

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 2400 Bisso Lane, D2, Concord 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: contracostacoc@cchealth.org



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4995

Agenda Date: 12/2/2025

Agenda #:

Advisory Board: Contra Costa Council on Homelessness

Subject: Agenda, Slides and Materials for Funding Committee #2 12.2.25

Presenter:

Contact:

Information:

Referral History and Update:

Recommendation(s)/Next Step(s):

2025 Contra Costa County CoC Funding Committee Meeting

Agenda

Meeting Details

Date: Tuesday, December 2nd

Time: 1 – 3:30pm

Location:

- **In-Person** at 2400 Bisso Lane, Concord
- Please use the following Zoom link to register:
<https://homebaseccc.zoom.us/meeting/register/1vNMGDBiQyW6FD4nSG7vVw#/registration>
- Note that **Funding Committee Members must attend in-person**. Community members are welcome to attend in-person or virtually.

Agenda

Time	Agenda Item
1– 1:10pm (10min)	Welcome & Context Setting
1:10 – 2:10pm (60min)	Scoring Tools
2:10 – 3:10pm (60min)	Competition Policies
3:10 – 3:20pm (10min)	ACTION ITEM: Vote on proposed revisions to the scoring tools and competition process policies.
3:20 – 3:30pm (10min)	Closing: What's Next



Homebase

ADVANCING SOLUTIONS TO HOMELESSNESS

1 December 2025

Contra Costa County CoC – Funding Committee NOFO Work Group

Today's Agenda

01

Welcome &
Logistics

02

2025 NOFO

03

Proposed
Revisions: Scoring
Tools

04

Proposed
Revisions:
Competition
Policies

05

Closing: What's
Next

Zoom Housekeeping

Tips to enhance the experience for you and other attendees

Mute

Please mute your microphone when you are not talking.



Captions

Captions are available (Click "Show Captions")



Questions

Please type your questions in the chat.



Tech Issues

Email contracosta@homebaseccc.org for additional tech support during the webinar.



Introductions



Jamie Schechter, *Homeless Services Chief*

Email: contracostacoc@cchealth.org



Mark Mora, *Senior Policy Analyst*

Alex Michel, *Senior Policy Analyst*

Email: contracosta@homebaseccc.org

Introductions

CoH Members

Name, pronouns, seat,
organization

1. Courtney Pal
2. Dani Jimenez
3. Hope Dixon
4. Nicole Green
5. Sherina (Rina) Criswell
6. Wayne Earl
7. Yahel Moreno

Community Members

Name, pronouns, organization

NOFO Timeline

Date	Event
Pre-NOFO Release Funding Committee Work Group Meetings	August 19 September 16 September 30
NOFO Release	November 13, 2025
 Funding Committee Work Group Meeting	December 1, 1 - 3:30pm
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TA Workshop	December 3, 1 – 3:30pm
NOFO Deadline	January 14, 2026

Framing the Conversation

2025 HUD CoC NOFO Updates

HUD CoC Policy Shifts

Today's Goals & Reminders

NOFO Updates

- In 2024, HUD announced that the NOFO was moving to a 2-year cycle (next competition was set for 2026)
- A couple months ago HUD announced that a **2025 NOFO was on the horizon**
- **NOFO was released on November 13, 2025.**
- Deadline to submit applications to HUD is **January 14, 2026**
- Significant changes to NOFO – which means shifts and impacts to CoC funding policies and priorities

2025 HUD CoC Policy Priorities

Ending the crisis
of homelessness
on our streets

Prioritize
treatment and
recovery

Advance public
safety

Promote self-
sufficiency

Improve
outcomes

Minimize
trauma

Today's Goals

- **Review 2025 NOFO Changes**
- **Review proposed revisions to Scoring Tools**
- **Review proposed revisions to Application Process**

Reminder:

- Scoring tools and competition policies are revisited every year
- The Funding Committee will convene early in 2026 to plan more strategically for future NOFOs

2025 NOFO Changes

2025 NOFO Notable Changes

FY2025 CoC NOFO Notable Changes

- **Tier 1 is smaller** (30% of the CoC's Annual Renewal Demand (ARD) vs. 90% in 2024)
- **CoC Bonus amounts are higher** for new projects (20% of Final Pro Rata Need vs. 12% in 2024)
- **New cap on Permanent Housing (PH).** No more than 30% of a CoC's ARD can fund PH projects, including PSH, RRH, and Joint TH-RRH.
- **New eligible project types:** Transitional Housing (TH), Supportive Services Only (SSO), and Street outreach
- Projects with **service participation requirements** will be scored higher in Tier 2
- All projects must **not** conduct activities that facilitate racial preferences, use a definition of sex other than as binary in human, or operate certain programming under "harm reduction"

Takeaways from Policy Shifts



What this means for us...

- There are only 60 days for the competition (usually it's 90 days) which includes several big holiday weeks
- NOFO changes will considerably impact everyone: people experiencing homelessness, people in housing, providers, staff, and the overall homeless system of care
- We are working hard to both streamline the competition process where possible and to thoughtfully work with providers and the Council to make strategic shifts that help to preserve as much funding for housing and support for people in our community

FY2025 Local Competition Changes

- **Scoring Tools:**

- Removal of certain scoring factors that don't align with HUD priorities (i.e., housing first, racial equity, , etc.)
- Addition of scoring factors to reflect new HUD priorities (i.e., service participation requirements, majority of services provided in an opportunity zone, etc.)
- Emphasis on objective, data-driven factors for renewal projects

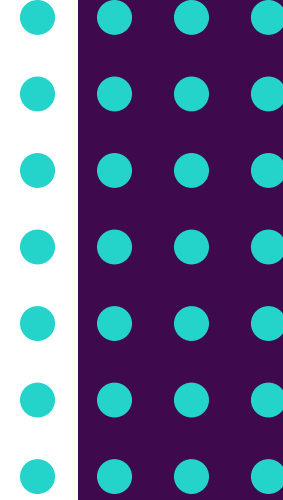
- **Application Process:**

- Adjust language to reflect NOFO priorities (i.e., engaging new providers and faith-based providers)
- HMIS and CE projects will be auto-ranked at the top of Tier 2
- Ranking process mirrors NOFO requirements (i.e., permanent housing projects won't exceed 30% of funding on priority list)

30% Cap on Permanent Housing

Review HUD's 30% Permanent Housing Cap

Review 30% Permanent Housing Shortlist



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30% Permanent Housing Cap

What is it?

- HUD has imposed a **30% cap on permanent housing**
 - PH includes both PSH and RH.
 - **No more than 30%** of the CoC's ARD can be used for permanent housing
- Tier 1 can only include up to **30% of the CoC's Annual Renewal Demand (ARD)**
 - In previous years, Tier 1 covered 90% or more of ARD

30% Permanent Housing Cap

How does this impact our community?

- Funding
 - 2024 Tier 1 Awarded: \$16,612,909
 - 2025 30% PH Cap: \$6,468,929
- To preserve as much PH as possible under these new rules, the **CoC will prioritize a shortlist of renewal permanent supportive housing (PSH) projects in Tier 1.**
- Renewal PSH projects not included in Tier 1 and all renewal RRH projects must reallocate or transition their projects to eligible project types (TH, SSO, Street Outreach)
- Once the NOFO was released, H3 (Collaborative Applicant) has outreached and discuss to develop a strategy

30% PH Cap Shortlist

All of these PSH projects will reallocate at least 25% of their 2024 funding amounts to fit in Tier 1 (30% of ARD)

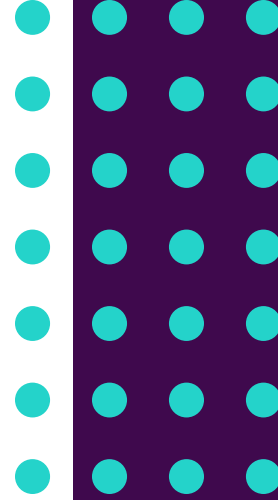
- ACCESS
- GPAC*
- HUMS
- Lakeside
- Project Thrive
- Tenant Based Rental Assistance (TBRA)

Scoring Tools

Goals and Previous Meetings

Renewal Project Scoring Tool

New Project Scoring Tool



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Goals & Previous Meetings

Goals

- **Federal alignment** - Align scoring and application with HUD and NOFO priorities to score high and sustain funding in our community
- **Streamline** - Reduce burden for applicants and panelists by simplify the scoring process where possible.

Previous Funding Committee meetings (Aug and Sep) - before the 2025 NOFO was released, this committee preemptively discussed several factors to possible remove or revise (e.g., housing first, racial equity, lived experience engagement, etc.)

Renewal Tool – Proposed Revisions

- 1. Removed threshold criteria** – program policies and procedures, equal access/fair housing, housing first, lived experience satisfaction surveys, involving people with lived experience in program development, public commitment to address racial inequities
- 2. Removed qualitative factors** – project impact and responsiveness to local need, housing stability, HMIS data quality, CoC mandatory training participation, lived experience engagement, racial equity

Renewal Tool – Proposed Revisions

3. **Edited factors** – reallocation bonus (per project, at least 25% reallocation)
4. **Added factors** – **returns to homelessness** (per NOFO, was removed in 2024 competition)
5. **Adjusted point values** – to offset for deleted factors, to align with NOFO (e.g., 25% of total pts account for returns to homelessness, employment income, and supportive services requirement), edited some scoring scales

New Project Tool – Overview

- Tool is significantly different from 2024
- Eligible new project types: transitional housing (TH), supportive services only (SSO), street outreach
- Different scoring criteria for each new project type, with some similar or recurring factors
- Each project type is worth a max of 100 points (same as renewal tool)

New Project Tool – TH

- A. Agency Experience** – experience with project type, handled federal grant, HMIS participation/capacity, outstanding HUD/financial audit findings, HUD deobligated funds
- B. Assisting Program Participants to Obtain & Maintain Housing** – provide and/or partner to provide eligible supportive services
- C. Employment Income** – experience, plan to ensure at least 50% of participants exit with employment income
- D. Mainstream Resources** – project supplemented with public/private resources
- E. Supportive Services** – which supportive services, requiring services, substance use treatment, if treatment is on-site, agreement/letter

New Project Tool – TH

- F. 40 Hours of Customized Services** – providing 40 hours per week of customized services, may be reduced proportionately for employed participants
- G. Cost Per Household** – cost is reasonable and consistent with 2 CFR 200.404
- H. Alignment with HUD and NOFO** – leveraging non-CoC or ESG housing and/or healthcare funding, providing majority of services in an opportunity zone

New Project Tool – SSO

- A. Agency Experience** – experience with project type, handled federal grant, HMIS participation/capacity, outstanding HUD/financial audit findings, HUD deobligated funds
- B. Necessity of Project** – project is necessary to assist participants, conduct annual assessment of service needs
- C. Supportive Services** – strategy for providing supportive services to eligible participants including those with history of unsheltered homelessness, description of services
- D. Employment Income** – experience, plan to ensure at least 50% of participants exit with employment income

New Project Tool – SSO

- E. Mainstream Resources** – project supplemented with public/private resources
- F. Assisting Program Participants to Obtain & Maintain Housing** – experience providing eligible supportive services and demonstrated effectiveness
- G. Cost Effective** – cost is reasonable and consistent with 2 CFR 200.404
- H. Alignment with HUD and NOFO** – providing majority of services in an opportunity zone

New Project Tool – Street Outreach

- A. Agency Experience** – experience with project type, handled federal grant, HMIS participation/capacity, outstanding HUD/financial audit findings, HUD deobligated funds
- B. Supportive Services** – strategy for providing supportive services to eligible participants including those with history of unsheltered homelessness, description of services
- C. Employment Income** – experience, plan to ensure at least 50% of participants exit with employment income
- D. Mainstream Resources** – project supplemented with public/private resources

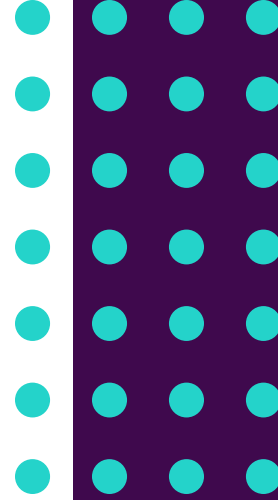
New Project Tool – Street Outreach

- E. Partnering with Law Enforcement** – history of partnering with first responders and law enforcement
- F. Assisting Program Participants to Obtain & Maintain Housing** – experience providing outreach services and demonstrated effectiveness
- G. Cost Effective** – cost is reasonable and consistent with 2 CFR 200.404
- H. Alignment with HUD and NOFO** – providing majority of services in an opportunity zone

Competition Policy Revisions

Revision Goals

Proposed Revisions



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Revision Goals

1. Federal Policy Alignment

- Align with new NOFO Competition rules

2. Streamlining Application Process

- Reduce time constraints and increase efficiency based on shortened timeline

3. General Clean-up

- clean-up for accuracy, grammar errors, etc.

HUD's 30% ARD Cap & 30% Permanent Housing Cap

Federal Policy Alignment

ADD HUD's Tier 1 30% ARD cap AND 30% permanent housing (PH) cap

- Tier 1 can only include up to 30% of the CoC's Annual Renewal Demand (ARD)
- No more than 30% of the CoC's ARD can be utilized for permanent housing which includes both PSH and RH.
- To preserve as much PH as possible under these new rules, the CoC will prioritize renewal permanent supportive housing (PSH) in Tier 1.
- Because RRH also counts towards the PH cap. Tier 1 will focus solely on PSH renewals.
- Renewal PSH projects not included in Tier 1 and all renewal RRH projects must reallocate or transition their projects to eligible project types (TH, SSO, Street Outreach)

Review & Rank Process Methodology

Federal Policy Alignment

Current Policy: The ranked list is created by the following procedures:

- Applications are evaluated based on the scoring tools. Applications that do not meet certain threshold requirements will not be included on the ranked list.
- Projects are ranked based on their application score.
- HMIS and Coordinated Entry projects are automatically raked at the bottom of Tier 1 along with renewal projects with less than 12 months of data.
- Based on community priorities as defined in the scoring tools, the CoC Review and Rank panel may determine whether any renewal project should be decreased or reallocated.

Review & Rank Process Methodology

Federal Policy Alignment

REPLACE LANGUAGE:

- **Step 1:** Individual renewal project consultations to develop community strategy
 - 30% permanent housing cap shortlist development based on provider intent
 - Partial reallocation requirement for 30% PH cap shortlist projects

Review & Rank Process Methodology

Federal Policy Alignment

Step 2: Inform renewal projects whether they are or are NOT on the 30% PH cap shortlist, and inform renewal projects NOT on the shortlist of the following options:

- Reallocate funding and not submit a new project application,
- Reallocate funding and submit a new project application, or
- Apply for a transition grant to convert their current project to another eligible project type (e.g., TH, SSO, Street Outreach)
- Projects and dollar amounts not included in the 30% PH cap shortlist are not eligible to submit a renewal application, and this determination is not subject to appeal.

Review & Rank Process Methodology

Federal Policy Alignment

Step 3: Hold a non-conflicted R&R Panel to score projects and determine ranked order of projects in Tier 2. The following will be applied:

- HMIS and CES will be auto-ranked at the top of Tier 2
- New project apps will be scored using corresponding scoring tool (TH, SSO, Street Outreach)
- Different project types will be compared to one another – R&R panelists should use discretion, reviewing the score in addition to: 1) number of people experiencing homelessness that will benefit from the service or project, 2) existing need in the community for the project, 3) project alignment with HUD and community priorities.
- Renewal projects seeking a transition grant to convert their current project type will receive priority over completely new projects
- New PH projects will not be accepted in this year's competition

General HUD policies

Federal Policy Alignment

- Removed language “compliance with Fair Housing and Equal Access rules and requirements.”

Appeals

Federal Policy Alignment

To ensure the CoC is aligned with HUD's new 30% PH cap, and to preserve as much permanent housing under this rule, in the 2025 competition the following decisions are final and not eligible for appeal:

- reallocation amounts for projects included in the 30% PH cap shortlist
- renewal projects excluded from the 30% PH cap shortlist

Approval of Documents

Streamlining Application Process

Document	Current Approving Body	Proposed Approving Body
Scoring Tools	CoH	Funding Committee
Application Process	CoH	Funding Committee
Priority Listing	CoH	Designated Council Representative

Other Items

Streamlining Application Process

- Late applications will not be accepted
- Applicant interviews will not be conducted

Language & Grammar Corrections

General Clean-up

- Update CoC/ESG Committee to Funding Committee
- Update NOFA to NOFO
- Correction of grammatical errors

What's Next

Review Timeline

Preview 12/2 Meeting

TA Workshop Information

NOFO Timeline

Date	Event
Pre-NOFO Release Funding Committee Work Group Meetings	August 19 September 16 September 30
NOFO Release	November 13, 2025
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12/2 Meeting Preview

- Complete presentation of proposed revisions and discussion
- Summarize any additional revisions discussed at the 12/1 and 12/2 meetings
- Action item for Council Members – approve revisions to:
 - 2025 Renewal Housing Project Scoring Tool
 - 2025 New Housing Project Scoring Tool
 - 2025 Application Process

TA Workshop Preview

Who? What? When? Where?

WHO: All organizations considering applying for CoC funding, including those new to the process. Note that entities that have not previously received funding are invited to apply!

WHAT: This workshop will provide an overview of the local application process, including instructions for completing both the local application and the e-snaps project application.

WHEN: Wednesday, December 3, 2025, 1:00 - 3:30pm

WHERE: Virtual only

- **Registration:** <https://homebaseccc.zoom.us/meeting/register/9jA438OHREyQCUO-ssXeeg#/registration>



Homebase

ADVANCING SOLUTIONS TO HOMELESSNESS

2 December 2025

Contra Costa County CoC – Funding Committee

Today's Agenda

01

Welcome &
Logistics

02

Proposed
Revisions: Scoring
Tools &
Competition
Policies

03

Summarize
Additional
Revisions Per
12/1 and 12/2
Meetings

04

Action Item

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Closing: What's
Next

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Tech Issues

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Introductions



Jamie Schechter, *Homeless Services Chief*

Email: contracostacoc@cchealth.org



Mark Mora, *Senior Policy Analyst*

Alex Michel, *Senior Policy Analyst*

Email: contracosta@homebaseccc.org

Introductions

CoH Members

Name, pronouns, seat,
organization

1. Courtney Pal
2. Dani Jimenez
3. Hope Dixon
4. Nicole Green
5. Sherina (Rina) Criswell
6. Wayne Earl
7. Yahel Moreno

Community Members

Name, pronouns, organization

Summarize Additional Revisions

- Per discussions at the 12/1 and 12/2 Funding Committee Meetings

Action Item

- Approve revisions as discussed to the:
 - 2025 Renewal Housing Project Scoring Tool
 - 2025 New Housing Project Scoring Tool
 - 2025 Application Process

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CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4996

Agenda Date: 12/2/2025

Agenda #:

Advisory Board: Contra Costa Council on Homelessness

Subject: Scoring Tools

Presenter: Homebase

Contact:

Information:

Referral History and Update:

Recommendation(s)/Next Step(s): Review HUD CoC Competition Scoring Tools



FY2024 COC PROGRAM COMPETITION NEW PROJECT SCORING TOOL

OVERVIEW

Factor	Points
1. Project's Work is Consistent with HUD and Local Priorities	17
2. Project Design and Readiness	24
3. Agency Capacity	49
4. Efficient Use of Funds	10
Total	100

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



FY2024 COC PROGRAM COMPETITION NEW PROJECT SCORING TOOL

THRESHOLD CRITERIA

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



FY2024 COC PROGRAM COMPETITION NEW PROJECT SCORING TOOL

SCORING CRITERIA

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

1. PROJECT'S WORK IS CONSISTENT WITH HUD AND LOCAL PRIORITIES (17 PTS.)

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

¹ HUD System Performance Measures 1, 2, 3, 7



FY2024 COC PROGRAM COMPETITION NEW PROJECT SCORING TOOL

Factor 1.B. Project Impact & Responsiveness to Local Need	Scale	Points
<p>Impact of the program in addressing local needs. Consider:</p> <ul style="list-style-type: none"> Leveraged resources (e.g., site-based housing) Subpopulations served Demonstrated need for the project type in the community, experience working with the local population and local partners <p>Panelists should consider the benefit to the community of funding this new project. Data provided on local needs can help inform if new project will meet existing community needs.</p>	Excellent	7
	Very Good	5
	Good	3
	Fair	1
	Poor	0

2. PROJECT DESIGN AND READINESS

(24 PTS.)

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

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

² HUD System Performance Measures 1, 2, 3, 4, 7

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

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

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

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

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

FY2024 COC PROGRAM COMPETITION NEW PROJECT SCORING TOOL

<p><u>For HMIS: Program design is in alignment with CoC's data needs (at least 3 of the 4 required by HUD).</u></p> <ul style="list-style-type: none"> • Will HMIS funds be expended in a way that is consistent with the CoC's funding strategy for the HMIS and furthers the CoC's HMIS implementation? • Will the HMIS collect all Universal Data Elements as outlined in the HMIS data standards? • Will the project be able to unduplicate client records? • Will the project help further the HMIS's ability to produce all HUD-required reports (APR, quarterly reports, data for CAPER/ESG reporting) and other reports required by federal partners.) 	
<p>Factor 2.B. Services Capacity and Partnership³</p>	<p>Points</p>
<p>There is a committed relationship with a service provider with a signed letter of commitment or MOU; if agency is providing services itself, they have shown they have the funds to do that. Consider:</p> <ul style="list-style-type: none"> • What depth of services will be offered? • Will the services meet the needs of the target population proposed? • How will services be leveraged or funded? • How will the project collaborate with partner organizations for service delivery, including with providers not currently receiving CoC Program funding? 	<p>5</p>
<p>Factor 2.C. Expected Outcomes⁴</p>	<p>Points</p>
<p>Has the agency demonstrated, through past performance in a similar project, in other work providing services in the community, and/or through a partnership, the ability to successfully carry out the work proposed and effectively provide services to people experiencing homelessness? Consider the agency's ability to demonstrate positive outcomes related to:</p> <ul style="list-style-type: none"> • Measures of housing stability, • Exits to homelessness, • Increased income/benefits, • Progress toward educational goals, • Measures of health and wellness, and/or • Other measures of personal, economic, or housing stability. <p>For expansion projects, panelists should primarily consider the outcomes for the renewal project that is proposed for expansion.</p>	<p>9</p>

³ HUD System Performance Measures 2, 3, 7

⁴ HUD System Performance Measures 2, 3, 4, 7



FY2024 COC PROGRAM COMPETITION NEW PROJECT SCORING TOOL

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

(49 PTS.)

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

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

Factor 3.C. HMIS Participation	Points
<p>Is the agency/program actively participating in HMIS or an alternative database for domestic violence projects, within this CoC or another CoC? Award up to 4 of 4 points for current participation.</p> <ul style="list-style-type: none"> Consider: adherence with HMIS Policies and Procedures, including maintaining client data and confidentiality, collecting all mandatory data elements, assuring accuracy, 	4



FY2024 COC PROGRAM COMPETITION NEW PROJECT SCORING TOOL

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

Factor 3.E. Housing First ⁵	Points
<p>Consider the extent to which the proposed project's policies will include a commitment to identifying and lowering barriers to housing.</p> <ul style="list-style-type: none"> • To what extent will the project's written policies and procedures ensure that participants are not screened out based on the following criteria? (4 pts) <ul style="list-style-type: none"> ○ Having too little or no income (1 pt) ○ Active, or history of, substance use or a substance use disorder (1 pt) ○ Having a criminal record (with exceptions for state-mandated restrictions) (1 pt) ○ History of domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement) (1 pt) • To what extent will the project's written policies and procedures ensure that participants are not terminated from the program for the following reasons? (5 pts) <ul style="list-style-type: none"> ○ Failure to participate in supportive services (with exception for HUD-mandated monthly case management meeting for RRH program participants) (1 pt) ○ Failure to make progress on a service plan (1 pt) ○ Loss of income or failure to improve income (1 pt) ○ Being a survivor of domestic violence (1 pt) ○ Any other activity not covered in a lease agreement typically found in the project's geographic area (1 pt) • How will the project take proactive steps to minimize barriers to entry and retention? (1 pts) <p>For expansion projects, panelists should consider the policies and procedures used for the renewal project that is proposed for expansion.</p> <p>For new projects, panelists should consider an applicant's ability to implement these criteria, looking to an applicant's experience with comparable projects if available.</p>	10

⁵ HUD System Performance Measures 1, 3, 7



FY2024 COC PROGRAM COMPETITION NEW PROJECT SCORING TOOL

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

Factor 3.G. Lived Experience Engagement	Points
<ul style="list-style-type: none">• Does the agency describe one example of feedback received from participants in the past two years and the way the agency responded to that feedback, including its process for ensuring feedback is implemented and any concrete changes it made to program design, policy, or operations? (2 pts)• Does the agency have a board with at least one person with current or past experience of homelessness OR some other regular mechanism for people with lived experience of homelessness to meaningfully impact the agency's strategic direction? (2 pts)• Does the agency provide a percentage of its total staff who have current or past lived experience of homelessness? (2 pts)• Does the agency describe how it intends to maintain or improve upon the percentage provided of staff with current or past experience of homelessness? (2 pts)	8



FY2024 COC PROGRAM COMPETITION NEW PROJECT SCORING TOOL

Factor 3.H. Racial Equity	Points
<p>Does the agency implement one or more of the strategies below to advance racial equity? 1 point will be awarded for <u>each</u> strategy. (5 pts)</p> <ol style="list-style-type: none">1. <u>Internal structures exist to address issues of racial equity and barriers participants face</u> that are related to their race, ethnicity, of cultural background (i.e., formal or informal complaint resolution process, community advisory body, equity committee).2. <u>Strategies exist to recruit, retain, and develop staff</u> who represent communities of color and/or speak languages frequently encountered by the organization, including Spanish, Tagalog, Chinese, and other languages as necessary. The agency should also highlight how it intends to maintain or improve upon the percentage provided of BIPOC staff overall and BIPOC staff at management/leadership levels (see below).3. Staff receive regular training and support regarding racial equity, including structured conversations within the agency and training provided by the CoC around racial equity, understanding the barriers participants may face that are related to their race, ethnicity, or cultural background, and staff's role and tools for addressing them. Racial equity and cultural responsiveness knowledge, skills and practices are also part of both <u>staff job descriptions and workplans</u>.4. <u>Staff regularly review project data</u> on populations being served, outcomes, and performance metrics by race and ethnicity.5. <u>Written materials and translation/interpretive services</u> are provided in Spanish, Tagalog, and Chinese, as well as other languages as necessary. <p>Does the agency provide a percentage of its total staff who are Black, Indigenous, and/or People of Color (BIPOC)? (1.5 pts)</p> <p>Does the agency provide a percentage of its management/leadership level staff who are BIPOC? (1.5 pts)</p>	8

4. EFFICIENT USE OF FUNDS

(10 PTS.)

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



FY2024 CoC Program Competition Renewal Project Scoring Tool

OVERVIEW

Factor	Points
1. Project's Work is Consistent with HUD and Local Priorities	14
2. Project Performance Outcomes	36
3. Agency Capacity	30
4. Efficient Use of Funds	20
5. <i>Reallocation Bonus</i>	+5
Total	100

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

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



FY2024 COC COMPETITION RENEWAL PROJECT SCORING TOOL

THRESHOLD CRITERIA

Factor	Points
1. Coordinated Entry Project participates in coordinated entry to the extent possible for this project type.	N/A
2. HMIS Project will enter data for all CoC-funded beds into HMIS. A project serving survivors of domestic violence is required to use a comparable database to HMIS.	N/A
3. Successful Drawdown Project, if operational, has made at least one successful drawdown of federal funds as of the time of this application.	N/A
4. Program Policies & Procedures Project has submitted policies and procedures that are consistent with minimum HUD requirements.	N/A
5. Participant Eligibility The project will only accept participants that can be documented as eligible for this project's program type based on their housing and disability status.	N/A
6. Equal Access/Fair Housing The project provides equal access and fair housing, and will not discriminate against a program participant or prospective program participant on the basis of race, color, citizenship, national origin, ancestry, religion, sex, age, familial status, disability, actual or perceived sexual orientation, gender identity or expression, marital status, source of income, genetic information, status as a survivor of domestic violence, or other reasons prohibited by law.	N/A
7. Housing First The project is committed to the principles of Housing First, and this is reflected in the project's written policies and procedures.	N/A
8. Lived Experience Satisfaction Surveys The project regularly administers satisfaction surveys to the people with lived experience of homelessness it serves.	N/A
9. Involving People with Lived Experience in Program Development The project regularly involves people with lived experience of homelessness in program development and operations.	N/A



FY2024 COC COMPETITION RENEWAL PROJECT SCORING TOOL

10. Public Commitment to Address Racial Inequities The agency has a public written commitment to address/eliminate racial and ethnic inequities included in the organization’s mission, vision, goals, etc.	N/A
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FY2024 COC COMPETITION RENEWAL PROJECT SCORING TOOL

SCORING CRITERIA

All the scoring factors in this tool measure projects' contribution to improving Contra Costa CoC's System Performance by strengthening the overall system of care through data collection, coordination, prioritization, and increasing resources available to end homelessness in Contra Costa. Certain scoring factors relate to specific Performance Measures, as enumerated in each factor.

Discretion for Review and Rank Panelist - Outcomes for some factors may be naturally lower when serving a harder to serve population with severe needs and vulnerabilities such as persons experiencing chronic homelessness, mental illness, substance use disorders and/or domestic violence survivors. For certain factors, Review and Rank panelists may deviate (up or down) from a scaled score up to 25% of the max points based on the severity of barriers experienced by program participants and/or circumstances outside of an agency's control, as indicated by narrative provided by the agency. When exercising discretion, panelists must 1) follow the panelist discretion guidelines described in each factor, 2) not exceed the max point total for the factor, 3) document a reason for exercising discretion, and 4) apply discretion fairly and consistently across all projects.

1. PROJECT'S WORK IS CONSISTENT WITH HUD AND LOCAL PRIORITIES (14 PTS.)

Factor 1.A. Project Impact & Responsiveness to Local Need <i>Panelist Discretion: none</i>	Scale	Points
Impact of the program in addressing local needs. Consider: <ul style="list-style-type: none">• Subpopulations served• Demonstrated need for the project type in the community• Leveraged resources (e.g., site-based housing, match) Panelists should consider the impact on the community if the project's funding were reduced or eliminated. Data packet provided during the competition can help inform if a project is meeting local need.	Excellent	14
	Very Good	11
	Good	8
	Fair	5
	Poor	0



FY2024 COC COMPETITION RENEWAL PROJECT SCORING TOOL

2. PROJECT PERFORMANCE OUTCOMES

(36 PTS.)

Projects will be scored based on data in the CoC's HMIS, except for projects operated by victim services providers which will be scored based on data from a comparable database.

Factor 2.A.1 Housing Stability for RRH and PSH Projects WITH *21 OR MORE UNITS*¹ <i>Panelist Discretion: up to 5 pts (25% of max), or can award 20 pts if no "living-leavers" exited to a permanent destination during period</i> <i>Number of units determined by e-snaps Project Application</i>	Scale	Points
RRH: Exits to Permanent Housing % of "living-leavers" who exited to a permanent destination <ul style="list-style-type: none"> Project will provide an explanation if there were no "living-leavers" that exited to a permanent destination during this reporting period. When there are no "living-leavers" that exited to a permanent destination during this reporting period, panelists may award 20 points with discretion. RRH APR Sources: $[(APR\ 23a\ Permanent\ Destinations\ Subtotal + APR\ 23b\ Permanent\ Destinations\ Subtotal) \div APR\ 5a\ Leavers]$	100%	20
	95-99.9%	19
	90-94.9%	18
	85-89.9%	17
	80-84.9%	16
	75-79.9%	15
	70-74.9%	10
	65-69.9%	5
PSH: Increasing Housing Retention % of participants who remained in the program for at least 6 months or "living-leavers" who exited to another permanent destination <ul style="list-style-type: none"> Project will provide an explanation if there were no participants in the program for at least 6 months and there were no "living-leavers" who exited to another permanent destination during this reporting period. When no participants were in the program for at least 6 months and there were no "living-leavers" who exited to another permanent destination during this reporting period, panelists may award 20 points with discretion. PSH APR Sources: $[APR22a1\ Stayers\ 181\ to\ 1825\ Days + APR23a\ Permanent\ Destinations\ Subtotal + APR23b\ Permanent\ Destinations\ Subtotal] \div [APR5a\ Total\ Served - APR22a1\ Stayers\ Less\ than\ 30\ Days\ to\ 180\ Days - APR23a\ Deceased - APR23b\ Deceased]$	<65%	0



FY2024 COC COMPETITION RENEWAL PROJECT SCORING TOOL

Factor 2.A.2 Housing Stability for RRH and PSH Projects WITH *20 OR LESS* UNITS² <i>Panelist Discretion: up to 5 pts (25% of max), or can award 20 pts if no “living-leavers” exited to a permanent destination during period</i> <i>Number of units determined by e-snaps Project Application</i>	Scale	Points
RRH: Exits to Permanent Housing % of “living-leavers” who exited to a permanent destination <ul style="list-style-type: none"> Project will provide an explanation if there were no “living-leavers” that exited to a permanent destination during this reporting period. When there are no “living-leavers” that exited to a permanent destination during this reporting period, panelists may award 20 points with discretion. RRH APR Sources: $[(APR\ 23a\ Permanent\ Destinations\ Subtotal + APR\ 23b\ Permanent\ Destinations\ Subtotal) \div APR\ 5a\ Leavers]$	≥95%	20
	90-94.9%	19
	85-89.9%	18
	80-84.9%	17
	75-79.9%	16
	70-74.9%	15
	60-69.9%	10
	40-59.9%	5
PSH: Increasing Housing Retention % of participants who remained in the program for at least 6 months or “living-leavers” who exited to another permanent destination <ul style="list-style-type: none"> Project will provide an explanation if there were no participants in the program for at least 6 months and there were no “living-leavers” who exited to another permanent destination during this reporting period. When no participants were in the program for at least 6 months and there were no “living-leavers” who exited to another permanent destination during this reporting period, panelists may award 20 points with discretion. PSH APR Sources: $[APR22a1\ Stayers\ 181\ to\ 1825\ Days + APR23a\ Permanent\ Destinations\ Subtotal + APR23b\ Permanent\ Destinations]$	<40%	0

¹ HUD System Performance Measures 1, 3, 7

² HUD System Performance Measures 1, 3, 7



FY2024 COC COMPETITION RENEWAL PROJECT SCORING TOOL

<i>Subtotal] ÷ [APR5a Total Served - APR22a1 Stayers Less than 30 Days to 180 Days - APR23a Deceased - APR23b Deceased]</i>		
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Factor 2.B. Maintaining/Increasing Cash Income³ <i>Panelist Discretion: up to 1.5 pts (25% of max), or can award 6 pts if no clients were in the program long enough for an annual assessment and no clients exited the program during period</i>	Scale	Points
% of adults who maintained or increased any non-zero cash income (employment and/or mainstream benefits) based on last completed annual assessment for stayers and based on exit for leavers <ul style="list-style-type: none"> Project will provide an explanation for any leavers that exit in less than 6 months. Panelists may use their discretion to award points based on a calculation that excludes leavers that exited in less than 6 months. When no clients were in the program long enough to be eligible for an annual assessment and no clients exited the program during the reporting period, panelists will award 6 points. 	≥90%	6
	80-89.9%	5
	70-79.9%	4
	60-69.9%	2
	<60%	0
APR Sources: <i>[Q19a3 Adults with increased income + Q19a3 Adults who gained income + Q19a3 Adults with the same non-zero income] ÷ [APR 5a Adults - APR 18 Adult Stayers Not Yet Required to Have an Assessment]</i>		

³ HUD System Performance Measure 4



FY2024 COC COMPETITION RENEWAL PROJECT SCORING TOOL

Factor 2.C. Connecting to Non-Cash Mainstream Benefits⁴ <i>Panelist Discretion: up to 1 pt (25% of max), or can award 4 pts if no clients were in the program long enough for an annual assessment and no clients exited the program during period</i>	Scale	Points
% of adults who access at least one non-cash mainstream benefit based on last completed annual assessment for stayers and based on exit for leavers <ul style="list-style-type: none"> Project will provide an explanation for any leavers that exit in less than 6 months. Panelists may use their discretion to award points based on a calculation that excludes leavers that exited in less than 6 months. When no clients were in the program long enough to be eligible for an annual assessment and no clients exited the program during the reporting period, panelists will award 4 points. APR Sources: <i>[APR 20b 1Plus Sources Leavers + APR 20b 1Plus Sources Stayers] ÷ [APR 5a Adults - APR 18 Adult Stayers Not Yet Required to Have an Assessment]</i>	≥80%	4
	65-79.9%	3
	50-64.9%	2
	<50%	0

⁴ HUD System Performance Measures 2, 7
Adopted by Council on Homelessness – 6/6/2024



FY2024 COC COMPETITION RENEWAL PROJECT SCORING TOOL

Factor 2.D. Connecting to Health Insurance⁵ <i>Panelist Discretion: up to 1.5 pts (25% of max), or can award 6 pts if no clients were in the program long enough for an annual assessment and no clients exited the program during period</i>	Scale	Points
% of adults who access at health insurance benefits based on last completed annual assessment for stayers and based on exit for leavers <ul style="list-style-type: none"> Project will provide an explanation for any leavers that exit in less than 6 months. Panelists may use their discretion to award points based on a calculation that excludes leavers that exited in less than 6 months. When no clients were in the program long enough to be eligible for an annual assessment and no clients exited the program during the reporting period, panelists will award 6 points. APR Sources: <i>[APR 21 Stayers 1 Source of Health Insurance + APR 21 Stayers More than 1 Source of Health Insurance + APR 21 Leavers 1 Source of Health Insurance + APR 21 Leavers More than 1 Source of Health Insurance] ÷ [APR 5a Adults - APR 18 Adult Stayers Not Yet Required to Have an Assessment]</i>	100%	6
	95-99.9%	5
	85-94.9%	4
	60-84.9%	2
	<60%	0

3. AGENCY CAPACITY

(30 PTS.)

Factor 3.A. HMIS Data Quality <i>Panelist Discretion: up to 1.5 points (25% of max)</i>	Scale	Points
% of values that are missing/unknown for required HUD Universal Data Elements (UDEs) Consider: HMIS Data Quality Report	1% or fewer	8
	1.1-2%	4
	2.1% or more	0

Factor 3.B. CoC Mandatory Training Participation <i>Panelist Discretion: up to 2 points (25% of max)</i>	Scale	Points
	Attended all trainings	6

⁵ HUD System Performance Measures 2, 7



FY2024 COC COMPETITION RENEWAL PROJECT SCORING TOOL

At least 1 agency staff attended each of the mandatory monthly CoC trainings from July through June (fiscal year), exact dates will be provided during the competition.	Missed 1	3
	Missed 2+	0

Factor 3.C. Lived Experience Engagement <i>Panelist Discretion: none</i>	Points
<ul style="list-style-type: none"> Does the agency describe <u>one example of feedback</u> received from participants in the past two years and the way the agency responded to that feedback, including its process for ensuring feedback is implemented and any concrete changes it made to program design, policy, or operations? (2 pts) Does the agency have a <u>board with at least one person</u> with current or past experience of homelessness OR some other regular mechanism for people with lived experience of homelessness to meaningfully impact the agency's strategic direction? (2 pts) Does the agency provide a <u>percentage of its total staff</u> who have current or past lived experience of homelessness? (2 pts) Does the agency describe <u>how it intends to maintain or improve</u> upon the percentage provided of staff with current or past experience of homelessness? (2 pts) 	8



FY2024 COC COMPETITION RENEWAL PROJECT SCORING TOOL

Factor 3.D. Racial Equity <i>Panelist Discretion: none</i>	Points
<p>Does the agency implement one or more of the strategies below to advance racial equity? 1 point will be awarded for each strategy. (5 pts)</p> <ol style="list-style-type: none"> 1. <u>Internal structures exist to address issues of racial equity and barriers participants face</u> that are related to their race, ethnicity, or cultural background (i.e., community advisory body, equity committee). 2. <u>Strategies exist to recruit, retain, and develop staff</u> who represent communities of color and/or speak languages frequently encountered by the organization, including Spanish, Tagalog, Chinese, and other languages as necessary. The agency should also highlight how it intends to maintain or improve upon the percentage provided of BIPOC staff overall and BIPOC staff at management/leadership levels (see below). 3. Staff receive <u>regular training and support</u> regarding racial equity, including structured conversations within the agency and training provided by the CoC around racial equity, understanding the barriers participants may face that are related to their race, ethnicity, or cultural background, and staff's role and tools for addressing them. Racial equity and cultural responsiveness knowledge, skills and practices are also part of both <u>staff job descriptions and workplans</u>. 4. <u>Staff regularly review project data</u> on populations being served, outcomes, and performance metrics by race and ethnicity. 5. <u>Written materials and translation/interpretive services</u> are provided in Spanish, Tagalog, and Chinese, as well as other languages as necessary. <p>Does the agency provide a percentage of its total staff who are Black, Indigenous, and/or People of Color (BIPOC)? (1.5 pts)</p> <p>Does the agency provide a percentage of its management/leadership level staff who are BIPOC? (1.5 pts)</p>	8



FY2024 COC COMPETITION RENEWAL PROJECT SCORING TOOL

4. EFFICIENT USE OF FUNDS

(20 PTS.)

Factor 4.A. Utilization Rate⁶ <i>Panelist Discretion: up to 2.5 points (25% of max)</i>	Scale	Points
<p>Is the project at capacity in meeting the number of homeless people it is designed to serve?</p> <ul style="list-style-type: none"> Consider: Annual Performance Report and other relevant utilization data on units for stayers and living-leavers who exit to a permanent housing destination. 	≥100%	10
	95-99.9%	8
	90-94.9%	6
	85-89.9%	4
	80-84.8%	2
	<80%	0

Factor 4.B. Unspent Grant Funds <i>Panelist Discretion: up to 2.5 points (25% of max)</i>	Scale	Points
<p>Has the agency left project grant funds unspent in the past 2 years?</p> <ul style="list-style-type: none"> Consider if the program is running at capacity in the past 2 years and if the project receives leasing or rental assistance funding. 	<5%	10
	5.1 – 10%	8
	10.1 – 20%	6
	20.1 – 30%	4
	>30.1%	0

5. REALLOCATION BONUS

(5 PTS.)

Factor 5.A. Reallocation	Points
<p>Did the Agency voluntarily reallocate a renewal project? Consider:</p> <ul style="list-style-type: none"> How much funding was reallocated? What was the project type? Panelists will award up to 5 points if the agency has voluntarily reallocated funds to a renewal project during this NOFO cycle. 	5

⁶ HUD System Performance Measures 1, 3



FY2025 COC PROGRAM COMPETITION SCORING TOOL - NEW PROJECT TRANSITIONAL HOUSING

OVERVIEW

Scoring Criteria	Points
1. New Transitional Housing Projects	100
2. New Supportive Services Only Projects	100
3. New Street Outreach	100

Note: This tool will be used for the following eligible new project types: transitional housing, supportive services only, and street outreach.



FY2025 COC PROGRAM COMPETITION SCORING TOOL - NEW PROJECT TRANSITIONAL HOUSING

THRESHOLD CRITERIA

(Required but not scored. If “no” for any threshold criteria, the project is ineligible.)

Factor	Points
1. Project Eligibility The applicant is eligible to receive CoC funding (i.e., valid applicant type, SAM registered, has a Unique Entity Identified number). The project type is eligible for funding under the CoC NOFO and local CoC’s competition rules for this year. The project proposes to start by HUD’s statutory deadlines. The project proposes to serve an eligible population with eligible costs. The project has adequate match.	N/A
2. Coordinated Entry Participation Project will participate in coordinated entry to the extent possible for this project type.	N/A
3. HMIS Participation Project will enter data for all CoC-funded beds into HMIS, unless it is serving survivors of domestic violence, in which case it will enter data into a comparable database.	N/A
4. Participant Eligibility The project will only accept participants that can be documented as eligible for this project’s program type based on their housing and disability status.	N/A
5. Budget The program’s budget is sufficiently detailed and includes eligible costs.	N/A
6. Compliance with 2025 HUD CoC NOFO requirements: <ul style="list-style-type: none"> Fair Housing Act and all relevant state and/or local fair housing laws and does not discriminate based on race, color, religion, sex, national origin, disability, or familial status Complies with Title IV of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974, the Americans with Disability Act, and the Violence Against Women Act or substantially equivalent state or local laws Will not engage in racial preferences or other forms of illegal discrimination Will not operate drug injection sites or "safe consumption sites," knowingly distribute drug paraphernalia on or off property under their control, permit the use or distribution of illicit drugs on property under their control, or conduct any of these activities under the pretext of "harm reduction." 	N/A



FY2025 COC PROGRAM COMPETITION SCORING TOOL - NEW PROJECT TRANSITIONAL HOUSING

SCORING CRITERIA

All the scoring factors in this tool measure projects' contribution to improving Contra Costa CoC's System Performance by strengthening the overall system of care. Please note that each of the eligible new project types in the 2025 NOFO have their own scoring criteria below:

1. Transitional Housing
2. Supportive Services Only
3. Street Outreach

Per local CoC competition policies, the following new project types are not eligible in the 2025 NOFO: PSH, RRH, TH-RRH, HMIS, and CE.

1. TRANSITIONAL HOUSING(100 POINTS)

Factor	Description	Pts.
1.A. Agency Experience	<p>The project can receive up to 25 points total for the following:</p> <ul style="list-style-type: none"> The applicant has prior experience operating transitional housing or other projects that have successfully helped homeless individuals and families exit homelessness within 24 months and prevented returns to homelessness at project end. <i>(5 pt)</i> The agency, members or the agency's Board, or members of the agency's leadership team successfully handled at least one other federal grant or other major grant of this size and complexity, either in or out of the CoC. At least 90% of the funds were spent from such grants. <i>(5 pt)</i> The applicant can receive 5 points if they currently participate in HMIS or an alternative database for domestic violence projects, within this CoC or another CoC. If the agency/program does <u>not</u> actively participate in HMIS or an alternative database for domestic violence projects, the agency/program can receive 2.5 points by demonstrating the capacity to collect and manage data. <i>(5 pt)</i> The agency does not have any outstanding HUD findings and/or financial audit findings. <i>(5 pt)</i> HUD has not deobligated any of the agency's grant funds in the past three operating years. <i>(5 pt)</i> 	25
1.B. Assisting Program Participants to Obtain and Maintain Housing	The applicant demonstrates that the project will provide and/or partner with other organizations to provide eligible supportive services that are necessary to assist program participants to obtain and maintain housing.	10
1.C. Employment Income	The applicant has previously operated or currently operates transitional housing or another homelessness project, or has a plan in place to ensure, that at least 50% of participants exit with employment income as reflected in HMIS or another data system used by the applicant.	20



FY2025 COC PROGRAM COMPETITION SCORING TOOL - NEW PROJECT TRANSITIONAL HOUSING

Factor	Description	Pts.
1.D. Mainstream Resources	The project will be supplemented with resources from other public or private sources, that may include mainstream health, social, and employment programs such as Medicare, Medicaid, SSI, and SNAP.	10
1.E. Supportive Services	<p>Applicant must respond to each of the following questions regarding supportive services:</p> <ol style="list-style-type: none"> Which supportive services (e.g. case management, employment training, substance use treatment, etc.) in line with 24 CFR 578.75(h) will be offered to program participants? Which supportive services will be required? Describe if you will be able to provide a copy of a contract, occupancy agreement, lease or equivalent evidencing these requirements by December 30, 2025. If you are providing substance use treatment, describe if these services will be provided on or off-site. If substance use treatment services will be provided on-site, can you provide an agreement or letter of commitment prior to December 30, 2025 that provides evidence for these services, including who is eligible? <p>Applicant can receive full points if 1) supportive services are required, 2) substance treatment is provided on-site, and 3) applicant can provide documentation. Partial points at discretion of review and rank panel.</p>	10
1.F. 40 Hours of Customized Services	The proposed project will provide 40 hours per week of customized services for each participant. The 40 hours may be reduced proportionately for participants who are employed. The 40 hours per week does not apply to participants over 62 or who have a physical disability/impairment or a developmental disability not including a substance use disorder.	10
1.G. Cost Per Household	The average cost per household served for the project is reasonable and consistent with 2 CFR 200.404.	10
1.H. Alignment with HUD and NOFO	<p>Projects can receive up to 5 points for aligning with current HUD and NOFO priorities:</p> <ul style="list-style-type: none"> Non-CoC or ESG housing and/or healthcare funding accounts for at least 25% of units or services included in the project overall, demonstrated by the submission of written commitment letter(s). Majority of services are to be provided in an opportunity zone. 	5

2. SUPPORTIVE SERVICES ONLY

(100 POINTS)

Factor	Description	Pts.
2.A. Agency Experience	<p>The project can receive up to 25 points total for the following:</p> <ul style="list-style-type: none"> The applicant has prior experience providing supportive services or other similar projects. (5 pt) The agency, members or the agency's Board, or members of the agency's leadership team successful handled at least one other 	25



FY2025 COC PROGRAM COMPETITION SCORING TOOL - NEW PROJECT TRANSITIONAL HOUSING

Factor	Description	Pts.
	<p>federal grant or other major grant of this size and complexity, either in or out of the CoC. At least 90% of the funds were spent from such grants. (5 pt)</p> <ul style="list-style-type: none"> The applicant can receive 5 points if they currently participate in HMIS or an alternative database for domestic violence projects, within this CoC or another CoC. If the agency/program does <u>not</u> actively participate in HMIS or an alternative database for domestic violence projects, the agency/program can receive 2.5 points by demonstrating the capacity to collect and manage data. (5 pt) The agency does not have any outstanding HUD findings and/or financial audit findings. (5 pt) HUD has not deobligated any of the agency's grant funds in the past three operating years. (5 pt) 	
2.B. Necessity of Project	The project is necessary to assist people in exiting homelessness and increasing self-sufficiency and the recipient will conduct an annual assessment of the service needs of the program participant.	10
2.C. Supportive Services	<p>The project has a strategy for providing supportive services to eligible program participants including those with histories of unsheltered homelessness and those who do not traditionally engage in services. Describe each service that will be provided.</p> <p>If any supportive services are required, will you be able to provide a copy of a contract by December 30, 2025?</p>	20
2.D. Employment Income	The applicant has previously operated or currently operates supportive services only or another homelessness project, or has a plan in place to ensure, that at least 50% of participants exit with employment income as reflected in HMIS or another data system used by the applicant.	20
2.E. Mainstream Resources	The project will be supplemented with resources from other public or private sources, that may include mainstream health, social, and employment programs such as Medicare, Medicaid, SSI, and SNAP.	10
2.F. Assisting Program Participants to Obtain & Maintain Housing	The applicant has experience providing supportive services consistent with the activity description of 24 CFR 578.53(e)(13) and has demonstrated effectiveness at helping people successfully exit from places not meant for human habitation to emergency shelter, treatment programs, transitional housing or permanent housing programs. The applicant has contributed to lowering the rate of returns to homelessness for the community.	10
2.G. Cost Effective	The services provided are cost-effective consistent with 2 CFR 200.404.	10
2.H. Alignment with HUD and NOFO	<p>Projects can receive up to 5 points for aligning with current HUD and NOFO priorities:</p> <ul style="list-style-type: none"> Majority of services are to be provided in an opportunity zone. 	5



FY2025 COC PROGRAM COMPETITION SCORING TOOL - NEW PROJECT TRANSITIONAL HOUSING

3. STREET OUTREACH

(100 POINTS)

Factor	Description	Pts.
3.A. Agency Experience	<p>The project can receive up to 25 points total for the following:</p> <ul style="list-style-type: none"> • The applicant has prior experience providing street outreach or other similar projects. (5 pt) • The agency, members or the agency's Board, or members of the agency's leadership team successful handled at least one other federal grant or other major grant of this size and complexity, either in or out of the CoC. At least 90% of the funds were spent from such grants. (5 pt) • The applicant can receive 5 points if they currently participate in HMIS or an alternative database for domestic violence projects, within this CoC or another CoC. If the agency/program does <u>not</u> actively participate in HMIS or an alternative database for domestic violence projects, the agency/program can receive 2.5 points by demonstrating the capacity to collect and manage data. (5 pt) • The agency does not have any outstanding HUD findings and/or financial audit findings. (5 pt) • HUD has not deobligated any of the agency's grant funds in the past three operating years. (5 pt) 	25
3.B. Supportive Services	<p>The project has a strategy for providing supportive services to eligible program participants including those with histories of unsheltered homelessness and those who do not traditionally engage in services. Describe each service that will be provided.</p> <p>If any supportive services are required, will you be able to provide a copy of a contract by December 30, 2025?</p>	20
3.C. Employment Income	The applicant has previously operated or currently operates SSO-SO or another homelessness project, or has a plan in place to ensure, that at least 50% of participants exit with employment income as reflected in HMIS or another data system used by the applicant	20
3.D. Mainstream Resources	The project will be supplemented with resources from other public or private sources, that may include mainstream health, social, and employment programs such as Medicare, Medicaid, SSI, and SNAP	10
3.E. Partnering with Law Enforcement	Demonstrate that the applicant has a history of partnering with first responders and law enforcement to engage people living in places not meant for human habitation to access ES, treatment programs, reunification with family, TH or independent living. The applicant must cooperate, assist, and not interfere or impeded with law enforcement to enforce local laws such as public camping and public drug use laws.	5
3.F. Assisting Program Participants	The applicant has experience providing outreach services consistent with the activity description of 24 CFR 578(e)(13) and has demonstrated effectiveness at helping people successfully exit from places not meant	5



FY2025 COC PROGRAM COMPETITION SCORING TOOL - NEW PROJECT TRANSITIONAL HOUSING

Factor	Description	Pts.
to Obtain & Maintain Housing	for human habitation to emergency shelter, treatment programs, transitional housing or permanent housing programs. The applicant has contributed to lowering the rate of returns to homelessness for the community.	
3.G. Cost Effective	The services provided are cost-effective consistent with 2 CFR 200.404.	10
3.H. Alignment with HUD and NOFO	<p>Projects can receive up to 5 points for aligning with current HUD and NOFO priorities:</p> <ul style="list-style-type: none"> Majority of services are to be provided in an opportunity zone. 	5



FY2025 COC PROGRAM COMPETITION SCORING TOOL – RENEWAL PROJECT

OVERVIEW

Factor	Points
1. Project is Consistent with HUD and Local Priorities	15
2. Project Performance Outcomes	36
3. HMIS & Training	17
4. Efficient Use of Funds	32
5. <i>Reallocation Bonus</i>	+5
Total	100

Note: For the 2025 competition, the following projects will be reviewed for threshold in response to supplemental questions and placed at the top of Tier 2 at the discretion of the panelists:

- HMIS renewal projects, and
- Coordinated Entry renewal projects



FY2025 COC COMPETITION SCORING TOOL - RENEWAL PROJECT

THRESHOLD CRITERIA

(Required but not scored. If “no” for any threshold criteria, the project is ineligible.)

Factor	Points
1. Coordinated Entry Participation Project participates in coordinated entry to the extent possible for this project type.	N/A
2. HMIS Participation Project will enter data for all CoC-funded beds into HMIS. A project serving survivors of domestic violence is required to use a comparable database to HMIS.	N/A
3. Successful Drawdown Project, if operational, has made at least one successful drawdown of federal funds as of the time of this application.	N/A
4. Participant Eligibility The project will only accept participants that can be documented as eligible for this project’s program type based on their housing and disability status.	N/A



FY2025 COC COMPETITION SCORING TOOL - RENEWAL PROJECT

SCORING CRITERIA

All the scoring factors in this tool measure projects' contribution to improving Contra Costa CoC's System Performance by strengthening the overall system of care through data collection, coordination, prioritization, and increasing resources available to end homelessness in Contra Costa. Certain scoring factors relate to specific Performance Measures, as enumerated in each factor.

Discretion for Review and Rank Panelist - Outcomes for some factors may be naturally lower when serving a harder to serve population with severe needs and vulnerabilities such as persons experiencing chronic homelessness, mental illness, substance use disorders and/or domestic violence survivors. For certain factors, Review and Rank panelists may deviate (up or down) from a scaled score up to 25% of the max points within the factor based on the severity of barriers experienced by program participants and/or circumstances outside of an agency's control, as indicated by narrative provided by the agency. When exercising discretion, panelists must 1) follow the panelist discretion guidelines described in each factor, 2) not exceed the max point total for the factor, 3) document a reason for exercising discretion, and 4) apply discretion fairly and consistently across all projects.

1. ALIGNMENT WITH HUD AND NOFO PRIORITIES

(5 PTS.)

Factor 1.A. Alignment with HUD and NOFO Priorities	Points
<p>Projects can receive up to 5 points for aligning with current HUD and NOFO priorities:</p> <ul style="list-style-type: none">• Non-CoC or ESG housing and/or healthcare funding accounts for at least 25% of units or services included in the project overall, demonstrated by the submission of written commitment letter(s).• Majority of services are to be provided in an opportunity zone• Substance use treatment will be available on-site• Requiring participation in support services with some type of service agreement	5



FY2025 COC COMPETITION SCORING TOOL - RENEWAL PROJECT

2. PROJECT PERFORMANCE OUTCOMES

(36 PTS.)

Projects will be scored based on data in the CoC's HMIS, except for projects operated by victim services providers which will be scored based on data from a comparable database.

Factor 2.A. Exits to Homelessness¹ <i>Panelist Discretion: up to 5 pt (25% of max), or can award 20 pts if no clients were in the program long enough for an annual assessment and no clients exited the program during period</i>	Scale	Points
% of persons who exited to homeless temporary destinations (emergency shelter, transitional housing, place not meant for human habitation, or hotel/motel) <ul style="list-style-type: none"> Project will provide an explanation if there were no persons who exited to homeless temporary destinations during this reporting period. When no persons exited to homeless temporary destination (emergency shelter, transitional housing, place not meant for human habitation, or hotel/motel) during this reporting period, panelists may award 20 points with discretion. 	≤2%	20
	2.1-4%	18
	4.1-6%	16
	6.1-8%	14
	8.1-10%	12
	>10%	0
Factor 2.B. Employment Income <i>Panelist Discretion: up to 5 pt (25% of max), or can award 20 pts if no clients were in the program long enough for an annual assessment and no clients exited the program during period</i>	Scale	Points
% of persons who exited with increased employment income or who has increased employment income at annual assessment. <ul style="list-style-type: none"> Project will provide an explanation if there were no persons who exited to homeless temporary destinations during this reporting period. When no persons exited to homeless temporary destination (emergency shelter, transitional housing, place not meant for human habitation, or hotel/motel) during this reporting period, panelists may award 20 points with discretion. 	≥ 80%	20
	70-79.9%	16
	60-69.9%	12
	50-59.9%	8
	40-49.9%	4
	< 40%	0



FY2025 COC COMPETITION SCORING TOOL - RENEWAL PROJECT

Factor 2.C. Connecting to Non-Cash Mainstream Benefits² <i>Panelist Discretion: up to 2.5 pt (25% of max), or can award 10 pts if no clients were in the program long enough for an annual assessment and no clients exited the program during period</i>	Scale	Points
% of adults who access at least one non-cash mainstream benefit based on last completed annual assessment for stayers and based on exit for leavers <ul style="list-style-type: none"> Project will provide an explanation for any leavers that exit in less than 6 months. Panelists may use their discretion to award points based on a calculation that excludes leavers that exited in less than 6 months. When no clients were in the program long enough to be eligible for an annual assessment and no clients exited the program during the reporting period, panelists will award 4 points. 	≥80%	10
	65-79.9%	8
	50-64.9%	6
	<50%	0

¹ HUD System Performance Measures 2, 3, 7

² HUD System Performance Measures 2, 7



FY2025 COC COMPETITION SCORING TOOL - RENEWAL PROJECT

Factor 2.D. Connecting to Health Insurance³ <i>Panelist Discretion: up to 2.5 pts (25% of max), or can award 10 pts if no clients were in the program long enough for an annual assessment and no clients exited the program during period</i>	Scale	Points
% of adults who access at health insurance benefits based on last completed annual assessment for stayers and based on exit for leavers <ul style="list-style-type: none"> Project will provide an explanation for any leavers that exit in less than 6 months. Panelists may use their discretion to award points based on a calculation that excludes leavers that exited in less than 6 months. When no clients were in the program long enough to be eligible for an annual assessment and no clients exited the program during the reporting period, panelists will award 6 points. 	100%	10
	95-99.9%	8
	85-94.9%	6
	60-84.9%	4
	<60%	0

3. EFFICIENT USE OF FUNDS (35 PTS.)

Factor 3.A. Utilization Rate⁴ <i>Panelist Discretion: up to 5 points (25% of max)</i>	Scale	Points
Is the project at capacity in meeting the number of homeless people it is designed to serve? <ul style="list-style-type: none"> Consider: Annual Performance Report and other relevant utilization data on units for stayers and living-leavers who exit to a permanent housing destination. 	≥ 90%	20
	80-89.9%	15
	70-79.9%	10
	<70%	0

Factor 3.B. Unspent Grant Funds <i>Panelist Discretion: up to 3.75 points (25% of max)</i>	Scale	Points
Has the agency left project grant funds unspent in the past year? <ul style="list-style-type: none"> Consider if the program is running at capacity in the past year and if the project receives leasing or rental assistance funding. 	<5%	15
	5.1 – 10%	11
	10.1 – 20%	7
	20.1 – 30%	3
	>30.1%	0

³ HUD System Performance Measures 2, 7

⁴ HUD System Performance Measures 1, 3



FY2025 COC COMPETITION SCORING TOOL - RENEWAL PROJECT

4. BONUS (5 PTS.)	
Factor 4.A. Reallocation	Points
<p>Did the project voluntarily reallocate at least 25% of its funding? Consider:</p> <ul style="list-style-type: none">• How much funding was reallocated?• What was the project type?• Panelists will award up to 5 points if the project has voluntarily reallocated funds to a renewal project during this NOFO cycle.	5



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4997

Agenda Date: 12/2/2025

Agenda #:

Advisory Board: Contra Costa Council on Homelessness

Subject: Competition Policies

Presenter: Homebase

Contact:

Information:

Referral History and Update:

Recommendation(s)/Next Step(s): Review Contra Costa HUD CoC NOFO Competition policies



FY 2025 CoC Program CoC Application Process

CONTRA COSTA COC APPLICATION PROCESS

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

2025 Late Application Policy: given this year's competition time constraints, late applications will not be accepted. Incomplete applications cannot be cured for the CoC Review and Rank Panel scoring process but must be corrected prior to HUD submission.

Section 1. APPLICATION OVERVIEW

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

Section 2. COLLABORATIVE APPLICANT

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

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

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



FY2025 COC PROGRAM- COC APPLICATION PROCESS

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

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

Section 4. SCORING TOOLS

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

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

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



FY2025 COC PROGRAM- COC APPLICATION PROCESS

The scoring tools will be finalized and approved by the Funding Committee and an ad hoc subcommittee of the Council.

Section 5. TECHNICAL ASSISTANCE

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

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

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

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

Section 6. PROJECT APPLICATIONS & SUBMISSION

Project applications are submitted online through a designated application portal.

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

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

Incomplete applications cannot be cured for the CoC Review and Rank Panel scoring process but must be corrected prior to HUD submission.

Section 7. LOCAL REVIEW & RANK PROCESS

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



FY2025 COC PROGRAM- COC APPLICATION PROCESS

A. PANEL MEMBERSHIP

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

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

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

- Sign a statement declaring that they have no conflict of interest and a confidentiality agreement; and
- Be able to dedicate time for application review and CoC Review and Rank Panel meetings as scheduled by the Collaborative Applicant.

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

B. REVIEW & RANK METHODOLOGY

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

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

2025 Review & Rank Methodology

In the FY2025 CoC NOFO Competition, Tier 1 can only include up to 30% of the CoC’s Annual Renewal Demand (ARD) – a major shift from previous years when Tier 1 covered 90% or more of the ARD. In 2025, HUD is also imposing a new limit on permanent housing (PH) projects for the CoC – no more than 30% of the CoC’s ARD can be utilized for permanent housing, which includes both Permanent Supportive Housing (PSH) and Rapid Rehousing (RRH). Renewal permanent housing projects not included in Tier 1 must reallocate their funding or transition the project to eligible project types (e.g., Transitional Housing, Supportive Services Only, or Street Outreach).



FY2025 COC PROGRAM- COC APPLICATION PROCESS

To preserve as much permanent housing as possible under these new rules, the CoC will prioritize renewal permanent supportive housing (PSH) projects in Tier 1. Because RRH also counts towards the 30% PH cap, Tier 1 will focus solely on a shortlist or subset of PSH renewal projects. As a result, the CoC must reallocate a substantial portion of its renewal permanent housing funding to stay within HUD's new limits. As such, renewal PSH projects not included in Tier 1 and all renewal RRH projects must reallocate their funding or transition their projects to eligible project types (e.g., Transitional Housing, Supportive Services Only, or Street Outreach).

To implement these changes, the 2025 review and rank process will follow the steps below:

Step 1: To ensure a fair and strategic response to the 30% permanent housing cap and to support a balanced Continuum of Care (CoC) portfolio, the CoC will implement the following approach for all renewal projects in the upcoming competition cycle:

A. INDIVIDUAL RENEWAL PROJECT CONSULTATIONS

The CoC Lead Agency will meet with each renewal provider of PSH to review their current project structure, funding needs, performance, and long-term sustainability. These conversations will be used to:

- Assess whether the project is interested in transitioning to an alternative housing or service model;
- Identify opportunities to shift to other funding sources outside the CoC Program; and
- Develop a project-specific plan that aligns with the CoC's overall portfolio strategy.

B. 30% PERMANENT HOUSING CAP SHORTLIST DEVELOPMENT BASED ON PROVIDER INTENT

High-performing projects that express interest in transitioning to another project type, prefer to move to other eligible funding sources, or cannot continue operating as a renewal project with reduced funding, will be removed from the CoC's 30% PH cap shortlist for continued permanent housing funding consideration. These projects will instead receive transition planning support from the CoC Lead Agency to ensure continuity of services, staffing, and participant stability.

C. PARTIAL REALLOCATION REQUIREMENT FOR 30% PH CAP SHORTLIST PROJECTS

For the renewal projects that remain on the 30% PH cap shortlist and wish to continue operating as permanent housing projects within the CoC portfolio:

- The CoC will require that all shortlisted projects partially reallocate funds and share in the reductions to meet the 30% PH cap and to ensure balance and fairness across the portfolio; and
- The CoC Lead Agency will work with each provider to determine the appropriate reallocation percentage and support continuity planning.

Decisions regarding reallocation amounts for projects on the 30% PH cap shortlist are final and may not be appealed.

Step 2: Inform renewal project applicants about which projects are included – and which are not included – in the 30% PH cap shortlist. Renewal projects that are not included in the 30% PH cap shortlist may either:



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1. Reallocate funding and not submit a new project application,
2. Reallocate funding and submit a new project application, or
3. Apply for a transition grant to convert their current project to another eligible project type (e.g., Transitional Housing, Supportive Services Only, or Street Outreach project).

Projects and dollar amounts not included in the 30% PH cap shortlist are not eligible to submit a renewal application, and this determination is not subject to appeal.

Step 3: Hold a non-conflicted Rank and Review Panel to determine ranked order of projects in **Tier 2** based on scores and local policy. The following will be applied:

1. HMIS and CES will be auto-ranked at the top of Tier 2
2. The Review and Rank Panel will review new project applications and assign a score to them utilizing the corresponding scoring tool. The Review and Rank Panel may be asked to compare two different new project types. For example, comparing a new transitional housing project to a new supportive service only project. In these cases, the panel should use discretion, reviewing the score in addition to:
 - a. The number of people experiencing homelessness that will benefit from the service or project
 - b. The existing need in the community for the project
 - c. Project alignment with HUD and community priorities
3. Applicants with renewal projects that seek a transition grant to convert their current project to an eligible project type (e.g., convert a Permanent Supportive Housing project to a Transitional Housing, Supportive Services Only, or Street Outreach project), will receive priority over completely new projects.
4. To remain in alignment with HUD priorities new permanent housing projects (including PSH, RRH, or joint TH-RRH) will not be accepted in this year's competition.

Note that based on community priorities as defined in the scoring tools, the CoC Review and Rank Panel may determine whether any renewal project should be decreased or reallocated. Any funding captured from an existing project will be made available for reallocation to any project that meets the requirements in the NOFO application. See **Section 7** for further information on Reallocation.

Scoring results are sent to applicants with a reminder of the appeals process at least 15 days before CoC Application deadline. Appeals, if any, are considered in compliance with the Appeals Process detailed in **Section 9** below. Please note that in the 2025 competition the following decisions are final and not eligible for appeal:

- reallocation amounts for projects included in the 30% PH cap shortlist
- renewal projects excluded from the 30% PH cap shortlist

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

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

Section 7. REALLOCATION OF FUNDS



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

Section 8. USING ALL AVAILABLE FUNDS

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

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

Section 9. APPEALS PROCESS

The Review and Rank Panel reviews all applications and ranks them for funding recommendations to HUD. Applicants may appeal the decision by following the process set forth below.

A. THE APPEALS COMMITTEE

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

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



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B. ELIGIBLE APPEALS

In the 2025 competition, the following decisions are final and not eligible for appeal:

- reallocation amounts for projects included in the 30% PH cap shortlist
- renewal projects excluded from the 30% PH cap shortlist

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

- Is a new project rejected from inclusion into the ranked priority listing

To appeal, the applicant must demonstrate that:

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

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

C. SUBMITTING AN APPEAL

Any and all appeals must be received in writing with supporting documentation by the stated deadline following the notification of ranking to projects.

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

D. THE APPEALS PROCESS

The Appeals Panel will meet virtually with representatives of the appealing agency to discuss the appeal.

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

The Appeals Panel will then meet to deliberate. Each applicant may make a 10-minute statement regarding the appeal.



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

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

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

Section 10. FINAL PRIORITIZED LIST OF APPLICATIONS

The Council or the designated Council representative must approve the final ranked list of all Project Applicant proposals. . The Collaborative Applicant will then submit this prioritized list to HUD by the CoC Program Competition deadline as part of the Consolidated Application. Conditional award funding is typically based upon the prioritized list of Project Applicants that are submitted; however, HUD determines actual awards and funding amounts.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4998

Agenda Date: 12/2/2025

Agenda #:

Advisory Board: Contra Costa Council on Homelessness

Subject: ACTION ITEM: Vote on proposed revisions to the scoring tools and competition process policies.

Presenter: Homebase

Contact:

Information:

Referral History and Update:

Recommendation(s)/Next Step(s): ACTION ITEM: Vote on proposed revisions to the scoring tools and competition process policies.