AGENDA

1. Welcome/Introductions
2. Approve Minutes (Action Item)
3. Committee Structure and Membership (Action Item)
4. Committee Updates (Action Item)
5. State ESG Funding Recommendations (Action Item)
6. Housing Security Fund and Policies/Procedures for Fund Use (Action Item)
7. 2018 CoC NOFA Release Updates (Action Item)
8. Policy and Advocacy Discussion and Decision Points (Action Item)
9. CoC Provider Grid
10. Community Announcements
11. Pin It
2. APPROVE MINUTES (ACTION ITEM)

Doug Leich, Chair

Review and adoption of minutes from the June 2018 Council meeting.
3. COMMITTEE STRUCTURE AND MEMBERSHIP
(ACTION ITEM)

Cecelia McCloy, Vice-Chair

Discussion of Council committee structure and membership, including committee roles, Council member liaisons and responsibilities.
ACTION FOR CONSIDERATION

Identify and approve Council members to act as Council Committee liaisons.
4. COMMITTEE UPDATES
(ACTION ITEM)

Committee Members

Standing Item. General updates available in meeting packet.

Additional updates from the Ad Hoc Oversight Nomination Committee, Ad Hoc Committee on Subpopulations, and Youth Action Council.
<table>
<thead>
<tr>
<th>Provider Agency</th>
<th>Coordinated Entry Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contra Costa Crisis Center</td>
<td>2-1-1</td>
</tr>
<tr>
<td>Contra Costa Interfaith Housing (CCIH)</td>
<td>Housing Navigation</td>
</tr>
<tr>
<td>GRIP</td>
<td>CARE Center</td>
</tr>
<tr>
<td>H3</td>
<td>CES System Manager, HMIS, CORE Teams</td>
</tr>
<tr>
<td>Hamilton Families</td>
<td>Housing Location</td>
</tr>
<tr>
<td>Hume Center</td>
<td>Diversion</td>
</tr>
<tr>
<td>Monument Crisis</td>
<td>CARE Capable Center</td>
</tr>
<tr>
<td>Trinity Center</td>
<td>CARE Center</td>
</tr>
<tr>
<td>Stakeholder/Interest Area</td>
<td>Current Representation</td>
</tr>
<tr>
<td>---------------------------------------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>2-1-1</td>
<td>Tom Tamura (Crisis Center)</td>
</tr>
<tr>
<td>Affordable Housing Developers</td>
<td>Mariana Moore (Ensuring Opportunity)</td>
</tr>
<tr>
<td>Consumers/Consumer Advocates</td>
<td>Stephanie Batchelor (Consumer Advocate)</td>
</tr>
<tr>
<td>Participating Provider Agencies in Coordinated Entry</td>
<td>Amanda Russell (Anka)</td>
</tr>
<tr>
<td></td>
<td>*Deanne Pearn (CCIH)</td>
</tr>
<tr>
<td></td>
<td>Donna Colombo (Trinity Center)</td>
</tr>
<tr>
<td></td>
<td>Leslie Gleason (SHELTER Inc.)</td>
</tr>
<tr>
<td>County and City Government/Funders</td>
<td>Brenda Kain (City of Concord)</td>
</tr>
<tr>
<td></td>
<td>*Gabriel Lemus (DCD)</td>
</tr>
<tr>
<td></td>
<td>Margot Ernst (Walnut Creek)</td>
</tr>
<tr>
<td></td>
<td>*Teri House (Antioch)</td>
</tr>
<tr>
<td>Data Evaluations/HMIS</td>
<td>Dana Ewing (H3)</td>
</tr>
<tr>
<td>Domestic Violence Service Providers</td>
<td>Lisa Osborne (STAND!)</td>
</tr>
<tr>
<td>Faith Communities</td>
<td>*Doug Leich (MFAC)</td>
</tr>
<tr>
<td>Veterans Services</td>
<td>*Tracy Pullar (VA)</td>
</tr>
</tbody>
</table>
## PROPOSED CE OVERSIGHT COMMITTEE ROSTER

<table>
<thead>
<tr>
<th>Stakeholder/Interest Area</th>
<th>Proposed Representation (* = Council member)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-1-1</td>
<td>Blanca Gutierrez-Costilla, Contra Costa Crisis Center</td>
</tr>
<tr>
<td>Consumers/Consumer Advocates</td>
<td>Stephanie Batchelor, Consumer Advocate</td>
</tr>
</tbody>
</table>
| Participating Provider Agencies in Coordinated Entry | *Deanne Pearn, CCIH  
Donna Columbo, Trinity Center  
Leslie Gleason, SHELTER, Inc.  
*Miguel Hidalgo-Barnes, Hume Center  
Natalie Siva, CES Manager, H3  
Contesa Tate, GRIP |
| County and City Government/Funders | Brenda Kain, Concord  
Margot Ernst, Walnut Creek  
*Teri House, Antioch |
| Data Evaluations/HMIS | Dana Ewing, H3 |
| Domestic Violence Service Providers | Lisa Osborne, STAND! |
| Faith Communities | *Doug Leich, MFAC, Council Chair |
| Veterans Services | Kyle Dunson, BFHP |
| Youth Services/Education | Araceli Garcia, CCYCS |
| Others | Linae Young, Health Care for the Homeless  
*Patrice Guillory, HealthRight360 |
ACTION FOR CONSIDERATION

Discuss and approve the recommended membership roster for the Coordinated Entry Oversight Committee.
AD HOC COMMITTEE ON SUBPOPULATIONS

• June meeting discussed Veterans Committee.
• Need to create more consistent report outs about many subpopulations.
• Proposed Ad Hoc Subcommittee to explore subpopulations to monitor and provide updates to Council.
ACTION FOR CONSIDERATION

Approve the formation of an ad hoc subcommittee that will meet to identify specific subpopulations on which to focus and the mechanism for report outs.
5. STATE ESG FUNDING RECOMMENDATIONS (ACTION ITEM)

Gabriel Lemus, Council Member

Possible action to adopt recommendations for State ESG funding.
ESG RECOMMENDATIONS

Placeholder (Update with Gabriel’s spreadsheet)
ACTION FOR CONSIDERATION

Adopt recommendations for State ESG funding.
6. HOUSING SECURITY FUND POLICIES AND PROCEDURES FOR FUND USE (ACTION ITEM)

Teri House, Council Member
Deanne Pearn, Council Member
Miguel Hidalgo-Barnes, Council Member

ACTION FOR CONSIDERATION

Adopt the Housing Security Fund Policies & Procedures for use in the Coordinated Entry System.
7. 2018 COC NOFA RELEASE UPDATES (ACTION ITEM)

Erica McWhorter, HomeBase

Presentation on the 2018 CoC NOFA release. Possible action to adopt proposed 2018 Continuum of Care NOFA Competition New Project Scoring Tool and process. Possible action to reschedule Council meeting to approve 2018 CoC application. Action to identify Review and Rank panelists and Appeals Committee.
2018 NOFA RELEASE

• DedicatedPLUS and Joint TH-RRH project types available again

• New projects can be created through reallocation, bonus or combination of reallocation and bonus dollars (PSH, RRH, Joint TH-RRH, dedicated HMIS, SSO for CE)*

• New bonus project: Domestic Violence
### ESTIMATED AVAILABLE FUNDING

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Renewal Demand</td>
<td>$14,234,434</td>
</tr>
<tr>
<td>Permanent Housing Bonus</td>
<td>$854,066</td>
</tr>
<tr>
<td>DV Bonus Funding</td>
<td>$305,710*</td>
</tr>
<tr>
<td>Tier 1 Funding</td>
<td>$13,380,368</td>
</tr>
<tr>
<td>Tier 2 Funding</td>
<td>$854,066</td>
</tr>
<tr>
<td>CoC Planning Funding</td>
<td>$382,602</td>
</tr>
<tr>
<td>Event</td>
<td>Date</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>TA Workshop</td>
<td>July 12</td>
</tr>
<tr>
<td>New Project Letters of Intent Due</td>
<td>July 19</td>
</tr>
<tr>
<td>Review &amp; Rank Panel Orientation</td>
<td>August 2</td>
</tr>
<tr>
<td>Review &amp; Rank Panel Interviews</td>
<td>August 16</td>
</tr>
<tr>
<td>Review and Rank Appeals Due</td>
<td>August 22</td>
</tr>
<tr>
<td>CoH Approval of Priority Listing</td>
<td>August 27</td>
</tr>
</tbody>
</table>
COC PROVIDERS COMMITTEE

- Met in May to recommend changes to the renewal project scoring tool, approved by the Council in June
- Met on June 28th to recommend changes to the new project scoring tool based on the 2018 NOFA
RECOMMENDED CHANGES TO NEW PROJECT SCORING TOOL

• Aligned new project and renewal tools
  • Added threshold factors
  • Added project impact/responsiveness factor
  • Edited point values throughout

• Project Design and Readiness Factor
  • Added outcomes factor requiring demonstration of success in similar programs
RECOMMENDED CHANGES TO NEW PROJECT SCORING TOOL

• Agency Capacity Factor
  • Added outcomes factor to evaluate applicant experience operating a project

• Efficient Use of Funds Factor
  • Enhanced budget factor with additional considerations such as cost effectiveness and leverage/match
  • Added factor to consider financial audits
ACTION FOR CONSIDERATION (1 OF 4)

A motion to adopt the revised new project scoring tool as recommended by the CoC Providers Committee for the 2018 CoC Program local competition.
DATE CHANGE FOR COH MONTHLY MEETING

- HUD requires approving priority listing prior to September’s regularly scheduled Council on Homelessness meeting
- Review and Rank will not finalize priority listing recommendations until August 17
- Recommend re-scheduling September 6th CoH meeting to Monday, August 27th
ACTION FOR CONSIDERATION (2 OF 4)

Approve re-scheduling the September 6th Council Meeting to August 27th to allow for approval of the CoC Ranked List as required by HUD.

Note: There will be two CoH meetings in August (August 2nd and August 27th). There will be NO CoH meeting in September.
REVIEW & RANK PANEL

• In need of 3 to 5 non-conflicted Council members to serve on R&R Panel for CoC Program local competition

• Orientation: Thurs., 8/2, 3:00-5:00pm
• R&R Interviews: Thurs., 8/16, all day
ACTION FOR CONSIDERATION (3 OF 4)

Identify and approve panelists for the 2018 CoC NOFA Review and Rank Panel.
APPEALS COMMITTEE FOR REVIEW & RANK

- In need of 2 non-conflicted Council members to serve on Appeals Committee with one R&R panelist to review and make recommendations to Council about appeals to priority listing

- Appeals Due: Wed., 8/22
- Appeals Considered/Decisions Announced: Thurs., 8/23
ACTION FOR CONSIDERATION (4 OF 4)

Identify and approve 3 Council members for the 2018 CoC NOFA Review and Rank Appeals Committee.
8. POLICY AND ADVOCACY DISCUSSION AND DECISION POINTS (ACTION ITEM)

Doug Leich, Chair

Discussion of key policy and legislative updates for possible action by Council and Ad Hoc Committee to explore funding opportunities.
AD HOC COMMITTEE ON FUNDING OPPORTUNITIES

• Increasing number of state funding opportunities relevant to CoC

• Need more nimble system of determining local priorities and making recommendations to Council and Board of Supervisors about pursuing funding opportunities
ACTION FOR CONSIDERATION

Create Ad Hoc Committee on Funding Opportunities to determine local priorities in anticipation of new state funding rolling out under new budget.
SB-918 HOMELESS YOUTH ACT OF 2018

- Creates an Office of Homeless Youth within the Housing and Community Development Department, which will set goals to end youth homelessness, identify gaps in services statewide, collect key data, provide technical assistance to local jurisdictions, and administer grants to support homeless youth.
- Passed through Senate to Assembly.
- Passed through Assembly Committee on Human Services to Assembly Committee on Appropriations.
AB-2162 PLANNING AND ZONE/HOUSING DEVELOPMENT/SUPPORTIVE HOUSING BILL

• Requires cities and counties to approve permanent supportive housing projects for homeless residents anywhere housing is permitted under that local government’s zoning rules.

• Similar to 2017’s SB 35, which required cities to build more housing or risk temporarily losing control of some of their permitting and entitlements processes.

• Passed through Assembly to Senate.

• Passed through Senate Committee on Government & Finance to Senate Committee on Appropriations.
PROPOSITION 2: NO PLACE LIKE HOME FUND

• Approves a November ballot measure on whether to authorize using revenue from Proposition 63 (also known as the Mental Health Services Fund and/or "The Millionaire’s Tax") to pay for a $2 billion bond to fund housing for people who are homeless/at risk of becoming homeless.

• Passed unanimously in a trailer bill with the California Budget Bill (SB840).

• Different from the $4 billion Housing Loans, Grants, and Programs and Veterans’ Loans Bond.
LEGISLATIVE WATCHLISTS

Ensuring Opportunity (available online)

MFAC

• SB1010
• SB912
• SB918
• Proposition 2
ACTIONS FOR CONSIDERATION

Potential action:
- Recommendations for County Board of Supervisors
- Future meeting topics
- Future staff updates
- Other
9. COC PROVIDER GRID

Jaime Jenett, H3

Presentation on written overview of CoC participating providers and funding streams.
10. COMMUNITY ANNOUNCEMENTS

Standing Item. Community Announcements.
11. PIN IT

Standing Item. Future items of discussion and scheduling to be considered.

Quarterly CoC Meeting: July 20, 2017
*Equity and Homelessness in Contra Costa County*

Next Council Meeting: August 2, 2017
### MATERIALS LIST

**Thursday, July 12, 2018**

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Welcome/Introductions</td>
<td></td>
</tr>
<tr>
<td>2. Approve Minutes (Action Item)</td>
<td></td>
</tr>
</tbody>
</table>
| 3. Committee Structure and Membership (Action Item) | A. 2018 CoC Org Chart  
B. CoC and CoH Committee Descriptions  
C. 2018 CE Committee & Workgroup Timeline  
D. CoH Bylaws (Approved 2017) |
| 4. Committee Updates (Action Item) | A. CoH Committee Updates  
B. 2018 PIT Infographics  
C. Subpopulations Data Updates |
<p>| 5. State ESG Funding Recommendations (Action Item) | ESG Recommendations |
| 7. 2018 CoC NOFA Release Updates (Action Item) | FY2018 New Project Scoring Tool Draft for Approval |
| 8. Policy and Advocacy Discussion and Decision Points (Action Item) | Ensuring Opportunity Legislative Watchlist |
| 9. CoC Provider Grid | CoC Provider Grid |
| 10. Community Announcements | |
| 11. Pin it | |</p>
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHAR</td>
<td>Annual Homeless Assessment Report</td>
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<tr>
<td>APR</td>
<td>Annual Performance Report (for HUD homeless programs)</td>
</tr>
<tr>
<td>CDBG</td>
<td>Community Development Block Grant (CPD program – federal funding stream)</td>
</tr>
<tr>
<td>CES</td>
<td>Coordinated Entry System</td>
</tr>
<tr>
<td>CoC</td>
<td>Continuum of Care; system of care offering assistance to persons experiencing/at risk of homelessness</td>
</tr>
<tr>
<td>CoC</td>
<td>Federal grant program stressing permanent solutions to homelessness</td>
</tr>
<tr>
<td>Con Plan</td>
<td>Consolidated Plan, a locally developed plan for housing assistance and urban development under CDBG and other CPD programs</td>
</tr>
<tr>
<td>DCD</td>
<td>Department of Conservation and Development</td>
</tr>
<tr>
<td>ESG</td>
<td>Emergency Solutions Grant (CPD – federal and state program funding streams)</td>
</tr>
<tr>
<td>FMR</td>
<td>Fair Market Rent (maximum rent for Section 8 rental assistance/CoC grants)</td>
</tr>
<tr>
<td>H3</td>
<td>(Contra Costa County) Health, Housing, and Homeless Services Division</td>
</tr>
<tr>
<td>HCD</td>
<td>Housing and Community Development (State office)</td>
</tr>
<tr>
<td>HEARTH</td>
<td>Homeless Emergency and Rapid Transition to Housing (HEARTH) Act of 2009</td>
</tr>
<tr>
<td>HMIS</td>
<td>Homeless Management Information System</td>
</tr>
<tr>
<td>HOME</td>
<td>Home Investment Partnerships (CPD program)</td>
</tr>
<tr>
<td>HOPWA</td>
<td>Housing Opportunities for Persons with AIDS (CPD program)</td>
</tr>
<tr>
<td>HUD</td>
<td>U.S. Department of Housing and Urban Development (federal)</td>
</tr>
<tr>
<td>MHSA</td>
<td>Mental Health Services Act</td>
</tr>
<tr>
<td>NOFA</td>
<td>Notice of Funding Availability</td>
</tr>
<tr>
<td>PSH</td>
<td>Permanent Supportive Housing</td>
</tr>
<tr>
<td>PHA</td>
<td>Public Housing Authority</td>
</tr>
<tr>
<td>RRH</td>
<td>Rapid Re-Housing</td>
</tr>
<tr>
<td>SAMHSA</td>
<td>Substance Abuse &amp; Mental Health Services Administration</td>
</tr>
<tr>
<td>SNAPS</td>
<td>Office of Special Needs Assistance Program (HUD office overseeing CoC)</td>
</tr>
<tr>
<td>SSO</td>
<td>Supportive Services Only (program)</td>
</tr>
<tr>
<td>SSDI</td>
<td>Social Security Disability Income</td>
</tr>
<tr>
<td>SSI</td>
<td>Supplemental Security Income</td>
</tr>
<tr>
<td>SSVF</td>
<td>Supportive Services for Veteran Families program (funding stream)</td>
</tr>
<tr>
<td>TA</td>
<td>Technical Assistance</td>
</tr>
<tr>
<td>TANF</td>
<td>Temporary Assistance to Needy Families</td>
</tr>
<tr>
<td>TAY</td>
<td>Transition Age Youth (usually ages 16-24)</td>
</tr>
<tr>
<td>VA</td>
<td>Veterans Affairs (U.S. Department of)</td>
</tr>
<tr>
<td>VASH</td>
<td>Veterans Affairs Supportive Housing</td>
</tr>
<tr>
<td>VI-SPDAT</td>
<td>Vulnerability Index – Service Prioritization Decision Assistance Tool</td>
</tr>
</tbody>
</table>

Unless otherwise noted, Council meetings will be held on the first Thursday every month from 1 pm – 3 pm in the Sequoia Room at 50 Douglas Drive, Martinez, CA 94553. CoC meetings are held every 3rd Friday in the months of April, July, October, and January from 10:00 am -12:00 pm in rotating locations. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Contra Costa Council on Homelessness to a majority of members less than 72 hours prior to that meeting are available for public inspection at 2400 Bisso Lane, Building D, 2nd Floor, Concord, CA 94520 during normal business hours. Public comment may be submitted via electronic mail on agenda items at least one full workday prior to the published meeting time. The Contra Costa Council on Homelessness will provide reasonable accommodations for persons with disabilities planning to attend meetings. Contact the individual shown below at least 72 hours before the meeting: Jaime Jenett; Phone: (925) 608-6716; Email: Jaime.Jenett@hsd.cccounty.us.
Contra Costa Council on Homelessness Meeting

MATERIALS

3A. 2018 CoC Org Chart
*Note: According to Council on Homelessness Bylaws Article IV.10, the Council may establish ad hoc committees and sub-committees as necessary.
3B. CoC & CoH Committee Descriptions
Contra Costa Continuum of Care Meetings

The Contra Costa Council on Homelessness governs the Contra Costa Continuum of Care. Members are appointed by the Contra Costa County Board of Supervisors to assist and provide guidance in the development and implementation of long-range planning and policy formulation of homeless issues in Contra Costa County. Much of this work is done in sub-committees. Council on Homelessness members attend subcommittee meetings in various capacities (chair, liaise, etc.).

All meetings are open to the public. If you want to join a Committee, would like more information about how to get involved, or would like date/location information for a sub-committee that meets as needed, contact us at homelessprogram@hsd.cccounty.us or call (925) 608-6700. To see a calendar of meetings, go to: http://cchealth.org/homeless/council/meetings.php.

<table>
<thead>
<tr>
<th>Committee Name</th>
<th>What</th>
<th>Target Attendees</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuum of Care</td>
<td>The quarterly Continuum of Care meeting is a community forum for communication and coordination about the implementation of the County's Strategic Plan to prevent and end homelessness, educating the community on homeless issues, and for orchestrating a vision on ending homelessness in the County, and advocating on federal, state, and local policy issues affecting people who are homeless or at-risk of homelessness.</td>
<td>General public, Homeless Service providers</td>
<td>Unless otherwise noted, meetings are held the 3rd Fridays of April, July, October, and January from 10:00 am -Noon. Locations vary.</td>
</tr>
<tr>
<td>Council on Homelessness</td>
<td>The Council on Homelessness (the Continuum of Care advisory Board) is appointed by the Board of Supervisors and consists of 17 seats representing homeless or formerly homeless persons, county government, health care, law enforcement, the faith community, nonprofit homeless service providers, and</td>
<td>COH members, General Public</td>
<td>First Thursday of the month from 1-3 pm in the Sequoia Room at 50 Douglass Drive in Martinez.</td>
</tr>
</tbody>
</table>
housing providers. All Council on Homelessness members reside in or are employed in Contra Costa County, demonstrate a professional interest in or personal commitment to addressing and alleviating the impact of homelessness, and contribute unique expertise, opinions and viewpoints on homeless issues. The Council meets monthly.

<p>| Council on Homelessness: HMIS Policy | This committee reviews Homeless Management Information System (HMIS) plans, policies and procedures for recommendation to the CoC and oversee their implementation. | End users of HMIS | Monthly |
| Council on Homelessness: Performance Measurement | The Performance Measurement Committee is tasked with developing outcome measures that track the community’s performance in preventing and ending homelessness. This includes developing and tracking system-wide and project-level performance measures to meet HUD’s local strategic objectives in conjunction with coordinated entry and referral system implementation. This also includes implementing the Council’s coordination and alignment efforts with the Strategic Plan Update: Forging Ahead, Consolidated Plans, HUD Strategic Plan, and similar plans. | Program Managers, Executive Directors, and COH members | As needed |
| Council on Homelessness: Youth Action Council | The Youth Action Council (YAC) works to continuously improve the youth experience in the Contra Costa Youth Continuum of Services (CCYCS), increase access to housing services for homeless youth throughout Contra Costa, and to advocate for additional housing resources for Transition Aged Youth (TAY). | YAC members (current or former consumers of CCYCS services) | Bi-weekly |
| Council on Homelessness: CoC Providers Committee | This committee meets as needed to prepare for the applications for funds administered by HUD under the HUD Grantees: | Annually and as needed |</p>
<table>
<thead>
<tr>
<th><strong>Council on Homelessness</strong></th>
<th><strong>Ad Hoc Committee:</strong></th>
<th><strong>Description</strong></th>
<th><strong>Members</strong></th>
<th><strong>Frequency</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>(HUD/NOFA Committee)</td>
<td>HEARTH Act, including the CoC Program. The committee works to ensure that the community is assisting 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.</td>
<td>Program Managers and Executive Directors</td>
<td>General Public</td>
<td>As needed</td>
</tr>
<tr>
<td>Council on Homelessness: Ad Hoc Committee: <strong>Consumer Advisory</strong></td>
<td>This ad hoc committee of the Council on Homelessness helps design consumer outreach tools and events and developing and implementing a workplan focused on increasing consumer outreach.</td>
<td>Council on Homelessness Members</td>
<td>General Public</td>
<td>As needed</td>
</tr>
<tr>
<td>Council on Homelessness: Ad Hoc Committee: <strong>Governance Charter</strong></td>
<td>This ad-hoc committee of the Council on Homelessness reviews, updates, and approves the Council on Homelessness Governance Charter at least annually to be in compliance with HUD’s regulations and to ensure alignment with the 2014 Strategic Plan, Forging Ahead. The Committee is also responsible for review conduct and conflict of interest policies, CoC and ESG Competition application processes, and executive board membership and committee structure.</td>
<td>Council on Homelessness Members</td>
<td>Council on Homelessness Members</td>
<td>As needed</td>
</tr>
<tr>
<td>Council on Homelessness: Ad Hoc Committee: <strong>Nominating</strong></td>
<td>This ad-hoc committee of the Council on Homelessness reviews applications for potential new Council on Homelessness members and provides recommendations to the full Council on Homelessness.</td>
<td>Council on Homelessness Members</td>
<td>Council on Homelessness Members</td>
<td>As needed</td>
</tr>
<tr>
<td>Council on Homelessness: Ad Hoc Committee: <strong>Point In Time Count</strong></td>
<td>This ad-hoc committee of the Council on Homelessness meets to plan and implement the annual Point in Time Count, an annual HUD required count of sheltered and unsheltered people experiencing homelessness.</td>
<td>General Public</td>
<td>General Public</td>
<td>As needed</td>
</tr>
<tr>
<td>Council on Homelessness: Ad Hoc Committee: <strong>Policy and Advocacy</strong></td>
<td>This ad-hoc committee of the Council on Homelessness reviews specific issues related to homeless policy and advocacy opportunities, develops strategic approaches</td>
<td>Program Managers, Line Staff</td>
<td>Program Managers, Line Staff</td>
<td>As needed</td>
</tr>
<tr>
<td><strong>Council on Homelessness:</strong> Coordinated Entry Oversight Committee</td>
<td>This committee serves as the connection between the various coordinated entry committees and workgroups, as well as to make recommendations to the Council on Homelessness based on feedback from committees and workgroups. Provides funding oversight and reviews grievances for coordinated entry system.</td>
<td>Program Managers, Line Staff, Community Stakeholders, and Executive Directors</td>
<td>Monthly</td>
<td></td>
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<tr>
<td><strong>Coordinated Entry Oversight Sub-Committee: Policies and Procedures</strong></td>
<td>This committee evaluates and develops policies &amp; procedures with input from committees on an ad hoc basis.</td>
<td>Providers of Homeless Services</td>
<td>As needed</td>
<td></td>
</tr>
<tr>
<td><strong>Coordinated Entry Oversight Sub-Committee: Communications</strong></td>
<td>This committee develops Coordinated Entry communications, involving input from other committees.</td>
<td>Providers of Homeless Services</td>
<td>As needed</td>
<td></td>
</tr>
<tr>
<td><strong>Coordinated Entry Oversight Sub-Committee: Data &amp; Evaluation Committee</strong></td>
<td>This committee is tasked with helping demonstrate outcomes of Coordinated Entry to the Community based on data.</td>
<td>Providers of Homeless Services</td>
<td>As needed</td>
<td></td>
</tr>
<tr>
<td><strong>Coordinated Entry Oversight Sub-Committees: Implementation Workgroups</strong></td>
<td>These work groups focus on implementation of the following components of the Coordinated Entry system</td>
<td>Providers of Homeless Services</td>
<td>As needed</td>
<td></td>
</tr>
</tbody>
</table>
|  | • Prevention  
|  | • Diversion  
|  | • Rapid Re-housing Referral  
|  | • Emergency Shelter  
|  | • Housing Location  
|  | • Affordable Housing Developers | | |
Contra Costa Council on Homelessness Meeting

MATERIALS

3C. 2018 CE Committee & Workgroup Timeline
CE COMMITTEE/WORKGROUP CALENDAR

COMMITTEES

Communications Committee
- Reviewing content by email or in person as needed – client rights poster (June); explainer video (June); system maps (by November)

Data/Evaluation Committee
- Meetings in February and March to shape CE Year 1 Evaluation; HMIS, focus group, and survey data collection underway by H3
- July - review content from CE Year 1 Evaluation, make recommendations for data collection to inform Year 2 Evaluation

Oversight Committee
- Monthly meetings on 4th Thursdays, 2-3:30pm – review recommendations from all workgroups and committees; make recommendations to Council on Homelessness
- September/October – CoC-wide Coordinated Entry half-day meeting regarding Phase 2

Policies & Procedures Committee
- September-October – annual review and refresh of CE Policies & Procedures

Veterans Committee
- June – Council on Homelessness to consider establishing new committee

Updated May 24, 2018
## WORKGROUPS

### Affordable Housing Workgroup
- **June 22, 10:30-12pm** – first meeting to explore expanding CE to include more affordable housing; state process for qualified CES; alignment with other funding streams

### Centralized Emergency Shelter Workgroup
- **May 15** – mapped existing ES referrals; discussed role of 2-1-1, how to centralize referrals without bottlenecks
- **June** – hosted at Crisis Center; review consensus from May mtg. on referral process; review examples from other communities; HMIS demo of eligibility, bed functions
- **Monthly** meetings to finalize referral process for October launch

### Diversion Workgroup
- Meetings in **April** to orient new provider Hume, develop diversion screening tool
- **May 22** – review of diversion screening tool, proposed referral process
- **June TBD** – training with CE access points, launch of Diversion services

### Housing Location Workgroup
- Meetings in **April** to orient new provider Hamilton Families
- **May 18** – meeting with Hamilton and CCIH to develop referral process
- **May/June** – meetings between staff to review housing navigation data; compare HMIS intake to housing location profile; establish communications plan
- **June** – launch of Housing Location services, piloting access via Housing Navigators
- **November** – evaluate pilot and develop plan for expanded access by providers

### Housing Security Fund Workgroup
- Meetings in **April** and **May** to revise policies and procedures
- **June** – P&Ps adopted by Council
- **July** – pilot launch of use of Housing Security Fund by Housing Navigation and Diversion providers
- **January 2019** – evaluate pilot, revisit policies and funding amounts as needed

### Rapid Rehousing Referrals Workgroup
- **July-August** – finalize RRH referral process

---

Updated May 24, 2018
3D. CoH Bylaws (Approved 2017)
Contra Costa Council on Homelessness

Bylaws

(Rules for the Conduct of Business)

Approved and Adopted by the Contra Costa Council on Homelessness on: May 4, 2017
Approved and Adopted by the Contra Costa Board of Supervisors on: November 7, 2017

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Article I. Name of the Continuum of Care and the Contra Costa Council on Homelessness

Section 1. CONTRA COSTA CONTINUUM OF CARE
The name of this Continuum of Care (CoC) shall be the Contra Costa Continuum of Care, herein referred to as the Continuum of Care or the CoC. The Contra Costa Continuum of Care includes the full general membership of all community members committed to our guiding principle.

Section 2. CONTRA COSTA COUNCIL ON HOMELESSNESS
The name of this Continuum of Care’s governing body shall be the Contra Costa Council on Homelessness, herein referred to as the Council on Homelessness or the Council. The Council is comprised of the members serving in the seats outlined in Article IV. Council Membership and Committees.

Article II. Overview and Mission
The Council is committed to the Housing First approach, and has established this Guiding Principle:

“Homelessness is first a housing issue, and necessary supports and services are critical to help people remain housed. Our system must be nimble and flexible enough to respond through the shared responsibility, accountability, and transparency of the community.”

The CoC has identified two goals and three strategies for the implementation of this Guiding Principle:

• Goal 1: Permanent Housing
• Goal 2: Prevention
• Strategy 1: Coordinated Assessment
• Strategy 2: Performance Standards
• Strategy 3: Communication

The Contra Costa Council on Homelessness, appointed by the Board of Supervisors, provides advice and input on the operations of homeless services, program operations, and program development efforts in Contra Costa County. Further, the Council on Homelessness establishes the local process for applying, reviewing and prioritizing project applications for funding in U.S. Department of Housing and Urban Development (HUD) Homeless Assistance Grant Competitions, including the Continuum of Care (CoC) Program and the Emergency Solutions Grant (ESG) Program. The Council will review, update, and approve the Council on Homelessness Governance Charter at least annually and will update these Bylaws when appropriate.

The Contra Costa Council on Homelessness provides a forum for the Continuum of Care to communicate about the implementation of strategies to prevent and end homelessness. The purpose of the forum is to educate the community on homeless issues, and advocate on federal, state, county and city policy issues that affect people who are homeless or at-risk of homelessness.
Article III. Council on Homelessness Responsibilities

Section 1. FUNCTIONS AND TASKS

The Contra Costa Council on Homelessness is the planning body that coordinates the community’s policies, strategies, and activities toward preventing and ending homelessness in Contra Costa County, California. It is a regional, year-round collective planning body of stakeholders ranging from non-profit service providers to local governmental entities. The Council’s work includes gathering and analyzing information in order to determine the local needs of people experiencing homelessness, implementing strategic responses, educating the community on homeless issues, providing advice and input on the operations of homeless services, and measuring performance as related to serving the homeless population in Contra Costa County.

The responsibilities of the Council include the development and implementation of all procedures and policies needed to comply with the HEARTH Act and relevant HUD regulations and guidance (see C.F.R §578.7). The Council must consult with recipients of CoC and ESG funds within Contra Costa County and other homeless service providers in order to coordinate care.

Further, it is the role of the Council to provide oversight and take direct action in the following areas:

A. COUNCIL ON HOMELESSNESS PLANNING
   1. Policies and Procedures
      i. Develop, follow, and update the Council on Homelessness Bylaws and Governance Charter.
      ii. Vote on any action items that arise at Council on Homelessness meetings.
      iii. Review, rank, and recommend CoC and ESG Program Applications for submission to the Board of Supervisors, the California Department of Housing and Community Development, and HUD.
   2. Systems Development
      i. Implement a coordinated entry system focusing on quality assurance, access, interdependency between programs and interdependency between programs and clients, and addressing barriers.
      ii. Develop and implement written standards for providing CoC assistance, including written policies and procedures as required by HUD.
3. Data, Analysis, and Evaluation
   i. Point-in-Time Count
      Plan for and conduct, at least biennially, a point-in-time count of homeless persons within Contra Costa County that meets HUD requirements, including a housing inventory of shelters, transitional housing, and permanent housing reserved for homeless persons, in general, and chronically homeless persons and veterans, specifically, as HUD requires.
   ii. HMIS
      Design and operate the Contra Costa County Homeless Management Information System (Contra Costa HMIS) Project. Designate a single HMIS lead agency. Ensure consistent participation in HMIS by recipients and subrecipients, and ensure that the HMIS is administered pursuant to all HUD requirements. In compliance with Sub-part B of the HUD Interim Rule on the Continuum of Care Program (24 CFR Part 578) and the HMIS requirements, the HMIS Governance Charter, Policies and Procedures, and the Data Security, Quality, and Client Data and Privacy Plans outline specific details as to the relationship between the Council on Homelessness and the collaborative applicant, namely the Contra Costa County Health Services’ Division of Health, Housing and Homeless Services. These Bylaws fully incorporate those standards, policies, and plans.
   iii. Performance Measurement
      Develop performance measures that can be used to inform a variety of tasks, including CoC Program competition project scoring and reporting; determining how federal, state, and local funds should be utilized; and, creating a responsive system that provides constructive support promoting efficiency by analyzing and responding to gaps in housing and service interventions offered in the system. Additionally, the Council will:
      1. Set targets that focus on real change, and are meaningful (relevant to the desired impact), measurable, realistic (adaptable and flexible), and regularly assessed.
      2. Consult with recipients and subrecipients, evaluate their performance, and initiate corrective action with poor performers.
iv. Conduct an initial comprehensive assessment in coordination with ESG Program, and then annually conduct a gaps analysis of the needs of homeless people, as compared to available housing and services within Contra Costa County.

v. Facilitate and support the reporting of outcomes of CoC and ESG programs to HUD in coordination with the Collaborative Applicant.

B. FUNDING COORDINATION

1. Facilitate and support the development of funds and resources for homeless services in Contra Costa County in partnership with local jurisdictions located in Contra Costa County. Specifically, the Council will:
   i. Provide information required to complete the Consolidated Plan(s) within Contra Costa County.
   ii. Consult with State and local government ESG recipients within Contra Costa County on the plan for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and subrecipients. Further, in consultation with recipients of ESG funds within Contra Costa County, establish and consistently follow written standards for providing homeless services and housing assistance.

C. COMMUNITY ENGAGEMENT

1. Encourage and develop public understanding and education on homeless and housing issues in relationship to identified strategies.

2. Advise the Board of Supervisors, the Health Services Director, and the Health, Housing, and Homeless Services Director, on the special needs of the homeless and matters of urgency regarding homelessness. Specifically, the Council will:
   i. Provide advocacy on homeless concerns to the Board of Supervisors and cities located in Contra Costa County.

3. Make recommendations about long-range planning and policy formulation to the Board of Supervisors and cities located in Contra Costa County.

Section 2. TRANSPARENCY AND DIVERSITY

The Council encourages all members of the community to participate in group discussions and working groups. The Council ensures a diverse population contributes to deliberations and decision-making—including consumers and community members—as well as gender, ethnic, cultural, and geographical representation. To align with this effort, the Council conducts an annual recruitment effort by advertising open positions. Further, all interested persons are encouraged to attend meetings, provide input, and voice concerns to the Council.
The Council follows all provisions of the Brown Act and the Better Government Ordinance in its conduct as a public body. CoC membership is open to any interested party upon request. Further, anyone interested in sitting on the Council may submit an application in compliance with the process established by the Contra Costa County Board of Supervisors.

Article IV. Council Membership and Committees

Section 1. ELIGIBILITY

All members of the Contra Costa Council on Homelessness must reside in or be employed in Contra Costa County.

All members of the Council shall demonstrate a professional interest in, or personal commitment to addressing and alleviating the impact of homelessness on the people of the County of Contra Costa.

Section 2. MEMBERSHIP

Membership on the Council will be as shown in the chart below. The Council will make an invitation for new members to join publicly available annually. Each seat will have a term of two years expiring in alternating years:

**Area of Representation**

1. Affordable Housing Developer
2. Behavioral Health Representative
3. City Government Seat
4. CoC/ESG Program Grantee
5. Community Member Seat
6. Consumer/Consumer Advocate
7. Education and Vocational Services Representative
8. Emergency Solutions Grants Representative
9. Employment and Human Services Department (EHSD) Representative
10. Faith Community Representative
11. Health Care Representative
12. Homeless Service Provider
13. Public Housing Authority
14. Public Safety Representative #1
15. Public Safety Representative #2
16. Reentry Services Representative
17. Veterans Services Representative

The Consumer/Consumer Advocate seat allows for one of two types of people to serve in this capacity, a consumer or a consumer advocate. Consumer appointees to the Consumer/Consumer Advocate Seat must have a lived experience of homelessness (i.e., be homeless or formerly homeless). Lived experience is not required for consumer advocate appointees to this seat.
All members are appointed by the Board of Supervisors and may have their appointments rescinded by majority vote of the Board of Supervisors.

In addition to the seats that have already been designated, outreach will be made to obtain participation from groups including, but not limited to, the following: veterans’ rights advocates, victim service providers, school districts, colleges and universities, social service providers, mental health agencies, and social justice advocates.

In addition to the above requirements, both public- and private-sector seats should, as much as possible, include representation from organizations or agencies who serve various homeless subpopulations such as: persons with chronic substance abuse issues, persons with serious mental illness, persons experiencing chronic homelessness, persons with HIV/AIDS, veterans, families with children, unaccompanied youth, seniors, and victims of domestic violence, dating violence, sexual assault, human trafficking, and stalking.

Upon expiration of the term of a Council seat, the seat will be vacated and available to be filled through the selection process.

If a seated Council member is unable to complete the two-year term due to unforeseen circumstances, the Council may invite a replacement member, through the selection process, who shall serve out the remainder of the two-year term for that seat.

Section 3. SELECTION PROCESS

The Council will review all eligible applications for open seats annually. The Council will recommend new members through majority vote. This selection process will be reviewed by the CoC every five years at a minimum.

Section 4. OFFICERS

The Council shall elect one chair and one vice-chair to provide for the operation and conduct of business. Terms for the Officers shall be two years. Officers may serve no more than two consecutive terms in the same Council seat. The Council must take action within three months to replace an Officer in an expired Council seat. The Officer may continue to serve in that role until a replacement is appointed.

The Chair of the Council shall provide oversight for the operation of the Council. The Chair shall preside over meetings of the Council. The Chair may call for special meetings of the Council or its committees.

The Vice-Chair shall provide oversight for the operations of all sub-committees. If the Chair is absent, or the office is vacant, the Vice-Chair shall assume responsibility for the operation of the Council.

Section 5. ELIGIBILITY CRITERIA

In addition to residency requirements, to be eligible for Council membership:
A person must contribute unique expertise, opinions, and viewpoints on homeless issues. Where a potential Council member represents a coalition, consortium, association, neighborhood group, or voluntary organization, the nominee must represent to the Council the group’s mission. The nominee must also represent to the Council the various viewpoints personally held by the nominee.

Section 6. WHEN A SEATED MEMBER NO LONGER MEETS THE ELIGIBILITY CRITERIA

If a seated Council member no longer meets the eligibility criteria, the Council:

A. May request the Council member to submit a statement of resignation to the Council within 30 days of the change.
B. May recommend to the Board of Supervisors the removal of the member and the subsequent appointment of an eligible nominee selected by the Council.
C. May, where there is no apparent candidate to fill the seat, continue the seated member’s participation, with or without limitation, until an eligible candidate is found.

Section 7. MEETINGS AND ATTENDANCE

The Council will set an annual meeting schedule. The Council will meet monthly and the full membership of the Continuum of Care will convene quarterly with published agendas.

Two absences, excused or unexcused, from the regularly scheduled Council meeting in a rolling 12-month period will warrant inquiry from the Council as to ability and interest of the individual in continuing as a member. Three unexcused absences within a rolling 12-month period from time of appointment will result in a recommendation to the Board of Supervisors that this member be removed from the Council.

Any Council member unable to attend a meeting should notify the Chair of the Council or its administrative designee to request an excused absence.

The Chair of the Council or its administrative designee will maintain attendance records, and notify the Council when two absences are recorded.

Section 8. VOTING MEMBERS

A quorum of a majority of the appointed Council members is required for the conduct of business. Decisions must be made by an affirmative vote of a majority of Council members present during a Council meeting.

Section 9. AMENDMENT AND REVIEW

The Council will review the Governance Charter and Bylaws at least annually and update and approve as needed. Amendment requires a majority vote of the Council at a regularly scheduled Council meeting, provided that notice of the scheduled vote on the amendment was provided at least two weeks prior to that Council meeting.
Amendment of the Council on Homelessness Governance Charter and Bylaws requires an affirmative vote of two-thirds majority of current sitting Council members. Amendments to the Bylaws must be submitted to the Contra Costa County Board of Supervisors for approval. An amendment of the Bylaws takes effect only upon approval by the Board of Supervisors.

Section 10. COMMITTEE STRUCTURE AND OPERATIONS
The Council may create ad hoc committees as the need arises.

A. The purpose of the ad hoc committees will be to develop recommended solutions to the specific issue for which they were created. The ad hoc committees may be comprised of members of the CoC and outside individuals. Ad hoc committees may be dissolved upon a vote of the Council.

B. The Council may create an ad hoc nominating committee to make recommendations on the filling of vacancies. The ad hoc nominating committee will solicit and assess applicants, rank them in order of preferred appointment, and submit these recommendations to the Council for approval. The Council will submit final recommendations to the Board of Supervisors.

C. Ad hoc committees can be appointed to address any matters within the jurisdiction of the Council.

The Council will have the following standing committees:

A. CoC Providers Committee: Membership on this committee will include, at minimum, the Council Chair, Vice Chair serving as CoC Representative on this committee. This committee will meet annually or as needed.

B. Consumer Advisory Committee: Membership on this committee will include, at minimum, the Council Chair, Vice Chair, and Consumer/Consumer Advocate representative. This committee will meet, at minimum, two times per year.

C. Coordinated Entry Oversight Committee: Membership on this committee will include, at minimum, the Council Chair and Vice Chair. This committee will meet quarterly or as needed.

D. Performance Measures Committee: Membership on this committee will include, at minimum, the Council Vice Chair, a representative from Health, Housing and Homeless Services as the HMIS Administrator, and a CoC and/or ESG-funded member. This committee will meet annually or as needed.

Section 11. COUNCIL STAFFING AND RECORDKEEPING
The Council on Homelessness is supported by Contra Costa Health, Housing, and Homeless Services staff as outlined in the Governance Charter. The responsibilities of Contra Costa Health, Housing, and Homeless Services staff to the Council include:
A. Storage of all Council and committee records, including agendas and minutes for all meetings;
B. Presentation of annual reports to the Board of Supervisors as called for by the Family and Human Services Committee; and
C. All duties identified throughout these Bylaws that may be delegated to an administrative designee.

Article V. Conduct & Conflict of Interest

Section 1. CONDUCT
Each Council member will uphold certain standards of performance and good conduct and avoid real or apparent conflicts of interest. In order to prevent a conflict of interest, a Council member, chairperson, employee, agent, or consultant of the Council may not:

A. Influence decisions concerning the selection or award of a grant or other financial benefit to an organization that the Council member, employee, officer, or agent has a financial or other interest in or represents, except for the Council itself.

B. Solicit and/or accept gifts or gratuities by anyone for their personal benefit in excess of minimal value.

C. Engage in any behavior demonstrating an actual conflict of interest or giving the appearance of any such conflict.

Section 2. CONFLICT OF INTEREST
All Council members must file an initial and annual conflict of interest statement with the Chair of the Council or its administrative designee. Failure to file such a statement may result in the removal of a member.
4A. CoH Committee Updates
<table>
<thead>
<tr>
<th>Committee/Workgroup</th>
<th>Meeting Date</th>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Location Workgroup</td>
<td>May 18, 2018</td>
<td>Housing Locators (Hamilton Families) met with Housing Navigators (CCIH) to develop the process for centralized housing location services to be implemented as part of County CE system. Next steps: Housing Locator and Housing Navigators will meet and interface to create workflow and align processes. System Requests for Information (ROIs) must be updated to include sharing information with Housing Locators. Develop standards of service across providers. Update processes in pending Operations Manual.</td>
</tr>
<tr>
<td>Diversion Workgroup</td>
<td>May 22, 2018</td>
<td>Workgroup to review diversion best practices and develop a diversion tool for adoption and implementation. Reviewed draft screening tool. Next steps: Revise scoring tool (HomeBase and H3). Build out HMIS with Hume Center (Diversion Services provider). Follow up with 2-1-1 about process, updated tool, and capacity.</td>
</tr>
<tr>
<td>Oversight</td>
<td>May 24, 2018</td>
<td>Reviewed calendar for Committee and Workgroup events and action items. Finalized Housing Security Fund Policies &amp; Procedures. Reviewed PIT Count and CORE Outreach Survey data. No meeting in June due to limited CE updates for Oversight review.</td>
</tr>
<tr>
<td>Committee/Workgroup</td>
<td>Date</td>
<td>Action</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>-----------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Affordable Housing Developers Workgroup</td>
<td>June 20, 2018</td>
<td>New workgroup met to discuss opportunities to incorporate affordable housing developers into CE with input from the Housing Authority of Contra Costa County. Future tasks include: (1) obtaining state certification for the Contra Costa CE system, (2) brainstorming which units or projects are ripe for piloting affordable housing developer participation in CE, and (3) expanding pool of workgroup participants to other affordable housing developers.</td>
</tr>
<tr>
<td>Ad Hoc Nominating Committee</td>
<td>June 21, 2018</td>
<td>Conference call to discuss potential Oversight Committee participants and nominate persons for Oversight Committee membership.</td>
</tr>
<tr>
<td>CoC Providers Committee</td>
<td>June 28, 2018</td>
<td>Committee meets annually to discuss HUD CoC NOFA scoring tools. Committee discussed and edited the new project scoring tool for use in the 2018 HUD CoC Competition.</td>
</tr>
<tr>
<td>Youth Action Council</td>
<td>June 30, 2018</td>
<td>Met weekly to discuss YAC governance, CCYCS participation, and future events.</td>
</tr>
<tr>
<td>Policies &amp; Procedures</td>
<td>Fall 2018</td>
<td>Next Meeting will be Fall 2018 to review and update CE Policies and Procedures.</td>
</tr>
</tbody>
</table>

Note: See Committee/Workgroup Calendar for a list of this year’s Committee events and action items.
Contra Costa Council on Homelessness Meeting

MATERIALS

4B. 2018 PIT Infographics
The Point in Time (PIT) count is a one-day census of persons experiencing homelessness and living in shelters and uninhabitable locations in Contra Costa County. The PIT Count is used by HUD and our community to define local and national issues related to homelessness.

2,234 Persons experiencing homelessness
January 23, 2018

Demographics and Other Characteristics

- 65% reported a disability
- 100 Veterans (8%)
- Emergency bed capacity for 30% of population
- 89 families with children
- 84 homeless adults had children sleeping in foster care or with relative
- 39% female, 61% male (4 transgender)

Race/Ethnicity

- African American
- White
- American Native
- Native Hawaiian
- Asian
- Multiple Races

African Americans are over represented in the homeless population relative to county census data.

Comparison to 2017 PIT

- 39% increase in individuals identified
- 2/3 of families are sheltered; similar to last year
- 88% increase in seniors age 62 and older
- 68% increase in chronically homeless
- No change in # of veterans
UNSHeltered Data

Percent of people sleeping outside would accept some sort of housing if available:

- 95% would accept some sort of housing if available.

City Where Slept

<table>
<thead>
<tr>
<th>City</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alamo</td>
<td>0</td>
</tr>
<tr>
<td>Antioch</td>
<td>350</td>
</tr>
<tr>
<td>Bay Point</td>
<td>61</td>
</tr>
<tr>
<td>Bethel Island</td>
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<tr>
<td>Brentwood</td>
<td>35</td>
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<tr>
<td>Byron</td>
<td>0</td>
</tr>
<tr>
<td>Clayton</td>
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<td>Clyde</td>
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<td>Concord</td>
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<td>Crockett</td>
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<td>Danville</td>
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<tr>
<td>Discovery Bay</td>
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<td>El Cerrito</td>
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<td>El Sobrante</td>
<td>10</td>
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<tr>
<td>Hercules</td>
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<tr>
<td>Lafayette</td>
<td>6</td>
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<tr>
<td>Martinez</td>
<td>117</td>
</tr>
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<td>N. Richmond</td>
<td>24</td>
</tr>
<tr>
<td>Oakley</td>
<td>49</td>
</tr>
<tr>
<td>Orinda</td>
<td>1</td>
</tr>
<tr>
<td>Pacheco</td>
<td>16</td>
</tr>
<tr>
<td>Pinole</td>
<td>0</td>
</tr>
<tr>
<td>Pittsburg</td>
<td>110</td>
</tr>
<tr>
<td>Pleasant Hill</td>
<td>85</td>
</tr>
<tr>
<td>Richmond</td>
<td>270</td>
</tr>
<tr>
<td>Rodeo</td>
<td>14</td>
</tr>
<tr>
<td>San Pablo</td>
<td>46</td>
</tr>
<tr>
<td>San Ramon</td>
<td>1</td>
</tr>
<tr>
<td>Walnut Creek</td>
<td>42</td>
</tr>
</tbody>
</table>

Region of County Where Slept Outside

- West: 21.0%
- Central: 45.0%
- East: 34.0%

Length of Residency in Contra Costa (%)

- Less than a year: 24%
- 1 to 9 years: 20%
- 10-19 years: 6%
- 20 years or more: 50%

SUMMARY

The 2018 Point In Time count identified 627 more individuals experiencing homelessness than the previous year’s count. This increase reflects a similar growth in homeless populations over recent years in California and across the Bay Area. Rising rents and scarcity of affordable housing contribute greatly to the housing crisis resulting in more persons seeking homeless-related services. The number of persons accessing homeless services last year in Contra Costa increased by 13%.

The rise in the number of people identified in PIT and accessing services is likely due to an extensive street outreach program implemented in 2017. Since its inception, CORE outreach has identified many individuals previously unknown to the homeless system of care and is helping them access more homeless services.

Questions regarding this report can be directed to: homelessprogram@hsd.cccounty.us

Trends in PIT and Annual Persons Served

PIT Data

Number Served by CoC
6. CE Diversion and Housing Navigation Policies and Procedures for the Use of the Housing Security Fund
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1. PURPOSE AND BACKGROUND

The Contra Costa Continuum of Care (CoC) implemented the Housing Security Fund ("the Fund") as a fund of last resort that provides a flexible source of funds to help consumers ("clients" or "renters") who are working with CoC-participating providers to obtain and maintain long term, stable housing of their choice. Funding is provided from a variety of sources, including private donations and contributions from government agencies.

The Fund is intended to cover gaps in services available through the Coordinated Entry (CE) system for persons who are experiencing or at imminent risk of homelessness. This is a funding stream that works in conjunction with the Housing Navigation and Diversion services offered through CE to specifically target persons who do not qualify for other funding streams accessible to them as participants in Contra Costa County’s Coordinated Entry System (CES), for the purpose of rapidly housing or diverting persons from homelessness and the emergency shelter system.

The county-wide Fund has several important features and benefits, including flexible uses to fill some of the gaps in service provision for persons experiencing or imminently at risk of homelessness and uses that to encourage the broader participation of the community in addressing homelessness.

*Flexible Funding with Few Limits or Restrictions*

Persons experiencing or imminently at risk of homelessness or entry into the County homeless system of care working with a contracted diversion or housing navigation provider are eligible for resources in the form of services or funding for eligible uses from the Fund (collectively, "services" or "resources"). These resources are not arbitrarily limited to a certain number of instances or capped at a specific amount. Instead, Provider Agencies contracted to distribute resources from the Fund are encouraged to be flexible and creative in addressing the needs of
the client and filling gaps in their service needs that may not be easily addressed through other streams of funding or Coordinated Entry (CE) providers in the system. However, to allow for the greatest impact on the largest number of clients, Fund uses in excess of certain annual amounts for individuals and households are reviewed by the CE Manager for compliance with these Policies and Procedures and for system improvement efforts.

**Diversion from Homelessness and County Homeless System of Care**

While the Fund supports access to housing for persons experiencing or imminently at risk of homelessness, it is not intended to be a resource for homelessness prevention. Instead, resources from the Fund are aimed at providing quick housing stability solutions for persons at risk of becoming homeless *within the next two weeks*. This diversion from homelessness and the homeless system of care (specifically, the few available emergency shelters) is a strategy that helps persons at imminent risk of homelessness identify immediate alternate housing arrangements and connects those persons to services, which can include financial assistance. The Fund relies on both Housing Navigators and Diversion Services to make this process work. This has the added advantages of reducing the number of persons that may become homeless, the demand for shelter beds, and CoC resources.

**Related Benefits for Landlords Renting to CE Clients**

The Fund further supports CE clients by offering certain property owners (excluding CoC-funded housing providers who own or master lease properties) who agree to rent to CE clients limited additional protections, in the form of vacancy payments and unit holding fees. Eligible clients may also request assistance with security deposits, rental and utility arrears, or landlord reimbursement for unit damages (beyond normal wear and tear and what is covered by the security deposit) to support client efforts to acquire new housing or retain housing when imminently at risk of homelessness.

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1. Prevention is generally defined as the provision of supports and services aimed at housing retention for persons at risk of experiencing homelessness. By contrast, diversion serves persons who are currently experiencing homelessness or an imminent housing crisis, offering alternative housing situations and supports that redirect people away from homelessness and the homeless system of care.

*Updated June 7, 2018*
Contra Costa’s Health, Housing, and Homeless Services Division (“H3”) oversees the administration of the Fund and the Contracted Provider Agencies approved to provide services and resources from the Fund. Provider Agencies contract with H3 to obtain an allotment of money from the Fund to provide flexible diversion and housing support. Resources from the Fund are available to clients through two access points: the contracted Provider Agencies.

A. **Client Eligibility**

All clients participating in County CoC-funded diversion or housing navigation services who are homeless or within two weeks of becoming homeless are eligible for resources to (1) obtain or move into a new rental unit, (2) maintain their current housing, or (3) support diverting them from homelessness or the homelessness response system.

Contracted Provider Agencies will make determinations about eligibility for resources. That determination will include ensuring the client first tries and exhausts all other available resources to address their housing crisis.

B. **Access**

The Fund is part of Contra Costa County’s Coordinated Entry (CE) System. Consumers may connect to Fund resources through one of two portals:

- **Diversion Services**: Centralized diversion services divert clients in crisis from the homeless system of care through short-term counseling and financial supports, including homelessness diversion counseling, family mediation services, landlord/tenant conflict resolution, goal-oriented case management, and other services.
- **Housing Navigation Services**: Housing Navigation services aim to quickly house persons who are homeless or at risk of homelessness. Housing Navigators use a variety of tools including, housing plans and assessments, housing readiness and location assistance, referrals, close support and housing placement aftercare, as needed.

Consumers may access Diversion and Housing Navigation Services by way of referral from 2-1-1 or the CE Coordinated Outreach and Referral Engagement (CORE) teams. Access may also be available at CE access points, including designated Coordinated Assessment Referral and Engagement Centers (CARE Centers) where mobile Diversion or Housing Navigation services are provided.

C. **Funding Determinations**

*Updated June 7, 2018*
POLICIES & PROCEDURES FOR THE USE OF THE CE HSF

Contracted Provider Agencies will screen all clients seeking or being referred for services. This screening must include: (1) identifying which resources for which the client is eligible and (2) exhausting those resources before using Fund-sponsored resources. All eligibility information must be entered into HMIS.

Contracted Provider Agencies determine the type and amount of assistance to be provided to clients for eligible uses after ensuring all other avenues of funding for the eligible use are exhausted. For eligible uses in excess of $3,000 per year for households comprised of an individual and $5,000 per year for households comprised of families (annual threshold amounts), the Contracted Provider Agency must submit a request for review by the CE Manager. The CE Manager will approve, conditionally approve, or deny such funding requests.

There are no appeals to CE Manager funding determinations or denials of requests for funding. If there is a material change in circumstances, the Contracted Provider Agency may submit a new request to the CE Manager.

D. Fund Disbursement

Contracted Provider Agencies may use the funds already allocated to them per their Housing Security Fund contract with H3 to cover any eligible costs. In the event the Provider Agency lacks sufficient funding for the eligible use, the Provider Agency may request additional funds prior to the next contracting period. If the proposed use goes beyond the terms of the Provider Agency’s contract or clearly defined eligible Fund uses outlined above, the Provider Agency must submit a request for review by the CE Manager.

3. ELIGIBLE AND INELIGIBLE USES

The primary purpose of the Housing Security Fund is to provide funds to assist persons experiencing or at imminent risk of homelessness with housing placement, renter retention, and consumer diversion efforts. The Fund is intended to be a flexible tool allowing contracted providers to assess the amount of funds and time necessary to address each consumer’s situation. These are flexible funds of last resort—available for use by contracted Provider Agencies only after other avenues of funding and service provision for the eligible use have been tried and exhausted.

Landlords and other housing providers are not eligible to request money from the Fund. The Fund directly supports client access to housing and diversion from homelessness. The benefit of providing resources for client security deposits, rental and utility arrears, and reimbursement for repairs for damages to the client’s unit, is passed on to landlords who ultimately receive the funds by way of reimbursement and stable tenancies, which serves as an incentive to rent to
clients. Other Fund uses, including unit holding fees and vacancy payments, may also be used at the discretion of the Contracted Provider Agencies to incentivize landlords to rent to housing navigation and diversion clients.

Similarly, there are no direct referrals to access points for purposes of receiving money. Instead, the Fund functions as a tool for contracted Diversion and Housing Navigation providers to provide services in the manner that they deem most effective for the client’s needs—services, various resources, or funding other eligible uses. Therefore, any referrals to Contracted Provider Agencies will not automatically qualify the referred client for support from the Fund.

The following list describes eligible and ineligible uses of Fund resources. Any uses not specifically listed must be approved by the CE Manager. These and any future uses approved by the CE Manager must meet the threshold requirements of (1) supporting persons who are homeless or imminently at risk of homelessness from entering the Contra Costa emergency shelter system, and (2) the use must directly support housing the client and not be merely a preventative step to avoid homelessness or only tangentially related to curing the individual’s or household’s housing crisis.

A. **Eligible Uses of Funds**

   **Consumer Supports**
   - Application fees for rental unit
   - Credit and background checks for rental unit
   - Diversion support for persons at **imminent** risk (within 2 weeks) of homelessness or entry into the shelter system
   - Late, unpaid, or back rent (arrears) owed to assist with qualification for new rental housing or renter housing retention for those imminently at risk of homelessness (within 2 weeks)
   - Repairing damage to units beyond normal wear and tear
   - Short-term rental assistance
   - Utility deposits for rental unit
   - Utility arrears to avoid eviction or enable qualification for new rental housing
   - Security deposits, including increased security deposits, reallocated security deposits, and first month’s rent to assist with move-in
   - Other unique uses not otherwise classified as eligible, as approved by the CE Manager

   **Landlord Incentives**
• Unit holding fees
• Vacancy payments (to incentivize the landlord to hold a unit vacated by a person placed in the unit through CES so long as the landlord agrees to rent the unit to a person working with a Contracted Provider Agency)

B. Ineligible Uses of Funds
• Prevention services (support for persons not at imminent risk of homelessness within the next two weeks)
• Mortgage payments or support (because no imminent risk of homelessness within two weeks)
• CoC-funded providers with master leases or provider-owned properties
• Funding for uses that are funded through other sources

4. ROLES & RESPONSIBILITIES

A. Fund Holders

Money for the Fund is provided by a variety of sources, including private donors, and local government agencies. The Fund is held by two entities and administered by H3 to disburse in contracted allotments to H3-specified Provider Agencies. There are no functional access, maintenance, or distribution differences between the two fund holders. Funds from both entities comprise the Housing Security Fund and will be used exclusively for all purposes outlined in these Policies and Procedures.

Contra Costa Regional Health Foundation: The Contra Costa Regional Health Foundation, a registered 501(c)(3) nonprofit, holds the money donated to the Housing Security Fund from the general public. This is administered by H3.

Health Services Trust Account: The County Health Services Trust Account is administered by Contra Costa Health Services. It is an interest-bearing account administered by H3. This account holds funds from government agencies and large contributors.

B. Contra Costa Health, Housing, and Homeless Services Division

H3 provides oversight of the Fund and the Contracted Provider Agencies using money from the Fund by ensuring funds are distributed in line with provider agency contract terms, the Contra Costa homelessness response system, and the needs and eligibility of the persons served. H3 contracts directly with Provider Agencies, which act as access points and resource distributors for services and funds allotted through the Fund.

Updated June 7, 2018
H3’s oversight role extends to vetting Provider Agencies for additional funding or requests for uses of funding over annual threshold amounts or approving unique uses not previously classified as eligible. The CE Manager will make determinations of permissible Fund uses not otherwise classified as eligible by administering a litmus test of the proposed Fund use. Such an examination will require the Contracted Provider to show the proposed use: (1) is intended to divert the client from the emergency shelter system, or (2) the use can directly facilitate housing the client.

H3 may approve, conditionally approve, or deny any request. H3 will also ensure the collection of data from the Fund and Provider Agencies to increase the effectiveness of the Fund and to support marketing efforts.

C. **Contracted Provider Agencies**

Provider Agencies contracted with H3 to provide resources from the fund will enter into a contract with H3 to receive allotments from the Fund. Those contracts may identify permissible uses and amounts of funds available for use by the Contracted Provider Agency. Contracted Provider Agencies will make determinations about the type and amount of Fund-sponsored resources to use for a client after exhausting other resources in line with annual threshold amounts unless special use or permission is received from the CE Manager.

Contracted Provider Agencies may make requests for additional funds through the Contra Costa CE Manager or H3’s Chief of Operations. The CE Manager or Chief of Operations will approve or deny fund requests. While there is no appeal process for denials or conditional approvals, H3 may re-evaluate a new request if the Provider Agency can show a material change in circumstances. Provider Agencies will ensure funds are provided directly to the entity owed (e.g., Utility Provider or Landlord) and not to the client.

All Provider Agencies will be required to adhere to the Contra Costa CES Non-discrimination and HMIS policies, which are incorporated here by reference, and uphold any client and resource eligibility requirements.

### 5. ACCESS POINTS

The Fund is specifically for clients in need of Diversion and Housing Navigation Services. Funds for those services or related eligible resources may only be accessed by contracted Diversion and Housing Navigation service providers. Any client accessing resources from the Fund must be a client of a contracted Diversion or Housing Navigation services provider.

A. **Diversion Services**

*Updated June 7, 2018*
Centralized diversion services divert clients imminently at risk of homelessness (within two weeks) from the homeless system of care. Diversion Services specializes in assisting clients with accessing and receiving health and behavioral health supports. However, Diversion Services are also equipped to support clients with time-limited case management to support clients imminently at risk of losing their housing or clients able to obtain stable housing with less traditional resources. Based on the needs of the client, Diversion services also provides referrals to resources and creative resources designed to divert persons from the homeless system of care. Diversion Services are mobile and can meet clients at a variety of locations within Contra Costa County.

B. **Housing Navigation Services**

Housing Navigation services aim to quickly house persons who are homeless or imminently at risk of homelessness by ensuring they are housing ready and that they have access to units that match their needs. Housing Navigators develop housing plans and provide assessments, housing readiness and location assistance, referrals, and close support and aftercare post-housing placement. Housing navigation services are mobile and available through various parts of the coordinated entry system, including at CARE Centers.

### 6. FUND DETERMINATIONS AND DISBURSEMENTS

**A. Provider Agency Contracts**

H3’s contracts with Provider Agencies will outline the scope of services Provider Agencies may provide, which influence the referrals Provider Agencies may accept and service and fund determinations that Provider Agencies may make. Provider Agency contracts may impose guidelines or state with specificity the types of eligible uses the Provider Agency is permitted to fund with resources from the Housing Security Fund. For the most part, Provider Agencies are free to make fund determinations for eligible uses and provide services and resources accordingly.

**B. HMIS: Eligibility and Referrals**

HMIS will be used to document eligibility and accept or reject referrals. A screening tool will be used to support determining eligibility for Diversion and Housing Navigation services.

*Documenting Eligibility*

The Contracted Provider Agency must take appropriate steps to screen the client for eligibility for services. All eligibility determinations should be documented in HMIS. Where HMIS includes

*Updated June 7, 2018*
fields for client, referral, use, or funding data, Contracted Provider Agencies are required to input the relevant data into HMIS.

Contracted Provider Agencies must document in HMIS all referrals that are accepted and any subsequent disbursement details, including amounts, dates of disbursement, and entity receiving payment, for each disbursement. If available, Contracted Provider Agencies are encouraged to upload to HMIS or otherwise store per CoC and CE requirements receipts, invoices, or other documentation related to the reimbursement (e.g., invoice for repairs to unit beyond normal wear and tear; bus ticket receipt for client to move in with relative, etc.).

**Accepting or Rejecting Referrals**

Contracted Provider Agencies may accept client referrals for services or resources from any CoC-participating provider through HMIS.

If a Contracted Provider Agency determines the referral is inappropriate or incomplete, the Contracted Provider Agency is encouraged to follow up with the referring provider or with the client before rejecting the referral. In instances where the Contracted Provider Agency decides to reject the referral, the Contracted Provider Agency must document the reason for the rejection and any subsequent referrals for the client in HMIS.

C. **Disbursement Procedures**

H3 will make annual disbursements of money to Contracted Provider Agencies from the Housing Security Fund. Contracted Provider Agencies are expected to use funds annually allotted to them per their Housing Security Fund contract to cover all eligible costs. In the event the Provider Agency lacks sufficient funding for the eligible use, the Contracted Provider Agency may petition H3 for an additional allotment of funds to cover the estimated costs of a specific request or any projected future requests for funding until the next allotment or contracting period is due. In the event the Contracted Provider Agency wishes to fund an eligible use in an amount in excess of $3,000 per year for households comprised of an individual and $5,000 per year for households comprised of families, the Contracted Provider Agency must seek approval from the CE Manager. These are annual threshold amounts that may be disbursed once to an individual or family once in a 12-month period. This is intended to ensure resources are available to the most people throughout the year.

H3 may approve, conditionally approve (e.g. approve for a different amount), or deny any request. All approvals will be funded within 10 business days of the notice of approval. While there is no appeal process for denials or conditional approvals, H3 may re-evaluate a new request if the Contracted Provider Agency can show a material change in circumstances.

*Updated June 7, 2018*
Contracted Provider Agencies must consider the most reasonable means of diverting persons from homelessness, including the sustainability of their support and the amount of time support may be required. Contracted Provider Agencies may consider annual threshold amounts in making resource assessments.

**Payments of (Rent or Utility) Arrears to Access New Housing**

Contracted Provider Agencies must obtain verification of rental or utility arrears in the form of notices, invoices, receipts or other documentation. Payments or reimbursement for rental or utility arrears must be made to the landlord or agency to which the client owes the outstanding debt. Payments should not be made to the client.

**Enhanced Security Deposits**

Occasionally, landlords will request higher than normal security deposits due to a client’s rental or credit history, based on previous experience with the client, or concerns about damages. To encourage landlord continued participation in housing persons experiencing or at risk of homelessness, Contracted Provider Agencies may use their best judgment as to what is appropriate for an enhanced security deposit. Enhanced security deposits are still security deposits. They not intended to be windfalls or increased income for landlords. The enhanced security deposit is solely to cover any damage or repairs to the unit beyond normal wear and tear.

**Security Deposit Reallocation**

Under this program, a security deposit that is provided for a tenant renting from a specific landlord may be carried over to the next tenant placed through the homeless system of care in a unit with that landlord. The landlord will agree that any unused portion of the initial security deposit may be applied to another unit with that landlord filled through the Contracted Provider Agency. Any deductions from the security deposit must be documented by the landlord and submitted to the Contracted Provider Agency within a reasonable time after the tenant to whom the security deposit applied has moved out. The Contracted Provider Agency must maintain records of the security deposit reallocation, including (1) the remainder of the initial deposit that is being reallocated to the next tenant; (2) any additional funds provided to the landlord to supplement the existing security deposit that will eventually be included in any future reallocations; and (3) the lease term the reallocated security deposit covers for the new tenant.

**Unit Holding Fees**

*Updated June 7, 2018*
In circumstances where the market does not provide for adequate affordable housing within range of the typical Housing Navigation or Diversion consumer, it may be necessary to provide a landlord with a holding fee while the Contracted Provider Agency secures a tenant match or negotiates lease terms. Contracted Provider Agencies are strongly encouraged to require the unit holding fee go towards the security deposit if the landlord agrees to rent to the matched tenant or be fully refundable if the landlord later declines to rent to the matched tenant.

**Vacancy Payments**

To avoid loss of the unit to market rate or other uses outside of the homeless system of care, Contracted Provider agencies are permitted to make vacancy payments to a landlord who currently or previously offered a unit for rent to a client through the Contra Costa County homeless system of care. If a tenant leaves a unit secured through funding or a program affiliated with the Contra Costa Coordinated Entry System, the Contracted Provider Agency may make a payment to the landlord of that unit for the equivalent of 30 days of rent. This payment is to incentivize the landlord to hold the unit so long as the landlord agrees to rent the unit to a person working with a Contracted Provider Agency. Housing Navigators may be used to facilitate the disbursement of these payments.

**Repairs to Units**

In instances where a client must pay for damages to their unit to avoid eviction within two weeks or cannot obtain new housing and is homeless or at risk of homelessness within the next two weeks due to damages to a current or prior unit, the client may need to reimburse their former landlord for repairs.

All damage costs must first be deducted from the security deposit. If costs exceed what is available in the security deposit, Contracted Provider Agencies may use their allotted Fund resources to cover any additional costs necessary to support the client’s housing retention or qualification for new housing.

When possible, the Provider Agency staff will conduct a damage inspection of the unit or obtain photographs of the damage to the unit. For damages that have already been repaired by the landlord, the Contracted Provider Agency will obtain from the landlord an invoice or receipt for the costs of the repairs. For damages that have not yet been repaired, when possible, the Contracted Provider Agency will obtain from the landlord an estimate of the costs of the repairs prior to payment for the damages.

*Updated June 7, 2018*
7. SPECIAL CONSIDERATIONS

A. Screening

As the Fund is a resource of last resort, any CoC-provider agency referring a client for Diversion or Housing Navigation Services, must first ensure that all other resources available for that use, including existing CoC-funded provider services and other housing and diversion resources, have been explored and exhausted. No Fund resources may be expended without verification and documentation in HMIS that this initial screening is completed.

B. Consumer Repayment

Occasionally, consumers may experience bureaucratic delays or other challenges (e.g., payee control of client finances, state and federal assistance or benefits delays) that may risk limiting their ability to obtain housing quickly. In instances where Diversion and Housing Navigation clients experience these challenges, Contracted Provider Agencies may use resources from the Fund in advance of confirmed consumer fund availability to pay for approved uses to secure client housing. Contracted Provider Agencies are permitted to request repayment of those advanced funds from the consumer.

C. Exceptions

There are many programs in the Contra Costa County Homelessness System of Care, that support clients in need of quick and flexible housing resources (i.e., Rapid Re-housing, housing navigation support in the course of case management). For these programs, it is imperative that CoC-funded programs and services specifically for those purposes be tried and exhausted first. If there is an instance, where a client loses their housing under one of these funded programs and is otherwise eligible for Diversion and Housing Navigation services, the CE Manager Committee may in their discretion explore a resolution with the Diversion Services or Housing Navigation provider about services to assist the client.

D. Role of CE Oversight Committee

H3, through the CE Manager, will make final funding determinations and disbursement decisions. The Council on Homelessness CE Oversight Committee will review Fund processes and continued Fund integration into the CES. This may include reviewing aggregate policy and administrative decisions about Fund use or intermittently at regularly scheduled CE Oversight
Committee meetings as issues arise, assisting with troubleshooting, or updating these Policies and Procedures.
MATERIALS

7. FY2018 New Project Scoring Tool Draft for Approval
### FY 2018 CoC Program Competition

**New Project Scoring Tool**

#### OVERVIEW

<table>
<thead>
<tr>
<th>Factor</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Project’s Work is Consistent with HUD and Local Priorities</td>
<td>25</td>
</tr>
<tr>
<td>2. Project Design and Readiness</td>
<td>35</td>
</tr>
<tr>
<td>3. Agency Capacity</td>
<td>30</td>
</tr>
<tr>
<td>4. Efficient Use of Funds</td>
<td>10</td>
</tr>
<tr>
<td>5. Reallocation Bonus</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Factor</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Housing First</td>
<td>N/A</td>
</tr>
<tr>
<td>The project’s policies include a commitment to identifying and lowering its barriers to housing.</td>
<td></td>
</tr>
<tr>
<td>2. Coordinated Entry</td>
<td>N/A</td>
</tr>
<tr>
<td>Project will participate in coordinated entry to the extent possible for this project type.</td>
<td></td>
</tr>
<tr>
<td>3. HMIS</td>
<td>N/A</td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>4. Program Policies &amp; Procedures</td>
<td>N/A</td>
</tr>
<tr>
<td>Project has adopted, or is committed to adopting, policies and procedures that are consistent with minimum HUD requirements.</td>
<td></td>
</tr>
<tr>
<td>5. Participant Eligibility</td>
<td>N/A</td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>6. Equal Access/Fair Housing</td>
<td>N/A</td>
</tr>
<tr>
<td>The project provides equal access and fair housing without regard to sexual orientation, gender identity, or local residency status.</td>
<td></td>
</tr>
</tbody>
</table>
## DETAILED BREAKDOWN BY FACTOR

### 1. PROJECT’S WORK IS CONSISTENT WITH HUD AND LOCAL PRIORITIES (25 PTS.)

<table>
<thead>
<tr>
<th>Factor</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.A. HUD and Local Priorities</td>
<td>10</td>
</tr>
<tr>
<td>Points will be awarded at the discretion of the Review &amp; Rank Panel within the following ranges, taking into consideration community need:</td>
<td></td>
</tr>
<tr>
<td>• Permanent supportive housing (for chronically homeless) = 5 to 10 points</td>
<td></td>
</tr>
<tr>
<td>• Permanent supportive housing (DedicatedPLUS) = up to 5 points</td>
<td></td>
</tr>
<tr>
<td>• Rapid re-housing = 5 to 10 points</td>
<td></td>
</tr>
<tr>
<td>• Joint transitional housing and rapid re-housing = up to 5 points</td>
<td></td>
</tr>
<tr>
<td>• Coordinated Entry = up to 10 points</td>
<td></td>
</tr>
<tr>
<td>• HMIS = up to 10 points</td>
<td></td>
</tr>
</tbody>
</table>

1.B. Project Impact & Responsiveness to Local Need | 15 |
| Impact of the program in addressing local needs | |
| • Consider: leveraged resources (e.g., site-based housing), subpopulations served, demonstrated need for the project type in the community, experience working with the local population and local partners | |

### 2. PROJECT DESIGN AND READINESS (35 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).

<table>
<thead>
<tr>
<th>Factor</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.A. Program Design</td>
<td>20</td>
</tr>
<tr>
<td>For all projects: Housing where participants will reside is fully described and appropriate to the program design proposed. Program design includes provision of appropriate supportive services.</td>
<td></td>
</tr>
<tr>
<td>• Does the program design include the use of innovative or evidence-based practices?</td>
<td></td>
</tr>
<tr>
<td>• 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)?</td>
<td></td>
</tr>
<tr>
<td>• Is the project staffed appropriately to operate the housing/services?</td>
<td></td>
</tr>
<tr>
<td>• Are staff trained to meet the needs of the population to be served?</td>
<td></td>
</tr>
</tbody>
</table>
FY2018 COC PROGRAM COMPETITION
NEW PROJECT SCORING TOOL

| • Does the program include involvement of clientele in designing and operating the program? |
| • Does the method of service delivery described include culture-specific/sensitive elements (e.g., trauma-informed care)? |
| • 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? |
| • For Domestic Violence Bonus projects, does the program design include safety, planning, and confidentiality protocols? |
| **For PSH/RRH (at least 3 of 4 required by HUD):** |
| • 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 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 permanent housing)? |
| **For Joint TH-RRH (at least 4 of 6 required by HUD):** |
| • 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?

**For Coordinated Entry**: Program design is in alignment with coordinated entry system design envisioned by CoC.
- Is the system easily accessible for all persons within the CoC’s geographic area 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?

**For HMIS**: Program design is in alignment with CoC’s data needs.
- Will the project conduct trainings and otherwise prepare projects for the new HUD Data Standards?
- Will the project further enhance the CoC’s ability to produce data in a form that can be analyzed to assist the CoC in assessing homeless needs, allocating resources, and coordinating services?
- 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?

### 2.B. Services Partnership or Capacity

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:
- What depth of services will be offered?
- Will the services meet the needs of the target population proposed?
- How will services will be leveraged or funded?

### 2.C. Expected Outcomes

Has the agency demonstrated, through past performance, the ability to successfully carry out the work proposed and effectively provide services to people experiencing homelessness? Consider the agency’s experience and outcomes related to measures of housing stability, exits to homelessness, and increased income/benefits in any prior projects.
3. AGENCY CAPACITY (30 PTS.)

<table>
<thead>
<tr>
<th>Factor</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3.A. Agency Experience</strong></td>
<td>5</td>
</tr>
<tr>
<td>Does the agency have the expertise and staffing needed to operate the proposed project? Consider:</td>
<td></td>
</tr>
<tr>
<td>• Has the agency successful handled at least one other federal grant or other major grant of this size and complexity, either in or out of the CoC?</td>
<td></td>
</tr>
<tr>
<td>• Does the agency have a clear staffing plan that covers both grant management and performance of grant activities?</td>
<td></td>
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<tr>
<td><strong>3.B. Administrative Structure</strong></td>
<td>5</td>
</tr>
<tr>
<td>Does the agency have the procedural and administrative structure needed to meet all grant audit, administrative, and reporting requirements?</td>
<td></td>
</tr>
<tr>
<td>• Does the agency have any outstanding HUD findings and/or financial audit findings? (2 pts)</td>
<td></td>
</tr>
<tr>
<td>• Has HUD deobligated any of the agency’s grant funds in the past three operating years? (2 pts)</td>
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<tr>
<td>• Does the application packet that was submitted reflect an agency with capacity that is sufficient to carry out the HUD administrative requirements? (1 pt)</td>
<td></td>
</tr>
<tr>
<td><strong>3.C. HMIS Participation</strong></td>
<td>5</td>
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<tr>
<td>Is the agency/program actively participating in the HMIS?</td>
<td></td>
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<tr>
<td>• Consider: the percentage of the program’s clients who have data entered into HMIS; HMIS Data Completeness Report Card</td>
<td></td>
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<tr>
<td>Note: Domestic Violence programs do not participate in HMIS, but should have a plan to enter data into a comparable database.</td>
<td></td>
</tr>
<tr>
<td><strong>3.D. CoC Participation</strong></td>
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<tr>
<td>Does the agency and/or project sponsor participate in Contra Costa Council on Homelessness and CoC-related planning meetings?</td>
<td></td>
</tr>
<tr>
<td><strong>3.E. Housing First</strong></td>
<td>5</td>
</tr>
<tr>
<td>Has the agency implemented the principles of Housing First (e.g., lower the barriers to entry for prospective clients, avoid screening out clients based on real or perceived barriers to success)? Does the agency demonstrate a commitment to Housing First for this new project?</td>
<td></td>
</tr>
</tbody>
</table>
### 3.F. Quality Assurance

Does the agency maintain policies, procedures, and actions to ensure continuous quality improvement?

- Does the agency train its staff to ensure high quality of care?
- Does the agency assess quality of service and consumer satisfaction through surveys, focus groups, etc.? (Optional: applicants may attach a document summarizing client feedback for panelist consideration.)
- Does the agency monitor program performance using data?

<table>
<thead>
<tr>
<th>Factor</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>3.F. Quality Assurance</td>
<td>5</td>
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</tbody>
</table>

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

#### 4.A. Budget

Is budget clearly articulated, with no unnecessary or unexplained items? Consider:

- Does the budget show that the project will have enough resources to provide high-quality, reliable services to the target population?
- 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?
- Does the budget show that the project is taking appropriate measures to promote cost effectiveness?

For expansion projects, panelists may also consider the efficient use of funds factors of the renewal project that is proposed for expansion.

<table>
<thead>
<tr>
<th>Factor</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>4.A. Budget</td>
<td>5</td>
</tr>
</tbody>
</table>

#### 4.B. Financial Management

Has the applicant submitted their most recently completed independent audit of their nonprofit financial statements?

- 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?

If the applicant has not completed an independent audit:

- Have they submitted unaudited financial statements and articulated their plan to meet federal financial management requirements?

<table>
<thead>
<tr>
<th>Factor</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>4.B. Financial Management</td>
<td>5</td>
</tr>
</tbody>
</table>
5. REALLOCATION BONUS (5 PTS.)

<table>
<thead>
<tr>
<th>Factor</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.A. Reallocation</td>
<td></td>
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<tr>
<td>Did the Agency voluntarily reallocate a renewal project? Consider:</td>
<td></td>
</tr>
<tr>
<td>• How much funding was reallocated?</td>
<td>5</td>
</tr>
<tr>
<td>• What was the project type?</td>
<td></td>
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</tbody>
</table>
Contra Costa Council on Homelessness Meeting

MATERIALS

8. Ensuring Opportunity Legislative Watchlist
The Ensuring Opportunity Campaign is a collaborative, long-term and cross-sector effort to end poverty in Contra Costa County. The Campaign brings together policy makers, residents, business leaders, labor leaders, government agencies, nonprofit providers, and faith-based organizations to create better opportunities for all residents in the county. The campaign advocates for fair and effective policies in several issue areas, including economic security, health, food security, housing, education, immigration and safety.

Below is a list of legislation introduced in the current California state legislative session that Ensuring Opportunity is supporting and/or monitoring. Support for proposed legislation is based on EO’s Policy Framework, recommendations by trusted partners and allies, and input from the EO Leadership Team.

**Housing**

**AB 686 (Santiago)** – Reinforces the commitment to fair and equal housing by requiring public agencies to affirmatively further fair housing.

**AB 1921 (Maienschein)** - Enables counties to better assist homeless CalWORKs families through the existing Homeless Assistance Program (HAP) by allowing families to receive 16 cumulative days (vs. consecutive days as the law currently requires) of temporary housing assistance per year and allows a family to receive Permanent Housing Assistance for shared housing under a valid lease agreement.

**Position: SUPPORT**

**AB 2065 (Ting)** - Clarifies California’s Surplus Lands Act to provide for more efficient distribution of surplus public land and increase our communities’ supply of affordable housing.

**Position: SUPPORT**

**AB 2162 (Chiu, Daly)** - Facilitates supportive housing for Californians experiencing chronic homelessness, by streamlining and expediting the process of approving supportive housing applications.

**AB 2219 (Ting)** - Effective Rental Assistance and Homeless Prevention – Requires landlords to accept rent payments on behalf of tenants from any party who has been designated by the tenant, so long as the third party acknowledges that accepting such a payment does not form a new tenancy with, or confer new contractual right up, the party making the payment.

**AB 2343 (Chiu)** – Makes several changes to Unlawful Detainer (Eviction) procedures to make the eviction process fairer for tenants, and give them a chance to resolve issues without the need for an eviction.

**AB 2923 (Chiu and Grayson)** - Enables the construction of thousands of new affordable homes near BART stations, resulting in fewer cars and congestion on our region’s roads.

**AB 2925 (Bonta)** – Just Cause for Eviction – Requires a property owner to provide a tenant with a cause for serving them an eviction notice. This bill would ensure the following are not causes for termination of tenancy: change of ownership, foreclosure of property, and expiration of a fixed-term lease.

**Position: SUPPORT**
**AB 3171 (Ting)** – The Homeless Persons Service Block Grant would establish the Local Homelessness Solutions Program and create the Local Homelessness Solutions Account for the purpose of providing funding to cities to create innovative and immediate solutions to the problems caused by homelessness.

**SB 828 (Wiener)** —Reforms the current RHNA allocation method to create a fairer, more data-driven and more equitable process. It would also require communities to begin making up for past RHNA deficits.

**SB 829 (Wiener)** – Expands farm worker housing while maintaining strong worker protections by creating a by-right process where farm owners and operators can dedicate agricultural land for employee housing.

**SB 912 (Beall)** - Allocates $2 billion in one-time general fund revenues for cities, counties, and non-profits to immediately house and help the homeless, as well as hard working low-income families most at risk of homelessness.

  **Position: SUPPORT**

**SB 918 (Wiener)** – The Homeless Youth Act establishes an Office of Homeless Youth that would be funded at $60 million from the General Fund and will set specific, measurable goals aimed at preventing and ending homelessness among youth in the state.

**SB 1056 (Beall)** – The Community Land Trust Project Development Act facilitates more permanent affordable housing for low and moderate-income families by providing Community Land Trusts with a property tax exemption from the point of acquisition of property to the point of sale of affordable homes.

**2018 Ballot Measures**

**SB 3 (Beall)** Veterans and Affordable Housing Bond Act of 2018 – qualified for November 2018 state ballot.

  **Position: SUPPORT**

**Costa Hawkins Repeal** – Sufficient signatures were submitted. Waiting on verification and final approval for the November ballot.

  **Position: SUPPORT**

**Proposition 13 reform** – CA Schools and Local Communities Funding Act. Still in signature gathering phase but has been pushed back to 2020.

  **Position: SUPPORT**

**Implementation of 2017 State Housing Bills**

- AB 1505: The "Palmer fix" clarifies that jurisdictions are allowed to require that a certain percentage of new rental units be affordable.
- AB 1598: Creates a tool for jurisdictions to use a portion of their property taxes directly for affordable housing without voter approval.
- AB 1521: Greatly strengthens the State's Housing Preservation law to maintain the long-term affordability of units.
- SB 2: New funding for homeless services, housing, and planning for jurisdictions.
Economic Security

**AB 2066 (Stone)** – Extends eligibility for the California Earned Income Tax Credit (CalEITC) to low-income working Californians who file taxes but are currently excluded from the federal and state EITCs. It extends eligibility to low-income working young adults ages 18-24, low-income working seniors over 65, and low-income working immigrant families with federally assigned Individual Taxpayer Identification Numbers (ITINs) and Social Security Numbers (SSNs).

*Position: SUPPORT*

**AB 2300 (Kalra)** – Increases the State Supplementary Payment (SSP) grants by $100 a month and restores in the program the annual Cost Of Living Adjustment (COLA) based on the California Necessities Index.

*Position: SUPPORT*

Food Security

**SB 900 (Wiener & Armbula)** - Enables the CalFresh EBT system to allow CalFresh shoppers to receive a dollar-for-dollar bonus match for eligible purchases of California-grown fruits and vegetables.

Health Security

**AB 3087 (Kalra)** - Creates the California Health Care Cost, Quality, and Equity Commission, an independent state agency, to control in-state health care costs and set the amounts accepted as payment by health plans, hospitals, physicians, physician groups, and other health care provider.

**SB 974 (Lara):** Health For All Act - Extends eligibility for full-scope Medi-Cal benefits to low-income undocumented adults.

Immigrant Protection

**AB 2029 (Garcia):** Would help close the gaps in health status and access to care for immigrants by requiring the Office of Health Equity to include immigrants as part of their department-wide plans to close the gaps in health status and access to care among the state’s diverse racial and ethnic communities, women, persons with disabilities, and LGBTQ+ communities.

Safety and Criminal Justice

**SB 10 (Hertzberg)** – Pretrial Release - Revises existing pretrial release procedures by limiting pretrial detention to specified persons, eliminating the use of bail schedules, and requiring each county to establish a pretrial services agency.

Education

**AB 2292 (Aguiar-Curry)** - Incentivizes ECE providers to serve infants and toddlers by increasing the state reimbursement rates.
Contra Costa Council on Homelessness Meeting

MATERIALS

9. CoC Provider Grid
<table>
<thead>
<tr>
<th>Contra Costa Continuum of Care Providers</th>
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</thead>
<tbody>
<tr>
<td>(FOR INTERNAL USE ONLY)</td>
</tr>
</tbody>
</table>

**Providers:**
- Contra Costa Continuum of Care Providers
- Hamilton Families
- Housing Authority of Contra Costa County
- Home Center
- Aging Center
- Monument Crisis Center
- Northern California Family Center
- Salvation Army
- SAHA/Shelter Inc. (Yuba/Sutter)
- Shelter Inc.
- STAND! for Families Free of Violence (Domestic Violence only)
- Trinity Center of Walnut Creek
- Winter Nights

**Services:**

<table>
<thead>
<tr>
<th>Prevention/Diversion</th>
<th>Diversion Services</th>
<th>Mediation</th>
<th>Prevention Resources</th>
<th>Utility Assistance</th>
</tr>
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<tbody>
<tr>
<td>X</td>
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<td>X</td>
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<table>
<thead>
<tr>
<th>Crisis</th>
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</thead>
<tbody>
<tr>
<td>Basic Needs Assistance (shower, mail)</td>
</tr>
<tr>
<td>Case Management (short term)</td>
</tr>
<tr>
<td>Housing Navigation</td>
</tr>
<tr>
<td>Meals</td>
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<tr>
<td>VT-SPDAT</td>
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<table>
<thead>
<tr>
<th>Shelter</th>
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</thead>
<tbody>
<tr>
<td>Emergency Shelter (Single Adult)</td>
</tr>
<tr>
<td>Emergency Shelter (Families)</td>
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<tr>
<td>Emergency Shelter (TAY)</td>
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<tr>
<td>Emergency Shelter (Migrants)</td>
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<table>
<thead>
<tr>
<th>Housing</th>
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<tbody>
<tr>
<td>Housing Location Services</td>
</tr>
<tr>
<td>Rapid Rehousing (RRH)</td>
</tr>
<tr>
<td>Transitional Housing (individuals)</td>
</tr>
<tr>
<td>Transitional Housing (Families)</td>
</tr>
<tr>
<td>Transitional Housing (TAY)</td>
</tr>
<tr>
<td>Veteran Permanent Supportive Housing (PSH)</td>
</tr>
<tr>
<td>Veteran Rapid Rehousing (RRH)</td>
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<table>
<thead>
<tr>
<th>Funding</th>
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<tbody>
<tr>
<td>CDBG</td>
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<tr>
<td>ESG</td>
</tr>
<tr>
<td>HUD CoC</td>
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<tr>
<td>HUD CoC: CIS sub-contract</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADO Services on site</td>
</tr>
<tr>
<td>Health screenings/Wellness Classes</td>
</tr>
<tr>
<td>HMMS</td>
</tr>
<tr>
<td>Housing Security Fund Disbursement</td>
</tr>
<tr>
<td>Legal Aid, Victim Assistance, Clean Slate</td>
</tr>
</tbody>
</table>