



AGENDA

CONTRA COSTA COUNTY Contra Costa Council on Homelessness

Tuesday, September 16, 2025

12:30 PM

Virtual only:

<https://homebaseccc.zoom.us/j/916253882>
Registration

Funding Committee

9.16.25 Funding Committee agenda and slides

[25-3882](#)

Attachments: [9.16.25 Agenda - CoCo CoC Funding Committee NOFO Work Group](#)
[9.16.25 Funding Cmte Slides](#)

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

1. Roll Call and Introductions

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

3. Welcome & Introductions

Homebase

4. Revisit Framing the Conversation

Homebase

5. Brief Review of Possible Renewal Project Scoring Tool Revisions

[25-3883](#)

Attachments: [Marked up 2024 - Renewal Scoring Tool](#)

Homebase

6. Discuss Possible Revisions to Policy Prioritizing High Performing Renewal Projects

[25-3884](#)

Attachments: [2024 Revised - Application Process CoH Approved 6.6.24](#)

Homebase

7. Closing: What's Next

ALI

The next meeting is currently scheduled for September 30, 2025.

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: Council on Homelessness: contracostacoc@cchealth.org



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-3882

Agenda Date: 9/16/2025

Agenda #:

Advisory Board: Contra Costa Council on Homelessness

Subject: 9.16.25 Funding Committee agenda and slides

Presenter:

Contact:

Information:

Referral History and Update:

Recommendation(s)/Next Step(s):

2025 Contra Costa County CoC Funding Committee NOFO Work Group

Session 2 Agenda

Meeting Details

Date: Tuesday, September 16

Time: 12:30 - 2:30pm

Virtual: [Zoom registration link](#)

Agenda

Time	Agenda Item
12:30 - 12:40pm (10 min)	Welcome & Introductions
12:40 - 12:50pm (10 min)	Revisit Framing the Conversation
12:50 - 1:05pm (15 min)	Brief Review of Possible Renewal Project Scoring Tool Revisions
1:05 - 2:05pm (60 min)	Discuss Possible Revisions to Policy Prioritizing High Performing Renewal Projects
2:05 - 2:10pm (5 min)	Closing: What's Next



Homebase

ADVANCING SOLUTIONS TO HOMELESSNESS

16 September, 2025

Contra Costa County CoC— NOFO Work Group

Today's Agenda

01

Welcome &
Logistics

02

Revisit Framing
the Conversation

03

Brief Review of
Possible Renewal
Project Scoring
Tool Revisions

04

Discuss Possible
Revisions to Policy
Prioritizing High
Performing
Renewal Projects

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*

Shelby Ferguson, *Continuum of Care Administrator*

Email: contracostacoc@cchealth.org



Alex Michel, *Senior Policy Analyst*

Mark Mora, *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

Revisit Framing the Conversation

What we know right now

Planning ahead

What We Know Right Now

- In 2024, HUD announced that the NOFO was moving to a 2-year cycle (next competition was set for 2026)
- Recently, HUD announced that **a 2025 NOFO is on the horizon**
- We don't know if and when the 2025 NOFO will be released
- There might be a quick turnaround from release to due date
- We expect shifts in CoC funding policies and priorities

Bottom line: this will not be a typical competition year!

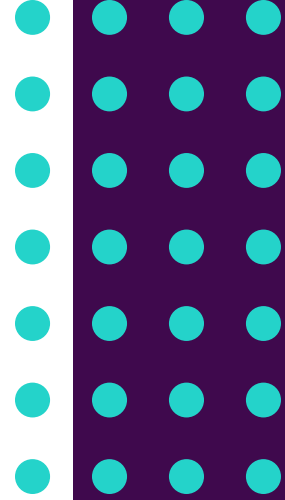
Planning Ahead

- The Work Group will meet every three weeks, potentially through November depending on NOFO release and application deadlines.
- To accommodate an unexpected NOFO, the Work Group will focus on aligning with new HUD priorities and streamlining local scoring tools and policies
 - Revisions will prioritize sustaining and supporting the most community members that we can
- The discussed revisions here may be held until NOFO is released
- Scoring tools and competition policies are revisited every year
- The Funding Committee will convene early in 2026 to plan more strategically for future NOFOs

Brief Review of Possible Renewal Project Scoring Tool Revisions

Revisit Goals for Revisions

Brief Summary of Proposed
Recommendations



14

Revisit Goals - Renewal Tool Revisions

We will go factor by factor reviewing the 2024 Renewal Project Scoring Tool with these two goals in mind.

1. Federal Policy Alignment

- Align scoring and application with HUD and NOFO priorities in order to score high and sustain funding in our community

2. Streamlining

- Reduce burden for applicants and simplify the scoring process where possible
- Anticipating a shorter competition timeline than recent years

1) Federal Policy Alignment

- a) Remove threshold questions with language/concepts that conflict with current federal policies:
 - a) Equal Access/Fair Housing
 - b) Housing First
 - c) Public Commitment to Addressing Racial Inequities
- b) Remove Factor 3.D. Racial Equity:
 - a) Strategies to advance racial equity (up to 5 pts)
 - b) Percentage of total staff who are BIPOC (1.5 pts)
 - c) Percentage of management/leadership staff who are BIPOC (1.5 pts)

2) Streamlining

- A. Remove threshold question regarding Program Policies and Procedures (already reviewed during CoC monitoring process)
- B. Pre-populate responses for Factor 1.A. Project Impact (ask applicants if they have updates from previous year's response)
- C. Clarify scoring for 3.A. Data Quality so that projects that full points (8) are given to projects that serve Domestic Violence survivors that are prohibited from entering client-level data into HMIS if they use a comparable database
- D. Clarify points for 5.A. Reallocation Bonus so that specific projects are awarded for reallocating funding, not agencies

Potential Revisions

Factors to keep an eye out when the NOFO is released

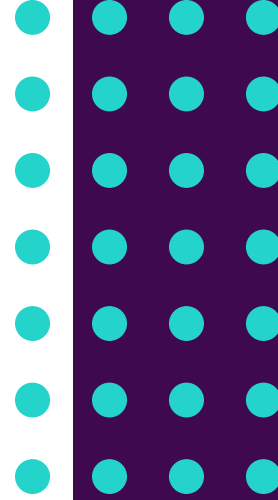
- As of now, there is no indication that these are not in alignment with federal priorities but we can revisit once the NOFO is released
 - **Threshold Question #9 Involving People with Lived Experience in Program Development**
 - **Factor 3.C Lived Experience Engagement**

Possible Revisions to Policy Prioritizing High Performing Renewal Projects

Review Existing Policy

2024 Competition Results

Discuss Proposed Revision



25

Review Existing Policy

- Panel considers: the 3 measures below, any extenuating circumstances, and/or any adverse impact to underserved populations should a project not be funded
 - Measure 1 - Score of 90% or more in Housing Stability (2A)
 - Measure 2 - Score of 80% or more in Utilization Rate (4A)
 - Measure 3 - Score of 20% or less in Unspent Grant Funds (4B)

Policy - 2024 Competition Results

2024 competition results for renewals

- 16 renewal projects, 12 of 16 scored (4 unscored)
- Policy applied to 12 of 12 scored projects
 - 2 projects were in Tier 2, 1 of which was straddle
 - 3 projects did not meet all 3 measures but had extenuating circumstances

Takeaway: renewal projects are high-performing and/or have extenuating circumstances

Prioritizing Renewal Projects

Recommendation:

Given the uncertainty and unexpected nature of 2025 competition and the fact that renewal projects are largely high performing, **revise policy so that new projects cannot be ranked above a renewal project**

What's Next

Tentative Timeline

9/30 Meeting Preview

General NOFO Updates (as needed)

Tentative Timeline

Meeting #	Meeting	Topics
Meeting #1	August 19, 2025 12pm – 2pm	Overview of CoC NOFO competition Discuss revisions to Renewal Scoring Tool
Meeting #2	September 16, 12:30 – 2:30pm	Overview of possible revisions to Renewal Scoring Tool Possible Revisions to Policy Prioritizing High Performing Renewal Projects
Meeting #3	September 30, 2025 12pm – 2pm	Discuss revisions to New Scoring Tool (as needed) Finalize recommended revisions (if time permits) NOTE: this meeting may be moved to IN-PERSON
Meeting #4	October 21, 12:30 – 2:30pm	TBD, If needed NOTE: this meeting may be moved to IN-PERSON
Meeting #5	TBD	If needed

9/30 Meeting Preview

Focus on New Project Scoring Tool

- Context - in previous years:
 - Funding has been available for renewal projects AND new projects
 - New Project Funding for projects serving:
 - People Experiencing Homelessness under HUD definition (CoC Bonus)
 - People Fleeing Domestic Violence (DV) under HUD definition (DV Bonus)

NOTE: until the NOFO is released, we don't know whether there will be funding available for NEW projects



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-3883

Agenda Date: 9/16/2025

Agenda #: 5.

Advisory Board: Contra Costa Council on Homelessness

Subject: Brief Review of Possible Renewal Project Scoring Tool Revisions

Presenter: Homebase

Contact:

Information:

Referral History and Update:

Recommendation(s)/Next Step(s):

Review Possible Renewal Project Scoring Tool Revisions



FY2024 CoC Program Competition Renewal Project Scoring Tool

This is the most recent Renewal Project Scoring Tool marked up with proposed revisions for the 2025 CoC NOFO Competition. Please read the margin comments for proposed revisions that will be discussed further at the 8/19/25 Funding Committee Work Group meeting. Revisions were proposed with two goals in mind: alignment with federal policy and streamlining the process.

Commented [RM1]: Please read these instructions

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

Commented [RM2]: Recommend to remove this threshold question to help streamline. P&Ps are reviewed in CoC monitoring process

Commented [RM3]: Recommend to remove this threshold question in alignment with federal policy

Commented [RM4]: Recommend to remove this threshold question alignment with federal policy

Commented [AM5R4]: Additionally, Housing First is reviewed in the CoC monitoring process.

Commented [RM6]: Not recommending to remove, but flagging for additional review once NOFO comes out



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

Commented [RM7]: Recommend to remove this threshold question in alignment with federal policy



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

Commented [RM8]: Recommend to prepopulate answers from last year with an option to update to reduce applicant burden for this factor. Responses rarely change year to year here.



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	Scale	Points
<p><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></p> <p><i>Number of units determined by e-snaps Project Application</i></p>		
RRH: Exits to Permanent Housing	100%	20
% of "living-leavers" who exited to a permanent destination	95-99.9%	19
<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. 	90-94.9%	18
	85-89.9%	17
	80-84.9%	16
RRH APR Sources: $[(APR\ 23a\ Permanent\ Destinations\ Subtotal + APR\ 23b\ Permanent\ Destinations\ Subtotal) \div APR\ 5a\ Leavers]$	75-79.9%	15
PSH: Increasing Housing Retention	70-74.9%	10
% of participants who remained in the program for at least 6 months or "living-leavers" who exited to another permanent destination	65-69.9%	5
<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. 	<65%	0
PSH APR Sources: $[APR22a1\ Stayers\ 181\ to\ 1825\ Days + APR23a\ Permanent\ Destinations\ Subtotal + APR23b\ Permanent\ Destinations\ Subtotal] \div [APR5a\ Total\ Served - APR22a1\ Stayers\ Less\ than\ 30\ Days\ to\ 180\ Days - APR23a\ Deceased - APR23b\ Deceased]$		

Commented [RM9]: No recommended changes to Factor 2A



FY2024 COC COMPETITION RENEWAL PROJECT SCORING TOOL

Factor 2.A.2 Housing Stability for RRH and PSH Projects WITH *20 OR LESS* UNITS ²	Scale	Points
<p><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></p> <p><i>Number of units determined by e-snaps Project Application</i></p>		
<p>RRH: Exits to Permanent Housing</p> <p>% of "living-leavers" who exited to a permanent destination</p> <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. 	≥95%	20
	90-94.9%	19
	85-89.9%	18
	80-84.9%	17
	75-79.9%	16
<p>RRH APR Sources: [(APR 23a Permanent Destinations Subtotal + APR 23b Permanent Destinations Subtotal) ÷ APR 5a Leavers]</p>	70-74.9%	15
<p>PSH: Increasing Housing Retention</p> <p>% of participants who remained in the program for at least 6 months or "living-leavers" who exited to another permanent destination</p> <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. 	60-69.9%	10
	40-59.9%	5
<p>PSH APR Sources: [APR22a1 Stayers 181 to 1825 Days + APR23a Permanent Destinations Subtotal + APR23b Permanent Destinations</p>	<40%	0

Commented [RM10]: No recommended changes to Factor 2A

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</i>] ÷ [<i>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	Scale	Points
<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>		
% 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</i>] ÷ [<i>APR 5a Adults - APR 18 Adult Stayers Not Yet Required to Have an Assessment</i>]		

Commented [RM11]: No recommended changes to Factor 2B

³ HUD System Performance Measure 4

Adopted by Council on Homelessness – 6/6/2024



FY2024 COC COMPETITION RENEWAL PROJECT SCORING TOOL

Factor 2.C. Connecting to Non-Cash Mainstream Benefits ⁴	Scale	Points
<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>		
% 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%	4
	65-79.9%	3
	50-64.9%	2
	<50%	0
APR Sources: $[APR\ 20b\ 1Plus\ Sources\ Leavers + APR\ 20b\ 1Plus\ Sources\ Stayers] \div [APR\ 5a\ Adults - APR\ 18\ Adult\ Stayers\ Not\ Yet\ Required\ to\ Have\ an\ Assessment]$		

Commented [RM12]: No recommended changes to Factor 2C

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	Scale	Points
<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>		
% of adults who access at health insurance benefits based on last completed annual assessment for stayers and based on exit for leavers	100%	6
	95-99.9%	5
	85-94.9%	4
	60-84.9%	2
<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. 	<60%	0
APR Sources: $[APR\ 21\ Stayers\ 1\ Source\ of\ Health\ Insurance + APR\ 21\ Stayers\ More\ than\ 1\ Source\ of\ Health\ Insurance + APR\ 21\ Leavers\ 1\ Source\ of\ Health\ Insurance + APR\ 21\ Leavers\ More\ than\ 1\ Source\ of\ Health\ Insurance] \div [APR\ 5a\ Adults - APR\ 18\ Adult\ Stayers\ Not\ Yet\ Required\ to\ Have\ an\ Assessment]$		

Commented [RM13]: No recommended changes to Factor 2D

3. AGENCY CAPACITY

(30 PTS.)

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

Commented [RM14]: Recommend to add this provision: "Projects that serve Domestic Violence (DV) survivors that are prohibited from entering client-level data into HMIS will receive full points for this factor if they use a comparable database."

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

Commented [RM15R14]: DV projects have been unfairly penalized for missing data in the past

Commented [RM16]: No recommended changes to Factor 3B

⁵ HUD System Performance Measures 2, 7

Adopted by Council on Homelessness – 6/6/2024



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	Points
Panelist Discretion: none	
<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

Commented [RM17]: Not recommending to remove, but flagging for additional review once NOFO comes out



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. Internal structures exist to address issues of racial equity and barriers participants face that are related to their race, ethnicity, or cultural background (i.e., community advisory body, equity committee). 2. Strategies exist to recruit, retain, and develop staff who represent communities of color and/or speak languages frequently encountered by the organization, including Spanish, Tagalog, Chinese, and other languages as necessary. 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 staff job descriptions and workplans. 4. Staff regularly review project data on populations being served, outcomes, and performance metrics by race and ethnicity. 5. Written materials and translation/interpretive services 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

Commented [RM18]: Recommend to remove this scoring factor in alignment with federal policy.



FY2024 COC COMPETITION RENEWAL PROJECT SCORING TOOL

4. EFFICIENT USE OF FUNDS

(20 PTS.)

Factor 4.A. Utilization Rate ⁶	Scale	Points
<i>Panelist Discretion: up to 2.5 points (25% of max)</i>		
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.	≥100%	10
	95-99.9%	8
	90-94.9%	6
	85-89.9%	4
	80-84.8%	2
	<80%	0

Commented [RM19]: No recommended changes to 4A

Factor 4.B. Unspent Grant Funds	Scale	Points
<i>Panelist Discretion: up to 2.5 points (25% of max)</i>		
Has the agency left project grant funds unspent in the past 2 years? <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

Commented [RM20]: No recommended changes to 4B

5. REALLOCATION BONUS

(5 PTS.)

Factor 5.A. Reallocation	Points
Did the Agency voluntarily reallocate a renewal project? Consider: <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

Commented [RM21]: Recommendation from last year: only give bonus points to the project, not the entire agency, reallocating. Change question to ask "Did the project voluntarily reallocate some or all of its funding?"

⁶ HUD System Performance Measures 1, 3



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-3884

Agenda Date: 9/16/2025

Agenda #: 6.

Advisory Board: Contra Costa Council on Homelessness

Subject: Discuss Possible Revisions to Policy Prioritizing High Performing Renewal Projects

Presenter: Homebase

Contact:

Information:

Referral History and Update:

Recommendation(s)/Next Step(s):

Discuss Possible Revisions to Policy Prioritizing High Performing Renewal Projects



FY 2024 CoC Program CoC Application Process

CONTRA COSTA COC APPLICATION PROCESS

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

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

Section 1. APPLICATION OVERVIEW

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

Section 2. COLLABORATIVE APPLICANT

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

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



FY2024 COC PROGRAM- COC APPLICATION PROCESS

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

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

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

Section 4. SCORING TOOLS

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

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



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

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

Section 5. TECHNICAL ASSISTANCE

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

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

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

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

Section 6. PROJECT APPLICATIONS & SUBMISSION

Project applications are submitted online through a designated application portal.

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

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

Any late application received less than 24 hours of the due date/time will receive a 5-point score reduction. Any late application received between 24-48 hours of the due date/time will receive a 7-point



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

Section 7. LOCAL REVIEW & RANK PROCESS

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

A. PANEL MEMBERSHIP

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

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

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

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

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 and interview applicants.

The ranked list is created by the following procedures:



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- Project applications are evaluated based on the scoring tool. Those applications that do not meet certain threshold requirements (as detailed on the scoring tool) will not be included on the ranked list.
- The Review and Rank Panel evaluates the quantitative and qualitative data consistent with the objective criteria in the scoring tool and assigns a score.
- Projects are ranked in the Priority Listing in order of their assigned score.
- HMIS and Coordinated Entry projects are automatically ranked at the bottom of Tier 1. Renewal projects with less than 12 months of data are automatically ranked at the bottom of Tier 1.
- Based on community priorities as defined in the scoring tools, the CoC Review and Rank Panel may determine whether any renewal project should be decreased or reallocated. Any funding captured from an existing project will be made available for reallocation to any project that meets the requirements in the NOFA application.
- Preservation of existing permanent housing:
 - The Contra Costa CoC prioritizes the preservation of existing permanent housing to maintain critical supportive housing inventory and prevent the loss of housing for existing program participants. Considering this, the Council on Homelessness has determined that renewal projects with a strong track record of performance, as demonstrated through their APRs and other data, may be prioritized above new projects.
 - The Review and Rank Panel will look at the following renewal project performance measures for this purpose:
 1. Score of 90% or more in Housing Stability
 2. Score of 80% or more in Utilization Rate
 3. Score of 20% or less in Unspent Grant Funds
 - The Review and Rank Panel may consider ranking scored renewal projects above new projects regardless of overall local application scores upon considering the 3 measures above, any extenuating circumstances, and/or any adverse impact to underserved populations should a project not be funded.

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.



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

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

Section 7. REALLOCATION OF FUNDS

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

Section 8. USING ALL AVAILABLE FUNDS

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

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

Section 9. APPEALS PROCESS

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

A. THE APPEALS COMMITTEE

The Appeals Committee will be comprised of four impartial members of the Council: three voting members and one non-voting member. The three voting members will not have participated in the



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original CoC Review and Rank Panel. The non-voting member must have been a member of the original CoC Review and Rank Panel.

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

B. ELIGIBLE APPEALS

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

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

To appeal, the applicant must demonstrate that:

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

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

C. SUBMITTING AN APPEAL

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

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

D. THE APPEALS PROCESS

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



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

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

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

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

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

Section 10. FINAL PRIORITIZED LIST OF APPLICATIONS

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