Request for Proposals (RFP)
Ventura County Continuum of Care (CoC)
Issued November 15, 2024

As the Collaborative Applicant for the Ventura County Continuum of Care, the County of Ventura's County Executive Office is accepting proposals for a new or expanded **Rapid Rehousing** project in the amount of $223,295 with Continuum of Care (CoC) Homeless Assistance funding from the U.S. Department of Housing and Urban Development (HUD). This RFP is soliciting proposals that address housing and service priorities established through the VC CoC Board, with the following priority criteria:

1) Service providers with experience managing Rapid Rehousing grant funding;
2) Administrative and staff capacity in place to operate the program within 30 days of award;
3) Preference given to those serving the East County area (Conejo Valley and Simi Valley);
4) Active participation in the Homeless Management Information System (HMIS) and the Coordinated Entry System, Pathways to Home.

Proposals should align with HUD's Homeless Strategic Plan for Fiscal Year (FY) 2022-2026 which include the following:

❖ Ending homelessness for all persons by aligning strategies with the ALL IN: Federal Strategic Plan to Prevent and End Homelessness
❖ Use a Housing First approach to help individuals and families move quickly into permanent housing. This should include landlord engagement, removing barriers to entry and adopting client-centered service methods.
❖ Reduce unsheltered homelessness by exploring all available resources.
❖ Improve system performance and use the Coordinated Entry process to make homelessness assistance open, inclusive and transparent.
❖ Partner with housing, health and service agencies to improve how all available resources are utilized to end homelessness. Pursue partnerships with public and private healthcare organizations, public housing authorities, local workforce development centers and tribal organizations to maximize the use of mainstream and other community-based resources.
❖ Address racial equity to ensure successful outcomes for all persons experiencing homelessness.
❖ Improve assistance to LGBTQ+ individuals by ensuring privacy, respect, safety and access regardless of gender identity or sexual orientation in projects.
❖ Include persons with lived expertise in the local planning and decision-making process. Prioritize hiring people who have experienced homelessness across the service system.
❖ Build an effective workforce to ensure homeless assistance providers are well supported to provide high quality assistance.
❖ To increase affordable housing supply by ensuring CoCs communicate with jurisdiction leaders, concerning the development of Consolidated Plans, about the harmful effects of the lack of affordable housing, and engagement with local leaders regarding zoning and land use reform that would increase the supply of affordable housing.

The Rapid Re-Housing (RRH) project proposals can be new or an expansion of existing RRH projects that increase units and the number of persons/households served. Applicants must have a clear method of identifying and securing new housing units in their application and demonstrate how the new project will function as part of the larger system of RRH assistance and meet an unmet need. The proposal must align with HUD's policy priorities and increase housing resources for vulnerable populations or build capacity within Pathways to Home, the local coordinated entry system. Projects are encouraged to show collaboration among providers and leverage mainstream resources to support highly vulnerable chronically homeless individuals and those who qualify under 24 CFR 578.3. Priority will be given to RRH project proposals that leverage housing and healthcare resources.

DEADLINE
Proposals must be submitted via email to VenturaCoC@ventura.org **by 2:00 p.m. on Friday, December 6, 2024.** Proposals will be reviewed by VC CoC staff and the VC CoC Data, Performance & Evaluation Committee on December 18, 2024 for recommendations to be presented to the CoC Board on January 8, 2025.

Competitive Proposed Projects Will:

- Leverage housing and healthcare resources;
- Clearly meet the CoC Program funding priorities of HUD and the Ventura County CoC;
- Have a clear plan for acquiring dedicated housing units for the RRH project;
- Describe a housing first and trauma-informed service delivery approach, including low-barrier access to the housing and services that will work effectively with the Ventura County Coordinated Entry System, Pathways to Home;
- Be based upon best practices and the most effective, evidence-based, culturally competent, and individualized client models possible;
- Include plans to successfully meet HUD and local performance measures;
- Be administered by organizations that have demonstrated experience providing similar services and serving the proposed population;
- Serve households with serious vulnerabilities which may include persons with disabilities and health vulnerabilities, persons with substance use disorders, persons with criminal histories, unaccompanied transitional aged youth and families with minor children;
- Identify any barriers to participation (e.g. lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and has taken or will take steps to eliminate the identified barriers;
- Incorporate people with lived experience of homelessness in the planning process including hiring people with lived expertise in homelessness.

Selection Process: Projects responding to this RFP will be reviewed and ranked by the VC CoC Data, Performance & Evaluation Committee and recommendations will be forwarded to the VC CoC Board for approval on January 8, 2025. Projects will be reviewed in reference to the 2024/25 Ranking and Selection Policy, which includes organizational capacity, project design approach, past performance, design and cost

effectiveness. Prior to the full HUD application process, proposals will be reviewed for basic eligibility and other criteria by the VC CoC Data, Performance and Evaluation Committee. The committee is comprised of formerly homeless persons, community professionals, service providers and supported by VC CoC Staff. The committee will review and rank proposals for final recommendations to the VC CoC Board.

Eligible Applicants: Proposals will only be accepted from eligible nonprofit agencies, private nonprofit agencies, units of government and public housing agencies. New applicants who have not previously received CoC grant awards are encouraged to apply.

Match Funding Requirements: 25% match funds are required. As described by HUD: "Match and leverage are two distinct categories of program funds that are acquired from other sources not associated with this grant request. Match funds must be used for program eligible costs only and must be equal or greater than 25 percent of the total grant request for all eligible costs with the exception of leasing costs."

GENERAL REQUIREMENTS

1. Project applicants must demonstrate that they are not replacing other funding sources. The population to be served must be homeless or chronically homeless as defined by HUD.
2. Projects must be able to meet timeliness standards. The applicant is expected to initiate approved projects within 30 days of the CoC grant award. Grant terms and associated grant operations may not extend beyond the availability of funds. Applicants must plan accordingly and only submit proposals that can achieve outcomes within the specified grant term.
3. Applicants must meet HUD recipient and/or sub-recipient eligibility requirements.
4. Participation in the Homeless Management Information System (HMIS) is required of all HUD grant recipients.
5. Participation in the Coordinated Entry System, Pathways to Home in Ventura County is required including filling units with referrals from Pathways to Home and prioritizing resources for the most vulnerable persons and households.
6. Projects must provide documentation of 25% match of eligible funds or in-kind services. An MOU is required with submission if applicant is fulfilling match with in-kind services.
7. Rapid Re-Housing projects must provide supportive services or have an agreement in place for a partner agency to do so.

Rapid Re-Housing (RRH) Project Description:

Competitive proposals will have a clear plan for assisting homeless individuals and families to secure rental housing in Ventura County's competitive market. Expanded programs must propose to increase the number of persons/families served by their currently funded program. Competitive applications will propose to serve underserved and vulnerable populations including unaccompanied youth.

Eligible activities include: Rental Assistance, Supportive Services, Operations and HMIS. All components require a 25% match. http://www.venturacoc.org/for-providers/coc-documents

Information on eligible activities and expenses can be found in the Interim Rule (https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/

PERFORMANCE MEASURES

For the project quality threshold, new or expanded project applications must meet the following criteria:

1. Whether the type, scale, and location of the housing fit the needs of the program participants;

2. Whether the type and scale of the supportive services fit the needs of the program participants–this includes all supportive services, regardless of funding source;

3. Whether the specific plan for ensuring program participants will be individually assisted to obtain the benefits of the mainstream health, social, and employment programs for which they are eligible to apply meets the needs of the program participants;

4. Whether program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs;

System Performance Threshold Data Requirements:
1. Housing Stability: 85% of CoC program participants remain in permanent housing or exit to another permanent destination;
2. Jobs and Income Growth: At least 55% of CoC program adult participants gain or increase their income from employment and other sources;
3. Mainstream Benefits: 65% of CoC program participants obtain or retain non-cash mainstream benefits.

EVALUATION and PROJECT SELECTION PROCESS

The VC CoC Data, Performance and Evaluation committee will review submissions and make final determinations. Committee members will be unbiased and cannot have a personal or financial interest in final recommendations. The VC CoC Ranking and Selection Policy and scoring tool is posted at www.venturacoc.org. The successful project will be recommended for selection based on the following criteria:
1. Meets minimum requirements of HUD
2. Experience and Capacity of the Applicant
3. Project/Program Features
4. Vulnerabilities of target population
5. Past or current system performance and plans to achieve satisfactory performance
6. Applicant Readiness to Submit Full Application
7. Ventura County Continuum of Care Priorities
8. Preference given to those serving the East County area (Conejo Valley and Simi Valley);

Projects responding to this RFP will be reviewed and selected by the VC CoC Board on January 8, 2025. Proposals will be reviewed in reference to project priority, organizational capacity, project approach, design and cost effectiveness.

REQUIRED ATTACHMENTS:
1. Match commitments for a minimum of 25%.
2. Formal letter of commitment for leveraging healthcare resources to support individuals and families experiencing homelessness.

ADDITIONAL INFORMATION

The regulations for the Continuum of Care program may be found at:
https://www.hudexchange.info/coc/coc-program-law-regulations-and-notices/

All parties intending to apply for funding are strongly encouraged to review the program regulations. Proposals which do not conform to the regulations will not be considered for funding. Please contact Jennifer Harkey at Jennifer.Harkey@ventura.org or 805-658-4342 with questions about HUD programs.

SUBMISSION PROCEDURE

Email one PDF copy of the complete application with a cover letter signed by the organization's authorized representative to VenturaCoC@ventura.org **by 2:00pm on December 6, 2024.**

Additional supportive documentation may be requested by CoC staff of new applicants.

TIMELINE

Local Request for Proposals (RFP) Released by VC CoC	November 15, 2024
Local Proposals Due to VC CoC	December 6, 2024
VC CoC Data & Evaluation Committee Review & Recommendations	December 18, 2024
VC CoC Board Review & Final Recommendations	January 8, 2025
VC CoC Staff Announce Award	January 10, 2025
New Subrecipient Begins Program	By February 10, 2025 (within 30 days of award)

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: _____

    Number of beneficiaries to be served by the project: _____

2. **Project Information**

    Title of proposed project: _____

    Project Address: _____

    a. Project service area:
        ☐ Camarillo   ☐ Ojai   ☐ Somis
        ☐ Fillmore   ☐ Oxnard   ☐ Ventura
        ☐ Moorpark   ☐ Port Hueneme   ☐ Thousand Oaks
        ☐ Newbury Park   ☐ Santa Paula   ☐ County-wide
        ☐ Oak Park   ☐ Simi Valley   ☐ 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.

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

☐ Single Males   ☐ Households with children

☐ Single Females   ☐ Unaccompanied Males under 18 years old

☐ Couples only, no children   ☐ Unaccompanied Females under 18 years old

☐ Transitional Age Youth ages 18 to 24 years old

3. **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: _____

_____

4. **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.

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

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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.

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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.

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Use the table below to document which of the following your agency has adopted for implementation of an RRH program:

Guidance	Relates to: (check all that apply)
1. Has your agency adopted the local CoC's Written Standards with regards to the following?	☐ Coordinated Entry ☐ Housing First ☐ Progressive Engagement

2. Does your agency have Program Rules, Policies and Procedures that address the following?	□ Coordinated Entry □ Housing First □ Progressive Engagement
3. Does your agency commit to adopt and follow the local CoC Coordinated Entry Policies and Procedures?	□ Coordinated Entry □ Housing First □ Progressive Engagement

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 unduplicated number of homeless persons;
2) The number of persons who return to homelessness from permanent housing;
3) The percent of adults who gain or increase employment or cash income over time;
4) The number of families and youth who exit to or retain permanent housing;
5) The number of persons successfully placed who retain housing after six months.

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?

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

5. **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?

Federal and/or State grant experience for the past three years:

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

6. **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. If applicable, attach a copy of the HMIS or comparable database report(s) corresponding to the following:

Provide projected outcomes for a one-year period of Rapid Rehousing (RRH) as applicable:

_____ 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

7. **Cost Efficiency and Budgeting (10 points)**

Match – HUD CoC funds require a 25% 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.).

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 a 6-month grant 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:

Complete the table below:

Total 6-month Program Expenditures	Divided by	# of Individual Leaver Exits to a Permanent Housing Destination*	Equals	Average Cost per Permanent Housing Outcome
_____	/	_____	=	_____

*Should match the project level performance data provided in Question 6.

8. **Required Attachments***

□ Budget Workbook
□ Board of Directors Roster
□ Current Organization Chart, including proposed RRH funded staff
□ Most recent letter of 501(c)3 non-profit status from the Internal Revenue Service and the California Franchise Tax Board
□ 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, conflict of interest, eligibility and intake requirements, non-discrimination, client assessment, and code of conduct.
□ Annual Performance Report for the prior year

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

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 HUD CoC program as appropriate for the funding if received.

d. The federal assistance made available through the HUD CoC program funding is not being utilized to substantially reduce the prior levels of local financial support for community development activities.

e. If HUD CoC 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 25% match for the HUD CoC 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