CONTRA COSTA COUNCIL ON HOMELESSNESS MEETING

MAY 2, 2019, 1:00-3:00 PM
AGENDA

1. Welcome and Introductions
2. Approve Minutes (Action Item)
3. Reschedule July Council Meeting (Action Item)
4. 2019/20 State ESG Recommendations (Action Item)
5. CoC Competition Scoring Tools and process Updates (Action Item)
6. Governance and Bylaws Updates (Action Item)
7. California Brown Act and Better Governance Ordinance Training
8. Policy Update (Action Item)
9. Coordinated Entry System Introduction
10. Community Announcements
11. Pin It
2. APPROVE MINUTES (ACTION ITEM)

Doug Leich, Chair

Review and adoption of minutes from the April 4, 2019 Council meeting.
3. RESCHEDULE JULY COUNCIL MEETING
(ACTION ITEM)

Jaime Jenett, H3

Possible action to reschedule July 4, 2019 Council on Homelessness meeting to Thursday, July 11, 2019.
ACTION FOR CONSIDERATION

Reschedule the Thursday, July 4, 2019 Council on Homelessness meeting to take place on Thursday, July 11, 2019 from 1:00-3:00pm.
4. 2019/20 STATE ESG RECOMMENDATIONS (ACTION ITEM)

Gabriel Lemus, CDBG Program Manager Contra Costa County, Council Member

Presentation and possible action to approve the 2019/20 State ESG recommendations.
<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Project Name</th>
<th>Project Objective/Description</th>
<th>Core Activity</th>
<th>CA-HUD ESG Requested</th>
<th>CA-HUD ESG Recommendation</th>
<th>Estimated Total Project Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>STANDI For Families Free of Violence</td>
<td>Emergency Shelter</td>
<td>STANDI’s Emergency Shelter can accommodate up to 24 adult survivors and their children who are facing life-threatening violent relationships for up to 3 months at no cost. As part of a continuum of care at STANDI, the Shelter provides clients with access to comprehensive supportive services, including food, clothing, social and legal advocacy, vocational assistance, child services, housing referrals, and evidence-based counseling – transitioning clients toward independence.</td>
<td>Emergency Shelter</td>
<td>$26,000</td>
<td>$24,000</td>
<td>$24,000</td>
</tr>
<tr>
<td>Trinity Center Walnut Creek</td>
<td>Emergency Day Shelter</td>
<td>Trinity Center Walnut Creek proposes to continue and expand its successful Emergency Day Shelter to meet the basic and recovery needs of homeless and very low-income persons. Our accessible program engages homeless persons who are resistant to services and advocates for their health, self-sufficiency, and permanent housing. By implementing an advocacy-oriented approach with low barriers to services, Trinity Center supports the transition from homelessness to self-reliance.</td>
<td>Emergency Shelter</td>
<td>$35,000</td>
<td>$31,500</td>
<td>$31,500</td>
</tr>
<tr>
<td>Contra Costa County Conservation &amp; Dev. Dept.</td>
<td>Program Administration</td>
<td>Administrative costs include staff salaries, training, equipment, and general operating expenses.</td>
<td>Administration</td>
<td>$7,656</td>
<td>$7,000</td>
<td>$7,000</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>$307,093</td>
<td>$104,796</td>
<td>$277,892</td>
</tr>
<tr>
<td>CCC Project No.</td>
<td>Applicant</td>
<td>Project Name</td>
<td>Outcome</td>
<td>Amount Requested</td>
<td>Amount Received in FY 2018/19</td>
<td>County Staff Rec. FY 2019/20</td>
</tr>
<tr>
<td>----------------</td>
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<td>-------------------------------</td>
</tr>
<tr>
<td>18-01-ESG</td>
<td>CC Health Services H3</td>
<td>Adult Interim Housing Program</td>
<td>Emergency shelter beds and wraparound services for 150 homeless.</td>
<td>$100,393</td>
<td>$122,693</td>
<td>$103,495</td>
</tr>
<tr>
<td>18-02-ESG</td>
<td>CC Health Services H3</td>
<td>CORE-Coordinated Outreach, Referral, and Engagement Program</td>
<td></td>
<td>$22,300</td>
<td>N/A</td>
<td>$22,300</td>
</tr>
<tr>
<td>18-03-ESG</td>
<td>Contra Costa Behavioral Health Services Homeless Program</td>
<td>Calli House Youth Shelter</td>
<td>Emergency shelter beds and support services for 25 homeless youth.</td>
<td>$24,328</td>
<td>$24,328</td>
<td>$30,000</td>
</tr>
<tr>
<td>18-04-ESG</td>
<td>SHELTER, Inc.</td>
<td>Homeless Prevention and Rapid Rehousing Program</td>
<td>Homelessness prevention and rapid rehousing services to 60 Extremely Low Income households in the Urban County</td>
<td>$118,723</td>
<td>$121,416</td>
<td>$128,268</td>
</tr>
<tr>
<td>18-05-ESG</td>
<td>STAND! For Families Free of Violence</td>
<td>Rollie Mullen Emergency Shelter</td>
<td>Emergency shelter and support services for 40 women and their children.</td>
<td>$45,328</td>
<td>$45,328</td>
<td>$50,000</td>
</tr>
<tr>
<td>18-06-ESG</td>
<td>Trinity Center</td>
<td>Trinity Center</td>
<td>Hygiene/food services and day-use facility for 100 homeless clients.</td>
<td>$26,830</td>
<td>$26,830</td>
<td>$31,000</td>
</tr>
</tbody>
</table>

| Totals         | $337,902 | $340,595 | $365,063 | $365,456 |
ACTION FOR CONSIDERATION

Approve the 2019/20 State ESG recommendations for submission to the State of California.
5. COC COMPETITION SCORING TOOLS AND PROCESS UPDATES (ACTION ITEM)

Emily Firgens and Erica McWhorter, HomeBase

Possible action to adopt proposed 2019 Continuum of Care NOFA Competition Scoring Tools and process document.
WHERE WE ARE IN COC NOFA PROCESS

• FY2019 CoC NOFA has not been released yet but anticipating a late Spring release

• Working with renewal project applicants to collect and review outcomes and project data

• Finalizing proposed FY2019 CoC NOFA Competition Scoring Tools
  ▪ CoC/ESG Committee met April 9th and 23rd to discuss the Renewal and New Project Tools and Competition Process Document
  ▪ These will be used to evaluate the projects in the 2019 Competition
• Updated Renewal Tool to increase objectivity, transparency, and fairness

• Point Values:
  • Project Consistent with HUD and Local Priorities (decreased from 15 to 12 pts)
  • Project Performance Outcomes (increased from 35 to 38 pts)
  • Agency Capacity (increased from 30 to 37 pts)

• Threshold Criteria
  • Removed Housing First as a threshold criteria as this is more robustly scored in Section 3
RENEWAL PROJECT SCORING TOOL PROPOSED EDITS

• Biggest change: Developed scales to more objectively, transparently, and fairly score projects
  • Where possible, scales based on previous years’ performance on these factors
  • Where there isn’t data or a quantifiable measure, added more flexible scale to help anchor scoring
  • Panelists will still have discretion to adjust scores based on narrative and interview responses
  • Panelists will also be provided with previous years’ performance for smaller projects
RENEWAL PROJECT SCORING TOOL PROPOSED EDITS

- Created Connecting to Health Insurance factor [Factor 2.E.]

- Elaborated and increased points on the Housing First factor, as this is a very important HUD priority [Factor 3.D.]

- Increased point value and elaborated on involvement of consumers and incorporation of client feedback [Factor 3.E.]

- Focused on unspent grant funds and asking for past two years of unspent grant funds (as available) [Factor 4.B.]
Questions about the Renewal Project Scoring Tool proposed changes?
NEW PROJECT SCORING TOOL PROPOSED EDITS

• Proposed changes mostly about aligning with the Renewal Tool

• Point Value Shifts
  • Projects Work is Consistent with HUD and Local Priorities (decreased 25 to 20 pts)
  • Project Design and Readiness (decreased 35 to 30 pts)
  • Agency Capacity (increase 30 to 40 pts)
NEW PROJECT SCORING TOOL PROPOSED EDITS

• Threshold Criteria -- Removed Housing First to align with Renewal Tool

• Across the tool, worked to more explicitly call out point values for different components of a question

• Project Impact & Responsiveness to Local Need is aligned with similar factor in the Renewal Tool [Factor 1.B.]

• Updated Housing First factor to align with the language in the Renewal Tool [Factor 3.E.]
NEW PROJECT SCORING TOOL PROPOSED EDITS

- Added language for panel to consider previous project performance:
  - For expansion projects, consider renewal project performance, or
  - For new projects that are not expansions, consider examples and evidence of comparable projects/performance

- Consider Council Discussion on Factor 1.A. after the CoC NOFA release
  - This factor is currently set up to assign point values for different project types (up to 5 or 10 points depending on project type)
  - Members of the CoC/ESG Committee suggested having the Council discuss this factor to highlight a few priorities and streamline scoring
Questions about the New Project Scoring Tool proposed changes?
ACTION FOR CONSIDERATION

COC COMPETITION PROCESS DOCUMENT REVISIONS

• Consistency with scoring tools and bylaws
• Address weaknesses identified in HUD’s CoC Debrief around project evaluation
• Meet HUD priorities: objectivity, transparency, and fairness
ACTION FOR CONSIDERATION

Approve the revised local process document for the 2019 HUD CoC Competition.
6. GOVERNANCE AND BYLAWS AMENDMENTS (ACTION ITEM)

Jaime Jenett, H3
Erica McWhorter, HomeBase

Presentation and possible action to adopt proposed CoC Bylaws amendments to conform with HUD best practices and align with streamlined CoC structure.

Code of Conduct & Confidentiality Forms review and submission.
Creation of Ad Hoc Governance Committee to review Governance Charter.
PROPOSED BYLAWS AMENDMENTS

Art. 3, Sect. 2 (p. 5) : Transparency and Equity
• Broadens category of “diversity” to “equity”, including wider and more accurate range of backgrounds and statuses

Art. 4, Sect. 5 (p. 8): Eligibility Criteria
• Now reflects criteria applies to Council applicants and seated members

Art. 4, Sect. 10 (p. 9-10): Committee Structure & Operations
• Now reflects broader group of ad hoc committees and new names of current standing committees

Art. 4, Sect. 11 (p. 10): Council Staffing & Recordkeeping
• Adds language about Collaborative applicant roles and duties as staff to Council, and administrator of CES and CoC funding

Art. 5, Sect. 1 (p. 10-11): Code of Conduct
• Adds language to reflect updated Code of Conduct and Conflict of Interest Policy language
ACTION FOR CONSIDERATION

Approve the recommended amendments to the bylaws in line with the new structure of the CoC.
CODE OF CONDUCT & CONFIDENTIALITY FORMS

Please review, complete and submit Code of Conduct & Confidentiality forms by email or in person to HomeBase by May 31, 2019.
GOVERNANCE CHARTER UPDATES

- Charter initially drafted with HUD guidance and requirements in mind for CoCs
- Bylaws now include that content
- Charter now outdated and in conflict with current operational documents
- Per HUD, important to ensure all submitted documents are relevant and necessary
- Ad Hoc Committee necessary to review recommendations for amendment and ensure charter is a sound, stable document
ACTION FOR CONSIDERATION

Establish an Ad Hoc Governance Committee to review and propose amendments for the Council to the CoC’s Governance Charter.
7. CALIFORNIA BROWN ACT AND BETTER GOVERNANCE ORDINANCE TRAINING

Emlyn Struthers, Contra Costa County Administrator’s Office

Council member mandatory advisory body training on State and County governing requirements.
ADVISORY BOARDS & COMMISSIONS OVERVIEW TRAINING

Presented by the Contra Costa County Clerk of the Board of Supervisors

Emlyn Struthers
Management Analyst & Deputy Clerk
WHAT THIS TRAINING COVERS

• Roles
• Policies
• Resources
PART I: ROLES
Counties are a subdivision of the state
Governed by a board of five elected Supervisors
Deliver services mandated by the state and federal governments

County services include:
- health
- welfare
- criminal justice
- elections
- recording of documents
- weights & measures
- agricultural enforcement
- …And more! Any function of the state that the Legislature chooses to delegate
ROLE OF ADVISORY BOARDS & COMMISSIONS

• Created by the Supervisors
• Allows the Supervisors to better understand different viewpoints and needs throughout the county
• Encourage community participation in county government
ROLE OF ADVISORY BOARD MEMBERS

• Members serve at the pleasure of the Board of Supervisors (BOS)
• Serve in an advisory capacity to the BOS
  • Attend meetings
  • Participate and share your ideas
• Follow applicable federal, state, and county policies
LIMITATIONS

• *Stay within the scope of federal, state, and county policies*

• **Forbidden activities include:**
  • Bank Accounts and spending
  • Contracting
  • Setting and/or waiving of County fees
  • Personnel actions
  • Closed meeting sessions
  • “Serial” meetings
  • Taking positions on bills: legislative advocacy
• Only the Board of Supervisors can send written positions on pending legislation
ROLES IN LEGISLATIVE ADVOCACY

- As individuals, advisory body members may communicate their own opinions and advocate for legislation
  - Must make it clear that you are acting as a private citizen
  - Cannot use advisory board or county stationary/letterhead
ROLES: INFORMING THE COUNTY’S LEGISLATIVE PLATFORM

Advisory Body
- Identify and analyze legislative issues within its purview
- Determine whether they would recommend that the county adopts a position on legislation

Legislation Committee
- Standing committee of the BOS
- Review the county’s Federal and State legislative programs
- Craft legislative platform & strategy for consideration by the Board of Supervisors

Board of Supervisors
- Adopt legislative positions for the county
LEGISLATIVE ADVOCACY

• Members of discretionary advisory boards can relay the county’s adopted position, *limited* to what is included in the county’s formal, written position

  • **Avoid**

  - Implying a position that has been taken by the county when the county has not yet taken a formal position
  - Taking actions inconsistent with the county’s adopted position
  - Using staff time for advocacy
PART II: POLICIES
LAYERS OF POLICIES THAT GOVERN ADVISORY BOARDS & COMMISSIONS

- **State Law**
  - Brown Act
  - Some boards are mandated or created through state law and may be subject to other state laws

- **Local (County) Ordinance**
  - Better Government Ordinance ("BGO")

- **Governing resolution**
  - Specifies the body's scope of authority
  - Can be an ordinance, a resolution, or other action of the Supervisors

- **(Sometimes) Advisory body’s own rules**
  - Adopted Bylaws
OPEN MEETINGS

• The Brown Act
• Better Government Ordinance
THE BROWN ACT

- Guarantees the public's right to attend and participate in meetings of local legislative bodies
- Applies to local legislative bodies, such as the Board of Supervisors, and bodies created by formal action of those bodies, including advisory boards
BROWN ACT MEETING

- Any gathering of a majority of the members of the legislative body to:
  - Hear
  - Discuss, and/or
  - Deliberate

  … on any item of business that is within the subject matter jurisdiction of the body
DISCUSSING BUSINESS OUTSIDE A MEETING IS GENERALLY PROHIBITED

- Majority may not discuss or transact business outside of a properly noticed meeting
  - Personally
  - Through Staff
  - Via technology
  - ‘Serial’ meetings are prohibited
THE BETTER GOVERNMENT ORDINANCE (BGO)

- Codifies main provisions of the Brown Act

- Applies to a broader set of the county’s advisory bodies and includes subcommittees

- Goes beyond the disclosure requirements in the Brown Act
  - Extends the notice period to a minimum of 96 hours (4 full days) in advance
A quorum is the minimum number of members who must be present at the meeting for business to be legally transacted (Brown Act).

Generally, a quorum is a majority of the members of the body.

Quorum is fixed: No “moving” quorum.

- Based on AUTHORIZED seats, not how many appointments are currently made.

No quorum, no meeting!
AGENDA POSTING AND PUBLIC ACCESS

- **Physical posting at a location fully accessible to the public** is required
  - Have a copy of agenda materials available as well
- Must **distribute the agenda and materials** to those who have requested the materials within the last year
  - By mail or email (as preferred by the requestor)
- Internet web posting is required for many bodies and is **recommended for all bodies**
REQUIRED AGENDA CONTENT

• Where/when meeting is held
• Adequate description of agenda items
• Public access to agenda materials
• Disability-related modification or accommodation & how to request
• Public comment
PUBLIC’S RIGHT TO COMMENT

- On each agenda item before or during the body’s consideration of the item.

  and

- On any issue within the body’s subject matter jurisdiction (“open mic” part of agenda).
ADDITIONAL MEETING REQUIREMENTS

- Cannot be held in a place that discriminates
- Cannot be held in a place that charges a fee or requires a purchase
- Must be held in a place that complies with the protections and prohibitions of the Americans with Disabilities Act
PUBLIC’S RIGHT TO RECORD MEETINGS

- Members of the public are allowed to record and/or film meetings
- Any tape or film made by the legislative body is a public record and must be made available for inspection
TELECONFERENCE MEETING

- One or more of the members of the body attend the meeting from a remote location via electronic means, connected by audio or video or both.

Generally advise against teleconferencing; contact Clerk of the Board or County Counsel prior to planning.
CONDUCTING A TELECONFERENCE MEETING (CONT’D)

• Teleconference meetings must be conducted in accordance with the procedures set forth in Government Code §54953(b).
  • All other teleconference meetings are prohibited

• Main requirements include:
  • At least a quorum of members must participate from locations within County.
  • An agenda must be posted at each location.
  • The address of each location must be listed in the notice and agenda.
  • Each location must be fully accessible to the public.
  • Each location must be ADA-compliant.
  • The public’s right to testify at each location must be ensured.
  • All votes taken must be conducted by roll call.
MINUTES/RECORD OF ACTIONS

- Minutes should be approved by the advisory body.
- Must be kept in the county’s custody and available for public inspection.
- Must be kept indefinitely.
MEETING IN CLOSED SESSION

• Meeting in closed session is allowed only for specific matters as expressly authorized by statute

• Advisory bodies are not authorized to hold closed sessions
PENALTIES & REMEDIES

• Removal from role
• Criminal Penalties
  • Knowing violations are a misdemeanor
• Civil Remedies
  • Any interested person may bring a lawsuit
  • Body has chance to cure and correct
  • Certain illegal actions may be voided
  • Costs and attorney fees awarded
PART III: RESOURCES

• Clerk of the Board Website:
  • www.contracosta.ca.gov/3418
  • Handbook
  • Videos and online trainings

• Staff assistance and support
  • Advisory body staff
  • Clerk of the Board
Board of Supervisors Appointed Bodies, Committees and Commissions

Contra Costa is governed by a five-member Board of Supervisors elected to represent citizens of our County. County government also includes a variety of citizen commissions, committees and other entities formed to advise the Board of Supervisors and County staff on issues and policy. County committees are created as a result of State and Federal legislation, agreements with public or private agencies, and local needs. They serve as links to our community, expanding the dialogue between the public and the County government, and enhancing the quality of life for our residents.

We welcome the participation of our citizens, and have a wide variety of positions available. Some of our appointed bodies have very targeted, specific focus, while others have broad-based jurisdictional responsibilities. Elected officials, including County Supervisors, sit on some of these entities; most are comprised of people who have an interest in a facet of local government, and are to be thanked for giving their time and expertise.

The following information is available to assist you in participating:

**Boards & Commissions Database**

Find details and the online application for each appointed body, committee and commission by visiting the Boards & Commissions Database.

**Apply Online!**

- [PDF Application](#)

- [Find out in which supervisorial district you live; many appointments are specific to the boundaries of each district](#)

- [2019 Local Appointments List](#)

- [Agenda Center - Citizen Advisory Body Meeting Agendas](#)
  - Note: some advisory bodies may publish agendas on their own website

I've been appointed! What next?

- [Advisory Body Handbook](#)

- [Training Resources](#)
  - [Training Certification](#)
  - [Advisory Body Training Video](#)
  - [Brown Act and Better Government Ordinance Training Video](#)
  - [Ethics Training](#)

- [Municipal Advisory Council Policies](#)

For more information, please contact the Clerk of the Board:
REQUIRED TRAINING

- **Training Certification Form**
  - Complete within first two months of appointment

I’ve been appointed! What next?

- Advisory Body Handbook

Training Resources
- Training Certification
- Advisory Body Training Video
- Brown Act and Better Government Ordinance Training Video
- Ethics Training
UPCOMING TRAINING OPPORTUNITY

Brown Act & BGO

• Hosted by County Counsel, District Attorney, Clerk of the Board

• Geared towards advisory body staff and chairs

TENTATIVE: Thursday, June 13th

County Administration Building

651 Pine St, Martinez

Board Chambers—1st Floor
OVERVIEW TRAINING

- Roles
- Policies
- Resources
QUESTIONS? ASK US!

Clerk of the Board, Main Office
(925) 335-1900
ClerkoftheBoard@cob.cccounty.us

Emlyn Struthers, Management Analyst & Deputy Clerk
(925) 335-1919
Emlyn.Struthers@cob.cccounty.us
8. POLICY UPDATE (ACTION ITEM)

Jaime Jenett, H3

Presentation on legislative proposals. Possible action to send recommendation of support to Board of Supervisors for state bills AB 816, SB 282, AB 307 and SB 361.
AB 816 (QUIRK-SILVA) FLEXIBLE HOUSING SUBSIDY POOL

• In 2018, California funded over 18 different programs, sitting at 6 different departments. These programs require separate applications with different criteria and fund various local agencies, reinforcing silos.

• AB816 would consolidate all homeless programs under HCD.

• To obtain funding, local government applicants must (1) use funding for evidence-based interventions, (2) demonstrate regional coordination, (3) commit service dollars and ensure sustainability, and (4) work to scale multi-system leadership.

• Cities and counties will use funding in collaboration with the CoC and in alignment with established homeless strategy plans that the CoC and/or jurisdictions have adopted.

• Jurisdictions will use a single application with uniform reporting requirements and quality standards.
ELIGIBLE USES AND POPULATIONS AB 816 WILL SERVE

- Rental assistance to private-market landlords.
- Operating subsidies in existing or new affordable and supportive housing developments.
- Services to get people housed and help them maintain housing stability.
- Systems improvements, such as forming and strengthening regional partnerships and plans.
- Up to 20% in interim interventions, such as shelters, navigation centers, motel vouchers, and respite care, that are low-barrier, culturally competent, and adopt a Housing First approach.
Homelessness – With the growing numbers of homeless, the County will work on the implementation of the No Place Like Home program, the Homeless Emergency Aid Program, and the SB 2 funding program, to ensure that Contra Costa County receives its fair share of funding and that the guidelines work for implementation in the county. In addition, Contra Costa County will advocate for additional funding that reduces and prevents homelessness; expands the availability of permanent supportive housing; and provides counties with the ability to maximize and leverage available Federal, State and local funds to provide services for at-risk and homeless families and individuals.
SUPPORT IN BOS 2019 STATE POLICY
PLATFORM FOR AB 816
#122 on p 21

SUPPORT funding, legislation, policy, and programs that would accomplish the following:

a. create an effective crisis response system of services for persons experiencing homelessness, particularly families and transition-age youth;

b. increases permanent housing with services for persons experiencing or at-risk of homelessness with a chronic disability; and

c. protects and expands the availability of affordable housing, particularly for the Very Low and Extremely Low Income population.
People on parole experiencing homelessness are seven times more likely to recidivate than people on parole who are housed.

Integrated Services or Mentally-Ill Parolees (ISMIP) was intended to serve people with serious mental illness on parole who were also experiencing homelessness. Instead, it pays 100% of the costs of mental health treatment for people with serious mental illness.

Medi-Cal could use federal dollars to pay 50-90% of these costs.

- Participants must reestablish treatment within Medi-Cal mental health programs once they exit parole
- Participants only receive average of 10 months of mental health services before dropping out
- ISMIP fails to reduce recidivism
SB282 (BEALL) SUPPORTIVE HOUSING PROGRAM FOR PEOPLE ON PAROLE EXPERIENCING HOMELESSNESS

• Senate Bill 282 will redirect ISMIP funding to the Department of Housing and Community Development (HCD) to provide county grants for rental assistance and services to offer supportive housing to people on parole experiencing homelessness and serious mental illness.

• County grantees must agree to provide community-based mental health treatment through Medi-Cal.

• SB 282 will provide evidence-based approaches to address homelessness over the long-term, while reducing recidivism among this population, all within current State resources.
SUPPORT IN BOS 2019 STATE POLICY PLATFORM FOR SB 282

#122 on p 21.

SUPPORT funding, legislation, policy, and programs that would accomplish the following:

a. create an effective crisis response system of services for persons experiencing homelessness, particularly families and transition-age youth;

b. increases permanent housing with services for persons experiencing or at-risk of homelessness with a chronic disability; and

c. protects and expands the availability of affordable housing, particularly for the Very Low and Extremely Low Income population.
The County will also support efforts to provide additional funding/grants to those counties that have a commitment to lowering the crime rate and reducing recidivism through the provision of innovative, comprehensive, evidence-based programs for offender populations and their families. The County will also continue to support efforts to ensure that the receipt of Local Community Corrections Funds matches the amounts anticipated from the state, without undue delay. Finally, the County also supports more funding for mental health and behavioral health programs and facilities in order to meet the requirements of Realignment and the goal of reducing recidivism.
AB 307 (REYES) HOMELESS YOUTH GRANT PROGRAM

- Will require the Homeless Coordinating and Financing Council (Council) to develop, oversee and administer an annual $100 million grant program for nonprofits or continuum of care administrative entities to provide services for youth experiencing homelessness.

- Uses State General Funds and cannabis tax revenues
Homelessness – With the growing numbers of homeless, the County will work on the implementation of the No Place Like Home program, the Homeless Emergency Aid Program, and the SB 2 funding program, to ensure that Contra Costa County receives its fair share of funding and that the guidelines work for implementation in the county. In addition, Contra Costa County will **advocate for additional funding that reduces and prevents homelessness; expands the availability of permanent supportive housing;** and provides counties with the ability to maximize and **leverage available Federal, State and local funds to provide services for at-risk and homeless families and individuals.**
SUPPORT IN BOS 2019 STATE POLICY PLATFORM FOR AB 307

#122 on p 21

SUPPORT funding, legislation, policy, and programs that would accomplish the following:

a. create an effective crisis response system of services for persons experiencing homelessness, particularly families and transition-age youth;

b. increases permanent housing with services for persons experiencing or at-risk of homelessness with a chronic disability; and

c. protects and expands the availability of affordable housing, particularly for the Very Low and Extremely Low Income population.
SUPPORT IN BOS 2019 STATE POLICY PLATFORM FOR AB 307 (REYES) HOMELESS YOUTH GRANT PROGRAM

#152

SUPPORT efforts that would create state grants and/or navigation services to establish or expand programs that provide specified housing assistance and supportive services to homeless youth. California has the highest rate of youth homelessness in the country.
AB 361 (MITCHELL) HEALTH HOMES PROGRAM
CLEAN-UP

AB 361 (2013) authorized creation of Health Homes Program to provide enhanced case management services and coordination for Medi-Cal beneficiaries with multiple chronic health conditions or one serious mental illness.

- Only a pilot, ending after 2 years
- Many health plans don’t target/identify homeless clients even though benefit could pay for housing navigation and tenancy support services.

Clean Up bill would:

- Provide sustainable funding instead of ending after two years.
- Provider incentives to serve people experiencing homelessness with target goal of 1/3 of program participants in this population.
Homelessness – With the growing numbers of homeless, the County will work on the implementation of the No Place Like Home program, the Homeless Emergency Aid Program, and the SB 2 funding program, to ensure that Contra Costa County receives its fair share of funding and that the guidelines work for implementation in the county. In addition, Contra Costa County will advocate for additional funding that reduces and prevents homelessness; expands the availability of permanent supportive housing; and provides counties with the ability to maximize and leverage available Federal, State and local funds to provide services for at-risk and homeless families and individuals.
ACTION FOR CONSIDERATION

Instruct H3 to provide notice to County Board of Supervisors of Council on Homelessness support for the following state bills:

AB 816 (Flexible Housing Subsidy)
SB 282 (Supportive Housing for Persons on Parole)
AB 307 (Homeless Youth Grant)
SB 361 (Health Homes Program Enhancement)
9. COORDINATED ENTRY SYSTEM
INTRODUCTION

Jenny Robbins and Natalie Siva, H3

Presentation of Contra Costa’s Coordinated Entry System. Introduces the system to new Council Members and provide context for the current state of the system and plans for its maintenance and growth.
10. COMMUNITY ANNOUNCEMENTS

All

Standing Item. Community announcements.
11. PIN IT

CoC Learning Hub Meeting:
May 7, 2019, 1:00-3:00pm
2425 Bisso Lane, Concord 1st Floor Conference Room

Next Monthly Council Meeting:
June 6, 2019, 1:00-3:00pm
50 Douglas Drive, 2nd Floor, Martinez, CA

More information available online at:
# 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>20</td>
</tr>
<tr>
<td>2. Project Design and Readiness</td>
<td>30</td>
</tr>
<tr>
<td>3. Agency Capacity</td>
<td>40</td>
</tr>
<tr>
<td>4. Efficient Use of Funds</td>
<td>10</td>
</tr>
<tr>
<td>5. <strong>Reallocation Bonus</strong></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><strong>1. Coordinated Entry</strong></td>
<td></td>
</tr>
<tr>
<td>Project will participate in coordinated entry to the extent possible for this project type.</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>2. HMIS</strong></td>
<td></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>N/A</td>
</tr>
<tr>
<td><strong>3. Program Policies &amp; Procedures</strong></td>
<td></td>
</tr>
<tr>
<td>Project has adopted, or is committed to adopting, policies and procedures that are consistent with minimum HUD requirements.</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>4. Participant Eligibility</strong></td>
<td></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>N/A</td>
</tr>
<tr>
<td><strong>5. Equal Access/Fair Housing</strong></td>
<td></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>N/A</td>
</tr>
</tbody>
</table>
PROPOSED FY2019 COC PROGRAM COMPETITION
NEW PROJECT SCORING TOOL

SCORING CRITERIA

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

<table>
<thead>
<tr>
<th>Factor 1.A. HUD and Local Priorities</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<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>10</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>

<table>
<thead>
<tr>
<th>Factor 1.B. Project Impact &amp; Responsiveness to Local Need</th>
<th>Scale</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impact of the program in addressing local needs. Consider:</td>
<td>Excellent</td>
<td>10</td>
</tr>
<tr>
<td>• Leveraged resources (e.g., site-based housing)</td>
<td>Very Good</td>
<td>8</td>
</tr>
<tr>
<td>• Subpopulations served</td>
<td>Good</td>
<td>6</td>
</tr>
<tr>
<td>• Demonstrated need for the project type in the community, experience working with the local population and local partners</td>
<td>Fair</td>
<td>4</td>
</tr>
<tr>
<td>Panelists should consider the benefit to the community of funding this new project. Data provided on local needs can help inform if new project will meet existing community needs.</td>
<td>Poor</td>
<td>0</td>
</tr>
</tbody>
</table>
2. PROJECT DESIGN AND READINESS

(30 PTS.)

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

### Factor 2.A. Program Design

<table>
<thead>
<tr>
<th>For all projects (5pts): Housing where participants will reside is fully described and appropriate to the program design proposed. Program design includes provision of appropriate supportive services.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Points</strong></td>
</tr>
<tr>
<td>10</td>
</tr>
</tbody>
</table>

- Does the program design include the use of innovative or evidence-based practices?
- 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)?
- Is the project staffed appropriately to operate the housing/services?
- Are staff trained to meet the needs of the population to be served?
- 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?

### Project specific criteria (5 pts):

**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?
### Factor 2.B. Services Partnership or Capacity

<table>
<thead>
<tr>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
</tr>
</tbody>
</table>

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?

### Factor 2.C. Expected Outcomes

<table>
<thead>
<tr>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
</tr>
</tbody>
</table>

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 ability to demonstrate positive outcomes related to:

- Measures of housing stability,
- Exits to homelessness
- Increased income/benefits

For expansion projects, panelists should also consider the outcomes for the renewal project that is proposed for expansion.

For new projects, panelists should consider an applicant’s current ability and methodology used to measure and track data for comparable projects.
## 3. AGENCY CAPACITY (40 PTS.)

<table>
<thead>
<tr>
<th>Factor 3.A. Agency Experience</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Does the agency have the expertise and staffing needed to operate the proposed project? Consider:</strong></td>
<td>5</td>
</tr>
<tr>
<td>• Does the agency have a clear staffing plan that covers both grant management and performance of grant activities? Can the agency demonstrate its capacity to bring on new programs? (3 pts)</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? (2 pts)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Factor 3.B. Administrative Structure</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Does the agency have the procedural and administrative structure needed to meet all grant audit, administrative, and reporting requirements?</strong></td>
<td>6</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>
<td></td>
</tr>
<tr>
<td>• Does the application packet that was submitted reflect an agency with capacity that is sufficient to carry out the HUD administrative requirements? (2 pt)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Factor 3.C. HMIS Participation</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Is the agency/program actively participating in HMIS or an alternative database for domestic violence projects?</strong></td>
<td>6</td>
</tr>
<tr>
<td>• Consider: the percentage of the program’s clients who have data entered into HMIS or the alternative database; HMIS or Alternative Database Data Completeness Report Card</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Factor 3.D. CoC Participation</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Does the agency and/or project sponsor participate in Contra Costa Council on Homelessness and CoC-related planning meetings?</strong></td>
<td>6</td>
</tr>
</tbody>
</table>
Factor 3.E. Housing First | Points
--- | ---
Consider the extent to which the proposed project’s policies will include a commitment to identifying and lowering barriers to housing. | 11

- To what extent will the project’s written policies and procedures ensure that participants are not screened out based on the following criteria? (4 pts)
  - Having too little or no income (1 pt)
  - Active, or history of, substance use or a substance use disorder (1 pt)
  - Having a criminal record (with exceptions for state-mandated restrictions) (1 pt)
  - History of domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement) (1 pt)

- To what extent will the project’s written policies and procedures ensure that participants are not terminated from the program for the following reasons? (5 pts)
  - Failure to participate in supportive services (with exception for HUD-mandated monthly case management meeting for RRH program participants) (1 pt)
  - Failure to make progress on a service plan (1 pt)
  - Loss of income or failure to improve income (1 pt)
  - Being a survivor of domestic violence (1 pt)
  - Any other activity not covered in a lease agreement typically found in the project’s geographic area (1 pt)

- How will the project take proactive steps to minimize barriers to entry and retention? (2 pts)

For expansion projects, panelists should consider the policies and procedures used for the renewal project that is proposed for expansion.

For new projects, panelists should consider an applicant’s ability to implement these criteria, looking to an applicant’s experience with comparable projects if available.

Factor 3.F. Quality Assurance | Points
--- | ---
<table>
<thead>
<tr>
<th>Does the agency maintain policies, procedures, and actions to ensure continuous quality improvement?</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Does the agency train its staff to ensure high quality of care? (2 pts)</td>
<td></td>
</tr>
<tr>
<td>• 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.) (2 pts)</td>
<td></td>
</tr>
<tr>
<td>• Does the agency monitor program performance using data? (2 pts)</td>
<td></td>
</tr>
</tbody>
</table>
### 4. EFFICIENT USE OF FUNDS (10 PTS.)

#### Factor 4.A. Budget

<table>
<thead>
<tr>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
</tr>
</tbody>
</table>

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? (2 pts)
- Does the budget show that the project will match/leverage significant outside resources (funding, staff, building space, volunteers, etc.) rather than rely entirely on CoC funds? Are the outside sources realistic? (2 pts)
- Does the budget show that the project is taking appropriate measures to promote cost effectiveness? (1 pt)

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

#### Factor 4.B. Financial Management

<table>
<thead>
<tr>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>5</td>
</tr>
</tbody>
</table>

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?

### 5. REALLOCATION BONUS (5 PTS.)

#### Factor 5.A. Reallocation

<table>
<thead>
<tr>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
</tr>
</tbody>
</table>

Did the Agency voluntarily reallocate a renewal project? Consider:

- How much funding was reallocated?
- What was the project type?
FY2019 CoC Program Competition
Renewal Project Scoring Tool

OVERVIEW

<table>
<thead>
<tr>
<th>Factor</th>
<th>Points</th>
</tr>
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<tbody>
<tr>
<td>1. Project’s Work is Consistent with HUD and Local Priorities</td>
<td>15</td>
</tr>
<tr>
<td>2. Project Performance Outcomes</td>
<td>38</td>
</tr>
<tr>
<td>3. Agency Capacity</td>
<td>37</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>Total</td>
<td>100</td>
</tr>
</tbody>
</table>

Note: The following projects will be reviewed for threshold in response to supplemental questions and placed at the bottom of Tier 1 at the discretion of the panelists:

- HMIS renewal projects,
- Coordinated Entry renewal projects, and
- Renewal projects operational less than one year.
# THRESHOLD CRITERIA

<table>
<thead>
<tr>
<th>Factor</th>
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<tbody>
<tr>
<td>1. <strong>Coordinated Entry</strong></td>
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</tr>
<tr>
<td>Project participates in coordinated entry to the extent possible for this project type.</td>
<td></td>
</tr>
<tr>
<td>2. <strong>HMIS</strong></td>
<td>N/A</td>
</tr>
<tr>
<td>Project will enter data for all CoC-funded beds into HMIS. A project serving survivors of domestic violence is required to use a comparable database to HMIS.</td>
<td></td>
</tr>
<tr>
<td>3. <strong>Successful Drawdown</strong></td>
<td>N/A</td>
</tr>
<tr>
<td>Project, if operational, has made at least one successful drawdown of federal funds as of the time of this application.</td>
<td></td>
</tr>
<tr>
<td>4. <strong>Program Policies &amp; Procedures</strong></td>
<td>N/A</td>
</tr>
<tr>
<td>Project has submitted policies and procedures that are consistent with minimum HUD requirements.</td>
<td></td>
</tr>
<tr>
<td>5. <strong>Participant Eligibility</strong></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. <strong>Equal Access/Fair Housing</strong></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>
**FY2019 COC COMPETITION**
**RENEWAL PROJECT SCORING TOOL**

**SCORING CRITERIA**

### 1. PROJECT’S WORK IS CONSISTENT WITH HUD AND LOCAL PRIORITIES  (15 PTS.)

<table>
<thead>
<tr>
<th>Factor 1.A. Prioritizing Chronically Homeless Households</th>
<th>Scale</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of new clients who are chronically homeless</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Panelists may exercise discretion based on factors including but not limited to project size, population served (e.g., transition age youth, survivors of domestic violence), and circumstances beyond the project’s sphere of influence</td>
<td>&gt;90%</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>70-89.9%</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>50-69.9%</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>&lt;50%</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Factor 1.B. Project Impact &amp; Responsiveness to Local Need</th>
<th>Scale</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impact of the program in addressing local needs. Consider:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Subpopulations served</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Demonstrated need for the project type in the community</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Leveraged resources (e.g., site-based housing, match)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Panelists should consider the impact on the community if the project’s funding were reduced or eliminated. Data packet provided during the competition can help inform if a project is meeting local need.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Excellent</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Very Good</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Good</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Fair</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Poor</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
2. PROJECT PERFORMANCE OUTCOMES  

Keep in mind that outcomes will naturally be lower in a more difficult to serve population such as persons experiencing chronic homelessness, mental illness and/or substance use disorders. Panelists may exercise discretion based on factors including but not limited to project size, population served, and facility status issues beyond the project’s sphere of influence.

Keep in mind that outcomes will naturally be lower in a more difficult to serve population with severe needs and vulnerabilities such as persons experiencing chronic homelessness, mental illness, substance use disorders and/or domestic violence survivors.

<table>
<thead>
<tr>
<th>Factor 2.A. Housing Stability for RRH and PSH Projects</th>
<th>Scale</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>RRH: Exits to Permanent Housing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>% of “living-leavers” who exited to a permanent destination</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>RRH APR Sources:</strong> [(APR 23a Permanent Destinations Subtotal + APR 23b Permanent Destinations Subtotal) ÷ APR 5a Leavers]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSH: Increasing Housing Retention</td>
<td></td>
<td></td>
</tr>
<tr>
<td>% of participants who remained in the program for at least 6 months or “living-leavers” who exited to another permanent destination</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PSH APR Sources:</strong> [APR22a1 Stayers 181 to 1825 Days + APR23a Permanent Destinations Subtotal + APR23b Permanent Destinations Subtotal] ÷ [APR5a Total Served - APR22a1 Stayers Less than 30 Days to 180 Days - APR23a Deceased - APR23b Deceased]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Factor 2.B. Exits to Homelessness

<table>
<thead>
<tr>
<th>Scale</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>≤2%</td>
<td>8</td>
</tr>
<tr>
<td>2.1-4%</td>
<td>6</td>
</tr>
<tr>
<td>4.1-6%</td>
<td>4</td>
</tr>
<tr>
<td>6.1-8%</td>
<td>2</td>
</tr>
<tr>
<td>8.1-10%</td>
<td>1</td>
</tr>
<tr>
<td>&gt;10%</td>
<td>0</td>
</tr>
</tbody>
</table>

**APR Sources:** 

\[ \text{[Q23b Adults exiting to a temporary destination at more than 90 days + Q23a Adults exiting to a temporary destination at less than 90 days]} \div \text{[APR 5a Adults – APR 23a Deceased – APR 23b Deceased]} \]

## Factor 2.C. Maintaining/Increasing Cash Income

<table>
<thead>
<tr>
<th>Scale</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>≥90%</td>
<td>4</td>
</tr>
<tr>
<td>80-89.9%</td>
<td>3</td>
</tr>
<tr>
<td>70-79.9%</td>
<td>2</td>
</tr>
<tr>
<td>60-69.9%</td>
<td>1</td>
</tr>
<tr>
<td>&lt;60%</td>
<td>0</td>
</tr>
</tbody>
</table>

**APR Sources:** 

\[ \text{[Q19a3 Adults with increased income + Q19a3 Adults who gained income + Q19a3 Adults with the same non-zero income]} \div \text{[APR 5a Adults - APR 18 Adult Stayers Not Yet Required to Have an Assessment]} \]

## Factor 2.D. Connecting to Non-Cash Mainstream Benefits

<table>
<thead>
<tr>
<th>Scale</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>≥40%</td>
<td>2</td>
</tr>
<tr>
<td>10-39.9%</td>
<td>1</td>
</tr>
<tr>
<td>&lt;10%</td>
<td>0</td>
</tr>
</tbody>
</table>

**APR Sources:** 

\[ \text{[APR 20b 1Plus Sources Leavers + APR 20b 1Plus Sources Stayers]} \div \text{[APR 5a Adults - APR 18 Adult Stayers Not Yet Required to Have an Assessment]} \]
<table>
<thead>
<tr>
<th>Factor 2.E. Connecting to Health Insurance</th>
<th>Scale</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>% of adults who access at health insurance benefits based on last completed annual assessment for stayers and based on exit for leavers</td>
<td>≥95%</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>85-94.9%</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>75-84.9%</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>55-74.9%</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>&lt;55%</td>
<td>0</td>
</tr>
</tbody>
</table>

**APR Sources:**

[APR 21 Stayers 1 Source of Health Insurance + APR 21 Stayers More than 1 Source of Health Insurance + APR 21 Leavers 1 Source of Health Insurance + APR 21 Leavers More than 1 Source of Health Insurance] ÷ [APR 5a Adults - APR 18 Adult Stayers Not Yet Required to Have an Assessment]
## 3. AGENCY CAPACITY (37 PTS.)

### Factor 3.A. Administrative Structure

<table>
<thead>
<tr>
<th>Points</th>
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<tbody>
<tr>
<td>6</td>
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</table>

Does the agency have the expertise, staff, procedural, and administrative structure needed to meet all grant audit, administrative, and reporting requirements?

- Any outstanding HUD findings and/or financial audit findings? (2 pts)
- Has HUD deobligated any of the agency’s/program’s grant funds in the past three operating years? (2 pts)
- Does the application packet that was submitted reflect an agency with capacity that is sufficient to carry out the HUD administrative requirements? (2 pts)

### Factor 3.B. HMIS Participation & Data Quality

<table>
<thead>
<tr>
<th>Points</th>
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<tbody>
<tr>
<td>6</td>
</tr>
</tbody>
</table>

- Does the project have 1% or fewer values that are missing/unknown for required HUD Universal Data Elements (UDEs)? (3 pts)
- Does the project run data checks at least quarterly? (3 pts)
- Applicants who request to correct HUD-submitted APR data past the review deadline and during the evaluation report review process will be penalized by 1 pt.

Consider: HMIS Data Completeness Report Card

### Factor 3.C. CoC Participation

<table>
<thead>
<tr>
<th>Points</th>
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<tbody>
<tr>
<td>6</td>
</tr>
</tbody>
</table>

Does the agency and/or project sponsor participate in Contra Costa Council on Homelessness and CoC-related planning meetings?
**Factor 3.D. Consistent Implementation of Housing First**

Consider the extent to which a project’s policies include a commitment to identifying and lowering its barriers to housing.

- To what extent does the project’s written policies and procedures ensure that participants are not screened out based on the following criteria? (4 pts)
  - Having too little or no income (1 pt)
  - Active, or history of, substance use or a substance use disorder (1 pt)
  - Having a criminal record (with exceptions for state-mandated restrictions) (1 pt)
  - History of domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement) (1 pt)

- To what extent does the project’s written policies and procedures ensure that participants are not terminated from the program for the following reasons? (5 pts)
  - Failure to participate in supportive services (with exception for HUD-mandated monthly case management meeting for RRH program participants) (1 pt)
  - Failure to make progress on a service plan (1 pt)
  - Loss of income or failure to improve income (1 pt)
  - Being a survivor of domestic violence (1 pt)
  - Any other activity not covered in a lease agreement typically found in the project’s geographic area (1 pt)

- Does the project take proactive steps to minimize barriers to entry and retention? (2 pts)

| Points | 11 |
## Factor 3.E. Quality Assurance

Does the agency and/or project maintain policies, procedures, and actions to ensure continuous quality improvement? Consider:

- Does the agency train its staff to ensure high quality of care? (2 pts)
- Does the agency monitor program performance using data? (2 pts)
- Does the agency include consumers in one of the following? (2 pts):
  - The agency has a homeless or formerly homeless person on staff or their board
  - The agency has a Consumer Advisory Board
  - The agency administers consumer satisfaction surveys
  - The program involves consumers in program design and operations
- Does the agency incorporate client feedback in program improvement and/or policy-making? (2 pts)

<table>
<thead>
<tr>
<th>Factor 3.E. Quality Assurance</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the agency and/or project maintain policies, procedures, and actions to ensure continuous quality improvement? Consider:</td>
<td>8</td>
</tr>
<tr>
<td>- Does the agency train its staff to ensure high quality of care? (2 pts)</td>
<td></td>
</tr>
<tr>
<td>- Does the agency monitor program performance using data? (2 pts)</td>
<td></td>
</tr>
<tr>
<td>- Does the agency include consumers in one of the following? (2 pts):</td>
<td></td>
</tr>
<tr>
<td>- The agency has a homeless or formerly homeless person on staff or their board</td>
<td></td>
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<tr>
<td>- The agency has a Consumer Advisory Board</td>
<td></td>
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<tr>
<td>- The agency administers consumer satisfaction surveys</td>
<td></td>
</tr>
<tr>
<td>- The program involves consumers in program design and operations</td>
<td></td>
</tr>
<tr>
<td>- Does the agency incorporate client feedback in program improvement and/or policy-making? (2 pts)</td>
<td></td>
</tr>
</tbody>
</table>
## 4. Efficient Use of Funds (10 pts.)

### Factor 4.A. Utilization Rate

Is the project at capacity in meeting the number of homeless people it is designed to serve?

- Consider: Annual Performance Report utilization data on beds (for single persons) OR units (for shared housing/families) for stayers and living-leavers who exit to a permanent housing destination.

<table>
<thead>
<tr>
<th>Scale</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>5</td>
</tr>
<tr>
<td>Very Good</td>
<td>4</td>
</tr>
<tr>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>Fair</td>
<td>2</td>
</tr>
<tr>
<td>Poor</td>
<td>0</td>
</tr>
</tbody>
</table>

### Factor 4.B. Unspent Grant Funds

Has the agency left project grant funds unspent in the past 2 years?

- Consider if the program is running at capacity in the past 2 years and if the project receives leasing or rental assistance funding.
- Panelists may score programs up or down from the scaled score (e.g., if the project has not yet completed two grant years and is still ramping up).

<table>
<thead>
<tr>
<th>Scale</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;5%</td>
<td>5</td>
</tr>
<tr>
<td>5.1 - 10%</td>
<td>4</td>
</tr>
<tr>
<td>10.1 – 25%</td>
<td>3</td>
</tr>
<tr>
<td>25.1 - 35%</td>
<td>2</td>
</tr>
<tr>
<td>&gt;35%</td>
<td>0</td>
</tr>
</tbody>
</table>

## 5. Reallocation Bonus (5 pts.)

### Factor 5.A. Reallocation

Did the Agency voluntarily reallocate a renewal project? Consider:

- How much funding was reallocated?
- What was the project type?

<table>
<thead>
<tr>
<th>Points</th>
<th>5</th>
</tr>
</thead>
</table>
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: [enter date]

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Contra Costa Council on Homelessness Bylaws
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 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 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 EQUITY
The Council encourages all members of the community to apply for a seat on the Council, participate in community meetings, group discussions, and working groups, and make recommendations to the Council aimed at preventing and ending homelessness. The Council ensures a diverse population contributes to deliberations and decision-making—including consumers and community members—as well as The Council aims to include and engage as broad a representation of abilities, ages, genders, ethnic, racial, ethnic, cultural, and geographical representation backgrounds. 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:

<table>
<thead>
<tr>
<th>Area of Representation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Affordable Housing Developer</td>
</tr>
<tr>
<td>2. Behavioral Health Representative</td>
</tr>
<tr>
<td>3. City Government Seat</td>
</tr>
<tr>
<td>4. CoC/ESG Program Grantee</td>
</tr>
<tr>
<td>5. Community Member Seat</td>
</tr>
<tr>
<td>6. Consumer/Consumer Advocate*</td>
</tr>
<tr>
<td>7. Education and Vocational Services Representative</td>
</tr>
<tr>
<td>8. Emergency Solutions Grants Representative</td>
</tr>
<tr>
<td>9. Employment and Human Services Department (EHSD)</td>
</tr>
<tr>
<td>10. Faith Community Representative</td>
</tr>
<tr>
<td>11. Health Care Representative</td>
</tr>
<tr>
<td>12. Homeless Service Provider</td>
</tr>
<tr>
<td>13. Public Housing Authority</td>
</tr>
<tr>
<td>14. Public Safety Representative #1</td>
</tr>
<tr>
<td>15. Public Safety Representative #2</td>
</tr>
<tr>
<td>16. Reentry Services Representative</td>
</tr>
<tr>
<td>17. Veterans Services Representative</td>
</tr>
<tr>
<td>18. Youth Representative**</td>
</tr>
</tbody>
</table>

*This 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.

**Any youth or young adult with lived experience of homelessness may serve in this
capacity. That person must be between the age of 17 and 24 at the time they are
appointed by the Board of Supervisors. Service in this seat also requires membership and
participation in the Contra Costa County CoC’s Youth Action Council.

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, homeless or formerly homeless youth and
young adults, seniors, and victims of domestic violence, dating violence, sexual assault,
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. During the time the
Council is acting to replace an Officer in a Council seat that has expired, the Officer may
continue to serve in that role until the Council takes action to find a replacement.

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. Nominees and Council members must contribute unique expertise, opinions, and viewpoints on homelessness issues.

B. Where a potential Nominees and Council members who represent a coalition, consortium, association, neighborhood group, or voluntary organization, the nominee must represent to the Council inform the Council of the group’s mission.

C. The nominees and Council members must also represent to the Council the various viewpoints personally held by the nominee.

D. Nominees and Council members must be willing to sign and abide by the Code of Conduct and Conflict of Interest policy upon being seated as a Council member.

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.

D. May, with no less than 10 business days’ notice to the Council member at issue, review the Council member’s membership status on the Council and vote to limit the Council member from further participation, until the Council member resigns or the Board of Supervisors removes the member.

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:

Commented [EMS]: FYI post restructure ad hoc committees will include the remaining committees the community has become familiar with. This will ensure Committees are only engaged when there are tasks and content relevant or timely to their engagement. Examples of ad hoc committees include, but are not limited to: governance, nominating, PIT Count, CE grievance.

Commented [EM6]: Recommendation:
(1) Remove Consumer Advisory Committee from standing committees. Instead integrate Consumer Advisory opportunities into an H3 community Outreach function, including learning hubs, such as quarterly H3 meetings, targeted consumer meetings and groups (e.g., Coffee & Conversation, Youth Action Council, etc.)
(2) Remove CE Oversight Committee from standing committees. Instead transfer this function to Council at large when necessary. Based on stage of CE implementation, limited or no further planning is necessary around development. H3 as administrator and manager of CE will oversee continued CE functioning with CE manager and provide report outs monthly to Council at large. Council will retain responsibility for addressing grievances stemming from CE activities and reviewing CE progress, goals, and any new planning (including approving CoC Priority Listings, and ESG funding requests as required).
Contra Costa Council on Homelessness

A. **CoC/ESG Providers Committee:** Membership on this committee will include, at minimum, the Council Chair, Vice Chair, and a non-conflicted member 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 as a forum. A report-out to the Council must be made after each forum is held.

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.

**B. Performance Measures Committee:** Membership on this committee will include, at minimum, the Council Vice Chair, a representative from H3 as the HMIS Administrator, and a CoC- and/or ESG-funded member. This committee will meet annually or as needed.

C. **Policy Committee:** Membership on this committee will include, at minimum, the Council Chair and a representative from H3 as the body that reports to the Board of Supervisors on behalf of the CoC. This committee will meet annually or as needed.

D. Standing Committees may form workgroups or subcommittees on an ad hoc basis to support their work.

Section 11. COUNCIL STAFFING AND RECORDKEEPING

The Council on Homelessness is supported by Contra Costa Health, Housing, and Homeless Services staff Division of Contra Costa County’s Health Services Department 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;

C. Implementation, administration, and management of the Contra Costa County homelessness response system, including the coordinated entry system by which persons experiencing or at risk of homelessness can access the crisis response system in a fair, equitable, and streamlined manner;

D. Serving as the Administrative Entity designated by the CoC to apply for and administer program funds for the CoC; and

**Commented [EM7]:** Renamed to include ESG providers and oversight or planning for ESG funding opportunities. Committee is also no longer a provider focused committee (as there are a significant number of providers seated on the board with adequate representation) but is more inclusive of other relevant voices as it pertains to the needs of the community around CoC and ESG funding and programming.

**Commented [EM8]:** Recommended language to clearly indicate H3’s responsibility for CE and as Collaborative Applicant and for funds to serve the CoC. Language reflects governance charter. Updates to section C is language from HUD’s Strategic Plan. Updates to section D is language from governance charter.
All duties identified throughout these Bylaws that may be delegated to an administrative designee.

Article V. Conduct & Conflict of Interest

Section 1. CODE OF 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.

D. Engage in violations of the law or unethical business practices, which includes any payments for illegal acts, indirect contributions, rebates, and bribery.

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.