



VENTURA COUNTY  
**CONTINUUM OF  
CARE ALLIANCE**

ENDING HOMELESSNESS  
IN VENTURA COUNTY

**CALIFORNIA**  
**HOMELESS EMERGENCY AID PROGRAM**

**PROJECT APPLICATION**

**SEPTEMBER 2018**

**Completed Applications Must Be Submitted to:**  
**TARA CARRUTH, PROGRAM MANAGEMENT ANALYST**  
Tara.Carruth@ventura.org  
**COUNTY OF VENTURA**  
**CEO - COMMUNITY DEVELOPMENT DIVISION**  
**800 SOUTH VICTORIA AVENUE, VENTURA, CA 93009**  
**NO LATER THAN OCTOBER 17, 2018**

**VENTURA COUNTY CONTINUUM OF CARE  
CALIFORNIA HOMELESS EMERGENCY AID PROGRAM (HEAP)  
2018 PROJECT APPLICATION**

**GENERAL INSTRUCTIONS:**

The County of Ventura's County Executive Office is accepting State of California Homeless Emergency Aid Program (HEAP) applications on behalf of the Ventura County Continuum of Care (VCCoC). The HEAP Program is a \$500 million block grant program designed to provide direct assistance to cities, counties and Continuums of Care (CoCs) to address the homelessness crisis throughout California. HEAP is authorized by SB 850, which was signed into law by Governor Edmund G. Brown, Jr. on June 27, 2018.

HEAP funding will be administered by the County of Ventura 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.

Total funding available to serve homeless individuals and families in Ventura County is a **one-time funding in the** amount of \$ 4,857,921.63. A minimum of 5% of funding is dedicated to serving homeless youth or youth at-risk of homelessness (unaccompanied youth up to age 24). Proposals will be accepted for programs that serve youth exclusively or programs that will serve youth as part of the target population.

HEAP funding may be awarded to cities, county agencies and nonprofit organizations. City and County jurisdictions that intend to apply for HEAP must adopt a resolution declaring a shelter crisis. All HEAP funding must be fully expended by June 30, 2021. All project proposals should meet a priority need identified by the Ventura County Continuum of Care, have a clear nexus with the shelter crisis declaration and have a plan to meet the expenditure deadlines.

HEAP funding is intentionally flexible and may be used to provide immediate emergency assistance to people experiencing homelessness. Proposals will be accepted for new programs or programs that will expand to serve more people. The Ventura County CoC has identified priority uses for HEAP funding including those listed below. Priorities are not listed in any specific order however the CoC has placed highest priority on programs that plan to move persons off the streets and into temporary and permanent locations quickly. More information on each priority may be found in Attachment A of this RFP.

- 1) **Low Barrier Emergency Shelter Programs/Navigation Centers:** funding for facilities, operations and services.
- 2) Support for countywide **Coordinated Entry System** including:
  - a. **Street Outreach:** new dedicated street outreach services with expanded hours (evening/weekend coverage)
  - b. **Housing Navigation Services:** Dedicated team to work with homeless individuals and families
  - c. **Housing Locator Services:** Dedicated Housing Locator(s) to serve the full Ventura County CoC by developing relationships with landlords and/or property managers and identify housing opportunities for persons who are homeless in Ventura County.
- 3) **Homeless Prevention:** flexible financial resources to prevent individuals and families from becoming homeless in Ventura County;
- 4) **Non-traditional shelter options including but not limited to:**
  - a. **Safe Sleep**—designated parking areas for persons residing in vehicles;
  - b. **Tiny Home shelter programs;**
  - c. **Motel Vouchers**
- 5) **Flexible Housing Subsidies/Rental Assistance including but not limited to:**

**VENTURA COUNTY CONTINUUM OF CARE  
CALIFORNIA HOMELESS EMERGENCY AID PROGRAM (HEAP)  
2018 PROJECT APPLICATION**

- a. **Master Leasing program**
  - b. **Flexible rental subsidies to meet the needs of low-income/vulnerable households**
- 6) **Innovative Solutions** to Address Immediate Needs of Individuals and Families living on the streets of Ventura County

Applications should include a program description, a proposed budget, and a description of partner agencies or current or potential sub recipients funded with HEAP program dollars.

**Application Submittal:**

- Submit one (1) copy, including budget via email to: [Tara.Carruth@ventura.org](mailto:Tara.Carruth@ventura.org)
- Indicate in program description and budget if proposal is for a one year or multi-year project.
- 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); and

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

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

**A. Rating Criteria:**

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

**VENTURA COUNTY CONTINUUM OF CARE  
CALIFORNIA HOMELESS EMERGENCY AID PROGRAM (HEAP)  
2018 PROJECT APPLICATION**

**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: \_\_\_\_\_

HEAP Priority Need Addressed:

- |  |  |
|--|--|
| <input type="checkbox"/> Low Barrier Emergency Shelter | <input type="checkbox"/> Coordinated Entry (2-1-1)   |
| <input type="checkbox"/> Street Outreach               | <input type="checkbox"/> Housing Navigation Services |
| <input type="checkbox"/> Housing Location Services     | <input type="checkbox"/> Homeless Prevention         |
| <input type="checkbox"/> Non-traditional shelter       | <input type="checkbox"/> Master Leasing              |
| <input type="checkbox"/> Rental Subsidies              |  |

Proposed Number of beneficiaries to be served by the project:

\_\_\_\_\_

**VENTURA COUNTY CONTINUUM OF CARE  
CALIFORNIA HOMELESS EMERGENCY AID PROGRAM (HEAP)  
2018 PROJECT APPLICATION**

**2. Project Information**

Title of proposed project: \_\_\_\_\_

Project Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

a. Project service area:

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

b. Amount requested for this project: \$ \_\_\_\_\_

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

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

Note: The amounts for b, c and d should equal the amounts in the Project Budget. The Budget template may be found along with the application at [www.venturacoc.org](http://www.venturacoc.org)

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

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

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

**VENTURA COUNTY CONTINUUM OF CARE  
CALIFORNIA HOMELESS EMERGENCY AID PROGRAM (HEAP)  
2018 PROJECT APPLICATION**

**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. Sub-recipients**

Does your agency plan to administer HEAP funds or award them to a service provider/ sub-recipient? \_\_\_\_\_

Service provider/sub-recipient\* (if identified):

*\*no less than 50% of program funds must be contractually obligated by January 1, 2020 and 100% must be fully expended by June 30, 2021*

**5. Program Design (30 points)**

Summarize the project. Describe how the project will benefit the target population(s) and meet an immediate need in the Continuum of Care. Describe how this emergency funding will expand capacity or create new resources to shelter and/or house individuals and families that are homeless in Ventura County. Identify any best practices that will be utilized. Please include how the program will follow the Housing First / Low Barrier model.

**VENTURA COUNTY CONTINUUM OF CARE  
CALIFORNIA HOMELESS EMERGENCY AID PROGRAM (HEAP)  
2018 PROJECT APPLICATION**

Describe the intended use of grant funds, ensuring the provision of HEAP-eligible services. Please list any other funding sources that have been committed to the project.

Core Practices – State regulation section 8409 contain the Core Practices which fall into three primary areas: Coordinated Entry Process (section 8409(a)); Housing First Practices (section 8409(b)); and Progressive Engagement (section 8409(b)(6)). Use the table below to document which of the following your agency or contracted service provider has adopted for implementation of programs. If a service provider has not yet been identified, please select which components your jurisdiction will require.

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

**VENTURA COUNTY CONTINUUM OF CARE  
CALIFORNIA HOMELESS EMERGENCY AID PROGRAM (HEAP)  
2018 PROJECT APPLICATION**

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

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 (coordinated entry system) and the Homeless Management Information System database (HMIS)?

Describe the timeline for the project including projected dates for hiring staff, training, and starting operations.



**VENTURA COUNTY CONTINUUM OF CARE  
CALIFORNIA HOMELESS EMERGENCY AID PROGRAM (HEAP)  
2018 PROJECT APPLICATION**

**6. Management and Past Experience (20 points)**

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

**7. Impact and Effectiveness (20 points)**

Performance Measures – Describe the objectives and outcomes of the proposed program(s) and how will you measure the effectiveness of your project in meeting these outcomes.

Describe the data sources, methodology and resources to be used for tracking the following HUD system performance measures that apply to your specific program(s):

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

**VENTURA COUNTY CONTINUUM OF CARE  
CALIFORNIA HOMELESS EMERGENCY AID PROGRAM (HEAP)  
2018 PROJECT APPLICATION**

**1. Agency Certifications**

The following certification **must** be completed and **signed by an authorized agency representative** to be further considered for HEAP 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 HEAP program as appropriate for the funding if received.
- d. The assistance made available through the HEAP program funding is not being utilized to substantially reduce the prior levels of local financial support for community development activities.
- e. If HEAP 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 the funded program participate in the locally approved HMIS system.

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

**VENTURA COUNTY CONTINUUM OF CARE  
CALIFORNIA HOMELESS EMERGENCY AID PROGRAM (HEAP)  
2018 PROJECT APPLICATION**

Attachment A

Ventura County CoC HEAP Priorities

**Low Barrier Emergency Shelter/Navigation Centers:** Providing low barrier access to emergency shelter. Low barrier access means the expectations placed on guests should be minimal, transparent and reasonable. Intake, screening and assessment processes should reflect the CoC's best practice Housing First orientation to helping everyone seeking shelter and assistance connect as quickly as possible to permanent housing. Low barrier shelters accommodate people's partners, pets and possessions of persons seeking shelter. More information may be found here: <https://www.usich.gov/solutions/crisis-response/emergency-shelter/>

**Coordinated Entry:** Coverage of full geography of VC CoC to promote access to newly created shelter and housing resources with utilization of HMIS and full partnership of HMIS and CES Lead Agency (County of Ventura Human Services Agency)

**Street Outreach:** Dedicated Street Outreach to conduct outreach with homeless persons to connect them to shelter, housing and services. Outreach should be conducted throughout the county in areas where persons are least likely to receive services including homeless encampments. Priority need for outreach on evening and weekend hours.

**Housing Locators:** Dedicated staff working on developing relationships with landlords and property managers, securing units for homeless individuals and families while providing the link between housing providers and service providers. Services may include a landlord hotline to address landlord concerns.

**Housing Navigators:** Dedicated service providers to serve as navigators for persons from the time they enter the coordinated entry system until they are transitioned into shelter/housing. Navigators may work with persons on securing identification, completing applications for services and navigating mainstream resources.

**Homeless Prevention:** flexible funding to prevent individuals and households from becoming homeless.

**Non-traditional shelter** options including safe sleep programs, tiny home shelter or motel vouchers to provide immediate access to safe locations off the streets. Proposed programs should have endorsement of the sponsoring jurisdiction to ensure compliance with local zoning and related ordinances.

**Flexible housing subsidies/rental assistance** including **Master Leasing** and **Rapid Re-Housing** assistance. Master Leasing proposals should include property management and supportive services components to pair with supportive housing vouchers including VASH. Rapid Re-Housing proposals should include ability to expand capacity and provide longer/deeper subsidies to the most vulnerable households.