

**CONTRA COSTA CONTINUUM OF CARE
EMERGENCY SOLUTIONS GRANT (ESG) "NEED FOR FUNDS"
Review Process and Scoring Criteria**

On October 18, 2013, the State of California Department of Housing and Community Development (HCD) released a Notice of Funding Availability (NOFA) for the state-administered Emergency Solution Grant (ESG) Program 2012 Allocation. The NOFA states that "CoCs must complete a Need for Funds "Summary Table" for each County within their jurisdiction that includes the name of each Applicant and the rank of each Application. In addition, the CoC must include an Attachment D for each Application, along with the CoC's Written Procedures for evaluating Applications within their respective jurisdictions."

On December 13, 2013, Contra Costa County's Continuum of Care—the Contra Costa Inter-jurisdictional Council on Homelessness (CCICH)—discussed the review process and scoring/ranking criteria for this year's HCD ESG applications, and the Continuum's primary decision-making group—the CCICH Executive Committee—approved the following process and criteria.

Contra Costa Procedure and Timeline

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|-----------------------------|---|
| Tuesday, December 17, 2013: | All applicants must submit copies of their ESG applications, along with a Supplemental Questionnaire, to Felix Box (Felix.Box@hsd.cccounty.us) and Jay Lee (jay@homebaseccc.org). |
| Week of January 20, 2014: | HomeBase distributes application sections and rating criteria to Review and Rank Committee for review. |
| Week of January 27, 2014: | Review and Rank Committee meets via conference call or in-person to rate the applications |
| Week of February 3, 2014: | CCICH submits to HCD the Attachment D forms with the CoC's rating criteria and procedures, and a project summary table |

Review Process

1. The CCICH Executive Committee designates and authorizes its Review and Rank Committee to review, score and rank the ESG project submissions. Only neutral¹ Review and Rank Committee members will participate in the scoring and ranking of project submissions. The scores and rankings for projects must be put into writing, signed by all members of the Review and Rank Committee, and submitted to the Continuum of Care Coordinator.
2. The CCICH Executive Committee authorizes the Continuum of Care Coordinator to ensure:
 - a. The process timeline outlined above is followed;
 - b. Verification is made that each proposed project will operate, or facilities will be located, within an eligible Contra Costa County city;²
 - c. Each project submission is complete;
 - d. The Attachment Ds are signed;
 - e. The Attachment D packages, including the Attachment D, a copy of these Review Process and Scoring Criteria, and a Summary Table, are delivered to HCD by the due date using one of the three methods listed therein;
 - f. Each project applicant is informed by separate email notification that its Attachment D has been received by HCD.

Scoring/Ranking Criteria

1. Leverage: (50 point Maximum)

Projects will be awarded a maximum of 50 points if:

- i. The project leverages ESG with other funding and services (50 pts maximum); points for this criterion will be assigned as follows:
 - a. Total Project Budget ÷ Proposed Total ESG Budget = "Leverage Ratio"
 - b. If Leverage Ratio ≥ 2 , then 50 pts
 - c. If Leverage Ratio < 2 , then $(\text{Leverage Ratio} - 1) \times 50$ pts

¹ Neutral means individuals who are not employees, staff or otherwise have a business or personal conflict of interest with the applicant organizations.

² The eligible Contra Costa County cities are: Antioch, Concord, Pittsburg, Richmond and Walnut Creek.

2. Priority Alignment: (50 point Maximum)

- i. Component Priority: Is the project in alignment with County priorities; i.e., does the Proposed Project include one of the following program components (ranked in the following order) (15 points):
 1. Rapid Re-Housing
 2. Street Outreach
 3. Emergency Shelter
 4. HMIS

- ii. Target Population: Is the project's target population aligned with County priorities (ranked in the following order)? (15 points)
 1. Families
 2. Youths under 25
 3. Chronically Homeless

- iii. Organization Capacity: Consider the following (20 points):
 - a. Does the applicant organization have past experience administering State or federal housing grants?

 - b. What is the proposed ratio of individuals served to project budget for the project? How does the ratio compare to other projects proposing to perform the same activities?

 - c. What is the overall experience of the applicant agency and its key staff?

**EMERGENCY SOLUTIONS GRANT (ESG) "NEED FOR FUNDS"
Supplemental Questionnaire**

For each ESG application you are submitting to HCD, please email one copy each of: (a) the completed ESG Application, including all attachments and worksheets; (b) a completed Supplemental Questionnaire (including attachments, if any); and (c) a filled-in "Attachment D" by close of business on December 17, 2013 to the following email addresses (whereupon a CoC representative will send you an email "Proof of Receipt"):

To: Felix.Box@hsd.cccounty.us; Cc: Jay@homebaseccc.org

1. NAME OF APPLICANT	NAME OF PROJECT:
A Applicant Status: <input type="checkbox"/> Non-Profit <input type="checkbox"/> Local Government	City/Cities where ESG Activities will be Provided:
Project Address:	City, State and Zip:

The Contra Costa Inter-jurisdictional Council on Homelessness (CCICH) funding priorities for the 2013 HCD ESG Program are:

I. Program Component Priorities (ranked in the following order)

- a. Rapid Re-Housing
- b. Street Outreach
- c. Emergency Shelter
- d. Homelessness Management Information System (HMIS)

II. Target Population Priorities (ranked in the following order)

- a. Families with Children
- b. Transition-Age Youth (ages 16-24)
- c. Chronically Homeless

III. Organizational Capacity Priorities

- a. Past experience administering State or Federal housing grants
- b. Ratio of individuals served to project budget
- c. Overall experience of the applicant agency and its key staff

CCICH will score and rank the ESG projects from Contra Costa County based on information found in your ESG Application, as well as your responses to this Supplemental Questionnaire.

Question I.

Please describe, in detail, how your project plans to target the following populations this year: (a) Families with children under the age of 18; (b) Unaccompanied youth between the ages of 16-24 ("Transition-Age Youth"); and (c) Chronically Homeless Households.³ Please include descriptions (as applicable) of your eligibility and/or prioritization criteria, verification/documentation procedures, and intake processes (and attach copies of written policies and procedures where available).

³ "Chronically homeless household" refers to a disabled individual or a family where the head of household is disabled that has been continually homeless for a year or more, or that has had at least 4 separate episodes of homelessness in the past 3 years.

Question II.

For the period July 1, 2012 through June 30, 2013, please fill out the following tables for your project. If the requested information is not available, or cannot be verified through HMIS or other records, please explain why in the space provided below:

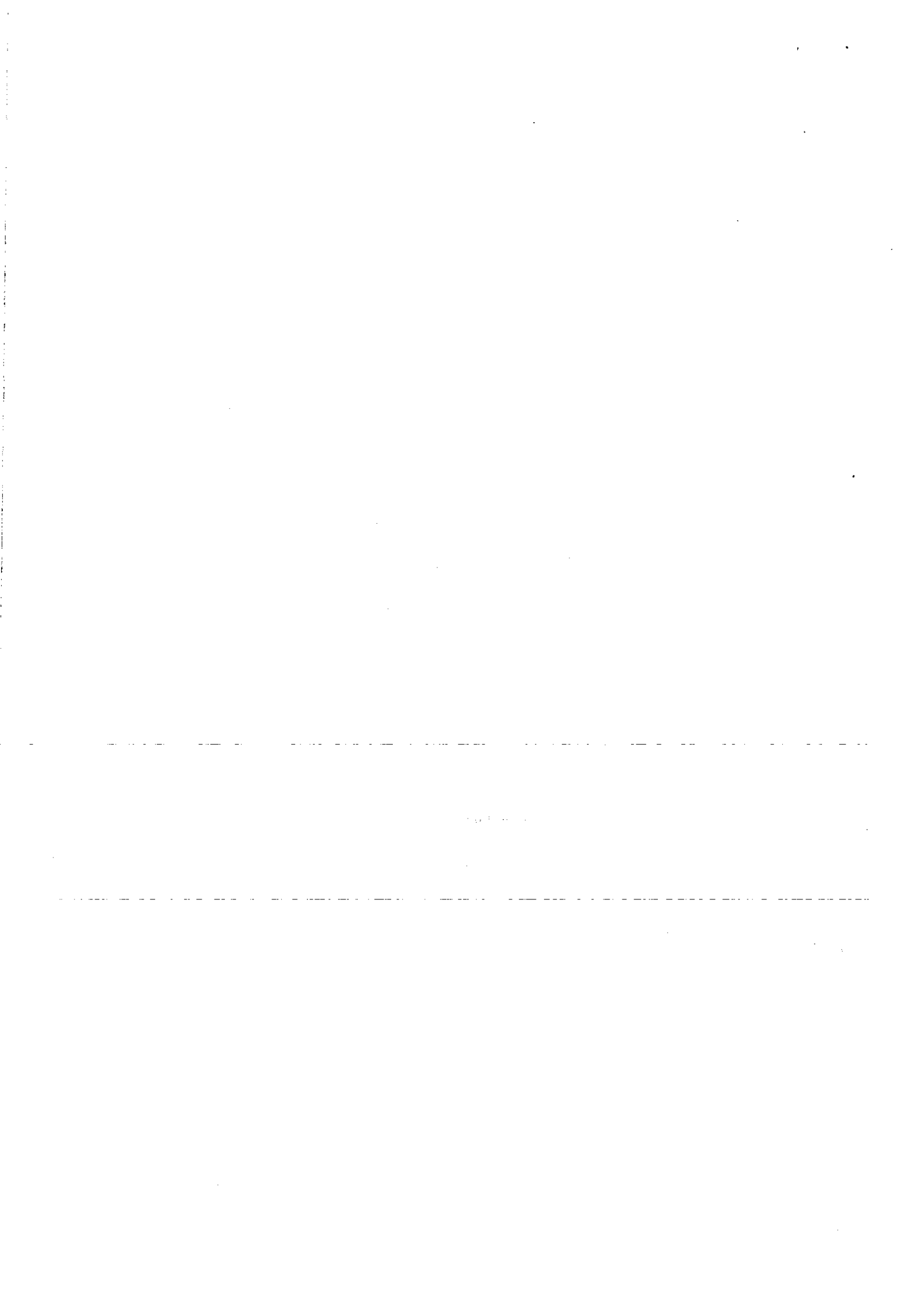
Target Population	<u>A</u> Total # of Homeless Households from the <u>Target Population Served</u>:	<u>B</u> Total # of Homeless Households Served:	<u>C</u> A+B=C (%)
Families with Children Under 18			
Transition-Age Youth			
Chronically Homeless Households			

**CONTRA COSTA CONTINUUM OF CARE
EMERGENCY SOLUTIONS GRANT (ESG) "NEED FOR FUNDS"
SCORE SHEET**

Project: _____

Review & Rank Panelist: _____

Score Factor	Criteria	Points
1. Leverage		
	<p>Projects will be awarded a maximum of 50 points if: The project leverages ESG with other funding and services (50 pts maximum); points for this criterion will be assigned as follows:</p> <ul style="list-style-type: none"> a. Total Project Budget ÷ Proposed Total ESG Budget = "Leverage Ratio" b. If Leverage Ratio ≥ 2, then 50 pts <p>If Leverage Ratio < 2, then $[(\text{Leverage Ratio} - 1) \times 50]$ pts</p>	/50
2. Priority Alignment		
i. Component Priority	<p>Is the project in alignment with County priorities; i.e., does the Proposed Project include one of the following program components (ranked in the following order):</p> <ul style="list-style-type: none"> 1. Rapid Re-Housing 2. Street Outreach 3. Emergency Shelter 4. HMIS 	/15
ii. Target Population	<p>Is the project's target population aligned with County priorities (ranked in the following order)?</p> <ul style="list-style-type: none"> 1. Families 2. Youths under 25 3. Chronically Homeless 	/15
iii. Organization Capacity	<p>Consider the following (20 points):</p> <ul style="list-style-type: none"> a. Does the applicant organization have past experience administering State or federal housing grants? b. What is the proposed ratio of individuals served to project budget for the project? How does the ratio compare to other projects proposing to perform the same activities? c. What is the overall experience of the applicant agency and its key staff? 	/20
Total Score:		/100



**EMERGENCY SOLUTIONS GRANT (ESG) "NEED FOR FUNDS"
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To: Felix.Box@hcd.cccounty.us; Cc: Jay@homebaseccc.org

1. NAME OF APPLICANT PACHECO/MTZ HOMELESS OUTREACH, INC.	NAME OF PROJECT: NIGHT TIME OUTREACH
A Applicant Status: <input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> Local Government	City/Cities where ESG Activities will be Provided: Antioch, Pittsburg, Concord, Walnut Creek & Richmond
Project Address: 1350 GALINDO STREET	City, State and Zip: CONCORD, CA 94518

The Contra Costa Inter-jurisdictional Council on Homelessness (CCICH) funding priorities for the 2013 HCD ESG Program are:

I. Program Component Priorities (ranked in the following order)

- a. Rapid Re-Housing
- b. Street Outreach
- c. Emergency Shelter
- d. Homelessness Management Information System (HMIS)

II. Target Population Priorities (ranked in the following order)

- a. Families with Children
- b. Transition-Age Youth (ages 16-24)
- c. Chronically Homeless

III. Organizational Capacity Priorities

- a. Past experience administering State or Federal housing grants
- b. Ratio of individuals served to project budget
- c. Overall experience of the applicant agency and its key staff

CCICH will score and rank the ESG projects from Contra Costa County based on information found in your ESG Application, as well as your responses to this Supplemental Questionnaire.

Question I.

Please describe, in detail, how your project plans to target the following populations this year: (a) Families with children under the age of 18; (b) Unaccompanied youth between the ages of 16-24 ("Transition-Age Youth"); and (c) Chronically Homeless Households.¹ Please include descriptions (as applicable) of your eligibility and/or prioritization criteria, verification/documentation procedures, and intake processes (and attach copies of written policies and procedures where available).

Pacheco/Mtz homeless Outreach, Inc. targets the populations as follows:

a. Families with children under the age of 18

Our experience tells us that families typically reside in their vehicles at night. Knowing that, in our nightly outreach efforts, we pay careful attention to larger parking areas that are well lit and have little or no traffic at nighttime. We receive leads from local law enforcement as to where they have seen families sleeping in their cars.

Once we locate a family, we carefully assess the situation and approach the vehicle so as not to alarm the family. Once we are able to establish contact, we carefully consider their needs and make a preliminary assessment. Once we know their needs, we begin calling our family shelter resources to place the family in shelter. If no beds are available, we will provide shelter by paying for a motel room for up to two days. We work closely with the family and with the shelters to find placement.

b. Unaccompanied Youth between the ages of 16-24

This is the most difficult population for us to serve at night as many of these youth find temporary shelter at friends and relatives residences (couch surfing). Of the youth that don't have temporary shelter, we typically will see them near shopping malls and businesses that are open 24 hours. We routinely patrol areas of high youth activity and look for signs of homelessness. When we spot a homeless youth, we generally start by offering them dinner to break the ice, which they regularly accept. Once we have provided the meal, we inform them of the vast number of services available to them and explain to them in detail how each service works and how they can take advantage of the service. If they accept a service, we will endeavor to help them take advantage of the service immediately. If no shelter bed is available, we will make contact with the client nightly while at the same time, checking with our resources for availability of shelter. We will also notify the daytime outreach team (Project Hope) and they too will also make contact with the client when possible.

c. Chronically Homeless Households

In our experience, we find the chronically homeless families generally living in homeless encampments, far off the beaten path. As we work with many public agencies, we have been given the keys to all gates within Contra Costa County for our outreach efforts.

As such, we routinely unlock these gates and make our way along creeks, waterways and areas that are not legally accessible to unauthorized individuals. In these travels, we will find the vast majority of encampments and will carefully approach the individuals residing there to offer survival essentials such as blankets, water, food, socks, jackets and other necessities. In addition we will continually build a level of trust with these individuals and educate them on the vast resources available to them. If they need transportation, we will provide it. We will also make referrals to appropriate agencies and advocate on their behalf.

In addition, we routinely patrol empty fields, vacant buildings and houses, areas along the railroad tracks where we often find the chronically homeless. In each instance, we will offer essential services and referrals. As the only agency able to put a person into shelter after 5PM, we are allocated available shelter beds nightly and we will work in earnest to encourage clients to take advantage of the shelter.

¹ "Chronically homeless household" refers to a disabled individual or a family where the head of household is disabled that has been continually homeless for a year or more, or that has had at least 4 separate episodes of homelessness in the past 3 years.

Question II.

For the period July 1, 2012 through June 30, 2013, please fill out the following tables for your project. If the requested information is not available, or cannot be verified through HMIS or other records, please explain why in the space provided below:

Target Population	A Total # of Homeless Households from the Target Population Served:	B Total # of Homeless Households Served:	C* A+B=C (%)
Families with Children Under 18	21	91	23%
Transition-Age Youth	16	91	18%
Chronically Homeless Households	31	91	34%

* It is important to note that the data is not complete as applicant joined HMIS in December 2012 and as such, individuals served between July 1, 2012 and December 1, 2012 are NOT included in these numbers.

**EMERGENCY SOLUTIONS GRANT (ESG) "NEED FOR FUNDS"
Supplemental Questionnaire**

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To: Felix.Box@hsd.cccounty.us; Cc: Jay@homebaseccc.org

1. NAME OF APPLICANT SHELTER, Inc. of Contra Costa County	NAME OF PROJECT: Homeless Prevention
A Applicant Status: <input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> Local Government	City/Cities where ESG Activities will be Provided: Antioch, Concord, Pittsburg & Richmond
Project Address: MULTIPLE (MAIN ADMIN ADDRESS: 1815 ARNOLD DRIVE,	City, State and Zip: MARTINEZ, CA 94553

The Contra Costa Inter-jurisdictional Council on Homelessness (CCICH) funding priorities for the 2013 HCD ESG Program are:

I. Program Component Priorities (ranked in the following order)

- a. Rapid Re-Housing
- b. Street Outreach
- c. Emergency Shelter
- d. Homelessness Management Information System (HMIS)

II. Target Population Priorities (ranked in the following order)

- a. Families with Children
- b. Transition-Age Youth (ages 16-24)
- c. Chronically Homeless

III. Organizational Capacity Priorities

- a. Past experience administering State or Federal housing grants
- b. Ratio of individuals served to project budget
- c. Overall experience of the applicant agency and its key staff

CCICH will score and rank the ESG projects from Contra Costa County based on information found in your ESG Application, as well as your responses to this Supplemental Questionnaire.

Question I.

Please describe, in detail, how your project plans to target the following populations this year: (a) Families with children under the age of 18; (b) Unaccompanied youth between the ages of 16-24 ("Transition-Age Youth"); and (c) Chronically Homeless Households.¹ Please include descriptions (as applicable) of your eligibility and/or prioritization criteria, verification/documentation procedures, and intake processes (and attach copies of written policies and procedures where available).

Homeless Prevention: The program serves a variety of populations, and we plan to target the following populations in the following ways:

- a) The program prioritizes families with children under the age of 18. This population is targeted specifically thru private donors who restrict the use of funds to households with children. Last year, these private donations assisted 39% of the households served (122 families). In addition, we look at risk factors (including the presence of children under the age of 6 and families with children between 7 and 18) when we prioritize, and this resulted in an additional 35% (110 families) of the households served last year were families with a child under the age of 18.
- b) Priority is given to unaccompanied youth who can provide documentation of reasonable ability to maintain housing when the ESG subsidy ends.
- c) Chronically homeless households: N/A

More Details:

Eligible clients must meet the HUD definition of at risk of homelessness. Priority to receive financial assistance will be given to families, and unaccompanied youth and to those individuals/families who can provide documentation of reasonable ability to maintain housing when the ESG subsidy ends. Risk factors include an eviction notice, the presence of children under the age of 6 in the household, families with children between 7 and 18 years old, sudden and significant loss of income, rent and/or utility payments in arrears, and history of homelessness as an adult.

Participation in Homeless Prevention Program requires that program participants meet the following:

1. Meets the HUD definition of at risk of homelessness for Homeless Prevention as amended by the HEARTH Act;
2. No appropriate alternative housing option;
3. Does not have an annual income that exceeds 30% of the median family income;
4. Lacks sufficient resources and support networks necessary to secure or maintain housing without ESG assistance;
5. Agrees to meet with a case manager for stabilization/relocation services.
6. Provides verification of homelessness or imminent loss of housing.

Initial screening for eligibility will be completed by the Intake Assistant over the phone or in person. If the participant appears eligible based on their statement, they will have an appointment

¹ "Chronically homeless household" refers to a disabled individual or a family where the head of household is disabled that has been continually homeless for a year or more, or that has had at least 4 separate episodes of homelessness in the past 3 years.

scheduled with a case manager and will be asked to bring documentation verifying housing status and income. During the case management meeting, the client will complete an application and sign a program participation contract and consent to release information, as well as complete a budget to document the need for financial assistance. All documentation must be presented and verified.

Eligible clients will complete both a current and a projected budget with a case manager. The case manager will identify the amount of the deficit between the income and household expenses needed for obtaining and maintaining housing. S/he will work with the household to develop an Independent Living Plan that outlines the steps necessary to reach a sustainable income or expense reduction that will allow the household to achieve stability in housing. The plan will be reviewed to determine whether it is within the framework of available assistance. The client will receive the minimum assistance required to obtain/maintain housing.

Due to the limited funds available for Homeless Prevention services, clients will receive short-term rental assistance of three months or less. Most will only receive help for one month. A limited number of Homeless Prevention clients may receive up to 6 months of assistance. The case manager will present the client's request and budget to the Program Director who will approve any amount of financial assistance, and indicate whether the household may be considered for additional months of help. Clients who may need additional financial assistance must meet with a case manager no less than once a month and review income documentation to determine need. Any increase in income will result in a matching decrease in the amount of rental assistance provided.

Question II.

For the period July 1, 2012 through June 30, 2013, please fill out the following tables for your project. If the requested information is not available, or cannot be verified through HMIS or other records, please explain why in the space provided below:

Target Population	<u>A</u> Total # of Homeless Households from the Target Population Served:	<u>B</u> Total # of Homeless Households Served:	<u>C</u> A+B=C (%)
Families with Children Under 18	232 at-risk household	310 at-risk households	75%
Transition-Age Youth	3 at-risk households	310 at-risk households	1%
Chronically Homeless Households	0 at-risk households	310 at-risk households	0%

**EMERGENCY SOLUTIONS GRANT (ESG) "NEED FOR FUNDS"
Supplemental Questionnaire**

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To: Felix.Box@hcd.cccounty.us; Cc: Jay@homebaseccc.org

1. NAME OF APPLICANT SHELTER, Inc. of Contra Costa County	NAME OF PROJECT: Rapid ReHousing
A Applicant Status: <input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> Local Government	City/Cities where ESG Activities will be Provided: Antioch, Concord, Pittsburg & Richmond
Project Address: MULTIPLE (MAIN ADMIN ADDRESS: 1815 ARNOLD DRIVE,	City, State and Zip: MARTINEZ, CA 94553

The Contra Costa Inter-jurisdictional Council on Homelessness (CCICH) funding priorities for the 2013 HCD ESG Program are:

I. Program Component Priorities (ranked in the following order)

- a. Rapid Re-Housing
- b. Street Outreach
- c. Emergency Shelter
- d. Homelessness Management Information System (HMIS)

II. Target Population Priorities (ranked in the following order)

- a. Families with Children
- b. Transition-Age Youth (ages 16-24)
- c. Chronically Homeless

III. Organizational Capacity Priorities

- a. Past experience administering State or Federal housing grants
- b. Ratio of individuals served to project budget
- c. Overall experience of the applicant agency and its key staff

CCICH will score and rank the ESG projects from Contra Costa County based on information found in your ESG Application, as well as your responses to this Supplemental Questionnaire.

Question I.

Please describe, in detail, how your project plans to target the following populations this year: (a) Families with children under the age of 18; (b) Unaccompanied youth between the ages of 16-24 ("Transition-Age Youth"); and (c) Chronically Homeless Households.¹ Please include descriptions (as applicable) of your eligibility and/or prioritization criteria, verification/documentation procedures, and intake processes (and attach copies of written policies and procedures where available).

Rapid Rehousing: The program serves a variety of populations, and we plan to target the following populations in the following ways:

- a) The program prioritizes families with children under the age of 18. This population is targeted specifically thru private donors who restrict the use of funds to households with children. Last year, these private donations assisted 10% of the households served (6 families). In addition, we look at risk factors (including the presence of children under the age of 6 and families with children between 7 and 17) when we prioritize, and this resulted in an additional 32% (19 families) of the households served last year were families with a child under the age of 18.
- b) Priority is given to unaccompanied youth who can provide documentation of reasonable ability to maintain housing when the ESG subsidy ends.
- c) Chronically homeless persons (individuals and families) will receive the highest priority, see more details below.

More Details:

Eligible clients must meet HUD definition of homelessness. Priority will be given to unaccompanied youth and to those individuals/families who can provide documentation of reasonable ability to maintain housing when the ESG subsidy ends. Chronically homeless persons (individuals and families) will receive highest priority. Risk factors include being chronically homeless or a history of chronic homelessness, the presence of children under the age of 6 in the household, families with children between 7 and 18 years old, unaccompanied youth, a sudden and significant loss of income, and a recent eviction.

Participation in the Rapid Re-Housing Program requires that program participants meet the following:

1. Meets the HUD definition of literally homeless for Rapid Re-housing services as amended by the HEARTH Act;
2. No appropriate alternative housing option;
3. Does not have an annual income that exceeds 30% of the median family income;
4. Lacks sufficient resources and support networks necessary to secure or maintain housing without ESG assistance;
5. Agrees to meet with a case manager for stabilization/relocation services.
6. Provides verification of homelessness or imminent loss of housing.

¹ "Chronically homeless household" refers to a disabled individual or a family where the head of household is disabled that has been continually homeless for a year or more, or that has had at least 4 separate episodes of homelessness in the past 3 years.

Initial screening for eligibility will be completed by the Intake Assistant over the phone or in person. If the participant appears eligible based on their statement, they will have an appointment scheduled with a case manager and will be asked to bring documentation verifying housing status and income. During the case management meeting, the client will complete an application and sign a program participation contract and consent to release information, as well as complete a budget to document the need for financial assistance. All documentation must be presented and verified.

Eligible clients will complete both a current and a projected budget with a case manager. The case manager will identify the amount of the deficit between the income and household expenses needed for obtaining and maintaining housing. S/he will work with the household to develop an Independent Living Plan that outlines the steps necessary to reach a sustainable income or expense reduction that will allow the household to achieve stability in housing. The plan will be reviewed to determine whether it is within the framework of available assistance. The client will receive the minimum assistance required to obtain/maintain housing.

Due to the limited funds available for Rapid Re-housing services, most clients will receive one or two months of help with rent and a limited number of clients may receive up to 6 months of assistance. The case manager will present the client's request and budget to the Program Director who will approve any amount of financial assistance, and indicate whether the household may be considered for additional months of help. Clients who may need additional financial assistance must meet with a case manager no less than once a month and review income documentation to determine need. Any increase in income will result in a matching decrease in the amount of rental assistance provided.

Question II.

For the period July 1, 2012 through June 30, 2013, please fill out the following tables for your project. If the requested information is not available, or cannot be verified through HMIS or other records, please explain why in the space provided below:

Target Population	<u>A</u> Total # of Homeless Households from the Target Population Served:	<u>B</u> Total # of Homeless Households Served:	<u>C</u> A÷B=C (%)
Families with Children Under 18	25 homeless households	59 homeless households	42%
Transition-Age Youth	3 homeless households	59 homeless households	5%
Chronically Homeless Households	12 homeless households	59 homeless households	20%

**EMERGENCY SOLUTIONS GRANT (ESG) "NEED FOR FUNDS"
Supplemental Questionnaire**

For each ESG application you are submitting to HCD, please email one copy each of: (a) the completed ESG Application, including all attachments and worksheets; (b) a completed Supplemental Questionnaire (including attachments, if any); and (c) a filled-in "Attachment D" by close of business on December 17, 2013 to the following email addresses (whereupon a CoC representative will send you an email "Proof of Receipt"):

To: Felix.Box@hcd.cccounty.us; Cc: Jay@homebaseccc.org

1. NAME OF APPLICANT Trinity Center Walnut Creek	NAME OF PROJECT: Emergency Day Shelter
A Applicant Status: <input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> Local Government	City/Cities where ESG Activities will be Provided: Walnut Creek, CA
Project Address: 1924 TRINITY AVENUE	City, State and Zip: WALNUT CREEK, CA 94596

The Contra Costa Inter-jurisdictional Council on Homelessness (CCICH) funding priorities for the 2013 HCD ESG Program are:

I. Program Component Priorities (ranked in the following order)

- a. Rapid Re-Housing
- b. Street Outreach
- c. Emergency Shelter
- d. Homelessness Management Information System (HMIS)

II. Target Population Priorities (ranked in the following order)

- a. Families with Children
- b. Transition-Age Youth (ages 16-24)
- c. Chronically Homeless

III. Organizational Capacity Priorities

- a. Past experience administering State or Federal housing grants
- b. Ratio of individuals served to project budget
- c. Overall experience of the applicant agency and its key staff

CCICH will score and rank the ESG projects from Contra Costa County based on information found in your ESG Application, as well as your responses to this Supplemental Questionnaire.

Question I.

Please describe, in detail, how your project plans to target the following populations this year: (a) Families with children under the age of 18; (b) Unaccompanied youth between the ages of 16-24 ("Transition-Age Youth"); and (c) Chronically Homeless Households.¹ Please include descriptions (as applicable) of your eligibility and/or prioritization criteria, verification/documentation procedures, and intake processes (and attach copies of written policies and procedures where available).

Trinity Center Walnut Creek plans to utilize Emergency Solutions Grant funding to expand our service availability from two (2) days per week to five (5) days per week. This expansion will enable us to serve a broader segment of the homeless and at-risk of homelessness population than we have ever served in the past.

Our services and facilities are available to any adult homeless individual in our community who needs no-cost Emergency Day Shelter offerings, such as two meals per day, laundry facilities, clothing, showers, and a food pantry. Perhaps the most important service we offer, however, is the community of clients who support each other as they recover and become self-sufficient.

We conduct outreach through multiple hospitals, Walnut Creek Police, local churches, Central County Homeless Outreach and Project Hope outreach teams, Concord/Richmond Shelter, and Shelter Inc. This robust outreach strategy enables us to reach the populations with the greatest need for our drop-in services: chronically homeless adults. We use the standard HUD definition of "homeless" in determining eligibility for our services: clients attest to living in a temporary shelter or place not meant for human habitation.

A large proportion of our clients are chronically homeless persons (see chart below). The chronically homeless population in general is highly resistant to service provision, often refusing to enter overnight shelters or engage with formal services. The Trinity Center appeals to this population by providing basic services with a very low threshold for access. Clients are only required to complete a simple Intake Form (attached). The availability of our services for this difficult-to-reach population is a critical piece in Contra Costa's continuum of care.

In order to ensure their safety and provide appropriate services, we refer all homeless families and children to other service providers, like the FERST Multi-service Centers, Cali House, and Shelter, Inc. We do not have the capacity to provide the privacy and specialized services that homeless families require.

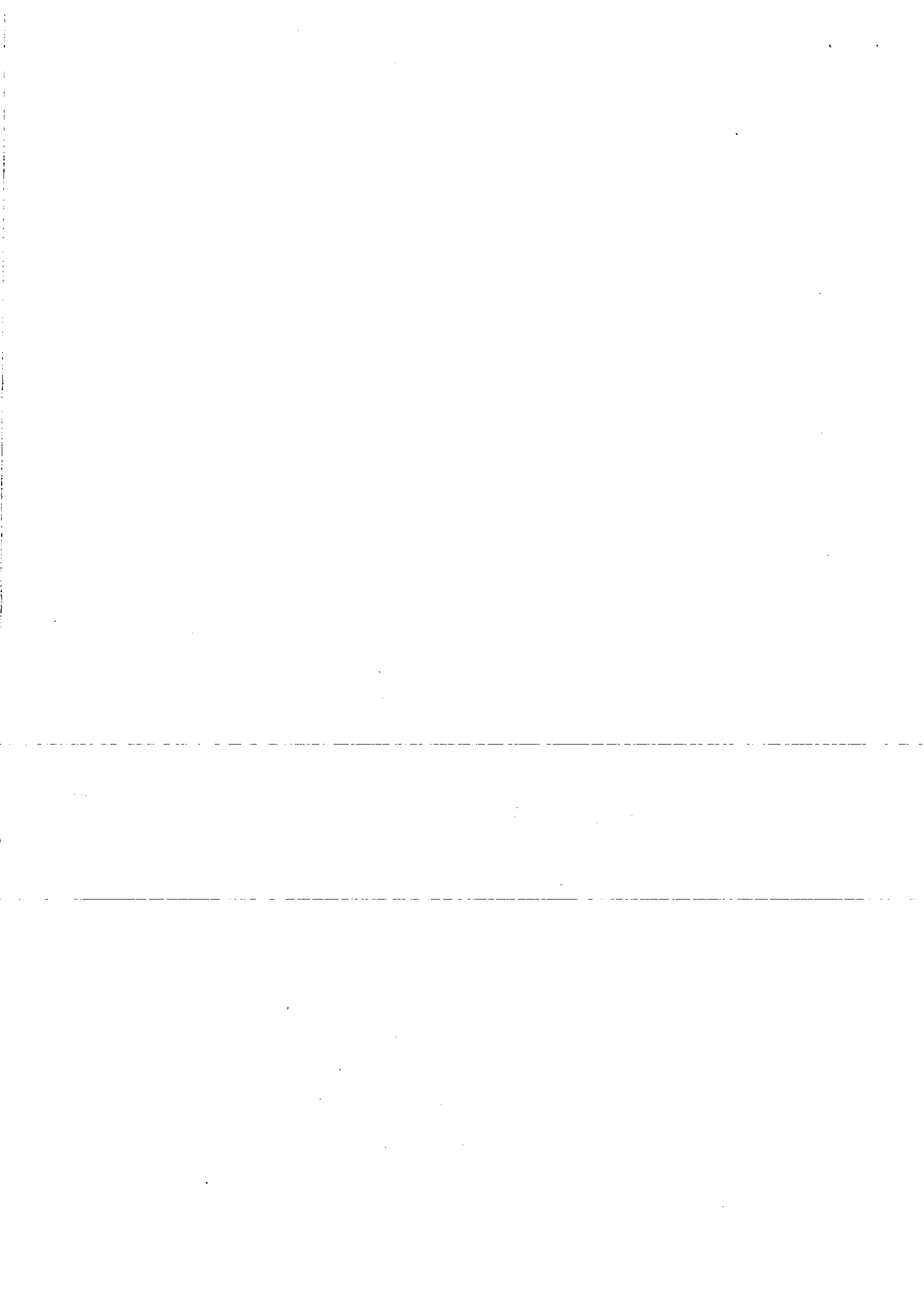
¹ "Chronically homeless household" refers to a disabled individual or a family where the head of household is disabled that has been continually homeless for a year or more, or that has had at least 4 separate episodes of homelessness in the past 3 years.

Question II.

For the period July 1, 2012 through June 30, 2013, please fill out the following tables for your project. If the requested information is not available, or cannot be verified through HMIS or other records, please explain why in the space provided below:

Target Population	<u>A</u> Total # of Homeless Households from the Target Population Served:	<u>B</u> Total # of Homeless Households Served:	<u>C</u> A÷B=C (%)
Families with Children Under 18	0	331	0%
Transition-Age Youth	0	331	0%
Chronically Homeless Households	231	331	69%

Trinity Center Walnut Creek opened its Day Shelter doors on November 1, 2012. All client service data included above is drawn from Trinity Center's Executive Director Reports to the Board and our client database. The date range for these reports spans one calendar year, from November 1, 2012 through October 31, 2013.



POINT-IN-TIME HOMELESS COUNT 2014

WHAT IS THE POINT-IN-TIME (PIT) COUNT?

A point-in-time count is an unduplicated count on a single night of the people in a community who are experiencing homelessness. Every year our community conducts a county-wide Point-in-Time (PIT) count of all sheltered homeless persons.

On January 31, 2014, Contra Costa County will complete a PIT Count of sheltered homeless people in the county. This year, we will not be doing a count of unsheltered homeless persons, which is only required every two years by HUD, and was last completed in 2012. The count will be used for (1) data to send to HUD through the Continuum of Care funding application and (2) data to further understand the causes of homelessness and to design effective responses.

WHAT ARE CHANGES IN THE 2014 PIT COUNT?

Gender: HUD now requires that CoCs report gender for all persons, using these categories:

- Male
- Female
- Transgender

Ethnicity: HUD now requires that CoCs report ethnicity for all persons, using these categories:

- Non-Hispanic/Non-Latino
- Hispanic/Latino

Race: HUD now requires that CoCs report race for all persons, using these categories:

- White
- Black or African-American
- Asian
- American Indian or Alaska Native
- Native Hawaiian or Other Pacific Islander
- Multiple Races

Veteran Households: HUD now requires the following population data for veteran households (both with and without children):

- Persons Served (Veterans and household members)
- Gender
- Ethnicity
- Race

Sheltered Count: Two different methodologies are used:

- For HMIS participants, we have a reporting tool called "Sheltered Point in Time Counts" available in HMIS for providers to complete. We will request that programs run the report before the date of the PIT count to correct any errors, and run the report again for the night of the PIT count. We also will send out Housing Inventory Count (HIC) surveys to providers, and HomeBase will compare the HMIS PIT Count report and the manually completed HIC survey to ensure there are no inconsistencies.
- For non-HMIS participants, we will send out PIT and HIC surveys.

Sheltered Subpopulation Count:

- For HMIS participants, a report will be created in HMIS of the subpopulations represented on that day
- For non-HMIS participants, the PIT & HIC surveys will ask for sheltered subpopulation data, including all new data required for 2014.

POINT-IN-TIME HOMELESS COUNT 2014

First and foremost, thank you for participating in the Contra Costa 2014 homeless count! Your time and efforts are greatly valued.

As you may already know, every year our community conducts a county-wide Point-in-Time (PIT) count of all sheltered homeless persons. Additionally, every year our community completes an inventory of all available housing for homeless persons, called the Housing Inventory Chart (HIC). This year, we will not be doing a count of unsheltered homeless persons, which is only required every two years by HUD, and was last completed in 2012.

This year's count will be a snapshot of our homeless shelters and transitional housing on the night of January 31. The attached survey encompasses all information we need from your project to complete both the HIC and PIT this year. **All projects serving homeless persons** should fill out the attached form and return it to Amanda Stempson at HomeBase either via email (amanda@homebaseccc.org) or via fax (415.788.7965) by **February 7, 2014**. **Please fill out a separate form for each of your agency's homeless projects.** If you have projects that participate in HMIS, please fill out the abbreviated HIC Survey for HMIS Participants, sent out separately.

The survey collects information about both the number of households *and* the total number of persons in each project. For the purposes of this count, there are three kinds of households:

- (1) A family with both adults and children (one or more children *and* one or more adults)
- (2) A single adult or adult-couple without children
- (3) A family of only children (includes adolescent parents and their children, adolescent siblings, and other household configurations composed only of children) or a single unaccompanied youth.

Be sure to count **BOTH** the number of **households** and number of **individuals** within the households when filling out the form. The rule of thumb in this situation is allowing the client to define his/her "household." For example, a same-sex couple without children can be a household if that is how they define themselves. In this example, you would record one (1) household and two (2) individuals within the "households without children" section.

If you have any questions about the survey, please feel free to contact Amanda Stempson at amanda@homebaseccc.org or Jay Lee at jay@homebaseccc.org. Thank you!

HOUSING INVENTORY & POINT-IN-TIME SURVEY

Contra Costa is conducting a count of all sheltered homeless persons on the night of January 31. Please complete a **separate form** for each of your projects that provide housing or shelter beds for homeless persons.

Please return this form to Amanda Stempson at amanda@homebaseccc.org by February 7.

Agency Name: _____
Project Name: _____
Name of Person Completing this Form: _____
Contact Information for Person Completing this Form:
Phone: _____ Email: _____

DIRECTIONS: If your project provides one of the following services, please fill this form out on the night of January 31.

Type of Housing Provided: Please check the **one** project type that is most applicable. Definitions and examples of each project type are in Appendix A of this HUD Notice.

- Emergency Shelter – Facility-based
- Emergency Shelter – Voucher
- Emergency Shelter – Other
- Transitional Housing
- Safe Haven
- Permanent Housing – Permanent Supportive Housing
- Permanent Housing – Rapid Re-housing
- Permanent Housing – Other Permanent Housing
- Rapid Re-housing Demonstration Project

McKinney-Vento Funding: Does this project receive funding under the HUD McKinney-Vento Homeless Assistance Act (e.g., ESG, S+C, Section 8 Moderate Rehabilitation SRO, SHP, CoC Program)?

Yes No

New Bed Availability: Did these beds become available for occupancy for the first time between February 1, 2013 and January 31, 2014?

Yes No

HMIS: Does this project enter client data into the HMIS? Yes No

Beds Under Development: Please indicate whether your agency has any beds currently under development (i.e., beds that are fully funded but not available for occupancy as of January 31, 2014):

Yes No

If Yes, how many beds do you have under development? _____

How many beds do you expect to bring online by January 31, 2015? _____

All questions on this form apply only to units and beds that are **designated for homeless persons**. Beds that sometimes serve homeless persons but are not **exclusively reserved** for the homeless population **should not** be counted.

Project Capacity and Persons Served on Night of January 31

If a particular question does NOT apply to you (e.g., you have no units/beds for households with no children, write "N/A."

1. Homeless Households with at Least One Adult and One Child

Instructions: complete this table with information about homeless households with both adults and children (one or more children *and* one or more adults)

Project Capacity (the number of units/beds designated for homeless households with children on January 31, regardless of whether or not those units/beds were occupied):

	1a. Number of units available on January 31
	1b. Number of beds available on January 31
	1c. [For ES ONLY] Number of seasonal beds available on January 31 (if applicable); Seasonal beds are available from: _____ (Start Date) until _____ (End Date)
	1d. [For ES Only] Number of overflow beds available on January 31 (if applicable). Overflow beds are temporary beds installed in response to temporary excess demand.
	1e. [For PSH ONLY] Number of beds available on January 31 dedicated to serve chronically homeless persons (i.e., only a chronically homeless person can occupy that bed)

Persons Served on January 31 (actually served by the project on the night of January 31)

	1f. Number of households served on January 31
	1g. Number of persons in those households
	1h. Number of adults in those households

Number of men age 25 and over:		Number of women age 25 and over:		Number of transgender age 25 and over:	
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Contra Costa Interagency Council on Homelessness (COCH)

Number of men age 18 to 24:		Number of women age 18 to 24:		Number of transgender age 18 to 24:	
1i. Number of children in those households					
Number of boys under age 18:		Number of girls under age 18:		Number of transgender under age 18:	
Ethnicity of persons served on January 31					
	1j. Number of Non-Hispanic/Non-Latino persons in those households				
	1k. Number of Hispanic/Latino persons in those households				
Race of persons served on January 31					
	1l. Number of White persons in those households				
	1m. Number of Black or African-American persons in those households				
	1n. Number of Asian persons in those households				
	1o. Number of American Indian or Alaska Native persons in those households				
	1p. Number of Native Hawaiian or Other Pacific Islander persons in those households				
	1q. Number of Multiple Races persons in those households				

2. Homeless Households Without Children (adult singles or couples)

Instructions: complete this table with information about homeless households without children. These households may consist of either a single adult or an adult couple with no children.

Project Capacity (the number of units/beds designated for homeless households without children on January 31, regardless of whether or not those units/beds were occupied):

	2a. Number of units available on January 31
	2b. Number of beds available on January 31
	2c. [For ES ONLY] Number of seasonal beds available on January 31 (if applicable); Seasonal beds are available from: _____ (Start Date) until _____ (End Date)
	2d. [For ES Only] Number of overflow beds available on January 31 (if applicable). Overflow beds are temporary beds installed in response to temporary excess demand.
	2e. [For PSH ONLY] Number of beds available on January 31 dedicated to serve chronically homeless persons (i.e., only a chronically homeless person can occupy that bed)

Persons Served on January 31 (actually served by the project on the night of January 31)

	2f. Number of households served on January 31
	2g. Number of persons in those households
	2h. Number of adults in those households

Number of <i>men age 25 and over:</i>		Number of <i>women age 25 and over:</i>		Number of <i>transgender age 25 and over:</i>	
Number of <i>men age 18 to 24:</i>		Number of <i>women age 18 to 24:</i>		Number of <i>transgender age 18 to 24:</i>	

Ethnicity of persons served on January 31

	2i. Number of Non-Hispanic/Non-Latino persons in those households
	2j. Number of Hispanic/Latino persons in those households

Race of persons served on January 31

	2k. Number of White persons in those households
	2l. Number of Black or African-American persons in those households
	2m. Number of Asian persons in those households
	2n. Number of American Indian or Alaska Native persons in those households
	2o. Number of Native Hawaiian or Other Pacific Islander persons in those households
	2p. Number of Multiple Races persons in those households

3. Homeless Households with Only Children

Instructions: complete this table with information about homeless households consisting of only children. These households include adolescent parents and their children, adolescent siblings, a single unaccompanied youth, and other household configurations composed only of children under age 18.

Project Capacity (the number of units/beds designated for homeless households with only children on January 31 regardless of whether or not those units/beds were occupied):

	3a. Number of units available on January 31
	3b. Number of beds available on January 31
	3c. [For ES Only] Number of seasonal beds available on January 31 (if applicable); Seasonal beds are available from: _____ (Start Date) until _____ (End Date)
	3d. [For ES Only] Number of overflow beds available on January 31 (if applicable). Overflow beds are temporary beds installed in response to temporary excess demand.
	3e. [For PSH Only] Number of beds that are dedicated to serve chronically homeless persons (i.e., only a chronically homeless person can occupy that bed)

Persons Served on January 31 (the number of households/persons in households with only children actually served by the project on the night of January 31)

	3f. Number of households served on January 31
	3g. Number of one-child households
	3h. Number of multi-child households
	3i. Number of children in multi-child households
	3j. Number of children in all households (one-child and multi-child)

Number of boys under age 18:		Number of girls under age 18:		Number of transgender under age 18:	
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Ethnicity of persons served on January 31

	3k. Number of Non-Hispanic/Non-Latino persons in those households
	3l. Number of Hispanic/Latino persons in those households

Race of persons served on January 31	
	3m. Number of White persons in those households
	3n. Number of Black or African-American persons in those households
	3o. Number of Asian persons in those households
	3p. Number of American Indian or Alaska Native persons in those households
	3q. Number of Native Hawaiian or Other Pacific Islander persons in those households
	3r. Number of Multiple Races persons in those households

4. Total Persons

	4a. Total Number of Homeless Persons Served on the Night of January 31 <i>(Total should equal the sum of rows 1g, 2g, and 3g)</i>
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5. Dedicated Bed Inventory

Instructions: Complete this section to identify the number of beds dedicated for each population.

	Number of beds dedicated for veterans and their families
	Number of beds dedicated for youth Please specify age range: <input type="checkbox"/> Under 18 <input type="checkbox"/> 18-24 <input type="checkbox"/> Up to 24
	Number of beds designated for households with only children

6. Target Population

Instructions: Identify the target population served by the project. A population is considered a "target population" if the project is designed to serve that population and at least three-fourths (75%) of the clients served by the project are members of that population. **Select only one target population.**

<input type="checkbox"/>	Single Males 18 years old and over
<input type="checkbox"/>	Single Females 18 years old and over
<input type="checkbox"/>	Single Males and Females 18 years old and over
<input type="checkbox"/>	Couples Only, No Children
<input type="checkbox"/>	Households with Children
<input type="checkbox"/>	Single Males 18 years old and over and Households with Children
<input type="checkbox"/>	Single Females 18 years old and over plus Households with Children
<input type="checkbox"/>	Single Males and Females 18 years old and over plus Households with Children
<input type="checkbox"/>	Unaccompanied Males under 18 years old
<input type="checkbox"/>	Unaccompanied Females under 18 years old
<input type="checkbox"/>	Unaccompanied Males & Females under 18 years old

7. Target Subpopulation

Instructions: Identify the target subpopulation served by the project. A subpopulation is considered a "target subpopulation" if the project is designed to serve that subpopulation and at least three-fourths (75%) of the clients served by the project are members of that subpopulation. **Select only one target subpopulation.** Not all projects will identify a target subpopulation.

<input type="checkbox"/>	Domestic Violence Victims
<input type="checkbox"/>	Persons with HIV/AIDS

Subpopulation Data

This section applies to all persons (children and adults) served by the project on the night of January 31. **Emergency shelter, transitional housing, and Rapid Rehousing projects must complete this section.** Permanent supportive housing projects do not need to complete this section.

8. Subpopulation Data

Instructions: complete this table with information about all persons this project served on the night of January 31.

	<p>8a. Chronically homeless individuals (adults only) Definition: An unaccompanied homeless individual (18 or older) with a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. Disabling condition is defined as a "diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions." To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation (e.g. living in the streets) and/or in an emergency homeless shelter during that time.</p>
	<p>8b. Chronically homeless families (total number of households) Definition: A family with at least one adult member (18 or older) who has a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. Disabling condition is defined as a "diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions." To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation (e.g. living in the streets) and/or in an emergency homeless shelter during that time.</p>
	<p>8c. Chronically homeless families (total number of persons (adults and children))</p>
	<p>8d. Total number of adults with a serious mental illness</p>
	<p>8e. Total number of adults with a chronic substance use disorder</p>
	<p>8f. Total number of adults with HIV/AIDS</p>
	<p>8g. Total number of victims of Domestic Violence (adults only) (optional)</p>

VETERAN HOUSEHOLDS ONLY

This section is **only for projects that served one or more veterans** on January 31. HUD is now requiring the following data for veteran households.

9. Homeless VETERAN Households with at Least One Adult and One Child					
<i>Instructions: complete this table with information about homeless VETERAN households with both adults and children (one or more children and one or more adults)</i>					
Persons Served on January 31 (actually served by the project on the night of January 31)					
	9a. Number of VETERAN households served on January 31				
	9b. Number of persons in those households				
	9c. Number of VETERANS in those households				
Gender of VETERANS served on January 31					
Male VETERANS		Female VETERANS		Transgender VETERANS	
Ethnicity of VETERANS served on January 31					
	9d. Number of Non-Hispanic/Non-Latino VETERANS in those households				
	9e. Number of Hispanic/Latino VETERANS in those households				
Race of VETERANS served on January 31					
	9f. Number of White VETERANS in those households				
	9g. Number of Black or African-American VETERANS in those households				
	9h. Number of Asian VETERANS in those households				
	9i. Number of American Indian or Alaska Native VETERANS in those households				
	9j. Number of Native Hawaiian or Other Pacific Islander VETERANS in those households				
	9k. Number of Multiple Races VETERANS in those households				

10. Homeless VETERAN Households Without Children (adult singles or couples)

Instructions: complete this table with information about homeless **VETERAN** households without children. These households may consist of either a single adult or an adult couple with no children.

Persons Served on January 31 (actually served by the project on the night of January 31)

	10a. Number of VETERAN households served on January 31
	10b. Number of persons in those households
	10c. Number of VETERANS in those households

Gender of VETERANS served on January 31

Male VETERANS		Female VETERANS		Transgender VETERANS	
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Ethnicity of VETERANS served on January 31

	10d. Number of Non-Hispanic/Non-Latino VETERANS in those households
	10e. Number of Hispanic/Latino VETERANS in those households

Race of VETERANS served on January 31

	10f. Number of White VETERANS in those households
	10g. Number of Black or African-American VETERANS in those households
	10h. Number of Asian VETERANS in those households
	10i. Number of American Indian or Alaska Native VETERANS in those households
	10j. Number of Native Hawaiian or Other Pacific Islander VETERANS in those households
	10k. Number of Multiple Races VETERANS in those households

Contra Costa Continuum of Care 2013 ESG Scoring Guide

Applicant	Project	Leverage Ratio		Component Priority	Target Population %			Past Experience Administering Grants		Cost Effectiveness Ratio Project Budget / Individuals Served
		Total Project Budget / Proposed total ESG Budget	If less than 2, points = (Leverage Ratio - 1) x 50		Families with Children Under 18	Transition-Age Youth	Chronically Homeless Households	Federal	State	
Pacheco/Mtz Homeless Outreach, Inc.	Night Time Outreach	3.78	50	Street Outreach	23%	18%	34%	No	No	\$ 413.54
Shelter, Inc	Homeless Prevention	3.03	50	Homelessness Prevention	75%	1%	0%	Yes	Yes	\$ 1,174.01
Shelter, Inc.	Rapid Re-Housing	2.47	50	Rapid Re-Housing	42%	5%	20%	Yes	Yes	\$ 3,456.23
Trinity Center	Emergency Day Shelter	2.58	50	Emergency Shelter	0%	0%	69%	Yes	Yes	\$ 856.05