CALIFORNIA

HOMELESS HOUSING, ASSISTANCE & PREVENTION

PROGRAM

(HHAP ROUND 5)

REQUEST FOR PROPOSALS and APPLICATION GUIDE

November 14, 2025

Completed Applications Must Be Submitted to:
Alicia Morales-McKinney, MANAGEMENT ANALYST
via the link provided: https://www.venturacoc.org/document-submission-form/
COUNTY OF VENTURA
CEO - COMMUNITY DEVELOPMENT DIVISION
800 SOUTH VICTORIA AVENUE, VENTURA, CA 93009

DUE NO LATER THAN December 6, 2024, AT 2:00PM

1. INTRODUCTION:

The County of Ventura's County Executive Office is accepting State of California Homeless Housing, Assistance & Prevention Program (HHAP) Round 5 applications in partnership with the Ventura County Continuum of Care (VCCoC). The fifth Round of HHAP Program is a $1 Billon block grant program designed to provide direct assistance to the 13 largest California cities, counties, and Continuums of Care (CoCs) to address the homelessness crisis throughout California. HHAP-5 is a $1 billion grant program authorized by Section 17 of AB 129 (Chapter 40, Statutes of 2023; Health & Safety Code (HSC) § 50230, et seq.), which was signed into law by Governor Gavin Newsom on July 10, 2023. Pursuant to HSC section 50231, it is the intent of the Legislature to transfer the HHAP grant administration work of Cal ICH to the Department of Housing and Community Development (HCD) during FY 23-24.

HHAP funding will be administered by the County Executive Office (Administrative Entity) on behalf of the Ventura County Continuum of Care. All funding decisions will be made through the VCCoC process starting with the CoC Data, Performance & Review Committee with recommendations formulated for the VCCoC Board for their approval to be sent to the County of Ventura Board of Supervisors for their final endorsement. The County of Ventura has redirected its allocation to be combined with the VCCoC to support regional collaboration and joint funding determinations.

$6,877,797.20 million dollars in funding will be available for the CoC/County to fund projects serving individuals and families who are experiencing literal homelessness or at-risk of homelessness to move into safe, stable housing with a *particular focus on rehousing individuals in Project Roomkey sites*.

A minimum of 10% of funding ($688,000) will be dedicated to projects serving homeless youth or youth at risk of homelessness (unaccompanied youth up to age 24) Health and Safety Code section 50218.6(e). Applications will be accepted for stand-alone youth programs or programs that include a plan to serve youth. Up to seven (7) percent of funding will be retained by the County Executive Office for serving as the grant administrator of the program Health and Safety Code section 50220.7(f). Per HSC section 50234(a)(1), no more than one percent of HHAP-5 funding shall be available and retained by the County Executive Office to support system improvements for purposes to identify a new HMIS vendor.

Applicants are encouraged to demonstrate collaboration and coordination among existing programs and services as the goal of HHAP funding is to enhance and build capacity within the existing service system. Projects proposed should be supported by the jurisdiction(s) in which they plan to operate. Proposals must be for new or expanded capacity projects or projects that can show evidence of an expiring funding source. All project proposals should meet a priority need identified by the Ventura County Continuum of Care and plan to address the immediate homeless crisis within the proposed jurisdiction. Projects should be aligned with the VC CoC Plan to Prevent and End Homelessness and the VC CoC Written Standards for delivery of homeless assistance. Applicants should include in their proposal how they plan to sustain programs beyond the one-time HHAP program funding. Proposals must have a plan to meet the expenditure deadlines of April 30, 2028.

Per Health and Safety Code Section 50218.6, et seq., HHAP funding shall be used for programs aligned with evidenced-based practices in ending homelessness for all populations. Best practices including but are not limited to: Housing First/low barrier programs, Trauma-Informed Care, Harm Reduction. All

California state-funded programs must include a Housing First approach as detailed in AB 129 and per Health and Safety Code Section 50220.5(g) and delivered in a low barrier, Trauma-Informed and culturally sensitive manner.

Programs aligned with a Housing First approach operate with the understanding that persons experiencing homelessness must have access to a safe place to live, that does not limit length of stay before stabilizing or improving health, reducing harmful behaviors, or increasing income. Under Housing First, an individual or family should be assisted in identifying housing and moved into a permanent home as quickly as possible. Programs should remove barriers to housing such as requirements of sobriety or absence of criminal history. Housing First values choices not only in where to live but whether to participate in services. In other words, tenants are not required to participate or enroll in services to obtain or retain housing. Proposals should detail how they will align their service delivery with the Housing First approach while assisting program participants with obtaining and maintaining housing.

Per Assembly Bill (AB) 977, HHAP funded programs must receive referrals through the VC CoC Coordinated Entry system (CES) and utilize the Ventura County Homeless Management Information System (HMIS) to collect and enter client-level data. Applicants who are not current participating agencies in CES or HMIS will need to work with CoC and HMIS staff to get programs set up if funded. Reports will be submitted to CoC staff quarterly and annually to assess program performance and timeliness of spending. Reports on HHAP funded programs will be sent to the State of California for participation in the state's Homeless Data Integration System (HDIS).

Applicants must demonstrate commitment and action to ensuring equitable provision of services for Black, Native, and Indigenous, Latinx, Pacific Islanders and other People of Color who are disproportionately impacted by homelessness and COVID-19.

Applicants should demonstrate methods for incorporating persons with lived experience of homelessness into their programs through meaningful participation in developing policies and program implementation including hiring of staff with lived experience.

OBJECTIVES, ELIGIBLE USES & FUNDING AVAILABILITY:
The Ventura County CoC and County of Ventura have identified priorities for funding in its Ventura County Plan to Prevent and End Homelessness. Priorities for HHAP 5 funds were established through stakeholder input and alignment with the Ventura County Plan to Prevent and End Homelessness. The Continuum of Care Board approved the adopted priorities on December 8, 2023. Eligible HHAP Round 5 uses align with local priorities include those listed on the following page. Priority needs include (seniors and medically vulnerable persons) into permanent housing placements. More information on each priority may be found in Attachment A of this RFP.

A single application must be submitted for each eligible use, (combined applications will not be accepted) for which an applicant is seeking funding. HHAP funding requires that a minimum of 10% of the funding be utilized to serve unaccompanied homeless youth between the ages of 12-24 or 18-24. Applications wishing to be considered for this youth-set aside must indicate youth among the populations to be served and include in their narratives how their program will meet the unique needs of youth experiencing homelessness. The youth set aside may be its own standalone application, however, may be combined with activities intended to serve adults that are eligible to apply. Eg: Delivery of PH, Rapid Re-housing, Homeless Prevention may include a youth set aside in the application. Activities with $0.00 and noted as "Not Available to apply" is only open to a youth provider.

Staff costs to administer the program should be classified as program costs rather than administrative costs for state funding. HHAP funds cannot be used to supplant or replace existing funding.

Consistent with Rounds 3 and 4, HHAP-5 grantees must use at least 10 percent of their allocation for services for homeless youth. (HSC § 50234(e).) Homeless youth is defined as unaccompanied youth between ages 12 and 24-years old experiencing homelessness, including pregnant and parenting youth. (HSC § 50216(l).) Dollars spent under the Youth Set Aside have the same eligible uses as those described in this table above. Therefore, eligible uses follow the same logic described below and should be categorized as part of the youth set aside when costs support services and housing interventions for homeless youth populations. Given the continued focus and priority in allocating resources in support of Homeless Youth, the restriction on new interim housing solutions does not apply to the ten percent youth set aside. Funding utilized in excess of the ten percent set aside will be subject to the restriction on new interim housing solutions provided in HSC section 50236(c) and further described in paragraph C4 below: HHAP-5 Eligible Use Changes – Limitations on New Interim Housing Solutions.

Eligible activities and State approved funding amounts are reflected in the chart below. With the TOP FOUR funding priorities listed.

1. ☐ Delivery of Permanent Housing (Priority) ☐ This application includes Youth Set aside	6. ☐ Operating Subsidies Interim Housing (existing shelters only/ youth only eligible) ☐ This application includes Youth Set aside
2. ☐ Operational Subsidies- Permanent Housing (Priority) ☐ This application includes Youth Set aside	7. ☐ Youth Services Coordination (Youth Provider only)
3. ☐ Prevention and Shelter Diversion (Priority) ☐ This application includes Youth Set aside	8. ☐ Youth Systems Support (Youth Provider only)
4. ☐ Rapid Re-Housing (Priority) ☐ This application includes Youth Set aside	9. ☐ Youth Street Outreach (Youth Provider only)
10. ☐ HMIS Administration (HMIS Administration eligible only)	

	Eligible Activities	Funding Available	Notes:
1.	**Delivery of Permanent Housing and Innovative Solutions**	**$2,500,000**	***Eligible to apply***
	Delivery of permanent housing: youth set-aside	*$340,000*	*Although the proposed budget is capped at $340,000, a Youth Set A-side provider may exceed this request for funds solely for youth.*
2. Priority	**Operational Subsidies-Permanent Housing**	**$500,000**	***Eligible to apply***
	Operational Subsidies permanent Housing: youth set-aside	*$0.00*	*Although the proposed budget is capped at $0.00, a Youth Set A-side provider may exceed this request for funds solely for youth.*
3. Priority	**Prevention and Shelter Diversion**	**$2,500,000**	***Eligible to apply***
	Youth 18-24 Prevention and shelter diversion: youth set-aside	*$58,000*	*Although the proposed budget is capped at $58,000, a Youth Set A-side provider may exceed this request for funds solely for youth.*
4. Priority	**Rapid Re-Housing**	**$500,000**	***Eligible to apply***
	Youth 18-24 Rapid Re-Housing: youth set-aside	*$100,000*	*Although the proposed budget is capped at $1000,000, a Youth Set A-side provider may exceed this request for funds solely for youth.*
5.	**Operating Subsidies Interim Housing**	**$0.00**	***Not eligible to apply***
	Youth 18-24 Operating Subsidies Interim housing: youth set-aside	*$0.00*	*Although the proposed budget is capped at $0.00, a Youth Set A-side provider may exceed this request for funds solely for youth.*
6.	***Interim Sheltering (existing shelters only)***	**$250,000**	***Eligible to apply***

	Youth 18-24 Interim Sheltering (existing shelters only): youth set-aside	$150,000	*Although the proposed budget is capped at $150,000, a YSA provider may exceed this request for funds.*
7.	**Improvements to Existing Emergency Shelter**	**$0.00**	**<u>Not</u> eligible to apply**
	Youth 18-24 Improvements to Existing Emergency Shelter: youth set-aside	*$0.00*	*Although the proposed budget is capped at $0.00, a Youth Set A-side provider may exceed this request for funds solely for youth.*
8.	**Services Coordination**	**$0.00**	**<u>Not</u> eligible to apply**
	Youth Services Coordination: youth set-aside	*$0.00*	*Although the proposed budget is capped at $0.00, a Youth Set A-side provider may exceed this request for funds solely for youth.*
9.	**Systems Support (CoC Planning dollars) ***	**$0.00**	**<u>Not</u> eligible to apply**
	Youth 18-24 CES Systems support (Planning dollars): youth set-aside	*$40,000*	*Although the proposed budget is capped at $40,000, a Youth Set A-side provider may exceed this request for funds solely for youth.*
10.	**Street Outreach**	**$0.00**	**<u>Not</u> eligible to apply**
	Youth 18-24 Street Outreach: youth set-aside	*$0.00*	*Although the proposed budget is capped at $0.00, a Youth Set A-side provider may exceed this request for funds solely for youth.*
11.	***Additional HMIS Administration***	**$60,000**	*Funds available to HMIS Administration only. Direct service providers are deemed ineligible to apply per statue.*

Eligible Activities Defined
Costs that Support Permanent Housing

Delivery of Permanent Housing and Innovative Solutions (CoC/Cal ICH/HCD Priority):	Eligible Uses should be categorized here when costs support the provision of permanent housing. Examples: • Acquisition of land, building, etc. • Improvement or renovation of land or building being used as permanent housing. • Maintenance of land or building being used as permanent housing. • Services for people in permanent housing programs, so long as the services are trauma-informed and practice harm reduction, to include intensive case management services, assertive community treatment services, critical time intervention services, other tenancy support services, evidence-based employment services, coordinating mental health, substance use, and primary care treatment, or other evidence-based supportive services to increase housing retention.

Rapid Rehousing (CoC/Cal ICH/HCD Priority):	Eligible Uses should be categorized here when the costs support operating a rapid rehousing type housing service.
	This means a tenant-based, time limited, permanent housing program, inclusive of wrap-around services with preferences for older adults 60+ and Unaccompanied youth (18-24).
	
	Funding may support direct financial assistance to those who are category 1: literally homeless or Category 4: Fleeing DV, stalking, etc., including Unaccompanied Youth
	
	• Rental subsidies, including to support placement of individuals in CARE Court.
	• Landlord incentives, such as security deposits, holding fees, funding for needed repairs, and recruitment and relationship management costs.
	• Move-in expenses.
	Services for people in rapid rehousing programs, so long as the services are trauma-informed and practice harm reduction, to include intensive case management services, assertive community treatment services, critical time intervention services, other tenancy support services, evidence-based employment services, coordinating mental health, substance use, and primary care treatment, or other evidence-based supportive services to increase housing retention.
	    o Funding may support Rental subsidies, landlord incentives, such as security deposits, holding fees, funding for needed repairs, and recruitment and relationship management costs, and move-in expenses as an overall housing scope.
	    o Flexible rental subsidies in Rapid Re-Housing Programs for vulnerable individuals and households that may be medium or long term in nature paired with voluntary supportive services.
	    o Funding may support Utility bills - eligible under "rental assistance/rapid rehousing"
	    o Funds can be used to purchase furniture and household furnishing to the extent that the purchase of these items will enable a project to establish a participant in housing or improve their stability in housing to meet habitability standards.

Prevention and Shelter Diversion (CoC/Cal ICH/ HCD Priority):	Eligible Uses should be categorized here when costs support eligible populations access safe alternatives to shelter and/or remain safely housed at their current residence. Problem-solving and diversion support programs that prevent people at risk of or recently experiencing homelessness from entering unsheltered or sheltered homelessness. With preferences for older adults and unaccompanied youth (18-24).
	
	Funding may support direct financial assistance to those who are at risk of homelessness or imminent risk, Category 4: Fleeing DV, stalking, etc., including Unaccompanied youth.
	
	• Homelessness prevention through rental assistance
	    • Funding may support landlord incentives, such as security deposits, holding fees, and move-in expenses,
	    • Funding may support direct financial assistance with dedicated staffing resources by providing, problem-solving and diversion support programs that prevent people at risk of or recently experiencing homelessness from entering, unsheltered or sheltered homelessness,
	    • Funding may support up to 2 months of rental arrears
	    • Funding may include medical bills –if it allows the individual to obtain or sustain housing
	
	==HHAP 5 Changes:==
	• Change of eligible population to include "at risk of homelessness."
	    • *Requires prioritization of households with incomes at or below 30 percent of the area median income, who pay more than 50 percent of their income in housing costs*, and who meet criteria for being at highest risk of homelessness.

Operating Subsidies Permanent Housing (CoC/Cal ICH/HCD Priority):	Eligible Uses should be categorized here when costs support operations in new and existing affordable or supportive housing units serving people experiencing homelessness. Operating subsidies may include operating reserves (funds held in reserve to cover large, unexpected operating expenses). Examples: • Operating costs for programs such as Homekey, prioritizing Project Roomkey participants • Operating costs for new or existing residential care facilities, funded by the Behavioral Health Continuum Infrastructure Program or the Community Care Expansion Program. • Property tax abatements for both affordable ownership and rental properties that have a similar effect, helping to defray the costs of operating the development so residents can pay lower rents. • Subsidies support ongoing operation and availability of permanent housing and/or assisting in management of a building's facilities that can help stabilize or reduce structural decline and serve an important role in broader market stabilization efforts

Costs that Support Interim Housing

Youth Operating Subsidies Interim Housing (Youth providers may apply ONLY)	Eligible Uses should be categorized here when costs support operations in interim housing serving people experiencing homelessness. Operating subsidies may include operating reserves (funds held in reserve to cover large, unexpected operating expenses). • 100% funding dedicated to serve Youth 18-24 Examples: • Subsidies that support ongoing operation and availability of existing interim housing (both congregate and non-congregate).
Interim Housing	Eligible Uses should be categorized here when costs support the provision of interim housing. Examples: • Acquisition of land, building, etc. • Improvement or renovation of land or building being used as interim housing. • Maintenance of land or building being used as interim housing. • Navigation centers that are low barrier, as defined in Sections 65660 and 65662 of the Government Code. • Motel or hotel vouchers. • Services provided to people in interim housing, to include trauma-informed and evidence-based intensive case management services, housing navigation, connecting people to substance use or mental health treatment, public benefits advocacy, and other supportive services to promote stability and referral into permanent housing. • Youth-focused services in interim housing. • YOUTH ONLY: Capital funding to build new non-congregate interim housing sites, including for construction, rehabilitation, and capital improvements to convert existing buildings to interim housing. HHAP-5 Changes: • No HHAP-5 resources may be used to fund new interim housing solutions, until both of the following occurs: (1) the applicant has demonstrated that the region has dedicated sufficient resources from other sources to long-term permanent housing solutions and (2) the applicant has received written permission from Cal ICH. (HSC §50236(c).) • This limitation does not apply to new interim housing solutions for youth under the ten percent youth set aside.
Youth Improvements to Existing Interim Housing (Youth providers may apply ONLY)	Eligible Uses should be categorized here when costs support renovation of existing interim housing to improve the quality of the life for people experiencing homelessness who are residing in the interim housing. • 100% funding dedicated to serve Youth 18-24 Examples: • Maintenance of an interim housing facility Minor/major rehabilitation or renovation of an interim housing facility.

	• Minor/major conversion, additions, updates, and/or enhancements that lower barriers and/or increase privacy.

Costs that Support Service Provision and Systems Support

Youth Street Outreach (Youth providers may apply ONLY)	Eligible Uses should be categorized here when costs support Outreach programs. • 100% funding dedicated to serve Youth 18-24 Examples: • Services for people experiencing unsheltered homelessness, including, but not limited to, persons experiencing homelessness living in encampment sites and being engaged through the Encampment Resolution Grant program to help them transition to permanent housing with services attached. • Evidence-based Street engagement services. • Intensive case management services. • Assertive community treatment. • Housing navigation. • Harm reduction services. • Coordination with street-based health care services. • Hygiene services for unsheltered individuals and people living in encampments.
Youth Services Coordination (Youth providers may apply ONLY)	Eligible Uses should be categorized here when costs support wrap-around services not directly provided through another project. • 100% funding dedicated to serve Youth 18-24 Examples: • Access to workforce, • Access to legal/advocacy services, • Individual counseling and service planning, • Helping to coordinate medical and mental health appointments, obtaining benefits and medical insurance, • Making referrals to community-based services, • Training programs, • Case management, • Childcare, • Access to education services, • Outpatient health services,

	• Legal services, • Life skills training, • Mental health services, • Substance abuse treatment services, • Transportation, • Vehicle repair/maintenance –if it allows the individual to travel for employment or other important benefits or services, • Services for special populations • Other services needed to promote housing stability in supportive housing, application must specify.
Youth System Supports (Youth providers may apply ONLY)	Eligible Uses should be categorized here when the cost supports homelessness services system infrastructure, regional coordination, and/or improves accessibility and outcomes generally, as opposed to specific client(s). • 100% funding dedicated to serve Youth 18-24 Examples: • Support youth services by integrating regional data into housing needs • Support implementation and regional coordination of a Youth Action Board

Costs that Support Administrative Costs

HMIS (*Funds available to HMIS Administration only*).	Eligible Uses should be categorized here when the eligible applicant elects to allocate (up to) 1% of the HHAP-5 allocation to cover expenses associated with the administration of HMIS. This funding shall be transferred directly to the HMIS lead entity and is intended to support the functioning, maintenance, and operation of the local HMIS. Examples: • System licenses • Training • System operating costs • Costs associated with carrying out related activities, application must specify.

3. COORDINATED ENTRY SYSTEM (CES):

Per Assembly Bill 977, successful applicants for all program types will receive all referrals through the Ventura County Coordinated Entry System (CES), Pathways to Home. Applicants seeking funding for landlord incentives will coordinate efforts to support housing persons through the CES. Coordinated Entry is a process designed to quickly identify, assess, refer, and connect individuals, youth including pregnant and parenting youth, and families in crisis to housing and services. Coordinated Entry is intended to prioritize resources for those with the greatest need, match people with the services that are most likely to help them exit homelessness, reduce the time it takes for participants to access services and ensure that those resources are efficiently allocated. Per Health and Safety Code Section 50219(a)(9), HHAP applicants must be integrated into the local CES.

"Coordinated Entry System" means a centralized or coordinated process developed pursuant to Section 57837 of Title 24 of the Code of Federal Regulations (CFR), as that section read on January 10, 2019, designed to coordinate homelessness program intake, assessment, and provision of referrals. To satisfy this subdivision, a centralized or coordinated assessment system shall cover the geographic area, be easily accessed by individuals or families seeking services, be well advertised and include a comprehensive and standardized assessment tool.

The Oxnard, San Buenaventura, Ventura County CoC (CA-611) implemented CES, Pathways to Home in October 2016. A hallmark of the CES is prioritizing vulnerable individuals and families for services and housing. The focus on serving the most vulnerable households may result in a reduction of total households served under this funding. To learn more about the Ventura County CES, Click Pathways to Home.

4. HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS):

Per Assembly Bill 977, all applicants receiving HHAP funds must participate in the Ventura County Homeless Management Information System (HMIS). This system requires data collection and reporting. The Ventura County Continuum of Care operates a HMIS that operates with limited data sharing—referred to as an open HMIS. Program participants sign a release of information and consent to providing universal data elements within the HMIS. HMIS participating agencies may view this limited data when this data is entered by any participating agency. To learn more about HMIS requirements, please click to view Ventura County HMIS. In addition to the standard intake and data standards, HHAP recipients will be asked to enter services in HMIS. Please include adequate staff time for accurate and timely data entry into your HHAP budget.

5. GRANT TERMS:

The anticipated grant term is for 48 months with an estimated start date of Early Fall 2024 through April 30, 2028. All funds must be fully expended by April 30, 2028. The budget submitted by the applicant should indicate the specific funding that will be used in each year of the program's operation while utilizing HHAP Round 5 funding. A single application should be submitted for each eligible activity for which an applicant is seeking HHAP Round 5

funding.

The CoC will monitor spending rates and will redistribute funds if a project is not on track to utilize all funds on eligible activities prior to the State expenditure deadline. Per Health and Safety Code 50220.4 (b), **recipients must expend 50% of their allocation by June 30, 2026 (no exceptions)** and fully expend the remaining 50% by April 30, 2028. Eligible costs will be invoiced to County on at least a monthly basis for reimbursement by the 10th of each month. No matching funds are required for HHAP. Recipients must begin their project <u>within 45-60 days</u> of the signed contractual agreement and created in HMIS/CES.

6. PROGRAM REQUIREMENTS:

Homeless, Housing Assistance & Prevention Program (HHAP) Requirements:
The use of HHAP funds is governed by policies set by the California Interagency Council on Homelessness (Cal ICH) and Assembly Bill (AB) 129. To learn more about the State HHAP Program, access the State of California HHAP page.

Eligible Applicants:
Eligible applicants for HHAP funding include cities, county agencies and nonprofit organizations. Applicants will be able to include sub-recipients in a collaborative application to maximize effectiveness in addressing homelessness. Sub-recipients <u>must </u>comply with the same program requirements of direct applicants.
Eligible applicants include:

1. Those who are currently funded under HHAP I CoC/County and HHAP II and have expended minimum 75% of HHAP I County and 75% of HHAP I CoC and 60% of HHAP 2 by March 31, 2024.
2. A Letter of Intent to apply for HHAP Round 5 was successfully submitted on or before November 17, 2023.
3. Letter of Intent Exceptions: If an agency did not submit an LOI, please provide a Cover Letter on Agency Letter Head providing compelling justification as to why a Letter of Intent was not submitted. The Cover Letter must be signed and dated by the Agencies Authorized Signatory. Justifications will be reviewed by the Data Performance and Evaluation Committee.
4. Youth Set-a-Side: To meet the required 10% Youth set aside per the State of California, Providers may submit a Request for Funds regardless of item #1 and item #2.

Eligible Populations:
The minimum eligibility criteria for HHAP participants is to meet the homeless definition cited in 24 CFR 578.3.

- "Homeless" has the same meaning as defined in Section 578.3 of Title 24 of the Code of Federal Regulations, as that section read on January 10, 2019.
- "Homeless youth" means an <u>unaccompanied youth</u> between 12 and 24 years of age who is experiencing homelessness, as defined in Section 725(2) of the federal McKinney-Vento Homeless

Assistance Act (42 U.S.C. Sec. 11434a(2)). "Homeless youth" includes unaccompanied youth who are pregnant or parenting.

- HHAP-5 statute modifies the eligible population to also include people at risk of experiencing homelessness so long as households with incomes at or below 30 percent of the area median income, who pay more than 50 percent of their income in housing costs, and who meet criteria for being at highest risk of homelessness through data-informed criteria are prioritized. Consistent with HHAP-3 and HHAP-4, those who are at imminent risk of homelessness, as defined in Section 578.3 of Title 24 of the Code of Federal Regulations are still eligible for prevention and shelter diversion services.

Eligible Costs:
The VC CoC and County as the CoC's Administrative Entity are using the federal regulations below to provide applicants with guidelines for eligible costs. Eligible costs are described by component type and may be impacted be CoC Written Standards. If a cost is not described as an eligible expense but is part of assisting households experiencing homelessness obtain and maintain permanent housing and aligned with California's Housing First Policy, applicants must receive express written consent from CoC staff prior to use of program funds.

Component Type	Regulation
Housing Location/ Stabilization Services	24 CFR 576.105
Rental Assistance	24 CFR 576.106
Housing Search and Placement	24 CFR 982.301(a)
Emergency Shelter	24 CFR 576.102 & HSC 5081 (e)
Permanent Supportive Housing	24 CFR 583

HHAP requires a minimum of 10% ($688,000) of funding to be utilized for serving homeless youth, which is defined as unaccompanied youth ages 12-24 or 18-24 who are experiencing homelessness. This requirement will impact the prioritization of application(s) made by providers of services to homeless youth or youth at-risk of experiencing homelessness.

Indirect costs associated with carrying out program related activities should be included in the program budget submitted and not classified as administrative costs. Indirect costs must be approved by VC CoC HHAP Administrator. Per California Business Consumer Services, there is a 10% Indirect Cost Cap.

As HHAP does not restrict funds to Fair Market Rent standards, Rent Reasonableness will be the standard for rent payments. Security deposits up to two (2) months of rent are allowed. Rent sustainability and length of assistance should be factored when assisting clients with securing a rental unit. HHAP funding does allow for flexible rental subsidies with longer terms of assistance.

California's Housing First Policy –Core Practices and Components:

Housing First is a proven approach, applicable among all elements of systems for ending homelessness, in which persons experiencing homelessness are connected to permanent housing swiftly and with few to none treatment preconditions, behavioral contingencies or other barriers. Housing First providers offer services as needed and do not make housing contingent upon the participation in services (e.g., sobriety, engagement in treatment, service participation requirements).

Additionally, HSC section 50234(f) requires all state funded programs providing housing or housing-based services to people experiencing homelessness to incorporate the core components of Housing First as enumerated in Welfare and Institutions Code 8255.

All projects including services must align with the Core Practices described in CCR Title 25, 8409(b). Projects shall operate in a manner consistent with Housing First practices as reflected in the CoC Written Standards, consistent with subsections below, and progressive engagement and assistance practices, including the following: Ensuring low-barrier, trauma informed, culturally responsive, 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; Helping participants quickly identify and resolve barriers to obtaining and maintaining housing; seeking to quickly resolve the housing crisis before focusing on other non-housing related services; allowing participants to choose the services and housing that meets their needs, within practical and funding limitations; connecting participants to appropriate support and services available in the community that foster long-term housing stability; 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. In addition, individuals and families assisted with these funds must not be required to receive treatment or perform any other prerequisite activities as a condition for receiving interim or permanent housing, or other services for which these funds are used. Housing First should be adopted within the entire local homelessness response system, including outreach and interim housing, short-term interventions like rapid re-housing, and longer-term interventions like supportive housing.

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.

Proposed activities that provide housing must align with the Core Components of Housing First.
Welfare and Institutions Code Division 8. Chapter 6.5 8255 (b) "Core components of Housing First" means all the following:

- Tenant screening and selection practices that promote accepting applicants regardless of their sobriety or use of substances, completion of treatment, or participation in services.
- Applicants are not rejected on the basis of poor credit or financial history, poor or lack of rental history, criminal convictions unrelated to tenancy, or behaviors that indicate a lack of "housing readiness."

- Acceptance of referrals directly from shelters, street outreach, drop-in centers, and other parts of crisis response systems frequented by vulnerable people experiencing homelessness.
- Supportive services that emphasize engagement and problem solving over therapeutic goals and service plans that are highly tenant-driven without predetermined goals.
- Participation in services or program compliance is not a condition of permanent housing tenancy.
- Tenants have a lease and all the rights and responsibilities of tenancy, as outlined in California's Civil, Health and Safety, and Government codes.
- The use of alcohol or drugs in and of itself, without other lease violations, is not a reason for eviction.
- In communities with coordinated assessment and entry systems, incentives for funding promote tenant selection plans for supportive housing that prioritize eligible tenants based on criteria other than "first-come-first-serve," including, but not limited to, the duration or chronicity of homelessness, vulnerability to early mortality, or high utilization of crisis services. Prioritization may include triage tools, developed through local data, to identify high-cost, high-need homeless residents
- Case managers and service coordinators who are trained in and actively employ evidence-based practices for client engagement, including, but not limited to, motivational interviewing and client-centered counseling.
- Services are informed by a harm-reduction philosophy that recognizes drug and alcohol use and addiction as a part of tenants' lives, where tenants are engaged in nonjudgmental communication regarding drug and alcohol use, and where tenants are offered education regarding how to avoid risky behaviors and engage in safer practices, as well as connected to evidence-based treatment if the tenant so chooses.
- The project and specific apartment may include special physical features that accommodate disabilities, reduce harm, and promote health and community and independence among tenants.

Written Standards
The CoC has established Written Standards for providing service. All selected applicants must abide by the CoC written standards, can be found [here](#).

CoC Participation
All recipients of HHAP funding are to become members of the CoC. The membership commitment may include, but is not limited to participation in the following:
- Attending CoC meetings,
- Reporting to/seeking input from constituencies on key issues and strategies,
- Remaining informed of and communicating needs and gaps,
- Remaining informed of local, state, federal, and private proposals for funding,
- Contributing to informed dialogue on action undertaken by the group,
- Serving on a CoC Standing Committee,
- Participating in administration of the annual Point in Time (PIT) Count,

- Sharing aggregate outcome and performance data on the successes and challenges of people who are experiencing or have experienced homelessness,
- Engaging in the regular review of data to ensure that high levels of data quality and completeness are maintained,
- Providing input in the development of strategies and action plans to reduce and end homelessness,
- Participating in advocacy and public education efforts.

7. METHOD OF EVALUATION:

Staff Threshold Review
Applications will be evaluated by CoC Staff for the following criteria:
- Basic review for completeness and capacity,
- Proposal aligns with HHAP eligible uses and established CoC/County/Cal ICH/HCD priorities for HHAP funds,
- Serves persons who are homeless or at risk, fleeing DV,
- Alignment with California Housing First requirements,
- Participation (or commitment to participate) in VC HMIS,
- Participation (or commitment to participate) in Coordinated Entry System, Pathways to Home.

CoC Data, Performance & Evaluation Committee Review
Applications will be evaluated by the CoC Data, Performance & Evaluation Committee based on the criteria below:
- Demonstration of capacity to fulfill grant requirements (experience with state/federal grants including a review of previously submitted Expenditure Summary Reports for all CoC grants, timeliness, and quarterly reporting,
- Project Design and Approach,
- Financial Capacity, Feasibility and Sustainability,
- Past performance,
- Coordination and Collaboration.

Applicants may be called to upon to answer questions at this committee meeting.
The CoC Data, Performance & Evaluation Committee will develop recommendations for HHAP Round 5 funding allocations with consideration of geographic distribution of funding to best meet community needs.

Funding recommendations will be presented to the CoC Governing Board for their review and approval. Committee members who are applicants will not be able to vote on HHAP recommendations. Board members without a conflict of interest will vote on funding recommendations to be shared with the County of Ventura Board of Supervisors. The meeting timeline will be posted on the Ventura CoC website.

8. APPLICATION SUBMITTAL:

- Submit one (1) copy, including all attachments in PDF form, by clicking on the link below to access the submission portal: https://www.venturacoc.org/document-submission-form/ with the subject line stating HHAP-5 application submission and Agency Name.
- One application should be submitted <u>for each separate program</u> (combined applications will not be accepted and deemed ineligible).
- Narrative portions of the application may be submitted on a separate document limited to 10 total pages.
- Submit budget attachment including ALL current and pending funding sources/leverage funding supporting this application activity type. 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:
  a. 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.
  b. The application does not pass the HHAP or VC CoC Program threshold, such as, if the applicant or proposed activities are not eligible or programs that are not aligned with evidence-based practices including Housing First.
  c. Previous HHAP Rounds not on track to being fully expended:
    I. HHAP 1- County and CoC 75% expended by November 1, 2024
    II. HHAP 2- 60% expended as of November 1, 2024
    III. HHAP-3- 60% expended as of November 1, 2024
    IV. HHAP-4- 25% expended as of November 1, 2024
      i. This does not apply to youth set a side providers.
- Late submissions will not be considered for HHAP funding, no exceptions.
- LOI Exception letter was not submitted and/or did not provide compelling justification.

Required Attachments for Nonprofit Organizations:
- Articles of Incorporation/By-laws,
- Nonprofit determination letters from IRS and California Tax Franchise Board/Tax Exemption letter,
- Organization Chart,
- Board of Directors Roster,
- Conflict of Interest Statement (policies and procedures, employee handbook),
- Non-Discrimination Policy,
- Financial Management policies & procedures
- Letter of Intent Exception Cover Letter signed and dated by the Agencies Authorized Signatory,
- Evidence of non-suspension/debarment for all parties,
- Evidence of insurance,
  o Copy of current insurance coverage (General Liability, Workers Comp),

- Most recent audited financial statements,
- IRS form W-9,
- IRS form 990,
- Agency Budget or Financial Plan,
- Blank client intake form with documentation of eligibility status including 3rd party documentation and self-certifications as applicable,
- Annual Performance Report generated from VC HMIS for the same project type covering time period of October 1, 2023- September 30, 2024. For applicants not participating in VC HMIS, please submit a report generated from a comparable database,
- Application narratives,
- Application certification signed,
- Staffing plan relevant to project,
- Completed project budget workbook.

Required Attachments for for-profit organizations:
- Articles of incorporation/bylaws,
- Organization Chart,
- Board of Directors Roster,
- Conflict of Interest Statement (policies and procedures, employee handbook),
- No-Discrimination Policy,
- Financial Management policies & procedures
- Evidence of non-suspension/debarment from all parties,
- Letter of Intent Exception Cover Letter signed and dated by the Agencies Authorized Signatory,
- Evidence of insurance,
    - Copy of current insurance coverage (General Liability, Workers Comp),
- Most recent audited financial statements,
- IRS form W-9,
- IRS form 990,
- Agency Budget or Financial Plan,
- Blank client intake form with documentation of eligibility status including 3rd party documentation and self-certifications as applicable,
- Annual Performance Report generated from VC HMIS for the same project type covering time period of October 1, 2023-September 30, 2024. For applicants not participating in VC HMIS, please submit a report generated from a comparable database,
- Application narratives,
- Application certification signed,
- Staffing plan relevant to project,
- Completed project budget workbook.

Required Attachments for units of local government:

- Tax exemption if applicable to any sub-recipients
- Conflict of Interest Statement (policies and procedures, employee handbook),
- No-Discrimination Policy,
- Letter of Intent Exception Cover Letter signed and dated by the Agencies Authorized Signatory,
- Evidence of non-suspension/debarment from all parties
- Evidence of insurance
    - Copy of current insurance coverage (General Liability, Workers Comp)
- IRS Form W-9 (not required for County departments)
- Blank client intake form with documentation of eligibility status including 3rd party documentation and self-certifications as applicable
- Annual Performance Report generated from VC HMIS for the same project type covering time period of October 1, 2023-September 30, 2024. For applicants not participating in VC HMIS, please submit a report generated from a comparable database,
- Application narratives
- Application certification signed,
- Staffing plan relevant to project,
- Completed project budget workbook

A. Rating Criteria:
- Applicant Capacity (15 points)
- Program design (20 points)
- Financial Capacity, Feasibility & Sustainability (18 points)
- Performance (25 points)
- Coordination & Collaboration (12 points)
- Funding Priorities (10 points)
    - ➤ Total points possible: 100

Threshold Review & Evaluation

Basic review for completeness and capacity	• All required responses and attachments are included. Applicant demonstrates capacity to fulfill all program requirements, • Timely audited financial statements, • Liquidity, • Measurements of vulnerability (e.g., net profit margin, fundraising efficiency, dependency on the County or a single entity for financial strength), • Submitted by deadline, • Application certification signed,

	• LOI Exception Letter submitted and signed.
Program eligibility: proposal aligns with HHAP eligible use(s)	• See page 6-11 for Eligible HHAP uses and local priorities for HHAP 5.
Program eligibility: serves homeless persons, those at risk or those at imminent risk of homelessness	• Serves homeless persons or those at imminent risk of homelessness as defined in 24 CFR 578.3.

Alignment with California's Housing First Policy	• The applicant has addressed the core practices for services projects (CCR 25 8409 b) and all core components (WIC Title Chapter 6.5 8255 b) in California's Housing First Policy for housing projects,
	• Alignment with California's Housing First Policy
	  o CCR Title 25, 8409(b) and/or
	  o WIC Div.8, Ch. 6.5 8255(b)

Homeless Management Information System (AB 977/ AB 129)	• The applicant commits to use of HMIS, including timeliness and data quality standards, demonstrates adequate capacity for data collection and reporting.
Coordinated Entry System	• The applicant commits to participation in Coordinated Entry System. Street Outreach must serve as entry points. Rental Assistance and Rapid Rehousing, Housing Location Services (Landlord Incentives) and Permanent Housing must receive all referrals from CES.

CoC Data, Performance & Evaluation Review Committee

Applicant Capacity Max score: 15	• Experience providing similar services and housing to homeless persons or other vulnerable populations for which funds are being requested, • Experience addressing the needs of the target population • Sufficient capacity for project oversight and administration.
Project Design and Approach Max score: 20	• Project is based on best-practices framework proven methods • Project approach demonstrates positive outcomes, • Project design reflects CoC Written Standards and ability to address homeless challenges, • Anticipated numbers served appear reasonable given the prioritization of vulnerable individuals and families within the homeless population, • Staffing pattern is reasonable to provide long term housing retention.
Financial Capacity, Feasibility and Sustainability Max score: 18	• Budget clearly shows use of funds and staffing pattern to sustain project, • Reasonable project costs, • Degree to which project leverages agency and community resources, • Outstanding and/or unresolved audit findings • Demonstrated capacity to operate the project based on its budget, • Demonstrated capacity to effectively manage the finances of the project (e.g., invoices submitted in a timely, complete manner), • Describes specifically how the project will continue after the one-time funding is exhausted, or how it will end with the least negative impact on participants.
Past Performance Max score: 25	• Provided annual performance report demonstrates a proven track record of permanently housing individuals and/or families in a similar project, • Data collection and reporting will allow for accurately reflected outcomes and performance, • Clearly addresses how a current/similar project enhances system performance by reducing the length of time persons experience homelessness, reduces returns to homelessness, and increases both cash and non-cash income of participants.
Coordination and Collaboration Max score: 12	• Preference for applicant providing services countywide (2 pts.), • Demonstrates coordination with other agencies and providers for the proposed project to enhance service delivery and avoid duplication,

	• Agency demonstrates history of collaboration, • Coordination with other agency activities and funding sources, • Links' participants to mainstream resources and critical services not provided by the project, • Adequate staffing for Coordinated Entry System participation and case conferencing, • If sub-recipients, clearly show role of each agency and partnership.
Funding Priority Max score: 10	• Application submitted meets one of the Top FOUR CoC Board approved funding priorities.