



CONTRA COSTA COUNTY

AGENDA

Community Advisory Board on Public Safety

Monday, November 18, 2024

10:00 AM

50 Douglas Dr., Martinez |
<https://us06web.zoom.us/j/81525162380> |

Call in: (669) 444-9171 |

Meeting ID: 815 2516 2380 |

Access Code: 872581

Policy & Budget Subcommittee Meeting

Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee

1. Roll Call and Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).
3. CONSIDER approving the Record of Action from the November 14, 2024, CAB Policy & Budget Subcommittee Meeting [24-3934](#)
Attachments: [DRAFT CAB Policy & Budget Subcommittee Record of Action - October 14, 2024](#)
4. Update from Board of Supervisors (BOS) Meeting - Tuesday, October 22, 2024
5. Discuss CAB Policy & Budget Recommendations for 2025 [24-3932](#)
Attachments: [CAB Policy Memo Recommendations 2025](#)
6. Discuss Health, Housing, and Homelessness Services (H3) Request for Proposals (RFP) [24-3933](#)
Attachments: [Health, Housing, and Homelessness Services \(H3\) Request for Proposals \(RFP\)](#)
7. The next meeting is currently scheduled for Friday, December 20, 2024, at 11 a.m.
8. Adjourn

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 50 Douglas Drive, Martinez, California 94553, during normal business hours. Staff reports related to items on the agenda are also accessible online at www.contracosta.ca.gov. If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the committee will continue the meeting in person without remote access. Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact:

Gariana Youngblood
gariana.youngblood@orj.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-3934

Agenda Date: 11/18/2024

Agenda #: 3.

Advisory Board: CAB Policy & Budget Subcommittee

Subject: Record of Action - October 14, 2024

Presenter: Gariana Youngblood, ORJ Staff

Information:

CONSIDER approving the Record of Action from the October 14, 2024, CAB Policy & Budget Subcommittee meeting.

Referral History and Update:

County ordinance requires that each County body keep a record of its meetings. Though the record need not be verbatim, it must accurately reflect the agenda and decisions made in the meeting. Attached for the Committee's consideration is the Record of Action for the Subcommittee's October 14, 2024, meeting.

Recommendation(s)/Next Step(s):

Review and provide any edits/corrections, if necessary, before approval.



CONTRA COSTA COUNTY

Committee Meeting Minutes

Community Advisory Board on Public Safety

Monday, October 14, 2024

1:00 PM

50 Douglas Dr., Martinez |

<https://us06web.zoom.us/j/81525162380> | Call
in: (669) 444-9171 | Meeting ID: 815 2516 2380 |

Access Code: 872581

Policy & Budget Subcommittee Meeting

Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee

The Chair of CAB Policy & Budget, Justin Van Zerber called the meeting to order at 1:00 p.m

1. Roll Call and Introductions

Present Nicole Green, and Justin Van Zerber

Absent Jeffrey Robinson

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).

3. CONSIDER approving the Record of Action from the August 19, 2024, [24-3353](#)
CAB Policy & Budget Subcommittee Meeting

Attachments: [DRAFT CAB Policy and Budget Record of Action - August 19, 2024](#)

Motion: Green

Second: Van Zerber

Aye: Green, and Van Zerber

Absent: Robinson

Result: Passed

4. Update from Public Protection Committee Meeting - Monday, October 7, 2024. [24-3354](#)

Attachments: [Community Advisory Board's Updated AB 109 Funding Recommendations for One-Time \\$15 Million](#)

Discussion held.

Discussion: See video for more information: https://youtu.be/l_5unFYoorE

5. Discuss Contra Costa County In-Custody Survey [24-3355](#)

Attachments: [Contra Costa County In-Custody Survey](#)

Discussion held.

Discussion: See video for more information: https://youtu.be/l_5unFYoorE

6. Discuss CAB Policy & Budget Recommendations for 2024 [24-3356](#)

Attachments: [2024 CAB Policy & Budget Memo Recommendations with Budget Documents](#)

Public comment received

Discussion: See video for more information: https://youtu.be/l_5unFYoorE

7. Discuss CAB Policy & Budget Subcommittee Work Plan [24-3357](#)

Attachments: [CAB Policy and Budget Work Plan](#)

Discussion held.

Discussion: See video for more information: https://youtu.be/l_5unFYoorE

8. The next meeting is currently scheduled for Friday, November 15, 2024.

Share RFP from H3

How to uplift incarcerated individuals with learning disabilities

Justin provide cover letter for CCP Budget Proposal

Ask Jody how many people are currently in custody

9. Adjourn

The meeting was adjourned at 1:31 p.m. by Justin Van Zerber. The next scheduled meeting of the CAB Policy & Budget Subcommittee is November 18, 2024.

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 50 Douglas Drive, Martinez, California 94553, during normal business hours. Staff reports related to items on the agenda are also accessible on line at www.contracosta.ca.gov. Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact:

Gariana Youngblood
gariana.youngblood@orj.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-3932

Agenda Date: 11/18/2024

Agenda #: 5.

Advisory Board: CAB Policy & Budget Subcommittee
Subject: CAB Policy & Budget Recommendations 2025
Presenter: Justin Van Zerber, Subcommittee Chair

Information:

DISCUSS CAB's proposed policy and budget recommendations for the fiscal year 2025-2026.

Referral History and Update:

The Community Advisory Board (CAB) - Policy & Budget Subcommittee has submitted the following memorandum to the Community Corrections Partnership (CCP) for consideration of CAB's proposed policy and budget recommendations for the fiscal year 2025-2026.

Recommendation(s)/Next Step(s):

Review and provide any edits/corrections, if necessary, before approval.

MEMORANDUM

FY 2025-2026 Policy & Budget Recommendations-

Community Advisory Board to the Contra Costa County Community Corrections Partnership

The Community Advisory Board (CAB) would like to submit the following memorandum to the Community Corrections Partnership (CCP) for consideration and request public discussion of CAB's proposed policy and budget recommendations for fiscal year 2025-2026. CAB recognizes CCP for its ongoing support and attention to CAB's recommendations over the years and will continue to work in partnership with CCP members and members of the Board of Supervisors to refine, enhance, and improve our local criminal justice system.

CAB also commends the CCP, the Public Protection Committee, and CAO staff for their thoughtful and serious review of CAB's recommendations to allocate \$15M in excess funds. We look forward to continuing to work to strengthen the outcomes of interventions in the County through research and advocacy.

Building from CAB's policy platform, which states:

As County residents and representatives of the community, we want a fair and effective justice system in Contra Costa County. Our approach to policy rests on four pillars:

- *We want to invest in what works.*
- *We believe that true justice requires social justice.*
- *We believe that incarceration should serve as a last resort.*
- *We believe that safety for all depends on justice for all.*

Due to the comprehensive report submitted in May and September CAB would like to reiterate our recommendations for continual and increased investment in the four priority areas:

1. Expanding housing services for justice-involved individuals
2. Expanding behavioral health support for justice-involved individuals
3. Increasing employment opportunities for reentry population
4. Enhancing pre-release engagement services

CAB understands that the current budget projections anticipate a reduction in funding from the state and would like to maintain the current level of investment in community programs with a standard cost of living adjustment comparable to the county department's increases.

CAB is committed to ensuring the voices of the AB 109 population are amplified through our work and their needs are being met through County investments. As CAB continues to increase opportunities for more public involvement, we encourage the CCP, PPC, and CAO staff to share ideas and areas of focus to ensure we are in alignment.

Thank you for your consideration,
CAB Members 2024



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-3933

Agenda Date: 11/18/2024

Agenda #: 6.

Advisory Board: CAB Policy & Budget Subcommittee

Subject: Health, Housing, and Homelessness Services (H3) Request for Proposals (RFP)

Presenter: Nicole Green, CAB Chair

Information:

REVIEW Health, Housing, and Homelessness Services (H3) request for proposals to support housing-related services needed in Contra Costa County.

Referral History and Update:

Health, Housing, and Homelessness Services (H3) Request for Proposals (RFP) aims to address specific gaps in housing-related services needed to help people maintain their housing and to help people experiencing homelessness return to housing.

Recommendation(s)/Next Step(s):

Review Health, Housing, and Homelessness Services (H3) request for proposals, and discuss next steps for the Subcommittee.



CONTRA COSTA COUNTY
 DEPARTMENT OF CONSERVATION AND DEVELOPMENT (DCD)
 HEALTH, HOUSING, AND HOMELESS SERVICES (H3)
 REQUEST FOR PROPOSALS (RFP)
 CONSOLIDATED HOUSING AND HOMELESSNESS FUNDING:
 MEASURE X AND ADDITIONAL FUND SOURCES

ORIGINAL RELEASE DATE:

OCTOBER 4, 2024

This is an Electronic Submission

RESPONSE DUE:

NOVEMBER 22, 2024, BY 5PM

CONTACT FOR QUESTIONS:

HomelessProgram@cchealth.org

Amendment History	Release Date	Updated Pages
Amendment 1	November 6, 2024	17, 47, 48



TABLE OF CONTENTS

- I. Overview3
 - A. Background.....3
 - B. Goals of RFP5
 - 1. Demonstrated Housing Connection5
 - 2. Strengthening the Homelessness Response System5
 - 3. Centering Equity6
 - C. Eligible Applicants7
- II. Funding Details.....7
 - A. Funding Categories7
 - 1. Capacity Building7
 - 2. Homelessness Response Programming.....8
 - B. Applicant Types9
 - C. Funding Allotment, Allowed Uses, and Priorities.....11
 - D. Allowable Activities13
 - 1. Capacity Building13
 - 2. Homelessness Response Programming.....14
 - E. Funding Requirements.....15
- III. Application Process..... 17
 - A. Timeline.....17
 - B. How to Apply17
 - 1. Application Template.....17
 - 2. Budget Template18
 - 3. Application Submission19
 - C. Scoring20
 - D. Interviews21
 - E. Appeals21
 - F. Other Procedures and Instructions22
 - 1. Applicant Supports22
 - 2. Modifications and Late Submittals23
- IV. General Terms and Conditions..... 23
- V. List of Exhibits 24



Consolidated Housing and Homelessness Funding Request for Proposals

I. Overview

A. Background

This Consolidated Housing and Homelessness Funding Request for Proposals (RFP), previously known as the Measure X Housing Fund Request for Proposals, seeks proposals for four funding sources, the Measure X Housing Fund, AB109 prevention/rapid exit funds, funding dedicated to coordinated entry for mobile access points, and funding dedicated for homelessness diversion, rapid rehousing, and shallow subsidy for participants experiencing unsheltered homelessness. As the majority of the funding available through this RFP is from the Measure X Housing Fund, this background section focuses on that fund source. However, the application process for all three funding sources is the same. Requirements for each funding source are detailed in Exhibit E.

Measure X is a Countywide, 20-year, half-cent sales tax adopted by Contra Costa County voters in November of 2020. It is intended to provide critical funding for a range of much needed community services. A portion of Measure X funding – known as the **Measure X Housing Fund** - is allocated to the development of affordable housing and housing-related services. These funds are administered by Contra Costa Department of Conservation and Development (DCD) and a portion is administered by Contra Costa Health - Health, Housing, and Homeless Services Division (H3).

DCD's share of the Measure X Housing Fund is targeted to keeping people who are housed in their homes, principally through investments in housing-related legal services. The Measure X Housing Fund resources administered by H3 are prioritized to address gaps in the homelessness response system through programming designed to reduce homelessness in Contra Costa County.

Over the past two years, DCD and H3 have released joint requests for proposals from community-based and governmental organizations to use Measure X Housing Fund resources, and other funds administered by H3, for programming aligned with the goals of the Measure X Housing Fund and the requirements of the other fund sources. The goals and priorities in these RFPs were developed after extensive community engagement seeking input into the specific gaps in housing-related services needed to help people maintain their housing and to help people experiencing homelessness return to housing.

These engagement efforts, coupled with ongoing analysis of gaps in the local homelessness response system, continue to guide the goals and priorities in this RFP.

This RFP also reflects more recent input received from both funded and unfunded past applicants and other stakeholders with an interest in addressing homelessness and housing insecurity in Contra Costa County. With this feedback in mind, the RFP has been simplified and reorganized with the goal of making it as clear as possible to prospective applicants what is needed to complete the application and what types of projects will be prioritized.

Similar to last year's RFP, the County anticipates that in the absence of significant new funding, the Measure X funds in this RFP will primarily be used to renew existing programs and to fund another round of one-time capacity building grants. Responding to the urgent need for sustainable funding, projects previously funded through the Measure X Housing Fund RFPs will be prioritized for renewal over expansion and new program applications. Provided that sufficient funding is available, these programs will be continued if they are meeting their contractual requirements, including proposed outcomes and administrative requirements, and they continue to meet a demonstrated community need. If current projects do not meet these requirements, their funding will be reallocated to new and expansion project proposals, as described in Section II.

Unlike the past two RFPs, this RFP does not set aside funding for "innovation." Instead, it offers small/emerging organizations the opportunity to apply for: (1) an organizational capacity building grant; (2) a homelessness response program grant; or (3) a homelessness response program grant that includes a capacity building funding request to help successfully deliver the proposed program.

As July 1, 2025 represents the beginning of a new two-year funding cycle for Measure X Housing Fund resources, **all programs previously funded through the Measure X Housing Fund that wish to continue to receive funding after July 1, 2025 must respond to this RFP (this does not apply to past Innovation/Capacity Building grants, which are all one-year and non-renewable awards).**

This RFP will also be used to award funding from three other fund sources for very specific project types: (1) AB109 prevention/rapid exit funding is prioritized to the reentry population; and (2) coordinated entry funding is prioritized to support mobile access point services; (3) new diversion, rapid rehousing, and shallow subsidy funding is prioritized to support services for participants experiencing unsheltered homelessness. The AB109, coordinated entry, and new diversion, rapid rehousing, and shallow subsidy funding are available for New Homelessness Response Programming proposals (as described in

Section II) through this RFP. While the coordinated entry funding is currently allocated to an existing program, procurement rules for this fund source require that any application to continue to use these funds for this program must be submitted as a proposal for New Homelessness Response Programming and will be evaluated against other proposals for new programs using this fund source.

B. Goals of RFP

Contra Costa County is seeking proposal submissions from local agencies, organizations, and collaboratives that provide critical services to people in the county experiencing or at risk of homelessness. In developing this RFP, the County set out to:

- Make the process of responding to this RFP as accessible as possible, so that organizations of all sizes and varying capacities that do significant work related to preventing and ending homelessness in Contra Costa County can seek funding for programs that support the overall strength of the county-wide housing and homelessness response system;
- Incorporate opportunities into this RFP specifically designed to further the County's goal of supporting small/emerging organizations that want to advance the work of preventing and ending homelessness by building their organizational capacity to offer effective programming; and
- Reduce the burden on providers of responding to multiple procurements by using this RFP to award resources from several funding streams.

The most competitive RFP applications will show organizational and project alignment with the following County priorities:

1. Demonstrated Housing Connection

Falling under Measure X Funding Goal Three, **“Healthy Communities,”** providing access to adequate housing is a critical funding priority. Accordingly, successful applications will demonstrate how the proposed program results in a pathway to permanent housing for those experiencing homelessness or acts as a critical support to retain housing for those at risk of homelessness.

2. Strengthening the Homelessness Response System



In light of the critical need to have a well-resourced and comprehensive homelessness response system, it is a priority to allocate funds in this RFP to projects that meaningfully impact the **clearly defined gaps in the homelessness response system**. Projects that bring needed homelessness response system services to areas of the County with high concentrations of need and limited resources and/or provide a service component that is missing from the local homelessness response system will receive additional points in the scoring process.

It is outside the scope of the limited Measure X funding allocated to the Housing Fund, and the other sources of funding included in this RFP, to address gaps in other systems that impact housing and homelessness, such as health care, employment, transportation and behavioral health. Therefore, proposals focused on expanding non-housing related programming in these other sectors are not prioritized for funding through this RFP.

3. Centering Equity

Because of the disproportionately high rates of homelessness among some Black, Indigenous, People of Color (BIPOC) communities and other historically underserved populations, it will be a priority to fund projects that address these disparities and advance equity. Applicants will receive additional points in the scoring process if they can demonstrate: (1) how equity principles are incorporated at both the organizational level and in the design and implementation of the proposed program, including by providing evidence of how people from communities overrepresented in homelessness and people who have lived experience of homelessness are integrated into the organization and program; and (2) past experience and commitment to successfully serving BIPOC populations and other historically underserved populations that experience disproportionately high rates of homelessness in the county.

While applications will be evaluated individually based upon the above priorities, the final selection of programs to fund will not be based exclusively on which proposals score the highest. The County will consider additional factors related to the overall composition of the projects to be funded with Measure X Housing Fund resources, including, for example, the geographic distribution of programs, the allocation to different high-need populations, and the need to maximize the impact of Measure X funds by using them to effectively leverage other homeless and housing funding sources.

C. Eligible Applicants

501(c)3 non-profits in good standing, registered non-profits in fiscal sponsorship relationship with a 501(c)3 non-profit in good standing, religious organizations, and governmental entities, including tribes, school districts, library districts, and other public and quasi-public entities, are eligible to apply for funding through this RFP, provided that the services must be delivered exclusively to residents in Contra Costa County.

II. Funding Details

A. Funding Categories

DCD and H3 will award funds for proposed programs in the categories of 1) Capacity Building and 2) Homeless Response Programming.

1. Capacity Building

A portion of available Measure X Housing Fund resources is set aside to fund new capacity building projects for smaller/emerging organizations (see definition below) that focus on providing services to those experiencing or at-risk of homelessness. The purpose of these Capacity Building grants is to help build organizational infrastructure and capacity; the grants are not tied to the delivery of any specific program or project.

Capacity Building applicants must demonstrate how the grant will enhance the organization's overall capacity to deliver needed homelessness and housing-related services in a manner consistent with the goals outlined in [Section I. B.](#)

Key facts about Capacity Building funding include:

- Awards range from **\$25,000 - \$100,000**
- Capacity building grants are **non-renewable**. Organizations previously awarded a Measure X Housing Fund capacity building/innovation grant may re-apply for capacity building funds for another organizational capacity need if all activities funded by the previous award will be concluded and the funds successfully expended by June 30, 2024.
- Capacity building awards are only available to **small/emerging organizations**, as defined below.

For the purposes of this RFP, **small/emerging organizations are defined as** organizations that meet one or more of the following: have an annual budget of less than two million dollars, have few (generally less than 10) or no paid staff, or originate from and are led by members of historically marginalized populations and are specifically designed to serve that population.

To make the RFP application process more accessible to agencies applying for capacity building funding, the County has established the following modified process for these applicants:

- A shorter application to lessen the administrative burden of applying.
- Upon request, an interview to provide clarifying information on proposals. Interviews do not take the place of providing a complete written application and budget. For more information, see the [interview section](#) of this RFP.

Small/emerging organizations may also apply for Homelessness Response Programming projects, with or without a request for capacity building support, as described below.

2. Homelessness Response Programming

The significant majority of funding available through this RFP will be used to fund Homelessness Response Programming proposals (formerly known as “Crisis Response” proposals). This funding is inclusive of homelessness response services administered by H3 and homelessness prevention related legal services funded by DCD.

Homelessness Response Programming proposals seek funding for housing-related programs that preserve people in their housing or provide a pathway to permanent housing for those currently experiencing homelessness. With the exception of homelessness prevention-related legal services funded with Measure X funds administered by DCD, Homelessness Response Programs are expected to be designed and delivered in keeping with the Contra Costa County Continuum of Care’s (CoC) Program Models. Information on program models and performance standards can be found [here](#).

Homelessness Response Programming applications will fall into one of three categories: (1) Renewal; (2) Expansion; or (3) New (see below). Any program funded through a previous Measure X Housing Fund RFP that seeks only continuation funding will be a Renewal Application. Given the limited amount of funding available and the need to ensure continuity of high performing services, Measure X Housing Fund resources will be prioritized for Homelessness Response Programming renewal applications where the

applicant is able to demonstrate that the program is meeting its outcome goals and administrative requirements, meets the overall funding goals of this RFP, and continues to fill specific gaps in the overall homelessness response system.

Homelessness Response Programming Proposals with Capacity Building Requests:

Small/emerging organizations may submit a Homelessness Response Programming proposal that also includes a request for specific, one-time capacity building investments that would allow the proposed program to be delivered successfully. For example, small/emerging organizations that require staff training, technology, or stronger accounting/financial management systems could include one-time costs associated with these needs alongside their proposal for programming.

All Homelessness Response Program applicants will be asked whether they are willing to have their proposal funded by the fund source(s) that the County determines is most appropriate to the program. Applicants may decline this option and limit their application to Measure X Housing Fund resources only, but in light of the County’s need to maximize the leverage and impact of all fund sources, this may reduce the likelihood that the proposal is funded.

B. Applicant Types

On November 7th, 2023, the Contra Costa County Board of Supervisors approved recommendations from the Family and Human Services Committee to establish a two-year funding cycle for the allocation of Measure X Housing funds for homelessness response projects (Capacity Building grants remain one-year grants). The AB109, Coordinated Entry, and new diversion, rapid rehousing, and shallow subsidy funds have different funding cycles, as set out in Exhibit E.

Because July 1, 2025, represents the beginning of a new two-year Measure X Housing Fund cycle, **all programs previously funded through a Measure X RFP with Measure X Housing Fund resources that wish to continue to receive funding must submit applications to this RFP.** Projects funded in previous Measure X RFPs with fund sources other than Measure X Housing Fund resources should consult their DCD or H3 contract manager to determine whether they should apply to continue those other types of funding through this RFP. Programs currently using the Coordinated Entry must apply through this RFP to continue that funding.

Throughout recent engagement efforts, the County has heard the need for both stable program funding to community-based organizations currently operating Measure X programming and the need to provide opportunities to small/emerging organizations to



strengthen their organizations in a way that uplifts the capacity of the overall homelessness response system. With these considerations in mind, applicant types have been defined and clarified below to balance these system needs. Application types include: Renewal Projects, Expansion Projects, New Projects, and Multiple Projects. Unlike in previous Measure X funding rounds, there is no category for “Innovation” projects in this RFP, although applications for New Homelessness Response Program Projects may designate their programs as innovative.

1. Renewal Project Applications

Renewal Applications are for funding to continue currently operating Homelessness Response projects funded by previous Measure X RFPs. Renewal projects will be evaluated to determine whether they continue to address a critical need in the homelessness response system, align with the current RFP priorities, and whether they are delivering the outcomes they committed to achieving and are meeting the administrative requirements of their current grants. If these criteria are met, and provided the applicant meets the other requirements set out in the RFP, the program will be prioritized for funding in this RFP. If Homelessness Response programs funded through a previous Measure X RFP do not meet these criteria, the funding currently allocated to those programs will be released to the pool of available funds to support Expansion and New Homelessness Response Program project proposals.

Renewal proposals must propose to continue the same program, with the same projected outcomes, **and the same funding level**. Renewal applications that include proposals to expand the number of people served and/or services offered, and seek additional funds to support these changes, should be submitted as Expansion Project Applications.

2. Expansion Project Applications

Proposals that seek to expand Homelessness Response Programming projects previously funded through a Measure X RFP will be treated as Expansion Project Applications. That portion of an Expansion Project Application that renews an existing program and the existing funding level for that program will be treated like a Renewal Project and receive the same priority for continued funding as other Renewal Project Applications. The portion of the Expansion Project Application that represents an increase in capacity and an increased level of funding will be scored and compete with New Homelessness Response Programming applications. In other words, that portion will not be prioritized for funding over other New Project Applications for Homelessness Response Programming.

3. New Project Applications

There are two types of new projects that will be awarded through this RFP.



a. New Proposals for Homelessness Response Programming

New proposals for Homelessness Response Programming will be evaluated for award from the available un-allocated Measure X Housing Fund resources, and other funds being procured through this RFP that are not awarded to renewal projects. Smaller/emerging organizations may include non-renewable one-time capacity building requests of up to \$100,000 in their applications for New Homelessness Response Programming in order assist them in building the organizational capacity to successfully deliver the proposed program.

b. New Proposals for Capacity Building Support

A portion of the available Measure X Housing Fund allocation is set aside for new capacity building projects for small/emerging organizations. Capacity building grants are one-time, non-renewable awards. For more details see [Section II.A.1](#) above.

4. Multiple Project Applications

Applicants may use a single application to apply for multiple projects. For example, an applicant may apply to renew a project and propose a new project, or propose two new projects, within the same application so long as all required materials and narrative are completed for each project. Additionally, a small/ emerging organization may submit a new project proposal and a capacity building proposal in the same application. Although multiple projects may be submitted using the same application, all necessary information must be provided for each proposed project and each project will be scored and evaluated separately.

C. Funding Allotment, Allowed Uses, and Priorities

Allowable activities by funding type, estimated total funding available, and priority funding areas (if applicable) are detailed in the chart below. Note that non-Measure X fund sources with very specific funding requirements are listed separately in the New category. A complete list of fund sources included in this RFP can be found in Exhibit E.

Funding Category	Estimated Total Funding Available	Expected Grant Term	Allowable Activities	Priority Activities
Measure X New and Expansion Projects				
New or Expansion Homelessness Response Programming	\$63,000* *Available funds will increase if currently funded programs do not apply for renewal or do not meet renewal criteria	2-Years, Renewable	<ul style="list-style-type: none"> • Case Management/ Service Navigation • Basic Needs Assistance (e.g., showers/bathrooms, safe parking) • Emergency Shelter Operations and Services • Warming/ Drop-in Centers Operations and Services • Legal Assistance • Rental Assistance or Utility Assistance • Supportive Services for Individuals in Housing Programs • Landlord Recruitment and Engagement 	<ul style="list-style-type: none"> • Emergency Shelter Operations and Services • Permanent Housing activities not sufficiently funded by HUD or other funding sources • Expansion of existing priority programming
Capacity Building	\$280,000	One-time, Non-Renewable	Organizational Capacity Building Activities including: <ul style="list-style-type: none"> • Training/Staff Development • Technical Assistance • Technology Upgrades • Financial Management Supports 	<ul style="list-style-type: none"> • Organizations seeking to build their capacity to deliver programming that offers housing-related services to people at risk or experiencing homelessness.
Measure X Renewal Projects				
Renewal Homelessness Response Programming	\$3,600,000	2-Years, Renewable		<ul style="list-style-type: none"> • Currently funded activities continuing to fill a system need and meeting outcomes

Funding Category	Estimated Total Funding Available	Expected Grant Term	Allowable Activities	Priority Activities
Other Funding Sources				
New AB109 Prevention and Diversion Funding	\$1,000,000	One-time, up to 3-Years, Renewable	<ul style="list-style-type: none"> • Eviction Prevention • Homelessness Rapid Exit Financial Assistance <p style="text-align: center;"><i>For AB109 eligible reentry households</i></p>	
New Coordinated Entry Mobile Access Point Funding	\$100,000	1-Year, Renewable	<ul style="list-style-type: none"> • Coordinated Entry Operations 	<ul style="list-style-type: none"> • Phone based referral and linkage services
New Rapid Exit, Rapid Rehousing, and Shallow Subsidy Funding targeting Encampment Resolution participants	\$1,500,000	One-time, up to 3-Years, Renewable	<ul style="list-style-type: none"> • Homelessness Rapid Exit Financial Assistance • Rapid Rehousing services including case management and short to medium term rental assistance • Shallow subsidy services to rapid rehousing participants requiring longer term subsidy support 	<ul style="list-style-type: none"> • Reduces unsheltered homelessness and supports San Pablo encampment residents

D. Allowable Activities

1. Capacity Building

Applicants should be able to demonstrate how capacity building activities increase organizational infrastructure in a way that strengthens the organization’s ability to provide services to those experiencing or at-risk of homelessness. Examples of allowable activities under the capacity building category include:



- Financial Management Supports (e.g. bookkeeping software/staffing)
- Training/Staff Development
- Technical Assistance
- Technology Upgrades
- Increase internal business operations and/or development expertise (e.g. hiring in-house grant writer)

2. Homelessness Response Programming

The following information applies to Measure X Housing Fund resources allocated to Homelessness Response Programming. Other fund sources procured through this RFP may have different allowable, prohibited, and prioritized uses. The County will take these into consideration when determining the best allocation of resources to a specific project.

Allowable activities under the homelessness response programming category include:

- Case Management/ Service Navigation
- Basic Needs Assistance (e.g., showers/bathrooms, safe parking)
- Emergency Shelter Operations and Services
- Warming/ Drop-in Centers Operations and Services
- Legal Assistance
- Rental Assistance or Utility Assistance
- Supportive Services for Individuals in Housing Programs
- Landlord Recruitment and Engagement

Prioritized activities for new homelessness response programming will be those activities that:

- Support emergency shelter/interim housing operations and services
- Address gaps in permanent housing programs left by inadequate funding from HUD or other federal, state, and local fund sources.
- Support programs serving transition aged youth

Ineligible activities for Homelessness Response Program funding through this RFP process include:

- Fundraising activities

- Executive level staff salaries, unless staff is providing direct service to program
- Asset acquisition
- Capital improvements

E. Funding Requirements

Certain administrative requirements differ for Capacity Building and Homelessness Response Programming funding categories, as depicted in the chart below. Applicants should consider their willingness and capacity to meet these requirements when determining whether to apply and how to budget for their proposed projects.

Category	Criteria	Homelessness Response Programming Grant Requirements	Capacity Building Grant Requirements
Program Reporting	Quarterly or more frequent reporting will be required. The content and structure of required quarterly reports will be determined through the contracting process.	Yes	Yes
Administrative Compliance	Monthly invoicing will be required, and programs will be required to provide current W9 and certificates of insurance, including cyber liability if accessing HMIS	Yes	Yes
Equal Access/Fair Housing	Agency offers equal access, adheres to fair housing, and will not discriminate against a program participant or prospective program participant on the basis of race, color, citizenship, national origin, ancestry, religion, sex, age, familial status, disability, actual or perceived sexual orientation, gender identity or expression, marital status, source of income, genetic information, status as a survivor of domestic violence, or other reasons prohibited by law.	Yes	Yes
Financial Statements/Tax Return	Agency will provide audited financial statements from most recent fiscal year or the	Yes	Yes



Category	Criteria	Homelessness Response Programming Grant Requirements	Capacity Building Grant Requirements
	latest filed tax return if financial statements are unavailable.		
Coordinated Entry	Applicant will adhere to CoC Program Models and participate in Coordinated Entry.	Yes*	No
HMIS	Applicants will enter program into the Homeless Management Information System (HMIS), unless the program is serving survivors of domestic violence, in which case it will enter data into a comparable database. If the agency/program does not actively participate in HMIS the agency/program must demonstrate capacity to collect and manage data for their proposed program.	Yes*	No

*Requirement does not apply to Homelessness Prevention-Related Legal Services funding administered by DCD.

III. Application Process

A. Timeline

The table below describes the critical dates for this RFP process. Applicants are strongly encouraged to utilize the available opportunities to learn more about the RFP and have their questions answered, including at the Applicant Information Session, Applicant Office Hours, and through the submission of written questions.

Date	Event
October 4, 2024	RFP Released
October 10, 2024 From 9:30 – 11:00 am	Applicant Information Session - Registration Link
October 21, 2024 From 12:00-2:00 pm	Applicant Office Hours Registration Link
November 4, 2024 12:00-2:00 pm	Applicant Office Hours Registration Link
November 6, 2024 by 5:00 pm	Deadline to Submit Questions
November 12, 2024	Answers to Questions Posted
November 22, 2024, by 5:00 pm	Proposal Submission Deadline
January 6-17, 2025	Interviews Conducted with Select Applicants
February 2025	Announcement of Awards
Within 5 business days of award notification	Deadline for Submission of Appeals
By March 2025	Recommendations Considered by Family/Human Services Committee and Council on Homelessness
By April 2025	Recommendations Considered by Board of Supervisors
By July 1, 2025	Anticipated Contract Start Date

B. How to Apply

1. Application Template

The application template can be found in Exhibit A. The application consists of four (4) sections. Sections 1 – 3 must be completed by all applicants. Only applications for New and Expansion Homelessness Response Programming are required to complete Section 4. **Applicants must use the separate fillable Word template**

provided to answer all application questions. Applicants may not alter the default formatting, including margins, line spacing, font, and font size. It is recommended that applicants review the applicable scoring rubric (see Exhibit C and D) prior to answering questions. Applicants must also submit a budget for their proposed project(s) using the Budget Template or a detailed project budget using their own form/template. Where the application requests that applicants upload supporting documentation, applicants should upload the identified documents and may also upload any additional documents that they feel clarify or add relevant context to their application.

2. Budget Template

Applicants must complete the Budget Template included as Exhibit B. The Budget Template includes a Budget Narrative and a Budget Summary Table that all applicants are required to complete and submit with their applications. The Budget Template also includes a Worksheet. Applicants may either use this Worksheet to provide a detailed budget for their project(s) OR can submit a detailed project budget using their own form/template. Applicants should include all additional funding sources for each cost category on the Budget Summary tab.

The detailed project budget must include all project costs along with descriptions of how the costs were calculated. Additional information on project costs can be included in the Budget Narrative. The Budget Narrative should also explain how personnel expenses are determined and describe what fringe benefits are provided. If the project budget includes subcontractors, the detailed project budget and Budget Narrative should describe the services the subcontractors will provide. If the project will receive any additional funding beyond the amount applied for in this RFP, the Budget Narrative and Budget Summary Table should describe the additional sources of funding.

If the application is for an Expansion project, the budget should clearly delineate the project's current budget from the additional funding requested, and the Budget Narrative should specifically address the above questions as they apply to the new funding requested.

If the application is for multiple projects, a separate Budget Template and detailed project budget should be completed and submitted for each project.

If the application is for a Homelessness Response Programming project that includes a request for capacity building support, the detailed budget should clearly delineate capacity building funding and how it will be allocated. The Budget Narrative should also describe how the capacity building funds will be used and how the costs were determined.

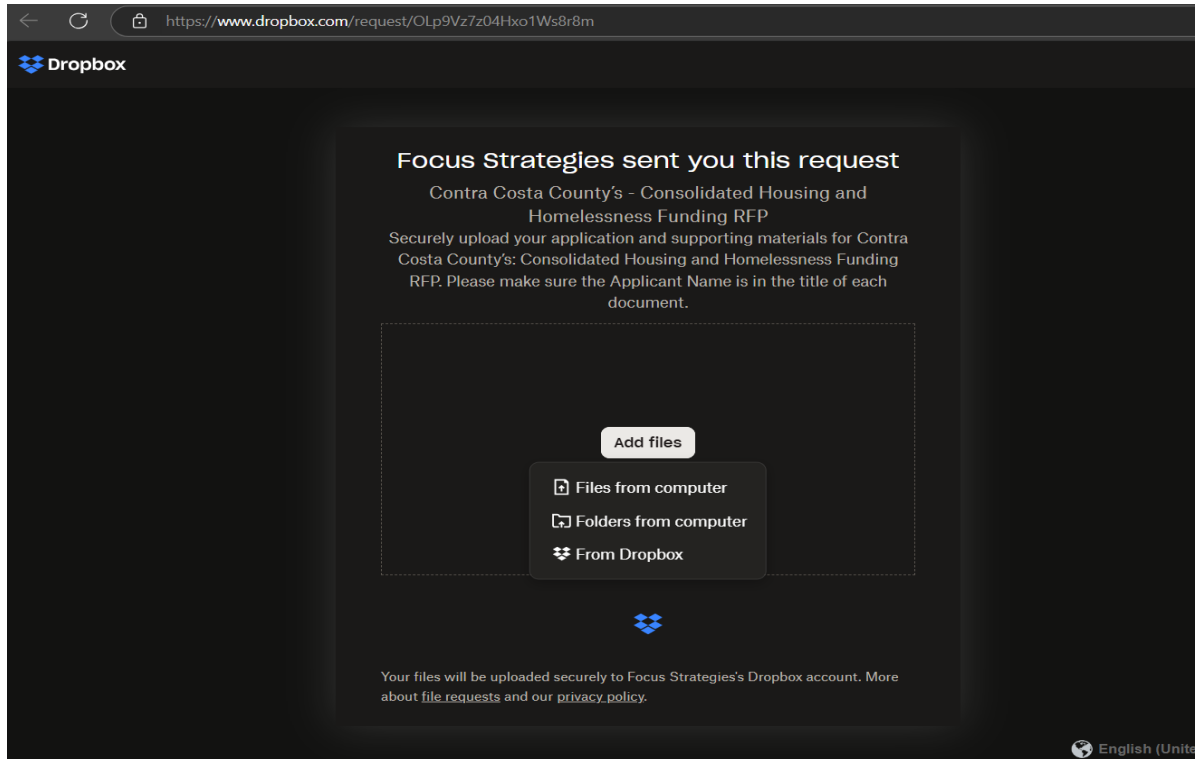
Indirect costs may be included in the project budget. Examples of indirect costs include administrative functions that support multiple programs, costs of shared office space and utilities, and other expenses that benefit multiple program areas that cannot be readily identified with a particular activity. Indirect costs generally may not exceed 10% of the project budget, and **indirect costs may not be applied to the Direct Financial Assistance cost category.**

3. Application Submission

All documents must be completed and uploaded **prior to 5:00 pm on November 22nd, 2024** to the secure Dropbox site managed by technical assistance provider Focus Strategies:

Dropbox Link: <https://www.dropbox.com/request/OLp9Vz7z04Hxo1Ws8r8m>

After entering the above link into your browser, the screen below will appear. By clicking on the “Add Files” button you will be invited to either upload a folder or files from your computer.



Applicants should consolidate all application materials in a single folder with the applicant's organization name/acronym in the title and upload the folder to the Dropbox site. Alternatively, applicants may upload individual documents, but each document must include the applicant's organization name/acronym in the title. Applicants are strongly encouraged not to wait until just before the deadline to begin the upload process, as uploading may take time and only applications in the Dropbox site at 5:00 pm on November 22nd will be accepted. Applicants having technical issues with the upload may email: **mandy@focusstrategies.net**.

C. Scoring

All proposals will be evaluated by a scoring committee made up of county staff and persons with lived experience of homelessness. The scoring committee will review eligible proposals and evaluate the extent to which they meet the requirements and priorities set forth in the RFP, including the criteria for scoring as outlined in the Scoring Rubric (see Exhibits C and D).

In evaluating proposals, the scoring committee will also consider the need to ensure that the Measure X resources and programming reach people in need of housing and homeless services across the geography of the County and reach those populations that are most impacted by housing insecurity and homelessness. The awards will also reflect any priorities and requirements that are particular to the other funding sources included in this RFP.

D. Interviews

Interviews will be offered to all small/emerging organizations applying for capacity building funds. Organizations applying for capacity building funding may indicate in their applications that they decline the offer to interview. Interviews are not required and declining an interview will not negatively impact an applicant's score.

Interviews provide the County an opportunity to ask clarifying questions to better understand an applicant's proposal. Questions may be provided to applicants in advance. Interviews will be conducted in thirty-minute time slots and may occur in person or remotely by video conference or telephone. Applicants are not expected to give a presentation on their proposal during the interview.

During the interview period of the application review process, the County will reach out by email to the contact listed on the applications of each small/emerging organization that requested an interview. Applicants that do not respond to the County in a timely manner (within 5 business days) to schedule an interview will forfeit their interview.

Interviews are not offered to applicants who are applying solely for Homelessness Response Programming funding. However, Contra Costa County may find it necessary to seek clarifying information about any application submitted under this RFP. The County may, at its discretion, request that any applicant submit clarifying information in order to permit a more accurate evaluation of the application. This request may ask for additional information to be shared in a variety of ways including by video call, phone, or email.

E. Appeals

All applicants have the opportunity to appeal the award decision made by the County. Appeals must be on the grounds of technical errors related to the County's assessment of the applicant's proposal and associated materials (e.g., errors in scoring calculation) or in cases where the applicant believes the County did not follow the procedure outlined in this RFP.

Appeals will be reviewed by the Director of the Department of Conservation and Development and the Director of Health, Housing, and Homeless Services (as determined by the funding source of the submission). The designated appeal reviewers will not take part in the initial review and scoring of applications. Their decision on the appeal will be final.

Applicants must submit their request for an appeal within 5 business days after receipt of their award decision and scoring table. Further information on how to submit a written appeal will be provided with the award decision. Applicant scoring tables will be available after grant awards are announced.

F. Other Procedures and Instructions

1. Applicant Supports

a. Applicant Information Session

An *Applicant Information Session* will be held via zoom on **October 10, 2024**. All prospective applicants are **STRONGLY** encouraged to attend. During this session, applicants will have the benefit of a walk-through of this RFP, the application, and other required materials. Attendance at the Applicant Information Session is not required and failure to attend will not affect the scoring of an applicant's proposal.

b. Office Hours

Office hours are an opportunity for prospective applicants to meet with County staff and will be offered at two different opportunities throughout the application period, as noted in the timeline (Section III. A.).

c. Written Questions

Prospective applicants may submit written questions seeking clarification of any aspect of this RFP by email to HomelessProgram@cchealth.org at any time until **5 p.m. November 6, 2024**. The County will respond to all questions in a consolidated Frequently Asked Question (FAQ) document that will be publicly available at [Funding | Contra Costa Health \(cchealth.org\)](https://www.contracostahealth.org/funding).

All contact with the County regarding the RFP during the RFP application and evaluation phases should only be conducted through the designated email for the RFP: HomelessProgram@cchealth.org.

2. Modifications and Late Submittals

Applicants will not have the opportunity to modify their submittal at any time after **November 22, 2024, at 5:00 PM**, except in direct response to a request from the County for clarification.

Submissions made after the **November 22, 2024, 5:00 PM** deadline will not be reviewed. Applications must be submitted on the pre-formatted Application Form and Budget Template provided. As noted above, applicants may submit a detailed project budget using the provided Budget Template or on their own form.

IV. General Terms and Conditions

The County reserves the right not to fund any awards, re-release the RFP, or solicit applications if no viable applications are submitted.

Further, the County reserves the right to review all applications and make funding decisions according to the scoring rubrics included in this RFP and the overall service needs of Contra Costa County. Therefore, the County does not guarantee funding to a certain number of applicants in either the Capacity Building or Homelessness Response Programming categories.

Proposals submitted to this RFP are public records. California Government Code section 6250, the Public Records Act, defines a public record as any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics. The Public Records Act provides that public records shall be disclosed upon request and that any resident has a right to inspect any public record unless the document is exempted from disclosure.

Unless otherwise compelled by a court order, the County will not disclose any proposal while the County conducts its deliberative process in accordance with the procedures identified in this RFP. However, after the County either awards to successful applicants, or rejects all proposals, the County shall consider each proposal subject to the public disclosure requirements of the California Public Records Act. Each applicant is hereby informed that, upon submittal of its proposal to the County in accordance with this RFP, the proposal becomes the property of Contra Costa County.

The County reserves the right to issue amendments to this Solicitation for clarification, substitution, addition, or deletion. Applicants are strongly advised to check [Funding | Contra Costa Health \(cchealth.org\)](https://www.cchealth.org) periodically to see if amendments have been posted.

V. List of Exhibits

- A. Application Template
- B. Budget Template
- C. Scoring Rubric for Capacity Building Projects
- D. Scoring Rubric for Renewal, New, and Expansion Homelessness Response Programming Projects
- E. List of Funding Sources

Contra Costa County Department of Conservation and Development (DCD) and Health, Housing, and Homeless Services (H3) Request for Proposals for Consolidated Housing and Homelessness Funding RFP COVER PAGE	
Agency Name:	
Agency Address:	
Tax ID:	
Name and Title of Primary Contact Person for this Application:	
Phone # for Primary Contact:	Email Address for Primary Contact:
Is your agency led by a Black, Indigenous or other Person of Color (BIPOC)? <input type="checkbox"/> Yes <input type="checkbox"/> No What percent of staff (or volunteers, if no paid staff) identify as BIPOC?	
Is your agency led by a person with lived experience of homelessness? <input type="checkbox"/> Yes <input type="checkbox"/> No What percent of staff (or volunteers, if no paid staff) are people with lived experience of homelessness?	
Brief Description of Proposed Activities/Program:	
Areas/Cities to Be Served in Contra Costa County:	
How many people will the proposed project(s) serve annually? Indicate N/A for applications seeking only Capacity Building funding:	
Total Funding Amount Requested:	

<p>Is this a collaborative application; awarded funding will be distributed to multiple organizations? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please list all other agencies (other than the applicant agency) applying as part of this collaborative application:</p> <p>All agencies included in the collaborative application must submit documentation confirming their participation in the collaborative project (for example, an MOU/MOA or letter of support) with the application materials.</p>					
<p>This proposal falls under the following funding category (for applicants submitting multiple projects, check all that apply):</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-right: 1px solid black; padding: 5px;"><input type="checkbox"/> Renewal Homelessness Response Project</td> <td style="width: 25%; border-right: 1px solid black; padding: 5px;"><input type="checkbox"/> Expansion Homelessness Response Project</td> <td style="width: 25%; border-right: 1px solid black; padding: 5px;"><input type="checkbox"/> New Homelessness Response Project</td> <td style="width: 25%; padding: 5px;"><input type="checkbox"/> Capacity Building</td> </tr> </table>		<input type="checkbox"/> Renewal Homelessness Response Project	<input type="checkbox"/> Expansion Homelessness Response Project	<input type="checkbox"/> New Homelessness Response Project	<input type="checkbox"/> Capacity Building
<input type="checkbox"/> Renewal Homelessness Response Project	<input type="checkbox"/> Expansion Homelessness Response Project	<input type="checkbox"/> New Homelessness Response Project	<input type="checkbox"/> Capacity Building		
<p>Our organization meets the definition of a small/emerging organization, as outlined in the RFP (see Section II.A.1)</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>					
SIGNATURE:	Date				
Name and Title of Authorized Signer:					

SECTION 1: Applicant Information and Basic Questions	
1A	<p>Does your agency participate in the Contra Costa County CoC or other County-led collaborative groups?</p> <p style="margin-left: 20px;"><input type="checkbox"/> Yes, Contra Costa County CoC</p> <p style="margin-left: 20px;"><input type="checkbox"/> Yes, other collaborative group (specify): _____</p> <p style="margin-left: 20px;"><input type="checkbox"/> No</p>
1B	<p>To make this process more accessible to organizations of different sizes, smaller/emerging organizations that are solely requesting capacity building funding, are <u>not</u> required to complete "Section 4: Homelessness Response Programming". Renewal Projects are also not required to complete Section 4.</p>

	<p>All other applicants proposing a Homelessness Response Programming project are expected to complete ALL four sections of the application.</p> <p>I understand that if I am submitting a proposal that includes a new or expanded Homelessness Response Programming project, I must complete "Section 4: Homelessness Response Programming" of this application.</p> <p><input type="checkbox"/>Yes <input type="checkbox"/>No <input type="checkbox"/>N/A (I am only submitting a Capacity Building Application or a Renewal Application)</p>
1C	<p>In addition to Measure X Housing Fund resources, the County may utilize other funding sources to support an applicant's proposal.</p> <p>By marking "Yes" below, I agree that the County may utilize funds other than Measure X to support my project and I understand that these sources may require that I complete additional requirements beyond what is outlined in this RFP. By marking "No" I indicate that I only want Measure X funding for my project, and I understand that this may reduce the likelihood of my project being funded.</p> <p><input type="checkbox"/>Yes <input type="checkbox"/>No</p>
1D	<p>As a means of supporting smaller/emerging organizations (defined in section II.A.1 of the RFP) applicants requesting capacity building funding as a standalone grant or as part of a New Homelessness Response Programming project are offered an interview, but may opt-out of the opportunity without penalty. To be eligible for an interview applicants must 1) be a small/emerging organization and 2) be seeking capacity building funding through this RFP.</p> <p>The County is aware that some smaller organizations, applicants without experienced grant writers, or those that have not participated in an RFP process before may benefit from an interview regarding their application. Interviews provide the County an opportunity to ask clarifying questions to better understand an applicant's proposal.</p> <p>Does your organization wish to OPT OUT of the interview?</p>

	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A we are not seeking capacity building funding and do not meet the definition of a smaller/emerging organization</p> <p>Reply "YES" above only if you do not wish to be interviewed</p> <p>See section III.D. in the RFP for more information about interviews.</p>
1E	<p>Does your agency have any outstanding financial audit findings? Indicate N/A if you organization does not currently have its financial statements audited by an independent third party.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>If you answered 'yes' to question 1E, please provide a Statement of Explanation and relevant supporting documentation to describe the findings and how they are being addressed. This information should be uploaded as additional documentation with your application packet.</p>
1F	<p>I understand that the following activities are INELIGIBLE for funding through this RFP process:</p> <ul style="list-style-type: none"> • Fundraising Activities • Executive Level Staff Salaries, except as part of the allowed admin allocation or if those staff directly provide program services • Asset Acquisition • Capital Improvements <p><input type="checkbox"/> Yes, I understand, and this application does not request funding for any ineligible expenses.</p>
1G	<p>Please indicate what project type (new, renewal, expansion, capacity building, or multi-project) you are applying for. If applying for multiple projects through this application, please indicate the project type for each proposed program.</p> <p><input type="checkbox"/> Renewal Homelessness Response Programming: (This project is currently funded by previous Measure X RFPs and is seeking only funding to continue at the same scope and budget.)</p> <p><input type="checkbox"/> Expansion Homelessness Response Programming: (This project is currently funded by previous Measure X RFPs and is seeking funding to continue and also increase funding to expand service capacity/scope.)</p>

	<p><input type="checkbox"/> New Homelessness Response Programming: (This is a new project that has not been funded by a past Measure X RFP. For small/emerging organizations, New Homelessness Response Programming projects may include a request for specific capacity building support.)</p> <p><input type="checkbox"/> Capacity Building: (This is a capacity building project (one-time, non-renewable funds for small/emerging organizations)).</p> <p><input type="checkbox"/> Multiple-Project (Indicate each project type e.g. Renewal, Expansion, New, or Capacity Building).</p> <p>Project #1 Type: _____ Project #2 Type: _____ Project #3 Type: _____ Project #4 Type: _____</p> <p>See section II.B. in the RFP to read more about applicant/project types.</p>
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SECTION 2: Applicant Organizational Commitments	
2A	<p>Please state your agency's mission:</p> <p>Briefly explain how your mission is aligned with the goals of this RFP to expand and sustain services that connect people at risk and experiencing homelessness to housing, strengthen the homelessness response system, and center equity for Contra Costa County residents experiencing homelessness or at risk of losing their housing. (maximum 250 words)</p>
2B	<p>Please describe how your agency implements a commitment to the inclusion of people with lived experience of homelessness or housing insecurity at the organizational level. Upload supporting documentation (e.g. a list of</p>

	leadership and/or staff positions held by people with lived experience of homelessness, lived experience of homelessness advisory bodies, relevant policies/procedures etc.). (maximum 250 words)
2C	Please describe how your agency implements a commitment to equity and demonstrate how your agency ensures services are provided equitably. Upload supporting documentation (e.g. anti-racist and anti-discrimination hiring policies and procedures, racial equity position statements, a strategic plan excerpt, evaluation data or report). (maximum 250 words)

SECTION 3: Narrative and Program Design	
<p>The following narrative and program design questions are your opportunity to provide the County with a clear picture of the program, service, or activity that you are proposing. Some questions may require a longer or shorter response, depending on the proposal you are submitting. Overall, the County foresees that each question in this section can be answered successfully in half a page of written content. There are no minimum page requirements, however there is a 3-page maximum in this section per proposed project. <i>If applying for multiple projects, the narrative must clearly answer the question for each project. Three pages of narrative are allowed for each project proposed in this application.</i></p> <p>Renewal and Expansion projects may re-use narrative responses submitted for previous RFPs, but should use caution as some questions have changed and ensure they fully respond to each question. <i>Expansion projects should answer the renewal questions for the renewal portion of their project and the expansion questions for the expansion portion of their project.</i></p>	
3A	<p>New Homelessness Response Programming projects: Describe your agency’s experience serving Contra Costa County residents affected by homelessness or at-risk of losing their housing. Provide examples of positive outcomes achieved in past projects with the intended target population.</p>

	<p>Describe the successful partnerships or collaborations your organization has built with partner agencies in the community. Please provide key examples.</p> <p>New Capacity Building projects: Describe your agency’s experience to date providing services to Contra residents affected by homelessness or at-risk of losing their housing. Include a description of relevant experience key project staff may bring from past roles and any examples of positive outcomes achieved in the agency’s work to date. Describe the key partnerships you have built so far and your plan for expanding or solidifying collaboration with community partners. Please provide key examples.</p> <p>Renewal/Expansion Homelessness Response Programming projects; Describe your agency’s experience serving Contra Costa County residents affected by homelessness or at-risk of losing their housing. Provide examples of positive outcomes achieved in past projects with the intended target population. Describe the successful partnerships or collaborations your organization has built with partner agencies in the community. Please provide key examples.</p>
3B	<p>New Homelessness Response Programming projects: Describe your organization’s proposed activity, service, or program to be funded through this RFP process including the total number of people served annually. In what ways does the proposed project provide a pathway to permanent housing for those experiencing homelessness, or act as a critical support to retain housing for those at risk of homelessness?</p> <p>Capacity Building projects: Describe your organization’s proposed capacity building activity, please also describe how this funding will help build organizational infrastructure and capacity to deliver needed homelessness and housing-related services.</p> <p>Renewal/Expansion Homelessness Response Programming projects: Describe your organization’s progress toward implementation and achieving the projected outcomes of the currently funded project. Also include a discussion of your compliance with administrative requirements such as timely</p>

	<p>invoicing, financial reporting, and data reporting. Include data from HMIS or other County reporting demonstrating that the currently funded project is meeting its proposed outcome objectives, and any accompanying narrative needed to accurately understand the data provided. If your renewal project has not consistently met contract outcome or administrative requirements in the last year, you may include additional information describing new systems or organizational improvements that have been put in place and/or are planned to improve contract compliance. For Expansion projects, please also describe how the additional funding requested will support an increase in persons served or services offered in a manner that aligns with the goals of this RFP and your plan for meeting administrative requirements.</p>
<p>3C</p>	<p>New Homelessness Response Programming projects: Explain how your activity, service, or program will fill a critical gap in service for people experiencing homelessness or at-risk of losing their housing in Contra Costa County. If applicable, please describe innovative aspects of your activity, service, or program.</p> <p>Capacity Building: Describe how your capacity building activities will meet a critical need for your agency and help your agency advance the goals of this RFP.</p> <p>Renewal/Expansion Homelessness Response Programming projects: Explain how your currently funded project is addressing a critical gap in services for people experiencing or at risk of homelessness and advances the goals of this RFP. For Expansion projects, also clearly describe how the proposed expansion in numbers served or types of services offered will address a critical system need and advance the goals of this RFP.</p>
<p>3D</p>	<p>New Homelessness Response Programming projects: What will success look like for your agency’s proposed activity, service, or program, and how will it be measured? What are your equity related goals for the project? Please also describe how you will: 1) track the number of people/households served; 2) collect data on the program activities provided; 3) evaluate data to ensure your project is serving populations overrepresented in homelessness and</p>

	<p>meeting your equity goals; and 4) monitor your organization’s contract performance?</p> <p>Capacity Building: What will success look like for your agency’s proposed capacity building activities and how will success be measured? What are your equity related goals for the project?</p> <p>Renewal/Expansion Homelessness Response Programming projects: What does success look like for your agency’s currently funded activity, service, or program, and how is it measured? What are your equity related goals for the project? How do you: 1) track the number of people/households served; 2) collect data on the program activities provided; 3) evaluate data to ensure your project is serving populations overrepresented in homelessness and meeting your equity goals; and 4) monitor your organization’s contract performance? For Expansion projects, please also answer the above questions applied specifically to the expanded capacity/services proposed.</p>
3E	<p>All Projects: Please describe in what ways have people with lived experience of homelessness or housing insecurity have been included in the planning, design, or implementation of your proposed project? How do you seek (or propose to seek) ongoing feedback from current and former participants to improve the program?</p> <p>Upload any supporting documentation that demonstrates the inclusion of people with lived expertise in the project (e.g., feedback data, findings from stakeholder interviews, minutes from a lived experience committee meeting).</p>

SECTION 4: Homelessness Response Programming Applicants

The following section should be completed by all applicants seeking a New or Expanded Homelessness Response Programming project.

If you are only applying for Capacity Building or Renewal Project funding, stop here. You do not need to complete Section 4.

This section asks you to complete additional narrative questions regarding the program, activity, or service in your proposal. Depending on the proposal you are submitting, some of these questions may require a lengthier or more concise response. Overall, the County

foresees that each question in this section can be answered successfully in half a page of written content. There are no minimum page requirements, however there is a 3-page maximum in this section per proposed project. ***If applying for multiple projects, the narrative must clearly speak to each proposed project. Three pages of narrative are allowed for each project proposed in this application.***

SECTION 4: Homelessness Response Project Applications - PART 1

4A

Homelessness Response Programming projects, with the exception of those seeking only funding from the Prevention-Related Legal Services allocation, are expected to deliver programs in accordance with Contra Costa County Continuum of Care's (CoC) Program Models and Performance Standards:

- A. Permanent Supportive Housing
- B. Rapid Rehousing
- C. Rapid Exit
- D. Emergency Shelter
- E. CARE Centers
- F. Outreach
- G. Prevention/Diversion

Extensive information and Performance Standards for Contra Costa CoC's Program Models can be found [here](#).

I agree to deliver the proposed project(s) in accordance with Contra Costa County's Program Models and Performance Standards.

If you are only applying for funding from the prevention-related legal services Measure X allocation, please indicate N/A for this question.

- Yes No N/A

Describe briefly how your proposed project(s) aligns with the applicable Program Models and Performance Standards. If applying to expand a currently funded project, specifically address the expansion aspect of your proposal in answering this question.

4B	<p>My agency currently participates in the Homeless Management Information System (HMIS) or a comparable system. <i>If you are <u>only</u> applying for funding from the prevention-related legal services Measure X allocation, please indicate N/A for this question.</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Will your agency ensure that the proposed project(s) participates in HMIS or a comparable system, if applicable? <i>If you are <u>only</u> applying for funding from the prevention-related legal services Measure X allocation, please indicate N/A for this question.</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
4C	<p>My agency currently participates in the Contra Costa County Coordinated Entry System (CES). <i>If you are <u>only</u> applying for funding from the prevention-related legal services Measure X allocation, please indicate N/A for this question.</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Will your agency ensure that the proposed project(s) participates in CES, if applicable? <i>If you are <u>only</u> applying for funding from the prevention-related legal services Measure X allocation, please indicate N/A for this question.</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
4D	<p>Select target population(s) your agency will seek to serve through the proposed project(s). Select all that apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Single Adults experiencing or at risk of homelessness <input type="checkbox"/> Single Adults with disabling conditions <input type="checkbox"/> Transition Aged Youth (18-24) <input type="checkbox"/> Seniors (62+) <input type="checkbox"/> Veterans <input type="checkbox"/> Families with minor children <input type="checkbox"/> Foster Youth <input type="checkbox"/> Households with Criminal Legal System involvement <input type="checkbox"/> Other target population: _____

4E	Describe your agency’s staffing structure and training protocol. In what ways are your staff supported in providing services to the target population(s) of your proposed project? What policies or procedures are in place, or are planned for implementation with this project(s), that allow for continuous quality improvement of the project(s)?
4F	<p>Describe your project design including:</p> <ul style="list-style-type: none"> • Approach to engaging your target population. What perspectives, methods, or interventions will your project utilize to ensure that people affected by homelessness or at-risk of homelessness are aware of and connected to your program? • Approach to serving your target population in your proposed project(s). What perspectives, methods, or interventions will your project use to provide services effectively and equitably once persons are enrolled in the project, including how participants are supported through project exit and (if applicable) what ongoing supports exited participants receive.
4G	How will your agency center Housing First Principles and Racial Equity in the delivery, implementation, and evaluation of your proposed project(s)?
4H	<p>Please describe your agency’s financial and administrative management structure, including history of managing government grants. Describe your agency’s protocol for monitoring spending, documenting use of grant funds, and fulfilling all reporting requirements, including documentation and file keeping of client records.</p> <p>If you are a small/emerging organization and are including a capacity building request in your Homelessness Response Programming project proposal, please describe how the capacity building support will strengthen your organization’s ability to successfully deliver the proposed project.</p>

EXHIBIT B: Project Budget Template (Required)

Instructions

Each project is required to complete the Project Budget Template and submit it with the other competition documents.

This Budget Template includes two tabs: the Budget Summary and the Worksheet. All applicants must submit the Budget Summary, including the Budget Narrative and Budget Summary Table. **Applicants must also submit a detailed budget, with all line items and descriptions of costs.** Applicants can either use the Worksheet tab to develop their detailed project budget for this RFP or can use their own budget form to complete and submit their detailed project budget. **The detailed project budget only needs to include information on the funding requested through this RFP.**

Once applicants have developed their detailed project budget (either using the Worksheet or their own budget form), applicants must complete the Budget Summary. **Please ensure the detailed project budget matches the line item totals provided in the Budget Summary Table.** The Budget Summary should include all costs requested through this RFP as well as any additional funding from other sources contributing to this project. The column "RFP Funding Percent" will automatically populate.

Budget Narrative (Required)

Please provide a written description of the project budget, including how requested grant funds will be used. If the funds requested through this RFP do not cover all of the project expenses, please describe the source(s) of the additional funds. Please note that additional sources of funding are not required.

Budget Summary Table (Required)

Please summarize the one year project budget below, with an estimated contract start date of 7/1/2025, including the total budget for the project and the amount of funding requested through this RFP (note: these amounts will be the same if the project does not have other sources of funding). Please note that Indirect Costs are typically no more than 10% of the project budget and funding request amounts.

Eligible Cost Categories	RFP Funding Request Amount	Total Project Budget Amount (if applicable; includes amount requested through RFP and other funding sources)	RFP Funding Request Percent
Capacity Building			
Personnel Costs			
Supportive Services			
Direct Financial Assistance*			
Technology, Data, & HMIS			
Transportation			
Other Operating Costs			
Indirect Costs			
Total	\$ -	\$ -	

*Direct Financial Assistance costs are not eligible for Indirect Costs. Please refer to the Worksheet for guidance on calculating Indirect Costs.

Additional Guidance

Eligible Cost Categories

Only the cost categories listed are eligible for funding through this RFP. Capital costs are not eligible. You may add additional lines to the budget worksheet if the project has multiple costs in the same category.

RFP Funding Request Amount

Ensure the amount represents annual costs for each line item, with an estimated contract start date of 7/1/2025. When listing your RFP Funding Request Amount, please list only the funds that would come directly from the grant you are applying for.

Total Project Budget Amount

Please report the Total Project Budget, including expenses funded by other sources. The total project budget will help reviewers understand how the RFP Funding Request fits into the broader project. Please note that other sources of funding are not required. If the project does not have other sources of the funding, the Total Project Budget and the RFP Funding Request will be the same.

RFP Funding Request Percent

This field automatically calculates the percent of the total project budget requested from RFP funds, and it is intended to help catch data entry errors. If this field exceeds 100%, please update the Budget Summary Table to ensure the RFP Funding Request Amount is less than or equal to the Total Project Budget Amount.

Budget Worksheet (Optional)

Instructions and Guidance

This budget worksheet can be used to build your detailed project budget. Replace the examples below with activities and estimated costs for your project. We recommend beginning with personnel costs and then adding other costs. **When describing project costs, please include only the portion requested through this RFP.** You may insert additional lines as needed if the project has multiple costs within a cost category.

Indirect Costs: Indirect Costs are typically no more than 10% of applicable expenses. **Please note that indirect costs cannot be applied to the Direct Financial Assistance cost category but can be applied to all other cost categories.** The percentages used to calculate fringe benefits and indirect costs should be updated for your project.

After completing this worksheet, please transfer the costs to the Budget Summary page.

Capacity Building Applicants: Please use the "Capacity Building" cost category and describe the costs in detail. You may insert additional lines as needed if you have multiple capacity building costs (e.g., consulting fees, training costs, technology costs).

Budget Worksheet

	Total Budget Request for this RFP	Description
Capacity Building		
<i>Example:</i> Grant writing workshop	\$ 2,000.00	Two-day workshop for two staff @ \$500 per person
<i>Example:</i> Human Resources consultant	\$ 20,000.00	100 hours at \$200 per hour
Activity 3	\$ -	Description of Activity 3
Activity 4	\$ -	Description of Activity 4
TOTAL CAPACITY BUILDING COSTS	\$ 22,000.00	
Personnel Costs		
Salaries		
<i>Example:</i> Senior Case Manager \$68,000 @ 1.0 FTE	\$ 68,000.00	Provides supervision to case management team (5 - 6 case managers)
<i>Example:</i> Case Manager \$60,000 @ 1.0 FTE	\$ 60,000.00	Provides case management to approximately 35 - 50 households per year
Staff 3 Title (annual salary @ ___ FTE)	\$ -	Description of Staff 3
Staff 4 Title (annual salary @ ___ FTE)	\$ -	Description of Staff 4
Total Salaries	\$ 128,000.00	
Fringe benefits	\$ 38,400.00	<i>Example:</i> 30% fringe rate applicable to all staff salaries
TOTAL PERSONNEL COSTS	\$ 166,400.00	
Supportive Services		
<i>Example:</i> Housing counseling services	\$ 15,000.00	Contracted services to provide housing search and housing counseling assistance with XYZ Organization
<i>Example:</i> Life skills training	\$ 2,500.00	Project supplies for life skills training courses
<i>Example:</i> Bus passes	\$ 2,500.00	Bus passes for clients to access appointments
Supportive Services Activity 4		Description of Activity 4
Supportive Services Activity 5		Description of Activity 5

TOTAL SUPPORTIVE SERVICES COSTS \$ 20,000.00

Direct Financial Assistance

<i>Example:</i> Rental assistance	\$ 100,000.00	Rental assistance payments to landlords; estimated \$2000 per household for 50 households
<i>Example:</i> Utility arrears	\$ 12,500.00	Utility arrears payments; estimated \$500 for 25 households
Direct Financial Assistance Activity 3		Description of Activity 3
Direct Financial Assistance Activity 4		Description of Activity 4

TOTAL DIRECT FINANCIAL ASSISTANCE COSTS \$ 112,500.00

Technology, Data, & HMIS

<i>Example:</i> HMIS User Licenses	\$ 1,500.00	HMIS user licenses; estimated at \$300 per user for 5 users
<i>Example:</i> Telephones	\$ 1,800.00	Cell phones for Sr. Case Manager and Case Manager; \$75 per phone per month for 12 months
Technology, Data, & HMIS Activity 3		Description of Activity 3
Technology, Data, & HMIS Activity 4		Description of Activity 4

TOTAL TECHNOLOGY, DATA, & HMIS COSTS \$ 3,300.00

Transportation

<i>Example:</i> Staff mileage reimbursement	\$ 3,400.00	Mileage reimbursement at \$0.655 per mile for Sr. Case Manager and Case Manager; approx. 50 miles per staff per week
Transportation and Travel Activity 2		Description of Activity 2
Transportation and Travel Activity 3		Description of Activity 3

TOTAL TRANSPORTATION COSTS \$ 3,400.00

Other Operating Expenses

<i>Example:</i> Program/office supplies	\$ 2,000.00	Miscellaneous program/office supplies including paper, pens, etc.
<i>Example:</i> Office rental space	\$ 12,000.00	Rental costs for office space at \$1000 per month (approx. 1/4 of all office rental costs)
Other Operating Activity 3		Description of Activity 3
Other Operating Activity 4		Description of Activity 4

TOTAL OTHER OPERATING EXPENSES \$ 14,000.00

Indirect Costs

This section of the worksheet calculates your eligible indirect costs. Direct Financial Assistance costs are not eligible for indirect costs. Typically, indirect costs are limited to 10% of eligible expenses.

Total Costs for each cost category should automatically populate below. Please double check to ensure cost category totals have transferred accurately.

Eligible Costs

Total Capacity Building Costs	\$	22,000.00
Total Personnel Costs	\$	166,400.00
Total Supportive Services Costs	\$	20,000.00
Total Technology, Data, & HMIS Costs	\$	3,300.00
Total Transportation Costs	\$	3,400.00
Total Other Operating Expenses	\$	14,000.00
Total Eligible Costs	\$	229,100.00

Indirect Cost Rate (enter in Column D)

10% *Please provide explanation in this cell if claiming an indirect cost rate higher than 10%*

TOTAL INDIRECT COSTS \$ **22,910.00**

TOTAL PROJECT COSTS REQUESTED	\$	364,510.00
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Capacity Building Scoring Rubric

Category	Criteria	Related Questions*	Points Available
Agency Experience	<ul style="list-style-type: none"> Experience delivering services to people at risk/experiencing homelessness 	3A	15
	<ul style="list-style-type: none"> Experience working in partnerships and collaborations 	3A	
	<ul style="list-style-type: none"> Evidence of delivering positive program outcomes 	3A	
	<ul style="list-style-type: none"> Project budget indicates familiarity with developing project budgets well aligned with project scope 	Budget	
Agency Commitments	<ul style="list-style-type: none"> Mission aligned with advancing the priorities of the RFP 	2A	25
	<ul style="list-style-type: none"> People with lived experience of homelessness/housing insecurity play an important role in the organization and its programming 	2B, Uploaded supporting documents	
	<ul style="list-style-type: none"> Demonstrated connection to and understanding of the community/people served by the organization 	2A, 2B, Uploaded supporting documents, 3A	
	<ul style="list-style-type: none"> Organization has a commitment to equity and is actively implementing that commitment through its organizational structure, staffing, and programming 	2C, Uploaded supporting documents	
Project Design	<ul style="list-style-type: none"> Completeness of project description/design 	3B	25
	<ul style="list-style-type: none"> Project is appropriately designed and scaled to meet the identified organizational need 	3B	
	<ul style="list-style-type: none"> With additional capacity, applicant will be able to help address gaps in the homeless response system and address gaps in homeless and housing-related services 	3B, 3C	

Capacity Building Scoring Rubric

Category	Criteria	Related Questions*	Points Available
Program Outcomes	<ul style="list-style-type: none"> Success of the project is clearly defined 	3D	20
	<ul style="list-style-type: none"> Measurable outcome metrics are identified and applicant has good plan for tracking progress on those metrics 	3D	
	<ul style="list-style-type: none"> Equity-related goals are clearly identified and applicant has a good plan to measure progress toward those goals 	3D	
Administrative & Implementation Capacity	<ul style="list-style-type: none"> Applicant demonstrated administrative infrastructure to implement the capacity building project 	3D, 1E, If applicable, Statement of Explanation and Uploaded supporting documents, 3A	15
	<ul style="list-style-type: none"> Feedback mechanisms in place, including for service recipients and people with lived expertise, to ensure continuous quality improvement of project 	3E	
	<ul style="list-style-type: none"> No outstanding audit findings, or audit findings appropriately addressed 	1E, If applicable, Statement of Explanation and Uploaded supporting documents	
	<ul style="list-style-type: none"> Budget is consistent with and identifies all costs given the project scope, narrative addresses all requested elements 	Budget	
TOTAL			100

** The related questions are provided for applicant's reference, but reviewers will be instructed to consider information provided in the entire application and any clarifying information shared during an applicant interview when scoring each of the criteria.*

Renewal, New, and Expansion Scoring Rubric

Category	Criteria	Related Questions*	Applicable Project Type	Points Available
Agency Experience and Capacity	<ul style="list-style-type: none"> To what extent does the applying agency demonstrate critical expertise in serving the community/target population? 	3A	Renewal Expansion New	15
	<ul style="list-style-type: none"> To the extent applicable, does the organization demonstrate a commitment and capacity to (1) align with established program models, and (2) adhere to grant administration requirements. Are there innovations proposed that could improve the overall performance of the homelessness response system. 	3C, 3B, 4A, 4B, 4C, 4E, 4H	New	
	<ul style="list-style-type: none"> To what extent is the renewal applicant in compliance with administrative grant requirements? 	3B	Renewal	
	<ul style="list-style-type: none"> To what extent is the renewal portion of the expansion project in compliance with administrative grant requirements? Does the organization demonstrate a commitment and capacity to aligning expanded services/activities with established program models? 	3B, 4A, 4B, 4C, 4E, 4H	Expansion	
	<ul style="list-style-type: none"> Has the applicant demonstrated that it has strong relationships with community members and partner agencies? Does the applicant participate in the Contra Costa County CoC or other County-led collaborative groups? 	3A, 1A	Renewal Expansion New	

Renewal, New, and Expansion Scoring Rubric

Category	Criteria	Related Questions*	Applicable Project Type	Points Available
Community Commitment	<ul style="list-style-type: none"> Does the applicant have a demonstrated connection to and understanding of the community/people it seeks to serve through this RFP? To what extent have people with lived experience of homelessness been involved in agency staffing, leadership, and program design, and/or will they be involved in the proposed program's administration? 	3A, 2B, 3E, Uploaded supporting documents	Renewal Expansion New	15
	<ul style="list-style-type: none"> In what ways has the applicant demonstrated a strong plan to 1) successfully engage and 2) successfully serve the community/people it seeks to serve through the proposed project? 	4F	Expansion New	
Project Impact and Responsiveness to Local Need	<ul style="list-style-type: none"> To what extent does the applicant's mission align with the goals of this RFP? 	2A	Renewal Expansion New	15
	<ul style="list-style-type: none"> Does the applicant's proposed project meet the goal of this RFP to demonstrate pathways to permanent housing for those experiencing homelessness or act as a critical support to retain housing for those at risk of homelessness? 	3B	New	

Renewal, New, and Expansion Scoring Rubric

Category	Criteria	Related Questions	Applicable Project Type	Points Available
Project Impact and Responsiveness to Local Need (cont.)	<ul style="list-style-type: none"> To what extent is the renewal project achieving projected project outcomes? Does outcome data support the applicant’s narrative? 	3B	Renewal	
	<ul style="list-style-type: none"> To what extent is the renewal portion of the expansion project achieving projected project outcomes? Does outcome data for the renewal portion of the project support the applicant’s narrative? In what ways do the additional funds requested & expanded services align with the goals of this RFP? 	3B	Expansion	
	<ul style="list-style-type: none"> Does the applicant’s proposed program meet the goal of this RFP to strengthen the homelessness response system by bringing services to areas of the County with high concentrations of need and limited resources and/or provide a service component that is missing from the local homelessness response system? 	3C	New	

Renewal, New, and Expansion Scoring Rubric

Category	Criteria	Related Questions	Applicable Project Type	Points Available
Project Impact and Responsiveness to Local Need (cont.)	<ul style="list-style-type: none"> Does the applicant’s proposed renewal project continue to address a critical gap in services and strengthen the overall homelessness services system? 	3C	Renewal	
	<ul style="list-style-type: none"> Does the applicant’s proposed expansion of services or activities address a critical gap in services and strengthen the overall homelessness services system? 	3C	Expansion	
	<ul style="list-style-type: none"> Will the proposed new project meet the priorities for new projects identified in this RFP including Emergency Shelter Operations/Services or Permanent Housing not fully funded by other funding sources? 	3B	New	
Equity Commitment	<ul style="list-style-type: none"> Has the agency implemented policies, practices, procedures, and infrastructure that advances racial equity at the organizational level? 	2C, Uploaded supporting documents	Renewal Expansion New	15

Renewal, New, and Expansion Scoring Rubric

Category	Criteria	Related Questions	Applicable Project Type	Points Available
Equity Commitment (cont.)	<ul style="list-style-type: none"> To what extent does the applicant implement a commitment to the inclusion of people with lived experience of homelessness or housing insecurity at the organizational level? 	2B, Uploaded supporting documents	Renewal Expansion New	
	<ul style="list-style-type: none"> Has the applicant identified equity related goals for the project and developed a method for tracking those goals? To what extent has the applicant included racial equity in the delivery, implementation, and evaluation of the proposed project? 	3D, 4G <i>4G is N/A for Renewals</i>	Renewal Expansion New	
Program Design	<ul style="list-style-type: none"> Does the applicant’s project design adequately describe program feasibility, and can it be executed as described with the funding available to the project? 	3B, Budget	Renewal Expansion New	20
	<ul style="list-style-type: none"> How well does the proposed program align with H3 program models (if applicable)? 	4A, 4F	Expansion New	
	<ul style="list-style-type: none"> Does applicant’s program description and the outcomes proposed to be achieved indicate that the project will have a substantial impact on the specific gap to be addressed, in light 	3B, 3C, 3D	Expansion New	

Renewal, New, and Expansion Scoring Rubric

Category	Criteria	Related Questions	Applicable Project Type	Points Available
Program Design (cont.)	of the nature of the gap, the funding requested, and other leveraged investments.?			
	<ul style="list-style-type: none"> Has the applicant demonstrated an understanding of and commitment to a program design that follows Housing First principles? 	4G	Expansion New	
Administrative Structure and Capacity for Quality Assurance	<ul style="list-style-type: none"> Does the proposal outline a clear plan for how project data will be tracked, and performance related to project outcomes will be monitored? Does the agency have the procedural and administrative structure needed to meet all grant audit, administrative, and reporting requirements? 	3D 4B 4C 4H	Expansion New	10
	<ul style="list-style-type: none"> Does the proposal outline a clear plan for how the continued project will track data and how performance related to project outcomes and administrative compliance will be monitored? 	3D	Renewal	
	<ul style="list-style-type: none"> If applicable, does the agency have any outstanding financial audit findings that are not adequately explained? 	1E If applicable, Statement of Explanation and Uploaded	Renewal Expansion New	

Renewal, New, and Expansion Scoring Rubric

Category	Criteria	Related Questions	Applicable Project Type	Points Available
Administrative Structure and Capacity for Quality Assurance (cont.)		supporting documents		
	<ul style="list-style-type: none"> Has the agency demonstrated the ability to deliver positive outcomes for the population they have proposed to serve and deliver services comparable to those proposed? 	3A	Renewal Expansion New	
	<ul style="list-style-type: none"> Does the agency and/or project maintain or commit to maintain policies, procedures, and actions to ensure continuous quality improvement? (e.g., Does the agency train its staff to ensure high quality of service delivery?) How does the agency plan to seek feedback from current and former participants? 	3E, 4E	Expansion New	
	<ul style="list-style-type: none"> How does the agency seek feedback from current and former participants to continuously improve the project? 	3E	Renewal	

Renewal, New, and Expansion Scoring Rubric

Category	Criteria	Related Questions	Applicable Project Type	Points Available
Budget and Financial Management	<ul style="list-style-type: none"> Is the proposed budget consistent with what is described in the proposal (e.g., presenting a reasonable cost for the proposed activities?) Has the applicant accounted for all the potential costs associated with the program? 	Budget	Renewal Expansion New	10
	<ul style="list-style-type: none"> Does the applicant demonstrate the capacity to appropriately manage funding if awarded? 	4H	Expansion New	
	<ul style="list-style-type: none"> Has the applicant demonstrated the capacity to effectively manage the financial aspects of the currently funded project 	Budget 3B, Uploaded supporting documents,	Renewal	
				100

** The related questions are provided for applicant's reference, but reviewers will be instructed to consider information provided in the entire application*

Exhibit E

Capacity-Building Grant requests: \$25,000 - \$100,000, non-renewable					
Project Type		Funding	Threshold Requirements		
Project Type	Housing status of target population	Funding agency	HMIS participation	Coordinated Entry participation	Additional requirements
Capacity Building	Currently experiencing homelessness or at risk of homelessness	H3	Not required	Not required	Quarterly reporting TBD

Homelessness Response Programming Grant requests: Can be over \$100,000, eligible for renewal					
Project Type		Funding	Threshold Requirements		
Project Type	Housing status of target population	Funding agency	HMIS participation	Coordinated Entry participation	Additional requirements
Support services for people in housing	At risk of homelessness	DCD	Not required	Not required	Quarterly reporting TBD
Eviction prevention: legal assistance	At risk of homelessness	DCD	Not required	Not required	Quarterly reporting TBD
Eviction prevention: back rent or utility assistance	At risk of homelessness in 15 days or longer	DCD	Not required	Not required	Quarterly reporting TBD
	At imminent risk of homelessness in 14 days or less	H3	Required	Required	Adherence to program model Quarterly reporting
	Households with legal system involvement who are eligible for AB109 services and are at risk of homelessness	H3	Required	Required	Adherence to program model Quarterly reporting

Homelessness Response Programming
Grant requests: Can be over \$100,000, eligible for renewal

Homelessness Rapid Exit financial assistance	Households with legal system involvement who are eligible for AB109 services and are at risk of homelessness	H3	Required	Required	Adherence to program model Quarterly reporting
Homelessness Rapid Exit financial assistance	Participants exiting the San Pablo encampment through the Encampment Resolution Funding program	H3	Required	Required	Adherence to program model Quarterly reporting
Case management/service navigation	At risk of homelessness	DCD	Not required	Not required	Quarterly reporting TBD
	Currently experiencing homelessness	H3	Required	Required	Quarterly reporting TBD
Coordinated Entry Access Point - phone based services	Currently experiencing homelessness or at risk of homelessness	H3	Required	Required	Adherence to program model Quarterly reporting
Outreach	Currently experiencing homelessness	H3	Required	Required	Adherence to program model Quarterly reporting
Basic needs assistance	Currently experiencing homelessness	H3	Required	Required	Quarterly reporting TBD
Emergency shelter*	Currently experiencing homelessness	H3	Required	Required	Adherence to program model Quarterly reporting
	Families currently experiencing homelessness	H3	Required	Required	Adherence to program model Quarterly reporting
Permenant supportive housing*	Currently experiencing homelessness	H3	Required	Required	Adherence to program model Quarterly reporting
Rapid rehousing	Currently experiencing homelessness	H3	Required	Required	Adherence to program model Quarterly reporting

Homelessness Response Programming					
Grant requests: Can be over \$100,000, eligible for renewal					
Shallow Subsidy	Participants from the San Pablo encampment exiting RRH through the Encampment Resolution funding program	H3	Required	Required	Adherence to program model Quarterly reporting

* Capital costs are not eligible for funding