



**COUNTY OF SANTA CLARA**

**LOCAL EMERGENCY SHELTER STRATEGY  
(LESS)**

**EMERGENCY HOUSING AND ASSISTANCE PROGRAM**

**(EHAP - ROUND 15)**

**2007/2008**

**DLB: SANTA CLARA COUNTY LOCAL EMERGENCY FOOD AND  
SHELTER PROGRAM (EFSP) BOARD**  
(Formerly known as Santa Clara County Local FEMA Board)

**LOCAL EMERGENCY SHELTER STRATEGY  
(LESS)**

**Designated Local Board (DLB) Information:**

**Name of DLB**

Santa Clara County Local EFSP Board

**Region**

Santa Clara County

**Contact Person**

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**NEED** - This section is designed to assess the needs within Santa Clara County for allocation of EHAP funds:

### **Nature and Extent of the Homeless Population**

The issue of homelessness in Santa Clara County has been formally acknowledged as a serious one since 1982, when the county Board of Supervisors set up a task force to determine the extent of the problem. Despite the elusiveness of the homeless as a population, several surveys have been made since that time. In December, 2004 Santa Clara County conducted an extensive street and shelter count and needs assessment. The count was done over two days insuring that sheltered individuals were not double counted when counting those in the streets. The count showed that there were 4,868 unsheltered homeless and 2,778 sheltered homeless for a total point in time count of 7,646. In addition a survey was conducted with 1,796 homeless individuals. The report concludes that approximately 20,338 persons experience homelessness in the county over a year's time. Of those surveyed, 21 % reported being homeless for more than two years. The largest ethnic groups surveyed were Hispanic/Hispanic Americans, 31.2%, Caucasians, 35%, African/African Americans 20.5%, and Native Americans, 3.5%.

Year round the County has 1,145 emergency shelter beds available to house the homeless. 250 of those beds are used for the annual Cold Weather Shelter Program which runs each year from the day after Thanksgiving through March 31 of the following year. The ratio between the homeless and the number of shelter beds in the County is indicative of the broad extent of the problem.

According to data provided by the *Joint Venture/Silicon Valley, 1999 Index*, in 1998 38.2% of Silicon Valley houses were affordable for households with a median income (\$82,000), and approximately 20% of all households who rent spend more than 50% of their income on rent. **(In 2004, the median income for a family of four in Santa Clara County is \$105,500.)** In their *Consolidated Plan (2000 – 2005)* the City of Palo Alto notes that “over half of the (very low income) families have to pay more than 50 % of their limited income just for housing costs”. At the southern end of the county, a distinctly rural area, the City of Gilroy reports that “migrant farm workers and year round farm workers are typically in danger of becoming homeless” (City of Gilroy, *Consolidated Plan 2000 – 2005 and Action Plan 2000 – 01*). This population numbers around 5000 persons at its seasonal high point.

**Priorities of the LESS:** Taking into consideration the above priorities for emergency help and shelter, interested members of the community met in a public meeting on August 16, 2007, and determined that particular consideration will be given to applicants for operational grants whose proposals have special impact on the following.

## **Need for Facilities and Services for Special Sub-Populations of the Homeless:**

(In all populations there is a need to accommodate persons with disabilities.)

### *Homeless Families*

Low income families in the county are in a crisis of declining real income, spiraling housing costs, social isolation, and a drastically inadequate supply of affordable housing and housing subsidies. In October, 2003, The Housing Authority of Santa Clara County and the City of San Jose determined that the local Fair Market Rate for a two bedroom apartment was \$1,639 per month.

### *The Vulnerable Street Homeless*

Because of the length of time that the region has been experiencing a housing crisis, a large number of the homeless, some estimate that as many as 50% of the single adult group, no longer have the skills to alter their condition. They become victimized by their more street-savvy peers and lack the knowledge, initiative, and mobility to seek assistance at the agencies offering it. Included in this group would be a wide spectrum of people with mental and sociopathic problems who do not qualify for assistance from the Mental Health system.

### *Runaway Youth*

With only 110 dedicated beds in the county, the problem of young people on the street is a priority as youth under the age of 18 account for 9% of the homeless population. The difficulty of reaching this population is compounded by their fear of being found and returned to impossible home situations, criminalization for status offenses associated with being on the streets, and the danger of their being exploited by adults intent on using them for criminal gain through drugs and/or sex.

### *The Alcohol/Drug Addicted Homeless*

The Bureau of Drug and Alcohol Homeless Project reports that as many as 65% of the street homeless that they encounter have alcohol or drug problems, and that, unless a person is accepted into the medical program at Valley Medical, there are only five detox beds available in the county for women and ten for men.

### *Agricultural Workers*

As noted in the above needs analysis, the City of Gilroy's *Consolidated Plan 2000 – 2005 and Action Plan 2000 – 2001* reports that "migrant farm workers and year round farm workers are...typically in danger of becoming homeless". It goes on to say that "several severely substandard housing camps have been discovered in the South County area".

### *Respite Care for the Homeless*

When the homeless are released from medical treatment, there is no place for them to go to convalesce. Even if they are fortunate enough to get into a shelter, they are still required to vacate the shelter during the day-time hours when the shelters are not staffed.

**RESOURCES:** This section is designed to summarize existing resources available within the region.

On the Federal level the following resources are available:

Community Development Block Grant (CDBG)  
HOME Investment Partnership Program (HOME)  
Housing Opportunities for People with AIDS Program (HOPWA)  
Emergency Shelter Grant Program (ESGP)  
Federal Emergency Management Agency (FEMA)  
Supplemental Assistance for Facilities to Assist the Homeless (SAFAH)  
McKinney-Vento Homeless Assistance Grant

On the State level, California State Redevelopment Law requires that where there are local redevelopment areas, the property tax revenues generated by increases in assessed value within these areas after the adoption of the redevelopment plans be allocated to the redevelopment agency to carry out its redevelopment programs. State law further requires that at least 20% of these "tax increments" be set aside for the development, maintenance, and preservation of housing affordable to low- and moderate-income households.

The Emergency Housing and Assistance Program is also available at the state level.

Families and individuals who are at risk of homelessness because of eviction are helped with county Emergency Assistance Network funds distributed through several agencies geographically dispersed throughout the county.

**REGIONAL GOALS:** This section is designed to establish goals (priorities) for the region regarding client housing and services.

While recognizing that the real solution for the problem of homelessness in the county is an adequate supply of affordable housing, the Santa Clara County Local EFSP Board sets the following goals to deal with the immediate problem of providing shelter and services to the large number of homeless in its midst:

The priorities of the county are directed toward increasing the stock of affordable housing. To this end the Board of Supervisors created the Office of Affordable Housing to address this priority. Its *General Plan, 1995–2010* stipulates that "there is an insufficient number of housing units relative to need; what housing we do have is largely unaffordable to most of our households". In its annual increment to the Plan, May 8, 2001, it reaffirms its intention to fund agencies that work with persons and families below the poverty line. "Perhaps one of the most important services of these agencies is to help families get into a stable housing situation and reduce the percentage of their income paid for housing".

The Santa Clara County Board of Supervisors established a Task Force in December, 2004 to create a 10 Year Plan to End Chronic Homelessness. This Task Force was comprised of elected officials from the County and Cities, representatives from community organizations and county departments. The Board accepted the Task Force report "Keys to Housing: A 10-Year Plan to End Chronic Homelessness in Santa Clara County" in May, 2005.

The Santa Clara County Collaborative on Affordable Housing and Homeless Issues meets regularly to set priorities. They are in agreement that the region needs more money and that it should be directed toward securing better and more culturally sensitive treatment services for the homeless, as well as efforts to prevent homelessness.

The City of San Jose, which embraces approximately one half of the county's population, notes in its *Consolidated Plan, 2000 – 2005* that “it is obvious that there are large gaps in the system, and a need for more emergency, transitional, and permanent housing is crucial”. The City of San Jose also has a 10 Year Plan to End Chronic Homelessness.

In the northern part of the county, the City of Palo Alto in its *Consolidated Plan, July 1, 2000 to June 30, 2005* stipulates that “a high priority will be placed on supporting the existing shelters and transitional housing programs in neighboring jurisdictions that serve Palo Alto residents, or the creation of additional programs and/or units”. In addition, Palo Alto now has a program to house the long term street homeless, using the Housing First model.

The priorities of the southern part of the county for emergency services focus on sheltering and assisting both families and individuals performing agricultural work in the area. (See above, Agricultural Workers, under Special Needs.

#### **Emergency Housing and Assistance Program –Capital Development (EHAPCD)**

The following are the priorities for consideration by applicants from within the County of Santa Clara for capital development funds available through the Emergency Housing and Assistance Program - Capital Development (EHAPCD) only.

1. The development of emergency and transitional housing facilities that promote the pertinent goals of the Santa Clara Collaborative on Homelessness and Affordable Housing as adapted and summarized below:
  - a. Sustain existing and increasing transitional housing programs and expand system capacity to meet unmet need.
  - b. Sustain existing emergency shelter programs and expand system capacity to meet unmet need.
  - c. Maintain and expand the county’s outreach and assessment services.
  - d. Maintain and expand access to supportive services within the county.
  - e. Develop and sustain a strong involvement and investment in implementing the County’s 10 Year Plan to End Chronic Homelessness through coordinated efforts and partnerships.
2. Level of both quality and quantity of supportive services provided by the applicant agency.
3. Feasibility of project.

Since the HCD office does not allow tie scores to be submitted, the County of Santa Clara Local EFSP Board, after due deliberation of all qualified applications, will break ties by the toss of a coin.

## **AVAILABILITY OF ROUND 15 EHAP FUNDS:**

State Department of Housing and Community Development announced in August, 2007, that the allocation of EHAP funds to the County of Santa Clara for 2007/2008 is **\$113,987**.

**DISTRIBUTION OF FUNDS:** This section is designed to describe how allocated funds will be distributed in the County.

### **STATE RESTRICTIONS AND GENERAL GUIDELINES FOR DISTRIBUTION AND REDISTRIBUTION OF FUNDS:**

The priority list for fund applications will be established by the rating and ranking of each application according to the State criteria and the County goals set out above. The procedure for rating and ranking is described below.

EHAP Statutes and Regulations can be located at the following website: [http://www.hcd.ca.gov/fa/ehap/EHAP\\_REGS\\_1995\\_with\\_title\\_25\\_cover\\_sheet.pdf](http://www.hcd.ca.gov/fa/ehap/EHAP_REGS_1995_with_title_25_cover_sheet.pdf).

Pursuant to section 7957(h) of the Regulations, the allocation term is two years from the date the Department issues the Statewide NOFA for that allocation. At the end of the two year allocation term, any county allocation not encumbered shall be returned to the Emergency Housing and Assistance Fund (EHAF) for inclusion as part of the next Statewide NOFA. Once awards have been made to grantees, any funds not spent by the grantees will be disencumbered, and added to the EHAF. These funds will also revert to the EHAF and be included as part of the next Statewide NOFA.

The state regulations and statutes restrict the use of EHAP funds to establishing new emergency shelter or transitional housing programs, expanding existing facilities in order to increase the number of homeless persons served, or bringing existing facilities up to a level that meets state health and safety standards. EHAP funds can also be used for Residential Rental Assistance (eviction prevention or move-in costs).

### **LOCAL RESTRICTIONS ON THE USE OF FUNDS:**

EHAP Round 15 funds available for Santa Clara County for 2007/2008 is \$113,987. State statutes allow for no operating facility grant of more than \$100,000 or less than \$30,000. One grant of less than \$30,000 is allowed when an available balance of less than that remains after other awards have been made. **Due to the increased costs to operate the Cold Weather Shelter, only one agency will be awarded the grants this year to help pay for the program.**

Local stipulations are as follows:

1. One grant of **\$100,000** will be awarded to pay for the Cold Weather Shelter Program rent at the two armories.
2. One grant of **\$11,707** will be awarded for the Cold Weather Shelter Program for operating costs.
3. A 2% fee of **\$2,280** will be awarded to the County for grant administration.

## **RATING AND RANKING:**

### **The applicant's capability of achieving the activities and results proposed in the application (A maximum of five points for each criterion)**

1. Applicant has demonstrated a quantifiable record of stability and services to the community.
2. Applicant demonstrates capacity to deliver quantified expected outcomes of the services proposed within identified time limits.
3. Applicant demonstrates a record of documented performance in administering funds that support emergency services.
4. Applicant has clearly defined measurable services and performance standards.
5. Applicant demonstrates how effectively trained staff and volunteers are utilized to administer the programs.

### **The impact and effectiveness of the client housing provided and to be provided by the applicant (A maximum of ten points for each criterion)**

1. Applicant provides staff employed to provide advocacy in obtaining entitlement programs, practical assistance in obtaining more stable housing, nutrition and consumer education, life enrichment skills training, and help in securing child care.
2. Applicant provides staff trained in skills required to deal effectively with clients from diverse cultural and ethnic backgrounds.
3. Applicant routinely collaborates with other area agencies in providing more comprehensive services.
4. Applicant's project fits well in its community setting, is accessible for people with physical disabilities, and effectively preserves and enhances the dignity and privacy of the residents.

### **The cost-efficiency of the proposed use of grant funds for providing client housing/services (A maximum of ten points for each criterion)**

1. Requested award compares favorably with total cost of the project budget.
2. The relative cost for the type(s) of service shows an efficient use of funds.

**The extent to which the priorities identified in the LESS are effectively targeted by the applicant's proposed activities. (Twenty points for number one if the application addresses two or more populations, fifteen points if it addresses at least one. Six points awarded for number two and a maximum of six points each for numbers three to eight if the service is provided on site, and four points if the service is provided off site.)**

1. Some of the LESS priority groups are served.
2. At least one of the priority groups served is that of homeless children and their families.
3. Housing/Rental assistance provided.
4. Case management provided.
5. Job or training assistance provided.
6. Health care provided.
7. Food and nutritional services provided.
8. Consumer counseling provided.

**APPLICATION PROCESS:** This section is designed to describe the process for receiving, reviewing, rating and ranking, and awarding applications, and to identify the criteria for submitting eligible applications.

### **Notification**

NOFA information and notice of scheduled hearings will be provided to interested parties via the e-mail list of the Santa Clara County Collaborative on Homelessness and Affordable Housing, the Task Force to End Homelessness in Ten Years and other interested party lists maintained by the OAH/HCD staff. In addition notices will all be published in local media serving a variety of ethnic and cultural communities.

Care will be taken that no notice be provided less than ten calendar days in advance of each scheduled meeting or hearing.

### **Eligibility of Potential Applicants**

Eligibility requirements for applicants and grant recipients are those listed in regulations 7959 through 7962. In general, an agency of local government or a nonprofit which provides or contracts with community organizations to provide emergency shelter or transitional housing for clients and related client services, is eligible to apply for program funds, if the application demonstrates compliance with the state regulations and this LESS document.

The following are some examples of uses covered by EHAP 15: funding of emergency and transitional housing operations, including salaries for staff and supervision providing direct services to the homeless; vouchers; equipment; emergency funds for rental assistance; assistance for moving into permanent housing; services for the homeless, including case management; capital expenses related to housing the homeless; administrative costs up to 5%.

Note that, as of October 9, 2002, the Designated Local Board will not immediately exclude applications that contain ineligible activities. See Addendum #1 to the Application. Note also that Addendum # 2 to the Application clarifies the issue of serving special populations while avoiding concerns about discrimination.

### **Submission of Applications**

1. A NOFA (Application and LESS) for EHAP 15 will be issued by November 13, 2007.
2. Proposals submitted must include the completed documents and information requested in the order of their appearance in the RFP. All necessary documentation must be included.
3. The proposal must be made in the legal name of the corporation. All proposals must be signed by the person or persons who have legal authority to bind the Agency in a contract with the State.
4. All submitted proposals must be complete. Substantive changes and/or additions to the proposal will not be accepted after the deadline for submission unless requested by DLB or State HCD staff.
5. Proposals hand delivered must be received NO LATER THAN 4:00 PM, DECEMBER 14, 2007.
6. Proposals sent via the U.S. Postal Service or a commercial carrier must be post marked NO LATER THAN DECEMBER 14, 2007. Mailings should be made in a way that is traceable. The submitting agency should retain all receipts for the mailing.
7. Faxed proposals will not be accepted.
8. Fifteen copies of the proposal must be submitted, one of which must have original signatures in **blue** ink and must be marked "original" on the cover page.
9. The application shall contain a certification by the applicant that all information within the application is a true and accurate representation of the eligible organization.

10. Applications are to be delivered or mailed to:

**Lynn Terzian  
County of Santa Clara  
Office of Affordable Housing  
2310 N. 1<sup>st</sup> Street, Suite 100  
San Jose, CA 95131-1011**

The Santa Clara County Local EFSP Board reserves the right to request clarification of unclear or ambiguous statements made in the application. A letter of explanation will be required and will accompany the proposal to the State.

For technical assistance in filling out an application, contact Lynn Terzian at the Office of Affordable Housing, 408-441-4256, e-mail *lynn.terzian@ceo.sccgov.org*.

Applicants will be notified by January 18, 2008, about whether or not they are being recommended for funding by the Santa Clara County Local EFSP Board.

### **Grant Selection Criteria**

Proposals will be rated by the Santa Clara County Local EFSP Board. Brief, individual presentations may be required of the applicant agencies.

The Board will hear appeals in accordance with the provisions of EHAP Regulation 7968. (See Appeals, p. 12)

As described above (pages 8 - 10), proposals will be scored for

Applicant Capability (25 Points)  
Impact and Effectiveness (40 Points)  
Cost Efficiency (20 Points)  
Meeting Local Needs and Goals (62 Points)

Each application will receive a total score and will be ranked according to these scores.

Awards will be made according to the descending order of the ranking until the available funds have been exhausted. Grants will be made only for the amounts applied for. When a partial award to the final awardee is given, it will be given only when the lesser amount can be utilized by the applicant for a complete project. The process will comply with EHAP regulations section 7967.

## **COMPLIANCE:**

As noted above in the APPLICATION PROCESS, the NOFA and notice of scheduled hearings will be provided to interested parties via the mailing list of the Santa Clara County Local EFSP Board. In addition, a Notice of Public Hearing will be given to the public. Care will be taken that no notice be provided in less than ten calendar days in advance of each scheduled meeting or hearing.

The Santa Clara County Local EFSP Board will use EHAP's Eligibility Requirements as its standards for compliance with Section 7959, Eligibility Requirements for Applicants and Grant Recipients.

Please refer to the APPLICATION PROCESS of the LESS for a detailed description of compliance with Section 7960, Eligible Application.

Please refer to the Distribution of Funds section of this document for compliance with Section 7967, Grant Selection Process.

**APPEALS:** This section describes the Santa Clara County Local EFSP Board's appeal process that implements the requirements of subsection 7968(a).

In order to ensure a fair and unbiased process for appeals, the Santa Clara County Local EFSP Board will offer any interested person an opportunity to appeal the process of grant selection. To do so such persons will need to submit a written petition for a hearing directly to the Board within seven calendar days following the date that the funding awards are made.

The written petition shall provide the name, address, and phone number of the petitioner. The petition must clearly describe each activity disputed and why it is disputed. The petitioner shall state the remedy being sought.

The Board will schedule a public hearing no later than fifteen calendar days following receipt of the petition. The meeting will be held at the Santa Clara County Office of Affordable Housing, 2310 North 1st Street, Suite 100, San Jose, 95131.

Written determination of the appeal will be provided to the petitioner within seven calendar days. The determination will include the petitioner's right to appeal to the Department of Housing and Community Development (HCD) for a review of the determination within ten calendar days. HCD will take action on the appeal within twenty-one calendar days. EHAP Regulations, section 7968(b), will accompany each letter of determination.

**GRANTEE MONITORING/PERFORMANCE EVALUATION:** This section is designed to describe the procedures that will be followed to monitor and evaluate the performance of grantees. The Santa Clara County Local EFSP Board will implement the following procedures for monitoring and evaluating the performance of EHAP grantees:

**Milestones:** The Board will rely on EHAP staff to provide a summary of the milestones established for each contract awarded within the county and notice of performance from semi-annual reports submitted directly to the state. Applicants may submit copies of semi-annual reports directly to the Board. The Board will assist EHAP staff in obtaining compliance with the Standard Agreement via correspondence and phone calls. The Board will make site visits to all awardees between six and twelve months after contracts are signed. Additional visits will be made as needed.

**Grant Agreements and Draw-Down:** The Board will advise successful grantees of their need to execute the Standard Agreement within 45 days of receipt. To assist the Board in monitoring the local grantees, HCD staff will copy the Board on correspondence between HCD and the grantees and will periodically, as needed, provide status reports on drawdowns against executed contracts.

**Periodic Review of Expenditures and Records:** Grantees will be required to report current status of expenditures to the Board upon request. Site visits to grantees will be made by the Board as needed.

**Reporting:** The Board will rely on EHAP staff for reports that are necessary to monitor the performance of grantees. The Board will provide copies of ad hoc reports to EHAP staff, as requested, including reports of any site visits that are conducted.

**Grant Close-Out:** Each grantee will receive a Close-out Certification Form soliciting information and certification of accuracy for EHAP funds. The form will determine any interest earned, unexpended funds, cost of services, etc. and will reference number of board meetings, audit findings, resources developed, etc. The Certification must be acknowledged by the grantee

## EVALUATION FORM

The points indicated at the end of each statement represent a maximum award. Unless otherwise noted, fewer points, or no points, may be given by the evaluator.

Ref.: LESS, pp. 8 – 10.

### **CAPABILITY:**

- \_\_\_\_\_ 1. Applicant has demonstrated a quantifiable record of stability and services to the community. (5 points)
- \_\_\_\_\_ 2. Applicant demonstrates capacity to deliver quantified expected outcomes of the services proposed within identified time limits. (5 points)
- \_\_\_\_\_ 3. Applicant demonstrates a record of documented performance in administering funds that support emergency services. (5 points)
- \_\_\_\_\_ 4. Applicant has clearly defined measurable services and performance standards. (5 points)
- \_\_\_\_\_ 5. Applicant demonstrates how effectively trained staff and volunteers are utilized to administer the programs. (5 points)

\_\_\_\_\_ **Capability TOTAL**

### **EFFECT:**

- \_\_\_\_\_ 6. Applicant provides staff employed to provide advocacy in obtaining entitlement programs, practical assistance in obtaining more stable housing, nutrition and consumer education, life enrichment skills training, and help in securing child care. (10 points)
- \_\_\_\_\_ 7. Applicant provides staff trained in skills required to deal effectively with clients from diverse cultural and ethnic backgrounds. (10 points)
- \_\_\_\_\_ 8. Applicant routinely collaborates with other area agencies in providing more comprehensive services. (10 points)
- \_\_\_\_\_ 9. Applicant's project fits well in its community setting, is accessible for people with physical disabilities, and effectively preserves and enhances the dignity and privacy of the residents. (10 points)

\_\_\_\_\_ **Effect TOTAL**

**COST:**

\_\_\_\_\_ 10. Requested award compares favorably with total cost of the project budget.  
(10 points)

\_\_\_\_\_ 11. The relative cost for the type(s) of service shows an efficient use of funds.  
(10 points)

\_\_\_\_\_ **Cost TOTAL**

**EXTENT:**

\_\_\_\_\_ 12. At least one of the priority groups of the LESS is served by the applicant's program. (15 points) Two or more of the LESS priority groups is served by the applicant's program. (20 points) Three or more of the LESS priority groups is served by the applicant's program (26 points).

\_\_\_\_\_ 13. Housing assistance (Points, on site: 6, not on site: 4)

\_\_\_\_\_ 14. Case management (Points: see #13)

\_\_\_\_\_ 15. Health care (Points: see #13)

\_\_\_\_\_ 16. Job or training assistance (Points: see #13)

\_\_\_\_\_ 17. Consumer counseling (Points: see #13)

\_\_\_\_\_ 18. Food and nutritional services (Points: see #13)

\_\_\_\_\_ **Extent TOTAL**

**Maximum number of points possible for this application = 147.**

**Actual number of points = \_\_\_\_\_.**