



AGENDA

CONTRA COSTA COUNTY Contra Costa Council on Homelessness

Thursday, January 22, 2026

9:30 AM

2400 Bisso Lane, Concord (2nd Floor or
virtual:

[https://homebaseccc.zoom.us/meeting/register/5sYWeJHFRlaiinzaPlmDLw](https://homebaseccc.zoom.us/j/912226307)

Funding Committee

Agenda and slide deck for Funding Committee 1.22.26

[26-307](#)

Attachments: [1.22.26 - Funding Cmte. Agenda](#)
[1.22.26 Funding Cmte](#)

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. **2025 NOFO Update**

Home Base

4. Document Revisions: a. ACTION ITEM: Vote on proposed revisions to the scoring tools and competition process policies.

[26-308](#)

Attachments: [Proposed Revisions 1.16.26 - New Project Scoring Tool](#)
[Proposed Revisions 1.16.26 - Application Process](#)

5. **Timeline**

Homebase

6. **Next Steps**

Homebase

The next meeting is TBD

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 #: 26-307

Agenda Date: 1/22/2026

Agenda #:

Advisory Board: Contra Costa Council on Homelessness

Subject: Agenda and slide deck for Funding Committee 1.22.26

Presenter:

Contact:

Information:

Referral History and Update:

Recommendation(s)/Next Step(s): Review Agenda and slide deck for Funding Committee 1.22.26

Contra Costa County CoC Funding Committee Meeting

Agenda

Meeting Details

Date: Thursday, January 22nd

Time: 9:30am – 11:00am

Location:

- **In-Person** at 2400 Bisso Lane, Concord
- Please use the following Zoom link to register:
<https://homebaseccc.zoom.us/meeting/register/5sYWeJHFRlaiinzaPlmDLw>
- Note that **Funding Committee Members must attend in-person**. Community members are welcome to attend in-person or virtually.

Agenda

Time	Agenda Item
9:30 – 9:40am (10min)	Welcome & Introductions
9:40 – 10:00am (20min)	2025 NOFO Update
10:00 – 10:50am (50min)	Document Revisions a. ACTION ITEM: Vote on proposed revisions to the scoring tools and competition process policies.
10:50 – 10:55am (5min)	Timeline
10:55 – 11:00am (5min)	Closing: What's Next



22 January 2026

Contra Costa County CoC – Funding Committee NOFO Meeting

Today's Agenda

01

Welcome &
Introductions

02

2025 NOFO Update

03

Document Revisions
– Action Item

04

Timeline

05

Closing: What's Next

Staff Introductions



Jamie Schecter, *Homeless Services Chief*

Email: contracostacoc@cchealth.org



Mark Mora, Senior *Policy Analyst*

Alex Michel, Senior *Policy Analyst*

Email: contracosta@homebaseccc.org

Introductions

CoH Members

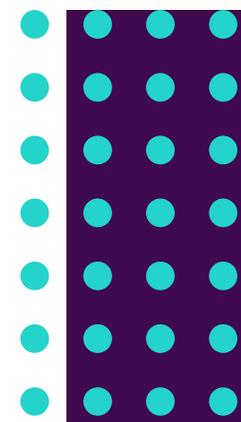
Name, pronouns, seat, organization

1. Courtney Pal
2. Dani Jimenez
3. Jared Murti
4. Juno Hedrick
5. Nicole Green
6. Sherina (Rina) Criswell
7. Wayne Earl

Community Members

Name, pronouns, organization

2025 NOFO Updates



2025 Process so far...

2025 has NOT been a routine CoC NOFO year

- Nov 13, 2025 - HUD unexpectedly released FY 2025 NOFO
- Dec 8, 2025 - HUD withdrew FY 2025 NOFO (due to ongoing litigation)
- Dec 12, 2025 – Our CoC paused the local competition
- Dec 19, 2025 – HUD released v.2 of FY 2025 NOFO, but was blocked from implementing it due to preliminary injunction
- Jan 8-9, 2026 – HUD re-issued the two-year FY 2024 – 2025 CoC NOFO (from July 2024)
- Feb 9, 2026 – NOFO submission deadline (more on timeline later)

Where are we now?

We will move forward w/ NOFO process based on the two-year FY 2024 - 2025 NOFO (re-issued on 1/9/26)

- This process will focus largely on renewing existing CoC grants (renewals) in a non-competitive manner
- A very limited amount of reallocated funds will be available to new projects
- Scoring tools and application process will need to be quickly revised to align with new guidance (our goal today!)

The local competition launched in Nov 2025 (based on the FY 2025 NOFO) is indefinitely paused pending changes in the court case (which seems unlikely)

- HUD priorities reflected in the Nov 2025 NOFO no longer apply (e.g., 30% permanent housing cap, service participation requirements, etc.)
- A FY 2026 NOFO is expected to be released this summer which will likely mirror the FY 2025 NOFO and will have funding available for new projects

Key FY 2024-25 NOFO Dates

Date	Event
January 9, 2026	FY 2024 – 2025 NOFO re-issued
January 16, 2026	e-snaps opens (guidance to be provided)
February 9, 2026	HUD's application deadline
March 2026	Awards anticipated by

Key Local Competition Dates

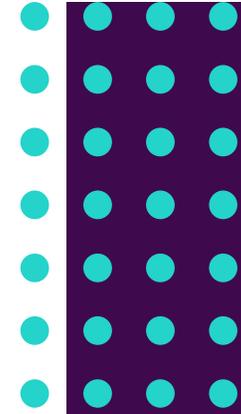
Date	Event
January 22, 2026	Funding Committee revises scoring tools and competition policies
January 23, 2026	Local new project applications open for limited reallocated funding
January 30, 2026 (12pm)	Deadline for new project (for limited reallocated funds) local applications and e-snaps projects applications
February 3, 2026	Review and rank panel meeting, preliminary priority listing released
February 4, 2026	Priority listing approved by

Competition Document Revisions

Revision Goals

Application Process Revisions

Scoring Tool Revisions



Revision Goals

1. Streamline competition process given the abbreviated timeline
2. Align with federal policy expected in future CoC NOFO competitions
3. General clean up and updating of language

Revising “Application Process”

- The Application Process document that was approved on 12.2.25 was aligned with FY 2025 NOFO (which is now indefinitely paused)
- We propose reverting to the Application Process document from 2024 AND updating that document to align with the re-issued FY 2024 – 2025 NOFO

Proposed Revisions: Reallocation Policy

- Reallocation Policy:
 - For context, **only one renewal project is reallocating (\$299,247)**
 - Due to the abbreviated 2025 CoC Program competition timeline and the expectation of limited reallocation funds, **eligibility for reallocated dollars will be restricted.**
 - Reallocation funding in 2025 will be **limited to Supportive Services Only (SSO) projects, specifically HMIS and Coordinated Entry (CE).**
 - The Collaborative Applicant, as the current HMIS and CE administrator, will be the **sole eligible applicant for the limited reallocated funding.**
 - Reallocated funds may only be applied toward eligible HMIS and/or CE projects

Proposed Revisions: Document Approval

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

Proposed Revisions: Other

- Removed language “compliance with Fair Housing and Equal Access rules and requirements.”
- Late applications will not be accepted
- Applicant interviews will not be conducted
- No appeals process for 2025 competition
 - Limited scope and abbreviated competition timeline

Revising “Scoring Tools”

- Revisions to the “Renewal Project Scoring Tool” and “New Project Scoring Tool” were approved on 12.2.25 in alignment with the FY 2025 NOFO (which is now indefinitely paused)
- We propose reverting back to the 2024 versions AND **updating the “New Project Scoring Tool” only** to align with the re-issued FY 2024 – 2025 NOFO
- The “Renewal Project Scoring Tool” does not need to be updated because existing projects will be renewed in a non-competitive manner

Proposed Revisions: Deletions

- 1B Project Impact & Responsiveness to Local Need
- 2B Services Capacity and Partnership
- 3E Housing First
- 3F Quality Assurance
- 3G Lived Experience Engagement
- 3H Racial Equity
- 4B Financial Management

red = federal policy alignment

Proposed Revisions: Retained

- **1A HUD and Local Priorities** – reduced PSH pts to 5, increased CE/HMIS pts to 10
- **2A Program Design** – streamlined, fed alignment
- **2C Expected Outcomes** – broadened language to be more inclusive of CE/HMIS projects, increased pt total
- **3A Agency Experience** – streamlined, increased pt total
- **3B Administrative Structure** – streamlined, increased pt total
- **3C HMIS Participation** – increased pt total, full pts for lead agency
- **3D CoC Participation** – increased pt total, full pts for lead agency
- **4A Budget** – increased pt total

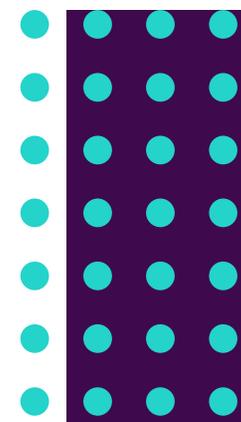
Action Item

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

What's Next

Review Timeline

TA Workshop Information



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Reminder: Key Local Competition Dates

Date	Event
January 22, 2026	Funding Committee revises scoring tools and competition policies
January 23, 2026	Local new project applications open for limited reallocated funding
January 30, 2026 (12pm)	Deadline for new project (for limited reallocated funds) local applications and e-snaps projects applications
February 3, 2026	Review and rank panel meeting, preliminary priority listing released

Funding Committee Schedule

- We expect a FY 2026 NOFO to be released sometime **this summer**
- The FY 2026 NOFO will likely **look similar to the FY 2025 NOFO** (released in November 2025)
- To prepare for this, the Funding Committee will convene monthly starting in late February or March for several months to revise the scoring tools and competition policies accordingly



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-308

Agenda Date: 1/22/2026

Agenda #: 4.

Advisory Board: Contra Costa Council on Homelessness

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

Presenter: Home Base

Contact:

Information:

The Application Process document that was approved on 12.2.25 was aligned with FY 2025 NOFO (which is now indefinitely paused). We propose reverting to the Application Process document from 2024 AND updating that document to align with the re-issued FY 2024 - 2025 NOFO.

Document Revision Goals are 1. Streamline competition process given the abbreviated timeline; 2. Align with federal policy expected in future CoC NOFO competitions; and 3. General clean up and updating of language

Referral History and Update:

Recommendation(s)/Next Step(s): Approve proposed revisions to the scoring tools and competition process policies.



FY2024-25 COC PROGRAM COMPETITION NEW PROJECT SCORING TOOL

OVERVIEW

Factor	Points
1. Project's Work is Consistent with HUD and Local Priorities	10
2. Project Design and Readiness	25
3. Agency Capacity	55
4. Efficient Use of Funds	10
Total	100



FY2024-25 COC PROGRAM COMPETITION
NEW PROJECT SCORING TOOL

THRESHOLD CRITERIA

Factor	Points
<p>1. Coordinated Entry Project will participate in coordinated entry to the extent possible for this project type.</p>	N/A
<p>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.</p>	N/A
<p>3. Program Policies & Procedures Project has adopted, or is committed to adopting, policies and procedures that are consistent with minimum HUD requirements.</p>	N/A
<p>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.</p>	N/A
<p>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.</p>	N/A



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 (10 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 points <ul style="list-style-type: none"> ○ 5 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 10 points • HMIS = up to 10 points 	10

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



FY2024-25 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



FY2024-25 COC PROGRAM COMPETITION
NEW PROJECT SCORING TOOL

2. PROJECT DESIGN AND READINESS (25 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): 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): <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 type of transportation to access needed services, safety planning, case management, additional assistance to ensure retention of permanent housing)? 	<p>10</p>

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



FY2024-25 COC PROGRAM COMPETITION NEW PROJECT SCORING TOOL

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)?~~

For HMIS: Program design is in alignment with CoC's data needs (at least 3 of the 4 required by HUD).

- ~~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?~~



FY2024-25 COC PROGRAM COMPETITION NEW PROJECT SCORING TOOL

<ul style="list-style-type: none"> • 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.) 	
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Factor 2.B. Services Capacity and Partnership³	Points
<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? 	5

Factor 2.C. Expected Outcomes⁴	Points
<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 relative to the project type, which may include:</p> <ul style="list-style-type: none"> • Measures of housing stability • Exits and returns to homelessness • Increased income/benefits • Progress toward educational goals • Measures of health and wellness • Other measures of personal, economic, or housing stability • Length of time to housing • Data quality • Appropriate housing placement • System efficiency <p>For expansion projects, panelists should primarily consider the outcomes for the renewal project that is proposed for expansion.</p>	15

³ HUD System Performance Measures 2, 3, 7

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



FY2024-25 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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FY2024-25 COC PROGRAM COMPETITION
NEW PROJECT SCORING TOOL

3. AGENCY CAPACITY (55 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? Consider (10 pts each): <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 successful handled at least one other federal grant or other major grant of this size and complexity, either in or out of the CoC? 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>	30

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 5 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 5 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) 	10

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 10 of 10 points for current participation and if the applicant is the lead agency for HMIS.</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, 	10



FY2024-25 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 5 of 10 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? Award full points if the applicant is the CoC lead agency.</p>	5



FY2024-25 COC PROGRAM COMPETITION
NEW PROJECT SCORING TOOL

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>	<p>10</p>

⁵ HUD System Performance Measures 1, 3, 7



FY2024-25 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



FY2024-25 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. 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., formal or informal complaint resolution process, 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>	<p>8</p>



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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? (4 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? (4 pts) • Does the budget show that the project is taking appropriate measures to promote cost effectiveness? (2 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>	10

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



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CONTRA COSTA COC APPLICATION PROCESS

Note on the 2025 CoC Program Competition

The 2025 Continuum of Care (CoC) Program Competition reflects HUD’s reinstatement of the [FY 2024–2025 Notice of Funding Opportunity \(NOFO\)](#), which allows existing CoC-funded grantees to renew non-competitively and provides the opportunity for a CoC to use any reallocated projects funds toward new projects. As a result of this guidance, certain policies and procedures (e.g. preservation of PSH) outlined in this document may not be applicable for the 2025 competition cycle. However, these policies have been retained to preserve continuity for future competitions.

Document Purpose

This document is a tool to support the fair, transparent, and objective administration of the HUD Continuum of Care (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.

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 Availability (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



FY2025 COC PROGRAM- COC APPLICATION PROCESS

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

Immediately after HUD's Continuum of Care Program Notice of Funding Availability (NOOF) 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 and competition policies for project applications
- Selection of non-conflicted Review & Rank Panelists
- 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
- Council or designated Council representative approves the Priority Listing
- Collaborative Applicant drafts CoC Application, if applicable
- 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 Funding Committee will 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 and competition policies 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.



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The scoring tools and competition policies 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 and competition policies 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..

The scoring tools and competition policies will be finalized and approved by the Funding Committee, a 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, if time permits. These details will be distributed to the entire CoC.

All potential applicants must participate in the HUD CoC Program Technical Assistance Workshop and/or receive technical assistance from the third-party facilitator or the Collaborative Applicant. 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 an opportunity 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.



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

Note that the CoC will accept and consider proposals that meet requirements from organizations that have not previously received CoC funding (including faith-based).

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;
- “Non-conflicted,” 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.



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The ranked list is created by the following procedures:

- 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.
- Renewal 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 NOFO 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 may 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.



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Scoring results are sent to applicants with information about the appeals process, if applicable in a given competition year. Appeals will be considered in compliance with the Appeals Process detailed in Section 9 below.

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

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 provide 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.

For the **2025 CoC Program competition**, because of the abbreviated competition timeframe and an expectation of limited reallocated funds, any reallocated funding will be restricted toward Supportive Services Only (SSO) projects, including HMIS and Coordinated Entry (CE) projects. The Collaborative Applicant, as the current administrator of HMIS and CE, is the sole eligible applicant for the limited amount of reallocated funding toward eligible HMIS and/or CE projects.

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.



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Section 9. APPEALS PROCESS

For the **2025 CoC Program competition**, due to the limited scope of this year's competition and the abbreviated competition timeline, appeals will not be accepted for this competition cycle. This policy will be reviewed and reconsidered in future years.

Section 10. FINAL PRIORITIZED LIST OF APPLICATIONS

The Council or designated Council representative must approve the final ranked list of all Project Applicant proposals. If the full Council approves the final ranked list, 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.