



**Meeting Agenda  
Continuum of Care (CoC) Board  
Wednesday, December 14, 2022  
3:30pm-5pm**

Zoom Meeting ID: 895 1247 6256

<https://us02web.zoom.us/j/89512476256>

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 Brown Act and 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](mailto: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 November 9, 2022.
6. Approval to submit the Longitudinal Systems Analysis (LSA) Report as required by the U.S. Department of Housing and Urban Development for the Continuum of Care program.
7. Receive and file an update on the State Homeless Housing Assistance and Prevention (HHAP) Program Round 4.
8. Receive a presentation from the Workforce Development Board of Ventura County and provide input on the workforce development system's strategic plan.
9. Authorize CoC Staff to Work with the County Health Care for the Homeless Team on an Application for Encampment Resolution Funding, and for the CoC Board Chair to Send a Letter to the County's Cities Soliciting Input on Encampment(s) to Prioritize, and Approve the release of a Request for Proposals (RFP) for new projects.



**Meeting Minutes**  
**Continuum of Care (CoC) Board**  
**Wednesday, November 9, 2022**  
**3:30pm-5pm**

Zoom Meeting ID: 895 1247 6256  
<https://us02web.zoom.us/j/89512476256>

**1. Call to Order:** Dawn Dyer, Board Chair, called the meeting to order at **3:31pm**.

**Board Members:** Kevin Clerici, Dawn Dyer, Ingrid Hardy, Sevet Johnson, Mara Malch, Michael Nigh, Emilio Ramirez, Pam Marshall, Susan Englund

**Absent:** Nancy Wharfield, Manuel Minjares

**Staff:** Jennifer Harkey, Tracy McAuley, Alicia Morales McKinney, Felipe Flores, Stefanie Robbins

**2. Board Comments:** None

**3. CoC Staff Comments:**

-Alicia Morales McKinney: On November 3, 2022, all State of California CoCs were notified by the Governor's office that Homeless and Housing Assistance Program (HHAP) Round 3 funding has been placed on pause. The State is asking each CoC to strengthen outcome goals related to reducing unsheltered homelessness and ensure that a reduction in homelessness is greater than 2% Statewide. The Governor plans to meet with local leaders in mid-November to determine our next steps. We understand the concerns and impacts this may have to your operational start dates and will ensure timely communication regarding next steps for HHAP Round 3 funding. Given the pause, this will impact the State's issuance of the CoC's Standard Agreement and will delay the subrecipient agreements locally.

-Jenn Harkey: 1) Ventura County CoC has met with other local CoC's to draft a letter to the Governor's office stating the concerns. California State Association of Counties (CSAC) has also contacted the Governor's office as well. 2) Stefanie Robbins will be leaving the CoC for a promotional opportunity with the Human Services Agency as part of the HMIS team, and will continue to work closely with the CoC team.

**4. Public Comments:**

-Chris Russell, County of Ventura-Human Services Agency (HSA): HSA did not apply for HHAP Round 4 funds. They obtain funds from another source that has allowable activities that cover Homelessness Prevention (HP) via California Department of Social Services, their last allocation was \$6.8 million for this coming fiscal year. The majority of calls for assistance, in the County Homeless Services Program, as of late have been 90% unduplicated calls for HP or eviction prevention funds. Pre-Covid they would fund approximately 15 households per month, during Covid (4/2020 -3/2022) it was around 9 households per month, and the last six months it has been steady around 13.5 households.

Question from Dawn Dyer: What is the distinction between Homeless Prevention and Eviction Prevention. If the eviction would lead to homelessness, is it not an allowable activity?

A: Every situation is looked at through a “but for” lens. Would this individual become homeless “but for” the assistance of the program? Are there any other resources available to use (401k, savings, family assistance etc.) The funding sources the program has do not cover specifically “eviction prevention” but if it will allow someone to remain stably housed then they can use the HP funds, if there are no other options for relief.

### Continuum of Care Governance Board Business

#### **5. Approval of Board Minutes from October 12, 2022.**

- Amended minutes have been created to reflect the absence of Michael Nigh.
- Motioned to approve as amended: Pam Marshall, Seconded by Susan Englund. Michael Nigh abstained.
- Motion passed.

#### **6. Approval of the 2023 Ventura County Homeless Count Implementation Plan and launch the volunteer recruitment efforts in preparation for the 2023 Homeless Count and Housing Inventory Count.**

Annually, the Ventura County Continuum of Care (VC CoC) staff and volunteers conduct the annual Point in Time Count and Subpopulation Survey of homeless persons throughout the county. This one-night survey of sheltered persons and one day count and survey of unsheltered persons results is a snapshot report of one day of homelessness across the community. Accompanying this report is the annual Housing Inventory Count of all emergency shelter, transitional housing, rapid re-housing, supportive housing and other housing dedicated to serving persons experiencing homelessness. These reports are submitted to the U.S. Department of Housing and Urban Development as part of the requirements of receiving HUD Continuum of Care funding. These reports help to inform the VC CoC Board as well as other stakeholders in the community on the need for resources within the community as well as trends in the populations experiencing homelessness. Data collected is also being used by the State of California in allocating state funding for homeless assistance and housing programs. This information must be reported to U.S. Department of Housing & Urban Development (HUD) no later than April 30, 2023. There are approximately 500 volunteers needed Countywide. The proposed date for the survey, conducted via ArcGIS Mobile App, of sheltered persons is the night of January 23, 2023 and unsheltered individuals on the day of January 24, 2023. Upon approval from the board the VC CoC will be reaching out to City leads to begin coordination on November 10, 2022. Thank you to Susan Englund and The United Way, as they have graciously volunteered to assist in coordinating volunteer efforts.

Question from Ingrid Hardy:

Has the Project Room Key population been counted as being in the city that the program resides in, or their self-identified home city?

A: Previously they have been counted in the city that the project resides in but going forward we will use the self-identified city.

Comment from Kevin Clerici:

Happy to hear that the app is coming back, smart to do training in January as opposed to earlier. With the importance of the count could we ask volunteers in a city that has more than enough to perhaps

go to another region to assist where there may be a need for more volunteers?

A: Yes, when we register volunteers we can ask them for a first, second and third preference in city to serve.

-Motion to Approve: Kevin Clerici, Seconded Ingrid Hardy

-Motion Passed Unanimously

**7. Receive and file the State Homeless Housing Assistance and Prevention (HHAP) Program Round 4 Letters of Intent received.**

On October 12, 2022, your board approved the release of the VC CoC HHAP Round 4 Letter of Intent (LOI). HHAP 4 funding will be awarded to the local CoC; staff anticipates the total combined funding made available to the Ventura County Continuum of Care to be \$4.8 million; however, final HHAP-4 allocations will be announced after the 2022 PIT counts are certified and released by HUD. The LOI was opened on October 3, 2022 and closed on November 3, 2022.

Local funding priorities previously approved by the VC CoC Board with the Top 6 priorities were identified and provided below:

1. *Delivery of Permanent Housing*
2. *Operational Subsidies*
3. *Prevention and Diversion*
4. *Rapid Re-Housing*
5. *Interim Sheltering*
6. *Services Coordination*

These priorities will be used to support the HHAP 4 application Planned Expenditure and Strategic Intent, which is due November 28, 2022. Additionally, as part of the LOI process, CoC staff will conduct a mandatory HHAP 4 workshop to provide detailed information regarding HHAP 4 program requirements on 11/16/22. A summary of the LOIs received by priority is presented below.

| <b>Activity</b>   | <b>Amount</b>         |
|---|-----------------------|
| 1. <i>Delivery of Permanent Housing</i>                                     | \$0.00                |
| 2. <i>Operational Subsidies (includes \$200,000 toward youth set aside)</i> | \$3,913,542.00        |
| 3. <i>Homeless Prevention and Diversion</i>                                 | \$ 960,000            |
| 4. <i>Rapid Re-Housing</i>  | \$1,075,884.00        |
| 5. <i>Interim Sheltering</i>  | \$2,500,000.00        |
| 6. <i>Services Coordination</i>   | \$500,000.00          |
| 7. Coordinated Entry System Supports  | \$19,800.00           |
| 8. Improvements to existing emergency shelter                               | \$0.00                |
| 9. Street Outreach  | \$0.00                |
| <b>Total LOI requests</b>   | <b>\$8,969,226.00</b> |

Question from Dawn Dyer:

Are we surprised that there were no letters of intent for the Delivery of Permanent Housing funds?

A: Alicia Morales McKinney- Yes, I would agree with that, especially since it is the first priority outlined.

Jenn Harkey- This also may be the case since there is many PSH units coming down the pike in the next 3-year term that are covered under the operational subsidies activity.

Dawn Dyer: Can we encourage in future rounds the PH Delivery?

A: Jenn Harkey- Yes, we have given HUD feedback around the challenges in the timelines not lining up for projects with the way items have been released.

**8. Receive an update on American Rescue Plan Act (ARPA) funding, State Homekey projects and the Ventura County Project Roomkey re-housing strategy.**

With housing vacancies at less than 1.5% and rent for an average 1 bedroom over \$2,000 per month, finding available housing for people experiencing homelessness continues to be a daunting task. Service providers continue to explore all housing options with clients served by PRK and, to date, have permanently housed 161 persons with another 281 persons exited to temporary placements.

There are several new permanent supportive housing units in the pipeline for Ventura County, with an expected 136 new units of PSH and 39 units of transitional housing for homeless/at-risk youth coming online in 2023 and an additional 218 units of PSH anticipated by the end of 2024\*. ARPA funding will provide significant resources for the acquisition, development and conversion of many new projects. The County plans to release additional information on its plans for this funding early in 2023.

Also, the State plans to release the next round of Homekey funding in early 2023 for new motel or building

conversion projects. The County recently released a Request for Proposals (RFP) to solicit proposals to convert an existing County building at 1400 Vanguard Drive, Oxnard for permanent supportive housing and recuperative care beds. The proposals are due to the County by 11/18/2022. This conversion project will use a portion of ARPA funding and may consider applying for State Homekey funds under Round 3.

Comment from Emilio Martinez:

Casa Aliento received full funding today and will begin construction in early Spring of 2023. Also, would like to give kudos to Tracy for all of her hard work and dedication to the housing arena.

**9. Receive and file the Ventura County Homeless Management Information System (HMIS) and Pathways to Home Coordinated Entry System (CES) updates, statistical data and current priorities.**

-HMIS and CES have had a lot of staff transition lately. Heidi Marine has joined the team as the PTH/CES Program Coordinator, Stefanie Robbins will be joining the team as of Monday (11/14) in the HMIS Program Coordinator role, and there is a net new position of a Program Assistant that is filled by Samantha Hsu. Jeff Wilson has recently promoted within HSA.

- HMIS and CES have historically been funded by two different grants but have recently been consolidated into one as we see the correlation of duties between the two and growth of the programs.
- We are always striving for continuous process improvement, currently we have: 1) "Just in Time" user trainings in development to be an online resource for end users between monthly trainings. 2) We have retired the VI-SPDAT and it has been replaced with the new Vulnerability Assessment Tool (VAT). This is now a required piece of documentation for prioritization to be presented in the PTH meetings. 3) HSA's Business Technology Division (BTD) is assisting in report creation as data sharing has become a common place ask, as have Ad Hoc reports. We are currently sharing information with Ventura County Behavioral Health, in order to identify common clients and coordinate services.
- The last two fiscal years' statistics were shared. HMIS is now across 34 partner agencies that use and enter data into the system. The better data we can collect the better we can advocate for larger funds to spend in the community.
- A three minute video presentation was shared highlighting the CES system.
- The program is growing there is more of a workload now, the small but mighty team is completing it currently. This is due to the license updates, report requests, office hours being held, Emergency Housing Vouchers (EHV's) being available which increases PTH presentations, and various Ad Hoc requests.

**Comment from Pam Marshall:**

What an impressive and awesome presentation. We have been waiting a long time to see these client results. Keep up the good work.

Comment from Dawn Dyer:

- 1) In regard to license updates and changes, is there a way a self-help tool could be developed?

2) For the Ad Hoc reports, could we not charge a fee for those?  
I would like to see if there is a way to eliminate some of the workload for the team.

**Chris Russell**

A1: There are releases of information and legal processes in place that would prohibit the self-help tool being used.

A2: Potentially yes, but what would be the increase in workload of tracking the reports, creating them, billing for them, and ensuring payment. Would it be worth the tradeoff of just doing it. We need to explore an option to seek funding of at least a half time employee to be part of the BTM team that is dedicated to the HMIS/CES program.

**Additional Item not on Agenda:**

Dawn Dyer highlighted the upcoming Hunger and Homelessness Awareness Week; the flyer was shared and attendees were encouraged to share among the community.

**Meeting adjourned at 4:58pm**

December 14, 2022

VC CoC Governance Board

**SUBJECT:** Approval to submit the Longitudinal Systems Analysis (LSA) Report as required by the U.S. Department of Housing and Urban Development (HUD) for the Continuum of Care program.

**BACKGROUND:** HUD requires each Continuum of Care (CoC) across the country to submit data and information that is combined to create the Annual Homeless Assessment Report (AHAR) submitted annually to Congress. The AHAR is a national-level report that provides information about people experiencing homelessness, the utilization of homeless services and various characteristics of the unhoused population. The report is used for strategic planning purposes for federal, state and local initiatives designed to prevent and end homelessness.

The VC CoC provides data from the Homeless Management Information System (HMIS) to complete the Longitudinal Systems Analysis (LSA) to HUD for the AHAR. The scope of this annual report tracks progress against the federal strategic plan to prevent and end homelessness. The LSA data includes:

- Demographic characteristics like age, race, ethnicity, gender and veteran status;
- Length of time homeless and patterns of system use;
- Information specific to populations whose needs and/or eligibility for services may differ from the broader homeless population, such as veterans, people and households experiencing chronic homelessness and others; and
- Housing Outcomes for those who exit the homeless services system.

A copy of the 2021 AHAR is available on the HUD Exchange at [www.hudexchange.info/homelessness-assistance/ahar](http://www.hudexchange.info/homelessness-assistance/ahar).

**DISCUSSION:** The first draft of the LSA data was submitted to HUD on November 18, 2022. The VC HMIS lead agency has been working with the HMIS vendor and VC CoC team to make adjustments, correct missing data and resolve warnings within the system. The VC CoC is required to submit the final LSA report to HUD by January 11, 2023.

**RECOMMENDATION:** Approve VC CoC staff to submit the final LSA report to HUD by January 11, 2023.



December 14, 2022

VC CoC Governance Board

**SUBJECT:** Receive and file an update on the State Homeless Housing Assistance and Prevention (HHAP) Program Round 4.

**BACKGROUND:** On October 12, 2022, the VC CoC Board approved the release of the VC CoC HHAP Round 4 Letter of Intent. HHAP 4 funding will be awarded to local Continuums of Care and staff anticipate the total combined funding made available to the Ventura County Continuum of Care of \$4.8 million. The State has not yet released the final HHAP-4 allocations; however, we anticipate the funding amount will be announced after the 2022 PIT counts are certified and released by HUD.

**DISCUSSION:** The HHAP 4 application was successfully submitted to the State on November 23, 2022. To support the HHAP 4 Planned Expenditure and Strategic Intent, Letters of Intent (LOI) were solicited and received by local agencies and organizations. Upon review of the intents to apply, there is a need for increased requests to serve youth experiencing homelessness. VC CoC Staff will allow an exception for youth providers to apply during the Request for Proposals (RFP) process to ensure VC CoC meets the State’s 10% Youth Set Aside requirement as the youth requests through the LOI process was only 4%.

**Proposed Local Timeline for HHAP-4 funding:**

| Activity  | Deadline   |
|---|--|
| VC CoC Board authorized staff to apply for HHAP Round 4 and update the Landscape Analysis, Funding Analysis, Strategic Funding Plans and Intent, Outcome Goals and Narrative Responses. | October 12, 2022   |
| Present needs/ gaps/priorities to VC CoC Board, providers and public in support of HHAP-4 Eligible Use Priorities.  | October 12, 2022   |
| VC CoC released a Letter of Intent to apply for HHAP-4 to identify program needs.   | October 13, 2022   |
| VC CoC Staff to submit the HHAP-4 grant application.  | Submitted on November 23, 2022                           |
| VC CoC HHAP-4 Request for Proposals (RFP) released (pending Cal ICH final allocation announcement).   | TBD  |
| VC CoC Data Performance and Evaluation Committee Meeting - RFP Recommendation Process.<br>Cal ICH approves application and issues a notice of award or requests amended application.    | TBD<br><br>Within 30 days of receiving final application |
| VC CoC Staff respond to request for amended application.  | Within 30 days of request                                |
| CAL ICH approves amended application.   | Within 30 days of receipt                                |

December 14, 2022

VC CoC Governance Board

**SUBJECT:** Receive a presentation from the Workforce Development Board of Ventura County and provide input on the workforce development system's strategic plan.

**BACKGROUND:** The Workforce Innovation and Opportunity Act requires the State of California Workforce Development Board to create a four-year Strategic Workforce Development Plan. This plan provides a conceptual outline for local Workforce Development Boards and their partners to jointly develop their Regional and Local Plans. The plans need to be updated every two years. The Workforce Development Board of Ventura County (WDBVC) developed a Regional and Local Plan for Ventura County that is in the two-year modification stage. The WDBVC would like input from the CoC on how to work toward the shared vision of creating a comprehensive workforce development system that addresses poverty, promotes income mobility, and embeds equity as a cornerstone of service delivery.

**DISCUSSION:** Receive a presentation on the workforce development system and provide feedback on the strategies to serve those experiencing homelessness and those who are housing insecure.

December 14, 2022

VC CoC Governance Board

**SUBJECT:** Authorize (1) Collaborative Applicant Staff to Work with the County Health Care for the Homeless Team on an Application for the State’s Encampment Resolution Funding Program, (2) the Chair of the CoC Board to Send a Letter (Exhibit 1) to Ventura County Cities Soliciting Input on Encampment(s) for Priority and Relocation Locations, and (3) Approve to release a Request for Proposals (RFP) for new projects.

**DISCUSSION:** The State of California Interagency Council on Homelessness (Cal ICH) released a Notice of Funding Availability (NOFA) ([https://www.bcsb.ca.gov/calich/documents/erf\\_2r\\_nofa.pdf](https://www.bcsb.ca.gov/calich/documents/erf_2r_nofa.pdf)) on December 1, 2022 to solicit proposals that resolve unsheltered homelessness for people residing in encampments. The Encampment Resolution Funding (ERF) Program was authorized in 2021 through Assembly Bill 140 with an allocation of \$50 million and Assembly Bill 178 allocated an additional \$300 million for round 2. The goal of this funding is to transition individuals from prioritized encampments into permanent housing. Applications will be received by the State through 6/30/2023 with the first application window open from 12/1/2022 to 2/28/2023.

Depending on the prioritized encampment location, the VC CoC staff will need to provide a letter of local acknowledgement to confirm that the local jurisdiction does not intend to apply for funding for the prioritized encampment.

**RECOMMENDATIONS:**

- 1) Authorize the Collaborative Applicant (County Executive Office) Staff to develop the Encampment Resolution Funding Program application in partnership with the County Health Care for the Homeless team;
- 2) Authorize the Chair of the Board to send a letter to area cities soliciting input on encampments to be prioritized and locations for relocation; and
- 3) Approve the release of a Request for Proposals to solicit new project proposals that transition individuals from the prioritized encampment(s) into permanent housing.

Exhibit 1 – Draft letter to cities regarding Encampment Resolution Grant program

December 14, 2022

Dear City Managers,

The State of California Interagency Council on Homelessness (Cal ICH) released a Notice of Funding Availability (NOFA) on December 1, 2022 to solicit proposals that resolve unsheltered homelessness for people residing in encampments. The Encampment Resolution Funding (ERF) Program was authorized in 2021 through Assembly Bill 140 with an allocation of \$50 million and Assembly Bill 178 allocated an additional \$300 million for round 2. The goal of this funding is to transition individuals from prioritized encampments into permanent housing.

The Ventura County Continuum of Care (VC CoC) Board has approved the Collaborative Applicant (County Executive Office) to develop an application in partnership with the County Health Care for the Homeless team. The VC CoC Board has also authorized the release of a Request for Proposals (RFP) to solicit new project proposals from local organizations that will transition individuals from prioritized encampments into permanent housing.

Applications are due to the State by 2/28/2023 for the first timeline window. VC CoC will select prioritized encampment locations based on anticipated program outcomes (i.e. path to permanent housing) considering the following:

- 1) Local jurisdiction's priority and agreement to coordinate with the VC CoC in identifying locations proximate to encampments for interim non-congregate sheltering and/or permanent housing solutions; and
- 2) Law enforcement's agreement to prioritize the specified encampment(s);

Depending on the prioritized encampment location(s), VC CoC staff will need to provide a letter of local acknowledgement with the State application, to confirm that the local jurisdiction does not intend to apply separately for funding for the prioritized encampment. If your jurisdiction would like to participate and would like a specific encampment in your city considered, please respond with an email to the VC CoC Program Director at [Jennifer.Harkey@ventura.org](mailto:Jennifer.Harkey@ventura.org) by January 5, 2023.

Sincerely,

Dawn Dyer  
Chair of the VC CoC Board

**Dawn Dyer**  
Dyer Sheehan Group  
Chair of the Board

**Manuel Minjares**  
County of Ventura District 3  
Vice Chair

**Carolyn Briggs**  
Community Advocate

**Kevin Clerici**  
Downtown Ventura Partners

**Susan Englund**  
United Way

**Ingrid Hardy**  
City of Thousand Oaks

**Mara Malch**  
City of Simi Valley

**Pam Marshall**  
Community Advocate

**Emilio Ramirez**  
Oxnard Housing Dept.

**Michael Nigh**  
Area Housing Authority of  
Ventura County

**Nancy Wharfield**  
Gold Coast Health Plan