



# CONTRA COSTA COUNCIL ON HOMELESSNESS MEETING

## AGENDA

**THURSDAY, JUNE 1, 2023, 1 PM – 3 PM**

**@ 1025 ESCOBAR STREET (ROOM 110A), MARTINEZ, CA 94533**

For more information about parking and access, go to <https://www.contracosta.ca.gov/8368/County-Administration-Building-Access>. While the use of masking is not required, it is recommended. Masks will be available at the meeting.

### MEETING PURPOSE:

The Contra Costa Council on Homelessness, appointed by the Board of Supervisors, provides advice & input on the operations of homeless services, program operations, and program development efforts in Contra Costa County.

### PUBLIC ACCESS AND PUBLIC COMMENT INSTRUCTIONS:

The public may attend this meeting in person at the above location. The public also may attend this meeting remotely via Zoom or call-in. Log-in information and call-in information is provided below.

### HOW TO JOIN THE MEETING VIA ZOOM:

Link to register: <https://homebaseccc.zoom.us/meeting/register/tZclf-uspzovGdR7op72t5-X4nsGdqdpvL-X>  
 How to Join the Meeting Via Call-In: 1-669-444-9171 / Meeting ID: 838 8249 1530

TIME	AGENDA ITEM	PRESENTER
1:00	1. <b>Call to Order</b> - Chair starts the meeting	a. Juno Hedrick, <i>Lived Experience Advisor</i>
1:00	2. <b>Introductions</b> a. Hybrid Meeting Norms b. Roll call of Councilmembers and introduction of guests c. Poll – Who’s in the room?)	a. Juno Hedrick, <i>Lived Experience Advisor</i> b. Juno Hedrick, <i>Lived Experience Advisor</i> c. Juno Hedrick, <i>Lived Experience Advisor</i>
1:14	3. <b>Public Comment</b> - Open period for members of the public to comment on items not listed on the agenda.	a. Members of the public
1:19	4. <b>Minutes</b> a. <b>(ACTION ITEM)</b> REVIEW and APPROVE minutes from the May 4, 2023 Council meeting.	a. Juno Hedrick, <i>Lived Experience Advisor</i>
1:24	5. <b>Continuum of Care Notice of Funding Opportunity Update</b> a. Regular CoC Notice of Funding Opportunity (NOFO) i. Recruiting for Review and Rank Panel	a. Mark Mora, Homebase
1:29	6. <b>Committee Report Outs</b> Report outs from each of the committees below. a. Funding Committee i. <b>(ACTION ITEM)</b> REVIEW and APPROVE revisions to the 2023 Continuum of Care Competition New Housing Project Scoring Tool and Application Process as recommended by the Funding Committee b. Nominating Committee	a. Alex Michel, <i>Homebase</i> b. Jaime Jenett, <i>H3</i> c. Jaime Jenett, <i>H3</i> d. Juno Hedrick, <i>Lived Experience Advisor</i>



# CONTRA COSTA COUNCIL ON HOMELESSNESS MEETING

	<ul style="list-style-type: none"> <li>i. <b>(ACTION ITEM)</b> Recruit and approve ad hoc committee members</li> <li>c. Homelessness Awareness Month Committee               <ul style="list-style-type: none"> <li>i. <b>(ACTION ITEM)</b> Recruit and approve ad hoc committee members</li> </ul> </li> <li>d. Youth Action Council (YAC) Update</li> </ul>	
1:59	<b>7. Old Business</b> <ul style="list-style-type: none"> <li>a. Funding Updates               <ul style="list-style-type: none"> <li>i. Measure X</li> <li>ii. Continuum of Care Special Notice of Funding Opportunity</li> </ul> </li> <li>b. Staff Report</li> </ul>	<ul style="list-style-type: none"> <li>a. Jamie Schecter &amp; Christy Saxton, <i>H3</i></li> <li>b. Jaime Jenett, <i>H3</i></li> </ul>
2:11	<b>8. New Business</b> <ul style="list-style-type: none"> <li>a. <b>(ACTION ITEM)</b> Satellite Meeting Locations)</li> <li>b. <b>(ACTION ITEM)</b> Council Letter Regarding Hybrid Meetings</li> <li>c. Update: California State Association of Counties Legislative Conference</li> <li>d. Learning Corner: Prevention</li> </ul>	<ul style="list-style-type: none"> <li>a. Jaime Jenett, <i>H3</i></li> <li>b. Jo Bruno, <i>Vice Chair &amp; Lived Experience Advisor</i> and Juno Hedrick, <i>Chair &amp; Lived Experience Advisor</i></li> <li>c. Christy Saxton, <i>H3</i></li> <li>d. Jaime Jenett and Mary Fitzgerald, <i>H3</i></li> </ul>
2:46	<b>9. Announcements</b> – Open for all to share announcements about upcoming events and to give brief reports about recent events/trainings relevant to the Council.	<ul style="list-style-type: none"> <li>a. All</li> </ul>
2:51	<b>10. Pin It</b>	<ul style="list-style-type: none"> <li>a. Juno Hedrick, <i>Lived Experience Advisor</i></li> </ul>

### HOW TO PROVIDE PUBLIC COMMENT:

Persons who wish to address the Council on Homelessness during public comment on matters within the jurisdiction of the Council on Homelessness that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should stand where they are sitting when called upon. Those participating via Zoom should indicate they wish to speak by using the “raise your hand” feature in the Zoom app. Those calling in should indicate they wish to speak by pushing “9” on the phone. All public comments will be limited to 2 minutes per speaker. For assistance with remote access contact: [contracostacoc@cchealth.org](mailto:contracostacoc@cchealth.org) or call 925-608-6700. Public comments may also be submitted before the meeting by email at [contracostacoc@cchealth.org](mailto:contracostacoc@cchealth.org) or by voicemail at 925-608-6700. Comments submitted by email or voicemail will be included in the record of the meeting but will not be read or played aloud during the meeting.



# CONTRA COSTA COUNCIL ON HOMELESSNESS MEETING

## Commonly Used Acronyms

Acronym	Definition
APR	Annual Performance Report (for HUD homeless programs)
CARE	Coordinated Assessment and Resource
CCYCS	Contra Costa Youth Continuum of Services
CDBG, CDBG-CV	Community Development Block Grant (federal and state programs) and the federal Community Development Block Grant CARES Act coronavirus allocation.
CESH	California Emergency Solutions and Housing program (state funding)
Continuum of Care (CoC)	Continuum of Care approach to assistance to the homeless. Federal grant program promoting and funding permanent solutions to homelessness.
Con Plan	Consolidated Plan, a locally developed plan for housing assistance and urban development under CDBG.
CORE	Coordinated Outreach Referral, Engagement program
COVID-19	Coronavirus
DOC	Department Operations Center
EHSD	(Contra Costa County) Employment and Human Services Division
EOC	Emergency Operations Center
ESG and ESG-CV	Emergency Solutions Grant (federal and state program) and the federal Emergency Solutions Grant CARES Act coronavirus allocation.
ESG-CV	Emergency Solutions Grant CARES
FMR	Fair Market Rent (maximum rent for Section 8 rental assistance/CoC grants)
HCD	Housing and Community Development (State office)
HEAP	Homeless Emergency Aid Program (State funding)
HEARTH	Homeless Emergency and Rapid Transition to Housing (HEARTH) Act of 2009
HHAP	Homeless Housing and Assistance Program
HMIS	Homeless Management Information System
HOME	Home Investment Partnerships (CPD program)
HUD	U.S. Department of Housing and Urban Development (federal)
MHSA	Mental Health Services Act
NOFA	Notice of Funding Availability
PHA	Public Housing Authority
PUI	Persons Under Investigation
SAMHSA	Substance Abuse & Mental Health Services Administration
SRO	Single-Room Occupancy housing units
SSDI	Social Security Disability Income
SSI	Supplemental Security Income
TA	Technical Assistance
TAY	Transition Age Youth (usually ages 16-24)
VA	Veterans Affairs (U.S. Department of)
VASH	Veterans Affairs Supportive Housing
VI-SPDAT	Vulnerability Index – Service Prioritization Decision Assistance Tool



# COUNCIL ON HOMELESSNESS

June 1, 2023 from 1:00-3:00

# INTRODUCTIONS

Juno Hedrick, *Chair & Lived Experience Advisor*

***Purpose of the Meeting:*** *These are monthly meetings for the Council on Homelessness (COH) to conduct the business of the Council. The Council is the planning body that coordinates the community's policies, strategies, and activities toward preventing and ending homelessness in Contra Costa County.*

# 2023 IN-PERSON / HYBRID MEETING

- As of March 1, 2023, all Council on Homelessness Meetings and CoH Committee meetings are required to convene in person or in a hybrid format
- All CoH members must attend in person unless using a “just cause” exemption

## Just Cause

- A need to care for a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner
- A contagious illness that prevents a member from attending in person;
- A need related to a physical or mental disability that is not otherwise accommodated for; or
- Travel while on official business of the body or another state or local agency.

## Emergency Circumstances

- A physical or family medical emergency that prevents a member from attending in person.

# VIRTUAL ATTENDANCE EXEMPTION

# HYBRID MEETING NORMS

Juno Hedrick, *Chair & Lived Experience Advisor*



# HYBRID MEETING NORMS

1. Masking is recommended but not required (masks are available)
2. Social distancing – red pen = please keep safe distance, black = ask first
3. Raise your hand (actual or virtual) before speaking
4. Say your name before speaking and try to speak as clearly as you can
5. A brief recap of discussion will be provided at the end of each agenda item
6. 2-minute timer for public comments
7. Make and take space – consider your privilege and the other voices who are in and not in the room

# HYBRID MEETING NORMS

8. Minimize distractions like side conversations and cell phone use
9. Food and drink – please clean up and be mindful of smells and allergens
10. Sign-in if you are in-person so we can track attendance
11. Maintain a safe and respectful environment, even when disagreeing
12. This meeting is being recorded
13. If in-person meeting is interrupted for an emergency, the meeting will be suspended or cancelled, case-by-case basis.

# HYBRID MEETING NORMS

An individual may be asked to leave should they behave in a manner that threatens the safety of the group or does not honor these meeting norms.

# ROLL CALL OF COUNCIL MEMBERS

Juno Hedrick, *Chair & Lived Experience Advisor*

# POLL – WHO'S IN THE ROOM?

Juno Hedrick, *Chair & Lived Experience Advisor*

# POLL – WHO'S IN THE ROOM?

- 1) How many Council on Homelessness meetings have you attended?
- 2) Do you have lived experience of homelessness?
- 3) What best describes your racial identity?

# PUBLIC COMMENT

Juno Hedrick, *Chair & Lived Experience  
Advisor*

# MINUTES

Juno Hedrick, *Chair & Lived Experience  
Advisor*



# ACTION ITEM

- Review and approve minutes from the May 4, 2023 Council Meeting.



# CONTINUUM OF CARE NOTICE OF FUNDING OPPORTUNITY

**Recruiting for CoC NOFO Review and Rank  
Panel**– Mark Mora, *Homebase*

**RECRUITING FOR  
COC NOFO  
REVIEW AND  
RANK PANEL**

Mark Mora, *Homebase*

# BACKGROUND

- U.S. Department of Housing and Urban Development (HUD) funds the Continuum of Care (CoC) Program
- Annually releases a Notice of Funding Opportunity (NOFO), competition for approximately 450 Continuums of Care
- FY 2022 CoC NOFO:
  - Released on August 1, 2022, and made approximately \$2.8 billion available nationally
  - Contra Costa was awarded \$17.3 million

# LOCAL REVIEW & RANK PROCESS

- As part of the annual CoC competition, a Review and Rank Panel of non-conflicted Council on Homelessness members scores submitted projects
- Panelists use Council-approved scoring tools:
  - Renewal Housing Project Scoring Tool
  - New Housing Project Scoring Tools

# RECRUITING FOR 2023 REVIEW AND RANK PANEL

- **Eligibility:** CoH member, non-conflicted
- **Role:** review and score applications, participate in review and rank meetings, produce Priority Listing
- **Important activities (will work with panelists on schedule):**
  - Panel orientation (2 hrs)
  - Review and score applications on your own (10-20 hrs)
  - Panel meetings and applicant interviews (3 meetings, each 3-5 hours, over 1-2 weeks)
- **Benefits:** learn about the community and projects serving unhoused folks; build relationships; professional development

# COMMITTEE REPORT OUTS

**Funding Committee (ACTION ITEM)** – Mark Mora,  
*Homebase*

**Nominating Committee (ACTION ITEM)** – Jaime  
Jenett, *H3*

**Homelessness Awareness Month Committee  
(ACTION ITEM)** – Jaime Jenett, *H3*

**Youth Action Council** – Juno Hedrick, Chair and  
Lived Experience Advisor

**FUNDING  
COMMITTEE**

Mark Mora, *Homebase*



# PURPOSE

- Review and approve recommended changes to the following FY 2023 Continuum of Care (CoC) competition documents:
  - *New Housing Project Scoring Tool*
  - *Application Process*
- These changes are recommended by the **Funding Committee**, who annually reviews and recommends revisions to the scoring tools and application process

# SUMMARY OF CHANGES – NEW HOUSING PROJECT SCORING TOOL

1. 3A Agency Experience (p. 9)
  - a. Clearer emphasis on comparable grant experience and spend down of those funds (at least 90%)
2. 3F Lived Experience Engagement (p. 12)
  - a. Create 2 separate strategy groupings – reward higher impact strategies
  - b. Require documentation of strategies
  - c. For DV projects, include survivors of DV in program development
  - d. Example of program feedback – reduce to 1 pt
  - e. Agency board – be inclusive of agencies without a board
  - f. Lived experience advisory board - meet on regular ongoing basis

# SUMMARY OF CHANGES - NEW HOUSING PROJECT SCORING TOOL

## 3. 3G Racial Equity (p. 13)

- a. Create 2 separate strategy groupings – reward higher impact strategies
- b. Require documentation of strategies
- c. Delete mention of internal complaint process – already required by CoC
- d. Delete mention of participant engagement survey – overlap with 3F
- e. Revise training language to be inclusive of “structured conversations

# SUMMARY OF CHANGES – APPLICATION PROCESS

1. Moved “late application” language to Section 6 of Application Process document and added same language to the front page
2. Revised point reduction for late applications
  - a. Previously: 15-point deduction for late applications submitted within 48 hours of deadline, not accepted after 48 hours
  - b. Revised: 5-point deduction for late applications submitted less than 24 hours after the deadline, 7-point deduction if 24-48 hours after deadline, not accepted after 48 hours

# ACTION ITEM

- Approve revisions to the 2023 Continuum of Care Competition New Housing Project Scoring Tool and Application Process as recommended by the Funding Committee.



**NOMINATING  
COMMITTEE**

Jaime Jenett, *H3*

# NOMINATING COMMITTEE: CALL FOR COUNCIL VOLUNTEERS

- **Purpose:** review and revise the application materials for 2024 Council on Homelessness applicants
- **Time Commitment:** 5 hours (4 hours of meetings; 1 hour independent preparation)
- **Schedule TBD**
  - Meeting 1: late July
  - Meeting 2: early August
- **Volunteers Needed:**
  - Between 3-5 CoH members
  - CoH members up for re-application can participate on the Nominating Committee (we will recruit separately for the Nominating Panel)

# ACTION ITEM

- Approve Council on Homelessness members to serve on the 2023 Nominating Committee.





**HOMELESSNESS  
AWARENESS  
MONTH  
COMMITTEE**

Jaime Jenett, *H3*

# HAM ACTIVITIES

Awards

Toolkit

Video

Panel Discussion

Presentation to BOS

Memorial Event

# SCHEDULE

June	July	August	September	October	November	December
<ul style="list-style-type: none"><li>• Recruit</li></ul>	<ul style="list-style-type: none"><li>• Committee decide on activities/tools</li></ul>	<ul style="list-style-type: none"><li>• Committee meet</li><li>• Working Groups start meeting</li></ul>	<ul style="list-style-type: none"><li>• Committee meet</li><li>• Working Groups meet</li><li>• COH vote on awardees</li></ul>	<ul style="list-style-type: none"><li>• Committee meet</li><li>• Publish toolkit</li></ul>	<ul style="list-style-type: none"><li>• Events!</li></ul>	<ul style="list-style-type: none"><li>• Memorial Event</li></ul>

# ACTION ITEM

- Approve Council on Homelessness members to serve on the 2023 Homelessness Awareness Month Committee.



# YOUTH ACTION COUNCIL (YAC) UPDATE

Juno Hedrick, *Chair & Lived Experience Advisor*

# OLD BUSINESS

**Funding Updates** – Jamie Schechter and  
Christy Saxton, *H3*

**Staff Report** – Jaime Jenett, *H3*

# FUNDING UPDATES

Jamie Schechter, *H3*  
Christy Saxton, *H3*

# SPECIAL NOTICE OF FUNDING OPPORTUNITY



On April 17<sup>th</sup>, the US Department of Housing and Urban Development (HUD) announced a second round of funding



Contra Costa awarded \$5.3 million in one-time, three year award



The grant enables CoC to permanently house 28 households with serious challenges and bring stability as they transition from unsheltered homelessness.



# MEASURE X RFP UPDATE

- Applications due March 3, 2023
- Completed interviews with 14 applicants
- Notified applicants of funding recommendations and project scores on Friday, April 28th
- Recommendations approved by Family and Human Services on May 22, 2023
- Forwarded for approval by the full Board of Supervisors at June 13<sup>th</sup> meeting (tentative)

# PROJECT HOMEKEY UPDATE

- H3 submitted application for 54 unit building in San Pablo
- Project named El Portal Place and will house chronically homeless households in efficiency units
- CoC funded rental assistance and support services on site

# STAFF REPORT

Jaime Jenett, *H3*

## NEW BUSINESS

**Satellite Meeting Locations (ACTION ITEM)** – Jaime Jenett, *H3*

**Discussion: Council Letter Regarding Hybrid Meetings** – Jo Bruno, *Vice Chair & Lived Experience Advisor* and Juno Hedrick, *Chair & Lived Experience Advisor*

**Update: California State Association of Counties Legislative Conference** – Christy Saxton, *H3*

**Learning Corner: Prevention** – Mary Fitzgerald, *H3*

# SATELLITE MEETING LOCATIONS

Jaime Jenett, *H3*

# SATELLITE MEETING LOCATION


Could explore creating official “Satellite Meeting Locations” such as County Supervisors Offices , Public Libraries or Community Centers as official locations for Council on Homelessness members to attend meetings from.

# SATELLITE MEETING LOCATIONS

## PRO

- Could reduce travel for COH members
- Could expand access to community members who can't travel to physical location and don't have internet access

## CON

- **Would REMOVE use of "Just Cause" and "Emergency Circumstances" in person exemptions** from other locations for COH members
  - Don't have staffing to provide H3 staff support at each location
  - Still requires in person attendance
  - Cannot guarantee amenities at other locations
  - All locations must be listed on agenda and identified at least 96 hours in advance
- 

# EXAMPLE

- If three members of a seven member Countywide advisory commission participate from a physical location in West County, two members participate from a physical location in Central County, and two members participate from a physical location in East County, then all three locations would be listed on the agenda and the public would be allowed to attend the meeting in person at each location.
- There would be a quorum because all members would be participating at locations within Contra Costa County.
- Each District office would be listed on the agenda and the public would be allowed to attend the meeting in person at each District office.
- Please note, however, that **if more than one physical location is used to hold a hybrid public meeting, then legislative body members may not attend public meetings remotely for “just cause” or “emergency circumstances”** reasons pursuant to AB 2449. This is because the AB 2449 options may only be used when a quorum of the legislative body meets in a single, physical location.





# ACTION ITEM

- Maintain a single physical location for in person Council on Homelessness meetings to maintain option for members to use "Just Cause" and "Emergency Circumstances" exemptions.
  - "Yes" vote means maintaining location as is
  - "No" vote means H3 staff explores Satellite Location options



**DISCUSSION:  
COUNCIL LETTER  
REGARDING HYBRID  
MEETINGS**

*Jo Bruno, Vice Chair & Lived Experience Advisor*  
*Juno Hedrick, Chair & Lived Experience Advisor*

# ACTION ITEM

- Approve Council letter regarding hybrid meetings to go to the Board of Supervisors.



**UPDATE:  
CALIFORNIA STATE  
ASSOCIATION OF  
COUNTIES  
LEGISLATIVE  
CONFERENCE**

Christy Saxton, *H3*

# CALIFORNIA STATE ASSOCIATION OF COUNTIES AT HOME PLAN

Released in March 2023, California's Counties have created the 'AT HOME' Plan to address homelessness equitably and effectively. The AT HOME Plan outlines clear responsibilities aligned with **strong accountability and sustainable funding** for all levels of government.

- ACCOUNTABILITY
- TRANSPARENCY
  
- HOUSING
- OUTREACH
- MITIGATION
- ECONOMIC OPPORTUNITY



**LEARNING  
CORNER:  
PREVENTION**

Mary Fitzgerald, *H3*

# PREVENTION: OVERVIEW

**Purpose:** To prevent a person at-risk of homelessness from becoming homeless, or to *divert* a person experiencing homelessness from entering the homeless response system

- **Housing Problem-Solving**

- Includes landlord/tenant mediation, information and referral, leveraging of a households natural supports



Goal: Housing Retention

# PREVENTION: OVERVIEW

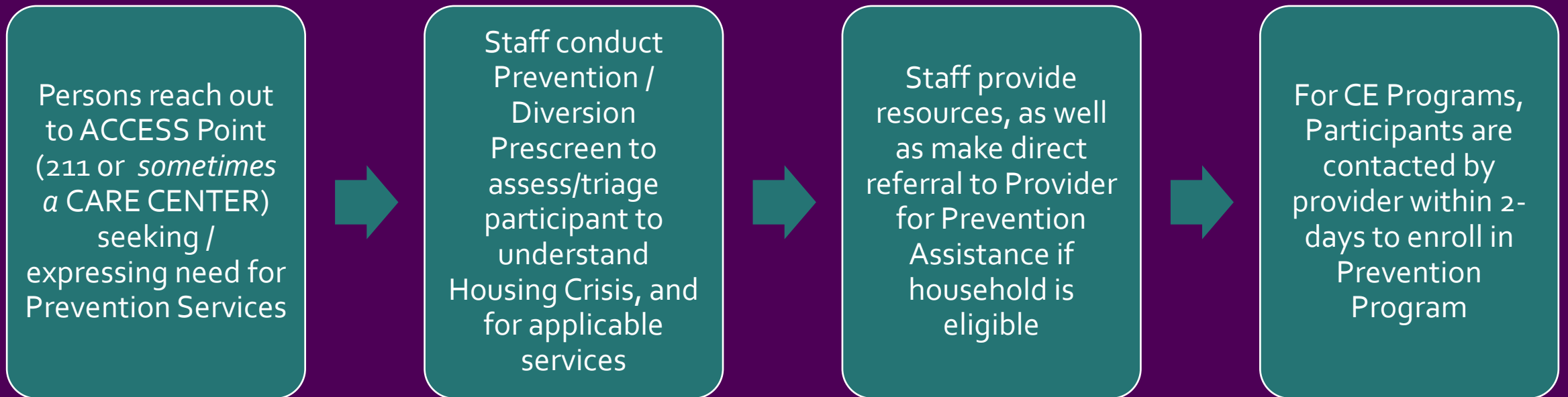
**Eligible Population:** Households who meet HUD's definition of "at-risk of homelessness"

**Financial Assistance:** \$3,000 for individuals, \$5,000 for families

- Rent Arrears
- Deposit
- First Month Rent
- Other costs associated with relocating to more stable housing



# PREVENTION: IMPLEMENTATION



# PREVENTION: POPULATIONS & ACCESS

## Through Coordinated Entry

- Generally not population specific; open to anyone meeting eligibility
- Accessed through CE ACCESS Points / 211

## Targeted Populations with Coordinated Entry as a Partner / Referral Mechanism

- CE Team acts as intermediary between other entities and providers, to support access to and implementation of population specific prevention programs
- Current Examples:
  - Families receiving CalWorks (HSP)
  - Child-Welfare involved families (BFH)
  - Probation (HIP)

## Resources Outside of Coordinated Entry, but still accessible

- Other population specific programs
- Adult Protective Services Programs
- SSVF (Veterans)
- Faith Based Organizations
  
- Note: 211 (ACCES Point) keeps up-to-date information on many prevention programs and offers as many / all possible resources to callers they believe may apply

The background of the slide is a dark, textured surface covered with numerous question marks of varying sizes and colors, including shades of grey, white, and purple. A prominent, semi-transparent purple banner runs horizontally across the middle of the slide. The word "QUESTIONS?" is written in white, uppercase, sans-serif font on this banner.

QUESTIONS?

# ANNOUNCEMENTS

Open for all to share announcements about upcoming events and to give brief reports about recent events/trainings relevant to the Council on Homelessness

PIN IT

Juno Hedrick, *Chair & Lived Experience  
Advisor*

# UPCOMING MEETINGS

- **Next COH Meeting:** Thursday, July 6, 1 – 3 PM (1025 Escobar Street, Martinez + Zoom)
- **CoC Community Meeting (Youth Homelessness):** Tuesday, June 6, 1 – 3 PM (Zoom)
- **Homeless Service Provider Meeting:** Thursday, June 8, 8:30 – 9:30 AM (Zoom)
- **CoC Training (Racial Equity and Homelessness):** Monday, June 12, 10 AM – 12 PM (Zoom)
- **Equity Committee:** Tuesday, June 13, 2 – 4 PM (2120 Diamond Blvd., Concord + Zoom)
- **PATH Innovations Committee:** Thursday, June 15, 9 – 11 AM (2120 Diamond Blvd., Concord + Zoom)
- **Oversight:** moved to July 13<sup>th</sup> from 2:30 – 4:30 PM (2120 Diamond Blvd., Concord + Zoom)



# CONTRA COSTA COUNCIL ON HOMELESSNESS MEETING

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## COUNCIL ON HOMELESSNESS MINUTES

**Date:** Thursday, May 4, 2023, 1 pm – 3 pm

**Recording link:** Available by email request to CChomelesscouncil@cchealth.org

**Council Member Attendance:**

- In-Person (14): Alejandra Chamberlain; Angela Bullock-Hayes; Deanne Pearn; Gabriel Lemus; Jai De Lotto; Janae Thomas; Jo Bruno; Keva Dean; Leslie Gleason; Margaret Schiltz; Mia Fairbanks; Pat Mims; Shawn Ray; Teri House
- Remote (3): Juno Hedrick; Tony Ucciferri; Wayne Earl
- Absent (1): Iman Novin

**Staff Attendance:** Jaime Jenett, H3; Jamie Schecter, H3; Michele Byrnes, Homebase; Tania Morales, Homebase

**Community Attendance:** Ian Erlichman, ACCMA; Kalil Macklin, Anthem Blue Cross; Gita Bahramipour, AODAB; Danielle Aubin, BAART Programs; Jonathan Russell, Bay Area Community Services; Valerie Price, Caminar; Leng Power, City of Concord; Jazmin Ridley, City of Antioch; Ishani Rasanayagam, City of Pittsburg; Peter Myers, Contra Costa County; Denise Clarke, Contra Costa County Office of Education; Nicole Green, Contra Costa Office of Education; John Dante, Community Member; Jacqueline Lopez-Padilla, Community Services Bureau; Adam Down, H3; Caroline Miller, H3; Christy Saxton, H3; Dana Ewing, H3; Jamie Klinger, H3; Jenny Robbins, H3; Kennisha Johnson, H3; Lakisha Langston, H3; Mary Fitzgerald, H3; Mary Moore, H3; Michael Chavez, H3; Michael Fischer, H3; Natalie Siva, H3; Shelby Ferguson, H3; Stephanie Stovall, H3; Yessenia Aguilar, H3; Nicholas Carter, Hope Solutions; Independent Living Resources Center; Bessy Portillo, Journey Health; Stephany Welch, Life Learning Academy SF; Sheila Aceves, Loaves And Fishes of Contra Costa; Rena Moore, Safe Return Project/CAB; Andrea Foti, SHELTER, Inc.; Antwonique Johnson, SHELTER, Inc.; Brandon Wirth, SHELTER, Inc.; James Randolph, SHELTER, Inc.; Janel Fletcher, Shelter, Inc.; Julie Clemens, Shelter, Inc.; Victoria Houchins, SHELTER, Inc.; Eleni Spiru, Swords to Plowshares; Theresa Karr, State of California Senator Bill Dodd; Elizabeth Verdin, The Hume Center; Carmella Kowall, Winter Night's Family Shelter Inc.

Time	Agenda Item	Presenter
1:00	<b>1. <u>Call to Order</u></b> – Chair starts the meeting	a. Jo Bruno, <i>Vice Chair &amp; Lived Experience Advisor</i>
	- Jo Bruno called the meeting to order.	
1:00	<b>2. <u>Introductions</u></b> a. Hybrid Meeting Norms b. Roll call of Council members and introduction of guests c. Poll – Who’s in the room?	a. Jo Bruno, <i>Vice Chair &amp; Lived Experience Advisor</i> b. Jo Bruno, <i>Vice Chair &amp; Lived Experience Advisor</i> and Jaime Jenett, <i>H3</i>



# CONTRA COSTA COUNCIL ON HOMELESSNESS MEETING

	d. Accessibility Tips	c. Jo Bruno, <i>Chair &amp; Lived Experience Advisor</i> d. Jaime Jenett, <i>H3</i>
<p>a. Jo Bruno went over the hybrid meeting norms and guidelines to help ensure that meetings are conducted in a safe and respectful environment that encourages participation and inclusivity.</p> <p>b. Jo Bruno conducted a roll call of Council members and invited guests to introduce themselves in the chat.</p> <p>c. Juno ran the poll activity called “Who is in the room?” with the purpose of getting a sense of who is attending the meeting. The poll was conducted via Mentimeter. All answers are anonymous, and the results are provided below:</p> <p><b>1. Question 1: How many Council on Homelessness meetings have you attended?</b></p> <p><b>Answer:</b> This is my first meeting: 2 (6%)          I’ve attended some meetings: 7 (21%)          I’ve attended a lot of meetings: 24 (71%)          I prefer not to answer: 1 (3%)</p> <p><b>2. Question 2: Do you have lived experience of homelessness?</b></p> <p><b>Answer:</b> Yes, currently 1 (3%)          Yes, within the past 7 years 5 (15%)          Yes, more than 7 years ago 6 (18%)          No 21 (64%)          I prefer not to answer 0</p> <p><b>3. Question 3: What best describes your racial identify?</b></p> <p><b>Answer:</b> African American/Black 5 (12%)          American Indian/Alaskan Native 4 (10%)          Asian/Pacific Islander/Native Hawaiian 1 (2%)          Hispanic/Latinx 10 (24%)          White 17 (40%)          Multi-racial 2 (5%)          I prefer not to answer 1 (2%)          I describe myself in another way 2 (5%)</p> <p>d. Jaime Jenett explained the different Continuum of Care Program Models, elements and descriptions.</p>		
1:23	<b>3. Public Comment</b> – Open Period for members of the public to comment on items not listed on the agenda.	a. Members of the public
<p>- Teri House announced that the City of Antioch opened a 32-unit interim shelter called Opportunity Village. The shelter is being operated by Bay Area Community Services (BACS) and will have capacity for 37 individuals. Teri encouraged agencies to contact Jazmin Ridley at the City of Antioch for placement.</p>		





# CONTRA COSTA COUNCIL ON HOMELESSNESS MEETING

1:28	<p><b>4. Minutes</b></p> <p>a. <b>(ACTION ITEM)</b> REVIEW and APPROVE minutes from the April 6, 2023 Council meeting.</p>	a. Juno Hedrick, <i>Chair &amp; Lived Experience Advisor</i>
<p>Motion</p> <ul style="list-style-type: none"> <li>• State of Motion: <ul style="list-style-type: none"> <li>○ To approve the minutes from the April 6, 2023 Council meeting.</li> </ul> </li> <li>• Discussion <ul style="list-style-type: none"> <li>○ None</li> </ul> </li> <li>• Procedural Record <ul style="list-style-type: none"> <li>○ Motion made by: Teri House</li> <li>○ Seconded by: Wayne Earl</li> <li>○ AYES: Alejandra Chamberlain; Angela Bullock-Hayes; Deanne Pearn; Gabriel Lemus; Jai De Lotto; Janae Thomas; Jo Bruno; Juno Hedrick; Keva Dean; Leslie Gleason; Margaret Schiltz; Mia Fairbanks; Shawn Ray; Teri House; Tony Ucciferri; Wayne Earl</li> <li>○ NOES: None</li> <li>○ ABSTAINS: Pat Mims</li> <li>○ ABSENT: Iman Novin</li> </ul> </li> </ul>		
1:33	<p><b>5. <u>Committee Report Outs- report outs from each of the committees below.</u></b></p> <p>a. Funding Committee</p> <p>i. <b>(ACTION ITEM)</b> REVIEW and APPROVE revisions to the 2023 Continuum of Care Competition Renewal Housing Project Scoring Tool as recommended by the Funding Committee</p> <p>b. Oversight Committee</p> <p>i. <b>(ACTION ITEM)</b> REVIEW and APPROVE revisions Continuum of Care Written Standards as recommended by the Oversight</p> <p>ii. Update: Coordinated Entry Workgroup</p> <p>c. Youth Action Council (YAC)</p> <p>d. Point-In-Time Count Update</p>	<p>a. Mark Mora, <i>Homebase</i></p> <p>b. Mark Mora, <i>Homebase</i> and Mary Fitzgerald, <i>H3</i></p> <p>c. Juno Hedrick, <i>Lived Experience Advisor</i></p> <p>d. Jamie Klinger, <i>H3</i></p>
<p>a. <u>Funding Committee:</u></p> <p>Mark Mora provided an overview of the Funding Committee with the purpose, background, local review and rank process, and summary of recommended revisions to the Renewal Housing Project Scoring Tool for the 2023 Continuum of Care Notice of Funding Opportunity competition.</p> <p>Motion</p> <ul style="list-style-type: none"> <li>• State of Motion: <ul style="list-style-type: none"> <li>○ To review and approve the recommended revisions to the FY 2023 CoC Renewal Housing Project Scoring Tool.</li> </ul> </li> </ul>		



## CONTRA COSTA COUNCIL ON HOMELESSNESS MEETING

- Discussion
  - Deanne Pearn, COH member, suggested adding a companion outcome measure with data to find out if agencies are achieving equitable outcomes with services being provided in the community. Deanne also commented on the importance of the System of Care to create a collective strategy of available translated resources provided in different languages such as Spanish, Tagalog, and Chinese.
  - Based on the conversation above, Jamie Schechter, H3, encouraged agencies to attend the racial equity training on June 12, 2023 as part of the strategies that the CoC is implementing for providers that are part of the NOFO competition. A link of the registration was shared in the chat.
  - Teri House, COH member, shared that the Community Development Block Grant (CDBG) program requires that the county produce a language assistance plan in Spanish, Tagalog, and Chinese as they are the most prevalent non-English languages in the county. In addition to this, the strategy also includes website assistance that offers translation as well as disability access. Gabriel Lemus, COH member, added that there are some specific vital documents that counties are required to translate under the system of care for system-wide programs; the rest of documents fall under the discretion of each agency and program to translate.
- Procedural Record
  - Motion made by: Teri House
  - Seconded by: Deanne Pearn
  - AYES: Alejandra Chamberlain; Angela Bullock-Hayes; Deanne Pearn; Gabriel Lemus; Jai De Lotto; Janae Thomas; Jo Bruno; Juno Hedrick; Keva Dean; Leslie Gleason; Margaret Schiltz; Mia Fairbanks; Pat Mims; Shawn Ray; Teri House; Tony Ucciferri; Wayne Earl
  - NOES: None
  - ABSTAINS: None
  - ABSENT: Iman Novin

### b. Oversight Committee:

Mark Mora shared recommended revisions to the Continuum of Care and Emergency Solutions Grant Written Standards from the Oversight Committee with goals, background, a set of three key revision areas, and anticipated next steps.

### Motion

- State of Motion:
  - To approve the revisions to the Continuum of Care and Emergency Solutions Grant Written Standards as recommended by the Oversight Committee.
- Discussion
  - None.
- Procedural Record
  - Motion made by: Deanne Pearn
  - Seconded by: Leslie Gleason



# CONTRA COSTA COUNCIL ON HOMELESSNESS MEETING

- AYES: Alejandra Chamberlain; Angela Bullock-Hayes; Deanne Pearn; Gabriel Lemus; Jai De Lotto; Janae Thomas; Jo Bruno; Juno Hedrick; Keva Dean; Leslie Gleason; Margaret Schiltz; Mia Fairbanks; Pat Mims; Shawn Ray; Teri House; Tony Ucciferri; Wayne Earl
- NOES: None
- ABSTAINS: None
- ABSENT: Iman Novin

Mary Fitzgerald gave a quick update of the coordinated entry workgroup and shared the highlights and purpose of this group, which had a kick off date on May 9<sup>th</sup>, 2023.

c. Youth Action Council (YAC):

Juno Hedrick mentioned that the group is working on setting up a professional development meeting or safe space that focus on best practices for queer youth experiencing homelessness. More will be shared next month about the progress.

d. Point-In-Time Committee:

Jamie Klinger shared the Point-in-Time and the Housing Inventory Count (PIT/HIC) data with background, definition of homelessness, benefits of conducting the PIT and the HIC data, methods used for unsheltered and sheltered data, 2023 PIT numbers, 2022 and 2023 PIT comparisons, 2023 PIT Count household type, demographic data, HIC data, and key takeaways. Per COH members and general public, the following are data requests that they would like to be considered when H3 presents the final annual report: 1) HMIS trend data to make a comparison of two years before and after COVID-19; 2) Comparison of county-wide demographics for PIT and HMIS counts per jurisdictions that have active homeless programs; 3) Consider changing how we collect demographic data for the Hispanic/Latin(x) under race distribution. Jamie reported that HUD may be making changes on data standard for race in 2024 based on CoC’s feedback; 4) Include city data to understand and identify areas that are present or missing — as an example, the City of Concord reported that there was feedback from unsheltered people that no one visited their encampment during the PIT count — and match the report data to measure failure or success. Jamie reported that the data presented during this meeting was what was submitted to HUB and invited all to review the full report that will be released in June 2023. It was also shared that the HMIS report will have more complete data by city, zip code, and regions. Christy Saxton also clarified that PIT count is performed by observation only by the volunteers.

1:43	<p><b>1. <u>Old Business</u></b></p> <ul style="list-style-type: none"> <li>a. Confirm Council on Homelessness Committee Membership</li> <li>b. Funding Updates               <ul style="list-style-type: none"> <li>i. Measure X</li> <li>ii. Continuum of Care Special Notice of Funding Opportunity</li> </ul> </li> <li>c. Staff Report</li> </ul>	<ul style="list-style-type: none"> <li>a. Jaime Jenett, <i>H3</i></li> <li>b. Jamie Schecter &amp; Christy Saxton, <i>H3</i></li> <li>c. Jaime Jenett, <i>H3</i></li> </ul>
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# CONTRA COSTA COUNCIL ON HOMELESSNESS MEETING

a. Confirm Council on Homelessness Committee Membership:

Jaime Jenett made a call to COH members to review and adjust their current committee memberships per the new changes in the hybrid meeting requirements. The current committee membership with COH members' names was shared on the screen and the meeting schedule was distributed in the package. The following members requested to be removed from their current committees:

- Keva Dean: Funding and PATH Committees
- Wayne Earl: Equity and HMIS Committees
- Pat Mims: Oversight Committee

b. Funding Updates:

Due to time constraints, this agenda item was tabled for the next meeting.

c. Staff Report:

Due to time constraints, this agenda item was tabled for the next meeting.

2:05	<b>6. <u>New Business</u></b> <ul style="list-style-type: none"> <li>a. <b>(ACTION ITEM)</b> Satellite Meeting Locations</li> <li>b. <b>(ACTION ITEM)</b> REVIEW and APPROVE Council Letter Regarding Hybrid Meetings</li> <li>c. Update: California State Association of Counties Legislative Conference</li> </ul>	<ul style="list-style-type: none"> <li>a. Jaime Jenett, H3</li> <li>b. Jo Bruno, <i>Vice Chair &amp; Lived Experience Advisor</i> and Juno Hedrick, <i>Chair &amp; Lived Experience Advisor</i></li> <li>c. Christy Saxton, H3</li> </ul>
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a. Satellite Meeting Locations:

Due to time constraints, this agenda item was tabled for the next meeting.

b. Review and Approve Council Letter Regarding Hybrid Meetings:

Due to time constraints, this agenda item was tabled for the next meeting.

c. Update: California State Association of Counties Legislative Conference:

Due to time constraints, this agenda item was tabled for the next meeting.

2:43	<b>7. <u>Announcements</u></b>	<ul style="list-style-type: none"> <li>a. All</li> </ul>
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a. General Announcements:

- Juno Hedrick, COH member, shared that many states are attempting to pass harmful measures such as bathroom bills and barriers to accessing lifesaving treatments targeting transgender youth and adults. Due to these changes, a potential influx of the transgender population may come to California as a sanctuary state for safety and there might be a need of housing and stability services for these individuals.
- Jai de Lotto, COH member, reported some major changes for the social triage at VAH in Martinez:
  - 1) The walk ins are now on Tuesdays starting at noon and it is taking place at **115 xx Road** in building 25 and not building 19; 2) The phone number for triage has changed. All of this information will be shared via flyer soon.



## CONTRA COSTA COUNCIL ON HOMELESSNESS MEETING

- Leng Power, City of Concord, announced that there will be two community meetings, one on May 25<sup>th</sup> in person and the second one on May 31<sup>st</sup> in virtual format.
- Tony Ucciferri, COH member, announced that Housing Authority of the County of Contra Costa (HACCC) was awarded 41 stability vouchers that are targeted for people who are homeless, at risk of homelessness, domestic violence, or veterans. This requires a partnership with the Coordinated Entry System and more details will be shared soon. Tony also announced that HACCC is hiring for a Supportive Housing Program Manager. Anyone who is interested in applying can do so by visiting the agency's website at <https://contracostahousing.org/>.

2:48

**8. Pin It**

a. Juno Hedrick, *Chair & Lived Experience Advisor*

- The next COH meeting will be on June 1<sup>st</sup>, from 1:00 – 3:00pm at 1025 Escobar Street in Martinez.
- A list of upcoming meetings was shared and will also be sent via email.



# CONTRA COSTA COUNCIL ON HOMELESSNESS MEETING

## Commonly Used Acronyms

Acronym	Definition
APR	Annual Performance Report (for HUD homeless programs)
BIPOC	Black and Indigenous People of Color
CARE	Coordinated Assessment and Resource
CCYCS	Contra Costa Youth Continuum of Services
CDBG, CDBG-CV	Community Development Block Grant (federal and state programs) and the federal Community Development Block Grant CARES Act coronavirus allocation.
CESH	California Emergency Solutions and Housing program (state funding)
Continuum of Care (CoC)	Continuum of Care approach to assistance to the homeless. Federal grant program promoting and funding permanent solutions to homelessness.
Con Plan	Consolidated Plan, a locally developed plan for housing assistance and urban development under CDBG.
CORE	Coordinated Outreach Referral, Engagement program
COVID-19	Coronavirus
DCD	(Contra Costa County) Department of Conservation and Development
DOC	Department Operations Center
EHSD	(Contra Costa County) Employment and Human Services Division
EOC	Emergency Operations Center
ESG and ESG-CV	Emergency Solutions Grant (federal and state program) and the federal Emergency Solutions Grant CARES Act coronavirus allocation.
ESG-CV	Emergency Solutions Grant CARES
FMR	Fair Market Rent (maximum rent for Section 8 rental assistance/CoC grants)
HCD	Housing and Community Development (State office)
HEAP	Homeless Emergency Aid Program (State funding)
HEARTH	Homeless Emergency and Rapid Transition to Housing (HEARTH) Act of 2009
HHAP	Homeless Housing and Assistance Program
HMIS	Homeless Management Information System
HOME	Home Investment Partnerships (CPD program)
HUD	U.S. Department of Housing and Urban Development (federal)
MHSA	Mental Health Services Act
NOFA/NOFO	Notice of Funding Availability/ Notice of Funding Opportunity
PHA	Public Housing Authority
PUI	Persons Under Investigation
PWLE	People With Lived Experience of Homelessness
SAMHSA	Substance Abuse & Mental Health Services Administration
SRO	Single-Room Occupancy housing units
SSDI	Social Security Disability Income
SSI	Supplemental Security Income
TA	Technical Assistance



## CONTRA COSTA COUNCIL ON HOMELESSNESS MEETING

TAY	Transition Age Youth (usually ages 18-24)
VA	Veterans Affairs (U.S. Department of)
VASH	Veterans Affairs Supportive Housing
VI-SPDAT	Vulnerability Index – Service Prioritization Decision Assistance Tool



## FY202~~32~~ COC PROGRAM COMPETITION NEW PROJECT SCORING TOOL

### OVERVIEW

Factor	Points
1. Project's Work is Consistent with HUD and Local Priorities	20
2. Project Design and Readiness	30
3. Agency Capacity	40
4. Efficient Use of Funds	10
<b>Total</b>	<b>100</b>

Note: This tool will be used for reallocated projects and bonus projects.

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FY2023~~2~~ COC PROGRAM COMPETITION  
NEW PROJECT SCORING TOOL

## THRESHOLD CRITERIA

Factor	Points
<b>1. Coordinated Entry</b> Project will participate in coordinated entry to the extent possible for this project type.	N/A
<b>2. HMIS</b> Project will enter data for all CoC-funded beds into HMIS, unless it is serving survivors of domestic violence, in which case it will enter data into a comparable database.	N/A
<b>3. Program Policies &amp; Procedures</b> Project has adopted, or is committed to adopting, policies and procedures that are consistent with minimum HUD requirements.	N/A
<b>4. Participant Eligibility</b> The project will only accept participants that can be documented as eligible for this project's program type based on their housing and disability status.	N/A
<b>5. Equal Access/Fair Housing</b> The project provides equal access and fair housing, and will not discriminate against a program participant or prospective program participant on the basis of race, color, citizenship, national origin, ancestry, religion, sex, age, familial status, disability, actual or perceived sexual orientation, gender identity or expression, marital status, source of income, genetic information, status as a survivor of domestic violence, or other reasons prohibited by law.	N/A

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FY2023~~2~~ COC PROGRAM COMPETITION  
NEW PROJECT SCORING TOOL

## SCORING CRITERIA

All the scoring factors in this tool measure projects' contribution to improving Contra Costa CoC's System Performance by strengthening the overall system of care through data collection, coordination, prioritization, and increasing resources available to end homelessness in Contra Costa. Certain scoring factors relate to specific Performance Measures, as enumerated in each factor. Projects will be scored based on data in the CoC's HMIS, except for projects operated by victim services providers which will be scored based on data from the victim service provider's comparable database.

### 1. PROJECT'S WORK IS CONSISTENT WITH HUD AND LOCAL PRIORITIES (20 PTS.)

Factor 1.A. HUD and Local Priorities <sup>1</sup>	Points
<p>Points will be awarded at the discretion of the Review &amp; Rank Panel within the following ranges, taking into consideration community need:</p> <ul style="list-style-type: none"> <li>• Permanent supportive housing for chronically homeless or DedicatedPLUS = 5 to 10 points               <ul style="list-style-type: none"> <li>○ The full 10 points may only be awarded if:                   <ul style="list-style-type: none"> <li>▪ At least 25 percent of the PSH units will be supported with non-CoC-funded housing or housing subsidies; and/or</li> <li>▪ The project will leverage healthcare resources to provide substance use treatment or recovery services to all interested program participants who qualify; and/or</li> <li>▪ The project will leverage healthcare resources to provide services equal in value to 25 percent of the funding being requested by the project.</li> </ul> </li> </ul> </li> <li>• Rapid re-housing = up to 5 points               <ul style="list-style-type: none"> <li>○ The full 5 points may only be awarded if:                   <ul style="list-style-type: none"> <li>▪ At least 25 percent of the RRH participants will be supported with non-CoC-funded housing or housing subsidies; and/or</li> <li>▪ The project will leverage healthcare resources to provide substance use treatment or recovery services to all interested program participants who qualify; and/or</li> <li>▪ The project will leverage healthcare resources to provide services equal in value to 25 percent of the funding being requested by the project.</li> </ul> </li> </ul> </li> <li>• Joint transitional housing and rapid re-housing = up to 5 points</li> <li>• Coordinated Entry = up to 5 points</li> <li>• HMIS = up to 5 points</li> </ul>	10

<sup>1</sup> HUD System Performance Measures 1, 2, 3, 7

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FY2023~~2~~ COC PROGRAM COMPETITION  
NEW PROJECT SCORING TOOL

Factor 1.B. Project Impact & Responsiveness to Local Need	Scale	Points
Impact of the program in addressing local needs. Consider: <ul style="list-style-type: none"> <li>• Leveraged resources (e.g., site-based housing)</li> <li>• Subpopulations served</li> <li>• Demonstrated need for the project type in the community, experience working with the local population and local partners</li> </ul> Panelists should consider the benefit to the community of funding this new project. Data provided on local needs can help inform if new project will meet existing community needs.	Excellent	10
	Very Good	8
	Good	6
	Fair	4
	Poor	0

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NEW PROJECT SCORING TOOL

**2. PROJECT DESIGN AND READINESS (30 PTS.)**

Consider the overall design of the project in light of its outcome objectives, and the Continuum of Care’s goals that permanent housing programs for homeless people result in stable housing and increased income (through benefits or employment).

Factor 2.A. Program Design <sup>2</sup>	Points
<p><b>For all projects (5pts):</b> Housing where participants will reside is fully described and appropriate to the program design proposed. Program design includes provision of appropriate supportive services.</p> <ul style="list-style-type: none"> <li>• Does the program design include the use of innovative or evidence-based practices?</li> <li>• Will the project be ready to start within HUD’s statutory deadlines (e.g., can demonstrate site control, has plan to identify units, is an expansion of an existing project)?</li> <li>• Is the project staffed appropriately to operate the housing/services?</li> <li>• Are staff trained to meet the needs of the population to be served?</li> <li>• Does the program include involvement of clientele in designing and operating the program?</li> <li>• Does the method of service delivery described include culture-specific/sensitive elements (e.g., trauma-informed care)?</li> <li>• Will the program be physically accessible to persons with disabilities? Are program outcomes realistic but sufficiently challenging given the scale of the project? Are outcomes measurable and appropriate to the population being served?</li> <li>• For Domestic Violence Bonus projects, does the program design include safety, planning, and confidentiality protocols? Does the project demonstrate trauma-informed, victim-centered approaches?</li> </ul> <p><b>Project specific criteria (5 pts):</b> <u>For PSH/RRH (at least 3 of 4 required by HUD and the project must complete the point under the third criteria)</u></p> <ul style="list-style-type: none"> <li>• Does the type of housing proposed, including the number and configuration of units, fit the needs of the program participants (e.g., two or more bedrooms for families)?</li> <li>• Will the type of supportive services that will be offered to program participants ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source?</li> <li>• Does the project have a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply that meets the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education)?</li> <li>• Will the project assist program participants to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some</li> </ul>	10

<sup>2</sup> HUD System Performance Measures 1, 2, 3, 4, 7

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## FY2023~~2~~ COC PROGRAM COMPETITION NEW PROJECT SCORING TOOL

type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing)?

For Joint TH-RRH (at least 4 of 6 required by HUD and the project must complete the point under the fourth criteria)

- Does the type of housing proposed, including the number and configuration of units, fit the needs of the program participants (e.g., two or more bedrooms for families)?
- Will the project provide enough rapid re-housing assistance to ensure that at any given time a program participant may move from transitional housing to permanent housing? (This may be demonstrated by identifying a budget that has twice as many resources for the RRH portion than TH, by having twice as many RRH units at a point in time as TH units, or by demonstrating that the budget and units are appropriate for the population being served.)
- Will the type of supportive services that will be offered to program participants ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source?
- Does the project have a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply that meets the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education)?
- Will the project assist program participants to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of housing)?
- Will the project adhere to a housing first model and adopt low barriers to entry and prioritize rapid placement and stabilization in permanent housing?

For Coordinated Entry: Program design is in alignment with coordinated entry system design envisioned by CoC (at least 3 of the 5 required by HUD and the project must complete the point under the fifth bullet).

- Is the system easily accessible for all persons within the CoC's geographic area, including persons with disabilities, who are seeking information regarding homelessness assistance?
- Is there a strategy for advertising the program that is designed specifically to reach homeless persons with the highest barriers within the CoC's geographic area?
- Is there a standardized assessment process?
- Does the program ensure that program participants are directed to appropriate housing and services that fit their needs?
- Will the project assist program participants to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of housing)?

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FY2023~~2~~ COC PROGRAM COMPETITION  
NEW PROJECT SCORING TOOL

<p><u>For HMIS: Program design is in alignment with CoC’s data needs (at least 3 of the 4 required by HUD).</u></p> <ul style="list-style-type: none"> <li>• Will HMIS funds be expended in a way that is consistent with the CoC’s funding strategy for the HMIS and furthers the CoC’s HMIS implementation?</li> <li>• Will the HMIS collect all Universal Data Elements as outlined in the HMIS data standards?</li> <li>• Will the project be able to unduplicate client records?</li> <li>• Will the project help further the HMIS’s ability to produce all HUD-required reports (APR, quarterly reports, data for CAPER/ESG reporting) and other reports required by federal partners.)</li> </ul>	
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Factor 2.B. Services Capacity and Partnership <sup>3</sup>	Points
<p>There is a committed relationship with a service provider with a signed letter of commitment or MOU; if agency is providing services itself, they have shown they have the funds to do that. Consider:</p> <ul style="list-style-type: none"> <li>• What depth of services will be offered?</li> <li>• Will the services meet the needs of the target population proposed?</li> <li>• How will services be leveraged or funded?</li> <li>• How will the project collaborate with partner organizations for service delivery, including with providers not currently receiving CoC Program funding?</li> </ul>	5

Factor 2.C. Expected Outcomes <sup>4</sup>	Points
<p>Has the agency demonstrated, through past performance in a similar project, in other work providing services in the community, and/or through a partnership, the ability to successfully carry out the work proposed and effectively provide services to people experiencing homelessness? Consider the agency’s ability to demonstrate positive outcomes related to:</p> <ul style="list-style-type: none"> <li>• Measures of housing stability,</li> <li>• Exits to homelessness,</li> <li>• Increased income/benefits,</li> <li>• Progress toward educational goals,</li> <li>• Measures of health and wellness, and/or</li> <li>• Other measures of personal, economic, or housing stability.</li> </ul> <p>For expansion projects, panelists should primarily consider the outcomes for the renewal project that is proposed for expansion.</p>	12

<sup>3</sup> HUD System Performance Measures 2, 3, 7

<sup>4</sup> HUD System Performance Measures 2, 3, 4, 7

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FY202~~32~~ COC PROGRAM COMPETITION  
NEW PROJECT SCORING TOOL

For new projects, panelists should consider an applicant's current ability and methodology to set outcome targets and to measure and track outcomes.

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FY2023~~2~~ COC PROGRAM COMPETITION  
NEW PROJECT SCORING TOOL

**3. AGENCY CAPACITY (40 PTS.)**

Factor 3.A. Agency Experience	Points
<p>Does the agency have the expertise and staffing needed to operate the proposed project? Consider:</p> <ul style="list-style-type: none"> <li>• Does the agency have a clear staffing plan that covers both grant management and performance of grant activities? Can the agency demonstrate its capacity to bring on new programs? (3 pts) Consider:               <ul style="list-style-type: none"> <li>○ Has the agency ramped up a new program in the past 5 years, OR has the agency described a plan to develop capacity to bring on new programs through support from partners, accessing technical assistance and training, and/or accessing support from community network?</li> <li>○ <del>Has the agency provided letter(s) of recommendation from current or former participants, previous funders, or partners?</del></li> <li>○ <del>If the agency has built capacity through partnership, does the application demonstrate that the partnership will continue through the full grant period?</del></li> <li>○ <del>Have the Executive Director and Financial Director (or comparable leadership positions) been with the organization for at least 2 years?</del></li> </ul> </li> <li>• <del>Have the Executive Director and Financial Director (or comparable leadership positions) been with the organization for at least 2 years?</del> Has the agency, members or the agency's Board, or members of the agency's leadership team successful handled at least one other federal grant or other major grant of this size and complexity, either in or out of the CoC? (3<del>2</del> pts) Consider:               <ul style="list-style-type: none"> <li>○ <del>Were at least 90% of the funds spent from such grants?</del></li> <li>○ <del>If the agency has built capacity through partnership, does the application demonstrate that the partnership will continue through the full grant period? (1 pt)</del></li> </ul> </li> </ul> <p>For expansion projects, panelists should also consider the capacity and staffing of the renewal project that is proposed for expansion.</p>	6

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Factor 3.B. Administrative Structure	Points
<p>Does the agency have the procedural and administrative structure needed to meet all grant audit, administrative, and reporting requirements?</p> <ul style="list-style-type: none"> <li>• Does the agency have any outstanding HUD findings and/or financial audit findings? (Panelists will deduct up to 2 pts for outstanding HUD and/or financial audit findings)</li> <li>• Has HUD deobligated any of the agency's grant funds in the past three operating years? (Panelists will deduct up to 2 pts if HUD has deobligated any agency funds in the past three operating years)</li> <li>• Does the application packet that was submitted reflect an agency with capacity that is sufficient to carry out the HUD administrative requirements? (2 pt)</li> </ul>	6

Factor 3.C. HMIS Participation	Points

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<p>Is the agency/program actively participating in HMIS or an alternative database for domestic violence projects, within this CoC or another CoC? Award up to 4 of 4 points for current participation.</p> <ul style="list-style-type: none"> <li>Consider: adherence with HMIS Policies and Procedures, including maintaining client data and confidentiality, collecting all mandatory data elements, assuring accuracy, monitoring data quality, maintaining security, and participating in trainings and HMIS Policy Committee meetings; HMIS or Alternative Database Data Quality Report</li> </ul> <p>If the agency/program does <u>not</u> actively participate in HMIS or an alternative database for domestic violence projects, does the agency/program demonstrate capacity to collect and manage data? Award up to 2 of 4 points, considering:</p> <ul style="list-style-type: none"> <li>Has the agency participated in HMIS in the past?</li> <li>Has an internal database to collect and manage data?</li> <li>What outcomes are tracked?</li> <li>Collecting &amp; tracking outcomes by race and ethnicity?</li> <li>Collecting &amp; tracking outcomes based on other demographics? (e.g. Sexual Orientation, Gender Identity, and Expression)</li> <li>Can you run a data report?</li> <li>Has the org completed HMIS trainings (or other initial steps to HMIS participation)?</li> </ul>	4
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Factor 3.D. CoC Participation	Points
Does the agency and/or project sponsor participate in Contra Costa Council on Homelessness and CoC-related planning meetings? If new to the CoC, has the agency interacted with the CoC and participated in new provider onboarding and other CoC trainings?	3

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NEW PROJECT SCORING TOOL

Factor 3.E. Housing First <sup>5</sup>	Points
<p>Consider the extent to which the proposed project’s policies will include a commitment to identifying and lowering barriers to housing.</p> <ul style="list-style-type: none"> <li>• To what extent will the project’s written policies and procedures ensure that participants are not screened out based on the following criteria? (4 pts)               <ul style="list-style-type: none"> <li>○ Having too little or no income (1 pt)</li> <li>○ Active, or history of, substance use or a substance use disorder (1 pt)</li> <li>○ Having a criminal record (with exceptions for state-mandated restrictions) (1 pt)</li> <li>○ History of domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement) (1 pt)</li> </ul> </li> <li>• To what extent will the project’s written policies and procedures ensure that participants are not terminated from the program for the following reasons? (5 pts)               <ul style="list-style-type: none"> <li>○ Failure to participate in supportive services (with exception for HUD-mandated monthly case management meeting for RRH program participants) (1 pt)</li> <li>○ Failure to make progress on a service plan (1 pt)</li> <li>○ Loss of income or failure to improve income (1 pt)</li> <li>○ Being a survivor of domestic violence (1 pt)</li> <li>○ Any other activity not covered in a lease agreement typically found in the project’s geographic area (1 pt)</li> </ul> </li> <li>• How will the project take proactive steps to minimize barriers to entry and retention? (2 pts)</li> </ul> <p>For expansion projects, panelists should consider the policies and procedures used for the renewal project that is proposed for expansion.</p> <p>For new projects, panelists should consider an applicant’s ability to implement these criteria, looking to an applicant’s experience with comparable projects if available.</p>	11

<sup>5</sup> HUD System Performance Measures 1, 3, 7

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Factor 3.F. Quality Assurance	Points
<p>Does the agency and/or project maintain policies, procedures, and actions to ensure continuous quality improvement? Consider:</p> <ul style="list-style-type: none"> <li>• Does the agency train its staff to ensure high quality of care? (2 pts)</li> <li>• Does the agency monitor program performance using data? (2 pts)</li> </ul>	4

Factor 3.G. Lived Experience Engagement	Points
<ul style="list-style-type: none"> <li>• Does the agency <u>implement each of the 2 strategies below to engage <del>include</del> people with lived experience of homelessness <del>in one or more of the following?</del> <u>One point will be awarded only if both strategies are implemented. In addition to providing narrative, the agency will submit documentation demonstrating each of the strategies cited are being implemented (i.e., recent survey summary, written policy, event flyer, screenshot of webpage information, etc.). Projects that intend to serve survivors of domestic violence must describe how they currently or will involve survivors with lived expertise in the program development and operations. The agency should receive up to 2 points for one strategy, and up to 3 points for more than one strategy. (13 pts):</u> <ol style="list-style-type: none"> <li><u>1. The agency administers lived experience satisfaction surveys.</u></li> <li><u>2. The program involves people with lived experience in program design and operations.</u></li> </ol> </u></li> <li>• <u>Does the agency describe one example of feedback received from participants in the past two years and the way the agency responded to that feedback, including its process for ensuring feedback is implemented and any concrete changes it made to program design, policy, or operations? (1 pt)</u></li> <li>• <u>Has the agency implemented one or more of the strategies below to engage people with lived experience of homelessness? One point will be awarded for 1 strategy. Two points will be awarded for 2 strategies. Three points will be awarded for all 3 strategies. In addition to providing narrative, the agency will submit documentation demonstrating that each of the strategies cited are being implemented (i.e., anonymized board demographic analysis, written policy, job description, meeting agenda, meeting attendance summary, distributed flyer, etc.). (3 pts)</u> <ol style="list-style-type: none"> <li><u>1. The agency <del>has</del> has a board with <del>has</del> at least one <del>homeless or formerly homeless person on its board</del> person with current or past experience of homelessness OR some other regular mechanism for people with lived experience of homelessness to meaningfully impact the agency's strategic direction.</u></li> <li><u>2. The agency's policies and approaches (e.g., job descriptions and/or qualifications, peer support positions, on-the-job training, outreach/recruitment strategies, etc.) are designed to prioritize hiring and retention of people with lived experience or identities that are reflective of</u></li> </ol> </li> </ul>	5

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<p><u>the population served</u> (e.g., race, ethnicity, language, experience of homelessness, disability, experience with the criminal legal system, etc.).</p> <p><del>3.</del> The agency has a <u>Lived Experience Advisory Board</u> <u>that meets on a regular ongoing basis.</u></p> <ul style="list-style-type: none"><li><del>•</del> <u>The agency administers lived experience satisfaction surveys</u></li><li><del>•</del> <u>The program involves people with lived experience in program design and operations</u></li></ul> <p><del>1.3.</del> <u>Does the agency describe one example of feedback received from participants in the past two years and the way the agency responded to that feedback, including its process for ensuring feedback is implemented and any concrete changes it made to program design, policy, or operations? (2 pts)</u></p>	
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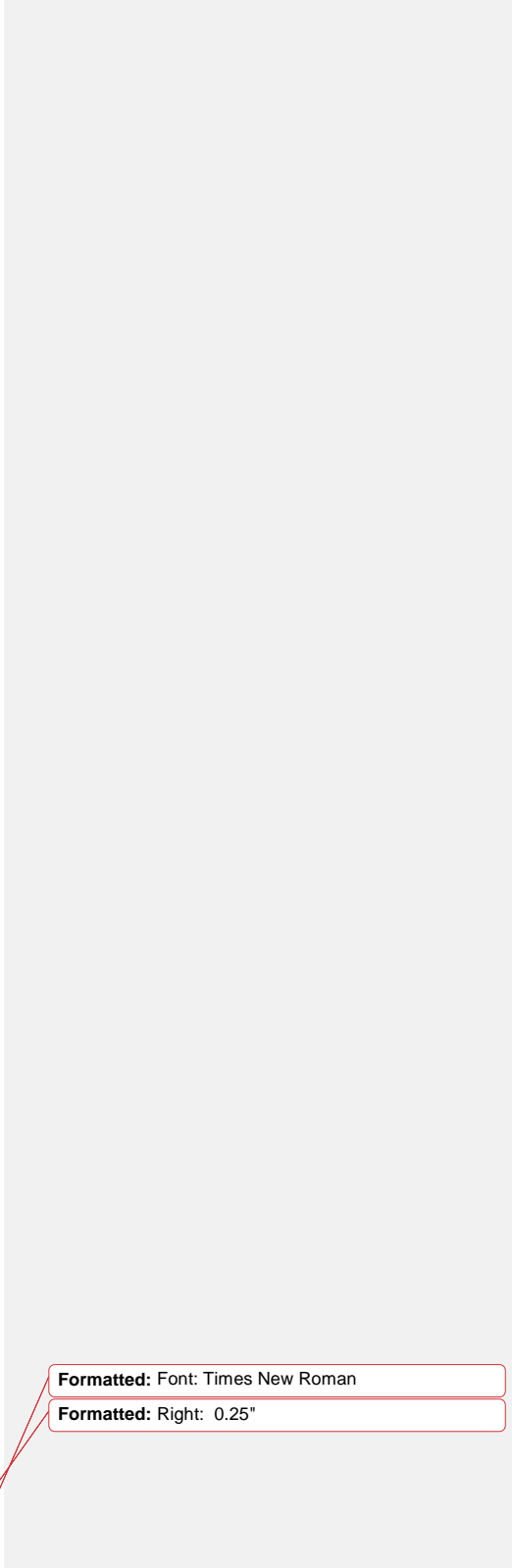
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Factor 3.H. Racial Equity	Points
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<u>Community Definition of Racial Equity:</u> <del>[insert definition from Racial Equity Workgroup]</del>	4
<ul style="list-style-type: none"> <li>• <del>Has-Does</del> the agency implement <del>each of the 4ed one or more of the</del> strategies below to advance racial equity? <del>One point will be awarded only if all 4 strategies are implemented. In addition to providing narrative, the agency will submit documentation demonstrating that each of the strategies cited are being implemented (i.e., written policy, job description, screenshot of webpage information, distributed flyer, etc.).One point will be awarded for 1 strategy. Two points will be awarded for 2-3 strategies. Three points will be awarded for 4+ strategies. (13 pts)</del> <ul style="list-style-type: none"> <li>○ <del>Public written commitment to address/eliminate racial and ethnic inequities is included in the organization’s mission, vision, goals, etc.</del></li> <li>○ <del>Written materials are provided in Spanish, Tagalog, and Chinese, as well as other languages as necessary.</del></li> <li>○ <del>Staff receive training and support regarding racial equity, including structured conversations within the agency and training provided by the CoC around racial equity, understanding the barriers participants may face that are related to their race, ethnicity, or cultural background, and staff’s role and tools for addressing them. The CoC will also provide a resource list for racial equity training.</del></li> <li>○ <del>Staff regularly review project data on populations being served, outcomes, and performance metrics by race and ethnicity.</del></li> </ul> </li> <li>• <del>Does the agency implement one or more of the strategies below to advance racial equity? One point will be awarded for 1 strategy. Two points will be awarded for 2 strategies. Three points will be awarded for 3+ strategies. In addition to providing narrative, the agency will submit documentation demonstrating that each of the strategies cited are being implemented (i.e., written policy, meeting agenda, job description/posting, sample staff workplan, screenshot of webpage information, distributed flyer, etc.) (3 pts)</del> <ul style="list-style-type: none"> <li>○ <del>Internal structures exist to address issues of racial equity and barriers participants face that are related to their race, ethnicity, of cultural background (i.e., formal or informal complaint resolution process, community advisory body, equity committee).</del></li> <li>○ <del>Participant engagement strategies (advisory board, surveys, etc) reach and engage a diverse set of participants that reflect the racial, ethnic, cultural, and language diversity of the population served</del></li> <li>○ <del>Strategies exist to recruit, retain, and develop staff who represent communities of color and/or speak languages frequently encountered by the organization, including Spanish, Tagalog, Chinese, and other languages as necessary.</del></li> <li>○ <del>Staff receive training and support around racial equity, understand the barriers participants may face that are related to their race, ethnicity, or cultural background, and staff’s role and tools for addressing them</del></li> <li>○ <del>Racial equity and cultural responsiveness knowledge, skills and practices are part of staff job descriptions and workplans.</del></li> <li>○ <del>Public reports on populations being served, outcomes, and performance metrics by race and ethnicity</del></li> </ul> </li> </ul>	

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<p><del>○ <u>Written materials are provided in Spanish, Tagalog, and Chinese, as well as other languages as necessary</u></del></p>	
<p><del>○ <u>Translation and interpretive services are provided in Spanish, Tagalog, and Chinese, as well as other languages as necessary.</u></del></p>	
<p><del>○ <u>Does the agency describe in detail at least one strategy it has implemented that advances racial equity within the organization or within its projects and services? The agency may describe one of the strategies listed above in more detail, or it may describe a strategy not included on the list above. (1 pt)</u></del></p>	

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**4. EFFICIENT USE OF FUNDS (10 PTS.)**

Factor 4.A. Budget	Points
<p>Is budget clearly articulated, with no unnecessary or unexplained items? Consider:</p> <ul style="list-style-type: none"> <li>• Does the budget show that the project will have enough resources to provide high-quality, reliable services to the target population? (2 pts)</li> <li>• Does the budget show that the project will match/leverage significant outside resources (funding, staff, building space, volunteers, etc.) rather than rely entirely on CoC funds? Are the outside sources realistic? (2 pts)</li> <li>• Does the budget show that the project is taking appropriate measures to promote cost effectiveness? (1 pt)</li> </ul> <p>For expansion projects, panelists may also consider the efficient use of funds factors of the renewal project that is proposed for expansion.</p>	5
Factor 4.B. Financial Management	Points
<p>Has the applicant submitted their most recently completed independent audit of their nonprofit financial statements?</p> <ul style="list-style-type: none"> <li>• If so, does the audit demonstrate the agency's capacity to maintain adequate control over all funds, property, and other assets to ensure they are used solely for authorized purposes?</li> </ul> <p>If the applicant has not completed an independent audit:</p> <ul style="list-style-type: none"> <li>• Have they submitted unaudited financial statements and articulated their plan to meet federal financial management requirements?</li> </ul>	5

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# FY 2023 CoC Program CoC Application Process

## CONTRA COSTA COC APPLICATION PROCESS

This document is a tool to support the fair, transparent, and objective administration of the HUD CoC Program Competition process. The following sections outline the Council on Homelessness's policies as related to designing, operating and following a collaborative local process for the development of HUD Continuum of Care Program applications and approval of submission of applications as required by C.F.R. 578.9.

Please note: any late application received less than 24 hours of the due date/time will receive a 5-point score reduction. Any late application received between 24-48 hours of the due date will receive a 7-point score reduction. Late applications received after 48 hours will not be accepted. Incomplete applications cannot be cured for the CoC Review and Rank Panel scoring process but must be corrected prior to HUD submission.

### Section 1. APPLICATION OVERVIEW

The Council on Homelessness (Council) prepares and oversees the applications for funds administered by HUD under the HEARTH Act. The Council on Homelessness is designed to assist individuals—including unaccompanied youth—and families experiencing homelessness and to provide the services needed to help individuals move into transitional and permanent housing, with the goal of long-term stability. The Council's HUD CoC Program funds are granted annually based on a national competition following the release of a Notice of Funding Availability (NOFA). It is a primary responsibility of the Council to oversee the application for those funds.

### Section 2. COLLABORATIVE APPLICANT

The Council designates Contra Costa County Health, Housing, and Homeless Services Division as the annual HUD CoC Program Collaborative Applicant. The Collaborative Applicant (or its designee) is responsible for leading and supporting all aspects of the annual HUD CoC Program application process, including submission of the Consolidated Application consisting of 1) the CoC Application; 2) the CoC's Priority List of Projects; and 3) all Project Applications.

The Collaborative Applicant may identify and designate a neutral third party to facilitate the CoC Program Competition, including facilitating the development of scoring tools, implementation of technical assistance, support drafting the CoC application, and administration of the project application review and ranking process.



## FY2023 COC PROGRAM- COC APPLICATION PROCESS

### **Section 3. OVERVIEW OF PROJECT REVIEW PROCESS AND APPLICATION SUBMISSION TIMELINE**

Immediately after HUD's Continuum of Care Program Notice of Funding Availability (NOFA) is released, the Collaborative Applicant (or its designee) will coordinate and carry out all of activities needed to successfully submit an application on behalf of the CoC. The following is an overview of the local competition process and tasks for CoC Program application submission. The process and timeline are subject to change annually, depending on HUD's requirements as outlined in the NOFA.

- Community Debrief of the preceding year's application, funding, and competition process
- COC/ESG Committee meets to discuss scoring criteria for project applications
- Selection of non-conflicted Review & Rank Panelists
- Council convenes to approve scoring tools and Review & Rank Panel
- Mandatory Technical Assistance Workshop held for current and prospective Project Applicants
- Project Applications are submitted through a designated portal
- Review & Rank Panel convenes to evaluate and score project applications and conduct Project Applicant interviews
- Review & Rank Panel ranks projects on a Priority List and recommends projects for inclusion in the CoC Application for funding from HUD
- Priority Listing is publicized and appeals process opens for eligible project applicants
- If necessary, Appeals Committee convenes to make final decision on Priority Listing
- Council convenes to approve Priority Listing
- Collaborative Applicant drafts CoC Application
- Final Priority Listing, CoC Application, and Project Applications are made available for public comment
- Collaborative Applicant submits final Consolidated Application to HUD

### **Section 4. SCORING TOOLS**

Prior to the NOFA release, the Council will request that the CoC/ESG Committee convene to design and/or revise scoring tools and any corresponding local application materials to assist in the CoC review and ranking of all renewal and new project applications. The CoC/ESG Committee reviews data and analytics from the local HMIS and Coordinated Entry System, year-over-year CoC project and funding information, funding and project opportunities and strategies available in the current HUD NOFA release, and local demographic trends. That data and information is then used to develop and update scoring tools for the purpose of effectively evaluating the current local need for subpopulation focuses and project and bed type, as well as project performance and impact.

The scoring tools will take into consideration both local and HUD priorities, including projects serving populations with severe needs and vulnerabilities, such as persons experiencing chronic homelessness, mental illness, substance use disorders, and survivors of domestic violence.



## FY2023 COC PROGRAM- COC APPLICATION PROCESS

The scoring tools may also establish threshold criteria reflective of local and HUD priorities, which all project applications are expected to meet. This criteria may include factors such as coordinated entry and HMIS participation and compliance with Fair Housing and Equal Access rules and requirements.

The scoring tools will be finalized and presented to the Council for review and approval. The Council may initiate additional revisions to the scoring tools and local application materials if warranted based on new information about HUD priorities or process requirements contained in that year's NOFA.

### **Section 5. TECHNICAL ASSISTANCE**

Upon HUD release of the NOFA, a third-party facilitator will schedule and announce a time and date for a Technical Assistance Workshop. These details will be distributed to the entire CoC.

All potential applicants must participate in the HUD CoC Program Technical Assistance Workshop. At the workshop, the third-party facilitator will present an overview of the HUD CoC NOFA, including details about available funding and any major changes in the application from previous years. Applicants will also be oriented to the process for reviewing and ranking applications, which will cover any supplemental local application materials, the scoring tool, and relevant dates and deadlines. Applicants will also have a chance to ask any questions about both the local and HUD application processes.

Throughout the CoC Program Competition technical assistance will be available to all project applicants. Technical assistance for new and returning project applicants is designed to:

- explain the application process, including use of the application submissions portal,
- explain the current year's funding opportunities, and
- provide training and support for prospective applicants to ensure eligible and competitive applications.

### **Section 6. PROJECT APPLICATIONS & SUBMISSION**

Project applications are submitted online through a designated application portal.

The project applications mirror the new and renewal project scoring tools and solicit information necessary for the Review & Rank Panel to consistently score applicant responses using the objective criteria outlined in the tools. The application may include requests for quantitative and qualitative data. Typically, the applications require information related to: consistency with HUD and local priorities, agency capacity and readiness, project scope and design, and efficient use of funds.

Applicants complete the project applications typically within four to six weeks of the NOFA release (and generally not less than 30 days prior to the NOFA submission deadline). Technical assistance is available to support projects with data entry and reviewing data for accuracy and completeness.

[Any late application received less than within 24 hours of the due the date/time will receive a 5-point score reduction. Any late application received between 24-48 hours of the due date/time will receive a](#)



## FY2023 COC PROGRAM- COC APPLICATION PROCESS

715-point score reduction. Late applications received after 48 hours will not be accepted. Incomplete applications cannot be cured for the CoC Review and Rank Panel scoring process but must be corrected prior to HUD submission.

### Section 7. LOCAL REVIEW & RANK PROCESS

The next stage in the competition requires an evaluation of project applications. The Review and Rank Panel is responsible for conducting this evaluation and ranking process.

#### A. PANEL MEMBERSHIP

The Council designates between three and five of its members to serve as CoC Review and Rank Panelists. CoC Review and Rank Panelists must be:

- Knowledgeable about homelessness and housing in the community and broadly representative of the relevant sectors, subpopulations, and geographic areas;
- “Neutral,” meaning that they are not employees, staff, or otherwise have a business or personal conflict of interest with the applicant organizations;
- Familiar with housing and homeless needs within Contra Costa County; and
- Willing to review projects with the best interest of homeless persons in mind.

To serve on the CoC Review and Rank Panel, members must:

- Sign a statement declaring that they have no conflict of interest and a confidentiality agreement; and
  - Be able to dedicate time for application review and CoC Review and Rank Panel meetings as scheduled by the Collaborative Applicant.
- ~~• Any late application received within 48 hours of the due date/time will receive a 15 point score reduction. Late applications received after 48 hours will not be accepted.~~
- ~~• Incomplete applications cannot be cured for the CoC Review and Rank Panel scoring process but must be corrected prior to HUD submission.~~

Qualified, non-conflicted CoC Review and Rank Panel members are recruited and oriented to the local review and ranking process.

#### B. REVIEW & RANK METHODOLOGY



## FY2023 COC PROGRAM- COC APPLICATION PROCESS

The CoC Review and Rank Panel members receive all local application and scoring materials and evaluate and score each program's application.

Panel members are encouraged to individually review and pre-score applications using the scoring tools prior to the Review and Rank Panel meeting collectively. The CoC Review and Rank Panel meets to collectively evaluate each application and interview applicants.

The ranked list is created by the following procedures:

- Project applications are evaluated based on the scoring tool. Those applications that do not meet certain threshold requirements (as detailed on the scoring tool) will not be included on the ranked list.
- The Review and Rank Panel evaluates the quantitative and qualitative data consistent with the objective criteria in the scoring tool and assigns a score.
- Projects are ranked in the Priority Listing in order of their assigned score.
- HMIS and Coordinated Entry projects are automatically ranked at the bottom of Tier 1. Renewal projects with less than 12 months of data are automatically ranked at the bottom of Tier 1.
- Based on community priorities as defined in the scoring tools, the CoC Review and Rank Panel may determine whether any renewal project should be decreased or reallocated. Any funding captured from an existing project will be made available for reallocation to any project that meets the requirements in the NOFA application.

Scoring results are sent to applicants with a reminder of the appeals process at least 15 days before CoC Application deadline. Appeals, if any, are considered in compliance with the Appeals Process detailed in Section 9 below.

A final ranked project list (i.e., the Priority List) is submitted to the Council for review and approval. Upon approval, the Priority List is published.

The Collaborative Applicant collects all final Project Applications and submits them to HUD, along with the CoC Application and Priority List, as part of the CoC's Consolidated Application.

### **Section 7. REALLOCATION OF FUNDS**

HUD allows CoCs to reallocate funds from non- and/or under-performing projects to higher priority community needs that also align with HUD priorities and goals. The CoC Review and Rank Panel facilitates the reallocation discussion and process, in consultation with the CoC, the Council, the Collaborative Applicant, and the CoC Program recipients and subrecipients who may be impacted. The third party facilitator may be asked to support community discussions and technical assistance around



## FY2023 COC PROGRAM- COC APPLICATION PROCESS

the strategic benefits or consequences of reallocation decisions. The Council must approve all final decisions about reallocation.

### **Section 8. USING ALL AVAILABLE FUNDS**

The Collaborative Applicant and third party facilitator will do everything possible to ensure that the community applies for all funds available to the CoC. Thus, if all on-time applications have been submitted and it appears that either: 1) the community is not requesting as much money as is available from HUD, 2) no bonus (or other special project as defined by HUD) projects have been submitted, or 3) there are reallocated funds available, then:

- The Collaborative Applicant and third party facilitator will communicate with the Council, CoC, and other interested parties (all homeless service and housing providers in Contra Costa County) with details about the available funding.
- The Collaborative Applicant and third party facilitator will provide technical assistance and guidance, as needed, to ensure applicants understand the funding requirements.
- Any additional applications for these funds will be due as soon as possible after this communication is distributed, in compliance with CoC Program submission deadlines.

### **Section 9. APPEALS PROCESS**

All eligible applicants have the opportunity to appeal both their score and preliminary ranking prior to the ranked list being finalized and approved by the Council. The Appeals Committee will only be established if an applicant requests an appeal.

#### **A. THE APPEALS COMMITTEE**

The Appeals Committee will be comprised of four impartial members of the Council: three voting members and one non-voting member. The three voting members will not have participated in the original CoC Review and Rank Panel. The non-voting member must have been a member of the original CoC Review and Rank Panel.

No member of the Appeals Committee may have a conflict of interest with any of the agencies applying for CoC Program funding. All members of the Appeals Committee must sign conflict of interest and confidentiality statements. If there are insufficient Council members who qualify for the appeals committee, a member of the CoC may be designated by the Council to participate in the Appeals Committee.

#### **B. ELIGIBLE APPEALS**

An applicant may be eligible to appeal the decision of the CoC Review and Rank Panel if their project application:



## FY2023 COC PROGRAM- COC APPLICATION PROCESS

- Is rejected from inclusion as part of the CoC Consolidated Application submission, or
- Receives decreased funding (e.g., through reallocation).

To appeal, the applicant must demonstrate that:

- Their score is not reflective of the application information provided, or
- There was bias or unfairness in the process that warrants the appeal.

All appeals must be based on information submitted by the applicant agency by the application due date. No new or late information will be considered. The omission of information (inadvertently or otherwise) from a project application is not grounds for an appeal.

### C. SUBMITTING AN APPEAL

Any and all appeals must be received in writing with supporting documentation within three business days following the notification of ranking to projects.

The notice of appeal must include a written statement specifying in detail the grounds asserted for the appeal. The statement must be signed by an individual authorized to represent the agency (i.e., Executive Director) and submitted to the Collaborative Applicant or the third party facilitator. The notice of appeal is limited to two single-sided, single-spaced pages in 12-point font. The notice of appeal must include a copy of the project application in question and all accompanying materials submitted to the CoC Review and Rank Panel.

### D. THE APPEALS PROCESS

The Appeals Committee will meet with a representative(s) of the agency/collaborative making the notice of appeal to discuss the appeal. A face-to-face meeting is preferred, but if time conflicts require it, the meeting can occur by conference telephone.

All appeals submitted in compliance with Section 9.B will be read, reviewed and evaluated by the Appeals Committee. The role of the Appeals Committee is to read and review only those areas of the application that are being appealed.

The Appeals Committee will then meet to deliberate. All project applicants will be invited to attend any appeal and each applicant may make a 10-minute statement regarding the appeal.

The Appeals Committee will review the rankings made by the CoC Review and Rank Panel only on the basis of the submitted project application, the two-page appeal, any statements made to the Appeals Committee during the appeals process, and the materials used by the CoC Review and Rank Panel. No new information can be submitted by the applicant or reviewed by the Appeals Committee.



## FY2023 COC PROGRAM- COC APPLICATION PROCESS

The decision of the Appeals Committee must be supported by a simple majority vote of voting members.

The appealing agency will receive, in writing, the decision of the Appeals Committee within two business days of the Appeals Committee Meeting. The decision of the Appeals Committee will be final.

### **Section 10. FINAL PRIORITIZED LIST OF APPLICATIONS**

The Council must approve the final ranked list of all Project Applicant proposals. Any Council members with a conflict of interest must recuse himself/herself from all related discussions and abstain from the vote approving the priority list. The Collaborative Applicant will then submit this prioritized list to HUD by the CoC Program Competition deadline as part of the Consolidated Application. Conditional award funding is typically based upon the prioritized list of Project Applicants that are submitted; however, HUD determines actual awards and funding amounts.



## DRAFT Letter to BOS re: Brown Act

The Council on Homelessness is the board of the Contra Costa Homeless Continuum of Care. The Continuum of Care (CoC) program is required by the U.S. Department of Housing and Urban Development (HUD). All federal, and most State funding for those who are homeless flows through this body.

The Continuum of Care (CoC) Program is designed to promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.

HUD encourages and incentivizes CoCs to promote the inclusion of persons with current and previous lived experience of homelessness in the local planning processes to:

1. address homelessness;
2. determine how local policies may need to be revised and updated;
3. participate in CoC meetings and on committees as stakeholders;
4. provide input for decisions; and
5. provide input related to the local competition process.

A crucial component of the Council on Homelessness (COH), therefore, is to actively incorporate a diverse perspective including that of those with lived experience as well as historically oppressed and marginalized groups. This Council is privileged to have six such individuals, comprising 1/3 of the Council body.

Most of these individuals were able to join the COH during the Covid epidemic, when the remote attendance was allowed and encouraged. Before this time, our CoC struggled to gain participation from persons with lived experience. As much as we knew we wanted and needed such input, we truly had no idea what we were missing until these individuals stepped up and joined the Council and participated remotely. Their voices, stories, and perspectives have been crucial to our understanding of homelessness in Contra Costa County and in transforming our system of care to be the most responsive and inclusive that we can make it.

Sadly, three of the six are facing challenges with the in-person meeting requirement and are seriously considering leaving the Council on Homelessness. Surely this is NOT the intent of the Brown Act legislation.

Contra Costa County is a huge county, with a population of 1.161 million people. It spans 716 square miles with board members residing throughout East/Far East, Central, West, and South County. A commute from Far East County to Central County can take up to two hours during traffic. The costs and time spend in commuting alone

are prohibitive for many lower income people, and compounded greatly for those who are unhoused.

Boards and committees overseeing programs such as the Council on Homelessness face unique challenges daily. Program development and improvement is contingent upon the expertise of those with lived experiences as we are continuously working to remove barriers and improve access. This in-person requirement does just the opposite for boards like ours who serve marginalized and underserved groups.

As an Advisory Board, we understand the purpose of the Brown Act requirements relating to meetings in-person and agree with the intent that it carries. Unfortunately, the in-person requirement presents disproportionate challenges to those experiencing physical or financial hardships.

AB 817 was introduced to enhance public participation in non-decision-making legislative bodies. It is high time the Brown Act is brought into the present. Providing an exemption to the in-person meeting requirements for both advisory bodies and decision-making-bodies that serve oppressed and marginalized populations will lead to equitable opportunities for leadership in our community.

Thank you for your consideration,

The Contra Costa Council on Homelessness

## Example from Healthcare For the Homeless

The mission of the Health Care for the Homeless (HCH) Co-Applicant Governing Board is to oversee, guide and assist the program in its efforts to deliver high quality health care to a diverse and medically underserved community. HCH's governing body is comprised of individuals representing various sectors throughout the community who live and work alongside the population we serve either through their own lived experience or role in an organization. As a Board, we understand the purpose of the Brown Act requirements relating to meetings in-person and agree with the intent that it carries. Unfortunately, the in-person requirement presents disproportionate challenges to those experiencing physical or financial hardships. AB 817 was introduced to enhance public participation in non-decision-making legislative bodies. The HCH governing board maintains the authority for oversight of the program, and therefore does not qualify for an exemption to meeting in-person under AB 817.

A crucial component of the Governing Board is to actively incorporate a diverse perspective including that of those with lived experience as well as historically oppressed and marginalized groups. Contra Costa County spans 716 square miles with board members residing throughout. The ability to meet virtually enables representation and participation from these underserved populations.

Boards and committees overseeing programs such as HCH face unique challenges daily. Program development and improvement is contingent upon the expertise of those with lived experiences as we are continuously working to remove barriers and improve access. This in-person requirement does just the opposite for boards like ours who serve marginalized and underserved groups. Providing an exemption to the in-person meeting requirements for decision-making-bodies that serve oppressed and marginalized populations will lead to equitable opportunities for leadership in our community.

We thank you for your consideration,

Stephen Krank

Co-Applicant Governing Board Chair

Contra Costa County Health Care for the Homeless



# CONTRA COSTA COUNCIL ON HOMELESSNESS STAFF REPORT

*Report for the June 1, 2023 Council on Homelessness Meeting*

## INTRODUCTION

The Council on Homelessness staff report is to inform the Contra Costa Council on Homelessness of the status of projects happening within the Continuum of Care. The report was created to create space on Council on Homelessness meeting agendas for discussion on important issues, to share more information in a digestible format, to make it easier for Council on Homelessness members to review and track ongoing content, and to increase transparency about the work happening within the Continuum of Care. The Council on Homelessness guides the content included in the staff report.

## PROJECTS

### **Project: Concord Naval Weapons Station (CNWS) and Homeless Collaborative**

There are no updates at this time.

### **Technical Assistance (TA) Updates:**

There are no updates at this time.

## COMMITTEES

### **Equity Committee**

The Materials Development Working Group met virtually on April 19<sup>th</sup> and May 9<sup>th</sup> instead of holding the scheduled Equity committee meeting to further refine the key talking points for the messaging to be developed. At the June 13<sup>th</sup> Equity Committee, the group will be presented with the draft talking points and draft definitions with the goal of editing and finalizing both by the end of the meeting. The next phase will include drafting materials with support from Contra Costa Health Community Education and Information (CEI) team.

### **Funding Committee**



# CONTRA COSTA COUNCIL ON HOMELESSNESS STAFF REPORT

- The purpose of the Funding Committee is to direct the community input process for several time-sensitive federal and state funding streams. The work of the Continuum of Care/Emergency Solutions Grant (CoC/ESG) Committee, namely to update materials and prepare for the annual Continuum of Care Notice of Funding Opportunity (CoC NOFO) competition, will now take place within the Funding Committee.
- To prepare for the CoC NOFO competition, Funding Committee meetings were held on the following dates: 2/17, 3/23, 4/27, and 5/25.
- At the last committee meeting on 5/25, the committee decided on recommended revisions to the New Housing Project Scoring Tool and Application Process for the FY 2023 CoC NOFO competition. Those revisions will be reviewed and considered for approval at the 6/1 Council on Homelessness meeting.
- The next committee meeting has not been scheduled yet but will take place in either July or August. Committee members will be contacted via email for scheduling.

## **Governance Committee**

- The purpose of the Governance Committee is to review and revise the [Governance Charter and Bylaws](#) to increase efficiency and impact in the Council on Homelessness. This ad hoc committee met monthly from February to May 2023 on the 4<sup>th</sup> Thursday from 1-3pm (starting on 2/23).
- At the 5/25 committee meeting, the committee decided on recommended revisions to the Council on Homelessness Governance Charter and Bylaws. The next step is for the document to go to County Counsel for legal review. Once that is complete, the document will either go to the Council on Homelessness for review and approval, or back to the Governance Committee if there are substantive changes made by County Counsel.
- There are no further scheduled Governance Committee meetings in 2023.

## **HMIS (Homeless Management Information System) Policy Committee**

- Nothing to report

## **Oversight Committee**

- The purpose of the Oversight Committee is to review and assess the development, implementation, and improvement of: CoC, Coordinated Entry System, HMIS database, and System Outcomes.



## CONTRA COSTA COUNCIL ON HOMELESSNESS STAFF REPORT

- The last Oversight Committee meeting was held on April 20th, 2023. Key takeaways from the meeting were as follows:
  - Action items:
    - 1) Approved February 2023 mtg minutes
    - Approved Written Standards Revisions for recommendation to CoH.
  - Heard presentation on Compliance Monitoring Review Process + timeline
  - Update on Program Models and Performance Standards
  - Heard presentation on CE workgroup scope of work
- The next Oversight Committee meeting will take place in either July or August. Committee members will be contacted via email for scheduling.

### **Plan to Accelerate Transformative Housing Innovations Committee**

In the May 2023 meeting, the PATH Innovations Committee received a summary of the Point-In-Time Count results and discussed the plan for how the data will be reported locally via an infographic, a story map, and the 2022 annual report. The Committee also heard updates on the work of the Prevention Learning Cohort and how that work is being supported by other COH committees. Finally, the Committee received a presentation from H3 and service provider Caminar on how Prevention services connect with Coordinated Entry. The Committee discussed how the intersection of funding sources and program eligibility impact the populations served by Prevention services.