

SANTA MARIA/SANTA BARBARA COUNTY CONTINUUM OF CARE

BOARD MEETING

Thursday, December 5, 2019

2:00pm-4:00pm

Goleta City Hall, Council Chambers

130 Cremona Drive, Suite B

Goleta, CA

Call-in Locations:

Anaheim Maingate Inn

1211 West Place

Anaheim, CA

MEETING AGENDA

If you wish to address any item listed on the Agenda, please feel free to participate in the discussion. The Santa Maria / Santa Barbara County Continuum of Care does not discriminate against persons with disabilities and holds meetings in accessible facilities. If you wish to attend this meeting and you require assistance in order to participate, please email CoC staff (lboss@co.santa-barbara.ca.us) at least 48 hours in advance of the event to make reasonable arrangements to ensure accessibility to this meeting. For items not listed on the Agenda, please see items from the public comment section below.

CoC Conflict of Interest Policy

CoC Members, including Members of the CoC Board, may not participate in or influence decisions concerning the award of a grant or other financial benefits to the organization that Member represents (24 CFR 578.95). Members will recuse themselves from such discussions.

****PLEASE REMEMBER TO SIGN IN****

- | | | | |
|------|--|---|---------------|
| I. | Call to Order | | |
| II. | Public Comment | | |
| III. | Additions or Deletions to the Agenda | A. Approval of the Agenda HANDOUT: III.A. CoC Board Agenda December 5 2019 | ACTION |
| IV. | Consent Calendar | A. Approve CoC Board Minutes of the October 28, 2019 Regular Meeting HANDOUT: IV.A. CoC Board Minutes October 28 2019 | ACTION |

| | | | |
|------|--------------------------------|--|--|
| V. | Presentations | <p>A. Census 2020 Efforts <i>Complete Count Steering Committee will present the Census 2020 implementation plan and general efforts.</i> HANDOUTS: V.A. Santa Barbara County Implementation Plan</p> <p>B. Phase II Community Action Plan to Address Housing and Homelessness <i>County staff will provide summaries from LeSar Development Consultants' stakeholder engagement and will outline the next steps.</i></p> | DISCUSSION DISCUSSION |
| VI. | Funding | <p>A. Update on New State Funding Sources <i>Review summary and timeline of Homeless Housing Assistance and Prevention Program and consider use of General Rank and Review Policies for rank and review process.</i> HANDOUTS: VI.A. HHAP Program Guidance</p> <p>B. MOU between the Housing Authority of the County of Santa Barbara, Department of Social Services, and CoC <i>Housing Authority of the County of Santa Barbara is applying for Family Unification Vouchers which requires a Memorandum of Understanding between the CoC, Department of Social Services, the County Housing Authority. Recommendation: authorize CoC Chair to execute documents required for the grant including draft MOU.</i> HANDOUTS: VI.B. 2019 MOU FUP</p> | DISCUSSION/ ACTION DISCUSSION/ ACTION |
| VII. | Administrative / Governance | <p>A. CoC Board Officer Nominations and Elections <i>CoC Board Officer positions (Chair, Vice Chair, and Secretary) will be elected for two-year terms by a majority vote of those CoC Board Members present. For each position, there will be an open nomination process. Motions will be entertained and voted upon separately for each position.</i></p> <p>B. CoC Board and Committee Calendar: 2020 <i>Consider approval of the 2020 CoC calendar for 2020.</i> HANDOUT: VII.B. 2020 CoC Calendar</p> <p>C. Staff Report <i>The CoC Board will be asked to review the staff report submitted by Kimberlee Albers.</i> HANDOUT: VII.C. Staff Report</p> <p>D. Quarterly Monitoring Report <i>Kim Albers will present the CoC quarterly monitoring report for Q2 of 2019. Kanika Mahajan, HCD Data and Program Analyst, will be available to answer technical questions regarding data. The board will consider referring any programs or organizations to the Planning Committee for further discussion or action.</i></p> | ACTION ACTION DISCUSSION DISCUSSION |

ADJOURN

SANTA MARIA/SANTA BARBARA COUNTY CONTINUUM OF CARE

BOARD MEETING

Monday, October 28, 2019

2:00pm-4:00pm

Santa Maria Public Library | Shepard Hall

421 S McClelland Street

Santa Maria, CA 93454

Call-in Location(s):

Junior League of Santa Barbara

229 E. Victoria Street

Santa Barbara, CA 93101

MINUTES

Board Members present

Emily Allen

George Chapjian

Amelia Grover

Rick Gulino

Valerie Kissell

Noel Lossing

Wayne Mellinger

John Polanskey

Colette Schabram

Kristine Schwarz

Katherine Soto-Vasquez

Liz Stotts

Edwin Weaver

Alternates Present

Dinah Lockhart

Yleana Anda

Community Members Present

Anne Barkett

Nui Bezaire

Moses Hernandez

Kris Kuntz

Frank Quezada

Mauren Richey

Community Members Present in Santa

Barbara

Skip Szymanski

Board Members Present in Santa Barbara

Dan Engel

Dr. Alice Gleghorn

Kielle Horton

County HCD Staff Present

Kimberlee Albers

Lucille Boss

Roc Lowry

- I. Call to Order *John Polansky called the meeting to order at 2:13 p.m.*
- II. Public Comment *N/A*
- III. Additions or Deletions to the Agenda
- A. Approval of the Agenda
- a. *Request to add discussion and follow-up action regarding two City of Santa Barbara’s proposed ordinances regarding storage of personal property in public areas.*
- 1. Valerie Kissell*
- 2. Wayne Mellinger*
- Request approved with one abstention (Liz Stotts).*
- b. *Agenda with addition.*
- 1. Edwin Weaver*
- 2. Kristine Schwarz*
- Agenda approved with one abstention (Liz Stotts).*
- IV. Consent Calendar
- A. Approve CoC Board Minutes of the September 12, 2019 Regular Meeting
HANDOUT: IV.A. CoC Board Minutes September 12 2019
- 1. George Chapjian*
- 2. Valerie Kissell*
- Minutes approved.*
- V. Funding
- A. HEAP Update
- Roc Lowry, Department Business Specialist for County of Santa Barbara – Housing and Community Development Division, Community Services Department, presented a general update on capital projects and spending. CoC Board members discussed community feedback in response to HEAP projects. Staff reviewed policies for supplemental project funding in cases where a proposed HEAP project may not be completed.*
- HANDOUTS: V.A.1 HEAP Funding Summary, V.A.2 General Rank and Review Policy for Supplemental Project Funding, V.A.3 Final HEAP Rank and Review Scores**
- B. Update on New State Funding Sources
- Kimberlee Albers, Homeless Assistance Program Manager for County of Santa Barbara – Housing and Community Development Division, Community Services Department, presented materials provided by the Homeless Coordinating and Financing Council (HCFC): summaries and timelines of Homeless Housing Assistance and Prevention Program and Permanent Local Housing Allocation. CoC Board members discussed funding priorities for the Rank and Review panel, which may be determined by eligible activities to be defined by the State NOFA.*
- HANDOUTS: V.B.1. HHAP Summary, V.B.2 PLHA Local Summary**
- VI. Presentations
- A. Phase II Community Action Plan to Address Housing and Homelessness
- Kimberlee Albers outlined the CoC’s role in the development of Phase II: input and data from HMIS, PiT Count, CES, planning and assessment, collaborative application to HUD, oversight, and policies and procedures (written standards). LeSar Development Consultants gathered feedback on a work plan, current challenges and impacts, and next steps, with a focus on strategies passed in September.*

VII.

A. Addition to Agenda: Discussion and follow-up action regarding two City of Santa Barbara’s proposed ordinances regarding storage of personal property in public areas.

On October 22, 2019, the Ordinance Committee of the City of Santa Barbara voted in favor of moving an ordinance forward that would make it unlawful to store property in public spaces and allow for immediate abatement of personal property. The City Council of the City of Santa Barbara has on their agenda for October 29 an ordinance that would potentially allow for the personal property of persons experiencing homelessness to be removed in order to return shopping carts to store owners. The ordinance does not specify what would be done with the personal property that may be contained in the shopping carts. CoC Board Members contacted the CoC Lead Agency to add this item to the agenda for October 28 as it is time sensitive and could not meet the 72-hour deadline for posting. Preventing ordinances that seek to treat persons experiencing homelessness differently than persons with homes or preventing ordinances and enforcement that criminalize homelessness are part of funding application criteria for homeless assistance. Ordinances that criminalize homelessness have resulted in litigation for other communities. Litigation can take significant time and effort, diverting staff time away from coordination of services and provision of direct services. Vital documents that may be part of confiscated property are imperative for the person experiencing homelessness to move through the housing process. Confiscating property without due process may violate a person’s constitutional rights.

Members of the CoC Board discussed the pending ordinances and had several questions regarding implementation and potential impacts.

Motion: The CoC Board will request the City Council form an Ad Hoc committee that would include members of the City Council, homeless service providers and persons with lived experience who would work together quickly to come up with a solution that meets the needs of all Santa Barbara constituents.

1. Valerie Kissell
2. Kristine Schwarz

Motion passes with thirteen (13) in favor, three (3) opposed, and four (4) abstentions.

HANDOUT: Memorandum regarding “Jurisdictions Considering Ordinances Impacting Persons Experiencing Homelessness”

VIII. Administrative / Governance

B. Coordinated Entry System Policies and Procedures and Release of Information Proposed Changes

Members of the CoC Board reviewed the summary of proposed written standards updates and offered amendments. The Board voted to adopt the proposed changes.

1. Emily Allen
2. Liz Stotts

Motion passes.

HANDOUT: VII.A.1 CES P & P, VII.A.2 HMIS ROI, VII.A.3 Summary of Change Proposed

C. Staff Report

The CoC Board reviewed the staff report submitted by Kimberlee Albers and Lucille Boss. Dan Engel offered an update regarding the Human Trafficking interest group: the group may focus on Commercial Sexual Exploitation of Children (CSEC).

HANDOUT: VII.B. STAFF REPORT

D. CoC Board Officer Nominations and Elections

Staff noted CoC Board Officer positions (Chair, Vice Chair, and Secretary) will be elected for two-year terms by a majority vote of those CoC Board Members present at the December 2019 meeting.

Meeting adjourned at 4:06 p.m.



| <p>Enter the HTC categories (code) separated by comma(s) that will be reached by the activity from the list below:</p> <table border="1" data-bbox="198 203 564 414"> <thead> <tr> <th>HTC</th> <th>Code</th> </tr> </thead> <tbody> <tr><td>African Americans</td><td>AA</td></tr> <tr><td>Areas with low broadband subscription rates and limited or no access</td><td>LB</td></tr> <tr><td>Asian Americans & Pacific Islanders</td><td>API</td></tr> <tr><td>Children under 5</td><td>CH</td></tr> <tr><td>Farm workers</td><td>FW</td></tr> <tr><td>Homeless individuals and Families</td><td>HIF</td></tr> <tr><td>Households with limited English proficiency</td><td>LEP</td></tr> <tr><td>Immigrants and Refugees</td><td>IR</td></tr> <tr><td>Latinos</td><td>LAI</td></tr> <tr><td>Lesbian, Gay, Bisexual, Transgender, and Queer</td><td>LGBTQ</td></tr> <tr><td>Middle-Eastern North Africans</td><td>MENA</td></tr> <tr><td>Native Americans and Tribal Communities</td><td>NAT</td></tr> <tr><td>Other Demographic Population as identified</td><td>OTH</td></tr> <tr><td>People with Disabilities</td><td>PWD</td></tr> <tr><td>Seniors/Older Adults</td><td>SEN</td></tr> <tr><td>Veterans</td><td>VET</td></tr> </tbody> </table> | HTC | Code | African Americans | AA | Areas with low broadband subscription rates and limited or no access | LB | Asian Americans & Pacific Islanders | API | Children under 5 | CH | Farm workers | FW | Homeless individuals and Families | HIF | Households with limited English proficiency | LEP | Immigrants and Refugees | IR | Latinos | LAI | Lesbian, Gay, Bisexual, Transgender, and Queer | LGBTQ | Middle-Eastern North Africans | MENA | Native Americans and Tribal Communities | NAT | Other Demographic Population as identified | OTH | People with Disabilities | PWD | Seniors/Older Adults | SEN | Veterans | VET | <p>Enter the sector categories separated by comma(s) that will be reached by the activity, if a sector strategy is being used. If not, list N/A.</p> <ul style="list-style-type: none"> •Health •Faith-Based •Labor •Businesses •Entertainment •Rural •Technology and Innovation •Education K-12 •Higher Education | <p>Enter the required languages (per LACAP) supported by this activity, separated by comma(s). For example for an event, enter languages staffed at the event. If a newsletter, enter the languages the newsletter is provided in.</p> | <p>List additional languages supported by the activity that are not required per LACAP.</p> | <p>Enter the estimated number of individuals to be reached through planned activity. For example: for an event enter the estimated number of individuals to be reached while tabling at event. Or for a calling/text campaign, enter the estimated number of individuals to be reached.</p> | <p>Enter the budget dollars estimated for this activity including staff and direct costs for materials, event fees, travel, etc. If activity is provided in-kind, list "in-kind" in lieu of a dollar amount.</p> | <p>This formula divides the total budget cost by the estimated number of touches to calculate an estimated cost per touch for the activity.</p> | <p>Please add any notes that may provide additional insights.</p> |
|---|-------------------------|-----------------------------------|-----------------------------|---|--|--|--|-----|------------------|----|--------------|----|-----------------------------------|-----|---|-----|-------------------------|----|---------|-----|--|-------|-------------------------------|------|---|-----|--|-----|--------------------------|-----|----------------------|-----|----------|-----|--|--|---|---|--|---|---|
| HTC | Code | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| African Americans | AA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Areas with low broadband subscription rates and limited or no access | LB | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Asian Americans & Pacific Islanders | API | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Children under 5 | CH | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Farm workers | FW | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Homeless individuals and Families | HIF | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Households with limited English proficiency | LEP | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Immigrants and Refugees | IR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Latinos | LAI | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lesbian, Gay, Bisexual, Transgender, and Queer | LGBTQ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Middle-Eastern North Africans | MENA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Native Americans and Tribal Communities | NAT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other Demographic Population as identified | OTH | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| People with Disabilities | PWD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Seniors/Older Adults | SEN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Veterans | VET | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Hard to Count (HTC) categories reached by this activity (estimated)</p> | <p>Sectors Targeted</p> | <p>Languages Supported</p> | <p>Additional Languages</p> | <p>Estimated # of individuals (to be reached)</p> | <p>Estimated Budget Cost</p> | <p>Estimated Cost per individual reached</p> | <p>Notes</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AA, API | Faith-Based | Chinese, English, Farsi, Spanish | Pashto | 6,500 | \$ 5,000.00 | \$ 0.77 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CH, SEN | Education K-12 | Korean, Chinese, English, Spanish | French | 100 | \$ 800.00 | \$ 8.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LAT, NAT, PWD | Health | English, Farsi, Punjabi, Spanish | Croatian | 1,000 | \$ 5,000.00 | \$ 5.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LEP, MENA | Faith-Based, Rural | Chinese, Hmong, English, Spanish | Urdu | 10,000 | \$ 5,000.00 | \$ 0.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CH | Education0-5 | English, Spanish | N/A | 5,000 | \$ - | \$ - | First 5 In-kind based on activities already provided by program | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CH | Education 0-5 | English, Spanish | N/A | 2,000 | \$ - | \$ - | First 5 In-kind based on activities already provided by program | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CH | Education 0-5 | English | N/A | 75 | \$ 300.00 | \$ 4.00 | Cost for venue and materials | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CH | Education0-5 | English | N/A | 75 | \$ 300.00 | \$ 4.00 | This would include FRC's, Oral Health Initiative etc. Include cost for venue and materials | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CH | Education 0-5 | English, Spanish | N/A | 300 | \$ 200.00 | \$ 0.67 | Brochure & collateral needed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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|---|------------------------------|------------------|--------|------|--------------|---------|---|
| CH | Education 0-5 | English,Spanish | N/A | 250 | \$ 200.00 | \$ 0.80 | Brochure & collateral needed |
| CH | Education 0-5 | English/Spanish | N/A | 200 | \$ 100.00 | \$ 0.50 | Handouts and collateral |
| CH | Education 0-5 | English, Spanish | N/A | 200 | \$ 100.00 | \$ 0.50 | Handouts and collateral |
| CH | Educaiton 0-5 | English, Spanish | N/A | 200 | \$ 100.00 | \$ 0.50 | Handouts and collateral |
| CH | Education 0-5 | English/Spanish | N/A | 200 | \$ 100.00 | \$ 0.50 | Handouts and collateral |
| CH | Education0-5, Education K-12 | English, Spanish | Mixtex | 500 | \$ 500.00 | \$ 1.00 | Brochure & collateral needed |
| CH | Education 0-5, Health | English, Spanish | Mixtex | 1200 | \$ 500.00 | \$ 0.42 | Brochure & collateral needed |
| CH | Education 0-5 | English, Spanish | N/A | 8000 | \$ 40,000.00 | \$ 5.00 | Children's Books, Flyer, Poster, other Collateral |
| CH, FW, HIF, LEP, IR,LAT,LGBTQ,OTH,PWD, AA | Education 0-5, Health | English, Spanish | N/A | 35 | \$ 50.00 | \$ 1.43 | |
| CH, FW, HIF, LEP, IR,LAT,LGBTQ,OTH,AA | Education, 0-5-, K-12 | Spanish | N/A | 600 | \$ 200.00 | \$ 0.33 | |
| CH, FW, HIF, LEP, IR,LAT,LGBTQ,OTH, AA,MENA,PWD | Education, 0-5-, K-12 | Spanish | N/A | 300 | \$ 100.00 | \$ 0.33 | |
| CH, FW, HIF, LEP, IR,LAT,LGBTQ,OTH, AA,MENA,PWD | Education, 0-5-, K-12 | Spanish | N/A | 700 | \$ 300.00 | \$ 0.43 | |
| CH, FW, HIF, LEP, IR,LAT,LGBTQ,OTH, AA,MENA,PWD | Education,0-5,K-12 | Spanish | N/A | 35 | \$ 100.00 | \$ 2.86 | |

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|---------|---|------------------|---------|--------|--------------|----------|---|
| CH | Education 0-5 | English, Spanish | N/A | 2500 | \$ 800.00 | \$ 0.32 | hours, Posters& Collateral ne |
| | | | | | | #DIV/0! | |
| IR, LAT | Health, Labor, Latino, Business, Rural, Education K-12 | Spanish | Mixteco | 50,000 | \$ 20,000.00 | \$ 0.40 | |
| IR, LAT | Health, Labor, Latino, Business, Rural, Education K-12 | Spanish | | 25 | \$ 500.00 | \$ 20.00 | Shirts will be made in Spanish |
| IR, LAT | Health, Labor, Latino Businesses, Rural, Education K-12 | Spanish | Mixteco | 50,000 | \$ 1.00 | \$ 0.00 | |
| | | Spanish | | 25 | \$ 1,000.00 | \$ 40.00 | Training will be conducted in Spanish |
| IR, LAT | Health, Labor, Latino Businesses, Rural, Education K-12 | English, Spanish | Mixteco | 9,000 | \$ 27,000.00 | \$ 3.00 | aterials will be provided in Englis |
| | | | | | | #DIV/0! | |
| HIF | Housing, Family Resource Centers | English, Spanish | | 1800 | | \$ - | Only cost(s): associated with printed materials to be added to pre-assembled care packs |

| | | | | | | | |
|--|--|------------------|---------|--------|---------------|---------|--|
| CH, IR, LAT,LGBTQ, LEP, PWD, HIF, SEN, VET, OTH | Housing, Family Resource Centers | English, Spanish | | | | #DIV/0! | |
| CH, IR, LAT,LGBTQ, LEP, PWD, HIF, SEN, VET, OTH | Housing, Family Resource Centers | English, Spanish | | | | #DIV/0! | |
| CH, IR, LAT,LGBTQ, LEP, PWD, HIF, SEN, VET, OTH | Housing, Family Resource Centers | English, Spanish | | | | #DIV/0! | |
| AA,LP,CH,LEP,LAT,LBGT,PWD,SEN,VET,HF | N/A | English, Spanish | | 10,000 | \$5,800 | \$ 0.58 | |
| | | | | | | #DIV/0! | |
| AA, LB, API, CH, FW, HIF, LEP, IR, LAT, LGBTQ, MENA, NAT, OTH, PWD, SEN, VET | Health, Faith-Based, Labor, Business, Rural, Technology and Innovation, Education K-12, Higher Education | English, Spanish | Mixteco | | \$ 223,074.00 | #DIV/0! | |
| AA, LB, API, CH, FW, HIF, LEP, IR, LAT, LGBTQ, MENA, NAT, OTH, PWD, SEN, VET | Health, Faith-Based, Labor, Business, Rural, Technology and Innovation, Education K-12, Higher Education | English, Spanish | Mixteco | | \$ 78,075.90 | #DIV/0! | |
| AA, LB, API, CH, FW, HIF, LEP, IR, LAT, LGBTQ, MENA, NAT, OTH, PWD, SEN, VET | Health, Faith-Based, Labor, Business, Rural, Technology and Innovation, Education K-12, Higher Education | English, Spanish | Mixteco | | \$ 412,686.90 | #DIV/0! | |
| LB, CH, FW, HF, LEP, IR, LAT, LGBTQ, NAT, PWD, SEN, VET | Health, Faith-Based, Labor, Business, Rural, Technology and Innovation, Education K-12, Higher Education | English, Spanish | Mixteco | | \$ 25,000.00 | #DIV/0! | |
| LB, CH, FW, HF, LEP, IR, LAT, LGBTQ, NAT, PWD, SEN, VET | Health, Faith-Based, Labor, Business, Rural, Technology and Innovation, Education K-12, Higher Education | English, Spanish | Mixteco | | \$ 2,000.00 | #DIV/0! | |
| OTH | Funders and Nonprofits | English | | | | #DIV/0! | |
| | | | | | | #DIV/0! | |
| LB, HIF, LAT, SEN | Rural, Education K-12 | English, Spanish | | 10000 | \$ 1,000.00 | \$ 0.10 | |
| LB, HIF, LAT, SEN | Rural, Education K-12 | English, Spanish | | 10000 | \$ 1,000.00 | \$ 0.10 | |
| LB, HIF, LAT, SEN | Rural, Education K-12 | English, Spanish | | 10000 | \$ 1,000.00 | \$ 0.10 | |

| | | | | | | | |
|--|--|------------------|---|-------|--------------|----------|--|
| AA, API, HIF, LAT, LGBTQ, OTH, PWD, SEN | Rural | English | | 5000 | \$ 500.00 | \$ 0.10 | |
| CH, LEP, AA, API, HIF, LAT, LGBTQ, OTH, PWD, SEN | Health | English | | 150 | \$ 500.00 | \$ 3.33 | |
| FW, LEP, IR, LAT, SEN | N/A | English, Spanish | | 1000 | \$ 5,200.00 | \$ 5.20 | |
| LB, CH, LEP, AA, API, HIF, LAT, LGBTQ, OTH, PWD, SEN | N/A | English, Spanish | | 1000 | \$ 2,500.00 | \$ 2.50 | |
| CH, LEP, AA, API, HIF, LAT, LGBTQ, OTH, PWD, SEN | Health | English | | 75 | \$ 500.00 | \$ 6.67 | |
| CH, SEN, LAT, VET, OTH, LB, | Health, Education K-12, Higher Education, Labor, Rural, Senior | Spanish, English | | 44236 | \$ 17,000.00 | \$ 0.38 | |
| CH, SEN, LAT, VET, OTH, LB, | Health, Education K-12, Higher Education, Labor, Rural, Senior | Spanish, English | Over 154 languages supported at call center | 2400 | \$ 3,000.00 | \$ 1.25 | |
| CH, SEN, LAT, VET, OTH, LB, | Health, Education K-12, Higher Education, Labor, Rural, Senior | Spanish, English | Mixteco | 1000 | \$ 10,650.00 | \$ 10.65 | |

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|--|--|------------------|--|------|-------------|----------|--|
| CH, SEN, LAT, VET, OTH, LB, | Health, Education K-12, Higher Education, Labor, Rural, Senior | Spanish, English | | 3000 | \$ 500.00 | \$ 0.17 | |
| AA, LB, HIF, LEP, LAT, SEN, VET | Health, Rural | Spanish, English | | 600 | \$ 1,500.00 | \$ 2.50 | |
| AA, LB, HIF, LEP, LAT, SEN, VET | Health, Rural | Spanish, English | | 500 | \$ 300.00 | \$ 0.60 | |
| CH, FW, HIF, LEP, IR, LAT, LGBTQ, OTH, PWD, AA | Education 0-5, Health | English, Spanish | | 35 | \$ 50.00 | \$ 1.43 | |
| CH, FW, HIF, LEP, IR, LAT, LGBTQ, OTH, AA | Education, 0-5, K-12 | Spanish | | 600 | \$ 200.00 | \$ 0.33 | |
| CH, FW, HIF, LEP, IR, LAT, LGBTQ, OTH, AA, MENA, PWD | Education, 0-5, K-12 | Spanish | | 300 | \$ 100.00 | \$ 0.33 | |
| CH, FW, HIF, LEP, IR, LAT, LGBTQ, OTH, AA, MENA, PWD | Education, 0-5, K-12 | Spanish | | 700 | \$ 300.00 | \$ 0.43 | |
| CH, FW, HIF, LEP, IR, LAT, LGBTQ, OTH, AA, MENA, PWD | Education, 0-5, K-12 | Spanish | | 35 | \$ 100.00 | \$ 2.86 | |
| CH, IR, LAT, LEP, OTH | Education, 0-5, K-12, Labor, Higher Education | spanish | | 150 | \$ 200.00 | \$ 1.33 | |
| CH, IR, LAT, LEP, OTH | Education, 0-5, K-12, Labor, Higher Educaiton | spanish | | 150 | \$ 200.00 | \$ 1.33 | |
| CH, IR, LAT, LEP, OTH | Education, 0-5, K-12, Labor, Higher Educaiton | spanish | | 600 | \$ 600.00 | \$ 1.00 | |
| CH, IR, LAT, LEP, OTH | Education, 0-5, K-12, Labor, Higher Educaiton | spanish | | 200 | \$ 2,000.00 | \$ 10.00 | |
| CH, IR, LAT, LEP, OTH | Education, 0-5, K-12, Labor, Higher Educaiton | spanish | | 100 | \$ 200.00 | \$ 2.00 | |
| CH, IR, LAT, LEP, OTH | Education, 0-5, K-12, Labor, Higher Educaiton | spanish | | 250 | \$ 200.00 | \$ 0.80 | |
| CH, IR, LAT, LEP, OTH | Education, 0-5, K-12, Labor, Higher Educaiton | spanish | | 500 | \$ 100.00 | \$ 0.20 | |

| | | | | | | | |
|---|---|------------------|---------|---------|--------------|----------|--|
| CH, IR, LAT, LEP, OTH | Education, 0-5, K-12, Labor, Higher Educaiton | spanish | | 100 | \$ 1,000.00 | \$ 10.00 | |
| | | | | | | #DIV/0! | |
| LB,FW, LEP, IR, LGBTQ, OTH, PWD, SEN, VET | Entertainment | English, Spanish | Mixteco | 108,000 | \$ 65,000.00 | \$ 0.60 | Spanish rado and TV are among the best media to reach and educate Spanish-speaking residents |
| LB,FW, LEP, IR, LGBTQ, OTH, PWD, SEN, VET | Technology and Innovation | English, Spansh | | 108,000 | | | City absorbs cost of staff time to write and post social media |
| LB,FW, LEP, IR, LGBTQ, OTH, PWD, SEN, VET | Technology and Innovation | English, Spanish | | 108,000 | \$ 20,000.00 | \$ 0.19 | Budget includes iPads and pay 19 hour bilingual workers time and mileage to drive to farms within the City to educate employees about the Census. City absorbs cost of staff time to manage website |
| LB,FW, LEP, IR, LGBTQ, OTH, PWD, SEN, VET | Government | English, Spanish | | 20000 | \$ 10,500.00 | \$ 0.53 | |
| LB,FW, LEP, IR, LGBTQ, OTH, PWD, SEN, VET | Education, Entertainment | English, Spanish | | 30000 | \$ 35,000.00 | \$ 1.17 | Cost is to pay hired 19-hour/week workers at \$20/hour to staff four tables to educate residents. Also, buy them cell phones and/or iPads with data plans for the work so they can answer questions and register people. |
| LB,FW, LEP, IR, LGBTQ, OTH, PWD, SEN, VET | Health, Faith-based, labor, business, Education, Higher Education | English, Spanish | Mixtec | 20000 | \$ 10,000.00 | \$ 0.50 | Brochures, posters, fliers |
| LB,FW, LEP, IR, LGBTQ, OTH, PWD, SEN, VET | Health, Faith-based, labor, business, Education, Higher Education | English, Spanish | Mixtec | 20000 | \$ 10,000.00 | \$ 0.50 | Brochures, posters, fliers |

| | | | | | | | |
|--|------------|------------------|--|--------|--------------|----------|--|
| LB,FW, LEP, IR, LGBTQ, OTH, PWD, SEN, VET | Government | English, Spanish | | 108000 | \$ 11,000.00 | \$ 0.10 | City buses SMAT plus BREEZE carry about 61,000 passengers per month. About \$2,000 per month for utility bills x 5 months (November through Marcha). \$1,000 for posters for all buses and transit centers |
| AA, LB, API, FW, HIF, LEP, PWD, LAT, IR, LGBTQ, MENA, NAT, SEN, VET | N/A | English, Spanish | | 500 | \$ 1,000.00 | \$ 2.00 | |
| AA, LB, API, FW, HIF, LEP, PWD, LAT, IR, LGBTQ, MENA, NAT, SEN, VET | N/A | English, Spanish | | | \$ 3,000.00 | #DIV/0! | |
| AA, LB, API, FW, HIF, LEP, PWD, LAT, IR, LGBTQ, MENA, NAT, SEN, VET | N/A | English, Spanish | | 15000 | \$ 300.00 | \$ 0.02 | |
| AA, API, LEP, LAT, LGBTQ, MENA, NAT | Government | English, Spanish | | 3000 | \$ 120.00 | \$ 0.04 | |
| AA, LB, API, FW, LEP, PWD, LAT, LGBTQ, MENA, NAT, SEN, VET | Government | English, Spanish | | 5400 | \$ 100.00 | \$ 0.02 | |
| CH, FW, LEP | Government | English | | 1000 | \$ 800.00 | \$ 0.80 | |
| VET | Government | English | | 2000 | \$ 800.00 | \$ 0.40 | |
| SEN | Government | English | | 500 | \$ 800.00 | \$ 1.60 | |
| CH, FW, IR, SEN, VET | Government | English | | 1000 | \$ 800.00 | \$ 0.80 | |
| AA, API, FW, HIF, LEP, IR, LAT, LGBTQ, MENA, NAT, OTH, PWD, SEN, VET | N/A | English, Spanish | | 600 | \$ 2,000.00 | \$ 3.33 | |
| AA, API, FW, HIF, LEP, IR, LAT, LGBTQ, MENA, NAT, OTH, PWD, SEN, VET | N/A | English, Spanish | | 6000 | \$ 2,000.00 | \$ 0.33 | |
| AA, API, FW, HIF, LEP, IR, LAT, LGBTQ, MENA, NAT, OTH, PWD, SEN, VET | N/A | English | | 40 | \$ 800.00 | \$ 20.00 | |
| AA, API, FW, HIF, LEP, IR, LAT, LGBTQ, MENA, NAT, OTH, PWD, SEN, VET | N/A | English, Spanish | | 100 | \$ 800.00 | \$ 8.00 | |
| AA, API, FW, HIF, LEP, IR, LAT, LGBTQ, MENA, NAT, OTH, PWD, SEN, VET | N/A | English, Spanish | | 70 | \$ 800.00 | \$ 11.43 | |
| AA, API, CN, LEP,LAT, LGBTQ,MENA, NAT, OTH, PWD | Government | English, Spanish | | 400 | \$ 800.00 | \$ 2.00 | 2 staff |

| | | | | | | | |
|---|------------------|------------------|---------|--------|-------------|---------|---------|
| AA, API, CN, LEP,LAT, LGBTQ,MENA, NAT, OTH, PWD | Government | English, Spanish | | 400 | \$ 800.00 | \$ 2.00 | 2 staff |
| AA, API, CN, LEP,LAT, LGBTQ,MENA, NAT, OTH, PWD | Government | English, Spanish | | 300 | \$ 800.00 | \$ 2.67 | 2 staff |
| AA, API, CN, LEP,LAT, LGBTQ,MENA, NAT, OTH, PWD | Government | English, Spanish | | 3000 | \$ 800.00 | \$ 0.27 | 2 staff |
| AA, API, CN, LEP,LAT, LGBTQ,MENA, NAT, OTH, PWD | Government | English, Spanish | | 22900 | | \$ - | |
| AA, API, CN, LEP,LAT, LGBTQ,MENA, NAT, OTH, PWD | Government | English, Spanish | | 35,600 | \$ 3,000.00 | \$ 0.08 | |
| AA, API, CN, LEP,LAT, LGBTQ,MENA, NAT, OTH, PWD | Government | English, Spanish | | 13000 | \$ 1,000.00 | \$ 0.08 | |
| AA, API, CN, LEP,LAT, LGBTQ,MENA, NAT, OTH, PWD | Government | English, Spanish | | 11500 | \$ 1,000.00 | \$ 0.09 | |
| LAT, IR, OTH | Higher Education | English, Spanish | Chinese | 10000 | \$ 4,000.00 | \$ 0.40 | |
| LAT, IR, OTH | Higher Education | English, Spanish | Chinese | 23000 | \$ 5,000.00 | \$ 0.22 | |

HOMELESS HOUSING, ASSISTANCE AND PREVENTION PROGRAM (HHAP)

PROGRAM GUIDANCE



Gavin Newsom, Governor
Secretary Alexis Podesta, Council Chair

October 29, 2019

Homeless Housing, Assistance, and Prevention Program (HHAP) Program Guidance – October 2019

The California Homeless Coordinating and Financing Council (HCFC) is pleased to announce the Homeless Housing, Assistance, and Prevention Program (HHAP) funding. HHAP program is a block grant program designed to provide jurisdictions with one-time grant funds to support regional coordination and expand or develop local capacity to address their immediate homelessness challenges. Spending must be informed by a best-practices framework focused on moving homeless individuals and families into permanent housing and supporting the efforts of those individuals and families to maintain their permanent housing. HHAP grant program is authorized by AB101 (Chapter 159, Statutes of 2019), which was signed into law by Governor Gavin Newsom on July 31, 2019. This document provides an overview of the HHAP grant program, including timelines with key milestones and program deliverables.

Available Funding

HHAP funding is divided into three categories for distribution.

| Eligible Applicant | Funded Amount | Funding Determination |
|---|---------------|---|
| Continuum of Care (CoC) <i>[Part 1 of Division 31 of the HSC § 50218 (a)(1)]</i> | \$190,000,000 | Based on each CoCs proportionate share of the state's total homeless population based on the homeless point-in time count. |
| City/City that is also a County, with a population of 300,000 or more, as of January 1, 2019. <i>[Part 1 of Division 31 of the HSC § 50218 (a)(2)]</i> | \$275,000,000 | Based on the city's proportionate share of the total homeless population of the region served by the CoC within which the city is located, based on the homeless point-in time count. |
| County <i>[Part 1 of Division 31 of the HSC § 50218 (a)(3)]</i> | \$175,000,000 | Based on the county's proportionate share of the total homeless population of region served by the CoC within which the county is located, based on the homeless point-in time count. |

Eligible Applicants

Eligible applicants who may apply for HHAP program funds are the CoC, as identified by the United States Department of Housing and Urban Development (HUD), large cities (with a population of 300,000 or more), and counties. Successful applicants will be awarded HHAP program funds after entering into a contract with the Business, Consumer Services, and Housing Agency (BCSH). The eligible applicants will administer their own funds separately; however, they are expected to demonstrate regional coordination as outlined in the HHAP program guidance. One of the threshold requirements is that eligible applicants must submit a plan specifying alignment of funds and goals, strategies, and services, both short-term and long-term, to reduce homelessness and make it non-recurring.

For allocations made to the large cities and the counties, those cities and counties are the administrative entity. For allocations made directly to a CoC, the administrative entity means a unit of general-purpose local government (city, county or a city that is also a county), a Joint Powers Authority (JPA), or a nonprofit organization that has (1) previously administered federal Department of Housing and Urban Development (HUD) CoC funds as the collaborative applicant

pursuant to Section 578.3 of Title 24 of the Code of Federal Regulations, and (2) been designated by the CoC to administer program funds. For this application, CoC and administrative entity are used interchangeably.

Eligible Uses

The HHAP program requires grantees to expend funds on evidence-based solutions that address and prevent homelessness among eligible populations. As stated in Health and Safety Code (HSC) § 50219(c)(1-8), eligible uses may include but are not limited to:

- (1) Rental assistance and rapid rehousing;
- (2) Operating subsidies in new and existing affordable or supportive housing units, emergency shelters, and navigation centers. Operating subsidies may include operating reserves;
- (3) Landlord Incentives (including, but not limited to, security deposits and holding fees);
- (4) Outreach and coordination (which may include access to job programs) to assist vulnerable populations in accessing permanent housing stability in supportive housing;
- (5) Systems support for activities necessary to create regional partnerships and maintain a homeless services and housing delivery system;
- (6) Delivery of permanent housing and innovative housing solutions (such as hotel and motel conversions);
- (7) Prevention and shelter diversion to permanent housing; and
- (8) New navigation centers and emergency shelters based on demonstrated need. Demonstrated need for new navigation centers and emergency shelters shall be based on the following:
 - (a) The number of available shelter beds in the jurisdiction;
 - (b) The shelter vacancy rate in the summer and winter months;
 - (c) The percentage of exits from emergency shelters to permanent housing solutions; and
 - (d) A plan to connect residents to permanent housing.

In addition, HSC § 50218(b) states that grantees are required to use at least 8 percent of the program allocation for services that meet the specific needs for homeless youth populations.

Additional Eligible and Ineligible Uses

HHAP program statute has additional mandates on eligible and ineligible uses of program funds. HSC § 50219(d) and (e):

- (1) Eligible applicants may use up to 5 percent of their program allocation on:
 - (a) Strategic homelessness plan, as defined in section 578.7(c) of Title 24 of the Code of Federal Regulations (CFR); and/or
 - (b) For infrastructure development to support coordinated entry systems and Homeless Management Information Systems (HMIS).
- (2) Eligible applicants shall not use more than 7 percent of their program allocation for administrative costs incurred by the city, county, or CoC to administer its program allocation. This does not include staff costs or other costs directly related to implementing or carrying out activities funded by the program allocation.

In addition, HSC § 50218(a)(5) states that program recipients shall not use HHAP program funding to supplant existing local funds for homeless housing, assistance, or prevention. The intent of HHAP program funds is to expand or increase services and housing capacity. HHAP funds cannot replace local funds that are committed to an existing or developing homeless assistance program. However, if funds previously supporting a service or project end or are reduced for reasons beyond the control of the grantee and services or housing capacity will be lost as a result of these funds ending, HHAP program funds may be used to maintain the service or program and are not considered supplanting. Examples include, but are not limited to, a time-limited city and/or county tax or one-time block grant, such as HEAP.

Reimbursement

HHAP program funds should not generally be obligated or expended prior to the effective date of the standard agreement. However, Agency acknowledges there may be circumstances in which reimbursement is necessary to prevent or address homelessness in a given jurisdiction. When considering a reimbursement, the following requirements must be adhered to:

- (1) Reimbursement is not permitted for activities occurring prior to July 1, 2019.
- (2) Reimbursement shall not supplant existing local funds for homeless housing, assistance, or prevention.
- (3) Approval from HCFC must be obtained prior to authorizing reimbursement.
- (4) Capital improvement projects pertaining to emergency shelters and navigation centers are still required to demonstrate need. Eligible applicants are required to submit the following information for HCFC to review and approve or deny such projects:
 - (a) The number of available shelter beds in the jurisdiction;
 - (b) The shelter vacancy rate in the summer and winter months;
 - (c) The percentage of exits from emergency shelters to permanent housing solutions; and
 - (d) A plan to connect residents to permanent housing.

Pre-Application Notices

Point-In-Time (PIT) Count

HSC § 50216(j) states that a jurisdiction may elect to use their 2017 PIT count, instead of their 2019 PIT count, if they can demonstrate all of the following:

- (1) That a significant methodology change occurred between the 2017 and 2019 PIT counts;
- (2) That the significant change in methodology was based on an attempt to more closely align the count with HUD best practices; and,
- (3) That the change was undertaken in consultation with HUD representatives.

To expedite the release of the HHAP NOFA and application, HCFC is requesting eligible applicants who want to elect to use their 2017 PIT count, instead of their 2019 PIT count to determine their HHAP allocation, submit their request and supporting documentation on the forms provided by HCFC, on or before November 1, 2019. However, requests will be accepted until midnight on the day HUD releases the 2019 PIT count. Agency shall review and approve or deny all requests. The notice and forms can be found on the HCFC web-site at www.bcsb.ca.gov/hcfc.

Redirection of Funds

HCFC acknowledges there may be jurisdictions who want to redirect their HHAP program allocation to their partnering CoC, large city (if applicable), or county. Therefore, eligible applicants will be allowed to redirect their HHAP program allocation to the CoC, large city (if applicable), or county that serves the same region it is connected to in lieu of directly applying for their program allocation. The following requirements must be adhered to when redirecting funds:

- (1) The jurisdiction must redirect their entire HHAP program allocation to a single CoC, large city (if applicable), or county that serves the same region.
- (2) Redirected funds shall be used in the jurisdiction entitled to the funds or to provide regional housing or services that serve the population living in the jurisdiction entitled to the funds.
- (3) The eligible applicant receiving funds must clearly identify the intended use of the redirected funds in their program application.
- (4) The eligible applicant receiving funds must comply with the expenditure deadlines as stated in HSC § 50220(a-e). For example, if a large city receives funds from a county, the entire county program allocation must be contractually obligated by May 31, 2023. Funds not contractually obligated by this date would then revert to the CoC serving that region.
- (5) Eligible applicants who are giving and receiving the program allocation will also need to submit a binding resolution or agreement that redirects the funds from one entity to the other and is signed by both jurisdictions. Evidence of such an agreement/resolution must be submitted by midnight on February 15, 2020.

HCFC is requesting any eligible applicants wishing to redirect their program allocation in this way to submit their intent to do so by November 1, 2019. Eligible applicants can decide to redirect funds up until February 15, 2020, when applications are due. Submitting an intent to redirect funds does not obligate the eligible applicant to redirect funds. However, once an application that includes redirected funds is submitted, changes cannot be made. The Intent to Redirect Program Allocation form that must be completed can be found at www.bcsb.ca.gov/hcfc.

Expenditure Deadlines

HHAP program funds must be fully expended by June 30, 2025, as stated in HSC § 50220(e). Funds not fully expended by this date must be returned to Agency and will revert to the General Fund. Obligation and expenditure deadlines for grantees are as follows:

Counties: Counties must contractually obligate their full program allocation on or before May 31, 2023. Any funds that are not contractually obligated by this date shall be reverted to the CoC that serves the county [HSC § 50220(a)(4)(A)(ii)]. Specific to Los Angeles County, funds that are not contractually obligated by this date shall be divided proportionately using the HHAP funding allocation formula among the four CoC's that serve Los Angeles County: City of Glendale CoC, City of Pasadena CoC, the City of Long Beach CoC, and the Los Angeles Homeless Services Authority.

Counties not obligating their full program allocation by this date are required to notify Agency on or before May 31, 2023, of the name of the CoC(s) in which the county is served by, and the

amount of program funds that will be reverted to the CoC(s). By June 30, 2023, the county shall provide Agency with evidence that the funds were transferred and submit an updated budget that clearly identifies the funds that were transferred.

Example:

As of May 31, 2023, a county grantee only contractually obligated 40% of their program allocation.

| Date | Description |
|---------------|---|
| May 31, 2023 | The county must notify Agency on or before May 31, 2023, of the name of the CoC(s) in which the county is served by, and the amount of program funds that will be reverted to the CoC(s). |
| June 30, 2023 | The county shall provide Agency with evidence that the funds were transferred and submit an updated budget that clearly identifies the funds that were transferred. |

CoCs and large cities: CoCs and large cities must contractually obligate no less than 50% of program allocations on or before May 31, 2023. If less than 50% of program funds have been contractually obligated after May 31, 2023, the grantee shall not obligate or expend the difference of remaining funds within the 50% required obligation amount until the following occurs [HSC § 50220(a)(4)(B)(i-ii)]:

- (1) On or before June 30, 2023, the grantee must submit an alternative disbursement plan that includes an explanation for the delay and a plan to fully expend these funds by December 31, 2023. The grantee must submit an updated budget.
- (2) Agency must approve this alternative disbursement plan and will have until July 31, 2023 to review and approve or deny submitted plans.
If the funds identified in the approved alternative disbursement plan are not fully expended by December 31, 2023, the funds shall be returned to Agency.

Example:

As of May 31, 2023, a CoC or large city grantee only contractually obligated 40% of their program allocation.

| Date | Description |
|-------------------|--|
| May 31, 2023 | 40% contractually obligated, 10% not obligated. |
| June 30, 2023 | Submit an alternative disbursement plan to fully expend the 10% that was not contractually obligated by December 31, 2023. |
| July 31, 2023 | Agency to review and approve or deny disbursement plans. |
| December 31, 2023 | Remaining 10% of program funds not fully expended by this date shall be returned to Agency. |

Pre-Application Program Timeline

Beginning in October, the HHAP program team will begin the distribution of key program information and documents. These pre-application materials will help inform the local collaborative process and assist stakeholders as they plan their applications.

| Date | Document | Description |
|--------------------------|--|---|
| October 2019 | Program Guidance | The guidance document includes program details, application information, and program timelines. |
| October 2019- Ongoing | Technical Assistance | Outreach and technical assistance will be conducted by the HHAP team. |
| November 2019 | Application Map and Instructions | An application map and instructions will be released in advance of the HHAP program Notice of Funding Availability (NOFA). The map will walk the applicant thru the application process and the information needed to complete the application. |
| November 2019 | HHAP Application Checklist Tool | The tool is to assist eligible applicants in completing the application narrative. It will also serve as the review tool for the HHAP team when reviewing applications. |
| November 1, 2019 | Submit request to use 2017 PIT count | Target date for eligible applicants to submit their request and justification to use their 2017 PIT count for their program allocation, though applicants have until midnight on the day HUD officially publishes the 2019 PIT county to submit the request |
| November 1, 2019 | Submit intent to redirect HHAP program allocation | Target date for eligible applicants to notify HCFC of their interest in redirecting their program allocation and not apply directly for their HHAP program allocation, though applicants have until February 15, 2020 to decide |
| December 2019 | Frequently Asked Questions (FAQs) and Additional Resources | This document will include additional information and details about the program. |

Application Timeline

HHAP applications will be accepted immediately upon release of the NOFA. Applications must be submitted and received by Agency no later than midnight on February 15, 2020. Agency will award all HHAP program funds by April 1, 2020. Any funds not applied for and awarded by this date will be released for a second round NOFA on a date to be determined by Agency. If after the second round of awards, not all funds have been claimed by all administrative entities, Agency shall work with the Department of Finance to determine if any unallocated funds should revert to the General Fund.

| Date | Document | Description |
|--|--|--|
| Expected in November or December 2019 | 2019 PIT count published | HUD publishes the official 2019 PIT count data. |
| Expected in November or December 2019 | Final date to submit request to use 2017 PIT count | Requests to use the 2017 PIT count must be submitted by midnight on the day HUD officially publishes the 2019 PIT count. |
| Release of the 2019 PIT count + 5 business days | HHAP program allocations published | Agency will publish the program allocations for each eligible applicant and identify if jurisdictions are using the 2017 or 2019 PIT count. |
| Release of the 2019 PIT count + 10 business days | NOFA and Application released | Agency will release the NOFA and application 10 business days after the 2019 PIT count is released by HUD. |
| February 15, 2020 | Final date to submit applications | Applications must be submitted by midnight on this date. Applications can be submitted immediately after the NOFA is opened and will be reviewed as they are received. |
| April 1, 2020 | Final date to make awards | Agency will make awards on a rolling basis; however, all awards will be made by this date. |

Application Process

The HHAP application will be available through an online portal. The application portal will open the same day the NOFA is released. The application does not have a “save” feature and must be completed and submitted in one sitting. Once the application is successfully submitted, the applicant will receive a confirmation email that includes a copy of the application, a tracking number, and a checklist of documents to be submitted to HCFC. The applicant must reply to the email and attach all items listed on the checklist. The application will then be reviewed by HHAP program staff. The eligible applicant will be notified by HHAP program staff if the application is deemed complete or incomplete, along with next steps. Forms can be found on the HCFC web-site at www.bcsb.ca.gov/hcfc.

Application Required Documents

HHAP program funds are intended to support regional coordination and expand or develop local capacity to assist local jurisdictions in addressing their immediate homelessness challenges. Spending must be informed by a best-practices framework focused on moving homeless individuals and families into permanent housing and supporting the efforts of those individuals and families to maintain their permanent housing. Eligible applicants are required to submit a summary of how they will meet the requirements outlined in HSC § 50219(a)(1-9). HCFC will provide an application narrative template that applicants must use and submit as part of the application process. A checklist tool will also be made available to assist eligible applicants in successfully applying for their HHAP program funds. The application narrative includes the following:

- (1) Summary of Homelessness in the CoC, large city, or county:** Eligible applicants shall use the HUD [Longitudinal System Assessment](#) (LSA) and provide a summary of the data on demographics and characteristics of the homeless populations in the jurisdiction. CoCs shall make the LSA available to the large cities and counties. All applicants must submit an electronic copy of their Longitudinal System Assessment (LSA) to HCFC. Large city and county applicants may also include additional information and data that is specific to the region they represent.
- (2) Demonstration of regional coordination:**
 - a. Coordinated entry:
 - i. For applicants that are CoCs, describe how the Coordinated Entry System (CES) currently functions. Include the entity responsible for operating the CES, additional procedures or processes developed to make all persons experiencing homelessness aware of the assessment and referral process to access available housing, including outreach to persons who may experience barriers to accessing the assessment and referral system. Clearly identify barriers or challenges to the CES and plans to address these barriers.
 - ii. For applicants that are large cities or counties, describe how the applicant interfaces with the CES. Clearly identify barriers or challenges to the coordinated system and plans to address these barriers.

- b. Applicants must describe their prioritization criteria and how CES, pursuant to 24 CFR 578.7(a)(8), is used for this process. HHAP funded projects shall align and comply with the core components of Housing First as defined in Welfare and Institutions Code § 8255(b).
- c. Applicants must describe how they have coordinated with their partnering CoC, large city (if applicable), and/or county to identify their share of the regional need to address homelessness, and how the requested funds will help meet the jurisdiction's share of that need.
- d. Applicants must outline how they are involved in efforts to create sustainable, long-term housing solutions for people experiencing homelessness or at risk of homelessness. This may include connecting to and supporting the CoC, communicating and working along-side agencies responsible for city planning and zoning, working more effectively with housing developers and financial and legal service providers, fostering strong community partnerships, and developing or strengthening data and information sharing.

(3) Resources Addressing Homelessness: Applicants must describe their existing programs and resources to address homelessness, and how those resources are integrated or coordinated with applicants from overlapping jurisdictions (i.e. CoC, large city, and/or county).

(4) Partners Addressing Homelessness: Describe partners who are or will be working with the applicant on identified HHAP projects. If projects and/or partners have not been identified at the time of application, describe the process to include partners. Collaborative partners, at a minimum, should include representatives of local homeless service providers, homeless youth programs, law enforcement, behavioral health, county welfare departments, city and county public officials, educators, workforce development, community clinics, health care providers, public housing authorities, and people with lived experience. If there are barriers, such as lack of key stakeholder entities, please explain and include a plan to address identified barriers.

(5) Funding to Address Homelessness: Applicants must include a detailed annual budget that includes all funds currently being used by the applicant to provide housing and homeless services for the homeless populations in their jurisdiction, including all federal, state, and local funds. Where applicable, identify [Homeless Emergency Aid Program \(HEAP\)](#), [California Emergency Solutions and Housing \(CESH\)](#), [No Place Like Home \(NPLH\)](#), and [CalWORKS Housing Support Program \(HSP\)](#) funds. Provide information on the programs supported by the funds identified in the detailed budget and how HHAP program funds will complement these identified funds.

(6) Solutions to Address Homelessness: Overview of the planning efforts to address homelessness. For applicants that submitted a strategic plan for CESH funding, identify the measurable goals from that strategic plan and how HHAP funding will directly impact those goals. For applicants that do not have a strategic plan or did not use CESH to develop a plan, identify measurable goals that HHAP will be expected to achieve. Agency may ask for additional justifications for identified goals.

Examples of measurable goals:

1. Decrease the percent of our jurisdiction's total homeless population that is unsheltered by 10 percentage points annually (baseline of 65% from 2018).
2. Reduce the number of people who become homeless for the first time across our jurisdiction by 20% annually (baseline of 2,000 households from 2018).
3. Increase the percent of successful shelter exits into permanent housing by 5 percentage points annually (baseline of 60%).

The following documents must be submitted by all eligible applicants for an application to be reviewed:

| Document | Description |
|--|---|
| HHAP Application Narrative | Applicants must submit the template provided by HCFC which includes a description of how the applicant will meet HS § 50219(a)(1-9). |
| Annual HHAP Budget | Applicants must submit an annual HHAP budget that includes how HHAP funds will be spent each year throughout the funding period. This budget should complement the elements requested in Section 5: Funding to Address Homelessness, of the HHAP application narrative. |
| Letters of Support | Letters from applicants in overlapping jurisdictions (i.e. CoC, large city, and/or county, acknowledging and agreeing to regional collaboration as described in the application. |
| Redirection of Funds Documents (if applicable) | If redirecting funds, applicants must submit a binding resolution or agreement that redirects the funds from one entity to the other and is signed by both jurisdictions. |
| Authorized Signatory Form | This form identifies person(s) authorized to sign the standard agreement and other required financial forms. |
| Government Tax Identification Number (GovTIN) or Payee Data Record (STD 204) | Forms must be submitted to receive disbursement. |

Disbursement Process

HCFC is committed to disbursing HHAP funds in a timely manner. HHAP program funds will be disbursed within 90 days of the date the application is deemed complete. Once the application is deemed complete, HCFC will prepare and mail the award letter and standard agreement to the applicant/awardee within 30 days. The applicant/awardee will have up to 30 days to review and return the signed standard agreement and Request for Funds Form (RFF). Once HCFC receives the signed standard agreement and RFF from the applicant/awardee, funds will be disbursed within 30 days.

Reporting Requirements

As stated in HSC § 50221(a)(1-4), grantees will need to report on the following, as well as any additional information the agency deems appropriate or necessary:

- (1) An ongoing tracking of the specific uses and expenditures of any program funds broken out by eligible uses listed, including the current status of those funds.

- (2) The number of homeless individuals served by the program funds in that year, and a total number served in all years of the program, as well as the homeless population served.
- (3) The type of housing assistance provided, broken out by the number of individuals.
- (4) Outcome data for individual served through program funds, including the type of housing that an individual exited to, the percent of successful housing exits, and exit types for unsuccessful housing exits.

HCFC will include reporting requirements in the standard agreement executed prior to distribution of HHAP program funds to each CoC, large city, and county. The reporting template, including instructions and definitions will be provided by HCFC at a later date.

In addition to the annual report, grantees will be required to submit a list of sub-recipient awards, which will include the name of the sub-recipient, the amount awarded, and the project type. The final report and list of sub-recipients will be posted on HCFC’s web-site [HSC § 50217(e)(4)].

Annual reports must be submitted to Agency as stated below:

| Date | Document |
|-----------------|------------------|
| January 1, 2021 | Annual Report #1 |
| January 1, 2022 | Annual Report #2 |
| January 1, 2023 | Annual Report #3 |
| January 1, 2024 | Annual Report #4 |
| January 1, 2025 | Annual Report #5 |
| January 1, 2026 | Final Report |

Monitoring

HCFC will use the annual reports submitted to ensure that grantees are on track to expend 100 percent of program funds by June 30, 2025. In addition to the reporting requirements above, it is expected that CoC’s, large cities, and counties will provide direct oversight to recipients of HHAP funds. HCFC will include additional monitoring requirements in the standard agreement executed prior to distribution of HHAP program funds to each CoC, large city, and county.

Contact the Program

HCFC will be providing ongoing technical assistance and training to support CoCs, large cities, and counties in successfully applying for and administering HHAP program funds. Additional information regarding the HHAP program is available on the HCFC [website](#). To receive information releases regarding the HHAP program, please register for the program [listserv](#). If you have questions, please direct them to the HCFC inbox at HCFC@AGENCY.ca.gov.

Definitions

Per HSC § 50216(a-q), below are the definitions for purposes of the HHAP program:

- a) “Agency” means the Business, Consumer Services, and Housing Agency.
- b) “Applicant” means a continuum of care, city, or county.
- c) “City” means a city or city and county that is legally incorporated to provide local government services to its population. A city can be organized either under the general laws of this state or under a charter adopted by the local voters.
- d) “Continuum of care” means the same as defined by the United States Department of Housing and Urban Development at Section 578.3 of Title 24 of the Code of Federal Regulations.
- e) “Coordinated Entry System” means a centralized or coordinated process developed pursuant to Section 578.7 of Title 24 of the Code of Federal Regulations, as that section read on January 10, 2019, designed to coordinate homelessness program participant intake, assessment, and provision of referrals. In order to satisfy this subdivision, a centralized or coordinated assessment system shall cover the geographic area, be easily accessed by individuals and families seeking housing or services, be well advertised, and include a comprehensive and standardized assessment tool.
- f) “Council” means the Homeless Coordinating and Financing Council created pursuant to Section 8257 of the Welfare and Institutions Code
- g) “Emergency shelter” has the same meaning as defined in subdivision (e) of Section 50801.
- h) “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.
- i) “Homeless Management Information System” means the information system designated by a continuum of care to comply with federal reporting requirements as defined in Section 578.3 of Title 24 of the Code of Federal Regulations. The term “Homeless Management Information System” also includes the use of a comparable database by a victim services provider or legal services provider that is permitted by the federal government under Part 576 of Title 24 of the Code of Federal Regulations.
- j) “Homeless point-in-time count” means the 2019 homeless point-in-time count pursuant to Section 578.3 of Title 24 of the Code of Federal Regulations. A jurisdiction may elect to instead use their 2017 point-in-time count if they can demonstrate that a significant methodology change occurred between the 2017 and 2019 point-in-time counts that was based on an attempt to more closely align the count with HUD best practices and undertaken in consultation with HUD representatives. A jurisdiction shall submit documentation of this to the agency by the date by which HUD’s certification of the 2019 homeless point-in-time count is finalized. The agency shall review and approve or deny a request described in the previous sentence along with a jurisdiction’s application for homeless funding.
- k) “Homeless youth” means an unaccompanied youth between 12 and 24 years of age, inclusive, who is experiencing homelessness, as defined in subsection (2) of Section 725 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.

- l) “Housing First” has the same meaning as in Section 8255 of the Welfare and Institutions Code, including all of the core components listed therein
- m) “Jurisdiction” means a city, city that is also a county, county, or continuum of care, as defined in this section
- n) “Navigation center” means a Housing First, low-barrier, service-enriched shelter focused on moving homeless individuals and families into permanent housing that provides temporary living facilities while case managers connect individuals experiencing homelessness to income, public benefits, health services, shelter, and housing.
- o) “Program” means the Homeless Housing, Assistance, and Prevention program established pursuant to this chapter.
- p) “Program allocation” means the portion of program funds available to expand or develop local capacity to address immediate homelessness challenges, in the amount of six hundred fifty million dollars (\$650,000,000).
- q) “Recipient” means a jurisdiction that receives funds from the agency for the purposes of the program.

Master Program Timeline

| Date | Action | Description |
|--|---|---|
| Pre-Application Timeline | | |
| October 2019 | Program Guidance | The guidance document includes program details, application information, and program timelines. |
| October 2019- Ongoing | Technical Assistance | Outreach and technical assistance will be conducted by the HHAP team. |
| November 2019 | Application Map and Application Map Instructions | An application map and instructions will be released in advance of the HHAP program Notice of Funding Availability (NOFA). The map will walk the applicant thru the application process and the information needed to complete the application. |
| November 2019 | HHAP Application Checklist Tool | The tool is to assist eligible applicants in completing the application narrative. It will also serve as the review tool for the HHAP team when reviewing applications. |
| November 1, 2019 | Submit request to use 2017 PIT count | This is the target date for eligible applicants to submit their request and justification to use their 2017 PIT count for their program allocation. |
| November 1, 2019 | Submit intent to redirect HHAP program allocation | Eligible applicants notify HCFC of their interest in redirecting their program allocation and not apply directly for their HHAP program allocation. Redirection of funds will be allowed until February 15, 2020. |
| December 2019 | Frequently Asked Questions (FAQs) | The FAQs include additional information and details about the program. |
| Application, Award, and Disbursement Timeline | | |
| Expected in November or December 2019 | 2019 PIT count published | HUD publishes the official 2019 PIT count data. |
| November - December 2019 | Final date to submit request to use 2017 PIT count | Requests to use the 2017 PIT count must be submitted by midnight on the day HUD officially publishes the 2019 PIT count. |
| Release of the 2019 PIT count + 5 business days | HHAP program allocations published | Agency will publish the program allocations for each eligible applicant and identify if jurisdictions are using the 2017 or 2019 PIT count. |
| Release of the 2019 PIT count + 10 business days | NOFA and Application released | Agency will release the NOFA and application 10 business days after the 2019 PIT count is released by HUD |
| February 15, 2020 | Final date to submit applications | Applications must be submitted by midnight on this date. Applications can be submitted immediately after the NOFA is opened and will be reviewed as they are received. |
| April 1, 2020 | Final date to make awards | Agency will make awards on a rolling basis; however, all awards will be made by this date. |
| Reporting and Spending Timeline | | |
| January 1, 2021 | Annual Report Due | First annual report must be submitted to HCFC on or before this date. Reports are due every January 1, with a final report due January 1, 2026. |
| May 31, 2023 | HHAP program allocations to be contractually obligated | Counties: 100% of program allocation must be contractually obligated. CoCs and large cities: 50% of program allocation must be contractually obligated. **see expenditure deadlines section for details** |
| June 30, 2023 | CoC and large cities must submit an alternative disbursement plan to Agency | CoCs and large cities that did not contractually obligate 50% of their program allocation must submit an alternative disbursement plan **see expenditure deadlines section for details** |

| | | |
|-------------------|--|--|
| June 30, 2023 | Counties must submit proof of program funds to be reverted to the CoC | Counties that did not contractually obligate 100% of program funds must revert remaining funds to the CoC that serves the county. **see expenditure deadlines section for details** |
| July 31, 2023 | Agency to review and approve or deny alternative disbursement plans | Agency will review and approve or deny alternative disbursement plans. |
| December 31, 2023 | Funds identified in an approved alternative disbursement plan must be fully expended | CoCs and large cities with an approved alternative disbursement plan must provide evidence these identified funds have been fully expended. Unspent funds must be returned to Agency **see expenditure deadlines section for additional details** |
| June 30, 2025 | HHAP program allocations to be fully expended | HHAP program funds must be fully expended by the grantee, sub-grantees and/or contractors by this date. **The grantee will have until the final reports are due to pay out all invoices by sub-grantees and/or contractors** |

FAMILY UNIFICATION PROGRAM
MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) has been created and entered into on July 25, 2018

Housing Authority of the County of Santa Barbara
817 W Ocean Ave
Lompoc, CA 93436

Santa Maria/Santa Barbara County Continuum of Care
Housing and Community Development, County of Santa Barbara (CoC) Lead Agency
123 E. Anapamu St., Santa Barbara, CA 93101

Department of Social Services
County of Santa Barbara
Santa Maria
2125 S. Centerpointe Pkwy
Santa Maria, CA 93455

I. Introduction and Goals:

The Family Unification Program aims to provide the child welfare system with the resources necessary to prevent family separation due to homelessness *and* to prevent homelessness among aging-out youth. Eligible families will include those families who are in imminent danger of losing their children to foster care primarily due to housing problems and families who are unable to regain custody of their children primarily due to housing problems. Eligible youth include those who were in foster care any time after the age of 16 who are currently between the ages of 18- 24 (have not reached their 25th birthday) and are homeless or at risk of homelessness.

- a. The HACSB and DSS are committed to serve the FUP families and to maximize the programs benefits and its efficiency by:
 - i. Collaborating closely to create a program responsive to the needs of its community and designing procedures that will facilitate interagency cooperation, allow the collection of data to monitor quality, and ease the

- burden on the participants by sharing forms, establishing a system of tracking referrals and gathering data, and adjust the program's workflow to ease implementation and maintain a consistent tracking process between agencies
- ii. Holding regular meetings [*monthly during the first six (6) months and quarterly thereafter*] between DSS' and HACSB' staff. These meetings will give partners the opportunity to work together to mitigate challenges, such as insufficient documentation from families, and/or failure to attend eligibility and/or annual reexamination appointments and/or join resources to identify decent, safe, sanitary, and affordable housing for FUP participants.
 - iii. Scheduling cross training between HACSB's and DSS' staff to create greater understanding of each other's' programs, roles, and processes.
 - iv. Setting up a pre-eligibility process prior to referring prospective participants to the HACSB to determine if they meet the Housing Authority's admission requirements minimizing the number of referrals that do not qualify for HCV assistance.
 - v. Conducting outreach to other community organizations to advise of the availability of the program and serve as a source of referrals.
 - vi. Working closely with landlords and providing them with information on the many services available to the participants, enhancing tenant viability and minimizing perceived risks landlords may associate with renting to homeless households therefore, increasing the number of units available to the Program's participants.

b. CoC's commitment to cooperate with and assist the HACSB and DSS.

- Collaborating closely to assist in the identification of FUP-Eligible Families and Youth as defined in Part III below to identify and prioritize FUP-eligible youth and families through the Coordinated Entry System.
- Assisting in the design of procedures that will facilitate interagency cooperation, allow the collection of data to monitor quality, and ease the burden on the participants by sharing forms,

establishing a system of tracking referrals and gathering data, and adjust the program's workflow to ease implementation and maintain a consistent tracking process between agencies

- Attending FUP Meetings (*monthly during the first six (6) months and/or quarterly thereafter*) to review challenges encountered and/or to assist in providing services to families referred by the Trust.
- Through the CoC Coordinated Entry System lead agency, working with landlords and providing them with information on the services available to the participants, enhancing tenant viability and minimizing perceived risks landlords may associate with renting to homeless households therefore, increasing the number of units available to the Program's participants.
- Scheduling and attending cross training between HACSB, and the Department of Social Services staff to create greater understanding of each other's' programs, roles, and processes.
- Following a pre-eligibility process prior to referring prospective participants to the HACSB to determine if they meet the Housing Authority's admission requirements minimizing the number of referrals that do not qualify for HCV assistance.

a. HACSB and DSS' goals and standards of success in administering the program.

DSS and the HACSB have defined the following Goals: and Standards of Success

1. **Goal:** Ensure that services, such as counseling, job training programs, and financial literacy courses, are available to and used by FUP participants, to prevent family break-up.

Standard of Success: 95% of FUP families and Youth will have access to the Supportive Services they require.

Standard of Success: 75 % of FUP Families and Youth will participate in the DSS services provided.

2. **Goal:** Prepare FUP youth for success in unassisted housing after their 36 months on FUP

Standard of Success: 75% of FUP youth are living in adequate housing after 6 months of exiting the program.

3. **Goal:** To encourage FUP Families and Youth to enroll in the FSS Program at Voucher Briefing and at least twice annually by outreaching to them.
Standard of Success: 75 %of FUP participants will enroll in the FSS Program
Standard of Success: 80 % of those enrolled will graduate successfully from the FSS Program.
4. **Goal:** Train and empower FUP youth to find and maintain employment or become enrolled full time in post-secondary education.
Standard of Success: 80% of FUP youth are employed or enrolled full time in post-secondary education within 12 months of beginning the FUP program.
Standard of Success: 80 % of FUP youth will enroll in the Family Self Sufficiency Program.
5. **Goal:** Maximize lease up of the program initially and upon turnover.
Standard of Success: Achieve no less than 90 % lease up in the program within 12 months from award.
6. **Goal:** To provide decent, safe and sanitary housing to participating families.
Standard of Success: 75% of participating families and youth will remain housed in affordable, decent, safe and sanitary housing within 12 months from move in.
7. **Goal** Seek and maintain engagement of FUP families and youth in supportive services that would contribute to their stability.
Standard of Success: 75% of participating families and youth will accept and remain engaged in supportive services that would contribute to their stability.

b. Responsibilities of the FUP Liaisons

HACSB's FUP Liaison

The HACSB's FUP Liaison will be responsible for:

- Being the point of contact with the CoC and DSS for all joint activities such as training schedules and materials.
- Creating and maintaining Program Log that maintains track of all referrals received and their process from eligibility to lease up.
- Providing Weekly Performance Reports to Section 8 Director for analysis and initiation of changes in procedure as needed to mitigate challenges encountered and accomplish Standards of Success.
- Coordinating FSS Enrollments with FSS Coordinator to maximize enrollment in the Program and therefore provision of services through the program to FSS Families and Youth.

- Assuring that referrals are scheduled promptly for eligibility appointments and that DSS caseworkers are informed of any delays in processing and/or assistance needed by the clients.
- Coordinating Voucher briefings for FUP families and youth and linking recipients to appropriate HACSB's staff that can facilitate their search for housing.
- Maintain open communications with CoC and DSS to magnify success of goals as delineated for the program.
- Assists Intake and Occupancy staff to facilitate lease signing, renewals and/or landlord negotiations.
- Assures that all HACSB's responsibilities under this MOU are discharged timely and appropriately.

Responsibilities of the DSS' FUP Liaison

- Being the point of contact with the CoC and HACSB. for all joint activities such as training schedules and materials.
- Identify and refer families and youth who are eligible for FUP assistance's Program preference in accordance with DSS' entry procedures with priority given to intact families eligible for FUP assistance.
- Creating and maintaining an FUP Log which tracks of all referrals made to HACSB and their process from eligibility to lease up for future data evaluation.
- Ensuring DSS is assisting the referred youth and families with the FUP application process.
- Ensuring that DSS and HACSB are coordinating housing search assistance for DSS-referred youth and families.
- Attend the FUP Meetings [*monthly during the first six (6) months and/or quarterly thereafter*] to review challenges encountered and/or to assist in providing services to families referred.
- Providing Weekly Performance Reports to the DSS Director (*Child and Youth Services*) or other designated staff person for analysis and initiation of changes in procedure as needed to mitigate challenges encountered and accomplish Standards of Success.
- Maintains open communications with HACSB, and the CoC to magnify success of goals as delineated for the program.
- Assures that all DSS responsibilities under this MOU are discharged timely and appropriately.

Responsibilities of the CoC FUP Liaison

- Being the point of contact with the CoC and DSS for all joint activities such as training schedules and materials.
- To identify and refer homeless households who are eligible for FUP assistance in accordance with the Coordinated Entry policies and procedures with priority given to homeless youth eligible for FUP assistance.
- Creating and maintaining a FUP Log which tracks of all referrals made to DSS for future evaluation purposes.
- Ensuring the CoC is assisting any referred youth and families with the FUP application process.
- Ensuring that the CoC and HACSB are coordinating housing search assistance for CoC-referred youth and families.
- Ensuring that the CoC is collaborating with DSS in family re-unification efforts for CoC-referred families.
- Attend the FUP Meetings [*monthly during the first six (6) months and/or quarterly thereafter*] to review challenges encountered and/or to assist in providing services to families referred by the Trust.
- Maintains open communications with HACSB and DSS to magnify success of goals as delineated for the program.
- Assures that all CoC responsibilities under this MOU are discharged timely and appropriately.

Identification of staff positions at the HACSB, DSS, and CoC who will serve as the lead FUP liaisons.

Lead FUP Liaisons:

Name and Title Of HACSB Staff Position:

Irma Zacharias, Section 8 Manager, Housing Authority of the County of Santa Barbara

Name and Title Of DSS Staff Position

Amy Krueger, Amy Krueger, M.S., Deputy Director, Department of Social Services, County of Santa Barbara

Name and title of CoC staff position:

Kimberlee Albers, Homeless Assistance Programs Manager, County of Santa Barbara

II. Statement of cooperation:

The HACSB and DSS agree to cooperate with HUD, provide requested data to HUD or HUD-approved contractor delegated the responsibility of program evaluation, and follow all evaluation protocols established by HUD or HUD-approved contractor, including possible random assignment procedures.

III. Define the two populations (families and youth) eligible for FUP assistance:

- **FUP-Eligible Family** is defined as a family that the Public Child Welfare Agency (DSS) has certified as a family for whom the lack of adequate housing is a primary factor in the imminent placement of the family's child, or children, in/out-of-home care, or in the delay of discharge of a child, or children, to the family from out-of-home care, and that the HACSB has determined is eligible for a Housing Choice Voucher (HCV).
- **FUP-Eligible Youth** is defined as a youth that the DSS has certified to be at least 18 years old, and not more than 24 years of age, and who has left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act, and is homeless or is at risk of becoming homeless at age 16 or older.

IV. Housing Search Assistance :

The HACSB will assist in the housing search by:

- Providing comprehensive guidance regarding what constitutes an acceptable unit under the program and providing information of available units including information on accessible units as needed and required by HUD regulations.
- Provide information to access GoSection8.com to identify available affordable housing in the community as well as a listing of units available.

- Training through a briefing and a briefing package including detailed information on required steps to obtain approval of a housing unit, including but not limited to, explanation on the calculation or rental amount responsibility, rent reasonability, how to review a lease, fair housing requirements and rights, negotiating with landlord, responsibilities as a tenant and rights and responsibilities as a recipient of a Housing Choice Voucher.
- Information on neighborhoods located in low poverty Census Tracts and counseling regarding the importance of reviewing the amenities in the area to which they move.
- Assistance in rent negotiation and reasonability of rental amounts.
- Budget and Credit Counseling Services through the Family Self Sufficiency Partnerships.
- Family responsibilities under the Housing Choice Voucher Program.
- Availability of the Family Self Sufficiency Program and advantages of enrolling in the Program.

DSS will provide Housing Search Assistance by:

- a. Provide housing search services, which may include but are not limited to the following:
 - Educating participants and landlords about the Program.
 - Visiting prospective rental units with potential voucher holders.
 - Counseling participants in communicating effectively with landlords as needed.
 - Assisting participants in completing rental applications.
 - Assisting participants with credit check fees and security deposits.
 - Providing foreign language translation and interpretation services.
 - Assisting participants in understanding the terms of the lease.
 - Allowing participants to freely exercise their preferences in selecting neighborhoods and buildings in which they want to live.
- b. Leveraging multiple local, state and private funding sources to provide financial assistance with rent deposits, move-in costs and/or furniture and/or directly by DSS.

All the above services will be provided directly by DSS for a period of at least 18 months to FUP-eligible youth receiving rental assistance through the use of a FUP voucher, regardless of age and for a period of 12 months to FUP Families Services

The CoC will provide Housing Search Assistance by:

Through the Continuum of Care Coordinated Entry System lead agency and Rapid Re-Housing which provide housing search assistance to FUP-eligible families and youth across the county to move into areas that will include **low poverty census tracts**.

V. DSS Services to be provided to FUP-eligible youths

- a. Basic life skills information/counseling on money management, use of credit, housekeeping, proper nutrition/meal preparation, and access to health care (e.g., doctors, medication, and mental and behavioral health services).
- b. Counseling on compliance with rental lease requirements and with HCV program participant requirements, including assistance/referrals for assistance on security deposits, utility hook-up fees, and utility deposits.
- c. Providing such assurances to owners of rental property as are reasonable and necessary to assist a FUP-eligible youth to rent a unit with a FUP voucher.
- d. Job preparation and attainment counseling (where to look/how to apply, dress, grooming, relationships with supervisory personnel, etc.).
- e. Educational and career advancement counseling regarding attainment of general equivalency diploma (GED); attendance/financing of education at a technical school, trade school or college; including successful work ethic and attitude models.
- f. Assessment and individual case planning Participation of FUP-eligible youth in the assessment and implementation of actions to address their needs, including developing an individualized case plan regarding services to be received and the youth's commitment to the plan (youth are required to sign a service plan agreeing to attend counseling or training sessions and to take other actions deemed appropriate to the youth's successful transition from foster care).

- g. Moving cost assistance, security deposit assistance, and/or utility startup (including utility arrears).
- h. A current list of other organizations that can help families find units in low poverty census tracts and/or neighborhood tours).
- i. Prepare the FUP youth for the transition working with their case worker to develop a transitional plan that prepares the FUP youth for the eventual expiration of the voucher.

All the above services will be provided for a period of at least 18 months to FUP-eligible youth receiving rental assistance through the use of a FUP voucher, regardless of age. All of these services will be provided by DSS directly or through contract with our Independent Living Program Provider - Family Care Network, Inc.

VI. Services to be provided to FUP-eligible families

1. Post-move counseling will include at least one of the following: budget counseling, credit counseling (including credit restoration counseling), periodic check-ins, subsequent-move counseling if the family or youth decides to move a second time, or landlord-tenant mediation.
2. Financial Assistance for Moving Costs and providing participants with a current list of other organizations that can help families find units in low poverty census tracts
3. Case management including but not limited to, a needs assessment to identify all the family's needs, including housing-related needs and non-housing-related needs (*such as behavioral health, physical health, employment, child care, and other services needed*); referrals to services to address the family's needs; and regular contact (*based on need*) with the family to follow up on these referrals and provide new referrals as necessary. Services will be provided to all Families unless they decline to participate or receive the services.

All the above services will be provided for 12 months to FUP-eligible families receiving rental assistance through the use of a FUP voucher. *All of these services will be provided directly by DSS or through the Front Porch Program providers including Community Action Commission,*

Child Abuse Listening and Mediation, Santa Barbara County First 5, and First 5 funded Family Resource Centers depending on the point in time the family is on its Case Plan.

VI. HACSB Responsibilities

The HACSB will fulfill each of the following responsibilities

- The HACSB will accept families and youths certified by DSS as eligible for the FUP. The HACSB, upon receipt of the DSS list of families and youths currently in the DSS caseload, will compare the names with those of families and youths already on the HACSB's HCV waiting list. Any family or youth on the HACSB's HCV waiting list that matches with the DSS's list will be assisted in order of their position on the waiting list in accordance with the HACSB's admission policies. Any family or youth certified by the DSS as eligible and not on the HCV waiting list will be placed on the waiting list. If the HACSB has a closed HCV waiting list, it will reopen the waiting list to accept a FUP applicant family or youth who is not currently on the HACSB's HCV waiting list. The HACSB will also determine if any families with children, or youths age 18 through 24 on its HCV waiting list are living in temporary shelters or on the street and may qualify for the FUP and will refer such applicants to the DSS.
- Determine if families with children, or youths age 18 through 24 referred by the DSS are eligible for HCV assistance and place eligible families/youths on the HCV waiting list.
- Amend the Section 8 Administrative plan and/or the Family Self Sufficiency Action Plan as appropriate in accordance with applicable program regulations and requirements, to include steps necessary to encourage and incentivize Participation of FUP clients in the Family Self Sufficiency Program.

- Administer the vouchers in accordance with applicable program regulations and requirements.
- Comply with the provisions of this MOU.
- Determine applicants' eligibility to the FUP Program as per HUD regulations and the HACSB's Section 8 Administrative Plan.
- The HACSB upon approval of eligibility of referrals will provide the DSS and/or CoC designated Liaisons with access and information regarding voucher briefing sessions.
- Provide a briefing that will advise clients of all required aspects of continued assistance under the Voucher Program. Including but not limited to:
 1. Step-by-step instructions on how and where to search for a unit; including the concept of portability and where the family can lease a unit and the advantages of renting units in areas of low poverty to allow them to access local amenities.
 2. Explain how rent and subsidy are calculated;
 3. Inform families of their rights under the housing choice voucher program;
 4. Inform families of their responsibilities as housing choice voucher program participants;
 5. Inform families as to the responsibilities of owner under the Housing Assistance Payment Contract.
 6. Clarify the role of the HACSB and its expectations of Housing Choice Voucher program's participants.
 7. Provide voucher recipients with contact information of staff for follow up briefing materials' explanations.
 8. Advantages of enrollment in the Family Self Sufficiency Program and its importance to move towards attaining greater economic mobility and financial stability.
- Scheduling Housing Quality Inspections as soon as possible but within no more than seven (7) business days from receipt of an approved Request for Tenancy Approval.
- Assist clients in understanding their rights and responsibilities under a tenant lease. This includes initiating of tenancy, inspections, lease requirements, termination and appeal processes

- Maintain data that will allow monitoring of the Statement of Goals and Standards of Success.
- Conduct regular meetings (at least quarterly) with the DSS and CoC.
- The HACSB will assist in the housing search by:
 - i. Providing comprehensive guidance regarding what constitutes an acceptable unit under the program and providing information of available units including information on units located in low poverty neighborhoods.
 - ii. Provide information to access GoSection8.com to identify available affordable housing in the community as well as a listing of units available.
 - iii. Providing information on neighborhoods located in low poverty Census Tracts and counseling regarding the importance of reviewing the amenities in the area to which they move.
 - iv. Providing assistance in rent negotiation and reasonability of rental amounts.
 - v. Budget and Credit Counseling Services through the Family Self Sufficiency Partnerships. Note that these services will be provided by Kay Wade, AFC®, Financial Coach through the CFPB Financial Coaching Program at The Workforce Resource Center and/or by Goodwill Industries.
 - vi. Encouragement to enroll in the FSS Program both at the Voucher briefing and at least through follow up biannual outreach.
 - vii. Counseling as needed on compliance with rental lease requirements and with HCV program participant requirements.
 - viii. Job preparation and attainment counseling through their enrollment in the Family Self Sufficiency Program and/or through attendance to FSS Workshops.
 - ix. One on One Goals Planning in the Individual Training and Service Plan when enrolling in the Family Self Sufficiency Program.

All the above listed services will be available to both Youth and Families participating in the FUP Program directly and/or through the Housing Authority of the County of Santa Barbara's partners under the FSS Program as listed above.

- The HACSB will provide post move counseling as needed by mediating conflicts between tenants and landlords and scheduling one on one sessions as needed to review

tenant rights and duties, providing them with the tools to minimize potential housing conflicts and help them become responsible tenants.

- Provide Office Space for DSS' staff to meet with their clients at the HACSB.

VII. DSS Responsibilities

DSS has implemented a system to identify FUP-eligible families and FUP-eligible youths within the agency's caseload, and to review referrals from the HACSB and CoC as follows:

- Families with an open case, and whose children are already in out-of-home care, at high risk for experiencing additional negative child welfare outcomes (e.g., long-term open cases, reentry to the child welfare system in the form of re-reports of abuse or neglect, and repeat open cases), and where housing assistance could help the parent(s) to stabilize and participate in any other services necessary for subsequent reunification will be prioritized. Referrals will be made for all priority families who will be reunifying within 60 days.
- In addition, DSS will identify FUP-eligible youth not currently in its active's caseload by utilizing the CoC Coordinated Entry System which tracks persons entering the Continuum of Care system through a Homeless Management Information System which is used by 18 service providers county wide which allows it to cover the area of service. To further assist DSS in identifying FUP-eligible youth in the community who are no longer part of its active caseload (e.g., *youth that left foster care who are now homeless or at-risk of homelessness*) the CoC will modify its Intake Forms to capture previous participation in the Foster Care Program and it will change its Confidentiality Releases within no later than sixty (60) days from award of the Grant to include DSS in the Release and allow the identification of FUP Eligible Youth (18-24 years) who are no longer part of DSS' active caseload. DSS will then proceed to review these referrals from the CoC for eligibility for the FUP Program and if determined eligible will forward the referrals to the HACSB for Voucher Eligibility.
- DSS will provide written certification to the HACSB that a family qualifies as a FUP-eligible family, or that a youth qualifies as a FUP-eligible youth, based upon the criteria

- established in Section 8(x) of the United States Housing Act of 1937, and the Family Unification Program Notice of Funding Availability for Fiscal Years 2017 and 2018.
- DSS will commit 2 staff to ensure that eligible families and youths are identified and determined eligible in a timely manner. DSS will do this by establishing a process to ensure that the DSS' active caseload is reviewed at least once a month (*when the HACSB has FUP vouchers available*) to identify FUP-eligible families and FUP-eligible youths and refer them to the HACSB. Additionally, the DSS will be prepared to provide referrals to the HACSB within 30 working days of receiving notification from the HACSB about voucher availability.
 - DSS will at least 2 staff positions to provide follow-up supportive services after the youth leases a unit, these services will be funded through the different Programs DSS manages such as Independent Living Program Funds, and/or Transition Age Youth Financial Assistance Program funding.
 - Comply with the provisions of this MOU
 - Upon notification that vouchers have been awarded, train HACSB's staff on DSS referral procedures.
 - Conduct regular meetings monthly for the first six (6) months of the partnership and at least quarterly thereafter with the HACSB and CoC.

IV. CoC Responsibilities

The Continuum of Care is committed to supporting the Family Unification Program with HACSB and DSS. The CoC will fulfill each of the following responsibilities:

- a. Permanent Supportive Housing, the CoC has coordinated outreach to target youth, complete VISPDAT surveys, enter into the Homeless Management Information System resulting in prioritization for housing in the Coordinated Entry System (CES). The CES

Policies and Procedures have specific guidelines to enhance priority and referral when a household requires a security deposit or assistance locating a unit when the participant has a Housing Choice Voucher. This would include FUP eligible families and youth and will likely assist in FUP implementation.

- b. Rapid Re- Housing, Emergency Shelter and Transitional Housing are services provided within the Continuum of Care to FUP eligible families and youth. As described in item a. above.
- c. The CoC will modify its Intake Forms to assure that it captures information necessary to identify FUP-eligible youth in the community who are no longer part of its active caseload (*e.g., youth that left foster care who are now homeless or at-risk of homelessness*) and will refer all individuals so identified to DSS for possible qualification as an FUP Eligible Youth and referral to the HACSB.
- d. **Cash assistance** for security deposits and moving cost assistance is available for vouchered households as part of CoC and Emergency Solutions Grant Rapid Re-Housing funding, which is considered a fractional housing resource, and it will ensure that lease up expenses will not be a barrier to FUP eligible Families and/or FUP Eligible Youth on the Coordinated Entry master list.
- e. The CoC will participate in monthly meetings in the first 6 months of FUP implementation and at minimum participate in regular quarterly meetings conducted by the HACSB and DSS on an on-going basis.
- f. The CoC will comply with the provisions of the MOU.

Signed By:

Robert P. Havlicek Jr., Executive Director, HACSB _____ Date



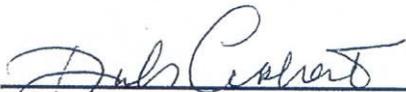
7-25-2018

Daniel Nielson
Director
Department of Social Services
County of Santa Barbara



7/24/18

Sylvia Barnard, CoC Board Chair _____ Date



7/25/18

Dinah Lockhart, CoC Collaborative Applicant Authorized Representative _____ Date



HOUSING AND COMMUNITY DEVELOPMENT DIVISION COMMUNITY SERVICES DEPARTMENT

STAFF REPORT PREPARED FOR CONTINUUM OF CARE BOARD

*Submitted by: Kimberlee Albers
December 5, 2019*

I. PHASE II COMMUNITY ENGAGEMENT

LeSar Development Consultants (LDC), the firm the County retained to develop Phase II of the Community Action Plan to Address Homelessness, facilitated meetings with key stakeholder groups and the community at large. In late October, meetings were held with CoC Board members and strategy champions; people experiencing homelessness in both Santa Maria and Santa Barbara; community members in Santa Maria, Santa Barbara, and Lompoc; service providers; healthcare providers; and elected leaders. During the October 30 special meeting of elected officials, Supervisors Hart and Hartmann were appointed to the Elected Officials Committee on Regional Homelessness Solutions. The next meeting has been scheduled for January 13, 2020 at 4pm in south county; during this meeting, attendees will review the draft plan. Feedback will be included in the plan due to the state on February 15.

II. POINT-IN-TIME COUNT

The 2020 PIT Count is Wednesday, January 29. A reminder that the CoC will be conducting the unsheltered count annually during the surge funding. Home for Good and County HCD are seeking CoC Board Members to serve in leadership roles at each of the logistic centers on the day of the count. Please let Emily Allen or Lucille Boss know if you are interested. Training details will be posted to <https://www.liveunitedsb.org/homeforgoodsbc>

III. HEAP SUPPLEMENTAL PROJECT FUNDING

As noted in the General Review and Rank Policy for Supplemental Project Funding, in the event that supplemental funding is available and there are unfunded, qualified applications, the Competition Facilitator will: contact the unfunded applicant with the highest Review and Rank score and discuss specifics whether the project application, as submitted, could move forward successfully with the amount of funding available. County of Santa Barbara - County Executive Office / Multidisciplinary Approach to Housing the Most Vulnerable Homeless has accepted and will move forward with their HEAP project for approval by Board of Supervisors on December 17.



IV. UPDATES TO STATE LEGISLATORS

In November, County staff met with Assembly Member Monique Limón and Senator Hannah Beth Jackson to provide general updates about County activities. Kimberlee Albers provided updates on issues to address homelessness, which included: Phase I and II overview, strategies and solutions identified and in progress, data to drive further decision-making, units completed and under development, successes, and needs.

V. POSSESSIONS ORDINANCES WORKGROUP IN THE CITY OF SANTA BARBARA

Santa Barbara Alliance for Community Transformation (SB ACT) is facilitating a workgroup focused on addressing community concerns related to possessions/shopping carts, and access to restrooms. Key stakeholders involved in the CoC and CES are engaged in these meetings with SB ACT and the City of Santa Barbara.

VI. CITY OF GOLETA HOMELESSNESS STRATEGIC PLAN

The City of Goleta recently hosted a meeting to gather input as a homeless strategic plan is developed. The City is holding a drop-in Community Open House on the Homelessness Strategic Plan on Wednesday, December 11 from 4:00 – 6:00 p.m. at the Goleta Valley Community Center (5679 Hollister Avenue). The open house is an opportunity for community members to interact one-on-one with City staff and homelessness service providers, as well as share ideas and input on homelessness in our community.

VII. "COMMUNITY MATTERS" OUTREACH

On Veterans Day, the *Santa Barbara News-Press* radio station hosted County HCD and United Way Home for Good staff to discuss community needs and efforts to address homelessness on the "Community Matters" show.

VIII. HOMELESSNESS 101 TRAINING IN GOLETA

United Way Home for Good hosted a "Homelessness 101" training for south county residents to become familiar with many of the interventions and terms associated with homelessness. Attendees gained a much better understanding of the homeless system in Santa Barbara County, including the most up-to-date statistics and best practices for solving homelessness in our community.



IX. HOMELESSNESS COLLABORATIVE ALL-CALL MEETING IN SANTA BARBARA

SB ACT invited service providers, government organizations, community organizations, and community members to the first "all-call" convening of the SB City Homelessness Collaborative. Mayor Murrillo and the City of SB alongside the SB Foundation served as co-conveners of this meeting. They will be working with SB ACT this year to build a collaborative with a shared agenda to address homelessness and homelessness prevention in the city on a whole. County HCD staff presented data available to better inform and discuss project goals, collaborative structure, and ways to get involved.

X. HUD HMIS CE DATA STANDARDS UPDATES IN 2020

HUD launched new data standards on October 1, 2019. County HCD staff trained over 90 HMIS end users on the new data elements. Intake assessments in HMIS have been substituted to collect the new required data. The new CE standards require detailed referral tracking for all participants in the Coordinated Entry System and will provide valuable information on the effectiveness of CES overtime.

XI. 100 DAY CHALLENGE ON YOUTH HOMELESSNESS

The U.S. Department of Housing and Urban Development (HUD), as part of its commitment to ending youth homelessness and in alignment with the goals set forth in the Federal Strategic Plan to Prevent and End Homelessness, has included Santa Barbara to engage in 100-Day Challenges relating to youth homelessness in early 2020. County HCD staff will partner with Fighting Back Santa Maria Valley and Youth & Family Services – CIYMCA in these efforts.

XII. HOUSING FIRST AND PERMANENT SUPPORTIVE HOUSING PRESENTATION TO SANTA BARBARA CITY COUNCIL

County HCD, United Way Home for Good, and the Housing Authority of the City of Santa Barbara presented data, research, definitions, and models as requested by Santa Barbara City Council on November 26.

XIII. INCLEMENT WEATHER SHELTERS DURING RECENT STORM

Freedom Warming Centers activated across the County during the season's first storms. FWC staff faced challenges securing a consistent location in Santa Maria. Good Samaritan Shelter is assisting FWC in Lompoc this season. PATH will begin offering "rain beds" beginning December 1st when weather triggers are met.