)? _____

*HUD requires the County to report information about ESG funded "faith-based" organizations. "Faith-based" does not mean the organization is carrying out inherently religious activities with ESG funds or that it serves only persons of a particular faith.

4. Financial Information

What is your agency's fiscal year? _____

Date of your organization's most recently completed audit (month/year): _____

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

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

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

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

If yes, explain:

5. Program Design (20 points)

Summarize the project. Describe how the project will benefit the target population(s) and fill an unmet need in the Continuum of Care. Identify any best practices that will be utilized. Please include how the program will follow the Housing First/Low Barrier model.

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Describe the intended use of grant funds, ensuring the provision of ESG-eligible services.

Client Participation – Describe the process or provide a copy of your policies and procedures to:
a) ensure the confidentiality of client records; and b) facilitate client participation in program evaluation and planning.

Outreach – Describe your plan to make sure that your target population, not only the clients you presently serve, will be aware of your program(s). You must be able to reach out to and communicate with those who need your services who may have limited ability to speak English.

Core Practices – ESG State regulation section 8409 contain the Core Practices which fall into three primary areas: Coordinated Entry Process (section 8409(a)); Housing First Practices (section 8409(b)); and Progressive Engagement (section 8409(b)(6)). Use the table below to document which of the following your agency has adopted for implementation of programs:

Guidance	Relates to: (check all that apply)
1. Has your agency adopted the local CoC's Written Standards with regards to the following?	<input type="checkbox"/> Coordinated Entry <input type="checkbox"/> Housing First <input type="checkbox"/> Progressive Engagement

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<p>2. Does your agency have Program Rules, Policies and Procedures that address the following?</p>	<p><input type="checkbox"/> Coordinated Entry <input type="checkbox"/> Housing First <input type="checkbox"/> Progressive Engagement</p>
<p>3. Does your agency commit to adopt and follow the local CoC Coordinated Entry Policies and Procedures?</p>	<p><input type="checkbox"/> Coordinated Entry <input type="checkbox"/> Housing First <input type="checkbox"/> Progressive Engagement</p>

Performance Measures – Describe the objectives and outcomes of the proposed program(s) and how will you measure the effectiveness of your project in meeting these outcomes. Describe the data sources, methodology and resources to be used for tracking the following HUD system performance measures that apply to your specific program(s):

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

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

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Identify the person(s) responsible for overall program administration and financial management of the activity. Indicate how many years of experience they have managing ESG or other HUD programs.

Identify all other persons involved in the delivery of services for this activity, noting whether these positions are current or pending this award. If this is a new project, discuss the timeline for the project including dates for hiring staff, training, and starting operations.

6. Management and Past Experience (20 points)

Describe your organization's experience in successfully conducting this type of activity. Identify any skills, current services, or special accomplishments that demonstrate your capacity for success.

If this project has been funded by the County of Ventura in the past and did not meet its goals or expend its full allocation, please explain why the project should be funded again. If the project has been funded before, describe some of the primary accomplishments and challenges?

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HUD grant experience for the past three years:

HUD Grant Program	Purpose of Grant	Date(s) Obtained	Funding Amount

For applicants who have received funding in the State’s ESG program in the past three years, up to twenty (20) points will be deducted for any of the following: the Department terminated or disencumbered ESG funding; the Department found unresolved monitoring findings; the annual reports were not submitted in a timely manner for ESG grants.

7. Impact and Effectiveness (30 points)

Project level performance data will be evaluated using data from HMIS for the most recent 12-month period. Victim service providers or legal assistance providers may use data from a HUD-compliant comparable database. The State HCD will require racial and ethnic data metrics to be collected in HMIS on all of those served. Scoring will be ‘like to like’ activities (i.e. ES to ES and RR to RR). If applicable, attach a copy of the HMIS or comparable database report(s) corresponding to the following:

- 1) Average length of stay for individual leavers (persons who exited the project and are no longer enrolled as of the last day of the reporting period): _____
- 2) The total number of individual leavers who exited to permanent housing (subsidized or unsubsidized housing, and also includes living with family or friends on a permanent basis): _____ (column A)
- 3) The total number of individual leavers who exited to any destination: _____ (column B)

<u>A</u> Total # of Individual Leavers who exited to a Permanent Housing Destination:	<u>B</u> Total # of Individual Leavers who exited to any destination:	<u>C</u> A÷Bx100=C (%)

Provide projected outcomes for a one-year period by activity as applicable:

Street Outreach

- _____ Total unduplicated number of persons to be served
- _____ Total unduplicated number of households to be served
- _____ % of participants will move into emergency shelter at project exit
- _____ % of participants will move into transitional housing at project exit
- _____ % of participants will move into permanent housing at project exit
- _____ % of adult participants will obtain earned income at project exit

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Emergency Shelter

- _____ Number of year-round beds
- _____ Total number of bed-nights to be made available
- _____ Total unduplicated number of persons to be served
- _____ Total unduplicated number of households to be served
- _____ % of participants will move into transitional housing at project exit
- _____ % of participants will move into permanent housing at project exit
- _____ % of adult participants will obtain earned income at project exit
- _____ % of adult participants will obtain cash/non-cash benefits at project exit
- _____ % of participants who move into transitional housing or permanent housing will remain housed for 3 months

Rapid Re-housing

- _____ Total unduplicated number of persons to be served
- _____ Total unduplicated number of households to be served
- _____ % of participants will move into permanent housing at project exit
- _____ % of adult participants will obtain earned income at project exit
- _____ % of adult participants will obtain cash/non-cash benefits at project exit
- _____ % of participants will remain in permanent housing for 6 months

8. Cost Efficiency and Budgeting (10 points)

Projects that receive an award of ESG funding are often awarded less than the amount originally requested. Describe whether your proposed activity could be undertaken with a reduced commitment of funding and if so, highlight how that would affect the scope of services.

Match – Emergency Solutions Grant funds require a 100% match of funds, in-kind services, or a combination of both. Please indicate specific sources of leveraged funding, including in-kind match, to meet this requirement. Include the status of these funds (i.e. cash on hand, grants received, planned fundraising, in-kind amount for volunteers, staff time, etc.). For example, United Way grant was applied for on, notification expected by, grant awarded on...

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Cost Efficiency – For this analysis, the complete program expenditures should include the applicant’s expenditures from all sources of funding for the proposed program activity, including administration, HMIS, and indirect costs associated with the activity for the most recent 12-month period. Scoring will be evaluated based on the average cost per exit to permanent housing based on the total program expenditures for the proposed activity:

- 1) Enter the corresponding dates of the program expenditures provided below:
From _____ to _____
- 2) Enter the source of exit and outcome data: _____
- 3) Complete the table below:

Total 12-month Program Expenditures	<i>Divided by</i>	# of Individual Leaver Exits to a Permanent Housing Destination*	<i>Equals</i>	Average Cost per Permanent Housing Outcome
_____	/	_____	=	_____

*Should match the project level performance data provided in Question 7.

The State HCD will require the following expenditure milestones for this 2023 ESG funding:

Milestone Deadline	Percentage of ESG award the must be expended
120 days after execution of contract	20%
180 days prior to expenditure deadline	50%
60 days prior to expenditure deadline	80%

9. Required Attachments*

- Application Narratives
- Application Certification signed
- Budget Workbook (indicating proof of availability of matching funds as required by HCD and the ESG Program)
- Board of Directors Roster
- Articles of Incorporation and Bylaws
- Current Organization Chart, including proposed ESG funded staff
- Most recent letter of 501(c)3 non-profit status from the Internal Revenue Service and the California Franchise Tax Board

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- Evidence of Insurance
 - Copy of current insurance (General Liability, Automobile, Worker’s Compensation, etc.)
 - Note: if funded, an updated insurance policy will be required with the funding jurisdiction listed as “additionally insured”
- Copy of the most recent financial audit and single audit, if applicable
- Written policies and procedures, including confidentiality, financial, conflict of interest, eligibility and intake requirements, non-discrimination, client assessment, and code of conduct.
- Annual Performance Report for the prior year
- Evidence of non-suspension/debarment
- National Environmental Protection Act (NEPA) Statutory Checklist (if previously funded, a categorical exemption may be acceptable in lieu of the checklist)

***Please provide electronic copies of documents. Paper copies are not required.**

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1. Agency Certifications

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

The undersigned agency hereby certifies that:

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

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

- b. The agency certifies to the best of its knowledge and belief that its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency.
- c. The agency shall comply with all federal and County policies and requirements applicable to the ESG program as appropriate for the funding if received.
- d. The federal assistance made available through the ESG program funding is not being utilized to substantially reduce the prior levels of local financial support for community development activities.
- e. If ESG funds are approved in the requested amount, then to the best of your knowledge, sufficient funds will be available to complete the project as proposed.
- f. The agency certifies that it will participate in the locally approved HMIS system.
- g. The agency certifies their ability to provide 100% match for the ESG funds received.

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

Ventura County--State ESG Scoring Sheet

Alignment with CoC and Consolidated Plan Priority <i>Mark if applicant is High Priority</i>	Proposed activity and population served are eligible activities
	Proposed activity meets one of the following priorities: <ul style="list-style-type: none"> • Provide funding for essential services and programs that provide needed resources for vulnerable populations experiencing homelessness (High Priority) • Promote projects that are housing-focused, provide services to households that are literally homeless and at-risk of homeless. Program primary focus is helping individual/family obtain housing and maintain housing stability. (High Priority) • Prioritize funding for year-round emergency shelter. Prioritize low barrier shelters focused on exits to housing. (High Priority)
Administrative Capacity <i>Good, Fair, Poor</i>	Rated Good, Fair or Poor based on: <ul style="list-style-type: none"> • Review of audit or monitoring • Applicant experience with HUD funds • Review of progress reports • Annual performance report for prior year
Financial Capacity <i>Pass, Concern, Fail</i>	Rated Pass, Concern or Fail based on the following: <ul style="list-style-type: none"> • Liquidity • Measurement of vulnerability (dependency on one funding source, etc.) • Debt or other long-term obligations • Regulatory (unresolved financial audit findings) • 100% match of funds
CoC Data Committee Review	
Program Design <i>Score 0-20</i>	<ul style="list-style-type: none"> • Coordination with CoC provider network (5 points) • Project is designed/implemented with best practices and has demonstrated/proposed good outcomes (5 points) • Project proposes reasonable outcomes (5 points) • Project in line with VC CoC and Federal Goals (5 Points)
Management and Past Experience <i>0-20 points</i>	<ul style="list-style-type: none"> • Experience providing similar services and assistance (4 points) • Experience addressing the needs of the target population (4 points) • Sufficient capacity to implement project (4 points) • Capacity for data collection and reporting (4 points) • Participation in Ventura County HMIS and VC CoC Coordinated Entry System (4 points)

Ventura County--State ESG Scoring Sheet

Impact and Effectiveness <i>Score 0-30</i>	<ul style="list-style-type: none"> • Fills a gap in Ventura County Continuum of Care’s service area • Clear demand for project in service area (5 points) • Program features would enhance ability to meet needs of the target population (5 points) • Evidence to support the need (5 points) • Demonstrate need for requested funding (5 points)
Cost Efficiency and Budgeting <i>0-10 points</i>	<ul style="list-style-type: none"> • Sufficient capacity to operate project with proposed budget (2 points) • Timely financial statements (2points) • No unresolved audit findings (2 points) • Cost-effective proposal (2 points) • Degree to which applicant leverages other resources (2 points)
<i>Max Score possible:</i>	80

	Score	Notes
Applicant (Agency):		
Proposed Project:		
Project Priority:		
Program Design (Max 20 points)		
Management and Past Experience (Max 20 points)		
Impact and Effectiveness (Max 30 points)		
Cost Efficiency and Budgeting (Max 10 points)		Project amount requested = Leveraged funds available = Total project cost = Cost per beneficiary for this project (ESG request / ESG beneficiaries) =
Total Score =		