

Before Starting the CoC Application

The CoC Consolidated Application consists of three parts, the CoC Application, the CoC Priority Listing, and all the CoC's project applications that were either approved and ranked, or rejected. All three must be submitted for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for reviewing the following:

1. The FY 2019 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
2. The FY 2019 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.
6. Questions marked with an asterisk (*), which are mandatory and require a response.

1A. Continuum of Care (CoC) Identification

Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

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1A-1. CoC Name and Number: CA-500 - San Jose/Santa Clara City & County CoC

1A-2. Collaborative Applicant Name: County of Santa Clara by and through Office of Supportive Housing

1A-3. CoC Designation: CA

1A-4. HMIS Lead: County of Santa Clara by and through Office of Sup

1B. Continuum of Care (CoC) Engagement

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Warning! The CoC Application score could be affected if information is incomplete on this formlet.

1B-1. CoC Meeting Participants.

For the period of May 1, 2018 to April 30, 2019, applicants must indicate whether the Organization/Person listed:

- 1. participated in CoC meetings;**
- 2. voted, including selecting CoC Board members; and**
- 3. participated in the CoC’s coordinated entry system.**

Organization/Person	Participates in CoC Meetings	Votes, including selecting CoC Board Members	Participates in Coordinated Entry System
Local Government Staff/Officials	Yes	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
Law Enforcement	Yes	No	No
Local Jail(s)	No	No	Yes
Hospital(s)	Yes	Yes	Yes
EMS/Crisis Response Team(s)	No	No	No
Mental Health Service Organizations	Yes	Yes	Yes
Substance Abuse Service Organizations	Yes	No	Yes
Affordable Housing Developer(s)	Yes	Yes	Yes
Disability Service Organizations	Yes	Yes	Yes
Disability Advocates	Yes	No	Yes
Public Housing Authorities	Yes	Yes	Yes
CoC Funded Youth Homeless Organizations	Yes	Yes	Yes
Non-CoC Funded Youth Homeless Organizations	Yes	Yes	Yes

Youth Advocates	Yes	Yes	Yes
School Administrators/Homeless Liaisons	Yes	No	Yes
CoC Funded Victim Service Providers	Yes	Yes	Yes
Non-CoC Funded Victim Service Providers	Yes	Yes	Yes
Domestic Violence Advocates	Yes	Yes	Yes
Street Outreach Team(s)	Yes	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	No	Yes
LGBT Service Organizations	Yes	Yes	Yes
Agencies that serve survivors of human trafficking	Yes	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes	Yes
Mental Illness Advocates	Yes	No	Yes
Substance Abuse Advocates	Yes	No	Yes
Other:(limit 50 characters)			
Homelessness prevention providers	Yes	Yes	Yes
Veterans service providers & advocates	Yes	Yes	Yes
Public Housing Authority	Yes	Yes	Yes

1B-1a. CoC’s Strategy to Solicit/Consider Opinions on Preventing/Ending Homelessness.

Applicants must describe how the CoC:

- 1. solicits and considers opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;**
- 2. communicates information during public meetings or other forums the CoC uses to solicit public information;**
- 3. takes into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness; and**
- 4. ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats, e.g., PDF. (limit 2,000 characters)**

1,2) SOLICIT & CONSIDER OPINIONS & COMMUNICATE INFO: A) Public Performance Management Work Group, NOFA Comm., Coordinated Assessment Work Group (CAWG), HMIS Admins, Gen Membership mtgs distribute information, best practices, & new policies; gather input on all areas of the CoC’s operations; track system perf; develop policies; & respond to challenges. All mtgs are widely advertised via the CoC (677 members) & Service Provider Network (580 members) email lists and on the CoC’s public online calendar. Attendees in 2018-19 included healthcare, VSPs, youth providers, child welfare, education, behavioral health, faith orgs, veterans services, private funders, affordable housing developers, local gov’t., employment, and more. B) The CoC’s Lived Experience Advisory Board meets monthly and is a key source of input for proposed policies, funding decisions, & system design. C) In 2019, the CoC’s Community Plan process is gathering input through focus groups, surveys, and two open-invitation community

summits D) The CoC works with cross-system partners on CE, data sharing, youth system planning, Pay for Success, Vets campaign, discharge plans, Jail Diversion initiative, service co-location, LL Engagement, & living-wage employment. 3) IMPROVEMENTS & NEW APPROACHES: Feedback in public mtgs is a primary catalyst for changes to CoC policies & practices, and new policies are vetted by CoC committees. E.g., in 2017, the CAWG requested changes to CE policies to better protect DV survivor safety & choice, resulting in clearer data privacy options and DV pre-screening tool. In 2019, The CoC Board requested LEAB input for use of one-time state funding, funding 4 of 5 LEAB recommendations. 4) EFFECTIVE COMMUNICATION: CoC mtg locations are physically accessible and sign-language interpreters are available on request. Mtgs are announced via plain-text email readable by assistive tech. CoC’s website is actively reviewed against Web Content Accessibility Guidelines and errors are addressed.

1B-2. Open Invitation for New Members.

Applicants must describe:

- 1. the invitation process;**
 - 2. how the CoC communicates the invitation process to solicit new members;**
 - 3. how the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats;**
 - 4. how often the CoC solicits new members; and**
 - 5. any special outreach the CoC conducted to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC.**
- (limit 2,000 characters)**

1,2,4) INVITATION, COMMUNICATION, & FREQUENCY: New members are invited to join the CoC by attending any CoC meeting, by joining the CoC email list, or by notifying the CoC that they would like to join. The CoC solicits new members at all public CoC mtgs, which happen AT LEAST MONTHLY, and in email announcements of CoC mtgs sent AT LEAST MONTHLY to the Service Providers Network and CoC listservs (580 & 677 members, 88 & 62 new members in the past year). Times and locations of all CoC mtgs and events are posted on the CoC’s public online calendar. The CoC uses ongoing Coordinated Entry/HMIS outreach and annual funding announcements to invite new members. The CoC drafted a contract addendum for use by City of San Jose, Santa Clara County, and other funders, which requires local grantees to join HMIS and Coordinated Entry and to participate in CoC mtgs. The CoC publicizes its work through monthly system performance reports at County Board of Supervisors mtgs and annual Community Plan implementation reports. 3) EFFECTIVE COMMUNICATION: Meetings are announced via plain-text email readable by assistive tech. CoC meeting locations are physically accessible, and sign-language interpreters are available on request. The CoC’s website is actively reviewed against Web Content Accessibility Guidelines and errors are addressed. 5) OUTREACH TO PEOPLE WITH EXPERIENCE OF HOMELESSNESS: The CoC targets outreach for new members to people with experience of homelessness through dedicated seats on the Review & Rank panel and the CoC Board and through the LIVED EXPERIENCE ADVISORY BOARD (LEAB), a 13-member CoC committee of people with experience of homelessness. LEAB members conduct ongoing recruitment focused on

diversity of membership, including members currently experiencing homelessness. The LEAB identifies opportunities for members and others with lived experience of homelessness to participate in CoC mtgs and other public forums.

1B-3. Public Notification for Proposals from Organizations Not Previously Funded.

Applicants must describe:

- 1. how the CoC notifies the public that it is accepting project application proposals, and that it is open to and will consider applications from organizations that have not previously received CoC Program funding, as well as the method in which proposals should be submitted;**
- 2. the process the CoC uses to determine whether the project application will be included in the FY 2019 CoC Program Competition process;**
- 3. the date(s) the CoC publicly announced it was open to proposal;**
- 4. how the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats; and**
- 5. if the CoC does not accept proposals from organizations that have not previously received CoC Program funding or did not announce it was open to proposals from non-CoC Program funded organizations, the applicant must state this fact in the response and provide the reason the CoC does not accept proposals from organizations that have not previously received CoC Program funding.**
(limit 2,000 characters)

1,3) PUBLIC NOTICE OF FUNDING & DATES: The CoC funding opportunity is open to all and widely advertised to agencies across Santa Clara County through a NOFA Announcement & TA Workshop invitation (7/10) and follow-up reminder (7/12) emailed to the CoC and SPN listservs (677 & 580 members). All announcements welcomed agencies not currently receiving CoC funding and made clear that new project funding is available. Application materials were provided at a 3-hour public TA Workshop (7/19), posted on the CoC website (7/19) and emailed to the CoC and SPN email lists. 1 hour of the TA Workshop was dedicated to new project applicants. On-call TA was provided by phone and email to help applicants understand HUD requirements and complete the e-snaps application. Seven non-CoC funded agencies attended the TA Workshop and one submitted an application. 2) PROCESS: Applications for new project funding are scored by the Review and Rank panel based on the extent the new project will contribute to system performance. Scoring includes: Project readiness; Plan for services and evidence-based practices; Performance outcomes & data quality for past projects; Supports for Fair Housing rights; Alignment with Housing First; Agency capacity to administer grant funding; and Extent of client participation in program design and policy-making. Like renewals, new project applications are ranked in the priority listing based on each project's total score. There is no point bonus for prior experience with CoC funding. RESULT: 3 of 4 new project applications were ranked along with the CoC's renewal projects in the priority listing. 4) EFFECTIVE COMMUNICATION: CoC funding announcements & TA Workshop meeting invitations were distributed via plain-text email readable by assistive tech. TA Workshop location was physically accessible & sign-language interpreters were available on request. The CoC's website is actively reviewed against Web Content Accessibility Guidelines and errors are addressed.

1C. Continuum of Care (CoC) Coordination

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1C-1. CoCs Coordination, Planning, and Operation of Projects.

Applicants must select the appropriate response for each federal, state, local, private, other organizations, or program source the CoC included in the planning and operation of projects that serve individuals experiencing homelessness, families experiencing homelessness, unaccompanied youth experiencing homelessness, persons who are fleeing domestic violence, or persons at risk of homelessness.

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	No
Funding Collaboratives	Yes
Private Foundations	Yes
Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs	Yes
Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and services programs funded through State Government	Yes
Housing and services programs funded through Local Government	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	
Hospitals	Yes

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1C-2. CoC Consultation with ESG Program Recipients.

Applicants must describe how the CoC:

- 1. consulted with ESG Program recipients in planning and allocating ESG funds;**
- 2. participated in the evaluating and reporting performance of ESG Program recipients and subrecipients; and**
- 3. ensured local homelessness information is communicated and addressed in the Consolidated Plan updates.**
(limit 2,000 characters)

1) CONSULT: There are two ESG recipients in the CoC: the City of San Jose (CSJ) and the California Department of Housing and Community Development (HCD). CSJ is an active member of the CoC, and CoC staff regularly communicate with CSJ regarding the use of ESG funding to fill capacity gaps not addressed by other funding sources and attend CSJ City Council meetings to report on homeless system efforts & outcomes. CSJ serves on both the Steering Committee and main Working Group for an ongoing CoC-coordinated Community Planning process for 2020-24. HCD subcontracts ESG funding to the County Office of Supportive Housing (OSH), the CoC Collaborative Applicant. OSH makes all local decisions for award of HCD ESG funding based on HCD funding requirements and priorities. CoC staff participate in all HCD listening sessions, webinars, and all other opportunities for input regarding the State’s ESG Annual Plan and funding allocation process, most recently in August 2019. 2) EVALUATION & REPORTING: The HMIS Lead assists CSJ to generate an annual ESG CAPER and provide custom HMIS reports with city-specific outcomes used to monitor all CSJ programs, including ESG-funded. CSJ requires ESG projects to track and report CoC performance metrics in all ESG contracts and CoC staff sit on CSJ’s ESG funding panel. OSH administers all HCD ESG funding and tracks performance of its subgrantees using CoC performance metrics. CoC and ESG written standards include a process for monitoring ESG subrecipients, using HMIS data to evaluate performance and recommend TA and monitoring by OSH. 3) HOMELESS INFO IN CON PLANS: The CoC provides annual PIT and monthly HMIS system performance reports to ALL CON PLAN JURISDICTIONS via the CoC website & will present the CoC’s 2020-24 Community Plan to ALL JURISDICTIONS for adoption. The CoC provided city-specific HMIS data to seven city Con Plan jurisdictions in 2018 and 2019. The CoC is providing data for the City of San José and the County’s joint Con Plan.

1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions. Yes to both

Applicants must indicate whether the CoC provided Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area.

1C-2b. Providing Other Data to Consolidated Plan Jurisdictions. Yes

Applicants must indicate whether the CoC ensured local homelessness information is communicated to Consolidated Plan Jurisdictions within its geographic area so it can be addressed in Consolidated Plan updates.

1C-3. Addressing the Safety Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.

Applicants must describe:

- 1. the CoC’s protocols, including protocols for coordinated entry and the CoC’s emergency transfer plan, that prioritize safety and incorporate trauma-informed, victim-centered services; and**
- 2. how the CoC, through its coordinated entry, maximizes client choice for housing and services while ensuring safety and confidentiality. (limit 2,000 characters)**

1) COC PROTOCOLS: The CoC’s CE policies & procedures were developed in consultation with VSPs to prioritize client safety and autonomy, using a confidential DV Queue to ensure the survivor’s Personally Identifying Info is known only to the assessing VSP. VSPs, including DOJ-funded, are voting CoC members and CE access points. All survivors seeking victim services are assessed for housing need and connected to CE as needed. VSP access point staff are trained in trauma-informed care, victim-centered services, & safety planning to address immediate safety needs & administer the CE assessment. VSPs partnered in development & delivery of training for all CE assessors on trauma-informed responses to DV crisis & use of the CoC’s DV Pre-screening Tool to identify potential need for specialized services. Survivors who present at non-VSP CE access points (including ESG & CoC providers & HHS-funded outreach) are given the option to continue CE assessment with the non-VSP, with the option to be anonymous in HMIS, or receive a warm referral to a VSP for assessment & the DV Queue. Non-VSP access points have access to DV Crisis Hotline staffed by VSPs for support/resources for clients’ immediate safety needs. The CoC’s EMERGENCY TRANSFER PLAN creates a process for survivors in imminent danger of violence or who experienced sexual assault on the premises in the past 90 days. Clients can request external and/or internal transfer. If external, the client has first priority for a CE referral. If internal, the program must take immediate steps to transfer the client to a safe unit, or if not available to inform the client & explain options. Programs must prevent disclosure of new location. 2) CLIENT CHOICE: 191 PSH, 112 RRH, & 14 TH DV-dedicated beds meet diverse needs of survivors, including physical & mental health, mainstream benefits, education & employment, & childcare. Survivors can ACCESS ALL HOUSING IN CE (DV-dedicated & not) through either the DV Queue or the main CE Queue.

1C-3a. Training–Best Practices in Serving DV Survivors.

Applicants must describe how the CoC coordinates with victim services

providers to provide training, at least on an annual basis, for:

1. CoC area project staff that addresses safety and best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence; and

2. Coordinated Entry staff that addresses safety and best practices (e.g., Trauma Informed Care) on safety and planning protocols in serving survivors of domestic violence.

(limit 2,000 characters)

1) BEST PRACTICES TRAINING FOR PROGRAM STAFF: The CoC partners with local VSPs on a free annual 3-hour training, open to all providers in the CoC area and Coordinated Entry access points, on best practices for serving survivors of domestic violence, dating violence, human trafficking, sexual assault, and stalking, and VAWA requirements. The CoC Lead co-presented the most recent (1/15/19) training with the YWCA (a VSP and housing provider). The YWCA covered: relevant definitions; preconceptions about the experience of abuse, survivors, and perpetrators; importance of power and control; identifying trauma & providing trauma-informed care; survivor-centered approaches and other best practices for working directly with survivors; local resources for persons with immediate safety needs; safety planning & confidentiality and privacy protections. The CoC Lead covered VAWA and CoC requirements, Coordinated Entry policies, the CoC's Emergency Transfer Plan, and relevant state regulations. To supplement this annual training, the CoC Lead invited local VSPs to present on victim-centered resources to the Living Wage Employment Initiative, a monthly mtg of RRH & employment program staff. 2) COORDINATED ENTRY TRAINING: The CoC Lead partners with local VSPs on monthly trainings for Coordinated Assessment System (CAS) access points. All staff who administer the CAS assessment are required to attend a training. The training covers the confidential process for survivors of DV to access CAS, CoC policies and procedures for protecting survivor safety and privacy (including data privacy options within HMIS or through referral to a VSP), trauma-informed responses to immediate DV crisis, use of the CoC's DV Pre-screening Tool to identify potential need for specialized services, and referral procedures for non-VSPs serving clients fleeing DV who need safety planning and other victim services.

1C-3b. Domestic Violence–Community Need Data.

Applicants must describe how the CoC uses de-identified aggregate data from a comparable database to assess the special needs related to domestic violence, dating violence, sexual assault, and stalking.

(limit 2,000 characters)

All CoC- and County-funded housing programs operated by VSPs collect data in HMIS-comparable databases. The CoC collects DE-IDENTIFIED AGGREGATE DATA FROM COMPARABLE DATABASES in the form of local performance outcomes (e.g. housing stability, income) and annual APRs for CoC-funded programs. Aggregate performance data is used to monitor and improve program performance throughout the year, to evaluate and rank projects during the CoC Program local competition, and during annual technical assistance site visits by CoC staff to identify and problem-solve population-specific challenges and needs. In combination with regular review of the Coordinated Entry Queue (including the confidential de-identified DV queue), the CoC uses de-identified aggregate data from VSPs to assess and track

levels of housing need, household size and type, and other characteristics of survivors seeking housing assistance. VSPs provide CoC staff with monthly occupancy data for all DV-dedicated ES, TH, RRH, and PSH, including from HMIS-comparable databases, to track high occupancy rates, which the CoC uses to advocate for expanded shelter and housing supply. As partners in the CoC’s Homelessness Prevention System (HPS), VSPs provide de-identified aggregate data on HPS assessments, referrals, & performance outcomes, which are incorporated into the HPS system evaluation and refinement of HP targeting.

***1C-4. PHAs within CoC. Attachments Required.**

Applicants must submit information for the two largest PHAs or the two PHAs with which the CoC has a working relationship within the CoC’s geographic area.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2018 who were experiencing homelessness at entry	PHA has General or Limited Homeless Preference	PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On
Santa Clara County Housing Authority	35.00%	Yes-Both	No
City of San José Housing Authority	4.00%	Yes-Both	No

1C-4a. PHAs’ Written Policies on Homeless Admission Preferences.

Applicants must:

- 1. provide the steps the CoC has taken, with the two largest PHAs within the CoC’s geographic area or the two PHAs the CoC has working relationships with, to adopt a homeless admission preference—if the CoC only has one PHA within its geographic area, applicants may respond for one; or**
- 2. state that the CoC does not work with the PHAs in its geographic area. (limit 2,000 characters)**

The two PHAs within the CoC’s geographic area are operated jointly by the Santa Clara County Housing Authority (SCCHA), which is a long-time active member of the CoC and has been represented on the CoC Board for 6 years. In 2013, the CoC adopted a revised governance charter & CoC Board structure to support a strengthening of the CoC’s collective impact model [i.e. D:H CoC Board happened]. The CoC invited the SCCHA to sit on the CoC Board, and the SCCHA was an enthusiastic partner in this transition phase and worked closely with the Collaborative Applicant and CoC recipients, and as a CoC Board member, to establish strong ties between the CoC and the SCCHA. In 2014, the CoC invited the SCCHA to participate in the CoC’s 5-year Community Plan process, and the SCCHA is on the steering committee for the CoC’s current Community Planning process to update the plan for the next 5 years. The County Office of Supportive Housing, the largest CoC recipient and Collaborative Applicant, works closely with the SCCHA to identify housing need in the community and align voucher and supportive services to best utilize PHA, County, and CoC resources. As a result, the SCCHA added a homeless

preference, in the form of voucher set-asides, in 2016 and has expanded the number of project-based vouchers dedicated to people exiting homelessness from 42 in 2015 to 181 in 2019, while Housing Choice Vouchers serving people exiting homeless have increased from 775 in 2015 to 1,275 in 2019.

1C-4b. Moving On Strategy with Affordable Housing Providers.

Applicants must indicate whether the CoC has a Moving On Strategy with affordable housing providers in its jurisdiction.

Yes

If “Yes” is selected above, describe the type of provider, for example, multifamily assisted housing owners, PHAs, Low Income Tax Credit (LIHTC) developments, or local low-income housing programs. (limit 1,000 characters)

The Office of Supportive Housing, which administers over 90% of CoC-funded PSH in partnership with subrecipient agencies, has a process for working with the Santa Clara County Housing Authority (SCCHA) and the City of San José Housing Authority to assist long-term clients who no longer require PSH levels of support to transition out of CoC-funded PSH into PHA vouchers. First, OSH identifies legacy clients in its CoC-funded PSH projects that no longer require intensive services. Then, those clients are given the option to transition out of CoC-funded PSH. For those who wish to transition, the CoC Lead notifies the Housing Authorities and requests step-down vouchers, which the SCCHA Board authorizes. Finally, the CoC Lead provides transition case management to assist clients with income re-certification and/or application paperwork and to support continued housing stability. Due to increased focus on serving high-need chronically homeless households over the past 8 years and the implementation of Coordinated Entry in 2015, the vast majority of the CoC Lead’s PSH clients continue to need PSH services for many years or permanently.

1C-5. Protecting Against Discrimination.

Applicants must describe the actions the CoC has taken to address all forms of discrimination, such as discrimination based on any protected classes under the Fair Housing Act and 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing. (limit 2,000 characters)

1) The CoC provides training on Fair Housing Act (FHA) protections and the CoC’s anti-discrimination policies at multiple FREE CoC-WIDE TRAININGS for all homeless-serving programs, including: Annual Tenants’ Rights training co-presented by the Law Foundation of Silicon Valley on FHA & ADA tenant protections and best practices; 6/26/19 Serving Clients With Complex Health Needs, covering CoC’s termination & grievance policy and responsibilities for affirmatively furthering fair housing; 2/11/19 Supporting Child Welfare-Involved families, covering non-discrimination and the definition of family. 2) The CoC partners with the County Office of LGBTQ Affairs to provide FREE ANNUAL TRAININGS for all homeless-serving programs on HUD’s Equal Access final

rules (EAFR) & best practices for serving LGBTQ-identified clients. The CoC offers Equal Access support, problem solving, & tools for CoC-funded agencies through annual technical assistance visits & follow-up. 3) A COC-WIDE ANTI-DISCRIMINATION POLICY is part of the CoC's Quality Assurance Standards (QAS) available on the CoC website. The policy requires all programs to actively protect clients against all forms of discrimination based on protected classes under the FHA and the EAFR. The QAS specifically requires FHA & EAFR-compliant anti-harassment & equal access program policies, reasonable accommodations, and grievance & appeals procedures, and incorporates all requirements of the FHA & HUD's EAFR. 4) To ASSESS SYSTEM EQUITY & effectiveness of anti-discrimination trainings and policies, the CoC formed a Racial Equity Advisory Group in February 2019 to guide a system-wide racial equity assessment, including 4 focus groups and an in-depth HMIS data analysis, and will incorporate recommended strategies into its 2020-24 Community Plan. In parallel, the CoC formed a work group to analyze CE outcomes for disparities by race & ethnicity, gender, language, age, and health conditions to inform prioritization & system improvement.

***1C-5a. Anti-Discrimination Policy and Training.**

Applicants must indicate whether the CoC implemented an anti-discrimination policy and conduct training:

1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source?	Yes
2. Did the CoC conduct annual CoC-wide training with providers on how to effectively address discrimination based on any protected class under the Fair Housing Act?	Yes
3. Did the CoC conduct annual training on how to effectively address discrimination based on any protected class under 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing?	Yes

***1C-6. Criminalization of Homelessness.**

Applicants must select all that apply that describe the strategies the CoC implemented to prevent the criminalization of homelessness in the CoC's geographic area.

1. Engaged/educated local policymakers:	<input checked="" type="checkbox"/>
2. Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
3. Engaged/educated local business leaders:	<input checked="" type="checkbox"/>
4. Implemented communitywide plans:	<input type="checkbox"/>
5. No strategies have been implemented:	<input type="checkbox"/>
6. Other:(limit 50 characters)	
CE access at Vet/Drug/MH courts	<input checked="" type="checkbox"/>

Housing Fast pays fines to remove barriers to hsg	<input checked="" type="checkbox"/>
Jail diversion PSH prog for ment. ill exiting jail	<input checked="" type="checkbox"/>

1C-7. Centralized or Coordinated Assessment System. Attachment Required.

Applicants must:

- 1. demonstrate the coordinated entry system covers the entire CoC geographic area;**
 - 2. demonstrate the coordinated entry system reaches people who are least likely to apply for homelessness assistance in the absence of special outreach; and**
 - 3. demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner.**
- (limit 2,000 characters)**

1) The CE SYSTEM COVERS THE ENTIRE GEOGRAPHIC AREA of the CoC through a no-wrong-door access model. Over 50 access points (incl. outreach, prevention, shelters, VSPs, schools, resource centers, and correctional facilities), covering every local jurisdiction. 2) CE REACHES PEOPLE LEAST LIKELY TO APPLY FOR ASSISTANCE by leveraging existing service centers with ties to target subpopulations (people with developmental disabilities, TAY & young-parent families, families with children, fleeing DV, limited English proficiency) as access points and through extensive street and medical outreach, including encampments. Outreach teams include diverse multi-lingual staff, peers (e.g. youth, LGBTQ, vets, experience of homelessness), mental health clinicians, to target subpops. less likely to seek services. CE assessment & outreach materials are translated into commonly spoken languages. At least 13 CE access points have onsite staff to give assessments in commonly spoken languages; ASL & spoken language interpreters are available to all access points. 3) CE PRIORITIZES THE MOST VULNERABLE using the Single Adult, Family, & TAY VI-SPDAT assessments, assessing vulnerability based on history of homelessness; medical, legal, and safety risks; social supports; health needs; experience of abuse. CE prioritization also considers length of time homeless and high use of County medical services. CE uses local assessment questions to minimize ineligible referrals and quickly match clients to openings. TO ENSURE TIMELY ASSISTANCE, CE communicates daily with programs regarding vacancies, often making referrals prior to expected vacancies. Dedicated street outreach locates clients referred from CE to PSH, documents eligibility, and provides a warm hand-off to the program. In 2019, based on CE evaluation and focus group feedback, the CoC developed best practice guidance for RRH & TH providers locating clients referred from CE and added a Client Location tab in HMIS to support engagement.

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

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Warning! The CoC Application score could be affected if information is incomplete on this formlet.

1D-1. Discharge Planning Coordination.

Applicants must indicate whether the CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input checked="" type="checkbox"/>
Mental Health Care:	<input checked="" type="checkbox"/>
Correctional Facilities:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

1E. Local CoC Competition

Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

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*1E-1. Local CoC Competition–Announcement, Established Deadline, Applicant Notifications. Attachments Required.

Applicants must indicate whether the CoC:

1. informed project applicants in its local competition announcement about point values or other ranking criteria the CoC would use to rank projects on the CoC Project Listings for submission to HUD for the FY 2019 CoC Program Competition;	Yes
2. established a local competition deadline, and posted publicly, for project applications that was no later than 30 days before the FY 2019 CoC Program Competition Application submission deadline;	Yes
3. notified applicants that their project application(s) were being rejected or reduced, in writing along with the reason for the decision, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline; and	Yes
4. notified applicants that their project applications were accepted and ranked on the CoC Priority Listing in writing, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline.	Yes

1E-2. Project Review and Ranking–Objective Criteria.

Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2019 CoC Program Competition:

1. Used objective criteria to review and rank projects for funding (e.g., cost effectiveness of the project, performance data, type of population served);	Yes
2. Included one factor related to improving system performance (e.g., exits to permanent housing (PH) destinations, retention of PH, length of time homeless, returns to homelessness, job/income growth, etc.); and	Yes
3. Included a specific method for evaluating projects submitted by victim services providers that utilized data generated from a comparable database and evaluated these projects on the degree they improve safety for the population served.	Yes

1E-3. Project Review and Ranking–Severity of Needs and Vulnerabilities.

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Applicants must describe:

1. the specific severity of needs and vulnerabilities the CoC considered when reviewing and ranking projects; and

2. how the CoC takes severity of needs and vulnerabilities into account when reviewing and ranking projects.

(limit 2,000 characters)

1) The CoC’s Review & Rank process takes into account the following client needs and vulnerabilities: disabling conditions, chronic homelessness, criminal history, low/no income, experience of DV/assault, current or history of substance use. 2) The CoC considers severity of needs and vulnerabilities through specific scored criteria, the scoring discretion of the CoC’s R&R panel, and threshold requirements. Projects receive POINTS for: A) being PSH (disabling condition required); B) dedicating beds to CH; C) Housing First P&Ps (no barriers for criminal history, low or no income, experience of DV/assault, substance use); D) serving a priority population (including DV survivors); and E) program design targeting clients with the highest level of need. R&R panelists are experts in homelessness and housing in the community and are instructed that they MAY ADJUST SCORES AS APPROPRIATE BASED ON THE SEVERITY OF NEEDS AND VULNERABILITIES of a project’s client population, as specified on the scoring tool for renewal projects: “Keep in mind that outcomes will naturally be lower in a population with more severe needs. Such populations include persons with low or no income, current or past substance abuse, a history of victimization (e.g., domestic violence, sexual assault, childhood abuse), criminal histories, chronic homelessness.” Panelists receive a WRITTEN REPORT ON RENEWAL PROJECTS with client demographic info, including rates of mental illness, substance abuse, HIV/AIDs, chronic conditions, developmental and physical disability, multiple health conditions, history of DV, and level of income. As part of the local application process, applicants may provide additional client data and EXPLAIN HOW A PARTICULARLY HIGH-NEED CLIENT POPULATION IMPACTED OUTCOMES. Participation in Coordinated Entry is a threshold requirement in the local Review and Rank process for all new & renewal projects, ensuring that all projects accept the most vulnerable, longest-time homeless households.

1E-4. Public Postings–CoC Consolidated Application. Attachment Required.

Applicants must:

1. indicate how the CoC made public the review and ranking process the CoC used for all project applications; or

2. check 6 if the CoC did not make public the review and ranking process; and

3. indicate how the CoC made public the CoC Consolidated Application—including the CoC Application and CoC Priority Listing that includes all project applications accepted and ranked or rejected—which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the FY 2019 CoC Program Competition application submission deadline; or

4. check 6 if the CoC did not make public the CoC Consolidated Application.

Public Posting of Objective Review and Ranking Process		Public Posting of CoC Consolidated Application including: CoC Application, CoC Priority Listing, Project Listings	
1. Email	<input checked="" type="checkbox"/>	1. Email	<input checked="" type="checkbox"/>
2. Mail	<input type="checkbox"/>	2. Mail	<input type="checkbox"/>
3. Advertising in Local Newspaper(s)	<input type="checkbox"/>	3. Advertising in Local Newspaper(s)	<input type="checkbox"/>
4. Advertising on Radio or Television	<input type="checkbox"/>	4. Advertising on Radio or Television	<input type="checkbox"/>
5. Social Media (Twitter, Facebook, etc.)	<input checked="" type="checkbox"/>	5. Social Media (Twitter, Facebook, etc.)	<input checked="" type="checkbox"/>
6. Did Not Publicly Post Review and Ranking Process	<input type="checkbox"/>	6. Did Not Publicly Post CoC Consolidated Application	<input type="checkbox"/>

1E-5. Reallocation between FY 2015 and FY 2018.

Applicants must report the percentage of the CoC’s ARD that was reallocated between the FY 2015 and FY 2018 CoC Program Competitions.

Reallocation: 19%

1E-5a. Reallocation–CoC Review of Performance of Existing Projects.

Applicants must:

- 1. describe the CoC written process for reallocation;**
 - 2. indicate whether the CoC approved the reallocation process;**
 - 3. describe how the CoC communicated to all applicants the reallocation process;**
 - 4. describe how the CoC identified projects that were low performing or for which there is less need; and**
 - 5. describe how the CoC determined whether projects that were deemed low performing would be reallocated.**
- (limit 2,000 characters)**

1) The CoC’s written policy includes a PROCESS FOR REALLOCATION, which states that the CoC’s R&R panel of non-conflicted experts will consider the following when discussing reallocation: underspending, impact on system performance, recent grant reductions, alternative funding sources, community needs, & new project applications. All reallocation recommendations are appealable, with final decisions by the CoC Board. 2) The CoC Board APPROVED THE WRITTEN REALLOCATION PROCESS on 3/18/19. 3) The CoC COMMUNICATED THE REALLOCATION PROCESS to all applicants at a 3-hour public TA Workshop (7/19) which was advertised to agencies through a NOFA Announcement & TA Workshop invitation (7/10) and reminder (7/12) emailed to the CoC and SPN listservs (677 & 580 members). Application materials, with the written reallocation process, were posted on the CoC

website (7/19) and were emailed to the CoC and SPN email lists. 4,5) On 8/26-8/30, the R&R panel reviewed performance outcomes for all renewal projects (utilization, grant spend-down, housing stability, returns to homelessness, increased income, connection to benefits, Housing First, client input, service design, grant compliance) in specialized data reports. Preliminary scores for each outcome were assigned based on scales in the CoC's scoring tool, and applicants had the opportunity to respond to their scaled scores in written narratives and interviews. R&R panel adjusted scores based on applicant explanations of severity of clients needs & other relevant context. The R&R panel reviewed lowest-scoring projects & projects with the lowest spend-down for possible reallocation, based on the CoC's written reallocation process, against the need for the new projects proposed. In 2019 the R&R Panel did not recommend reallocation, because all renewal projects met performance expectations based on population type and stage of ramp-up, but it did issue warnings to all projects with spend-down issues in accordance with the written process.

DV Bonus

Instructions

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1F-1 DV Bonus Projects.

Applicants must indicate whether the CoC is requesting DV Bonus projects which are included on the CoC Priority Listing: Yes

1F-1a. Applicants must indicate the type(s) of project(s) included in the CoC Priority Listing.

1. PH-RRH	<input type="checkbox"/>
2. Joint TH/RRH	<input checked="" type="checkbox"/>
3. SSO Coordinated Entry	<input type="checkbox"/>

Applicants must click “Save” after checking SSO Coordinated Entry to view questions 1F-3 and 1F-3a.

*1F-2. Number of Domestic Violence Survivors in CoC’s Geographic Area.

Applicants must report the number of DV survivors in the CoC’s geographic area that:

Need Housing or Services	2,087.00
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the CoC is Currently Serving	1,835.00
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1F-2a. Local Need for DV Projects.

Applicants must describe:

- 1. how the CoC calculated the number of DV survivors needing housing or service in question 1F-2; and**
- 2. the data source (e.g., HMIS, comparable database, other administrative data, external data source).**
(limit 500 characters)

1&2: Coordinated Entry data is compiled in two lists, the Community Queue in HMIS & a confidential de-identified DV Queue. The Queue in HMIS is linked to HMIS data, allowing the HMIS Lead to run a deduplicated list of 1,788 households active on the Queue as of 9/24/19 with experience of DV (HMIS Data Element 4.11). The DV Queue included 299 unique households fleeing DV as of 9/24/19. Some overlap may exist, but, due to underreporting of DV, it's likely the combined number is still an undercount.

1F-4. PH-RRH and Joint TH and PH-RRH Project Applicant Capacity.

Applicants must provide information for each unique project applicant applying for PH-RRH and Joint TH and PH-RRH DV Bonus projects which the CoC is including in its CoC Priority Listing—using the list feature below.

Applicant Name	DUNS Number
County of Santa C...	073507126

1F-4. PH-RRH and Joint TH and PH-RRH Project

Applicant Capacity

DUNS Number:	073507126
Applicant Name:	County of Santa Clara by and through Office of Supportive Housing
Rate of Housing Placement of DV Survivors--Percentage:	65.00%
Rate of Housing Retention of DV Survivors--Percentage:	88.66%

1F-4a. Rate of Housing Placement and Housing Retention.

Applicants must describe:

- 1. how the project applicant calculated the rate of housing placement and rate of housing retention reported in the chart above; and**
- 2. the data source (e.g., HMIS, comparable database, other administrative data, external data source). (limit 500 characters)**

1) HOUSING PLACEMENT: The universe is unique households who exited any of the applicant’s RRH programs 9/1/18 – 8/31/19 who reported experience of DV (HMIS Data Element 4.11). Of those clients, the percentage who exited to a permanent destination. HOUSING RETENTION: The universe is unique households served in any of the applicant’s PSH 9/1/18 – 8/31/19 who reported experience of DV. Of those clients, the percentage who exited to a permanent destination or remained enrolled. 2) DATA SOURCE: HMIS

1F-4b. DV Survivor Housing.

Applicants must describe how project applicant ensured DV survivors experiencing homelessness were assisted to quickly move into permanent housing. (limit 2,000 characters)

The grant will be administered by OSH, the CoC’s most experienced CoC recipient, with rental assistance admin and supportive services provided by the YWCA-SV, a VSP with decades of experience serving survivors of sexual assault, human trafficking, intimate partner violence & DV. OSH and YWCA-SV currently collaborate on CoC-funded RRH for survivors, OSH acting as recipient/grant admin and YWCA-SV providing supportive services. To ensure clients move quickly into housing, YWCA-SV brings its core value of empowering survivors with a survivor-centered, trauma-informed, Housing First approach. RRH clients complete a Housing Barriers Assessment and work with case managers on a housing plan. Housing Specialists build relationships with landlords to ensure access to safe and appropriate housing, assess client housing preferences, educate clients on housing laws and tenant rights, help w/ housing search and applications, and accompany clients to meet landlords. Case managers target housing barriers by assessing eligibility for benefits and offering financial literacy counseling, medical advocacy, help building life skills (driving, meal planning), systems navigation, and transportation. Services at YWCA-SV or by referral target housing barriers and include job training and employment; mental health and primary medical care; credit repair; direct

services for kids and parenting support; emotional support for assault and trauma; links to civil, family, and immigration law services; and ESL classes. Service participation is client-driven and voluntary, and staff are trained in Motivational Interviewing. OSH monitors grant outcomes; provides Housing First, housing case management, and other staff training; and leads CoC-wide initiatives to remove housing barriers, including development of RRH-dedicated affordable housing, landlord engagement and incentives, and the Living Wage Employment Initiative (w/ Destination: Home) that prioritizes RRH clients for living-wage job training.

1F-4c. DV Survivor Safety.

Applicants must describe how project applicant:

- 1. ensured the safety of DV survivors experiencing homelessness by:**
 - (a) training staff on safety planning;**
 - (b) adjusting intake space to better ensure a private conversation;**
 - (c) conducting separate interviews/intake with each member of a couple;**
 - (d) working with survivors to have them identify what is safe for them as it relates to scattered site units and/or rental assistance;**
 - (e) maintaining bars on windows, fixing lights in the hallways, etc. for congregate living spaces operated by the applicant;**
 - (f) keeping the location confidential for dedicated units and/or congregate living spaces set-aside solely for use by survivors; and**
 - 2. measured its ability to ensure the safety of DV survivors the project served.**
- (limit 2,000 characters)**

1) Safety is a primary focus of all YWCA-SV services, including the RRH that it operates in collaboration with OSH, and its shelter, counseling, advocacy, and 24/7 crisis response. All RRH staff have completed a 65-hr State Certified DV & Sexual Assault Counselor training plus on-going in-house training covering SAFETY PLANNING, trauma informed care, survivor-defined advocacy, cultural humility, confidentiality, harm reduction, and housing. Client safety is ensured during & after assistance through safety planning, client-centered housing search/services, & data privacy safeguards. Safety planning begins at first contact with the DVAC agency that refers the client to Coordinated Entry & a warm handoff to YWCA-SV ensures safety plan continuity. Legal Services Specialists help obtain TROs and protective orders, when desired. During housing planning, case managers work with clients to identify safety factors (location, type of unit and building, and physical safety features.) CMs check in regularly w/ clients and track client perception of safety. All of YWCA-SV's physical locations are designed to protect safety and privacy, with locked entrance gates, access badges, alarms, security cameras, and confidential shelter locations. Over 5 years, the YWCA-SV has invested over \$100K in security improvements across all physical sites. Intake is conducted in a private room with a trained DV & sexual assault counselor. A written protocol ensures confidentiality of all info, including addresses of scattered-site units, from collection to destruction. Services are recorded in confidential client files under double lock and in a secure HMIS-comparable database. 2) The YWCA-SV conducts lethality assessments and responds, in collaboration with law enforcement depending on the severity of the risk. Safety plans are tracked in a secure database. To evaluate client safety & privacy protocols, client perception of physical safety is assessed through surveys of all clients post-services.

1F-4d. Trauma-Informed, Victim-Centered Approaches.

Applicants must describe:

- 1. project applicant’s experience in utilizing trauma-informed, victim-centered approaches to meet needs of DV survivors; and**
- 2. how, if funded, the project will utilize trauma-informed, victim-centered approaches to meet needs of DV survivors by:**
 - (a) prioritizing participant choice and rapid placement and stabilization in permanent housing consistent with participants’ preferences;**
 - (b) establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;**
 - (c) providing program participants access to information on trauma, e.g., training staff on providing program participant with information on trauma;**
 - (d) placing emphasis on the participant’s strengths, strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations;**
 - (e) centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;**
 - (f) delivering opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and**
 - (g) offering support for parenting, e.g., parenting classes, childcare.**
(limit 4,000 characters)

1) EXPERIENCE: The YWCA-SV has decades of experience serving survivors of sexual assault, human trafficking, intimate partner violence & DV in the CoC & brings its core value of empowering survivors to all of its RRH programs with a survivor-centered, trauma-informed, Housing First approach. All RRH staff are certified Confidential DV Counselors & have completed a 65-hr State Certified DV & Sexual Assault Counselor training plus on-going in-house training, covering trauma informed care, survivor-defined advocacy, cultural humility, safety planning, confidentiality, harm reduction, & housing. Safety planning, housing planning, and selection of services are survivor-led, with support from DV & Sexual Assault counselors trained in evidence-based trauma-informed approaches and Motivational Interviewing. 2) IF FUNDED, the 2019 DV Bonus project will utilize the YWCA-SV’s depth of experience to expand the CoC’s trauma-informed and survivor-centered housing options. Extensive and ongoing training will ensure that all TH and RRH staff can fully support clients using trauma-informed, survivor-centered approaches. a) Using the best practice and survivor-led approaches that OSH and the YWCA-SV implement in existing projects, clients will be empowered to choose the services and housing options they feel meet their needs, including full client choice to enter the TH or the RRH portion of the project, to transition from TH to RRH assistance if and when the client desires, and to direct the housing search to find a scattered-site permanent unit that meets their needs. The YWCA-SV respects participants as the experts on their own lives and staff will be trained to use motivational interviewing to assist survivors to explore their goals and create their own service and housing plans. b,d) The YWCA-SV practices Survivor-Defined Advocacy, where self-determination and choice are prioritized and the means to empowerment. Program staff will be trained to recognize the unique importance

of autonomy, empowerment, and respect in the trauma recovery and healing process. Staff believe and affirm a survivor's experience, respect confidentiality, acknowledge injustice, respect autonomy, promote access to resources and help plan for safety, rather than act as the expert. The survivor and the advocate are partners, and the survivor's experience and choices are validated, their network and resources acknowledged and expanded, and issues are understood within a sociopolitical context. This approach helps mitigate the power differential between the service provider and survivor, while focusing on each client's strengths and ability to determine for themselves the best path to healing. c) Training for program staff will include extensive information about the impacts of trauma and the experience of recovery from trauma, which staff will share with clients to ensure they are informed and empowered leaders in identifying their own needs and goals. Trauma-informed behavioral health services will be available to all clients to support this process. e) The YWCA-SV's mission is "to empower by working to end racism and violence... and to inspire by closing the education and prosperity gap," and this mission will guide the 2019 DV Bonus project's culturally responsive approaches. 65-hr State Certified DV & Sexual Assault Counselor training and ongoing follow-up training for all program staff will cover cultural humility and responsiveness. At least yearly trainings on Equal Access and on Fair Housing protections are provided by OSH. f) The YWCA-SV facilitates survivor support groups, with a range of topics, including: healing from trauma, building life skills, self-care, wellness, among others. g) Services provided in-house at YWCA-SV and available to all 2019 DV Bonus clients include direct services for kids, parenting support and parenting classes. Staff will remain up to date on all sources of subsidized, affordable, and mainstream childcare in the community.

1F-4e. Meeting Service Needs of DV Survivors.

Applicants must describe how the project applicant met services needs and ensured DV survivors experiencing homelessness were assisted to quickly move into permanent housing while addressing their safety needs, including:

- **Child Custody**
- **Legal Services**
- **Criminal History**
- **Bad Credit History**
- **Education**
- **Job Training**
- **Employment**
- **Physical/Mental Healthcare**
- **Drug and Alcohol Treatment**
- **Childcare**

(limit 2,000 characters)

Through the YWCA, clients have access to services to meet their specific needs and housing barriers, including safety planning, housing search assistance, case management, job training and employment opportunities, education, mental health services, connection to primary medical care, credit repair and financial education, child care and parenting support, links to civil, family, and immigration legal services, and help with TROs and protective orders. All

housing search, case management, and other in-house services are provided by certified Confidential DV Counselors with 65+ hours of State Certified DV & Sexual Assault Counselor training, who are able to leverage both CoC and DV system resources. Case managers assess eligibility for benefits & offer financial literacy counseling, medical advocacy, help building life skills (driving, meal planning), systems navigation, and transportation. The YWCA provides the following services in-house: Assessment of Service Needs; Assistance with Moving Costs; Case Management; Childcare; Education Services; Employment Assistance; Food; Housing Search; Counseling Services; Legal Services; Mental Health Services; Outreach Services; Transportation; Utility Deposits. Additional supports are available through referral to other organizations specializing in serving survivors: Asian Americans for Community Involvement; Community Solutions; Santa Clara County's Victim Witness Assistance Program. The following services are provided through referral to mainstream providers, with support from YWCA case managers: San Jose PD (public safety and legal services); Santa Clara County District Attorney's Office (legal services); Valley Medical Center (health services); Santa Clara County Superior Court (legal services). Targeted and time-limited informed consent is obtained in writing before any client information is shared, including when data sharing is necessary for an effective referral.

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

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2A-1. HMIS Vendor Identification. BitFocus, Inc.

Applicants must review the HMIS software vendor name brought forward from FY 2018 CoC Application and update the information if there was a change.

2A-2. Bed Coverage Rate Using HIC and HMIS Data.

Using 2019 HIC and HMIS data, applicants must report by project type:

Project Type	Total Number of Beds in 2019 HIC	Total Beds Dedicated for DV in 2019 HIC	Total Number of 2019 HIC Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) beds	900	63	837	100.00%
Safe Haven (SH) beds	20	0	20	100.00%
Transitional Housing (TH) beds	844	14	830	100.00%
Rapid Re-Housing (RRH) beds	1,284	112	1,172	100.00%
Permanent Supportive Housing (PSH) beds	3,276	191	1,915	62.07%
Other Permanent Housing (OPH) beds	0	0	0	

2A-2a. Partial Credit for Bed Coverage Rates at or Below 84.99 for Any Project Type in Question 2A-2.

For each project type with a bed coverage rate that is at or below 84.99 percent in question 2A-2., applicants must describe:

- 1. steps the CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent for that project type; and**
 - 2. how the CoC will implement the steps described to increase bed coverage to at least 85 percent.**
- (limit 2,000 characters)**

The CoC has maintained 100% HMIS coverage for all non-PSH beds (ES, SH, TH, and RRH). The greatest challenge to full PSH coverage has been HUD-VASH, which accounts for approximately 32% of the CoC's non-DV PSH inventory and was not in HMIS as of the 2019 HIC submission. After extensive collaboration with the VA and the Santa Clara County Housing Authority (SCCHA), a plan is currently in place to BEGIN HUD-VASH DATA ENTRY IN HMIS WITHIN 12 MONTHS. 1) PLAN FOR NEXT 12 MONTHS: The SCCHA will contract or increase staffing to manage on-boarding of HUD-VASH beds into HMIS, including collecting HMIS ROIs from HUD-VASH clients and entering client information into HMIS. 2) IMPLEMENTATION: The SCCHA will solicit and select a contractor, through the SCCHA's procurement process. If the selected contractor is not already an HMIS-participating agency, it will be onboarded to HMIS and staff will receive HMIS training. The contractor will develop a strategy to obtain ROIs from current HUD-VASH clients and will begin entering data into HMIS after consent is obtained. In the interim, the HMIS Lead has already added custom fields to the HMIS that allow the CoC to track HUD-VASH enrollment for any client who already has an HMIS profile. The VA, an HMIS participating agency, is currently reviewing the vets by-name list and the Coordinated Entry queue to identify clients in HMIS who are enrolled in HUD-VASH and entering that information into each client's HMIS profile. The CoC also uses this information to identify vets who are eligible for HUD-VASH but not yet enrolled.

***2A-3. Longitudinal System Analysis (LSA) Submission.**

Applicants must indicate whether the CoC submitted its LSA data to HUD in HDX 2.0. Yes

***2A-4. HIC HDX Submission Date.**

Applicants must enter the date the CoC submitted the 2019 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). 04/30/2019
(mm/dd/yyyy)

2B. Continuum of Care (CoC) Point-in-Time Count

Instructions:

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Warning! The CoC Application score could be affected if information is incomplete on this formlet.

2B-1. PIT Count Date. 01/28/2019

Applicants must enter the date the CoC conducted its 2019 PIT count (mm/dd/yyyy).

2B-2. PIT Count Data–HDX Submission Date. 04/30/2019

Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy).

2B-3. Sheltered PIT Count–Change in Implementation.

Applicants must describe:

1. any changes in the sheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and

2. how the changes affected the CoC’s sheltered PIT count results; or

3. state “Not Applicable” if there were no changes.

(limit 2,000 characters)

Not Applicable: No significant changes were made to the sheltered PIT count methodology.

***2B-4. Sheltered PIT Count–Changes Due to Presidentially-declared Disaster.**

Applicants must select whether the CoC No

added or removed emergency shelter, transitional housing, or Safe-Haven inventory because of funding specific to a Presidentially-declared disaster, resulting in a change to the CoC’s 2019 sheltered PIT count.

2B-5. Unsheltered PIT Count–Changes in Implementation.

Applicants must describe:

- 1. any changes in the unsheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and**
 - 2. how the changes affected the CoC’s unsheltered PIT count results; or**
 - 3. state “Not Applicable” if there were no changes.**
- (limit 2,000 characters)**

1) In an effort to continually increase data quality, the CoC changed its methodology for extrapolating demographic information in the 2019 unsheltered count. When demographic data can’t be observed for persons in vehicles, tents, and other private unsheltered locations, it is extrapolated based on the demographics of those who were observable in similar dwelling situations. In the past, the CoC used observed data from both the general and youth counts to extrapolate demographic detail for “hidden” individuals in similar dwelling types. This year, there were high numbers of dwelling types with unobservable demographics and high numbers of observed TAY for each dwelling type, a new phenomenon likely caused by better visibility during the afternoon youth count. This resulted in a clear over-representation of youth in the unsheltered count, which did not align with local data in HMIS or observations & input from youth-serving providers and outreach workers. To correct this, the CoC used observed data from just the general unsheltered count to extrapolate demographic detail. Clement weather on the night of the count may have resulted in some people being unsheltered who would have been in a cold-weather shelter in 2017, but count methodology, training, area of coverage, and number of volunteers were all similar to the 2017 count. 2) The change in demographic estimation did not impact overall PIT numbers. Many factors lead to an increase in unsheltered homelessness in 2019, despite substantially increased local investment in the homeless system of care and affordable housing development over the past 5 years. The primary drivers are rising housing costs across the Bay Area and increasing income inequality, leading to high and continuing rates of first-time homelessness. The average rent for a 2BR apartment in San Jose in 2018 was over \$2,700, and 70% of ELI households are severely cost burdened. Santa Clara County sees 250-400 new households in our CE system each month.

***2B-6. PIT Count–Identifying Youth Experiencing Homelessness.**

Applicants must:

Indicate whether the CoC implemented specific measures to identify youth experiencing homelessness in their 2019 PIT Yes

count.

2B-6a. PIT Count–Involving Youth in Implementation.

Applicants must describe how the CoC engaged stakeholders serving youth experiencing homelessness to:

- 1. plan the 2019 PIT count;**
 - 2. select locations where youth experiencing homelessness are most likely to be identified; and**
 - 3. involve youth in counting during the 2019 PIT count.**
- (limit 2,000 characters)**

1) The CoC collaborated with the County Office of Education to ensure PIT participation by school districts and with Bill Wilson Center (BWC), the CoC’s primary housing provider for TAY, to expand the reach of the youth count. BWC coordinated planning & implementation of the 2019 PIT targeted youth count. 2) The CoC convened YOUTH FOCUS GROUPS and met with youth providers to identify locations where youth are likely to be found during planning. Based on Focus Group and youth provider input, the planning group determined that homeless youth would be significantly more likely to be counted during daytime. The CoC conducted a targeted youth count between 3pm and 8pm on the day of the 2019 unsheltered PIT Count. 3) The youth count was CONDUCTED BY FIVE TEAMS OF HOMELESS YOUTH, coordinated by BWC. Each team included at least 2-4 youth and 2 youth provider outreach staff. Youth were paid for their service and acted as guides/navigators and helped count youth.

2B-7. PIT Count–Improvements to Implementation.

Applicants must describe the CoC’s actions implemented in its 2019 PIT count to better count:

- 1. individuals and families experiencing chronic homelessness;**
 - 2. families with children experiencing homelessness; and**
 - 3. Veterans experiencing homelessness.**
- (limit 2,000 characters)**

1) CHRONIC HOMELESSNESS: During the planning process for the 2019 PIT count, the CoC Lead partnered with providers specializing in persons experiencing chronic homelessness to recruit persons with experience of homelessness to serve as peer guides in the PIT visual count and to administer surveys. Peer guides acted as navigators for PIT count teams, identifying high traffic areas and places where people experiencing homelessness, including subpopulations, are likely to be found. The CoC Lead leveraged the year-round work of outreach teams by partnering with encampment-focused outreach staff to count and survey encampments, instead of volunteer teams, to take advantage of established relationships and trust, as well as the teams’ extensive knowledge of difficult to observe encampment locations. 2) FAMILIES WITH CHILDREN: During the planning process for the 2019 PIT count, the CoC partnered with providers specializing in families with children to recruit persons with experience of homelessness to serve as peer guides, as described above. The CoC leveraged the year-round work of family shelter providers to ensure families with children were represented in the demographic survey. Family emergency shelters were included in the sheltered count, and the CoC ensured

that the survey responses included a representative sample of persons in those shelters. 3) VETERANS: During the planning process for the 2019 PIT count, the CoC Lead partnered with providers specializing in serving veterans to recruit persons with experience of homelessness to serve as peer guides, as described above. The CoC Lead leveraged the year-round work of vets-specific outreach and shelters with dedicated veteran beds to identify veterans and ensure that survey responses included a representative sample of veterans.

3A. Continuum of Care (CoC) System Performance

Instructions

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***3A-1. First Time Homeless as Reported in HDX.**

Applicants must:

Report the Number of First Time Homeless as Reported in HDX.	5,075
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3A-1a. First Time Homeless Risk Factors.

Applicants must:

- 1. describe the process the CoC developed to identify risk factors the CoC uses to identify persons becoming homeless for the first time;**
- 2. describe the CoC's strategy to address individuals and families at risk of becoming homeless; and**
- 3. provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the number of individuals and families experiencing homelessness for the first time. (limit 2,000 characters)**

1) The CoC reviewed local data & national research to IDENTIFY RISK FACTORS. PIT surveys since 2011 show eviction, lack of employment, low or no income as primary causes of homelessness. Analysis of the CoC's Homelessness Prevention System (HPS) 2017-18 data identified DV as a key risk factor for families. Local housing data show extreme costs & lack of affordable housing disproportionately impact very low-income residents. National research indicates various risk factors, including low or no income, mental illness, abuse, criminal justice involvement. Based on this data, HPS selected eligibility criteria: low income; self-report that housing will be lost within 14 days or housing situation is unsafe; and a score of 8+ on the Prevention VI-

SPDAT, which scores income & financial health, history of homelessness, eviction risk, abuse and/or trafficking, interaction with emergency services, including criminal justice, acuity of mental & physical health needs. 2) STRATEGIES TO ADDRESS THOSE AT RISK: A) CoC-wide HPS coordinates 13 agencies to offer financial assistance & case management targeted to each client's needs, with ongoing data collection & evaluation of system outcomes (current annual capacity 900 households). HPS housing specialists help clients retain housing or relocate. In its first two years, 92% remained housed 1 year after assistance. B) In 2019, HPS engaged 5 local VSPs as partners to assist families fleeing unsafe housing; the County & the City of San José allocated \$10M in new State funding over 2 yrs; HPS capacity nearly doubled. C) The CoC partners with Law Foundation of Silicon Valley for eviction-prevention services & HPS staff are trained to refer. D) CalWORKS & SSVF provide HP financial assistance, case management, connections to benefits & job training. E) BWC (youth provider) trains school staff on identifying at-risk families and locates staff at schools to connect to HP 3) RESPONSIBLE: County Office of Supportive Housing HPS Program Manager

***3A-2. Length of Time Homeless as Reported in HDX.**

Applicants must:

Report Average Length of Time Individuals and Persons in Families Remained Homeless as Reported in HDX.	141
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3A-2a. Strategy to Reduce Length of Time Homeless.

Applicants must:

- 1. describe the CoC's strategy to reduce the length of time individuals and persons in families remain homeless;**
 - 2. describe how the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and**
 - 3. provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the length of time individuals and families remain homeless.**
- (limit 2,000 characters)**

Avg length of time homeless (LOTH) DECREASED by 3%, to 141 days. 1) STRATEGIES TO REDUCE: A) High rents & lack of affordable housing are primary barriers to housing. The CoC added 2,129 new homeless-dedicated units/vouchers since 2015. Since 2017, the County Office of Supportive Housing (OSH) awarded over \$234 million of a \$950 million affordable housing bond for 19 new housing developments, adding 1,416 affordable units, including 821 PSH and 125 RRH-dedicated, to be completed over the next 3 years. The housing bond will fund approx. 3,300 additional affordable units over 7 years. B) CE prioritizes LOTH & vulnerability. In 2018 & 2019, the CoC provided new guidance, tools, and training for locating clients and added new Client Contact info tab in HMIS, based on CE Consumer & Provider focus group recommendations to reduce time to locate CE referrals. C) OSH Client Engagement Team street outreach locates all clients referred to PSH & documents eligibility to reduce time from CE referral to enrollment. D) All CoC, ESG, County, & City of San Jose-funded PSH & RRH programs are Housing

First, removing barriers for clients with long histories of homelessness. E) CoC partners with schools, Child Welfare Agency, justice system, & VSPs on innovative RRH for families with school-aged children or in foster system, people exiting jail, people fleeing DV. F) Since 2016, OSH expanded housing case management at Cold Weather shelters to support exits to PH. G) The CoC implements a landlord engagement and incentive program to reduce housing search time. 2) ID LONGEST TIME HOMELESS: Outreach covers the entire CoC using evidence-based practices (CTI, Harm Reduction, TIC) to engage longest-time homeless. Outreach & CE access points administer VI-SPDAT and enter responses (including time homeless) into HMIS & CE. CE uses County hospital database & HMIS to ID long-term high utilizers of emergency services for specialized PSH. 3) RESPONSIBLE: County OSH ES, RRH & PSH Program Managers

***3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX.**

Applicants must:

	Percentage
1. Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations as reported in HDX.	30%
2. Report the percentage of individuals and persons in families in permanent housing projects, other than rapid rehousing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.	98%

3A-3a. Exits to Permanent Housing Destinations/Retention of Permanent Housing.

Applicants must:

1. describe the CoC’s strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations;
2. provide the organization name or position title responsible for overseeing the CoC’s strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations;
3. describe the CoC’s strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations; and
4. provide the organization name or position title responsible for overseeing the CoC’s strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations.

(limit 2,000 characters)

1) STRATEGIES FOR ES, TH, RRH: A) A persistent gap between high rents & stagnant low-end wages is a primary barrier to housing. The CoC’s Living Wage Employment Initiative partnership prioritizes RRH clients & RRH-eligible clients on the CE queue for job training & employment programs; affordable housing

developed with County Housing Bond & other funds included 125 units set aside for RRH clients, with 1,475 additional RRH units planned over next 10 years. B) RRH providers partner with mainstream systems (school districts, Child Welfare Agency, Justice System, VSPs) to design & implement RRH that leverages cross-system resources & expertise to address root causes of housing instability. C) The CoC's landlord incentive programs use dedicated funding to bring in new landlords & retain existing partners as they have new vacancies. The All the Way Home vets program has engaged 791 new landlords since 2015. D) Since 2016, OSH expanded housing case management at Cold Weather shelters to support exits to PH. E) RRH programs offer intensive housing-focused case management from program entry. 2) RESPONSIBLE: County Office of Supportive Housing (OSH) ES & RRH Program Managers. 3) STRATEGIES FOR PSH: A) The CoC's PSH programs maintain high housing stability through Housing First, intensive case management, & a no-fail approach. B) Case managers trained in evidence-based practices (trauma-informed care, motivational interviewing, harm reduction) support clients with complex service needs. C) Meaningful daily activity programs offer group activities & peer mentorship to build social supports. D) PSH programs targeting high utilizers integrate medical & psychiatric services to meet housing & healthcare needs. E) The CoC partners with the Social Services Agency to dedicate SSI advocates to PSH programs, the Law Foundation to provide legal services for PSH clients, the Valley Homeless Healthcare Program for PSH-dedicated medical team. 4) RESPONSIBLE: County OSH PSH Program Managers

***3A-4. Returns to Homelessness as Reported in HDX.**

Applicants must:

	Percentage
1. Report the percentage of individuals and persons in families returning to homelessness over a 6-month period as reported in HDX.	8%
2. Report the percentage of individuals and persons in families returning to homelessness over a 12-month period as reported in HDX.	13%

3A-4a. Returns to Homelessness—CoC Strategy to Reduce Rate.

Applicants must:

- 1. describe the strategy the CoC has implemented to identify individuals and persons in families who return to homelessness;**
- 2. describe the CoC's strategy to reduce the rate of additional returns to homelessness; and**
- 3. provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the rate individuals and persons in families return to homelessness. (limit 2,000 characters)**

1) ID HOUSEHOLDS WHO RETURN & COMMON FACTORS: The CoC uses HMIS reports, CE & Homelessness Prevention System (HPS) data to track returns to homelessness system-wide, by project type, & by subpopulation, & by individual client. The CoC analyzes demographic & service history data to

identify common factors across clients who return to homelessness. 2) STRATEGIES: A) Housing case managers build relationship with landlords & support tenants to prevent eviction, aided by CoC-wide trainings on landlord engagement & tenant rights. B) The County Office of Supportive Housing (OSH) & housing providers partner with the Law Foundation for anti-eviction legal services & mediation. C) PSH housing programs offer Housing First no-fail support for clients even after evictions, working with clients to address causes of eviction & find better-fit housing. RESULT: 98% PSH housing stability. D) In 2018, the CoC offered a 8-hour RRH Workshop for provider staff focused on increasing flexibility of RRH programs to meet clients where they are, prioritizing employment, building sustainable support systems, & encouraging case management after end of rent assistance as needed. Second round of RRH workshops is planned for 2019. E) The CoC's Living Wage Employment Initiative engages job training & employment partners in living-wage industries to prioritize RRH clients, enhancing stability after RRH ends. F) For clients fleeing DV, trauma-informed care & prioritizing client choice & safety support housing stability. G) For TAY, Positive Youth Development & trauma-informed care; family reconciliation; GED & diploma programs, vocational training, & higher ed; & diverse housing options (TH, RRH, host homes, PSH) promote long-term stability. H) HPS serves clients who exited homelessness & are at risk of return. J) 10 pts on CoC scoring tool for renewal projects based on returns to homelessness. 3) RESPONSIBLE: County OSH RRH & PSH Program Managers & Destination: Home Director of Employment Strategies

***3A-5. Cash Income Changes as Reported in HDX.**

Applicants must:

	Percentage
1. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their employment income from entry to exit as reported in HDX.	17%
2. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their non-employment cash income from entry to exit as reported in HDX.	11%

3A-5a. Increasing Employment Income.

Applicants must:

- 1. describe the CoC's strategy to increase employment income;**
 - 2. describe the CoC's strategy to increase access to employment;**
 - 3. describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and**
 - 4. provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase jobs and income from employment.**
- (limit 2,000 characters)**

1) The CoC's strategy to INCREASE EMPLOYMENT INCOME targets full-time living-wage employment. The CoC's LIVING WAGE EMPLOYMENT INITIATIVE (LWEI) engages job training & employment partners, including the

local Workforce Development Board, to prioritize RRH clients & those in ES, TH & unsheltered for training & employment. The LWEL's goal is to connect participants "with living-wage employment leading to careers in high-growth industries" such as healthcare, technology, advanced manufacturing, building & construction. In 2017 & 2018, 30% of participants reached the County's living wage threshold, & 91% of those who obtained full-time employment remained employed for at least 365 days. 2) ACCESS TO EMPLOYMENT: To increase access, the CoC's LWEL secured 285 employment & job training slots prioritized for people experiencing homelessness or in a housing program. The County Office of Supportive Housing (OSH), non-profit partner Destination: Home, & the City of San Jose fund coordination of the LWEL, inform providers of LWEL and other employment & training opportunities via an email list & monthly meetings, & train provider case managers to prioritize employment & refer to training programs. In 2017 & 2018, 61% of LWEL participants obtained full-time employment. 3) MAINSTREAM EMPLOYMENT ORGS: Partnership with mainstream employment organizations (Leaders Up, TeenForce, Working Partnerships, Building Trades Council, Work2uture, Center for Employment Training, REDF) are central to the LWEL. Employment & training are prioritized for homeless & formerly homeless through formal agreements. Housing provider & employment partner staff attend monthly LWEL meetings for case conferencing & info sharing about employment opportunities. In addition to formal partnerships, LWEL staff outreach engages local employers & training programs to train providers on current job opportunities. 4) RESPONSIBLE: County OSH RRH Program Managers & Destination: Home Director of Employment Strategies

3A-5b. Increasing Non-employment Cash Income.

Applicants must:

- 1. describe the CoC's strategy to increase non-employment cash income;**
- 2. describe the CoC's strategy to increase access to non-employment cash sources;**
- 3. provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase non-employment cash income.**

1) INCREASING NON-EMPLOYMENT INCOME: A) All housing providers assess clients for benefits eligibility and help clients apply for and maintain federal, state, and local public benefits (SSI, SSDI, GA, VA benefits, TANF, CAPI, etc) B) The CoC offers annual CoC-wide trainings on connecting clients to public benefits co-presented with the County Social Services Agency (SSA), the Law Foundation of Silicon Valley, Bay Area Legal Aid, and other benefit-specific specialists. Trainings cover eligibility, application process & best practices, common barriers & problem solving, and peer sharing. In fall 2019, annual training will be expanded to 4-part, 12-hour deep-dive series focusing on SSI & SSDI; CalWORKS (including Housing Support Program, childcare & transportation); CalFresh/WIC/GA; and Medicare/Medicaid/Covered California. 2) ACCESS TO NON-EMPLOYMENT CASH SOURCES: A) The CoC partners with SSA to provide dedicated SSI advocates for PSH clients. B) In 2018, the County Office of Supportive Housing and SSA partnered to implement the state-funded Homeless Disability Advocacy Program, which co-locates behavioral health clinicians at the GA office for Coordinated Entry intake & help with documentation for SSI applications. GA recipients applying for SSI are offered interim housing to improve stability during SSI application process. Highly

vulnerable homeless GA recipients are targeted to HDAP-aligned PSH funds. C) The CoC notifies homeless providers of changes to benefits availability, eligibility, & application requirements via 580-person Service Providers Network email list. D) Coordinated Entry & homeless service providers coordinate with the VA to ensure homeless veterans are identified & assessed for eligibility for VA medical care & benefits 3) RESPONSIBLE: County Office of Supportive Housing PSH Program Managers

3A-5c. Increasing Employment. Attachment Required.

Applicants must describe how the CoC:

1. promoted partnerships and access to employment opportunities with private employers and private employment organizations, such as holding job fairs, outreach to employers, and partnering with staffing agencies; and

2. is working with public and private organizations to provide meaningful, education and training, on-the-job training, internship, and employment opportunities for residents of permanent supportive housing that further their recovery and well-being.

(limit 2,000 characters)

1) PRIVATE EMPLOYERS & EMPLOYMENT ORGS: A) The County Office of Supportive Housing (OSH) and non-profit partner Destination: Home coordinate the CoC’s Living Wage Employment Initiative (LWEI), which prioritizes employment training opportunities for RRH, ES & TH clients and unsheltered adults through formal partnerships with 6 mainstream job training organizations. LWEI staff conduct outreach to private employers to attend monthly LWEI meetings with housing providers & present information about employment opportunities. B) The CoC regularly shares job boards from local mainstream recruitment organizations, job fairs, and job opportunities from private employers via the LWEI email list. C) CoC member & homeless housing provider HomeFirst hosts an annual job fair, with over 20 employers represented in 2019 & free shuttle provided from the CoC’s largest emergency shelter location. 2019 job fair was advertised via the LWEI email list and at LWEI meeting. D) At annual CoC-wide RRH Workshop trainings & with ongoing technical assistance, CoC trains & encourages providers to prioritize employment conversations with clients & cultivate relationships with employers. 2) Abode Services, the CoC’s largest PSH provider, employs multiple strategies to promote meaningful opportunities for work experience, skills development, and connections to employment for PSH tenants. Abode’s PSH service team includes an employment specialist to conduct outreach to employers and support clients who are interested in finding a job. At project-based PSH, Abode develops meaningful community service and leadership positions (gardening, recycling, tenant engagement, shop-keeping) to build skills and allow clients to identify their interests and strengths. Clients work in peer-led teams and develop communication, leadership, and basic job skills. Clients are compensated with non-cash stipends that can be used to purchase a variety of goods at a store staffed by clients and stocked to client requests.

3A-5d. Promoting Employment, Volunteerism, and Community Service.

Applicants must select all the steps the CoC has taken to promote

employment, volunteerism and community service among people experiencing homelessness in the CoC’s geographic area:

1. The CoC trains provider organization staff on connecting program participants and people experiencing homelessness with education and job training opportunities.	<input type="checkbox"/>
2. The CoC trains provider organization staff on facilitating informal employment opportunities for program participants and people experiencing homelessness (e.g., babysitting, housekeeping, food delivery).	<input type="checkbox"/>
3. The CoC trains provider organization staff on connecting program participants with formal employment opportunities.	<input type="checkbox"/>
4. The CoC trains provider organization staff on volunteer opportunities for program participants and people experiencing homelessness.	<input type="checkbox"/>
5. The CoC works with organizations to create volunteer opportunities for program participants.	<input type="checkbox"/>
6. The CoC works with community organizations to create opportunities for civic participation for people experiencing homelessness (e.g., townhall forums, meeting with public officials).	<input type="checkbox"/>
7. Provider organizations within the CoC have incentives for employment.	<input type="checkbox"/>
8. The CoC trains provider organization staff on helping program participants budget and maximize their income to maintain stability in permanent housing.	<input type="checkbox"/>

3A-6. System Performance Measures Data–HDX Submission Date 05/31/2019

Applicants must enter the date the CoCs submitted its FY 2018 System Performance Measures data in HDX. (mm/dd/yyyy)

3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

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3B-1. Prioritizing Households with Children.

Applicants must check each factor the CoC currently uses to prioritize households with children for assistance during FY 2019.

1. History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
2. Number of previous homeless episodes	<input checked="" type="checkbox"/>
3. Unsheltered homelessness	<input checked="" type="checkbox"/>
4. Criminal History	<input checked="" type="checkbox"/>
5. Bad credit or rental history	<input checked="" type="checkbox"/>
6. Head of Household with Mental/Physical Disability	<input checked="" type="checkbox"/>

3B-1a. Rapid Rehousing of Families with Children.

Applicants must:

1. describe how the CoC currently rehouses every household of families with children within 30 days of becoming homeless that addresses both housing and service needs;

2. describe how the CoC addresses both housing and service needs to ensure families with children successfully maintain their housing once

assistance ends; and

3. provide the organization name or position title responsible for overseeing the CoC’s strategy to rapidly rehouse families with children within 30 days of them becoming homeless. (limit 2,000 characters)

1) STRATEGY TO RAPIDLY REHOUSE: In 2018 the CoC added 156 new RRH units for families with children. A) SWIFT IDENTIFICATION of families experiencing homelessness & connection to CE at over 50 entry points, including schools, street outreach, Family Resource Centers, VSPs, & family shelters. BWC (TAY provider) trains school staff to identify at-risk & homeless families & co-locates services at schools to provide CE access. B) CoC, ESG, County, & City of San Jose RRH for families is 100% Housing First & uses trauma-informed care to remove barriers to housing. C) The County Office of Supportive Housing (OSH) & BWC partner with McKinney Vento liaisons, Head Start, First 5 (childhood development), & Kids Connections (developmental screening) on 60-unit family RRH. D) OSH partners with the local child welfare agency to design & implement a RRH program for up to 40 families with children recently or currently in foster care, allowing families to stay together or reunify. E) The CoC’s landlord engagement programs use dedicated funding to bring in & retain landlords. 2) HOUSING & SERVICE NEEDS FOR LONG-TERM STABILITY: A) In 2017-18, OSH funded construction of 125 new permanently affordable units set aside for RRH clients & will fund 1,475 more over 7 years. B) RRH programs provide trauma-informed care, connections to affordable childcare, transport. subsidies, therapy, financial & credit counseling, legal services, educ. & employment services, tailored housing plans, & connections to health insurance & medical care to address the causes of housing instability. C) Help clients increase income by connecting to mainstream benefits & via the Living Wage Employment Initiative, which prioritizes RRH clients for mainstream job training programs in industries with living wages & growth potential. D) CoC Lead provides annual RRH Workshop training focused on problem solving & connecting clients to sustainable income & support networks. 3) RESPONSIBLE: County OSH RRH Program Managers

3B-1b. Antidiscrimination Policies.

Applicants must check all that apply that describe actions the CoC is taking to ensure providers (including emergency shelter, transitional housing, and permanent housing (PSH and RRH)) within the CoC adhere to antidiscrimination policies by not denying admission to or separating any family members from other members of their family or caregivers based on any protected classes under the Fair Housing Act, and consistent with 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing.

1. CoC conducts mandatory training for all CoC- and ESG-funded housing and services providers on these topics.	<input type="checkbox"/>
2. CoC conducts optional training for all CoC- and ESG-funded housing and service providers on these topics.	<input checked="" type="checkbox"/>
3. CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	<input checked="" type="checkbox"/>

4. CoC has worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within the CoC geographic area that might be out of compliance and has taken steps to work directly with those facilities to come into compliance.

3B-1c. Unaccompanied Youth Experiencing Homelessness–Addressing Needs.

Applicants must indicate whether the CoC’s strategy to address the unique needs of unaccompanied youth experiencing homelessness who are 24 years of age and younger includes the following:

1. Unsheltered homelessness	Yes
2. Human trafficking and other forms of exploitation	Yes
3. LGBT youth homelessness	Yes
4. Exits from foster care into homelessness	Yes
5. Family reunification and community engagement	Yes
6. Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs	Yes

3B-1c.1. Unaccompanied Youth Experiencing Homelessness–Prioritization Based on Needs.

Applicants must check all that apply that describes the CoC’s current strategy to prioritize unaccompanied youth based on their needs.

1. History of, or Vulnerability to, Victimization (e.g., domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
2. Number of Previous Homeless Episodes	<input checked="" type="checkbox"/>
3. Unsheltered Homelessness	<input checked="" type="checkbox"/>
4. Criminal History	<input checked="" type="checkbox"/>
5. Bad Credit or Rental History	<input checked="" type="checkbox"/>

3B-1d. Youth Experiencing Homelessness–Housing and Services Strategies.

Applicants must describe how the CoC increased availability of housing and services for:

1. all youth experiencing homelessness, including creating new youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive; and
 2. youth experiencing unsheltered homelessness including creating new youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive.
- (limit 3,000 characters)

1) The CoC’s strategy INCREASING HOUSING & SERVICES FOR HL YOUTH focuses on adding youth-specific permanent housing, improving performance of existing programs, and coordinated Community Planning to enhance the youth system. A) Since 2016, the CoC has brought online 179 RRH units for youth. Bill Wilson Center (BWC), the CoC’s largest youth housing provider, opened a new CoC-funded TH-RRH program in Dec 2018. Six new youth-dedicated PSH units came online in 2018 as part of a new affordable housing development collaboration by the County, the City of Morgan Hill, EAH Housing, and the SCC Housing Authority. The CoC applied for YHDP funding in 2019. B) In 2018-19, the Collaborative Applicant conducted 4 youth focus groups to identify gaps in the CoC’s youth system and ways to improve existing services. The CoC monitors performance of youth housing annually and conducts annual TA visits to offer training and tools to increase program effectiveness. New and existing youth housing programs use evidence-based practices (positive youth development, trauma informed care, housing first, peer leadership & support) to enhance stability. C) The Collaborative Applicant is currently coordinating a 5-year Community Plan process with youth as a special population focus, with input from youth brainstorming session at CoC’s primary youth housing provider, youth members of CoC’s Lived Experience Advisory Board (LEAB), and youth participants in at least two stakeholder input summits. Plan will include youth-specific goals to support expansion of the youth system 2) The CoC’s strategy for INCREASING HOUSING & SERVICES FOR UNSHELTERED YOUTH focuses on A) expanding shelter options; B) expanding outreach & Coordinated Entry (CE) access to increase client choice; and C) youth participation and input. A: In 2019, BWC added 10 ES beds for youth and 12 beds to shelter youth without separating from adult family members. Both programs provide housing-focused services & fill previously unmet need. In response to high rates of LGBTQ-identified youth in the PIT, BWC opened two TH programs targeting LGBTQ youth in 2018: LGBTQ host-homes program provides up to 6 mo. of RA to youth in a host home placement. LGBTQ transitional living program provides up to 18 mo. of housing & services to help youth access employment, education, LGBTQ-competent medical care, and permanent housing. In Dec 2019, CoC opened 20-unit TH targeted to LGBTQ, primarily serving youth. When runaway youth crisis shelter lost funding in 2019, the CoC secured new State funding. B: The CoC has TAY street outreach and drop-in centers (both with peer staff with lived experience) and trains McKinney Vento liaisons and school staff to provide CE access. To maximize client choice, TAY referred to TH through CE may elect to accept a RRH referral instead. C: In 2018, BWC formed an agency-wide youth board to advise on program design. In 2018-19, the CoC’s LEAB focused on youth recruitment to promote youth voices in the CoC.

3B-1d.1. Youth Experiencing Homelessness–Measuring Effectiveness of Housing and Services Strategies.

Applicants must:

- 1. provide evidence the CoC uses to measure each of the strategies in question 3B-1d. to increase the availability of housing and services for youth experiencing homelessness;**
- 2. describe the measure(s) the CoC uses to calculate the effectiveness of both strategies in question 3B-1d.; and**
- 3. describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of both strategies in question 3B-1d.**

(limit 3,000 characters)

1) EVIDENCE: The CoC uses PIT, HIC, HMIS, and Coordinated Entry (CE) data to measure the effectiveness of its strategies to increase the availability of housing and services for youth. The CoC Lead analyzes HIC and HMIS data, updated monthly in the CoC's Community Capacity Report, to track growth in youth system capacity and utilization by housing type (ES, TH, RRH, and PSH). The CoC Lead, Performance Management Work Group, and Coordinated Entry Work Group analyze the PIT count of homeless youth, CE data on youth seeking housing assistance, and HMIS data on housing outcomes and returns to homelessness to track youth housing need, system inflow and outflow, and system effectiveness. 2) MEASURES OF EFFECTIVENESS: The CoC uses the following measures to calculate the effectiveness of its strategies to increase housing and services for youth experiencing homelessness: A) The change in the number of youth-dedicated ES, TH, RRH, and PSH beds over time (monthly, annually); B) The change in the number of sheltered and unsheltered youth experiencing homelessness during the annual sheltered and bi-annual unsheltered PIT Count; C) The number of TAY who entered CE for the first time, as measured by TAY assessed by CE for the first time, compared to the number of TAY housed system-wide, as measured by the deduplicated number of PSH and RRH clients with housing move-in dates plus exits to PH from ES and TH (monthly, annually); D) The percentage of youth served in PSH who remain in PSH or exit to other PH; E) The percentage of youth who exit ES, TH, and RRH to PH; and F) The percentage of youth who exit any homeless housing to PH and return to homelessness as indicated by a subsequent HMIS entry. 3) APPROPRIATENESS OF MEASURES: As the CoC implements strategies to increase the capacity and effectiveness of the youth system to meet community need, the number of housing units for TAY will increase, the number of youth experiencing homelessness will decrease, the number of TAY housed will be greater than the number of TAY entering the system for the first time each month, and measures of housing stability will increase. These measures will fluctuate and external forces may cause some measures to indicate increased need (e.g. housing crisis drives up PIT numbers) while other measures show success (e.g. expanded RRH capacity results in more TAY housed each month). Tracking all six measures over time gives the CoC a holistic picture of the success of its strategies to strengthen the TAY system and continue to identify and address gaps.

3B-1e. Collaboration–Education Services.

Applicants must describe:

- 1. the formal partnerships with:**
 - a. youth education providers;**
 - b. McKinney-Vento LEA or SEA; and**
 - c. school districts; and**

- 2. how the CoC collaborates with:**
 - a. youth education providers;**
 - b. McKinney-Vento Local LEA or SEA; and**
 - c. school districts.**

(limit 2,000 characters)

- 1) FORMAL PARTNERSHIPS: A) YOUTH EDUCATION PROVIDERS: BWC

(the CoC's primary TAY housing provider), Opportunity Youth Academy (5 sites across the CoC providing individualized teaching and support to youth), 2 community college districts, and 5 school districts collaborate within the Opportunity Youth Partnership collective impact initiative. The County Office of Supportive Housing (OSH) partnered with Head Start and First 5 (early childhood education) to implement a RRH for Families with School Aged Children program. B,C) LEAs & SCHOOL DISTRICTS: Multiple school districts/LEAs have partnered with OSH to implement a school-based RRH for School-aged Children program. In 2018-19, Santa Clara Unified, Alum Rock, and Campbell Union School Districts entered agreements to participate in Coordinated Entry (CE) and become HMIS partner agencies. BWC has agreements with Santa Clara Unified School District, the San Jose Unified School District, and the Eastside Union High School District to locate BWC counselors and family advocates on school campuses to connect to CE and CoC resources. 2) COLLABORATION: A) YOUTH EDUCATION PROVIDERS: Youth-serving housing providers refer TAY seeking high school diplomas to the OYA. B) LEA meetings facilitated by County Office of Education, attended by Collab Applicant staff, CoC and ESG providers, districts, McKinney-Vento liaisons, and youth providers, share information about legislative updates, McKinney-Vento TA, and available resources. LEA representatives participate in the CoC's youth and families working group (YFWG), a monthly mtg of youth and children-focused funders facilitated by the Collab Applicant. C) SCHOOL DISTRICTS: Schools participate in the bi-annual PIT Count and partnered with BWC in a 2016-17 survey of unstably housed students. In May 2019, CoC provided training for School Linked Services staff (school district staff, coordinated by County Behavioral Health). SLS is supporting outreach to onboard school districts to HMIS.

3B-1e.1. Informing Individuals and Families Experiencing Homeless about Education Services Eligibility.

Applicants must describe policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services. (limit 2,000 characters)

CoC POLICIES AND PROCEDURES REQUIRE PROGRAMS to: 1) Inform families with children and unaccompanied youth of their educational rights, including providing written materials, help with enrollment, and linkage to McKinney Vento Liaisons as part of intake procedures; 2) Post notices of student's rights at each program site that serves homeless children and families in appropriate languages; 3) Designate staff that will be responsible for ensuring that homeless children and youth in their programs are in school and are receiving all educational services they are entitled to and to coordinate with the CoC, the Department of Social Services, the County Office of Education, the McKinney Vento Coordinator, the McKinney Vento Educational Liaisons, and other mainstream providers as needed; 4) Take the educational needs of children into account when placing families in housing and place families with children as close as possible to their school of origin so as not to disrupt such children's education; 5) Allow parents or the youth (if unaccompanied) to make decisions about school placement; 6) Not require children and unaccompanied youth to attend after-school or educational programs that would replace/interfere with regular day school or prohibit them from staying enrolled

in their original school.

3B-1e.2. Written/Formal Agreements or Partnerships with Early Childhood Services Providers.

Applicant must indicate whether the CoC has an MOU/MOA or other types of agreements with listed providers of early childhood services and supports and may add other providers not listed.

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	Yes	No
Head Start	No	No
Early Head Start	No	No
Child Care and Development Fund	No	No
Federal Home Visiting Program	No	No
Healthy Start	No	No
Public Pre-K	No	No
Birth to 3 years	No	No
Tribal Home Visting Program	No	No
Other: (limit 50 characters)		

3B-2. Active List of Veterans Experiencing Homelessness.

Applicant must indicate whether the CoC uses an active list or by-name list to identify all veterans experiencing homelessness in the CoC. Yes

3B-2a. VA Coordination–Ending Veterans Homelessness.

Applicants must indicate whether the CoC is actively working with the U.S. Department of Veterans Affairs (VA) and VA-funded programs to achieve the benchmarks and criteria for ending veteran homelessness. Yes

3B-2b. Housing First for Veterans.

Applicants must indicate whether the CoC has sufficient resources to ensure each veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach. No

3B-3. Racial Disparity Assessment. Attachment Required.

Applicants must:

**1. select all that apply to indicate the findings from the CoC’s Racial Disparity Assessment; or
2. select 7 if the CoC did not conduct a Racial Disparity Assessment.**

1. People of different races or ethnicities are more likely to receive homeless assistance.	<input checked="" type="checkbox"/>
2. People of different races or ethnicities are less likely to receive homeless assistance.	<input checked="" type="checkbox"/>
3. People of different races or ethnicities are more likely to receive a positive outcome from homeless assistance.	<input checked="" type="checkbox"/>
4. People of different races or ethnicities are less likely to receive a positive outcome from homeless assistance.	<input checked="" type="checkbox"/>
5. There are no racial or ethnic disparities in the provision or outcome of homeless assistance.	<input type="checkbox"/>
6. The results are inconclusive for racial or ethnic disparities in the provision or outcome of homeless assistance.	<input type="checkbox"/>
7. The CoC did not conduct a racial disparity assessment.	<input type="checkbox"/>

3B-3a. Addressing Racial Disparities.

Applicants must select all that apply to indicate the CoC’s strategy to address any racial disparities identified in its Racial Disparities Assessment:

1. The CoC is ensuring that staff at the project level are representative of the persons accessing homeless services in the CoC.	<input type="checkbox"/>
2. The CoC has identified the cause(s) of racial disparities in their homeless system.	<input checked="" type="checkbox"/>
3. The CoC has identified strategies to reduce disparities in their homeless system.	<input checked="" type="checkbox"/>
4. The CoC has implemented strategies to reduce disparities in their homeless system.	<input checked="" type="checkbox"/>
5. The CoC has identified resources available to reduce disparities in their homeless system.	<input checked="" type="checkbox"/>
6: The CoC did not conduct a racial disparity assessment.	<input checked="" type="checkbox"/>

4A. Continuum of Care (CoC) Accessing Mainstream Benefits and Additional Policies

Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notice>

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

4A-1. Healthcare—Enrollment/Effective Utilization

Applicants must indicate, for each type of healthcare listed below, whether the CoC assists persons experiencing homelessness with enrolling in health insurance and effectively utilizing Medicaid and other benefits.

Type of Health Care	Assist with Enrollment	Assist with Utilization of Benefits?
Public Health Care Benefits (State or Federal benefits, Medicaid, Indian Health Services)	Yes	Yes
Private Insurers:	Yes	Yes
Non-Profit, Philanthropic:	Yes	Yes
Other: (limit 50 characters)		

4A-1a. Mainstream Benefits.

Applicants must:

- 1. describe how the CoC systematically keeps program staff up to date regarding mainstream resources available for program participants (e.g., Food Stamps, SSI, TANF, substance abuse programs) within the geographic area;**
- 2. describe how the CoC disseminates the availability of mainstream resources and other assistance information to projects and how often;**
- 3. describe how the CoC works with projects to collaborate with healthcare organizations to assist program participants with enrolling in**

health insurance;

4. describe how the CoC provides assistance with the effective utilization of Medicaid and other benefits; and

5. provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy for mainstream benefits.

(limit 2,000 characters)

1,2) To systematically KEEP STAFF UP-TO-DATE & DISSEMINATE AVAILABILITY: A) The CoC Lead offers ANNUAL free open-invitation mainstream benefits trainings for providers CoC-wide, advertised via the CoC and Service Provider Network (SPN) listservs (677 and 580 members). Co-presented by the CoC, local benefits offices & advocates, and legal services partners, the training covers eligibility, the application process and best practices, and how to maintain benefits for SSI/SSDI, GA, SNAP, WIC, TANF, Medicaid & Medicare, CAPI, and CalWorks. Beginning in 2019, this will expand to a four-part, 12-hour training series B) CoC and SSA staff inform the Service Providers Network of updates/changes to benefits program via the SPN email list and at MONTHLY SPN meetings. For example, CoC staff informed SPN of change in CalFresh (SNAP) eligibility for SSI/SSDI recipients in May 2019. 3) The CoC Lead partners closely with the Santa Clara Valley Medical Center’s Valley Homeless Healthcare Program (VHHP), a long-time active CoC member to ensure homeless & PSH clients connect with health insurance and care. VHHP mobile medical outreach and dedicated PSH clinical team assist eligible clients with Medicaid enrollment. All PSH & RRH housing case managers also assess Medicaid eligibility at enrollment and help clients to apply. 4) The VHHP provides mobile medical outreach and a dedicated clinical team for PSH tenants to facilitate access to Medicaid-eligible care. The CoC is working with all PSH providers to become Medicaid certified, allowing the use of Medicaid for eligible services including on-site behavioral health. Outreach and housing case managers connect clients to a medical home, provide transportation to medical & behavioral health services. Once clients are enrolled in Calworks (TANF), SNAP, etc, case managers educate clients on the scope assistance they are eligible to receive once, how to access those benefits, and how they can be used. 5. RESPONSIBLE: OSH PSH Program Manager

4A-2. Lowering Barriers to Entry Data:

Applicants must report:

1. Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition.	30
2. Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	30
Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects the CoC has ranked in its CoC Priority Listing in the FY 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

4A-3. Street Outreach.

Applicants must:

1. describe the CoC’s street outreach efforts, including the methods it

uses to ensure all persons experiencing unsheltered homelessness are identified and engaged;
2. state whether the CoC’s Street Outreach covers 100 percent of the CoC’s geographic area;
3. describe how often the CoC conducts street outreach; and
4. describe how the CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance.
(limit 2,000 characters)

1,3) HomeFirst street outreach operates DAILY CoC-wide. Vets outreach specialists conduct DAILY street outreach CoC-wide, as well as outreach to jails & VA psychiatric facility to ensure vets aren’t discharged to the street. PATH provides DAILY street outreach targeting encampments in San José. Downtown Streets Team peer outreach operates DAILY in San José. In 2019, through state Homeless Mentally Ill Outreach & Treatment funding, County hired two licensed therapists to offer outreach mental health counseling & case management, DAILY CoC-wide, and County’s Mental Health Mobile Crisis team responds to need among unsheltered residents. The Valley Homeless Healthcare Program conducts WEEKLY medical outreach in encampments CoC-wide & WEEKLY medical van at sites across the CoC. The County’s Client Engagement Team targets outreach to clients on the CE queue who get referrals, to ensure that unsheltered people access housing quickly. BWC runs DAILY dedicated TAY outreach, 24/7 youth hotline, & a TAY drop-in center. Dignity on Wheels has mobile toilet, shower (wheel-chair accessible) & laundry facilities DAILY in locations across the CoC. 2) The CoC’s street OUTREACH COVERS 100% of the CoC’s area & all outreach teams are Coordinated Entry (CE) access points. 4) REACHING THOSE LEAST LIKELY TO REQUEST ASSISTANCE: A) Outreach teams are trained to build trust using evidence-based practices (CTI, Trauma Informed Care, harm reduction) & warm hand-offs to available resources (ES beds, food/hygiene, medical services) & to repeatedly engage those least likely to access services. B) Outreach includes multi-lingual, medical, psychiatric, and peer staff (e.g. youth, LGBTQ, vets, formerly homeless) to target most vulnerable. C) Diversified approach including medical outreach to people without healthcare (including with disabling conditions). D) Sign language interpreters & physically accessible transport available as needed. E) Youth outreach & drop-in include LGBTQ-targeted services.

4A-4. RRH Beds as Reported in HIC.

Applicants must report the total number of rapid rehousing beds available to serve all household types as reported in the Housing Inventory Count (HIC) for 2018 and 2019.

	2018	2019	Difference
RRH beds available to serve all populations in the HIC	834	1,284	450

4A-5. Rehabilitation/Construction Costs–New No Projects.

Applicants must indicate whether any new

project application the CoC ranked and submitted in its CoC Priority Listing in the FY 2019 CoC Program Competition is requesting \$200,000 or more in funding for housing rehabilitation or new construction.

4A-6. Projects Serving Homeless under Other Federal Statutes. No

Applicants must indicate whether the CoC is requesting to designate one or more of its SSO or TH projects to serve families with children or youth defined as homeless under other federal statutes.

4B. Attachments

Instructions:

Multiple files may be attached as a single .zip file. For instructions on how to use .zip files, a reference document is available on the e-snaps training site:
<https://www.hudexchange.info/resource/3118/creating-a-zip-file-and-capturing-a-screenshot-resource>

Document Type	Required?	Document Description	Date Attached
FY 2019 CoC Competition Report (HDX Report)	Yes	FY 2019 CoC Compe...	09/23/2019
1C-4.PHA Administration Plan–Moving On Multifamily Assisted Housing Owners’ Preference.	No		
1C-4. PHA Administrative Plan Homeless Preference.	No	PHA Administrativ...	09/23/2019
1C-7. Centralized or Coordinated Assessment System.	Yes	Ce Assessment Tool	09/23/2019
1E-1.Public Posting–15-Day Notification Outside e-snaps–Projects Accepted.	Yes	Projects Accepted...	09/23/2019
1E-1. Public Posting–15-Day Notification Outside e-snaps–Projects Rejected or Reduced.	Yes	Project Rejected/...	09/23/2019
1E-1.Public Posting–30-Day Local Competition Deadline.	Yes	Local Competition...	09/23/2019
1E-1. Public Posting–Local Competition Announcement.	Yes	Local Competition...	09/23/2019
1E-4.Public Posting–CoC-Approved Consolidated Application	Yes	Consolidated Appl...	09/26/2019
3A. Written Agreement with Local Education or Training Organization.	No	Local Education o...	09/23/2019
3A. Written Agreement with State or Local Workforce Development Board.	No	State or Local Wo...	09/23/2019
3B-3. Summary of Racial Disparity Assessment.	Yes	Racial Disparity ...	09/26/2019
4A-7a. Project List-Homeless under Other Federal Statutes.	No		
Other	No		
Other	No		

Other	No		
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Attachment Details

Document Description: FY 2019 CoC Competition Report

Attachment Details

Document Description:

Attachment Details

Document Description: PHA Administrative Plan Preference

Attachment Details

Document Description: Ce Assessment Tool

Attachment Details

Document Description: Projects Accepted Notification

Attachment Details

Document Description: Project Rejected/Reduced Notification

Attachment Details

Document Description: Local Competition Deadline

Attachment Details

Document Description: Local Competition Public Announcement

Attachment Details

Document Description: Consolidated Application

Attachment Details

Document Description: Local Education or Training Organization Agreement

Attachment Details

Document Description: State or Local Workforce Agreement

Attachment Details

Document Description: Racial Disparity Assessment Summary

Attachment Details

Document Description:

Submission Summary

Ensure that the Project Priority List is complete prior to submitting.

Page	Last Updated
1A. Identification	09/18/2019
1B. Engagement	09/24/2019
1C. Coordination	09/26/2019
1D. Discharge Planning	No Input Required
1E. Local CoC Competition	09/24/2019
1F. DV Bonus	09/27/2019
2A. HMIS Implementation	09/26/2019
2B. PIT Count	09/26/2019
3A. System Performance	09/26/2019
3B. Performance and Strategic Planning	09/23/2019
4A. Mainstream Benefits and Additional Policies	09/25/2019
4B. Attachments	09/26/2019

Submission Summary

No Input Required

ATTACHMENT: FY 2019 CoC Competition Report

DOCUMENT SATISFYING REQUIREMENT	PAGE
2019 HDX Competition Report	1-16

2019 HDX Competition Report

PIT Count Data for CA-500 - San Jose/Santa Clara City & County CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count	6524	7394	7254	9706
Emergency Shelter Total	777	1,140	1,151	1080
Safe Haven Total	10	0	20	17
Transitional Housing Total	1110	806	635	687
Total Sheltered Count	1897	1946	1806	1784
Total Unsheltered Count	4627	5448	5448	7922

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	2146	2097	2139	1577
Sheltered Count of Chronically Homeless Persons	128	302	344	376
Unsheltered Count of Chronically Homeless Persons	2018	1,795	1,795	1201

2019 HDX Competition Report

PIT Count Data for CA-500 - San Jose/Santa Clara City & County CoC

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	276	294	272	269
Sheltered Count of Homeless Households with Children	259	223	201	204
Unsheltered Count of Homeless Households with Children	17	71	71	65

Homeless Veteran PIT Counts

	2011	2016	2017	2018	2019
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	667	701	660	658	653
Sheltered Count of Homeless Veterans	152	255	208	206	208
Unsheltered Count of Homeless Veterans	515	446	452	452	445

2019 HDX Competition Report

HIC Data for CA-500 - San Jose/Santa Clara City & County CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2019 HIC	Total Beds in 2019 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	900	63	837	100.00%
Safe Haven (SH) Beds	20	0	20	100.00%
Transitional Housing (TH) Beds	844	14	830	100.00%
Rapid Re-Housing (RRH) Beds	1284	112	1172	100.00%
Permanent Supportive Housing (PSH) Beds	3276	191	1915	62.07%
Other Permanent Housing (OPH) Beds	0	0	0	NA
Total Beds	6,324	380	4774	80.32%

2019 HDX Competition Report

HIC Data for CA-500 - San Jose/Santa Clara City & County CoC

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC	2018 HIC	2019 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	1931	1867	1649	1744

Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children

Households with Children	2016 HIC	2017 HIC	2018 HIC	2019 HIC
RRH units available to serve families on the HIC	102	102	175	331

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC	2018 HIC	2019 HIC
RRH beds available to serve all populations on the HIC	358	532	834	1284

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Summary Report for CA-500 - San Jose/Santa Clara City & County CoC

For each measure enter results in each table from the System Performance Measures report generated out of your CoCs HMIS System. There are seven performance measures. Each measure may have one or more “metrics” used to measure the system performance. Click through each tab above to enter FY2017 data for each measure and associated metrics.

RESUBMITTING FY2018 DATA: If you provided revised FY2018 data, the original FY2018 submissions will be displayed for reference on each of the following screens, but will not be retained for analysis or review by HUD.

ERRORS AND WARNINGS: If data are uploaded that creates selected fatal errors, the HDX will prevent the CoC from submitting the System Performance Measures report. The CoC will need to review and correct the original HMIS data and generate a new HMIS report for submission.

Some validation checks will result in warnings that require explanation, but will not prevent submission. Users should enter a note of explanation for each validation warning received. To enter a note of explanation, move the cursor over the data entry field and click on the note box. Enter a note of explanation and “save” before closing.

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.

Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client’s entry, exit, and bed night dates strictly as entered in the HMIS system.

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

	Universe (Persons)			Average LOT Homeless (bed nights)				Median LOT Homeless (bed nights)			
	Submitted FY 2017	Revised FY 2017	FY 2018	Submitted FY 2017	Revised FY 2017	FY 2018	Difference	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
1.1 Persons in ES and SH	5060	5060	5330	57	57	66	9	30	30	34	4
1.2 Persons in ES, SH, and TH	6344	6565	6438	124	145	141	-4	52	56	55	-1

b. This measure is based on data element 3.17.

This measure includes data from each client's Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added to the client's entry date, effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

The construction of this measure changed, per HUD's specifications, between FY 2016 and FY 2017. HUD is aware that this may impact the change between these two years.

	Universe (Persons)			Average LOT Homeless (bed nights)				Median LOT Homeless (bed nights)			
	Submitted FY 2017	Revised FY 2017	FY 2018	Submitted FY 2017	Revised FY 2017	FY 2018	Difference	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	5218	5728	6116	319	552	759	207	92	265	413	148
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	6637	7179	7189	378	579	783	204	129	334	469	135

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

After entering data, please review and confirm your entries and totals. Some HMIS reports may not list the project types in exactly the same order as they are displayed below.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)		Returns to Homelessness in Less than 6 Months			Returns to Homelessness from 6 to 12 Months			Returns to Homelessness from 13 to 24 Months			Number of Returns in 2 Years	
	Revised FY 2017	FY 2018	Revised FY 2017	FY 2018	% of Returns	Revised FY 2017	FY 2018	% of Returns	Revised FY 2017	FY 2018	% of Returns	FY 2018	% of Returns
Exit was from SO	14	14	1	1	7%	0	0	0%	1	1	7%	2	14%
Exit was from ES	640	764	61	92	12%	32	49	6%	27	48	6%	189	25%
Exit was from TH	565	565	49	44	8%	25	28	5%	21	44	8%	116	21%
Exit was from SH	7	9	1	0	0%	0	2	22%	0	0	0%	2	22%
Exit was from PH	426	717	31	23	3%	19	21	3%	16	32	4%	76	11%
TOTAL Returns to Homelessness	1652	2069	143	160	8%	76	100	5%	65	125	6%	385	19%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	January 2017 PIT Count	January 2018 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	7394	7254	-140
Emergency Shelter Total	1140	1151	11
Safe Haven Total	0	20	20
Transitional Housing Total	806	635	-171
Total Sheltered Count	1946	1806	-140
Unsheltered Count	5448	5448	0

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Unduplicated Total sheltered homeless persons	6418	6637	6503	-134
Emergency Shelter Total	5125	5121	5359	238
Safe Haven Total	17	17	45	28
Transitional Housing Total	1704	1932	1517	-415

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	266	275	374	99
Number of adults with increased earned income	24	17	24	7
Percentage of adults who increased earned income	9%	6%	6%	0%

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	266	275	374	99
Number of adults with increased non-employment cash income	50	32	66	34
Percentage of adults who increased non-employment cash income	19%	12%	18%	6%

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	266	275	374	99
Number of adults with increased total income	65	39	87	48
Percentage of adults who increased total income	24%	14%	23%	9%

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	597	593	476	-117
Number of adults who exited with increased earned income	139	140	79	-61
Percentage of adults who increased earned income	23%	24%	17%	-7%

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	597	593	476	-117
Number of adults who exited with increased non-employment cash income	78	81	52	-29
Percentage of adults who increased non-employment cash income	13%	14%	11%	-3%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	597	593	476	-117
Number of adults who exited with increased total income	197	201	120	-81
Percentage of adults who increased total income	33%	34%	25%	-9%

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	5418	5721	5992	271
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	1846	1888	2247	359
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	3572	3833	3745	-88

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	7107	7665	7951	286
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	2394	2700	2876	176
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	4713	4965	5075	110

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in FY2018 (Oct 1, 2017 - Sept 30, 2018) reporting period.

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Persons who exit Street Outreach	108	285	635	350
Of persons above, those who exited to temporary & some institutional destinations	17	22	89	67
Of the persons above, those who exited to permanent housing destinations	10	16	53	37
% Successful exits	25%	13%	22%	9%

Metric 7b.1 – Change in exits to permanent housing destinations

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	5279	5611	5720	109
Of the persons above, those who exited to permanent housing destinations	1474	1579	1732	153
% Successful exits	28%	28%	30%	2%

Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2017	Revised FY 2017	FY 2018	Difference
Universe: Persons in all PH projects except PH-RRH	1780	1862	1961	99
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	1655	1773	1912	139
% Successful exits/retention	93%	95%	98%	3%

2019 HDX Competition Report FY2018 - SysPM Data Quality

CA-500 - San Jose/Santa Clara City & County CoC

This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports in order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

2019 HDX Competition Report FY2018 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018
1. Number of non-DV Beds on HIC	569	585	595	707	1374	1226	998	800	2599	2641	4084	4029	6	358	520	814				
2. Number of HMIS Beds	569	584	595	707	1314	1173	998	800	1511	1797	2698	2541	4	358	520	814				
3. HMIS Participation Rate from HIC (%)	100.00	99.83	100.00	100.00	95.63	95.68	100.00	100.00	58.14	68.04	66.06	63.07	66.67	100.00	100.00	100.00				
4. Unduplicated Persons Served (HMIS)	4993	3799	5414	6011	1832	1813	1938	1525	1549	1636	2150	2378	1153	1489	2295	2915	0	199	442	987
5. Total Leavers (HMIS)	4600	3029	4660	4926	1057	1017	1158	834	154	130	298	216	747	893	1188	1442	0	3	251	613
6. Destination of Don't Know, Refused, or Missing (HMIS)	2365	1464	2252	2484	143	162	204	141	63	20	35	20	152	89	112	76	0	0	141	287
7. Destination Error Rate (%)	51.41	48.33	48.33	50.43	13.53	15.93	17.62	16.91	40.91	15.38	11.74	9.26	20.35	9.97	9.43	5.27		0.00	56.18	46.82

2019 HDX Competition Report

Submission and Count Dates for CA-500 - San Jose/Santa Clara City & County CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2019 PIT Count	1/28/2019	

Report Submission Date in HDX

	Submitted On	Met Deadline
2019 PIT Count Submittal Date	4/30/2019	Yes
2019 HIC Count Submittal Date	4/30/2019	Yes
2018 System PM Submittal Date	5/31/2019	Yes

ATTACHMENT: PHA ADMINISTRATION PLAN PREFERENCE

<u>DOCUMENT SATISFYING REQUIREMENT</u>	<u>PAGE</u>
PHA Administration Plan: Housing Authorities of the County of Santa Clara & City of San Jose, Chapter 2, Revised 3/22/2018	1 – 6
○ Homeless preference for Housing	2

CHAPTER 2

WAITING LIST ADMINISTRATION

2.1 **INTRODUCTION**

This chapter describes the policies for completing registration for housing assistance, criteria related to placement on the waiting list and removal from the list, and limitations as to who may apply.

2.2 **WAITING LIST: DIFFERENT PROGRAMS**

24 CFR 982.205 (a) (1): “A PHA may merge the waiting list for tenant-based assistance with the PHA waiting list for admission to another assisted housing program...”

MTW Plan:

“[The HA will] continue to operate one combined waiting list for both the County of Santa Clara and the City of San José for the Housing Choice Voucher (HCV) Program and the Project-Based Voucher (PBV) Program.”

Policy:

Families who wish to apply for any one of the HA programs must complete a registration form when a waiting list is opened. Registration forms will be made available in an accessible format upon request from a person with a disability. The HA maintains three separate waiting lists:

- Section 8 Housing Choice Voucher
- Moderate Rehabilitation
- Project-Based Voucher Program

2.3 **WAITING LIST: ADMINISTRATION OF WAITING LIST**

24 CFR 982.204 (a): “Except for special admissions, participants must be selected from the PHA waiting list. The PHA must select participants from the waiting list in accordance with admission policies in the PHA administrative plan.”

Policy:

Families are given a position number and placed on the waiting list in an order determined by computerized random selection. The HA selects applicants from the 2006 waiting list based on their position number.

Mainstream turnover vouchers will be offered to eligible disabled families from the HCV waiting list.

2.4 **WAITING LIST: LOCAL PREFERENCES**

24 CFR 982.207 (a) (1): “The PHA may establish a system of local preferences for selection of families admitted to the program. PHA selection preferences must be described in the PHA administrative plan.”

MTW Plan:

“HACSC will explore various means to target increased assistance to the chronically homeless including... taking steps to provide vouchers to chronically homeless families that are actively participating in supportive programs with designated service providers.”

“Based on community need and subject to State and Federal Fair Housing laws and MTW statutory authorizations, HACSC may propose to receive direct referrals of chronically homeless families from non-profit agencies and community-based organizations.”

“With its Moving to Work (MTW) authority, and similar to activity 2009-5, which created a direct referral program for the chronically homeless, HACSC and designated community partners will target vouchers to [the] Special Needs Population (SNP) as follows: (1) HACSC will...determine program eligibility and provide rental assistance; (2) A community partner will provide referrals of clients to HACSC and case management to the designated SNP.”

Policy:

Based on the availability of voucher funding, the HA recognizes the following separate local preferences to its Section 8 Housing Choice Voucher Waiting List.

- Income-eligible families displaced as a result of a federally-declared disaster.

The HA will receive direct referrals of applicants from partnering agencies for the following programs as stipulated in HUD program regulations, or by an approved MTW activity. The applicants referred to these programs bypass the Section 8 Housing Choice Voucher or Project Based Voucher waiting list:

- **Chronically Homeless Direct Referral (CHDR) Program**
- **Special Needs Population Direct Referral (SNDR) Program (serving persons with disabilities who experience multiple barriers to housing and who require intensive supportive services)**
- **Veterans Affairs Supportive Housing (VASH) Program**

2.5 **OPENING AND CLOSING THE WAITING LIST**

24 CFR 982.206 (a) (1): “When the PHA opens a wait list, the PHA must give public notice that families may apply for tenant-based assistance. The public notice must state where and when to apply.”

Policy:

The HA will advertise through public notice in newspapers, minority publications and other media entities, and through mailings and/or presentations to community organizations including those organizations serving populations of persons with disabilities.

Information provided will include the address, telephone number, and website of the HA, how to submit the application form, and information on eligibility requirements.

The open period shall be long enough to achieve a waiting list adequate to cover projected turnover and new allocations.

The HA will open its Section 8 Housing Choice Voucher waiting list for the following populations in accordance with the Notice of Funding Availability Award instructions issued for these programs:

- Family Unification Program (FUP)- Families or youth referred by the Santa Clara County Department of Family and Children’s Services (DFCS) as FUP- eligible.
- Category 2 Non-Elderly Disabled (NED) Program- Non-elderly, disabled families referred by the Silicon Valley Independent Living Center and transitioning out of nursing homes or other health care institutions.

2.6 **REMOVING APPLICANT NAMES FROM THE WAITING LIST**

24 CFR 982.204 (c) (1): “The PHA administrative plan must state PHA policy on when applicant names may be removed from the waiting list. The policy may provide that the PHA will remove names of applicants who do not respond to PHA requests for information or updates.”

Policy:

The HA will make two attempts to notify applicants of assistance availability. The applicant may reschedule their appointment once (either the first or final appointment) by calling HA in advance of the appointment. If an applicant fails to respond within the specified timeframe or fails to attend their final appointment, the application will be canceled and withdrawn and the applicant will be notified in writing.

Applicants are required to respond to requests from the HA to update information on their registration and to confirm their continued interest in the program. If an applicant fails to respond within the specified timeframe, the application will be canceled and withdrawn and the applicant will be notified in writing.

The HA will make one attempt to notify applicants of an offer of a Project Based Voucher or Moderate Rehabilitation unit availability. If the applicant does not respond, or declines the offer, they will be withdrawn from the Project Based Voucher or Moderate Rehabilitation waiting list and notified in writing of the withdrawal.

2.7 **REINSTATEMENT TO THE WAITING LIST**

24 CFR 982.204 (c) (2): “If the applicant did not respond to the PHA request for information or updates because of the family member’s disability, the PHA must reinstate the applicant in the family’s former position on the waiting list.”

Policy:

The HA may reevaluate its decision to remove the applicant from the waiting list if the applicant family was unable to respond to the HA’s notices of assistance or declined an offer of an available Project Based Voucher or Moderate Rehabilitation unit due to:

- Homelessness,
- Hospitalization during the period outreach efforts were made,
- Disability, or
- Other mitigating circumstances, such as domestic violence.

Any of the above circumstances must be verified through independent sources, and applicable mitigating circumstances must be clearly demonstrated prior to evaluation for reinstatement. The HA will provide a written response specifying the outcome and final determination at the conclusion of its review.

If the request for reinstatement is approved, the cancelled application will be restored to its original placement of registration on the waiting list. If the request for reinstatement was not approved, the application remains cancelled.

2.8 **SPECIAL ADMISSIONS (NON-WAITING LIST)**

24 CFR 982.203 (a) (1) & (2): “If HUD awards a PHA program funding that is targeted for families living in specified units, the PHA must use the assistance for families living in these units. The PHA may admit a family that is not on the PHA waiting list or without considering the family’s waiting list position.”

Policy:

The following are examples of types of program funding that may be targeted for a family living in a specified unit:

- A family displaced because of demolition or disposition of a public housing project;
- A family residing in a multifamily rental housing project when HUD sells, forecloses or demolishes the project;
- For housing covered by the Low Income Housing Preservation and Resident Homeownership Act of 1990;
- A family residing in a project subject to a homeownership program (under 24 CFR 238.173);
- A family residing in a project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term;
- A non-purchasing family residing in a HOPE 1 or HOPE 2 project; and
- Very low income families who have been displaced due to a natural disaster, government or private actions. If a city or county is involved, a family may be eligible for admission to the program subject to a funding allocation.

2.9 OTHER HOUSING ASSISTANCE

24 CFR 982.205 (b) (1) & (2): “For the purposes of this section, ‘other housing subsidy’ means a housing subsidy other than assistance under the voucher program. Housing subsidy includes subsidy assistance under a federal housing program, a state housing program or a local housing program. The PHA may not take any of the following actions because an applicant has applied for, received or refused other housing assistance:

- **Refuse to list the applicant on the PHA waiting list for tenant-based assistance;**
- **Deny any admission preference for which the applicant is currently qualified;**
- **Change the applicant’s place on the waiting list based on preference, date and time of application, or other factors affecting selection under the HA selection policy; or**
- **Remove applicant from the waiting list.”**

Policy:

If an applicant is withdrawn from the Housing Choice Voucher waiting list (including withdrawals due to being determined ineligible for assistance according to Section 8 initial eligibility criteria in place at the time), or housed under the Housing Choice Voucher program, the HA will remove the applicant from the Mainstream, Project-Based Voucher and Moderate Rehabilitation assistance waiting lists.

If an applicant is housed with a Housing Choice Voucher through the Chronically Homeless Direct referral program, Special Needs Population Direct Referral program, the Family Unification Program, the Non-Elderly Disabled Program, the Veterans Affairs Supportive Housing or the Mainstream Program, the HA will remove the applicant from the Housing Choice Voucher, Project Based Voucher and Moderate Rehabilitation assistance waiting lists.

If an applicant is housed under the Project Based Voucher program, the HA will remove the applicant from the Housing Choice Voucher and Moderate Rehabilitation assistance waiting lists.

If an applicant is withdrawn from the Project Based Voucher and/or Moderate Rehabilitation assistance waiting lists due to non-responsiveness to an offer of PBV or Moderate Rehabilitation assistance, the HA will not remove the applicant from the Housing Choice Voucher waiting list.

If an applicant is determined ineligible for assistance according to Section 8 initial eligibility criteria in place at the time under the Project Based Voucher or Moderate Rehabilitation programs, the HA will remove the applicant from the Housing Choice Voucher, Mainstream, Project Based Voucher and Moderate Rehabilitation assistance waiting lists.

If an applicant from the PBV waiting list is referred to fill a PBV vacancy, they will not be offered assistance upon reaching the top of any other waiting list until the PBV process is complete.

ATTACHMENT: CE Assessment Tool

DOCUMENT SATISFYING REQUIREMENT	PAGE
Santa Clara County VI-SPDAT for Single Adults	1 – 7
Santa Clara County VI-SPDAT for Families with Children	8 – 16
Santa Clara County Transition Age Youth VI-SPDAT	17 – 23
Santa Clara County VI-SPDAT for Justice Dischargees	24 – 30

Santa Clara County VI-SPDAT for Single Adults

This packet includes:

- Local Instructions & Script for using the VI-SPDAT
- VI-SPDAT for Single Adults
- Additional Questions for assessing Program Eligibility

Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT)

Prescreen Triage Tool for Single Adults

AMERICAN VERSION 2.0

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1 (800) 355-0420 info@orgcode.com www.orgcode.com

**COMMUNITY
SOLUTIONS**



Santa Clara County VI-SPDAT Instructions

Before Completing the VI-SPDAT:

1. **Check in HMIS to see if the individual/family has already completed a VI-SPDAT** by looking under the Assessments Tab.
2. **Upload a Signed Client Consent Form into HMIS:** No information, including the VI-SPDAT, may be entered into HMIS until a signed client consent form (aka Release of Information or ROI) is uploaded into HMIS.

Completing the VI-SPDAT:

1. **Select the appropriate version of the VI-SPDAT:**
 - a. **VI-SPDAT for Single Adults** – Use this version for adults age 25 or older with no children in the household.
 - b. **VI-SPDAT for Families** – Use this version for households with at least one child under the age of 18.
 - c. **TAY VI-SPDAT** – Use this version for transition age youth (age 18-24) and unaccompanied minors.
2. **Introduce the VI-SPDAT:** Explain to the client what you are doing using the introductory script on the next page.
3. **Complete All Questions:** Complete the VI-SPDAT and follow-up questions, including the additional questions on the last page of this packet.
4. **Enter the VI-SPDAT in HMIS:** You can find the VI-SPDAT under the Assessments tab in the menu bar at the top of the screen in HMIS. This is a universal assessment that is not connected to any specific program.
 - a. **If the Assessment Score is 4 or Higher:** Refer the assessment to the community queue in HMIS.

After Completing the VI-SPDAT:

1. **Collect Contact Information:** Collect as much contact information as possible (phone, email, service provider or case manager that the individual/family works with, locations that they frequent, etc.). It is critical that we have as much contact information as possible in case any referrals become available for the individual/family. Ask them to come back and update their contact information if it changes.
2. **Share information with the individual/family:** Do NOT share the numerical score from the VI-SPDAT. If the person is interested, you can provide an explanation of the type of housing program that looks like the best fit for the individual/family.
3. **If the score falls into the “no housing intervention” category (0-3):** Explain that the assessment shows that they have the skills and ability to get back into housing with limited assistance. Refer the individual/family to resources in the community that will help them address barriers, such as: public benefits, employment programs, security deposit assistance, etc.

Santa Clara County Introductory Script:

I am going to go through a short survey with you that will provide us with more information about your situation. The answers will help us determine how we can best support you. Some of the survey questions are personal in nature, but they only require a Yes/No or one word answer. I really only need that one word answer. You don't need to feel any pressure to provide more detail. You can also skip or refuse to answer any question. Skipping multiple questions may make it harder for us to identify services for you, but it is your right to refuse to answer questions you don't feel comfortable with.

Please do your best to answer all of the questions as honestly and accurately as possible. Honest, accurate answers are important to help us identify the right services for you. In addition, if we are able to refer you to any services based on the information in this survey, that program will still need to verify all eligibility information. So, if your answers aren't honest, it could prevent you from being accepted into a program.

The information that I collect with this survey will be stored in HMIS along with the rest of the intake information you provided. Sometimes we are able to identify services that might be a good match for you based on the information you provide. If that happens we will try to contact you, so it's really important that you provide current contact information. This could include phone numbers, locations you frequent, case managers or organizations that you work with, or any other information that might help us find you.

**Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT)
Single Adults – American Version 2.0**

The VI-SPDAT is created and copyrighted by OrgCode Consulting, Inc. and Community Solutions (Copyright 2015). The VI-SPDAT is used in Santa Clara County by permission of OrgCode Consulting, Inc. Please do not alter any of the questions, including the order in which they are asked. For more information about the VI-SPDAT or OrgCode visit www.orgcode.com. Please complete all questions. The VI-SPDAT will be scored automatically when it is entered into HMIS.

Date: _____

Name & Phone # of Staff Person Completing the VI-SPDAT: _____

BASIC INFORMATION

First Name: _____ Nickname: _____

Last Name: _____

In what language do you feel best able to express yourself? _____

Date of Birth: ____/____/____ Age: _____

Social Security Number: ____ -- ____ Don't Have/Don't Know Refused

Consent to participate? Yes No

SCORED DOMAINS

A. HISTORY OF HOUSING AND HOMELESSNESS

1. Where do you sleep most frequently? (Check One)

- Shelters Safe Haven Other (specify): _____
- Transitional Housing Outdoors Refused

2. How long has it been since you lived in permanent stable housing? _____ Refused

3. In the last three years, how many times have you been homeless? _____ Refused

B. RISKS

4. In the past six months, how many times have you...

- a. Received health care at an emergency department/room?** _____ Refused
- b. Taken an ambulance to the hospital?** _____ Refused
- c. Been hospitalized as an inpatient?** _____ Refused
- d. Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines?** _____ Refused
- e. Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along?** _____ Refused
- f. Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offense, or anything in between?** _____ Refused

5. Have you been attacked or beaten up since you've become homeless? YES NO Refused

6. Have you threatened to or tried to harm yourself or anyone else in the last year? YES NO Refused

7. Do you have any legal stuff going on right now that may result in you being locked up, having to pay fines, or that make it more difficult to rent a place to live? YES NO Refused

8. Does anybody force or trick you to do things that you do not want to do? YES NO Refused

9. Do you ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone you don't know, share a needle, or anything like that? YES NO Refused

C. SOCIALIZATION & DAILY FUNCTIONING

10. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you owe them money? YES NO Refused

11. Do you get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that? YES NO Refused

12. Do you have any planned activities, other than just surviving, that make you feel happy and fulfilled? YES NO Refused

13. Are you currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that? YES NO Refused

14. Is your current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because family or friends caused you to become evicted? YES NO Refused

D. WELLNESS

15. Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health? YES NO Refused

16. Do you have any chronic health issues with your liver, kidneys, stomach, lungs or heart? YES NO Refused

17. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you? YES NO Refused

18. Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help? YES NO Refused

19. When you are sick or not feeling well, do you avoid getting help? YES NO Refused

20. *FOR FEMALE RESPONDENTS ONLY:* Are you currently pregnant? YES NO Refused

21. Has your drinking or drug use led you to being kicked out of an apartment or program where you were staying in the past? YES NO Refused

22. Will drinking or drug use make it difficult for you to stay housed or afford your housing? YES NO Refused
23. Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:
- a. A mental health issue or concern? YES NO Refused
 - b. A past head injury? YES NO Refused
 - c. A learning disability, developmental disability, or other impairment? YES NO Refused
24. Do you have any mental health or brain issues that would make it hard for you to live independently because you'd need help? YES NO Refused
25. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking? YES NO Refused
26. Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication? YES NO Refused
27. YES OR NO: Has your current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you have experienced? YES NO Refused

CONTACT INFORMATION:

Please enter all contact information at the end of the VI-SPDAT in HMIS. In addition, please update contact information in the Location Tab in HMIS. COMPLETE AND UP TO DATE CONTACT INFORMATION IS CRITICAL TO MAKE SURE PEOPLE CAN BE FOUND WHEN A HOUSING REFERRAL IS AVAILABLE!

On a regular day, where is it easiest to find you and what time of day is easiest to do so?

Where:

When:

Is there a phone number and/or email where someone can safely get in touch with you or leave you a message?

Phone:

Email:

Is there someone that you trust and communicate with regularly that we can contact when we look for you? (Please include name and phone number if possible)

OK, now I'd like to take your picture so that it is easier to find you and confirm your identity in the future.

May I do so? YES NO Refused

Santa Clara County – Additional Questions:

Please complete the following additional questions. These questions are **not** part of the VI-SPDAT assessment; however, they may be used to identify programs for which the individual or household might be eligible. *Please note that documentation will be required to verify eligibility if an individual or household is referred to a program based on responses to these questions.*

1. **Are you a veteran?** Yes No Don't Know Refused

a. If yes, which military service era did you serve in?

- Post September 11th (September 11, 2001 – Present)
- Persian Gulf Era (August 1991 – September 10, 2001)
- Post-Vietnam Era (May 1975 – July 1991)
- Vietnam Era (August 1968 – April 1975)
- Between Korean and Vietnam Wars (February 1955 – July 1964)
- Korean War (June 1950 – January 1955)
- Between WWII and Korean War (August 1947 – May 1950)
- WWII Era (September 1940 – July 1947)
- Don't Know
- Refused

b. If yes, what is your discharge status?

- Honorable
- Bad Conduct
- Dishonorable
- Don't Know
- General under Honorable Conditions
- Under other than Honorable Conditions (OTH)
- Uncharacterized
- Refused

2. **How many total years have you been homeless?** _____

3. **Which city did you live in prior to becoming homeless?** _____

4. **If you are employed, in which city is your work place?** _____

5. **If you go to school, in which city is your school?** _____

6. **In which city do you spend most of your time?** _____

7. **Have you ever been in foster care?** Yes No Don't Know Refused

8. **Have you ever been in jail?** Yes No Don't Know Refused

9. **Have you ever been in prison?** Yes No Don't Know Refused

10. **Do you have a permanent physical disability that limits your mobility?** (i.e. wheelchair, amputation, unable to climb stairs?) Yes No Don't Know Refused

11. What type of health insurance do you have, if any?

- Medicaid
- Medicare
- VA Medical
- Private Insurance
- No Health Insurance
- Other

Santa Clara County VI-SPDAT for Families with Children

This packet includes:

- Local Instructions & Script for using the VI-SPDAT
- VI-SPDAT for Families with Children
- Additional Questions for assessing Program Eligibility

Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT)

Prescreen Triage Tool for Families

AMERICAN VERSION 2.0

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Santa Clara County VI-SPDAT Instructions

Before Completing the VI-SPDAT:

- 1. Check in HMIS to see if the individual/family has already completed a VI-SPDAT** by looking under the Assessments Tab.
- 2. Upload a Signed Client Consent Form into HMIS:** No information, including the VI-SPDAT, may be entered into HMIS until a signed client consent form (aka Release of Information or ROI) is uploaded into HMIS.

Completing the VI-SPDAT:

- 1. Select the appropriate version of the VI-SPDAT:**
 - a. VI-SPDAT for Single Adults** – Use this version for adults age 25 or older with no children in the household.
 - b. VI-SPDAT for Families** – Use this version for households with at least one child under the age of 18.
 - c. TAY VI-SPDAT** – Use this version for transition age youth (age 18-24) and unaccompanied minors.
- 2. Introduce the VI-SPDAT:** Explain to the client what you are doing using the introductory script on the next page.
- 3. Complete All Questions:** Complete the VI-SPDAT and follow-up questions, including the additional questions on the last page of this packet.
- 4. Enter the VI-SPDAT in HMIS:** You can find the VI-SPDAT under the Assessments tab in the menu bar at the top of the screen in HMIS. This is a universal assessment that is not connected to any specific program.
 - a. If the assessment score is 4 or higher:** Refer the assessment to the community queue in HMIS.

After Completing the VI-SPDAT:

- 1. Collect Contact Information:** Collect as much contact information as possible (phone, email, service provider or case manager that the individual/family works with, locations that they frequent, etc.). It is critical that we have as much contact information as possible in case any referrals become available for the individual/family. Ask them to come back and update their contact information if it changes.
- 2. Share information with the individual/family:** Do NOT share the numerical score from the VI-SPDAT. If the person is interested, you can provide an explanation of the type of housing program that looks like the best fit for the individual/family.
- 3. If the score falls into the “no housing intervention” category:** Explain that the assessment shows that they have the skills and ability to get back into housing with limited assistance. Refer the individual/family to resources in the community that will help them address barriers, such as: public benefits, employment programs, security deposit assistance, etc.

Santa Clara County Introductory Script:

I am going to go through a short survey with you that will provide us with more information about your situation. The answers will help us determine how we can best support you. Some of the survey questions are personal in nature, but they only require a Yes/No or one word answer. I really only need that one word answer. You don't need to feel any pressure to provide more detail. You can also skip or refuse to answer any question. Skipping multiple questions may make it harder for us to identify services for you, but it is your right to refuse to answer questions you don't feel comfortable with.

Please do your best to answer all of the questions as honestly and accurately as possible. Honest, accurate answers are important to help us identify the right services for you. In addition, if we are able to refer you to any services based on the information in this survey, that program will still need to verify all eligibility information. So, if your answers aren't honest, it could prevent you from being accepted into a program.

The information that I collect with this survey will be stored in HMIS along with the rest of the intake information you provided. Sometimes we are able to identify services that might be a good match for you based on the information you provide. If that happens we will try to contact you, so it's really important that you provide current contact information. This could include phone numbers, locations you frequent, case managers or organizations that you work with, or any other information that might help us find you.

**Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT)
Families with Children – American Version 2.0**

The VI-SPDAT is created and copyrighted by OrgCode Consulting, Inc. and Community Solutions (Copyright 2015). The VI-SPDAT is used in Santa Clara County by permission of OrgCode Consulting, Inc. Please do not alter any of the questions, including the order in which they are asked. For more information about the VI-SPDAT or OrgCode visit www.orgcode.com. Please complete all questions. The VI-SPDAT will be scored automatically when it is entered into HMIS.

Date: _____

Name & Phone # of Staff Person Completing the VI-SPDAT: _____

BASIC INFORMATION

PARENT 1:

First Name: _____ Nickname: _____

Last Name: _____

In what language do you feel best able to express yourself? _____

Date of Birth: ____ / ____ / ____ Age: _____

Social Security Number: ____ -- ____ Don't Have/Don't Know Refused

Consent to participate? Yes No

PARENT 2:

First Name: _____ **Nickname:** _____

Last Name: _____

In what language do you feel best able to express yourself? _____

Date of Birth: ____/____/____ **Age:** _____

Social Security Number: ____ -- ____ Don't Have/Don't Know Refused

Consent to participate? Yes No

CHILDREN

1. **How many children under the age of 18 are currently with you?** _____ Refused

2. **How many children under the age of 18 are not currently with your family, but you have reason to believe they will be joining you when you get housed?** _____ Refused

3. **IF HOUSEHOLD INCLUDES A FEMALE:**
Is any member of the family currently pregnant? YES NO Refused

4. **Please provide a list of children's names and ages:**

First Name:	Last Name:	Age:	Date of Birth:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SCORED DOMAINS

A. HISTORY OF HOUSING AND HOMELESSNESS

5. Where do you and your family sleep most frequently? (Check One)

- Shelters Safe Haven Other (specify): _____
 Transitional Housing Outdoors Refused

6. How long has it been since you and your family lived in permanent stable housing? _____ Refused

7. In the last three years, how many times have you and your family been homeless? _____ Refused

B. RISKS

8. In the past six months, how many times have you or anyone in your family...

a. Received health care at an emergency department/room? _____ Refused

b. Taken an ambulance to the hospital? _____ Refused

c. Been hospitalized as an inpatient? _____ Refused

d. Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? _____ Refused

e. Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along? _____ Refused

f. Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offense, or anything in between? _____ Refused

9. Have you or anyone in your family been attacked or beaten up since they've become homeless? YES NO Refused

10. Have you or anyone in your family threatened to or tried to harm themselves or anyone else in the last year? YES NO Refused

11. Do you or anyone in your family have any legal stuff going on right now that may result in them being locked up, having to pay fines, or that make it more difficult to rent a place to live? YES NO Refused

12. Does anybody force or trick you or anyone in your family to do things that you do not want to do? YES NO Refused

13. Do you or anyone in your family ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone they don't know, share a needle, or anything like that? YES NO Refused

C. SOCIALIZATION & DAILY FUNCTIONING

14. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you or anyone in your family owe them money? YES NO Refused
15. Do you or anyone in your family get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that? YES NO Refused
16. Does everyone in your family have planned activities, other than just surviving, that make them feel happy and fulfilled? YES NO Refused
17. Is everyone in your family currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that? YES NO Refused
18. Is your family's current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because other family or friends caused your family to become evicted? YES NO Refused

D. WELLNESS

19. Has your family ever had to leave an apartment, shelter program, or other place you were staying because of the physical health of you or anyone in your family? YES NO Refused
20. Do you or anyone in your family have any chronic health issues with your liver, kidneys, stomach, lungs or heart? YES NO Refused
21. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you or anyone in your family? YES NO Refused
22. Does anyone in your family have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help? YES NO Refused
23. When someone in your family is sick or not feeling well, does your family avoid getting medical help? YES NO Refused

24. Has drinking or drug use by you or anyone in your family led your family to being kicked out of an apartment or program where you were staying in the past? YES NO Refused
25. Will drinking or drug use make it difficult for your family to stay housed or afford your housing? YES NO Refused
26. Has your family ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:
- g. A mental health issue or concern? YES NO Refused
 - h. A past head injury? YES NO Refused
 - i. A learning disability, developmental disability, or other impairment? YES NO Refused
27. Do you or anyone in your family have any mental health or brain issues that would make it hard for your family to live independently because help would be needed? YES NO Refused
28. Does any single member of your household have a medical condition, mental health concerns, AND experience with substance use? YES NO Refused
29. Are there any medications that a doctor said you or anyone in your family should be taking that, for whatever reason, they are not taking? YES NO Refused
30. Are there any medications like painkillers that you or anyone in your family don't take the way the doctor prescribed or where they sell the medication? YES NO Refused
31. **YES OR NO:** Has your family's current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you or anyone in your family have experienced? YES NO Refused

E. FAMILY UNIT

32. Are there any children that have been removed from the family by a child protection service within the last 180 days? YES NO Refused
33. Do you have any family legal issues that are being resolved in court or need to be resolved in court that would impact your housing or who may live within your housing? YES NO Refused
34. In the last 180 days have any children lived with family or friends because of your homelessness or housing situation? YES NO Refused

35. Has any child in the family experienced abuse or trauma in the last 180 days? YES NO Refused
36. **IF THERE ARE SCHOOL-AGED CHILDREN:** Do your children attend school more often than not each week? YES NO N/A or Refused
37. Have the members of your family changed in the last 180 days, due to things like divorce, your kids coming back to live with you, someone leaving for military service or incarceration, a relative moving in, or anything like that? YES NO Refused
38. Do you anticipate any other adults or children coming to live with you within the first 180 days of being housed? YES NO Refused
39. Do you have two or more planned activities each week as a family such as outings to the park, going to the library, visiting other family, watching a family movie, or anything like that? YES NO Refused
40. After school, or on weekends or days when there isn't school, is the total time children spend each day where there is no interaction with you or another responsible adult...
- a. 3 or more hours per day for children aged 13 or older? YES NO Refused
 - b. 2 or more hours per day for children aged 12 or younger? YES NO Refused
41. **IF THERE ARE CHILDREN BOTH 12 AND UNDER & 13 AND OVER:** Do your older kids spend 2 or more hours on a typical day helping their younger sibling(s) with things like getting ready for school, helping with homework, making them dinner, bathing them, or anything like that? YES NO Refused

CONTACT INFORMATION:

Please enter all contact information at the end of the VI-SPDAT in HMIS. In addition, please update contact information in the Location Tab in HMIS. COMPLETE AND UP TO DATE CONTACT INFORMATION IS CRITICAL TO MAKE SURE PEOPLE CAN BE FOUND WHEN A HOUSING REFERRAL IS AVAILABLE!

On a regular day, where is it easiest to find you and what time of day is easiest to do so?

Where:

When:

Is there a phone number and/or email where someone can safely get in touch with you or leave you a message?

Phone:

Email:

Is there someone that you trust and communicate with regularly that we can contact when we look for you? (Please include name and phone number if possible)

OK, now I'd like to take your picture so that it is easier to find you and confirm your identity in the future.

May I do so? YES NO Refused

Santa Clara County – Additional Questions:

Please complete the following additional questions. These questions are **not** part of the VI-SPDAT assessment; however, they may be used to identify programs for which the individual or household might be eligible. *Please note that documentation will be required to verify eligibility if an individual or household is referred to a program based on responses to these questions.*

1. **Are you a veteran?** Yes No Don't Know Refused

a. If yes, which military service era did you serve in?

- Post September 11th (September 11, 2001 – Present)
- Persian Gulf Era (August 1991 – September 10, 2001)
- Post-Vietnam Era (May 1975 – July 1991)
- Between Korean and Vietnam Wars (February 1955 – July 1964)
- Korean War (June 1950 – January 1955)
- Between WWII and Korean War (August 1947 – May 1950)
- WWII Era (September 1940 – July 1947)
- Don't Know
- Refused

b. If yes, what is your discharge status?

- Honorable
- Bad Conduct
- Dishonorable
- Don't Know
- General under Honorable Conditions
- Under other than Honorable Conditions (OTH)
- Uncharacterized
- Refused

2. **How many total years have you been homeless?** _____

3. **Which city did you live in prior to becoming homeless?** _____

4. **If you are employed, in which city is your work place?** _____

5. **If you (or your children) go to school, in which city is the school?** _____

6. **In which city do you spend most of your time?** _____

7. **Have you ever been in foster care?** Yes No Don't Know Refused

8. **Have you ever been in jail?** Yes No Don't Know Refused

9. **Have you ever been in prison?** Yes No Don't Know Refused

10. **Do you have a permanent physical disability that limits your mobility?** (i.e. wheelchair, amputation, unable to climb stairs?) Yes No Don't Know Refused

11. What type of health insurance do you have, if any?

- Medicaid
- Medicare
- VA Medical
- Private Insurance
- No Health Insurance
- Other

Santa Clara County Transition Age Youth VI-SPDAT

This packet includes:

- Local Instructions & Script for using the TAY-VI-SPDAT
- TAY-VI-SPDAT for Transition Age Youth (ages 18-24)
- Additional Questions for assessing Program Eligibility

Transition Age Youth - Vulnerability Index - Service Prioritization Decision Assistance Tool (TAY-VI-SPDAT)

“Next Step Tool for Homeless Youth”

AMERICAN VERSION 1.0

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Eric Rice, PhD
USC
SCHOOL OF
SOCIAL WORK



Santa Clara County VI-SPDAT Instructions

Before Completing the VI-SPDAT:

1. **Check in HMIS to see if the individual/family has already completed a VI-SPDAT** by looking under the Assessments Tab.
2. **Upload a Signed Client Consent Form into HMIS:** No information, including the VI-SPDAT, may be entered into HMIS until a signed client consent form (aka Release of Information or ROI) is uploaded into HMIS.

Completing the VI-SPDAT:

1. **Select the appropriate version of the VI-SPDAT:**
 - a. **VI-SPDAT for Single Adults** – Use this version for adults age 25 or older with no children in the household.
 - b. **VI-SPDAT for Families** – Use this version for households with at least one child under the age of 18.
 - c. **TAY-VI-SPDAT** – Use this version for transition age youth (age 18-24) and unaccompanied minors.
2. **Introduce the VI-SPDAT:** Explain to the client what you are doing using the introductory script on the next page.
3. **Complete All Questions:** Complete the VI-SPDAT and follow-up questions, including the additional questions on the last page of this packet.
4. **Enter the VI-SPDAT in HMIS:** You can find the VI-SPDAT under the Assessments tab in the menu bar at the top of the screen in HMIS. This is a universal assessment that is not connected to any specific program.
 - a. **If the assessment score is 4 or higher:** Refer the assessment to the community queue in HMIS.

After Completing the VI-SPDAT:

1. **Collect Contact Information:** Collect as much contact information as possible (phone, email, service provider or case manager that the individual/family works with, locations that they frequent, etc.). It is critical that we have as much contact information as possible in case any referrals become available for the individual/family. Ask them to come back and update their contact information if it changes.
2. **Share information with the individual/family:** Do NOT share the numerical score from the VI-SPDAT. If the person is interested, you can provide an explanation of the type of housing program that looks like the best fit for the individual/family.
3. **If the score falls into the “no housing intervention” category:** Explain that the assessment shows that they have the skills and ability to get back into housing with limited assistance. Refer the individual/family to resources in the community that will help them address barriers, such as: public benefits, employment programs, security deposit assistance, etc.

Santa Clara County Introductory Script:

I am going to go through a short survey with you that will provide us with more information about your situation. The answers will help us determine how we can best support you. Some of the survey questions are personal in nature, but they only require a Yes/No or one word answer. I really only need that one word answer. You don't need to feel any pressure to provide more detail. You can also skip or refuse to answer any question. Skipping multiple questions may make it harder for us to identify services for you, but it is your right to refuse to answer questions you don't feel comfortable with.

Please do your best to answer all of the questions as honestly and accurately as possible. Honest, accurate answers are important to help us identify the right services for you. In addition, if we are able to refer you to any services based on the information in this survey, that program will still need to verify all eligibility information. So, if your answers aren't honest, it could prevent you from being accepted into a program.

The information that I collect with this survey will be stored in HMIS along with the rest of the intake information you provided. Sometimes we are able to identify services that might be a good match for you based on the information you provide. If that happens we will try to contact you, so it's really important that you provide current contact information. This could include phone numbers, locations you frequent, case managers or organizations that you work with, or any other information that might help us find you.

**Transition Age Youth –
Vulnerability Index – Service Prioritization Decision Assistance Tool (TAY-VI-SPDAT)
“Next Step Tool for Homeless Youth”
American Version 1.0**

The TAY-VI-SPDAT is created and copyrighted by OrgCode Consulting, Inc., Corporation for Supportive Housing, Community Solutions, and Eric Rice, USC School of Social Work (Copyright 2015). The TAY-VI-SPDAT is used in Santa Clara County by permission of OrgCode Consulting, Inc. Please do not alter any of the questions, including the order in which they are asked. For more information about the TAY-VI-SPDAT or OrgCode visit www.orgcode.com. Please complete all questions. The TAY-VI-SPDAT will be scored automatically when it is entered into HMIS.

Date: _____

Name & Phone # of Staff Person Completing the VI-SPDAT: _____

BASIC INFORMATION

First Name: _____ Nickname: _____

Last Name: _____

In what language do you feel best able to express yourself? _____

Date of Birth: ____/____/____ Age: _____

Social Security Number: ____ -- ____ Don't Have/Don't Know Refused

Consent to participate? Yes No

SCORED DOMAINS

A. HISTORY OF HOUSING AND HOMELESSNESS

1. Where do you sleep most frequently? (Check One)

- Shelters Couch surfing Other (specify): _____
 Transitional Housing Outdoors
 Safe Haven Refused

2. How long has it been since you lived in permanent stable housing? _____ Refused

3. In the last three years, how many times have you been homeless? _____ Refused

B. RISKS

4. In the past six months, how many times have you...

a. Received health care at an emergency department/room? _____ Refused

b. Taken an ambulance to the hospital? _____ Refused

c. Been hospitalized as an inpatient? _____ Refused

d. Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? _____ Refused

e. Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along? _____ Refused

f. Stayed one or more nights in a holding cell, jail, prison or juvenile detention, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offense, or anything in between? _____ Refused

5. Have you been attacked or beaten up since you've become homeless? YES NO Refused

6. Have you threatened to or tried to harm yourself or anyone else in the last year? YES NO Refused

7. Do you have any legal stuff going on right now that may result in you being locked up, having to pay fines, or that make it more difficult to rent a place to live? YES NO Refused

8. Were you ever incarcerated when younger than age 18? YES NO Refused

9. Does anybody force or trick you to do things that you do not want to do? YES NO Refused

10. Do you ever do things that may be considered to be risky like exchange sex for money, food, drugs, or a place to stay, run drugs for someone, have unprotected sex with someone you don't know, share a needle, or anything like that? YES NO Refused

C. SOCIALIZATION & DAILY FUNCTIONING

11. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you owe them money? YES NO Refused

12. Do you get any money from the government, a pension, an inheritance, an allowance, working under the table, a regular job, or anything like that? YES NO Refused

13. Do you have any planned activities, other than just surviving, that make you feel happy and fulfilled? YES NO Refused

14. Are you currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and things like that? YES NO Refused

15. Is your current lack of stable housing...

a. Because you ran away from your family home, a group home or a foster home? YES NO Refused

b. Because of a difference in religious or cultural beliefs from your parents, guardians or caregivers? YES NO Refused

c. Because your family or friends caused you to become homeless? YES NO Refused

d. Because of conflicts around gender identity or sexual orientation? YES NO Refused

e. Because of violence at home between family members? YES NO Refused

f. Because of an unhealthy or abusive relationship, either at home or elsewhere? YES NO Refused

D. WELLNESS

16. Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health? YES NO Refused

17. Do you have any chronic health issues with your liver, kidneys, stomach, lungs or heart? YES NO Refused

18. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you? YES NO Refused

19. Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help? YES NO Refused

20. When you are sick or not feeling well, do you avoid getting medical help? YES NO Refused
21. Are you currently pregnant, have you ever been pregnant, or have you ever gotten someone pregnant? YES NO Refused
22. Has your drinking or drug use led you to being kicked out of an apartment or program where you were staying in the past? YES NO Refused
23. Will drinking or drug use make it difficult for you to stay housed or afford your housing? YES NO Refused
24. If you've ever used marijuana, did you ever try it at age 12 or younger? YES NO Refused
25. Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:
- a. A mental health issue or concern? YES NO Refused
 - b. A past head injury? YES NO Refused
 - c. A learning disability, developmental disability, or other impairment? YES NO Refused
26. Do you have any mental health or brain issues that would make it hard for you to live independently because you'd need help? YES NO Refused
27. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking? YES NO Refused
28. Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication? YES NO Refused

CONTACT INFORMATION:

Please enter all contact information at the end of the VI-SPDAT in HMIS. In addition, please update contact information in the Location Tab in HMIS. COMPLETE AND UP TO DATE CONTACT INFORMATION IS CRITICAL TO MAKE SURE PEOPLE CAN BE FOUND WHEN A HOUSING REFERRAL IS AVAILABLE!

On a regular day, where is it easiest to find you and what time of day is easiest to do so?

Where:

When:

Is there a phone number and/or email where someone can safely get in touch with you or leave you a message?

Phone:

Email:

Is there someone that you trust and communicate with regularly that we can contact when we look for you? (Please include name and phone number if possible)

OK, now I'd like to take your picture so that it is easier to find you and confirm your identity in the future. May I do so? YES NO Refused

Santa Clara County – Additional Questions:

Please complete the following additional questions. These questions are **not** part of the VI-SPDAT assessment; however, they may be used to identify programs for which the individual or household might be eligible. *Please note that documentation will be required to verify eligibility if an individual or household is referred to a program based on responses to these questions.*

1. **Are you a veteran?** Yes No Don't Know Refused

a. If yes, which military service era did you serve in?

- Post September 11th (September 11, 2001 – Present)
- Persian Gulf Era (August 1991 – September 10, 2001)
- Post-Vietnam Era (May 1975 – July 1991)
- Between Korean and Vietnam Wars (February 1955 – July 1964)
- Korean War (June 1950 – January 1955)
- Between WWII and Korean War (August 1947 – May 1950)
- WWII Era (September 1940 – July 1947)
- Don't Know
- Refused

b. If yes, what is your discharge status?

- Honorable
- Bad Conduct
- Dishonorable
- Don't Know
- General under Honorable Conditions
- Under other than Honorable Conditions (OTH)
- Uncharacterized
- Refused

2. **How many total years have you been homeless?** _____

3. **Which city did you live in prior to becoming homeless?** _____

4. **If you are employed, in which city is your work place?** _____

5. **If you go to school, in which city is your school?** _____

6. **In which city do you spend most of your time?** _____

7. **Have you ever been in foster care?** Yes No Don't Know Refused

8. **Have you ever been in jail?** Yes No Don't Know Refused

9. **Have you ever been in prison?** Yes No Don't Know Refused

10. **Do you have a permanent physical disability that limits your mobility?** (i.e. wheelchair, amputation, unable to climb stairs?) Yes No Don't Know Refused

11. **What type of health insurance do you have, if any?**

- Medicaid
- Medicare
- VA Medical
- Private Insurance
- No Health Insurance
- Other

Santa Clara County VI-SPDAT for Justice Dischargees

This packet includes:

- Local Instructions & Script for using the VI-SPDAT
- JD-VI-SPDAT for Justice Dischargees
- Additional Questions for assessing Program Eligibility

Justice Discharge - Vulnerability Index - Service Prioritization Decision Assistance Tool (JD-VI-SPDAT)

Prescreen Triage Tool for Justice Dischargees

AMERICAN VERSION 1.0.1

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1 (800) 355-0420 info@orgcode.com www.orgcode.com

**COMMUNITY
SOLUTIONS**



Santa Clara County VI-SPDAT Instructions

Before Completing the VI-SPDAT:

- 1. Check in HMIS to see if the individual/family has already completed a VI-SPDAT** by looking under the Assessments Tab.
- 2. Upload a Signed Client Consent Form into HMIS:** No information, including the VI-SPDAT, may be entered into HMIS until a signed client consent form (aka Release of Information or ROI) is uploaded into HMIS.

Completing the VI-SPDAT:

- 1. Select the appropriate version of the VI-SPDAT:**
 - a. VI-SPDAT for Single Adults** – Use this version for adults age 25 or older with no children in the household.
 - b. VI-SPDAT for Families** – Use this version for households with at least one child under the age of 18.
 - c. TAY VI-SPDAT** – Use this version for transition age youth (age 18-24) and unaccompanied minors.
 - d. JD-VI-SPDAT** - Use this version for households coming out of jail through Custody Health and Rehabilitation Officers.
- 2. Introduce the VI-SPDAT:** Explain to the client what you are doing using the introductory script on the next page.
- 3. Complete All Questions:** Complete the VI-SPDAT and follow-up questions, including the additional questions on the last page of this packet.
- 4. Enter the VI-SPDAT in HMIS:** You can find the VI-SPDAT under the Assessments tab in the menu bar at the top of the screen in HMIS. This is a universal assessment that is not connected to any specific program.
 - a. If the Assessment Score is 4 or Higher:** Refer the assessment to the community queue in HMIS.

After Completing the VI-SPDAT:

- 1. Collect Contact Information:** Collect as much contact information as possible (phone, email, service provider or case manager that the individual/family works with, locations that they frequent, etc.). It is critical that we have as much contact information as possible in case any referrals become available for the individual/family. Ask them to come back and update their contact information if it changes.
- 2. Share information with the individual/family:** Do NOT share the numerical score from the VI-SPDAT. If the person is interested, you can provide an explanation of the type of housing program that looks like the best fit for the individual/family.
- 3. If the score falls into the “no housing intervention” category (0-3):** Explain that the assessment shows that they have the skills and ability to get back into housing with limited assistance. Refer the individual/family to resources in the community that will help them address barriers, such as: public benefits, employment programs, security deposit assistance, etc.

Santa Clara County Introductory Script:

I am going to go through a short survey with you that will provide us with more information about your situation. The answers will help us determine how we can best support you. Some of the survey questions are personal in nature, but they only require a Yes/No or one word answer. I really only need that one word answer. You don't need to feel any pressure to provide more detail. You can also skip or refuse to answer any question. Skipping multiple questions may make it harder for us to identify services for you, but it is your right to refuse to answer questions you don't feel comfortable with.

Please do your best to answer all of the questions as honestly and accurately as possible. Honest, accurate answers are important to help us identify the right services for you. In addition, if we are able to refer you to any services based on the information in this survey, that program will still need to verify all eligibility information. So, if your answers aren't honest, it could prevent you from being accepted into a program.

The information that I collect with this survey will be stored in HMIS along with the rest of the intake information you provided. Sometimes we are able to identify services that might be a good match for you based on the information you provide. If that happens we will try to contact you, so it's really important that you provide current contact information. This could include phone numbers, locations you frequent, case managers or organizations that you work with, or any other information that might help us find you.

**Justice Discharge -
Vulnerability Index - Service Prioritization Decision Assistance Tool (JD-VI-SPDAT)
Prescreen Triage Tool for Justice Dischargees
AMERICAN VERSION 1.0.1**

The VI-SPDAT is created and copyrighted by OrgCode Consulting, Inc. and Community Solutions (Copyright 2015). The VI-SPDAT is used in Santa Clara County by permission of OrgCode Consulting, Inc. Please do not alter any of the questions, including the order in which they are asked. For more information about the VI-SPDAT or OrgCode visit www.orgcode.com. Please complete all questions. The VI-SPDAT will be scored automatically when it is entered into HMIS.

Date: _____

Name & Phone # of Staff Person Completing the VI-SPDAT: _____

BASIC INFORMATION

First Name: _____ Nickname: _____

Last Name: _____

In what language do you feel best able to express yourself? _____

Date of Birth: ____ / ____ / ____ Age: _____

Social Security Number: ____ -- ____ -- ____ Don't Have/Don't Know Refused

Consent to participate? Yes No

SCORED DOMAINS

A. HISTORY OF HOUSING AND HOMELESSNESS

1. Prior to being incarcerated, where did you sleep most frequently? (Check One)

- Shelters Safe Haven Other (specify): _____
- Transitional Housing Outdoors Refused

2. Prior to being incarcerated, how long has it been since you lived in _____ Refused
permanent stable housing?

3. Thinking back to the three years prior to your incarceration, how _____ Refused
many times have you been homeless?

B. RISKS

4. During your incarceration, how many times have you... _____ Refused

- a. Received medical care at an infirmary/health clinic? _____ Refused
- b. Been hospitalized? _____ Refused
- c. Been placed on suicide watch? _____ Refused

5. Thinking back to the six months prior to your incarceration, how many times have you... _____ Refused

- a. Received health care at an emergency department/room? _____ Refused
- b. Taken an ambulance to the hospital? _____ Refused
- c. Been hospitalized as an inpatient? _____ Refused
- d. Used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines? _____ Refused
- e. Talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along? _____ Refused

6. Have you been attacked or beaten up since becoming incarcerated? YES NO Refused

7. Were you ever attacked or beaten up while homeless before your incarceration? YES NO Refused

8. Have you threatened to or tried to harm yourself or anyone else since becoming incarcerated? YES NO Refused

9. Did you ever try to harm yourself or anyone else while homeless before you were incarcerated? YES NO Refused

10. Do you anticipate any conditions being placed upon you upon your release such as where you are allowed to live, the people you are allowed to hang out with or speak to, registering your address with police, or checking in with a parole officer? YES NO Refused

11. Considering both your time incarcerated and your time homeless prior to your incarceration, has anybody forced or tricked you into doing things that you did not want to do? YES NO Refused

12. Considering both your time incarcerated and your time homeless prior to your incarceration, have you done things considered to be risky like exchange sex for money, food, drugs, or a place to stay, run drugs for someone, have unprotected sex with someone you don't know, share a needle, or anything like that? YES NO Refused

C. SOCIALIZATION & DAILY FUNCTIONING

13. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you owe them money? YES NO Refused

14. When you get out, do you have a guaranteed source of income like a job waiting for you, a pension, or an inheritance? YES NO Refused

15. Prior to your incarceration, did you have any planned activities each day other than just surviving that brought you feel happiness and fulfillment? YES NO Refused

16. Thinking about your release, at this point do you have activities planned that will bring you happiness and fulfillment? YES NO Refused

17. Prior to your incarceration were you able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that? YES NO Refused

18. Do you have any concerns about taking care of those basic needs upon your release? YES NO Refused

19. Prior to your incarceration, was your homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because family or friends caused you to become evicted? YES NO Refused

20. Do you feel that you will have a positive network of family or friends that can provide you all the support you need with housing, income, and emotional support once you are released? YES NO Refused

D. WELLNESS

21. Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health? YES NO Refused

22. Do you have any chronic health issues with your liver, kidneys, stomach, lungs or heart? YES NO Refused

23. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you? YES NO Refused

24. Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help? YES NO Refused

25. When you are sick or not feeling well, do you avoid getting (medical) help? YES NO Refused

26. **FOR FEMALE RESPONDENTS ONLY:** Are you currently pregnant? YES NO Refused

27. Has your drinking or drug use led you to being kicked out of an apartment or program where you were staying in the past? YES NO Refused
28. Will drinking or drug use make it difficult for you to stay housed or afford your housing? YES NO Refused
29. Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:
- a. A mental health issue or concern? YES NO Refused
 - b. A past head injury? YES NO Refused
 - c. A learning disability, developmental disability, or other impairment? YES NO Refused
30. Do you have any mental health or brain issues that would make it hard for you to live independently because you'd need help? YES NO Refused
31. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking? YES NO Refused
32. Are there any medications you are supposed to be taking that you have not been able to access while incarcerated? YES NO Refused
33. Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication? YES NO Refused
34. **YES OR NO:** Has your current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you have experienced? YES NO Refused

CONTACT INFORMATION:

Please enter all contact information at the end of the VI-SPDAT in HMIS. In addition, please update contact information in the Location Tab in HMIS. COMPLETE AND UP TO DATE CONTACT INFORMATION IS CRITICAL TO MAKE SURE PEOPLE CAN BE FOUND WHEN A HOUSING REFERRAL IS AVAILABLE!

On a regular day, where is it easiest to find you and what time of day is easiest to do so?

Where:

When:

Is there a phone number and/or email where someone can safely get in touch with you or leave you a message?

Phone:

Email:

Is there someone that you trust and communicate with regularly that we can contact when we look for you? (Please include name and phone number if possible)

OK, now I'd like to take your picture so that it is easier to find you and confirm your identity in the future.

May I do so? YES NO Refused

Santa Clara County – Additional Questions:

Please complete the following additional questions. These questions are **not** part of the VI-SPDAT assessment; however, they may be used to identify programs for which the individual or household might be eligible. *Please note that documentation will be required to verify eligibility if an individual or household is referred to a program based on responses to these questions.*

1. **Are you a veteran?** Yes No Don't Know Refused

a. **If yes, which military service era did you serve in?**

- Post September 11th (September 11, 2001 – Present)
- Persian Gulf Era (August 1991 – September 10, 2001)
- Post-Vietnam Era (May 1975 – July 1991)
- Vietnam Era (August 1968 – April 1975)
- Between Korean and Vietnam Wars (February 1955 – July 1964)
- Korean War (June 1950 – January 1955)
- Between WWII and Korean War (August 1947 – May 1950)
- WWII Era (September 1940 – July 1947)
- Don't Know
- Refused

b. **If yes, what is your discharge status?**

- Honorable
- Bad Conduct
- Dishonorable
- Don't Know
- General under Honorable Conditions
- Under other than Honorable Conditions (OTH)
- Uncharacterized
- Refused

2. **How many total years have you been homeless?** _____

3. **Which city did you live in prior to becoming homeless?** _____

4. **If you are employed, in which city is your work place?** _____

5. **If you go to school, in which city is your school?** _____

6. **In which city do you spend most of your time?** _____

7. **Have you ever been in foster care?** Yes No Don't Know Refused

8. **Have you ever been in jail?** Yes No Don't Know Refused

9. **Have you ever been in prison?** Yes No Don't Know Refused

10. **PFN/CDCR Number (if applicable)** _____

11. **Do you have a permanent physical disability that limits your mobility?** (i.e. wheelchair, amputation, unable to climb stairs?) Yes No Don't Know Refused

12. **What type of health insurance do you have, if any?**

- Medicaid
- Medicare
- VA Medical
- Private Insurance
- No Health Insurance
- Other

ATTACHMENT: Projects Accepted Notification

<u>DOCUMENT SATISFYING REQUIREMENT</u>	<u>PAGE</u>
Email to all Project Applicants – September 12, 2019 <ul style="list-style-type: none">○ Email from the Collaborative Applicant to all applicants in the local competition notifying applicants of projects to be included in the CoC’s Priority Listing and submitted to HUD.○ The Final Priority List was attached.○ All applications submitted to the CoC were included in the CoC’s Priority Listing for submission to HUD	1
Final Priority List Attached to September 12 Email <ul style="list-style-type: none">○ The final priority list, attached to the above email, indicating:<ul style="list-style-type: none">▪ Project applicants to be accepted and ranked on the 2019 Santa Clara County CoC Priority Listing	2

FY2019 CoC Priority Listing

Kaminski, Kathryn

Thu 9/12/2019 11:06 AM

To: CoC@santaclaracountycoc.org <CoC@santaclaracountycoc.org>

Cc: SCC NOFA <sccnofa@homebaseccc.org>

Bcc malfaro@abodeservices.org <malfaro@abodeservices.org>; vwan@abodeservices.org <vwan@abodeservices.org>; jleiserson@abodeservices.org <jleiserson@abodeservices.org>; lfoster@billwilsoncenter.org <lfoster@billwilsoncenter.org>; sraghupathy@bwcmail.org <sraghupathy@bwcmail.org>; pfurlong@billwilsoncenter.org <pfurlong@billwilsoncenter.org>; Kong, Ben <Ben.Kong@hhs.sccgov.org>; Van, Trang T <Trang.Van@hhs.sccgov.org>; davidc@stjosephsgilroy.org <davidc@stjosephsgilroy.org>; sherristuart@yahoo.com <sherristuart@yahoo.com>; joshswvcommunityservices.org <joshswvcommunityservices.org>; sujathav@wvcommunityservices.org <sujathav@wvcommunityservices.org>; dobenl@wvcommunityservices.org <dobenl@wvcommunityservices.org>; jlopes@ywca-sv.org <jlopes@ywca-sv.org>; acaldera@ywca-sv.org <acaldera@ywca-sv.org>; tward@ywca-sv.org <tward@ywca-sv.org>; mariiarostalna@epath.org <mariiarostalna@epath.org>; MelissaK@epath.org <MelissaK@epath.org>

 1 attachments (35 KB)

2019 SCC CoC NOFA FINAL Priority Listing_9.11.19.pdf;

CoC Members and FY 2019 Project Applicants,

Thank you to those of you who participated in the Santa Clara County CoC local funding competition. The CoC received 33 applications for funding for housing projects. All projects were reviewed and scored by the CoC Review and Rank Panel according to the CoC's written process, and appeals were heard by the CoC Appeals Committee. On September 11, the CoC Board approved the attached FY 2019 CoC Priority Listing. This is the priority ranked order that will be submitted to the Department of Housing and Urban Development (HUD) as part of the CoC's FY 2019 funding application.

The FY 2019 CoC Priority Listing is also available on the CoC's website:

<https://www.sccgov.org/sites/osh/ContinuumofCare/HUDCoCFunding/Pages/home.aspx>

Again, thank you to all applicants for the work you put into this process and for the vital work you do every day to serve your project participants.

Kathryn

Kathryn Kaminski

Continuum of Care Quality Improvement Manager

Office of Supportive Housing

County of Santa Clara

3180 Newberry Drive, Suite 150

San Jose, CA 95118

(408) 793-1843

**Santa Clara County Continuum of Care
2019 Continuum of Care Final Priority Listing
September 11, 2019**

Annual Renewal Demand (ARD)	\$25,405,437
CoC Bonus	\$1,270,272
DV Bonus	\$886,104.00
Planning	\$762,163
Tier 1	\$23,981,405
Tier 2	\$2,694,304
Tier 1 + Tier 2 Total	\$26,675,709
Total SCC Funding Available	\$28,323,976

**Tier 1 Recommended List
(\$0-\$23,981,405)**

Score	Eligible to Appeal	Project	Applicant	Type	Grant Amount	Tier 1 Running Total
104.500	No	HHS Rental Assistance Program #2	County of Santa Clara by and through Office of Supportive Housing	PSH	\$ 160,057	\$ 160,057
102.333	No	Opportunity Center of the Midpeninsula	Abode Services	PSH	\$ 43,936	\$ 203,993
100.500	No	Housing Case Management for Medical Respite	County of Santa Clara by and through Office of Supportive Housing	PSH	\$ 639,067	\$ 843,060
99.333	No	Peacock Commons	Bill Wilson Center	PSH	\$ 296,887	\$ 1,139,947
99.333	No	Samaritan Inns	County of Santa Clara by and through Office of Supportive Housing	PSH	\$ 591,178	\$ 1,731,125
97.500	No	CASA 80	County of Santa Clara by and through Office of Supportive Housing	PSH	\$ 1,308,870	\$ 3,039,995
97.417	No	Second Street Studios	County of Santa Clara by and through Office of Supportive Housing	PSH	\$ 577,827	\$ 3,617,822
97.167	No	Housing Case Management for the Homeless	County of Santa Clara by and through Office of Supportive Housing	PSH	\$ 702,807	\$ 4,320,629
95.833	No	Sunset Leasing	Abode Services	PSH	\$ 265,406	\$ 4,586,035
94.667	No	Transitional Housing Program for Youth and Young Families North	Bill Wilson Center	TH	\$ 309,348	\$ 4,895,383
94.333	No	CoC PSH GRANT	County of Santa Clara by and through Office of Supportive Housing	PSH	\$ 720,695	\$ 5,616,078
94.333	No	Transitional Housing Program for Youth and Young Families	Bill Wilson Center	TH	\$ 558,923	\$ 6,175,001
93.417	No	Renascent Place	County of Santa Clara by and through Office of Supportive Housing	PSH	\$ 670,911	\$ 6,845,912
91.833	No	CCP Placement Project	County of Santa Clara by and through Office of Supportive Housing	PSH	\$ 5,446,783	\$ 12,292,695
91.417	No	Leigh Ave	County of Santa Clara by and through Office of Supportive Housing	PSH	\$ 573,590	\$ 12,866,285
91.167	No	Mission Rebuild	Abode Services	PSH	\$ 504,265	\$ 13,370,550
91.083	No	Corvin Apartments	County of Santa Clara by and through Office of Supportive Housing	PSH	\$ 696,682	\$ 14,067,232
90.833	No	Our New Place	St. Joseph's Family Center	PSH	\$ 417,042	\$ 14,484,274
89.167	No	SCC RRH for Families & Youth	County of Santa Clara by and through Office of Supportive Housing	RRH	\$ 2,133,592	\$ 16,617,866
88.833	No	TH-RRH Youth	Bill Wilson Center	TH-RRH	\$ 287,476	\$ 16,905,342
88.833	No	Gilroy Place	St. Joseph's Family Center	PSH	\$ 390,268	\$ 17,295,610
84.667	No	Rapid Rehousing Youth	Bill Wilson Center	RRH	\$ 507,148	\$ 17,802,758
83.833	No	CoC GRANT 5320	County of Santa Clara by and through Office of Supportive Housing	PSH	\$ 432,345	\$ 18,235,103
82.000	No	RRH for Domestic Violence & Human Trafficking	County of Santa Clara by and through Office of Supportive Housing	RRH	\$ 468,688	\$ 18,703,791
81.833	Yes	CoC GRANT 5022	County of Santa Clara by and through Office of Supportive Housing	PSH	\$ 3,968,535	\$ 22,672,326
N/A	No	SCC HMIS	County of Santa Clara by and through Office of Supportive Housing	HMIS	\$ 964,321	\$ 23,636,647
N/A	No	SCC Coordinated Assessment System	County of Santa Clara by and through Office of Supportive Housing	CE	\$ 130,241	\$ 23,766,888
80.083	Yes	DV Collaborative	County of Santa Clara by and through Office of Supportive Housing	RRH	\$ 214,517	\$ 23,981,405

**Tier 2 Recommended List
(\$23,981,405-\$26,675,709)**

Score	Eligible to Appeal	Project	Applicant	Type	Grant Amount	Tier 2 Running Total
80.083	Yes	DV Collaborative	County of Santa Clara by and through Office of Supportive Housing	RRH	\$ 786,133	\$ 786,133
80.333	Yes	Haven to Home	West Valley Community Services	RRH	\$ 737,323.00	\$ 1,523,456
79.833	Yes	Family Housing	County of Santa Clara by and through Office of Supportive Housing	PSH	\$ 747,770	\$ 2,271,226
77.500	Yes	2019 DV Bonus	County of Santa Clara by and through Office of Supportive Housing	TH-RRH	DV Bonus (See "DV Bonus Applications" below)	\$ 2,271,226
76.333	Yes	Sexual Assault & Human Trafficking-Rehousing Intervention Solution	YWCA - Silicon Valley	RRH	\$ 423,078	\$ 2,694,304

New Projects Not Recommended For Funding

The following project was the lowest-ranked new project application for CoC Bonus funding. There is insufficient CoC Bonus funding available to submit this application to HUD.

Score	Eligible to Appeal	Project	Applicant	Type	Grant Amount	
79.500	Yes	PATH San Jose RRH	PATH San Jose	RRH	\$ 1,004,391	

**DV Bonus Applications
(\$886,104)**

If not selected for DV Bonus funding by HUD, there is insufficient CoC bonus funding available to fund this project

Score	Eligible to Appeal	Project	Applicant	Type	Grant Amount	
	Yes	2019 DV Bonus	County of Santa Clara by and through Office of Supportive Housing	TH-RRH	\$ 886,104	

Not Ranked Per NOFA Guidelines

Score	Eligible to Appeal	Project	Applicant	Type	Grant Amount	
		2019 Planning Grant	County of Santa Clara by and through Office of Supportive Housing	Planning	\$ 762,163	

Applicant: San Jose/Santa Clara City & County CoC
Applicant Number: CA-500

FY2019 CoC Application

ATTACHMENT: Project Rejected/Reduced Notification

<u>DOCUMENT SATISFYING REQUIREMENT</u>	<u>PAGE</u>
Email from Collaborative Applicant to PATH San Jose explaining reason for rejection of application by CoC Board. The Final Priority List was attached.	1

FY2019 CoC Local Funding Competition

Kaminski, Kathryn

Thu 9/12/2019 11:11 AM

To: mariiarostalna@epath.org <mariiarostalna@epath.org>; MelissaK@epath.org <MelissaK@epath.org>

Cc: Eli Hamilton <eli@homebaseccc.org>

 1 attachments (35 KB)

2019 SCC CoC NOFA FINAL Priority Listing_9.11.19.pdf;

Hello Mariia and Melissa,

Thank you for participating in the Santa Clara County CoC local funding competition. As I mentioned in my email to all of the project applicants, the CoC Board approved the attached FY 2019 CoC Priority Listing on September 11. This is the list of projects and priority ranked order that will be submitted to the Department of Housing and Urban Development (HUD) as part of the CoC's FY 2019 funding application.

Unfortunately, the PATH San Jose Rapid Rehousing project application will not be included with the CoC's application to HUD. There was not enough available funding for new projects to include this application in the CoC's request, based on its position on the ranked list.

Thank you, again, for your application. I look forward to continuing to work with you to strengthen our supportive housing system, and in future CoC funding competitions.

Kathryn

Kathryn Kaminski
Continuum of Care Quality Improvement Manager
Office of Supportive Housing
County of Santa Clara
3180 Newberry Drive, Suite 150
San Jose, CA 95118
(408) 793-1843

ATTACHMENT: Local Competition Deadline

DOCUMENT SATISFYING REQUIREMENT	PAGE
2019 Santa Clara County McKinney-Vento Continuum of Care Process and Timeline	1
○ Local Competition Deadline: Proposals are due August 7, 2019	1
Announcement and Public Posting of August 7 Local Competition Deadline	2 - 10
○ 7/10/19 Email to CoC Listserv (677 members) and SPN Listserv (580 members) announcing local competition deadline and public Technical Assistance Workshop	2 - 4
○ 7/19/19 Technical Assistance Workshop Agenda <ul style="list-style-type: none"> ▪ Local Competition Timeline provided to all participants 	5
○ 7/19/19 Email to Project Applicants, CoC and SPN Listservs with link to and attachments of local competition materials, including Local Competition Timeline (called "2019 SCC CoC NOFA Timeline")	6-7
○ 7/19/19 Screen Shot of 2019 HUD CoC NOFA Public Posting of Local Competition Materials, including Local Competition Timeline (called "2019 SCC CoC NOFA Timeline")	8-10

2019 Santa Clara County McKinney-Vento Continuum of Care Process and Timeline

Event/ Activity	Responsible	Date/Time	Place	Notes
NOFA Released	HUD	July 3, 2019	N/A	HUD releases the Notice of Funding Availability
TA Workshop	OSH, HomeBase	July 19, 2019 @ 12:30-3:30 pm	Excite Credit Union (formerly Alliance) Community Room 3315 Almaden Expwy, Ste 35	Release information about local priorities and HUD guidelines for proposals. Agencies will be given a proposal package and training on how to complete the application.
Agencies write Proposals	Agencies	July 19 – August 7, 2019	N/A	
Proposals are due	Agencies	August 7, 2019 @ noon	Via email	See Supplemental Application for list of required documents and information about where and how to turn in documents.
Review & Rank Panel Training	OSH, HomeBase	August 9, 2019 @ 1-2:30 pm	Online	Review & Rank Panel receives training for scoring projects.
Review & Rank Panel reviews Proposals	OSH, HomeBase, Priority Panel		N/A	Review & Rank Panel reads and scores proposals individually.
Review & Rank Panel meets	OSH, HomeBase	August 27-30, 2019	OSH Suite 100 Conference Space; 3180 Newberry Dr.	Review & Rank Panel meets to interview applicants, discuss proposals, and determine how projects will be ranked in the 2019 application.
Distribution of Preliminary Priority List	OSH	August 30, 2019 By midnight	Via e-mail	Preliminary priority list emailed to applicants.
Notification of Appeal	Agencies	September 3, 2019 @ noon	Via e-mail	Applicants who intend to appeal their ranking on the preliminary priority list must notify HomeBase of their intent to appeal.
Written Appeals due	Agencies	September 5, 2019 @ 5 pm	Via e-mail	Agencies may inspect their scores and formulate a written appeal based on appeal policy.
Appeals Committee meets	Appeals Committee	Date TBD (September 6-10, 2019)	Online	Review appeals and recalculate scores, if necessary.
NOFA Committee meets	NOFA Committee	September 10, 2019 @1:00	Excite Credit Union (formerly Alliance) Community Room 3315 Almaden Expwy, Ste 35	NOFA Committee reviews Tier 2 and develops recommendations regarding strategic allocation of CoC funding.
CoC Board Approval of Priority List	OSH	Date TBD (September 11 or 12, 2019)	In Person or Online	Present final priority list to CoC Board for approval.
Distribution of Final Priority List	OSH	September 12, 2019	Via e-mail	Final priority list emailed to applicants and published on CoC website.
HomeBase and OSH review project applications	HomeBase, OSH	August 7 – September 17, 2019	N/A	HomeBase and OSH work with agencies to finalize project applications for submission.
Final HUD Project Applications submitted in e-snaps	Agencies	September 17, 2019 @ 5 pm	Online	Agencies upload final applications to e-snaps, including all necessary attachments.
CoC Consolidated Application Posting	OSH, HomeBase	September 25, 2019	Online	CoC consolidated application is posted on CoC website.
Application is due to HUD	OSH, HomeBase	September 30, 2019	N/A	Application is packaged and submitted to HUD.

[SCC - CoC] 2019 CoC NOFA Competition and TA Workshop Announcement

1 message

Kaminski, Kathryn <kathryn.kaminski@hhs.sccgov.org>

Wed, Jul 10, 2019 at 6:42 PM

To: "CoC@santaclaracountycoc.org" <CoC@santaclaracountycoc.org>, "SPN@santaclaracountycoc.org" <SPN@santaclaracountycoc.org>

Cc: SCC NOFA <sccnofa@homebaseccc.org>

Hello CoC and SPN members.

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Information will be provided about renewal project applications as well as applications for new housing projects through reallocated and/or Bonus funding. **We encourage all organizations interested in applying for CoC funding to attend, including organizations that have not previously received CoC funding.** The CoC can apply for approximately \$1,270,272 in new projects for families or individuals experiencing homelessness, in addition to \$886,104 in new projects to survivors of domestic violence, dating violence, and stalking.

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Location: The Health Trust Board Room, [3180 Newberry Drive, San Jose](#)

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<https://forms.gle/ETQq1hy2RR76ELP9A>

Further information regarding the SCC CoC NOFA local process, including key dates, is below. A summary of the NOFA is also attached to this email for reference.

Thank you!
Kathryn

Kathryn Kaminski

Continuum of Care Quality Improvement Manager

Office of Supportive Housing

[County of Santa Clara](#)

[3180 Newberry Drive, Suite 150](#)

[San Jose, CA 95118](#)

(408) 793-1843

2019 CoC Program Competition Process Overview

The following overview provides information about the local process required by HUD as part of this competition, including key dates. You can find more information about the 2019 CoC NOFA on HUD's website [link: <https://www.hudexchange.info/resource/5842/fy-2019-coc-program-nofa/>].

NOFA Overview

This year's NOFA and scoring criteria are very focused on HUD's policy priorities, including system performance measures and demonstrated ability to reallocate resources to higher performing projects, as well as making further progress on ending homelessness for all populations. As in past years, CoC funding is divided into two tiers, with projects prioritized into Tier 1 being more likely to be funded than projects of lower priority that fall into Tier 2.

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Funding Available

Our CoC may apply for the following estimated awards:

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Location: Office of Supportive Housing, [3180 Newberry Drive, San Jose](#)

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 **SCC 2019 CoC NOFA Summary.pdf**
157K

2019 HUD COC PROGRAM NOTICE OF FUNDING AVAILABILITY

Local Grants Competition Technical Assistance Workshop

JULY 19, 2019
12:30 P.M. – 3:30 P.M.

AGENDA

- I. Welcome
- II. 2019 HUD CoC Notice of Funding Availability
- III. **Local Competition Process and Timeline**
- IV. Renewal Projects
 - a. Local Scoring and Application
 - b. E-SNAPS and HUD Project Application
- V. New Projects
 - a. Overview of HUD Priorities & CoC Program requirements
 - b. New Project Types & DV Bonus Funding
 - c. Local Scoring and Application

[SCC - SPN] 2019 CoC Program Funding Competition Materials

1 message

Kaminski, Kathryn <kathryn.kaminski@hhs.sccgov.org>

Fri, Jul 19, 2019 at 5:47 PM

To: "CoC@santaclaracountycoc.org" <CoC@santaclaracountycoc.org>, "SPN@santaclaracountycoc.org" <SPN@santaclaracountycoc.org>

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Please note that all application materials are subject to California Public Records Act (CPRA).

Thank you!

Kathryn

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- **September 5 (by 5 p.m.):** Written Appeals due to sccnofa@homebaseccc.org
- **September 6-10 (TBD):** Appeals Committee meets

Key Resources:**2019 CoC NOFA:** <https://www.hudexchange.info/resource/5842/fy-2019-coc-program-nofa/>**CoC Program Interim Rule (24 CFR part 578):** <https://www.govinfo.gov/content/pkg/CFR-2017-title24-vol3/xml/CFR-2017-title24-vol3-part578.xml>**Program Resources:** <https://www.hudexchange.info/homelessness-assistance/>

- CoC Program Interim Rule training materials and program resources

Application Resources: <https://www.hudexchange.info/programs/e-snaps/>

- Application Instructional Guides
- Application Detailed Instructions
- FAQs

HUD Exchange e-snaps Ask A Question (AAQ): <http://www.hudexchange.info/get-assistance/>**To join the HUD listserv:** www.hudexchange.info/maillinglists

Kathryn Kaminski
Continuum of Care Quality Improvement Manager
Office of Supportive Housing
County of Santa Clara
3180 Newberry Drive, Suite 150
San Jose, CA 95118
(408) 793-1843

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7 attachments

-  **2019 SCC CoC List of Eligible Renewal Projects.pdf**
107K
-  **2019 SCC CoC Supplemental Application for RENEWAL PROJECTS.docx**
34K
-  **2019 SCC CoC Supplemental Application for NEW PROJECTS and PROJECT WITHOUT A YEAR OF DATA.docx**
58K
-  **2019 SCC CoC Project Point Person Contact Form.doc**
38K
-  **2019 SCC CoC Technical Assistance Handbook.pdf**
725K
-  **2019 SCC NOFA Timeline.pdf**
74K
-  **2019 SCC Local Competition Manual.pdf**
1333K



County of Santa Clara
**Office of Supportive
 Housing**



Housing and Community Development ▼

Continuum of Care ▼

Solutions to Homelessness ▼

Need Assistance ▼

Housing toolkit ▼



[Home](#) [Continuum of Care](#) [HUD CoC Funding](#)

Housing and Urban Development (HUD) Continuum of Care (CoC) Program Funding in Santa Clara County

One of the programs through which the US Department of Housing and Urban Development (HUD) distributes funding to Santa Clara County is the Continuum of Care (CoC) Program. This page contains information about the funding we receive locally, as well as information for the annual funding competition.

Past NOFA Materials

2018 SCC HUD
 CoC Application
 with
 Attachments

2018 SCC HUD
 CoC Priority
 Listing

2018 SCC CoC
 NOFA Timeline
 (PDF)

2019 HUD CoC NOFA Application - The CoC's application will be posted the week of September 23 - 27.

- [2019 SCC HUD CoC Application with Attachments](#)
This is a draft of the CoC's submission to HUD in response to the 2019 CoC Program NOFA
- [2019 SCC HUD CoC Priority Listing](#)
This priority listing will accompany our Application

2019 HUD CoC NOFA - Local Competition Materials

- [2019 SCC CoC NOFA Timeline \(PDF\)](#)
- [2019 SCC CoC NOFA Technical Assistance Handbook \(PDF\)](#)
- [2019 SCC CoC NOFA Local Materials \(PDF\)](#)
- [2019 SCC CoC NOFA List of Eligible Projects \(PDF\)](#)
- [2019 SCC CoC NOFA Project Point Person Contact Form](#)
- [2019 SCC Supplemental Applications \(New Projects\)](#)
- [2019 SCC Supplemental Applications \(Renewal Projects\)](#)

2018 SCC CoC NOFA Technical Assistance Handbook (PDF)

2018 SCC CoC NOFA Local Materials (PDF)

2018 SCC CoC NOFA List of Eligible Projects (PDF)

2018 SCC CoC NOFA Project Point Person Contact Form

2018 SCC Supplemental Applications

2017 HUD CoC NOFA Preliminary Awards

2017 HUD CoC NOFA

[Consolidated Application](#)

[2017 HUD CoC NOFA Priority Listing](#)

[2016 NOFA SCC Consolidated Application](#)

[2016 SCC CoC Approved Priority Listing](#)

[Related Links](#)

[Glossary of Terms](#)

Last updated: 7/19/2019 5:33 PM

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ATTACHMENT: Local Competition Public Announcement

DOCUMENT SATISFYING REQUIREMENT	PAGE
Announcement and Public Posting of Local Competition Review and Ranking Criteria	1 – 10
○ 7/10/19 Email to CoC Listserv (677 members) and SPN Listserv (580 members) announcing local competition and public Technical Assistance Workshop	1 – 3
○ Online posting of TA Workshop on public online CoC Calendar	4
○ 7/19/19 Technical Assistance Workshop Agenda <ul style="list-style-type: none"> ▪ Local Competition Materials, including point values and other ranking criteria, were provided to all participants 	5
○ 7/19/19 Email to Project Applicants, CoC and SPN Listservs with link to and attachments of Local Competition Materials, including point values and other ranking criteria (called “2019 SCC Local Competition Manual”)	6 – 7
○ 7/19/19 Screen Shot of 2019 HUD CoC NOFA Public Posting of Local Competition Materials, including point values and other ranking criteria (called “2019 SCC Local Materials”)	8 – 10
2019 CoC Local Competition Review Process (part of Local Competition Materials)	11 – 17
Appeals Policy and Process (part of Local Competition Materials)	18 – 19
Scoring Tool – Renewal Projects (part of Local Competition Materials)	20 – 28
Scoring Tool –New/Transfer/First Time Renewal/First Time Renewal After Transfer) (part of Local Competition Materials)	29 – 34

[SCC - CoC] 2019 CoC NOFA Competition and TA Workshop Announcement

1 message

Kaminski, Kathryn <kathryn.kaminski@hhs.sccgov.org>

Wed, Jul 10, 2019 at 6:42 PM

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Kathryn Kaminski

Continuum of Care Quality Improvement Manager

Office of Supportive Housing

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 **SCC 2019 CoC NOFA Summary.pdf**
157K



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- Housing and Community Development
- Continuum of Care
- Solutions to Homelessness
- Need Assistance
- Housing toolkit

Home > Continuum of Care > CoC Events Calendar

CoC Events Calendar

santaclaracountycoc@gmail.com

Today July 2019

Print Week Month Agenda

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	Jul 1	2	3	4	5	6
				1:30pm HMIS Agency Administrator		
7	8	9	10	11	12	13
		9:30am Service Providers Network		1pm Coordinated Assessment Work 3pm Rapid Rehousing and Employ		
14	15	16	17			20
21	22	23	24			27
			9am SCC CoC VI-SPDAT Training	3pm Rapid Re		
28	29	30	31			3
				1:30pm HMIS		

CoC Funding Competition TA Workshop

When Fri, July 19, 12:30pm – 3:30pm

Where Excite Credit Union Community Room (next to iJava) 3315 Almaden Expwy, Suite 35 San Jose, CA 95118 ([map](#))

Description
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 Please join us for Santa Clara County CoC's mandatory informational Technical Assistance

[more details»](#) [copy to my calendar»](#)

Events shown in time zone: Pacific Time - Los Angeles

Last updated: 12/6/2017 3:14 PM

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2019 HUD COC PROGRAM NOTICE OF FUNDING AVAILABILITY

Local Grants Competition Technical Assistance Workshop

JULY 19, 2019
12:30 P.M. – 3:30 P.M.

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- **September 6-10 (TBD):** Appeals Committee meets

Key Resources:

2019 CoC NOFA: <https://www.hudexchange.info/resource/5842/fy-2019-coc-program-nofa/>

CoC Program Interim Rule (24 CFR part 578): <https://www.govinfo.gov/content/pkg/CFR-2017-title24-vol3/xml/CFR-2017-title24-vol3-part578.xml>

Program Resources: <https://www.hudexchange.info/homelessness-assistance/>

- CoC Program Interim Rule training materials and program resources

Application Resources: <https://www.hudexchange.info/programs/e-snaps/>

- Application Instructional Guides
- Application Detailed Instructions
- FAQs

HUD Exchange e-snaps Ask A Question (AAQ): <http://www.hudexchange.info/get-assistance/>

To join the HUD listserv: www.hudexchange.info/maillinglists

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7 attachments

-  **2019 SCC CoC List of Eligible Renewal Projects.pdf**
107K
-  **2019 SCC CoC Supplemental Application for RENEWAL PROJECTS.docx**
34K
-  **2019 SCC CoC Supplemental Application for NEW PROJECTS and PROJECT WITHOUT A YEAR OF DATA.docx**
58K
-  **2019 SCC CoC Project Point Person Contact Form.doc**
38K
-  **2019 SCC CoC Technical Assistance Handbook.pdf**
725K
-  **2019 SCC NOFA Timeline.pdf**
74K
-  **2019 SCC Local Competition Manual.pdf**
1333K



County of Santa Clara Office of Supportive Housing



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Housing and Urban Development (HUD) Continuum of Care (CoC) Program Funding in Santa Clara County

One of the programs through which the US Department of Housing and Urban Development (HUD) distributes funding to Santa Clara County is the Continuum of Care (CoC) Program. This page contains information about the funding we receive locally, as well as information for the annual funding competition.

Past NOFA Materials

[2018 SCC HUD
CoC Application
with
Attachments](#)

[2018 SCC HUD
CoC Priority
Listing](#)

[2018 SCC CoC
NOFA Timeline
\(PDF\)](#)

2019 HUD CoC NOFA Application - The CoC's application will be posted the week of September 23 - 27.

- [2019 SCC HUD CoC Application with Attachments](#)
This is a draft of the CoC's submission to HUD in response to the 2019 CoC Program NOFA
- [2019 SCC HUD CoC Priority Listing](#)
This priority listing will accompany our Application

2019 HUD CoC NOFA - Local Competition Materials

- [2019 SCC CoC NOFA Timeline \(PDF\)](#)
- [2019 SCC CoC NOFA Technical Assistance Handbook \(PDF\)](#)
- [2019 SCC CoC NOFA Local Materials \(PDF\)](#)
- [2019 SCC CoC NOFA List of Eligible Projects \(PDF\)](#)
- [2019 SCC CoC NOFA Project Point Person Contact Form](#)
- [2019 SCC Supplemental Applications \(New Projects\)](#)
- [2019 SCC Supplemental Applications \(Renewal Projects\)](#)

2018 SCC CoC NOFA Technical Assistance Handbook (PDF)

2018 SCC CoC NOFA Local Materials (PDF)

2018 SCC CoC NOFA List of Eligible Projects (PDF)

2018 SCC CoC NOFA Project Point Person Contact Form

2018 SCC Supplemental Applications

2017 HUD CoC NOFA Preliminary Awards

2017 HUD CoC NOFA

[Consolidated Application](#)

[2017 HUD CoC NOFA Priority Listing](#)

[2016 NOFA SCC Consolidated Application](#)

[2016 SCC CoC Approved Priority Listing](#)

[Related Links](#)

[Glossary of Terms](#)

Last updated: 7/19/2019 5:33 PM

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Santa Clara County Continuum of Care

HUD CONTINUUM OF CARE PROGRAM

Technical Assistance Workshop 2019 NOFA Competition

LOCAL COMPETITION MANUAL

July 19, 2019

SCCNOFA@homebaseccc.org

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**HUD Continuum of Care Program Grants
2019 LOCAL COMMUNITY REVIEW PROCESS**

This section is intended to explain the Review and Rank Process that is used to review and evaluate all project applications submitted in the local competition.

Prior to NOFA release:

- The 2019 NOFA Committee met, reviewed and made recommendations based on feedback from FY 2018 applicants and the 2018 Review and Rank Panel to modify the competition process and scoring materials.
- The Executive Committee of the CoC Board reviewed and approved the NOFA Committee's recommended changes to the process and scoring materials, subject to necessary changes due to the NOFA.
- At least 4-5 non-conflicted Review and Rank panelists were recruited by HomeBase and the Collaborative Applicant. The panel includes at least one CoC Board member and a non-conflicted provider (ideally a provider with experience administering Federal, non-CoC grants). In addition, a Collaborative Applicant representative will attend panel meetings to act as a resource (leaving the room when a conflict requires it).
 - For purposes of Review and Rank panel participation, conflict will not extend to a substantially independent program or arm of a CoC recipient, subrecipient, or applicant organization, so long as the program is controlled by an independent board and does not receive or directly benefit from CoC funding or the potential award of a CoC grant in the 2019 competition.
- HomeBase has assembled supplemental information for the Review and Rank Panel, including HMIS performance data.
- Renewal Applicants responded to the Pre-NOFA Agency Capacity Panel request for information (RFI).
- The Pre-NOFA Agency Capacity Review and Rank Panel meets and creates preliminary scores for agency capacity factors for agencies with renewal projects.
 - HomeBase will distribute a summary of general panel feedback to assist applicants in responding to scores.

The Ranking and Reviewing process will proceed as follows:

- TA Workshop to release information about 2019 CoC NOFA and Local Competition open to all prospective applicants will be held, date to be determine based on NOFA release.
- All applicants will prepare and submit project application materials.
 - *Late Applications.* Applications received after the deadline will receive zero points in the scoring process. Since this may result in the project not being funded, this can be considered an appealable ranking decision.
 - *Administrative Errors.* Panelists shall have discretion to deduct up to 10 points from a project's total score for administrative errors, taking into consideration factors such as the extent of the error, due diligence in

resolving the error, impact on the competition, and other factors subject to panelist discretion.

- Low performing projects will be encouraged to reallocate and potential applicants are encouraged to apply for new projects through reallocation.
- Review and Rank Panel members will be oriented to the process and will receive applications, project performance data and scoring materials.
- Review and Rank Panel members will review and tentatively score the applications prior to their first meeting in a HomeBase-developed web-based platform called PRESTO.
 - HomeBase/CoC staff will ensure all applications meet certain Threshold Requirements (additional detail below).
 - New housing projects, first-time renewals, transfer housing projects, and first-time renewals after transfer will be scored using the New/Transfer Scoring Tool.
 - New Expansion projects will be scored using the New/Transfer scoring tool. However, a New Expansion project will not be ranked above the renewal project that it proposes to expand. If a New Expansion project receives a higher score than the associated renewal project, it will be ranked directly below the renewal project.
 - Housing projects without a full year of data for the evaluation year will be scored using the New/Transfer Scoring Tool.
 - All other renewal housing projects will be scored using the Renewal Scoring Tool.
 - New HMIS and Coordinated Entry projects will be automatically ranked at the top of Tier Two, immediately below the project that straddles Tier One and Two.
- Review and Rank Panel will meet over the course of 2-3 days to jointly discuss each application, conduct short in-person interview sessions with applicants to have questions answered and to provide feedback on ways to improve the application, and individually score applications:
 - Ranked list(s) will be prepared based on raw scores, then translated to a tiered list.
 - Renewal HMIS and Coordinated Entry projects will be automatically ranked in Tier One, immediately above the project that straddles Tier One and Two, if any. Another mechanism will be used to evaluate HMIS and Coordinated Entry outside the CoC NOFA Review and Rank process.
 - The Panel will consider reallocating renewal projects. (See additional detail below). In the event that the Review and Rank Panel identifies a renewal project (or projects) whose funding should not be renewed (or funding should be decreased), the Panel will then determine whether any new proposed projects should be awarded and will proceed with reallocation (see detail below).

- Panel releases scoring results to applicants with reminder of appeals process. HomeBase will distribute a summary of general panel feedback on select scoring factors.
- Appellate hearings are held, if requested. Results from appeal(s) are distributed.
- CoC Board or its designee considers and modifies/approves Priority List of Projects, which is then included in the County's Consolidated NOFA Application.
- Projects are given feedback from Panel on quality of application and ways to improve.
- County's Consolidated NOFA Application is made available for public review and reference.
- 2019 Process Debriefs are held with Review and Rank Panel members, project applicants, and the collaborative applicant. This information will support the 2020 NOFA Committee in making recommendations for improvement for the 2020 competition.

Requests to alter an application post-submission:

The CoC expects applicants to submit final project proposals for consideration by the Review and Rank Panel, and applicants should not plan to change their proposed program design during the local review and rank process.

However, an applicant may submit a request to the CoC Board to change a proposed project after the Review and Rank Panel Meeting, if:

- The change is the result of unforeseen circumstances that arose during or after the Review and Rank Panel Meeting; *and*
- The change does not substantially alter the scope of the proposed project, other than to increase the project's capacity.

To request a change to a proposed project, the applicant must submit an application supplement form provided by the Collaborative Applicant. If the CoC Board determines that the requested change meets the criteria above, they may forward the request to the NOFA Committee for consideration at the post-appeals NOFA Committee meeting.

All other changes to project design may be pursued with HUD during or after contracting and may require a HUD grant amendment.

Reallocation

It is possible that funds will be reallocated from projects that will not receive renewal funding, or whose funding will be reduced. This is a decision made by the Review and Rank Panel after extensive deliberation. Only eligible renewal projects that have previously been renewed under the CoC Program will be considered for reallocation. When considering reallocation, the Review and Rank Panel will:

- Consider unspent funds and the ability to cut grants without cutting service/housing levels.

- Panel members will receive training about the limitations related to spending CoC funds.
- For projects receiving leasing or rental assistance, information about unspent funds will be presented together with information about agency capacity (serving the number of people the project is designed to serve).
- Spend-down Threshold:
 - If a recipient spends 85% or less of their most recent grant, they will be required to submit a narrative explanation.
 - If a recipient spends 85% or less of two consecutive grants, the Collaborative Applicant will send them a written warning and instruct them to take steps to resolve the underspending.
 - If a recipient spends 85% or less of three consecutive grants, the Review and Rank Panel will discuss reallocation. The Review and Rank Panel should seek input from the recipient about the feasibility and impact of partial reallocation for their project.
- Consider history of reductions (e.g., if grant reduced one year, will not be apparent in spending the following year)
- Consider specific new permanent supportive housing or rapid re-housing project(s) and specific renewal project(s) at risk of not being funded
- Consider alternative funding sources available to support either new or renewal project(s) at risk of not being funded
- Consider renewal HUD “covenant” concerns
- Consider impact on system performance and consolidated application’s score
- Consider impact on the community in light of community needs

The impact of this policy is that high scoring projects may be reallocated if these considerations warrant that decision. In addition, if a project receives less than 75 points, then the Panel should strongly consider reallocation of funding.

Threshold

In addition to the scoring criteria, all new and renewal projects must meet a number of threshold criteria. A threshold review will take place prior to the review and rank process to ensure baseline requirements are met. These threshold criteria may be found in the Scoring Factors in the sections below.

Strategic Allocation of CoC Funding

The CoC is committed to using Continuum of Care Program funding efficiently and strategically as a component of the community’s broader continuum of homeless housing and services, to maximize availability of high performing programs to end homelessness.

Following the Appeals Committee, the 2019 NOFA Committee will convene to review the Appeals Committee Ranked List and may make recommendations to the CoC Board

regarding changes to the ranking of projects in Tier Two. Recommendations may address ranking only; recommendations regarding reallocation developed by the Review and Rank Panel and sustained by the Appeals Committee may not be considered or modified by the NOFA Committee after appeals are complete.

In recommending changes to the ranking of Tier Two projects, the NOFA Committee may consider the following:

- The project's ability to continue operations by accessing alternative sources of funding that are available if HUD CoC Program funding is not awarded.
- The impact on the CoC's bed or unit inventory and overall resources to address homelessness if a project is not awarded CoC funding. Information will be provided regarding number of beds and units, amount of grant request, operating year dates, population served, and current unit utilization rate.

HomeBase will develop a process for providing information about projects to the NOFA Committee and guidelines for participation by applicants.

Any NOFA Committee recommendations to the CoC Board must be either:

- Consensus recommendations, or
- Recommendations based on a vote of at least 60% of the NOFA Committee members in attendance, in which case the vote must be recorded and given to the CoC Board alongside the recommendation of the voting majority as well as the grounds for opposition.
 - Each organization in attendance may cast one vote; each individual in attendance not representing an organization may cast one vote.

The CoC Board or its designee will approve the final project list for submission. The decision of the CoC Board will be final.

2019 Continuum of Care Program Grants
APPEALS PROCESS

The Review and Rank Panel reviews all applications and ranks them for funding recommendations to HUD. That ranking decision will be communicated to all applicants by email by **midnight on August 30, 2019**. All applicants are directed to contact HomeBase at sccnofa@homebaseccc.org or (415) 788-7961, ext. 305, if no email notice is received.

1. Who May Appeal

An agency may appeal an “appealable ranking decision,” defined in the next paragraph, made by the Review and Rank Panel concerning a project application submitted by that agency. If the project was submitted by a collaboration of agencies, only one joint appeal may be made.

2. What May Be Appealed

“An appealable ranking decision” is a rank assigned by the Review and Rank Panel to a project that meets any of the following criteria:

- a) likely to result in the project not being funded, in whole or in part,
- b) places the project in the bottom 15% of Tier One, or
- c) places the project in Tier Two.

3. Timing:

The ranking decision is communicated to all applicants by **midnight on August 30, 2019**. Applicants have **until 12:00pm (noon) on September 3, 2019** to decide if they are going to appeal and notify HomeBase (sccnofa@homebaseccc.org) for more information, with a formal written appeal (no longer than 2 pages) due by **September 5, 2019 at 5:00pm**. If an appeal will be filed, other agencies whose rank may be affected will be notified as a courtesy. Such agencies will not be able to file an appeal after the appeals process is complete. They may file an appeal within the original appeals timeline.

4. Initiating the Formal Appeal

The Formal Appeal must be submitted by **5:00pm on September 5, 2019** to HomeBase at sccnofa@homebaseccc.org. The appeal document must consist of a short, written (no longer than 2 pages) statement of the agency’s appeal of the Review and Rank Panel’s decision. The statement can be in the form of a letter, a memo, or an email transmittal.

5. Members of the Appeal Panel

A 3-member Appeals Panel will be selected from the CoC Board or its designees. These individuals have no conflict of interest in serving, as defined by the existing Review and Rank Panel conflict of interest rules. Voting members of the Appeals Panel shall not serve simultaneously on the Review and Rank Panel; however, a Review and Rank Panel member and a staff person of the Collaborative Applicant will participate in the Appeals Panel meeting to inform discussion.

6. The Appeal Process, Including Involvement of Other Affected Agencies

The Appeal Panel will conduct a telephone meeting with a representative or representatives of the agency/collaborative who filed the appeal to discuss it on **September 6, 9, or 10** if needed. The Panel will then deliberate.

The Appeal Panel will inform appealing agencies of its decision by **September 10 at 12:00pm (noon)**.

The CoC Board or its designee will approve the final project list for submission. The decision of the CoC Board will be final.

SCORING TOOL FOR RENEWAL PROJECTS

**2019 Continuum of Care Grants
RENEWAL HOUSING PROJECTS**

Approved: March 18, 2019

Summary of Factors	Points
Threshold Requirements	Not Scored
1. Outcomes Supporting System Performance Measures ¹	60
2. Agency/Collaborative Capacity	23
3. HMIS Data Quality	17
Total	100
Component/Population-Type Prioritization Bonus Points ²	Up to 17 per project

I. Threshold Requirements

Threshold Criteria	Points
<ul style="list-style-type: none"> These factors are required, but not scored. If the project indicates “no” for any threshold criteria, it is ineligible for CoC funding. 	
HMIS Implementation: Projects are required to participate in HMIS, unless the project is a victim-service agency, serving survivors of domestic violence, or a legal services agency.	N/A
Coordinated Entry: Projects are required to participate in Coordinated Entry, when it is available for the project type.	N/A
HUD Threshold: Projects will be reviewed for compliance with the eligibility requirements of the CoC Interim Rule and Subsequent Notices and must meet the threshold requirements outlined in the 2019 Notice of Funding Availability.	N/A
HUD Policies: Projects are required to have policies regarding termination of assistance, client grievances, Equal Access, ADA and fair housing requirements, VAWA protection, and confidentiality that are compliant with HUD CoC Program requirements.	N/A

¹ All of the scoring factors in this tool measure projects’ contribution to improving Santa Clara County’s System Performance by strengthening the overall system of care, through data collection, coordination, prioritization and increasing resources available to end homelessness in Santa Clara County. 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 service providers which will be scored based on data from the victim service provider’s comparable database.

² Bonus points help ensure fairness and equal footing across scoring tools, which otherwise strongly advantage projects without data, and support prioritization of proven strong performers, while encouraging reallocation of projects not advancing system performance.

SCORING TOOL FOR RENEWAL PROJECTS

II. Detail

1. Outcomes Supporting System Performance Measures: 60 Points

Overall, has the project been performing satisfactorily and effectively addressing the need(s) for which it was designed? Keep in mind that outcomes will naturally be lower in a population with more severe needs. Such populations include persons with low or no income, current or past substance abuse, a history of victimization (e.g., domestic violence, sexual assault, childhood abuse), criminal histories, and chronic homelessness.

1A: Utilization <ul style="list-style-type: none"> Report utilization of total project beds at four points during the year 	Scale	Points
Is the project serving the number of homeless people it was designed to serve? <ul style="list-style-type: none"> Panelists may exercise discretion based on factors including but not limited to project size, population served, and facility status issues beyond the project's sphere of influence. HUD System Performance Measures 1, 3	Excellent	10
	Very Good	8
	Good	6
	Fair	2
	Poor	0
<p>Calculation: Households Served at Each Point in Time ÷ Units Funded</p> <p>Data Sources: APR 8b January Total ÷ Project Application 4B Total Units APR 8b April Total ÷ Project Application 4B Total Units APR 8b July Total ÷ Project Application 4B Total Units APR 8b October Total ÷ Project Application 4B Total Units</p>		

1B: Housing Stability (PSH Only) <ul style="list-style-type: none"> Calculated based on HMIS data Informed by supplemental information submitted as part of the proposal 	Scale	Points
<p>For permanent supportive housing: The percentage of formerly homeless individuals who remain housed in the HUD permanent supportive housing project or exited to other permanent housing, excluding participants who passed away.</p> <ul style="list-style-type: none"> Panelists may exercise discretion based on factors including but not limited to project size, population served, and circumstances beyond the project's sphere of influence. Community Benchmark: 95% HUD System Performance Measures 3, 7	≥98%	15
	96-97.9%	13
	94-95.9%	11
	92-93.9%	9
	90-91.9%	7
	85-89.9%	5
	80-84.9%	4
	75-79.9%	3
	67.5-74.9%	2
	60-67.4%	1
<60%	0	
<p>Calculation: (Total Stayers + Total Exits to PH) ÷ (Total Clients - Total Deceased)</p> <p>APR Sources: [APR 5a Stayers + APR 23a Permanent Dest. Subtotal + APR 23b Permanent Dest. Subtotal] ÷ [APR 5a Persons Served - APR Q23a Deceased - APR Q23b Deceased]</p>		

SCORING TOOL FOR RENEWAL PROJECTS

1B: Housing Stability (RRH/Youth TH Only)	RRH Scale	Youth TH Scale	Year 1 Points	Years 2+ Points
<ul style="list-style-type: none"> Calculated based on HMIS data Informed by supplemental information submitted as part of the proposal 				
<p>For rapid rehousing/transitional housing: The percentage of homeless persons who exited the project to/in a form of permanent housing, excluding participants who passed away.</p> <ul style="list-style-type: none"> Panelists may exercise discretion based on factors including but not limited to project size, the number of persons who exited the project, population served, and circumstances beyond the project's sphere of influence. Projects with no leavers will receive full points. <p>Community Benchmark: 75%</p> <p><i>HUD System Performance Measures 1, 3, 7</i></p>	≥95%	≥90%	15	15
	75-94.9%	85-89.9%	14	13
	60-74.9%	80-84.9%	13	11
	45-59.9%	75-79.9%	11	9
	40-44.9%	70-74.9%	9	7
	30-39.9%	65-69.9%	7	5
	20-29.9%	60-64.9%	5	3
	10-19.9%	50-59.9%	3	1
<10%	<50%	0	0	
<p>Calculation: Total Exits to PH ÷ (Total Leavers - Total Deceased)</p> <p>APR Sources: [APR 23a Permanent Destinations Subtotal + APR 23b Permanent Destinations Subtotal] ÷ [APR 5a Leavers - APR 23a Deceased - APR 23b Deceased]</p>				

1C: Returns to Homelessness Within 12 Months	PSH Scale	RRH Scale	Youth TH Scale	Points
<ul style="list-style-type: none"> Calculated based on HMIS data Informed by supplemental information submitted as part of the proposal 				
<p>The percentage of leavers to permanent housing destinations in the year prior to the measurement period who returned to a homeless project in HMIS within 12 months.</p> <ul style="list-style-type: none"> Panelists may exercise discretion based on factors including but not limited to project size, household size, and the number of persons who exited the project in the prior year. Projects with no leavers in the prior year and projects without at least 2 years of performance data will receive full points. <p>Community Benchmarks: PSH: 2% RRH: 2% TH: 4%</p> <p><i>HUD System Performance Measure 2</i></p>	<10%	<10%	<15%	5
	10-29.9%	10-29.9%	15-34.9%	4
	30-39.9%	30-39.9%	35-44.9%	3
	40-59.9%	40-49.9%	45-54.9%	2
	60-70%	50-60%	55-70%	1
	>70%	>60%	>70%	0
<p>Calculation: Number of People Who Exited to PH in 2017 who Returned to Programs in HMIS ÷ Number of Exits to PH in 2016</p>				

SCORING TOOL FOR RENEWAL PROJECTS

Data Sources: [Looker Project Exit Date is in 2016; Exit Destination is permanent; Next Entry Without Stable Housing Date is within 12 months of exit] ÷ [Looker Project Exit Date is in 2016; Exit Destination is permanent]		
1D: Client Cash Income Change	Scale	Points
<ul style="list-style-type: none"> Calculated based on HMIS data Informed by supplemental information submitted as part of the proposal 		
<p>The percentage of adult stayers/leavers that increase cash income from entry to latest annual assessment/exit, excluding all stayers not yet required to have an annual assessment.</p> <ul style="list-style-type: none"> Panelists may exercise discretion based on factors including but not limited to project size, population served, and circumstances beyond the project's sphere of influence. <p><i>HUD System Performance Measure 4</i></p>	≥60%	5
	50-59.9%	4
	40-49.9%	3
	30-39.9%	2
	20-29.9%	1
<20%	0	
<p>Calculation: (Adults Who Gained Income + Adults Who Increased Amount of Income) ÷ (Adults - Stayers Not Required to Have Assessment)</p> <p>APR Sources: [APR19a3 Row 5 Column 4 + APR19a3 Row 5 Column 5] ÷ [APR5a Adults - APR18 Stayers Not Yet Required to Have an Annual Assessment]</p>		

1E: Non-Cash Mainstream Benefits	Scale	Points
<ul style="list-style-type: none"> Calculated based on HMIS data Informed by supplemental information submitted as part of the proposal 		
<p>The percentage of adult stayers/leavers with non-cash benefit sources, excluding all stayers not yet required to have an annual assessment.</p> <ul style="list-style-type: none"> Panelists may exercise discretion based on factors including but not limited to project size, population served, and circumstances beyond the project's sphere of influence. <p>No Related Community Benchmarks</p> <p><i>HUD System Performance Measure 2, 7b</i></p>	≥60%	5
	50-59.9%	4
	40-49.9%	3
	30-39.9%	2
	20-29.9%	1
<20%	0	
<p>Calculation: (Adult Leavers with At Least 1 Benefit + Adult Stayers with At Least 1 Benefit) ÷ (Total Adults - Adult Stayers Not Yet Required to Have an Assessment)</p> <p>APR Sources: [APR 20b 1Plus Sources Leavers + APR 20b 1Plus Sources Stayers] ÷ [APR 5a Adults - APR 18 Adult Stayers Not Yet Required to Have an Assessment]</p>		

SCORING TOOL FOR RENEWAL PROJECTS

1F: Health Insurance <ul style="list-style-type: none"> • Calculated based on HMIS data • Informed by supplemental information submitted as part of the proposal 	Scale	Points
The percentage of stayers/leavers with health insurance, excluding all stayers not yet required to have an annual assessment. <ul style="list-style-type: none"> • Panelists may exercise discretion based on factors including but not limited to project size, population served, and circumstances beyond the project's sphere of influence. No Related Community Benchmarks	≥95%	5
	85-94.9%	4
	75-84.9%	3
	65-74.9%	2
	55-64.9%	1
<i>HUD System Performance Measure 2, 7b</i>	<55%	0
<p>Calculation: (Adult Stayers with 1 or More Sources of Health Insurance + Adult Leavers with 1 or More Sources of Health Insurance) ÷ (Total Adults - Adult Stayers Not Yet Required to Have an Assessment)</p> <p>APR Sources: [APR 21 Stayers 1 Source of Health Insurance + APR 21 Stayers More than 1 Source of Health Insurance + APR 21 Leavers 1 Source of Health Insurance + APR 21 Leavers More than 1 Source of Health Insurance] ÷ [APR 5a Adults - APR 18 Adult Stayers Not Yet Required to Have an Assessment]</p>		

1G: Alignment with Housing First Principles <ul style="list-style-type: none"> • Based on written policies and procedures and narrative response submitted as part of the proposal 	Points
<p>5 Points: To what extent do the project's written policies and procedures ensure that participants are not screened out based on the following criteria?</p> <ul style="list-style-type: none"> • Having too little or no income • Active, or history of, substance use or a substance use disorder • Having a criminal record (with exceptions for state-mandated restrictions) • History of domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement) <p>5 Points: To what extent do the project's written policies and procedures ensure that participants are not terminated from the program for the following reasons?</p> <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) • Failure to make progress on a service plan • Loss of income or failure to improve income • Being a survivor of domestic violence • Any other activity not covered in a lease agreement typically found in the project's geographic area <p>5 Points: Does the project take proactive steps to minimize barriers to entry and retention?</p> <p><i>HUD System Performance Measures 1, 3, 7</i></p>	15

SCORING TOOL FOR RENEWAL PROJECTS

2. Agency/Collaborative Capacity: 23 Points

<p>2A: Compliance</p> <ul style="list-style-type: none"> Based on any financial audit, HUD monitoring report and correspondence, and supplemental information submitted as part of the proposal 	Points
<p>To what extent do the agencies (especially the lead agency)/does the agency have:</p> <ul style="list-style-type: none"> Any outstanding financial audit findings or concerns? Any outstanding HUD monitoring findings or concerns and/or any history of sanctions imposed by HUD, including – but not limited to – suspending disbursements (e.g., freezing LOCCS), requiring repayment of grant funds, or de-obligating grant funds due to performance issues? If yes, what steps is the agency taking to resolve the findings or concerns and to what extent has the program advised the Collaborative Applicant of issues identified by HUD? <p>If an agency has no outstanding audit or monitoring findings or concerns and no history of sanctions imposed by HUD, the agency should receive full points.</p>	5

<p>2B: Unspent Grant Funds</p> <ul style="list-style-type: none"> Based on supplemental information submitted as part of the proposal 	Scale	Points
<p>Has the agency left project grant funds unspent in the past 3 years?</p> <ul style="list-style-type: none"> Consider if the program is running at capacity (at four points during the year), and if the project receives leasing or rental assistance funding. Panelists may score programs up or down from the scaled score. 	0-3%	5
	3.1-9%	3
	9.1-15%	1
	15-100%	0

<p>2C: Alignment with CoC Priorities</p> <ul style="list-style-type: none"> Based on narrative submitted as part of the proposal 	Points
<p>Do the project and agency align with and support CoC priorities, including but not limited to:</p> <p>1 Point: CoC participation (meeting and training attendance)</p> <p>3 Points: Services provided or described are adequate to meet the needs of the population served, as indicated by:</p> <ul style="list-style-type: none"> Case manager to client ratio The type of services provided (housing navigation, substance use treatment, trauma informed care, youth-targeted programming, etc.) A clear, comprehensive service delivery strategy/plan For projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, the degree to which agency's program design promotes client safety. <p>3 Points: The project contributes to the community plan goal of 6,000 new housing opportunities and maximizes the number of people exiting homelessness. For example:</p> <ul style="list-style-type: none"> Project employs landlord engagement strategies Project proposes to increase the number of persons served Contribution of project to improving system performance Project has or participates in a move on program or strategy <p>1 Point: Sources of match funding are stable and sustainable</p>	8

SCORING TOOL FOR RENEWAL PROJECTS

<p>2D: Client Participation in Program Design and Policy-Making</p> <ul style="list-style-type: none"> This will be scored based on written policies and procedures submitted by the project and a narrative response demonstrating client participation in program design and policy-making. 	Points
<p>Does the agency engage homeless and formerly homeless clients in program design and policy-making?</p> <p>2 Points: Agency has at least one strategy for gathering client feedback and input. Strategies may include, but are not limited to:</p> <ul style="list-style-type: none"> Having at least one homeless or formerly homeless person on its staff or board Having a consumer advisory board that meets regularly Administering consumer satisfaction surveys Convening client focus groups <p>3 Points: Agency incorporates client feedback in program design and/or policy-making.</p>	5

3. HMIS Data Quality: 17 Points

<p>3A: Exits to Known Destinations</p> <ul style="list-style-type: none"> Calculated based on HMIS data Informed by supplemental information submitted as part of the proposal 	Scale	Points
<p>Percentage of clients who exit to known destinations.</p> <ul style="list-style-type: none"> Panelists may exercise discretion based on factors including but not limited to limited project exits and circumstances beyond the project's sphere of influence. PSH with 0 exits receive full points. 	95-100%	4
	90-94.9%	3
	80-89.9%	2
	60-79.9%	1
	<60%	0
<p>Calculation: (Total Leavers - Leavers With Don't Know/Refused Destinations - Leavers With Missing Destinations) ÷ Total Leavers</p> <p>APR Sources: [APR5a Leavers - APR23a Total Client Doesn't Know/Client Refused - APR23b Total Client Doesn't Know/Client Refused - APR23a Total Data Not Collected - APR23b Total Data Not Collected] ÷ APR5a Leavers</p>		

SCORING TOOL FOR RENEWAL PROJECTS

3B: Complete Data <ul style="list-style-type: none"> Calculated based on HMIS data Informed by supplemental information submitted as part of the proposal 	Scale	Points
Percentage of complete data (not null/missing, “don’t know” or “refused” data, “data issues” or “error”), as reported in APR 6a, 6b, and 6c, except for Social Security numbers. <ul style="list-style-type: none"> Panelists may exercise discretion based on factors including but not limited to limited project exits and circumstances beyond the project’s sphere of influence. Community Performance Measure: 95%	99.5-100%	5
	97-99.4%	4
	94.5-96.9%	3
	92-94.4%	2
	90.1-91.9%	1
	<90%	0
<p>Calculation: (Sum of Client Doesn’t Know/Refused + Information Missing + Data Issues + Error Count for 14 data elements in APR Questions 6a-6c, excluding SSN) ÷ (14 * Total Served)</p> <p>APR Sources: [APR6a Client Don’t Know Refused for Name, Date of Birth, Race, Ethnicity, Gender + APR6a Information Missing for Name, Date of Birth, Race, Ethnicity, Gender + APR6a Data Issues for Name, Date of Birth, Race, Ethnicity, Gender + APR 6b Error Count for Veteran Status, Project Start Date, Relationship to Head of Household, Client Location, Disabling Condition + APR 6c Error Count for Destination, Income and Sources at Start, Income and Sources at Annual Assessment, Income and Sources at Exit] ÷ [14 * APR5a Total Served]</p>		

3C: Known Income <ul style="list-style-type: none"> Calculated based on HMIS data Informed by supplemental information submitted as part of the proposal 	Scale	Points
Percentage of adult clients with known income at latest annual assessment or exit, excluding all stayers not yet required to have an annual assessment. <ul style="list-style-type: none"> Panelists may exercise discretion based on factors including but not limited to small project size and circumstances beyond the project’s sphere of influence. 	95-100%	4
	90-94.9%	3
	80-89.9%	2
	60-79.9%	1
	<60%	0
<p>Calculation: (Adult Stayers With Known Income + Adult Leavers With Known Income) ÷ (Adults - Stayers Not Yet Required to Have an Annual Assessment)</p> <p>APR Sources: [APR18 Adults with Income Information at Annual Assessment + APR18 Adults with Income Information at Exit] ÷ [APR5a Adults - APR18 Stayers Not Yet Required]</p>		

SCORING TOOL FOR RENEWAL PROJECTS

3D: Known Benefits	Scale	Points
<ul style="list-style-type: none"> Calculated based on HMIS data Informed by supplemental information submitted as part of the proposal 		
Percentage of adult clients with known benefits at latest annual assessment or exit, excluding all stayers not yet required to have an annual assessment. <ul style="list-style-type: none"> Panelists may exercise discretion based on factors including but not limited to small project size and circumstances beyond the project's sphere of influence. 	95-100%	4
	90-94.9%	3
	80-89.9%	2
	60-79.9%	1
	<60%	0
<p>Calculation: (Adult Stayers With Known Non-Cash Benefits + Adult Leavers With Known Non-Cash Benefits) ÷ (Total Adults - Stayers Not Yet Required to Have Annual Assessments)</p> <p>APR Sources: [APR20b Adult Leavers No Sources + APR20b Adult Leavers 1Plus Sources + APR20b Adult Stayers No Sources + APR20b Adult Stayers 1Plus Sources] ÷ [APR 5a Adults - APR18 Stayers Not Yet Required]</p>		

3E: Data Accuracy	Penalty
Applicants who request to correct HMIS data past the review deadline and during the evaluation report review process will be penalized by 1 point.	- 1

4. Component/Population Type Prioritization: Up to 17 Bonus Points

4A: Permanent Housing	Points
Permanent supportive housing will be awarded 10 bonus points to demonstrate the CoC's funding priorities.	10
Rapid rehousing projects will be awarded 5 bonus points to demonstrate the CoC's funding priorities.	5

4B: Chronic Homelessness	Scale	Points
Percentage of beds dedicated to/prioritized for chronically homeless persons. <ul style="list-style-type: none"> DedicatedPLUS PSH projects receive full points. 	100%	5
	>75%	3

4C: Other Priority Populations	Points
Is the program dedicated to a priority population? <ul style="list-style-type: none"> Youth Survivors of Domestic Violence Families with Children Veterans 	2

****Shaded Factors are scored by the Pre-NOFA Panel**

**2019 Continuum of Care Grants
NEW/TRANSFER PROJECTS AND PROJECTS WITHOUT A FULL YEAR OF DATA**

Summary of Factors	Points
Threshold Requirements	Not Scored
1. Project's Work Consistent with Community Needs	10
2. Project Ability to Enhance System Performance ³	50
3. Agency/Collaborative Capacity to Enhance System Performance	34
4. HMIS Participation	6
Total	100
5. Component/Population-Type Prioritization Bonus Points ⁴	Up to 10 Per Project

I. Threshold Requirements

Threshold Criteria	Points
<ul style="list-style-type: none"> These factors are required, but not scored. If the project indicates "no" for any threshold criteria, it is ineligible for CoC funding. 	
HMIS Implementation: Projects are required to participate in HMIS, unless the project is a victim-service agency, serving survivors of domestic violence, or a legal services agency.	N/A
Coordinated Entry: Projects are required to participate in Coordinated Entry, when it is available for the project type.	N/A
Eligible Applicant: Applicants and subrecipients (if any) are eligible to receive CoC funding, including non-profit organizations, States, local governments, and instrumentalities of state and local governments.	N/A
Eligible New Project Type: If the project is a new project in 2019, it is an eligible new project type authorized by the FY 2019 CoC Program Notice of Funding Availability (NOFA): Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH), or joint Transitional Housing-Rapid Re-Housing (TH-RRH) serving eligible populations; Homeless Management Information System (HMIS); or Supportive Services Only for Coordinated Entry (CE).	N/A
HUD Threshold: All projects will be reviewed for compliance with the eligibility requirements of the CoC Interim Rule and Subsequent Notices and must meet the threshold requirements outlined in the 2019 NOFA.	N/A
HUD Policies: Projects are required to have compliant policies regarding termination of assistance, client grievances, Equal Access, ADA and fair housing requirements, VAWA protection, and confidentiality.	N/A

³ All of the scoring factors in this tool measure projects' anticipated contribution to improving Santa Clara County's System Performance by strengthening the overall system of care, through data collection, coordination, prioritization and increasing resources available to end homelessness in Santa Clara County. Certain scoring factors relate to specific Performance Measures, as enumerated in each factor.

⁴ Bonus points help ensure fairness and equal footing across scoring tools, which otherwise strongly advantage projects without data, and support prioritization of proven strong performers, while encouraging reallocation of projects not advancing system performance.

SCORING TOOL FOR NEW/TRANSFER PROJECTS AND PROJECTS WITHOUT A FULL YEAR OF DATA

Renewable Activities: Projects are required to utilize the grant funds for renewable activities (e.g., leasing rental subsidies, and housing operations) as opposed to non-renewable ones (e.g., acquisition, construction, and rehabilitation).	N/A
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II. Detail

1. Project’s Work Consistent with Community Needs: 10 Points

1A: Project Readiness	Points
<p>The project will be ready to start by HUD’s statutory deadlines. Consider:</p> <ul style="list-style-type: none"> • Regulatory obstacles such as tenant displacement or relocation, environmental or zoning issues anticipated; • Whether the agency has a feasible timeline for staffing the project, establishing site control, beginning to draw down funds, and otherwise complying with CoC Program deadlines; • Whether the agency already has policies and procedures that can be used as-is or easily adapted for use in a CoC-funded project. 	10

2. Project Ability to Enhance System Performance: 47 Points

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

2A: Program Design	Points
<p>Program design includes provision of comprehensive/intensive case management and appropriate supportive services of the appropriate type, scale and location to meet the needs of program participants (as well as transportation if necessary), using a Housing First model. † Consider:</p> <p>7 Points: Has the agency developed a concrete plan for providing services to clients and/or referring clients to outside services for support*, including:</p> <ul style="list-style-type: none"> • What types of services will be provided in-house? • What types of services will require referrals? • What agencies will accept referrals? • What is the step-by-step process for connecting clients to services outside the agency? • What is the step-by-step process for developing client service plans and matching clients with services? What tools and evidence-based practices will be used? <p>* For RRH applicants: Will services described adequately support clients in securing employment and achieving long-term housing stability?</p> <p>3 Points: Will the project be staffed appropriately to provide the services?</p> <p>2 Points: Will the staff be trained to meet the needs of the population to be served?</p> <p>3 Points: To what extent will the program be able to effectively serve eligible clients of different backgrounds, experiences, cultures, abilities, and language proficiencies?</p> <p>† For projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, safety is a primary need of the population served. Among other needs, the panel should consider the extent to which program design promotes</p>	15

SCORING TOOL FOR NEW/TRANSFER PROJECTS AND PROJECTS WITHOUT A FULL YEAR OF DATA

<p>client safety. It is considered a best practice for programs serving survivors of domestic violence to have certified domestic violence, sexual assault, and/or human trafficking advocates (40- or 65-hour training course) to provide confidential supportive services.</p> <p><i>HUD System Performance Measures 2, 3, 7b</i></p>	
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2B: Program Outcomes	Points
<p>Has the agency demonstrated, through past performance, the ability to successfully carry out the work proposed and effectively provide services to people experiencing housing crises? † Consider:</p> <p>5 Points: The agency’s experience and outcomes related to the following or comparable measures of housing stability and increased income in any prior housing projects:</p> <ul style="list-style-type: none"> • For permanent supportive housing: The percentage of formerly homeless individuals who remain housed in the HUD permanent supportive housing project or exited to other permanent housing, excluding participants who passed away; • For rapid rehousing/transitional housing: The percentage of homeless persons who exited the project to/in a form of permanent housing, excluding participants who passed away; • For all projects: The percentage of stayers/leavers that increase cash income from entry to latest status/exit; • For all projects: The percentage of stayers/leavers with non-cash benefit sources. <p>5 Points: How the agency has analyzed the outcomes and improved program design and service delivery.</p> <p>5 Points: The extent to which the agency has taken proactive steps to minimize barriers to housing placement and retention and actively support highly vulnerable and high-needs clients to obtain and maintain housing in prior housing projects.</p> <p>† For projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, the agency should provide examples of outcomes and program operations for existing or prior housing projects that serve(d) a similar population.</p> <p><i>HUD System Performance Measures 2, 3, 4, 7b</i></p>	<p>15</p>

2C: Affirmatively Furthering Fair Housing	Points
<p>The program design ensures that housing will be available and accessible to the diverse population of persons experiencing homelessness, and the agency will take proactive steps to promote fair access to housing without regard to race, ancestry, religion, disability, sex, sexual orientation, gender identity, gender expression, genetic information, marital status, familial status, and source of income. Consider:</p> <ul style="list-style-type: none"> • How will the program ensure clients receive reasonable accommodations whenever they are needed? • How will the program ensure that clients know their housing rights and are protected from housing discrimination based on race, ancestry, religion, disability, sex, sexual orientation, gender identity, gender expression, genetic information, marital status, familial status, and source of income? <p><i>HUD System Performance Measures 2, 3, 7b</i></p>	<p>5</p>

SCORING TOOL FOR NEW/TRANSFER PROJECTS AND PROJECTS WITHOUT A FULL YEAR OF DATA

<p>2D: Alignment with Housing First Principles</p> <ul style="list-style-type: none"> This will be scored based on written policies and procedures submitted by the project and responses to supplemental questions. 	<p>Points</p>
<p>5 Points: To what extent do the project’s written policies and procedures ensure that participants will not be screened out based on the following criteria?</p> <ul style="list-style-type: none"> Having too little or no income; Active, or history of, substance use or a substance use disorder; Having a criminal record (with exceptions for state-mandated restrictions); History of domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement). <p>5 Points: To what extent do the project’s written policies and procedures ensure that participants will not be terminated from the program for the following reasons?</p> <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); Failure to make progress on a service plan; Loss of income or failure to improve income; Being a survivor of domestic violence; Any other activity not covered in a lease agreement typically found in the project’s geographic area. <p>5 Points: What proactive steps does the agency propose to take to minimize barriers to housing placement and retention in the proposed project?</p> <p><i>HUD System Performance Measures 1, 3, 7</i></p>	<p>15</p>

3. Agency/Collaborative Capacity to Enhance System Performance: 28 Points

<p>3A: Administrative Capacity</p>	<p>Points</p>
<p>Do the agencies (especially the lead agency)/does the agency have the expertise, staff, procedural, and administrative structure needed to meet all administrative requirements? Consider:</p> <ul style="list-style-type: none"> Has the agency successfully handled at least one other federal grant or other major grant of this size and complexity, either in or out of the CoC? Does the agency have a clear staffing plan and a project budget that covers grant management? Does the budget show that the project will have enough resources to provide high-quality, reliable services to the target population? Does the budget show that the project will leverage significant outside resources (funding, staff, building space, volunteers, etc.) rather than rely entirely on CoC funds? Does the budget show that the project is taking appropriate measures promote cost effectiveness? 	<p>10</p>

SCORING TOOL FOR NEW/TRANSFER PROJECTS AND PROJECTS WITHOUT A FULL YEAR OF DATA

3B: Compliance	Points
<p>To what extent do the agencies (especially the lead agency)/does the agency have:</p> <ul style="list-style-type: none"> • Any outstanding financial audit findings or concerns? • Any outstanding HUD monitoring findings or concerns and/or any history of sanctions imposed by HUD, including – but not limited to – suspending disbursements (e.g., freezing LOCCS), requiring repayment of grant funds, or de-obligating grant funds due to performance issues? • If yes, what steps is the agency taking to resolve the findings or concerns and to what extent has the program advised the Collaborative Applicant of issues identified by HUD? <p>If an agency has no outstanding audit or monitoring findings or concerns and no history of sanctions imposed by HUD, the agency should receive full points.</p>	5

3C: Alignment with CoC Priorities	Points
<ul style="list-style-type: none"> • Agencies can submit an essay answer demonstrating CoC alignment. <p>Do the project and agency align with and support CoC priorities, including but not limited to:</p> <p>1 Point: CoC participation (meeting and training attendance)</p> <p>5 Points: Services provided or described are adequate to meet the needs of the population served, as indicated by:</p> <ul style="list-style-type: none"> • Case manager to client ratio; • The type of services provided (housing navigation, substance use treatment, trauma informed care, youth-targeted programming, etc.); • A clear, comprehensive service delivery strategy/plan; • For projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, the degree to which agency's program design promotes client safety. <p>3 Points: The project will contribute to the community plan goal of 6,000 new housing opportunities and maximizes the number of people exiting homelessness. For example:</p> <ul style="list-style-type: none"> • Project will employ landlord engagement strategies; • Project will contribute to improving system performance; • Project has a move on program or strategy. <p>1 Point: Sources of match funding are stable and sustainable.</p>	10

SCORING TOOL FOR NEW/TRANSFER PROJECTS AND PROJECTS WITHOUT A FULL YEAR OF DATA

<p>3D: Client Participation in Program Design and Policy-Making</p> <ul style="list-style-type: none"> This will be scored based on written policies and procedures submitted by the project and a narrative response demonstrating client participation in program design and policy-making. 	<p>Points</p>
<p>Does the agency engage homeless and formerly homeless clients in program design and policy-making?</p> <p>6 Points: Agency commits to having one or more of the following strategies for gathering client feedback and input.</p> <p>High-Priority Strategies</p> <ul style="list-style-type: none"> Having at least one homeless or formerly homeless person on its board; Having a consumer advisory board that meets regularly. <p>Additional Strategies</p> <ul style="list-style-type: none"> Having at least one homeless or formerly homeless person on its staff; Administering consumer satisfaction surveys; Convening client focus groups; Other strategies <p>3 Points: Agency has a plan for incorporating client feedback in program design and/or policy-making.</p>	<p>9</p>

4. HMIS Participation: 6 Points

- If the agency has other programs, do they demonstrate HMIS participation or participation in a similar database? The panel may consider:
 - Percentage of null/missing, “don’t know,” or “refused” data
 - The percentage of clients that exit to known destinations
 - The percentage of clients with known income and benefits
 - Percent of clients who are required to have annual assessments and do not have them
 - Average length of time between when a client enters or exits a program and when the project records the entry or exit
 - Other data quality measures provided by the agency
- Does the agency have a process for analyzing and improving data quality?

5. Component/Population-Type Prioritization: Up to 10 Bonus Points

<p>5A: Permanent Supportive Housing</p>	<p>Points</p>
<p>Permanent supportive housing serving chronically homeless individuals and families will be awarded bonus points to demonstrate the CoC’s funding priorities.</p>	<p>10</p>

<p>5B: Rapid Rehousing</p>	<p>Points</p>
<p>Rapid rehousing projects serving high priority populations (such as families and transition-aged youth coming directly from streets, shelter, or other places not meant for human habitation, or persons fleeing domestic violence or trafficking) will be awarded bonus points to demonstrate the CoC’s funding priorities. These points will not be awarded to joint TH-RRH projects.</p>	<p>5</p>

****Shaded Factors are scored by the Pre-NOFA Panel**

ATTACHMENT: Consolidated Application

DOCUMENTS SATISFYING REQUIREMENT	PAGE
Final Score Forms	1 – 25
Renewal Project Scoring Tool – scoring tool used to evaluate all renewal housing project applications, including specific objective criteria and point values <ul style="list-style-type: none"> ○ Objective criteria for reviewing & ranking pp. 2-9 ○ Factors related to improving system performance pp. 2-9 ○ Specific method for evaluating projects submitted by VSPs that utilized data from a comparable database and evaluated DV projects based on the degree they improve safety for the population they serve pp. 1, 6 	2 – 9
New Project Scoring Tool – scoring tool used to evaluate all new and expansion housing project applications, including specific objective criteria and point values <ul style="list-style-type: none"> ○ Objective criteria for reviewing & ranking pp. 12, 15 ○ Factors related to improving system performance pp. 12-14 ○ Specific method for evaluating projects submitted by VSPs that utilized data from a comparable database and evaluated DV projects based on the degree they improve safety for the population they serve pp. 11-12 	10 – 15
Example of completed score card for a Renewal PSH application	16 - 18
Application of Ranking Process	19 – 23
<ul style="list-style-type: none"> ○ Final Ranked List with final project scores based on CoC’s scoring tools and written Review and Rank process 	19
<ul style="list-style-type: none"> ○ Screenshot of website posting of Final Ranked List – September 12, 2019 	20 – 22
<ul style="list-style-type: none"> ○ Email to CoC membership email list with posting of Final Ranked List – September 12, 2019 	23
Public Notice and Posting: CoC Consolidated Application	24 – 27
<ul style="list-style-type: none"> ○ Email announcement of public posting of Consolidated Application – sent to CoC listserv (677 members) September 25, 2019 	24
<ul style="list-style-type: none"> ○ Screenshots of website posting of Consolidated Application – September 25, 2019 	25 – 27

**2019 Continuum of Care Grants
RENEWAL HOUSING PROJECTS**

Approved: March 18, 2019

Summary of Factors	Points
Threshold Requirements	Not Scored
1. Outcomes Supporting System Performance Measures ¹	60
2. Agency/Collaborative Capacity	23
3. HMIS Data Quality	17
Total	100
Component/Population-Type Prioritization Bonus Points ²	Up to 17 per project

I. Threshold Requirements

Threshold Criteria	Points
<ul style="list-style-type: none"> These factors are required, but not scored. If the project indicates “no” for any threshold criteria, it is ineligible for CoC funding. 	
HMIS Implementation: Projects are required to participate in HMIS, unless the project is a victim-service agency, serving survivors of domestic violence, or a legal services agency.	N/A
Coordinated Entry: Projects are required to participate in Coordinated Entry, when it is available for the project type.	N/A
HUD Threshold: Projects will be reviewed for compliance with the eligibility requirements of the CoC Interim Rule and Subsequent Notices and must meet the threshold requirements outlined in the 2019 Notice of Funding Availability.	N/A
HUD Policies: Projects are required to have policies regarding termination of assistance, client grievances, Equal Access, ADA and fair housing requirements, VAWA protection, and confidentiality that are compliant with HUD CoC Program requirements.	N/A

¹ All of the scoring factors in this tool measure projects’ contribution to improving Santa Clara County’s System Performance by strengthening the overall system of care, through data collection, coordination, prioritization and increasing resources available to end homelessness in Santa Clara County. 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 service providers which will be scored based on data from the victim service provider’s comparable database.

² Bonus points help ensure fairness and equal footing across scoring tools, which otherwise strongly advantage projects without data, and support prioritization of proven strong performers, while encouraging reallocation of projects not advancing system performance.

II. Detail

1. Outcomes Supporting System Performance Measures: 60 Points

Overall, has the project been performing satisfactorily and effectively addressing the need(s) for which it was designed? Keep in mind that outcomes will naturally be lower in a population with more severe needs. Such populations include persons with low or no income, current or past substance abuse, a history of victimization (e.g., domestic violence, sexual assault, childhood abuse), criminal histories, and chronic homelessness.

1A: Utilization	Scale	Points
<ul style="list-style-type: none"> Report utilization of total project beds at four points during the year 		
Is the project serving the number of homeless people it was designed to serve? <ul style="list-style-type: none"> Panelists may exercise discretion based on factors including but not limited to project size, population served, and facility status issues beyond the project's sphere of influence. <i>HUD System Performance Measures 1, 3</i>	Excellent	10
	Very Good	8
	Good	6
	Fair	2
	Poor	0
Calculation: Households Served at Each Point in Time ÷ Units Funded		
Data Sources: APR 8b January Total ÷ Project Application 4B Total Units APR 8b April Total ÷ Project Application 4B Total Units APR 8b July Total ÷ Project Application 4B Total Units APR 8b October Total ÷ Project Application 4B Total Units		

1B: Housing Stability (PSH Only)	Scale	Points
<ul style="list-style-type: none"> Calculated based on HMIS data Informed by supplemental information submitted as part of the proposal For permanent supportive housing: The percentage of formerly homeless individuals who remain housed in the HUD permanent supportive housing project or exited to other permanent housing, excluding participants who passed away. <ul style="list-style-type: none"> Panelists may exercise discretion based on factors including but not limited to project size, population served, and circumstances beyond the project's sphere of influence. Community Benchmark: 95% <i>HUD System Performance Measures 3, 7</i>	≥98%	15
	96-97.9%	13
	94-95.9%	11
	92-93.9%	9
	90-91.9%	7
	85-89.9%	5
	80-84.9%	4
	75-79.9%	3
	67.5-74.9%	2
	60-67.4%	1
<60%	0	
Calculation: (Total Stayers + Total Exits to PH) ÷ (Total Clients - Total Deceased)		
APR Sources: [APR 5a Stayers + APR 23a Permanent Dest. Subtotal + APR 23b Permanent Dest. Subtotal] ÷ [APR 5a Persons Served - APR Q23a Deceased - APR Q23b Deceased]		

1B: Housing Stability (RRH/Youth TH Only)	RRH Scale	Youth TH Scale	Year 1 Points	Years 2+ Points
<ul style="list-style-type: none"> Calculated based on HMIS data Informed by supplemental information submitted as part of the proposal 				
<p>For rapid rehousing/transitional housing: The percentage of homeless persons who exited the project to/in a form of permanent housing, excluding participants who passed away.</p> <ul style="list-style-type: none"> Panelists may exercise discretion based on factors including but not limited to project size, the number of persons who exited the project, population served, and circumstances beyond the project's sphere of influence. Projects with no leavers will receive full points. <p>Community Benchmark: 75%</p> <p><i>HUD System Performance Measures 1, 3, 7</i></p>	≥95%	≥90%	15	15
	75-94.9%	85-89.9%	14	13
	60-74.9%	80-84.9%	13	11
	45-59.9%	75-79.9%	11	9
	40-44.9%	70-74.9%	9	7
	30-39.9%	65-69.9%	7	5
	20-29.9%	60-64.9%	5	3
	10-19.9%	50-59.9%	3	1
	<10%	<50%	0	0
<p>Calculation: Total Exits to PH ÷ (Total Leavers - Total Deceased)</p> <p>APR Sources: [APR 23a Permanent Destinations Subtotal + APR 23b Permanent Destinations Subtotal] ÷ [APR 5a Leavers - APR 23a Deceased - APR 23b Deceased]</p>				

1C: Returns to Homelessness Within 12 Months	PSH Scale	RRH Scale	Youth TH Scale	Points
<ul style="list-style-type: none"> Calculated based on HMIS data Informed by supplemental information submitted as part of the proposal 				
<p>The percentage of leavers to permanent housing destinations in the year prior to the measurement period who returned to a homeless project in HMIS within 12 months.</p> <ul style="list-style-type: none"> Panelists may exercise discretion based on factors including but not limited to project size, household size, and the number of persons who exited the project in the prior year. Projects with no leavers in the prior year and projects without at least 2 years of performance data will receive full points. <p>Community Benchmarks: PSH: 2% RRH: 2% TH: 4%</p> <p><i>HUD System Performance Measure 2</i></p>	<10%	<10%	<15%	5
	10-29.9%	10-29.9%	15-34.9%	4
	30-39.9%	30-39.9%	35-44.9%	3
	40-59.9%	40-49.9%	45-54.9%	2
	60-70%	50-60%	55-70%	1
	>70%	>60%	>70%	0
	<p>Calculation: Number of People Who Exited to PH in 2017 who Returned to Programs in HMIS ÷ Number of Exits to PH in 2016</p> <p>Data Sources: [Looker Project Exit Date is in 2016; Exit Destination is permanent; Next Entry Without Stable Housing Date is within 12 months of exit] ÷ [Looker Project Exit Date is in 2016; Exit Destination is permanent]</p>			

1D: Client Cash Income Change <ul style="list-style-type: none"> Calculated based on HMIS data Informed by supplemental information submitted as part of the proposal 	Scale	Points
<p>The percentage of adult stayers/leavers that increase cash income from entry to latest annual assessment/exit, excluding all stayers not yet required to have an annual assessment.</p> <ul style="list-style-type: none"> Panelists may exercise discretion based on factors including but not limited to project size, population served, and circumstances beyond the project's sphere of influence. <p><i>HUD System Performance Measure 4</i></p>	≥60%	5
	50-59.9%	4
	40-49.9%	3
	30-39.9%	2
	20-29.9%	1
	<20%	0
<p>Calculation: (Adults Who Gained Income + Adults Who Increased Amount of Income) ÷ (Adults - Stayers Not Required to Have Assessment)</p> <p>APR Sources: [APR19a3 Row 5 Column 4 + APR19a3 Row 5 Column 5] ÷ [APR5a Adults - APR18 Stayers Not Yet Required to Have an Annual Assessment]</p>		

1E: Non-Cash Mainstream Benefits <ul style="list-style-type: none"> Calculated based on HMIS data Informed by supplemental information submitted as part of the proposal 	Scale	Points
<p>The percentage of adult stayers/leavers with non-cash benefit sources, excluding all stayers not yet required to have an annual assessment.</p> <ul style="list-style-type: none"> Panelists may exercise discretion based on factors including but not limited to project size, population served, and circumstances beyond the project's sphere of influence. <p>No Related Community Benchmarks</p> <p><i>HUD System Performance Measure 2, 7b</i></p>	≥60%	5
	50-59.9%	4
	40-49.9%	3
	30-39.9%	2
	20-29.9%	1
	<20%	0
<p>Calculation: (Adult Leavers with At Least 1 Benefit + Adult Stayers with At Least 1 Benefit) ÷ (Total Adults - Adult Stayers Not Yet Required to Have an Assessment)</p> <p>APR Sources: [APR 20b 1Plus Sources Leavers + APR 20b 1Plus Sources Stayers] ÷ [APR 5a Adults - APR 18 Adult Stayers Not Yet Required to Have an Assessment]</p>		

1F: Health Insurance <ul style="list-style-type: none"> Calculated based on HMIS data Informed by supplemental information submitted as part of the proposal 	Scale	Points
The percentage of stayers/leavers with health insurance, excluding all stayers not yet required to have an annual assessment. <ul style="list-style-type: none"> Panelists may exercise discretion based on factors including but not limited to project size, population served, and circumstances beyond the project's sphere of influence. No Related Community Benchmarks <i>HUD System Performance Measure 2, 7b</i>	≥95%	5
	85-94.9%	4
	75-84.9%	3
	65-74.9%	2
	55-64.9%	1
	<55%	0
<p>Calculation: (Adult Stayers with 1 or More Sources of Health Insurance + Adult Leavers with 1 or More Sources of Health Insurance) ÷ (Total Adults - Adult Stayers Not Yet Required to Have an Assessment)</p> <p>APR Sources: [APR 21 Stayers 1 Source of Health Insurance + APR 21 Stayers More than 1 Source of Health Insurance + APR 21 Leavers 1 Source of Health Insurance + APR 21 Leavers More than 1 Source of Health Insurance] ÷ [APR 5a Adults - APR 18 Adult Stayers Not Yet Required to Have an Assessment]</p>		

1G: Alignment with Housing First Principles <ul style="list-style-type: none"> Based on written policies and procedures and narrative response submitted as part of the proposal 	Points
<p>5 Points: To what extent do the project's written policies and procedures ensure that participants are not screened out based on the following criteria?</p> <ul style="list-style-type: none"> Having too little or no income Active, or history of, substance use or a substance use disorder Having a criminal record (with exceptions for state-mandated restrictions) History of domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement) <p>5 Points: To what extent do the project's written policies and procedures ensure that participants are not terminated from the program for the following reasons?</p> <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) Failure to make progress on a service plan Loss of income or failure to improve income Being a survivor of domestic violence Any other activity not covered in a lease agreement typically found in the project's geographic area <p>5 Points: Does the project take proactive steps to minimize barriers to entry and retention?</p> <p><i>HUD System Performance Measures 1, 3, 7</i></p>	15

2. Agency/Collaborative Capacity: 23 Points

<p>2A: Compliance</p> <ul style="list-style-type: none"> Based on any financial audit, HUD monitoring report and correspondence, and supplemental information submitted as part of the proposal 	Points
<p>To what extent do the agencies (especially the lead agency)/does the agency have:</p> <ul style="list-style-type: none"> Any outstanding financial audit findings or concerns? Any outstanding HUD monitoring findings or concerns and/or any history of sanctions imposed by HUD, including – but not limited to – suspending disbursements (e.g., freezing LOCCS), requiring repayment of grant funds, or de-obligating grant funds due to performance issues? If yes, what steps is the agency taking to resolve the findings or concerns and to what extent has the program advised the Collaborative Applicant of issues identified by HUD? <p>If an agency has no outstanding audit or monitoring findings or concerns and no history of sanctions imposed by HUD, the agency should receive full points.</p>	5

<p>2B: Unspent Grant Funds</p> <ul style="list-style-type: none"> Based on supplemental information submitted as part of the proposal 	Scale	Points
<p>Has the agency left project grant funds unspent in the past 3 years?</p> <ul style="list-style-type: none"> Consider if the program is running at capacity (at four points during the year), and if the project receives leasing or rental assistance funding. Panelists may score programs up or down from the scaled score. 	0-3%	5
	3.1-9%	3
	9.1-15%	1
	15-100%	0

<p>2C: Alignment with CoC Priorities</p> <ul style="list-style-type: none"> Based on narrative submitted as part of the proposal 	Points
<p>Do the project and agency align with and support CoC priorities, including but not limited to:</p> <p>1 Point: CoC participation (meeting and training attendance)</p> <p>3 Points: Services provided or described are adequate to meet the needs of the population served, as indicated by:</p> <ul style="list-style-type: none"> Case manager to client ratio The type of services provided (housing navigation, substance use treatment, trauma informed care, youth-targeted programming, etc.) A clear, comprehensive service delivery strategy/plan For projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, the degree to which agency's program design promotes client safety. <p>3 Points: The project contributes to the community plan goal of 6,000 new housing opportunities and maximizes the number of people exiting homelessness. For example:</p> <ul style="list-style-type: none"> Project employs landlord engagement strategies Project proposes to increase the number of persons served Contribution of project to improving system performance Project has or participates in a move on program or strategy <p>1 Point: Sources of match funding are stable and sustainable</p>	8

<p>2D: Client Participation in Program Design and Policy-Making</p> <ul style="list-style-type: none"> This will be scored based on written policies and procedures submitted by the project and a narrative response demonstrating client participation in program design and policy-making. 	Points
<p>Does the agency engage homeless and formerly homeless clients in program design and policy-making?</p> <p>2 Points: Agency has at least one strategy for gathering client feedback and input. Strategies may include, but are not limited to:</p> <ul style="list-style-type: none"> Having at least one homeless or formerly homeless person on its staff or board Having a consumer advisory board that meets regularly Administering consumer satisfaction surveys Convening client focus groups <p>3 Points: Agency incorporates client feedback in program design and/or policy-making.</p>	5

3. HMIS Data Quality: 17 Points

<p>3A: Exits to Known Destinations</p> <ul style="list-style-type: none"> Calculated based on HMIS data Informed by supplemental information submitted as part of the proposal 	Scale	Points
<p>Percentage of clients who exit to known destinations.</p> <ul style="list-style-type: none"> Panelists may exercise discretion based on factors including but not limited to limited project exits and circumstances beyond the project's sphere of influence. PSH with 0 exits receive full points. 	95-100%	4
	90-94.9%	3
	80-89.9%	2
	60-79.9%	1
	<60%	0
<p>Calculation: (Total Leavers - Leavers With Don't Know/Refused Destinations - Leavers With Missing Destinations) ÷ Total Leavers</p> <p>APR Sources: [APR5a Leavers - APR23a Total Client Doesn't Know/Client Refused - APR23b Total Client Doesn't Know/Client Refused - APR23a Total Data Not Collected - APR23b Total Data Not Collected] ÷ APR5a Leavers</p>		

3B: Complete Data <ul style="list-style-type: none"> Calculated based on HMIS data Informed by supplemental information submitted as part of the proposal 	Scale	Points
Percentage of complete data (not null/missing, “don’t know” or “refused” data, “data issues” or “error”), as reported in APR 6a, 6b, and 6c, except for Social Security numbers. <ul style="list-style-type: none"> Panelists may exercise discretion based on factors including but not limited to limited project exits and circumstances beyond the project’s sphere of influence. Community Performance Measure: 95%	99.5-100%	5
	97-99.4%	4
	94.5-96.9%	3
	92-94.4%	2
	90.1-91.9%	1
Community Performance Measure: 95%	<90%	0
<p>Calculation: (Sum of Client Doesn’t Know/Refused + Information Missing + Data Issues + Error Count for 14 data elements in APR Questions 6a-6c, excluding SSN) ÷ (14 * Total Served)</p> <p>APR Sources: [APR6a Client Don’t Know Refused for Name, Date of Birth, Race, Ethnicity, Gender + APR6a Information Missing for Name, Date of Birth, Race, Ethnicity, Gender + APR6a Data Issues for Name, Date of Birth, Race, Ethnicity, Gender + APR 6b Error Count for Veteran Status, Project Start Date, Relationship to Head of Household, Client Location, Disabling Condition + APR 6c Error Count for Destination, Income and Sources at Start, Income and Sources at Annual Assessment, Income and Sources at Exit] ÷ [14 * APR5a Total Served]</p>		

3C: Known Income <ul style="list-style-type: none"> Calculated based on HMIS data Informed by supplemental information submitted as part of the proposal 	Scale	Points
Percentage of adult clients with known income at latest annual assessment or exit, excluding all stayers not yet required to have an annual assessment. <ul style="list-style-type: none"> Panelists may exercise discretion based on factors including but not limited to small project size and circumstances beyond the project’s sphere of influence. 	95-100%	4
	90-94.9%	3
	80-89.9%	2
	60-79.9%	1
	<60%	0
<p>Calculation: (Adult Stayers With Known Income + Adult Leavers With Known Income) ÷ (Adults - Stayers Not Yet Required to Have an Annual Assessment)</p> <p>APR Sources: [APR18 Adults with Income Information at Annual Assessment + APR18 Adults with Income Information at Exit] ÷ [APR5a Adults - APR18 Stayers Not Yet Required]</p>		

3D: Known Benefits	Scale	Points
<ul style="list-style-type: none"> Calculated based on HMIS data Informed by supplemental information submitted as part of the proposal 		
Percentage of adult clients with known benefits at latest annual assessment or exit, excluding all stayers not yet required to have an annual assessment. <ul style="list-style-type: none"> Panelists may exercise discretion based on factors including but not limited to small project size and circumstances beyond the project's sphere of influence. 	95-100%	4
	90-94.9%	3
	80-89.9%	2
	60-79.9%	1
	<60%	0
Calculation: (Adult Stayers With Known Non-Cash Benefits + Adult Leavers With Known Non-Cash Benefits) ÷ (Total Adults - Stayers Not Yet Required to Have Annual Assessments)		
APR Sources: [APR20b Adult Leavers No Sources + APR20b Adult Leavers 1Plus Sources + APR20b Adult Stayers No Sources + APR20b Adult Stayers 1Plus Sources] ÷ [APR 5a Adults - APR18 Stayers Not Yet Required]		

3E: Data Accuracy	Penalty
Applicants who request to correct HMIS data past the review deadline and during the evaluation report review process will be penalized by 1 point.	- 1

4. Component/Population Type Prioritization: Up to 17 Bonus Points

4A: Permanent Housing	Points
Permanent supportive housing will be awarded 10 bonus points to demonstrate the CoC's funding priorities.	10
Rapid rehousing projects will be awarded 5 bonus points to demonstrate the CoC's funding priorities.	5

4B: Chronic Homelessness	Scale	Points
Percentage of beds dedicated to/prioritized for chronically homeless persons. <ul style="list-style-type: none"> DedicatedPLUS PSH projects receive full points. 	100%	5
	>75%	3

4C: Other Priority Populations	Points
Is the program dedicated to a priority population? <ul style="list-style-type: none"> Youth Survivors of Domestic Violence Families with Children Veterans 	2

****Shaded Factors are scored by the Pre-NOFA Panel**

**2019 Continuum of Care Grants
NEW/TRANSFER PROJECTS AND PROJECTS WITHOUT A FULL YEAR OF DATA**

Summary of Factors	Points
Threshold Requirements	Not Scored
1. Project's Work Consistent with Community Needs	10
2. Project Ability to Enhance System Performance*	50
3. Agency/Collaborative Capacity to Enhance System Performance	34
4. HMIS Participation	6
Total	100
5. Component/Population-Type Prioritization Bonus Points†	Up to 10 Per Project

I. Threshold Requirements

Threshold Criteria	Points
<ul style="list-style-type: none"> • These factors are required, but not scored. If the project indicates “no” for any threshold criteria, it is ineligible for CoC funding. 	
HMIS Implementation: Projects are required to participate in HMIS, unless the project is a victim-service agency, serving survivors of domestic violence, or a legal services agency.	N/A
Coordinated Entry: Projects are required to participate in Coordinated Entry, when it is available for the project type.	N/A
Eligible Applicant: Applicants and subrecipients (if any) are eligible to receive CoC funding, including non-profit organizations, States, local governments, and instrumentalities of state and local governments.	N/A
Eligible New Project Type: If the project is a new project in 2019, it is an eligible new project type authorized by the FY 2019 CoC Program Notice of Funding Availability (NOFA): Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH), or joint Transitional Housing-Rapid Re-Housing (TH-RRH) serving eligible populations; Homeless Management Information System (HMIS); or Supportive Services Only for Coordinated Entry (CE).	N/A
HUD Threshold: All projects will be reviewed for compliance with the eligibility requirements of the CoC Interim Rule and Subsequent Notices and must meet the threshold requirements outlined in the 2019 NOFA.	N/A
HUD Policies: Projects are required to have compliant policies regarding termination of assistance, client grievances, Equal Access, ADA and fair housing requirements, VAWA protection, and confidentiality.	N/A

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

† Bonus points help ensure fairness and equal footing across scoring tools, which otherwise strongly advantage projects without data, and support prioritization of proven strong performers, while encouraging reallocation of projects not advancing system performance.

Renewable Activities: Projects are required to utilize the grant funds for renewable activities (e.g., leasing rental subsidies, and housing operations) as opposed to non-renewable ones (e.g., acquisition, construction, and rehabilitation).	N/A
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II. Detail

1. Project’s Work Consistent with Community Needs: 10 Points

1A: Project Readiness	Points
<p>The project will be ready to start by HUD’s statutory deadlines. Consider:</p> <ul style="list-style-type: none"> • Regulatory obstacles such as tenant displacement or relocation, environmental or zoning issues anticipated; • Whether the agency has a feasible timeline for staffing the project, establishing site control, beginning to draw down funds, and otherwise complying with CoC Program deadlines; • Whether the agency already has policies and procedures that can be used as-is or easily adapted for use in a CoC-funded project. 	10

2. Project Ability to Enhance System Performance: 47 Points

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

2A: Program Design	Points
<p>Program design includes provision of comprehensive/intensive case management and appropriate supportive services of the appropriate type, scale and location to meet the needs of program participants (as well as transportation if necessary), using a Housing First model. † Consider:</p> <p>7 Points: Has the agency developed a concrete plan for providing services to clients and/or referring clients to outside services for support*, including:</p> <ul style="list-style-type: none"> • What types of services will be provided in-house? • What types of services will require referrals? • What agencies will accept referrals? • What is the step-by-step process for connecting clients to services outside the agency? • What is the step-by-step process for developing client service plans and matching clients with services? What tools and evidence-based practices will be used? <p>* For RRH applicants: Will services described adequately support clients in securing employment and achieving long-term housing stability?</p> <p>3 Points: Will the project be staffed appropriately to provide the services?</p> <p>2 Points: Will the staff be trained to meet the needs of the population to be served?</p> <p>3 Points: To what extent will the program be able to effectively serve eligible clients of different backgrounds, experiences, cultures, abilities, and language proficiencies?</p> <p>† For projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, safety is a primary need of the population served. Among other needs, the panel should consider the extent to which program design promotes</p>	15

<p>client safety. It is considered a best practice for programs serving survivors of domestic violence to have certified domestic violence, sexual assault, and/or human trafficking advocates (40- or 65-hour training course) to provide confidential supportive services.</p> <p><i>HUD System Performance Measures 2, 3, 7b</i></p>	
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2B: Program Outcomes	Points
<p>Has the agency demonstrated, through past performance, the ability to successfully carry out the work proposed and effectively provide services to people experiencing housing crises? † Consider:</p> <p>5 Points: The agency's experience and outcomes related to the following or comparable measures of housing stability and increased income in any prior housing projects:</p> <ul style="list-style-type: none"> • For permanent supportive housing: The percentage of formerly homeless individuals who remain housed in the HUD permanent supportive housing project or exited to other permanent housing, excluding participants who passed away; • For rapid rehousing/transitional housing: The percentage of homeless persons who exited the project to/in a form of permanent housing, excluding participants who passed away; • For all projects: The percentage of stayers/leavers that increase cash income from entry to latest status/exit; • For all projects: The percentage of stayers/leavers with non-cash benefit sources. <p>5 Points: How the agency has analyzed the outcomes and improved program design and service delivery.</p> <p>5 Points: The extent to which the agency has taken proactive steps to minimize barriers to housing placement and retention and actively support highly vulnerable and high-needs clients to obtain and maintain housing in prior housing projects.</p> <p>† For projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, the agency should provide examples of outcomes and program operations for existing or prior housing projects that serve(d) a similar population.</p> <p><i>HUD System Performance Measures 2, 3, 4, 7b</i></p>	<p>15</p>

2C: Affirmatively Furthering Fair Housing	Points
<p>The program design ensures that housing will be available and accessible to the diverse population of persons experiencing homelessness, and the agency will take proactive steps to promote fair access to housing without regard to race, ancestry, religion, disability, sex, sexual orientation, gender identity, gender expression, genetic information, marital status, familial status, and source of income. Consider:</p> <ul style="list-style-type: none"> • How will the program ensure clients receive reasonable accommodations whenever they are needed? • How will the program ensure that clients know their housing rights and are protected from housing discrimination based on race, ancestry, religion, disability, sex, sexual orientation, gender identity, gender expression, genetic information, marital status, familial status, and source of income? <p><i>HUD System Performance Measures 2, 3, 7b</i></p>	<p>5</p>

<p>2D: Alignment with Housing First Principles</p> <ul style="list-style-type: none"> This will be scored based on written policies and procedures submitted by the project and responses to supplemental questions. 	Points
<p>5 Points: To what extent do the project’s written policies and procedures ensure that participants will not be screened out based on the following criteria?</p> <ul style="list-style-type: none"> Having too little or no income; Active, or history of, substance use or a substance use disorder; Having a criminal record (with exceptions for state-mandated restrictions); History of domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement). <p>5 Points: To what extent do the project’s written policies and procedures ensure that participants will not be terminated from the program for the following reasons?</p> <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); Failure to make progress on a service plan; Loss of income or failure to improve income; Being a survivor of domestic violence; Any other activity not covered in a lease agreement typically found in the project’s geographic area. <p>5 Points: What proactive steps does the agency propose to take to minimize barriers to housing placement and retention in the proposed project?</p> <p><i>HUD System Performance Measures 1, 3, 7</i></p>	15

3. Agency/Collaborative Capacity to Enhance System Performance: 28 Points

<p>3A: Administrative Capacity</p>	Points
<p>Do the agencies (especially the lead agency)/does the agency have the expertise, staff, procedural, and administrative structure needed to meet all administrative requirements? Consider:</p> <ul style="list-style-type: none"> Has the agency successfully handled at least one other federal grant or other major grant of this size and complexity, either in or out of the CoC? Does the agency have a clear staffing plan and a project budget that covers grant management? Does the budget show that the project will have enough resources to provide high-quality, reliable services to the target population? Does the budget show that the project will leverage significant outside resources (funding, staff, building space, volunteers, etc.) rather than rely entirely on CoC funds? Does the budget show that the project is taking appropriate measures promote cost effectiveness? 	10

3B: Compliance	Points
<p>To what extent do the agencies (especially the lead agency)/does the agency have:</p> <ul style="list-style-type: none"> • Any outstanding financial audit findings or concerns? • Any outstanding HUD monitoring findings or concerns and/or any history of sanctions imposed by HUD, including – but not limited to – suspending disbursements (e.g., freezing LOCCS), requiring repayment of grant funds, or de-obligating grant funds due to performance issues? • If yes, what steps is the agency taking to resolve the findings or concerns and to what extent has the program advised the Collaborative Applicant of issues identified by HUD? <p>If an agency has no outstanding audit or monitoring findings or concerns and no history of sanctions imposed by HUD, the agency should receive full points.</p>	5

3C: Alignment with CoC Priorities	Points
<ul style="list-style-type: none"> • Agencies can submit an essay answer demonstrating CoC alignment. <p>Do the project and agency align with and support CoC priorities, including but not limited to:</p> <p>1 Point: CoC participation (meeting and training attendance)</p> <p>5 Points: Services provided or described are adequate to meet the needs of the population served, as indicated by:</p> <ul style="list-style-type: none"> • Case manager to client ratio; • The type of services provided (housing navigation, substance use treatment, trauma informed care, youth-targeted programming, etc.); • A clear, comprehensive service delivery strategy/plan; • For projects dedicated to serving survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking, the degree to which agency's program design promotes client safety. <p>3 Points: The project will contribute to the community plan goal of 6,000 new housing opportunities and maximizes the number of people exiting homelessness. For example:</p> <ul style="list-style-type: none"> • Project will employ landlord engagement strategies; • Project will contribute to improving system performance; • Project has a move on program or strategy. <p>1 Point: Sources of match funding are stable and sustainable.</p>	10

<p>3D: Client Participation in Program Design and Policy-Making</p> <ul style="list-style-type: none"> This will be scored based on written policies and procedures submitted by the project and a narrative response demonstrating client participation in program design and policy-making. 	Points
<p>Does the agency engage homeless and formerly homeless clients in program design and policy-making?</p> <p>6 Points: Agency commits to having one or more of the following strategies for gathering client feedback and input.</p> <p>High-Priority Strategies</p> <ul style="list-style-type: none"> Having at least one homeless or formerly homeless person on its board; Having a consumer advisory board that meets regularly. <p>Additional Strategies</p> <ul style="list-style-type: none"> Having at least one homeless or formerly homeless person on its staff; Administering consumer satisfaction surveys; Convening client focus groups; Other strategies <p>3 Points: Agency has a plan for incorporating client feedback in program design and/or policy-making.</p>	9

4. HMIS Participation: 6 Points

- If the agency has other programs, do they demonstrate HMIS participation or participation in a similar database? The panel may consider:
 - Percentage of null/missing, “don’t know,” or “refused” data
 - The percentage of clients that exit to known destinations
 - The percentage of clients with known income and benefits
 - Percent of clients who are required to have annual assessments and do not have them
 - Average length of time between when a client enters or exits a program and when the project records the entry or exit
 - Other data quality measures provided by the agency
- Does the agency have a process for analyzing and improving data quality?

5. Component/Population-Type Prioritization: Up to 10 Bonus Points

5A: Permanent Supportive Housing	Points
Permanent supportive housing serving chronically homeless individuals and families will be awarded bonus points to demonstrate the CoC’s funding priorities.	10
5B: Rapid Rehousing	Points
Rapid rehousing projects serving high priority populations (such as families and transition-aged youth coming directly from streets, shelter, or other places not meant for human habitation, or persons fleeing domestic violence or trafficking) will be awarded bonus points to demonstrate the CoC’s funding priorities. These points will not be awarded to joint TH-RRH projects.	5

****Shaded Factors are scored by the Pre-NOFA Panel**

Score Card for HUD FY2019 Continuum of Care NOFA

Housing Case Management for Medical Respite *Renewal PSH*

County of Santa Clara by and through the Office of Supportive Housing

	Scaled Score	Max Points	Average for Project Type	Panelist 1	Panelist 2	Panelist 3	Average Panel Score
Factor 1A: Utilization	<i>N/A</i>	10.00	8.73	9.00	10.00	10.00	9.67
Factor 1B: PSH Housing Stability	(15 Points)	15.00	11.44	15.00	15.00	15.00	15.00
Factor 1C: PSH Returns to Homelessness Within 12 Months	(5 Points)	5.00	5.00	5.00	5.00	5.00	5.00
Factor 1D: Client Cash Income Change	(5 Points)	5.00	3.31	5.00	5.00	5.00	5.00
Factor 1E: Non-Cash Mainstream Benefits	(5 Points)	5.00	2.66	5.00	5.00	5.00	5.00
Factor 1F: Health Insurance	(3 Points)	5.00	3.81	3.00	3.00	3.00	3.00

	Scaled Score	Max Points	Average for Project Type	Panelist 1	Panelist 2	Panelist 3	Average Panel Score
Factor 1G: Alignment with Housing First Principles	<i>N/A</i>	15.00	12.75	14.00	14.00	12.50	13.50
Factor 2A: Compliance	<i>N/A</i>	5.00	4.46	4.00	5.00	5.00	4.67
Factor 2B: Unspent Grant Funds	(0 Points)	5.00	1.55	1.00	1.00	1.00	1.00
Factor 2C: Alignment with CoC Priorities	<i>N/A</i>	8.00	6.75	7.00	7.00	8.00	7.33
Factor 2D: Client Participation in Program Design and Policy-Making	<i>N/A</i>	5.00	3.25	2.00	3.00	5.00	3.33
Factor 3A: Exits to Known Destinations	(4 Points)	4.00	3.23	4.00	4.00	4.00	4.00
Factor 3B: Complete Data	(4 Points)	5.00	4.57	4.00	4.00	4.00	4.00
Factor 3C: Known Income	(2 Points)	4.00	3.51	2.00	2.00	2.00	2.00
Factor 3D: Known Benefits	(3 Points)	4.00	3.67	3.00	3.00	3.00	3.00

	Scaled Score	Max Points	Average for Project Type	Panelist 1	Panelist 2	Panelist 3	Average Panel Score
Factor 4A: Permanent Housing	(10 Points)	10.00	10.00	10.00	10.00	10.00	10.00
Factor 4B: Chronic Homelessness	(5 Points)	5.00	4.38	5.00	5.00	5.00	5.00
Factor 4C: Other Priority Populations	(0 Points)	2.00	0.63	0.00	0.00	0.00	0.00
Total Project Score	61.00	117.00	93.69	98.00	101.00	102.50	100.50

 **Homebase** (<https://www.homebaseccc.org>)
HOUSING SOLUTIONS TO HOMELESSNESS

Legal and Technical Assistance | Policy | Advocacy | Planning © 2013-2019 HomeBase/The Center for Common Concerns

WEB homebaseccc.org | EMAIL info@homebaseccc.org | PHONE 415.788.7961

Santa Clara County Continuum of Care
2019 Continuum of Care Final Priority Listing
September 11, 2019

Annual Renewal Demand (ARD)	\$25,405,437
CoC Bonus	\$1,270,272
DV Bonus	\$886,104.00
Planning	\$762,163
Tier 1	\$23,981,405
Tier 2	\$2,694,304
Tier 1 + Tier 2 Total	\$26,675,709
Total SCC Funding Available	\$28,323,976

**Tier 1 Recommended List
(\$0-\$23,981,405)**

Score	Eligible to Appeal	Project	Applicant	Type	Grant Amount	Tier 1 Running Total
104.500	No	HHS Rental Assistance Program #2	County of Santa Clara by and through Office of Supportive Housing	PSH	\$ 160,057	\$ 160,057
102.333	No	Opportunity Center of the Midpeninsula	Abode Services	PSH	\$ 43,936	\$ 203,993
100.500	No	Housing Case Management for Medical Respite	County of Santa Clara by and through Office of Supportive Housing	PSH	\$ 639,067	\$ 843,060
99.333	No	Peacock Commons	Bill Wilson Center	PSH	\$ 296,887	\$ 1,139,947
99.333	No	Samaritan Inns	County of Santa Clara by and through Office of Supportive Housing	PSH	\$ 591,178	\$ 1,731,125
97.500	No	CASA 80	County of Santa Clara by and through Office of Supportive Housing	PSH	\$ 1,308,870	\$ 3,039,995
97.417	No	Second Street Studios	County of Santa Clara by and through Office of Supportive Housing	PSH	\$ 577,827	\$ 3,617,822
97.167	No	Housing Case Management for the Homeless	County of Santa Clara by and through Office of Supportive Housing	PSH	\$ 702,807	\$ 4,320,629
95.833	No	Sunset Leasing	Abode Services	PSH	\$ 265,406	\$ 4,586,035
94.667	No	Transitional Housing Program for Youth and Young Families North	Bill Wilson Center	TH	\$ 309,348	\$ 4,895,383
94.333	No	CoC PSH GRANT	County of Santa Clara by and through Office of Supportive Housing	PSH	\$ 720,695	\$ 5,616,078
94.333	No	Transitional Housing Program for Youth and Young Families	Bill Wilson Center	TH	\$ 558,923	\$ 6,175,001
93.417	No	Renascent Place	County of Santa Clara by and through Office of Supportive Housing	PSH	\$ 670,911	\$ 6,845,912
91.833	No	CCP Placement Project	County of Santa Clara by and through Office of Supportive Housing	PSH	\$ 5,446,783	\$ 12,292,695
91.417	No	Leigh Ave	County of Santa Clara by and through Office of Supportive Housing	PSH	\$ 573,590	\$ 12,866,285
91.167	No	Mission Rebuild	Abode Services	PSH	\$ 504,265	\$ 13,370,550
91.083	No	Corvin Apartments	County of Santa Clara by and through Office of Supportive Housing	PSH	\$ 696,682	\$ 14,067,232
90.833	No	Our New Place	St. Joseph's Family Center	PSH	\$ 417,042	\$ 14,484,274
89.167	No	SCC RRH for Families & Youth	County of Santa Clara by and through Office of Supportive Housing	RRH	\$ 2,133,592	\$ 16,617,866
88.833	No	TH-RRH Youth	Bill Wilson Center	TH-RRH	\$ 287,476	\$ 16,905,342
88.833	No	Gilroy Place	St. Joseph's Family Center	PSH	\$ 390,268	\$ 17,295,610
84.667	No	Rapid Rehousing Youth	Bill Wilson Center	RRH	\$ 507,148	\$ 17,802,758
83.833	No	CoC GRANT 5320	County of Santa Clara by and through Office of Supportive Housing	PSH	\$ 432,345	\$ 18,235,103
82.000	No	RRH for Domestic Violence & Human Trafficking	County of Santa Clara by and through Office of Supportive Housing	RRH	\$ 468,688	\$ 18,703,791
81.833	Yes	CoC GRANT 5022	County of Santa Clara by and through Office of Supportive Housing	PSH	\$ 3,968,535	\$ 22,672,326
N/A	No	SCC HMIS	County of Santa Clara by and through Office of Supportive Housing	HMIS	\$ 964,321	\$ 23,636,647
N/A	No	SCC Coordinated Assessment System	County of Santa Clara by and through Office of Supportive Housing	CE	\$ 130,241	\$ 23,766,888
80.083	Yes	DV Collaborative	County of Santa Clara by and through Office of Supportive Housing	RRH	\$ 214,517	\$ 23,981,405

**Tier 2 Recommended List
(\$23,981,405-\$26,675,709)**

Score	Eligible to Appeal	Project	Applicant	Type	Grant Amount	Tier 2 Running Total
80.083	Yes	DV Collaborative	County of Santa Clara by and through Office of Supportive Housing	RRH	\$ 786,133	\$ 786,133
80.333	Yes	Haven to Home	West Valley Community Services	RRH	\$ 737,323.00	\$ 1,523,456
79.833	Yes	Family Housing	County of Santa Clara by and through Office of Supportive Housing	PSH	\$ 747,770	\$ 2,271,226
77.500	Yes	2019 DV Bonus	County of Santa Clara by and through Office of Supportive Housing	TH-RRH	DV Bonus (See "DV Bonus Applications" below)	\$ 2,271,226
76.333	Yes	Sexual Assault & Human Trafficking-Rehousing Intervention Solution	YWCA - Silicon Valley	RRH	\$ 423,078	\$ 2,694,304

New Projects Not Recommended For Funding

The following project was the lowest-ranked new project application for CoC Bonus funding. There is insufficient CoC Bonus funding available to submit this application to HUD.

Score	Eligible to Appeal	Project	Applicant	Type	Grant Amount	
79.500	Yes	PATH San Jose RRH	PATH San Jose	RRH	\$ 1,004,391	

**DV Bonus Applications
(\$886,104)**

If not selected for DV Bonus funding by HUD, there is insufficient CoC bonus funding available to fund this project

Score	Eligible to Appeal	Project	Applicant	Type	Grant Amount	
	Yes	2019 DV Bonus	County of Santa Clara by and through Office of Supportive Housing	TH-RRH	\$ 886,104	

Not Ranked Per NOFA Guidelines

Score	Eligible to Appeal	Project	Applicant	Type	Grant Amount	
		2019 Planning Grant	County of Santa Clara by and through Office of Supportive Housing	Planning	\$ 762,163	



County of Santa Clara Office of Supportive Housing



[Housing and Community Development](#) ▼

[Continuum of Care](#) ▼

[Solutions to Homelessness](#) ▼

[Need Assistance](#) ▼

[Housing toolkit](#) ▼



[Home](#) [Continuum of Care](#) [HUD CoC Funding](#)

Housing and Urban Development (HUD) Continuum of Care (CoC) Program Funding in Santa Clara County

One of the programs through which the US Department of Housing and Urban Development (HUD) distributes funding to Santa Clara County is the Continuum of Care (CoC) Program. This page contains information about the funding we receive locally, as well as information for the annual funding competition.

Past NOFA Materials

2018 SCC HUD
CoC Application
with
Attachments

2018 SCC HUD
CoC Priority
Listing

2018 SCC CoC
NOFA Timeline
(PDF)

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This is a draft of the CoC's submission to HUD in response to the 2019 CoC Program NOFA
- [2019 SCC HUD CoC Priority Listing](#)
This priority listing will accompany our Application

2019 HUD CoC NOFA - Final Ranked List

- [FY 2019 SCC CoC NOFA Final Priority List](#)
This project ranking is based on the CoC's written Review and Rank process and Scoring Tools and was approved by the CoC Board on September 11, 2019.

2019 HUD CoC NOFA - Local Competition Materials

- [2019 SCC CoC NOFA Timeline \(PDF\)](#)
- [2019 SCC CoC NOFA Technical Assistance Handbook \(PDF\)](#)
- [2019 SCC CoC NOFA Local Materials \(PDF\)](#)
- [2019 SCC CoC NOFA List of Eligible Projects \(PDF\)](#)
- [2019 SCC CoC NOFA Project Point Person Contact Form](#)
- [2019 SCC Supplemental Applications \(New Projects\)](#)
- [2019 SCC Supplemental Applications \(Renewal Projects\)](#)

2018 SCC CoC NOFA Technical Assistance Handbook (PDF)

2018 SCC CoC NOFA Local Materials (PDF)

2018 SCC CoC NOFA List of Eligible Projects (PDF)

2018 SCC CoC NOFA Project Point Person Contact Form

2018 SCC Supplemental Applications

2017 HUD CoC NOFA Preliminary Awards

2017 HUD CoC NOFA

**Santa Clara County Continuum of Care
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FY2019 CoC Priority Listing

Kaminski, Kathryn

Thu 9/12/2019 11:06 AM

To: CoC@santaclaracountycoc.org <CoC@santaclaracountycoc.org>

Cc: SCC NOFA <sccnofa@homebaseccc.org>

Bcc malfaro@abodeservices.org <malfaro@abodeservices.org>; vwan@abodeservices.org <vwan@abodeservices.org>; jleiserson@abodeservices.org <jleiserson@abodeservices.org>; lfoster@billwilsoncenter.org <lfoster@billwilsoncenter.org>; sraghupathy@bwcmail.org <sraghupathy@bwcmail.org>; pfurlong@billwilsoncenter.org <pfurlong@billwilsoncenter.org>; Kong, Ben <Ben.Kong@hhs.sccgov.org>; Van, Trang T <Trang.Van@hhs.sccgov.org>; davidc@stjosephsgilroy.org <davidc@stjosephsgilroy.org>; sherristuart@yahoo.com <sherristuart@yahoo.com>; joshswvcommunityservices.org <joshswvcommunityservices.org>; sujathav@wvcommunityservices.org <sujathav@wvcommunityservices.org>; dobenl@wvcommunityservices.org <dobenl@wvcommunityservices.org>; jlopes@ywca-sv.org <jlopes@ywca-sv.org>; acaldera@ywca-sv.org <acaldera@ywca-sv.org>; tward@ywca-sv.org <tward@ywca-sv.org>; mariiarostalna@epath.org <mariiarostalna@epath.org>; MelissaK@epath.org <MelissaK@epath.org>

 1 attachments (35 KB)

2019 SCC CoC NOFA FINAL Priority Listing_9.11.19.pdf;

CoC Members and FY 2019 Project Applicants,

Thank you to those of you who participated in the Santa Clara County CoC local funding competition. The CoC received 33 applications for funding for housing projects. All projects were reviewed and scored by the CoC Review and Rank Panel according to the CoC's written process, and appeals were heard by the CoC Appeals Committee. On September 11, the CoC Board approved the attached FY 2019 CoC Priority Listing. This is the priority ranked order that will be submitted to the Department of Housing and Urban Development (HUD) as part of the CoC's FY 2019 funding application.

The FY 2019 CoC Priority Listing is also available on the CoC's website:

<https://www.sccgov.org/sites/osh/ContinuumofCare/HUDCoCFunding/Pages/home.aspx>

Again, thank you to all applicants for the work you put into this process and for the vital work you do every day to serve your project participants.

Kathryn

Kathryn Kaminski

Continuum of Care Quality Improvement Manager

Office of Supportive Housing

County of Santa Clara

3180 Newberry Drive, Suite 150

San Jose, CA 95118

(408) 793-1843

[SCC - CoC] Now Available - FY2019 CoC Program Consolidated Application

1 message

Kaminski, Kathryn <kathryn.kaminski@hhs.sccgov.org>
To: "CoC@santaclaracountycoc.org" <CoC@santaclaracountycoc.org>
Cc: SCC NOFA <sccnofa@homebaseccc.org>

Wed, Sep 25, 2019 at 6:51 PM

Hello CoC members,

Thank you to everyone who has participated in this year's CoC Program competition. We are getting close to submitting our application to HUD! The FY2019 CoC Program Consolidated Application, which includes the CoC Application and the Priority Listing, are [available for review here](#).

If you have any comments or suggested additions to the application, please contact HomeBase at SCCNofa@homebaseccc.org by noon on Friday, September 27th.

Thank you!

Kathryn

Kathryn Kaminski

Continuum of Care Quality Improvement Manager

Office of Supportive Housing

[County of Santa Clara](#)

[3180 Newberry Drive, Suite 150](#)

[San Jose, CA 95118](#)

(408) 793-1843

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To join, please send email to info@santaclaracountycoc.org specifying the mailing list and your email address

You received this message because you are subscribed to the Google Groups "SCC CoC - CoC" group.



Home > Continuum of Care > HUD CoC Funding

Housing and Urban Development (HUD) Continuum of Care (CoC) Program Funding in Santa Clara County

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Housing and Urban Developme x 2019 SCC HUD CoC Applicatio x 2019 SCC HUD CoC Priority Li x +

Wednesday, September 25, 2019

View as Analog
View as Digital

Open Date & Time Preferences...

sccgov.org/sites/osh/ContinuumofCare/HUDCoCFunding/Documents/2019%20HUD%20NoFA%20Funding/2019%20SCC%

Apps Gmail Google Maps Calendar XfinityTV TPM UCSD MyExtension Blackboard Santa Clara - Box S

2019 SCC HUD CoC Application with Attachments.pdf 1 / 214

Applicant: San Jose/Santa Clara City & County CoC **CA-500**
Project: CA-500 CoC Registration FY 2019 **COC_REG_2019_170846**

Before Starting the CoC Application

The CoC Consolidated Application consists of three parts, the CoC Application, the CoC Priority Listing, and all the CoC's project applications that were either approved and ranked, or rejected. All three must be submitted for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for reviewing the following:

1. The FY 2019 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
2. The FY 2019 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.
6. Questions marked with an asterisk (*), which are mandatory and require a response.

Wednesday, September 25, 2019
View as Analog
View as Digital
Open Date & Time Preferences...



Applicant: San Jose/Santa Clara City & County CoC
Project: CA-500 CoC Registration FY 2019

CA-500
COC_REG_2019_170846

Before Starting the Project Listings for the CoC Priority Listing

The FY 2019 CoC Consolidated Application requires TWO submissions. Both this Project Priority Listing AND the CoC Application MUST be submitted prior to the CoC Program Competition deadline as required by the FY 2019 CoC Program Competition NOFA.

The FY 2019 CoC Priority Listing includes the following:

- Reallocation forms – must be completed if the CoC is reallocating eligible renewal projects to create new projects as described in the FY 2019 CoC Program Competition NOFA.
- New Project Listing – lists all new project applications created through reallocation, the CoC Bonus, and DV Bonus that have been approved and ranked or rejected by the CoC.
- Renewal Project Listing – lists all eligible renewal project applications that have been approved and ranked or rejected by the CoC.
- UFA Costs Project Listing – applicable and only visible for Collaborative Applicants that were designated as a Unified Funding Agency (UFA) during the FY 2019 CoC Program Registration process. Only 1 UFA Costs project application is permitted and can only be submitted by the Collaborative Applicant.
- CoC Planning Project Listing – Only 1 CoC planning project is permitted per CoC and can only be submitted by the Collaborative Applicant.
- YHDP Project Listing – lists the eligible YHDP renewal project for the CoC that must be



ATTACHMENT: Local Education or Training Organization Agreement

<u>DOCUMENT SATISFYING REQUIREMENT</u>	<u>PAGE</u>
County of Santa Clara Service Agreement with Center for Employment Training	1 – 21
Section I: General Information <ul style="list-style-type: none">Parties to agreement include Center for Employment Training (local job training organization) and Office of Supportive Housing (Collaborative Applicant)	2
Section V: Contract Specifics <ul style="list-style-type: none">Agreement to serve 15 homeless individuals enrolled in supportive housing programs, referred by the County Office of Supportive Housing or a RRH partner	15-17



**COUNTY OF SANTA CLARA
SERVICE AGREEMENT**

SECTION I: GENERAL INFORMATION

Contractor Name: (As Displayed In SAP)	Center for Employment Training		
Purchase Order Number:	4400007466		
Agency/Department Name:	Office of Supportive Housing	Department Number:	0168
Brief Description of Services:	Agreement to provide training courses, employment-focused case management and job placement to homeless individuals participating in supportive housing programs, especially Rapid Rehousing (RRH).		

Maximum Financial Obligation

The maximum amount payable to this Contractor under this agreement shall not exceed:	\$ 59,000.00
--	--------------

Term of Agreement

Start Date: 6/5/2018	End Date: 12/31/2019
Note: When left blank, start date will be the date executed by Authorized County Representative	

For County Use Only

	Account Assignment	Plant Number	General Ledger (Expense Code)	Cost Center (Dept Code)	Amount	WBS (Capital Project Code)	Internal Order ("PCA" code - optional)
Line 1	H	0168	5255500	1421	59,000	RRH Pilots	GENF1-RRHOG
Line 2	Select						
Line 3	Select						
Line 4	Select						
Line 5	Select						



**COUNTY OF SANTA CLARA
SERVICE AGREEMENT**

SECTION II: PARTIES TO AGREEMENT

Legal notices and invoices pertaining to this Agreement shall be sent to the appropriate contact person listed below, except as otherwise specifically provided for herein. Notices shall be in writing and served either by personal delivery or sent by certified or registered mail, postage prepaid, addressed as follows. Notice shall be deemed effective on the date that the notice is personally delivered or, if mailed, three (3) days after deposit in the mail. Either party may designate a different person and/or address for the receipt of notices by sending written notice to the other party, which shall not require an amendment to this Agreement.

Contractor

Contractor Name (As Displayed In SAP):	Center for Employment Training				
Contact Person:	Mary Jane Smith				
Street Address *:	701 Vine Street				
City *:	San Jose	State:	CA	Zip:	95110
Telephone number *:	408-534-5258				
Email Address *:	MJSmith@cet2000.org				
SCC Vendor Number: (As Assigned in SAP)	1002098				

* To be completed for Independent Contractors Only – DO NOT COMPLETE FOR DEPENDENT CONTRACTORS

County of Santa Clara

Agency/Department:	Office of Supportive Housing				
Program Manager/ Contract Monitor Name:	Jessica Orozco				
Street Address:	3180 Newberry Drive, Suite 150				
City:	San Jose	State:	CA	Zip:	95118
Telephone Number:	408-793-0550				
Fiscal Contact (Accounts Payable Contact):	Neena Batallones				
Contract Preparer:	Alejandra Herrera Chávez				



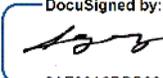
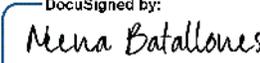
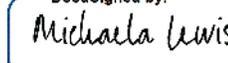
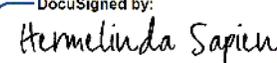
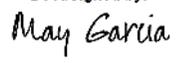
**COUNTY OF SANTA CLARA
SERVICE AGREEMENT**

SECTION III: CONTRACT AUTHORIZATION

It is agreed between County and Contractor that Contractor will, for the compensation described in this Agreement, perform the work described in Section V in accordance with all terms and conditions of this Agreement including all exhibits and attachments. In addition, County and Contractor assert that the tax withholding status and benefit documentation (Section IV) accurately reflect the anticipated working relationship between County and Contractor. Further, Independent Contractors shall comply with the County's insurance and indemnification requirements. Contractor certifies that any applicable insurance waiver information (Section VII, B) is true and correct. This Agreement may be executed in one or more counterparts, each of which will be considered an original, but all of which together will constitute one and the same instrument.

SIGNATURES

Contract is not valid until signed by Contractor and County's Authorized Representative.

County Agency/Department Manager:	 DocuSigned by: 8AE98A3DDB004B0...	Date:	5/21/2018
County Agency/Department Fiscal Officer:	 DocuSigned by: BB4254AC5823458...	Date:	5/21/2018
County Counsel Approval as to Form and Legality:	 DocuSigned by: CF482888AFD4448...	Date:	5/21/2018
<i>(Signature required on all contracts before execution by Contractor and County Authorized Representative)</i>			
Contractor:	 DocuSigned by: 89BFBD A632464F4...	Date:	5/17/2018
County Authorized Representative:	 DocuSigned by: 28A69B06E88B4B8... For Miriam Singer Chief Procurement Officer	Date:	6/5/2018
<i>(Procurement Department; President, Board of Supervisors; or Delegated Authority)</i>			
Office of the County Executive:		Date:	
<i>(Signature required when Board approved contract by a delegation of authority)</i>			
Signed and certified that a copy of this document has been delivered by electronic or other means to the President, Board of Supervisors.	Attest: Megan Doyle Clerk of the Board of Supervisors <i>(Signature required when Board approved contract)</i>	Date:	



**COUNTY OF SANTA CLARA
SERVICE AGREEMENT**

SECTION IV: DETERMINATION OF RELATIONSHIP STATUS

Dependent/Independent status is an important relationship distinction. It determines the contractor's eligibility for Medicare and Social Security, Public Employees' Retirement System benefits, and other benefits and affects how the contractor files tax returns and the contractor's responsibility for various federal and state taxes.

Questionnaire to be Completed by Contracting Department to Determine Relationship Status of Contractor

Supervision: Will the County have the right to tell the contractor how to do the work, when to arrive or leave work, or when to take breaks? Do you have other employees performing similar work with a similar degree of supervision? If the answer to any of these questions is YES, select YES from the dropdown.	No
---	----

Training: Will the County instruct the contractor on how to do the job or pay for external training?	No
--	----

Incomplete Work: Will the Contractor be able to resign or terminate the contract without being held either financially or legally liable for unfinished work?	No
---	----

Place of Work/Tools: Will the County provide the Contractor with a place to work at a County location and tools to do the job, i.e. computers, telephones, etc?	No
---	----

Length of Relationship: When the Contractor is hired to complete ongoing departmental duties or functions— answer YES . When the contractor is hired to complete a specific project that was not the regular tasks performed by County employees before— answer NO .	No
--	----

Other Customers: Does the County prevent the Contractor from performing similar services for other customers, either due to the amount of work (full-time), or by contractual provision?	No
--	----

Designation as Business Entity: If the Contractor has a business license or business certificate, or is a corporation, nonprofit organization, or school district, select "No" from the dropdown. (This does not pertain to professional licenses or certificates such as a license for a physician or architect.) Enter below the business license number and the city/entity where issued.	No
--	----

Bus Lic. #		Issued by:	
-------------------	--	-------------------	--

Payment Schedule: Will payments be made either as an hourly wage or as weekly/monthly salary? If payment is by commission or based on project milestones or deliverables, answer "NO" to this question. Be sure this answer matches the contract payment schedule in Section V.	No
---	----

Support Services: Will County employees or other independent contractors provide assistance to this Contractor? Assistance is defined as clerical, technical or professional support.	No
---	----

If <u>at least 5</u> of the above questions were answered " <u>NO</u> ", Contractor is an Independent Contractor .	<input checked="" type="checkbox"/>
---	-------------------------------------

If <u>5 or more</u> of the above questions were answered " <u>YES</u> ", Contractor is a Dependent Contractor , where the relationship resembles that of employer/employee. Tax withholding is <u>required</u> and benefits are provided. Complete and attach the following forms: Employee's Withholding Allowance Certificate—Federal Form W-4, State Withholding, Form DE-4, Determining PERS Eligibility and PERS Member Action Request. Visit www.ceo for more information regarding Dependent Contractors. County insurance requirements <u>do not apply</u> to Dependent Contractors.	<input type="checkbox"/>
--	--------------------------

Contractor understands and agrees that the tax withholding and benefit status checked above is correct. Any changes to the contractor's tax withholding and benefit status require a new contract. Contractor is responsible for any penalties and liabilities assessed by any taxing authority, based on a change of tax withholding and benefit status.

Contractor's Initials:		Dept. Fiscal Officer's Signature:	
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**COUNTY OF SANTA CLARA
SERVICE AGREEMENT**

SECTION V: CONTRACT SPECIFICS

A. SERVICE DESCRIPTION AND EXPECTED OUTCOME (SCOPE OF SERVICE)

Or See Attachment: A incorporated by this reference.

B. DELIVERABLES, MILESTONES, & TIMELINE FOR PERFORMANCE

Or See Attachment: A incorporated by this reference.



COUNTY OF SANTA CLARA SERVICE AGREEMENT

C. PERFORMANCE STANDARDS

[Empty space for performance standards]

Or See Attachment: **A** incorporated by this reference.

<p>D. PAYMENT SCHEDULE</p> <p>Notes:</p> <ul style="list-style-type: none"> ▪ All reimbursements for travel shall comply with the current County Travel Policy ▪ Dependent contractors are not permitted to work in excess of 40 hours per week 	<p>Is contractor a Community Based Organization (CBO)?</p> <p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>
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[Empty space for additional notes or details]

Or See Attachment: **A** incorporated by this reference.



COUNTY OF SANTA CLARA SERVICE AGREEMENT

SECTION VI: STANDARD PROVISIONS

Changes to the terms and conditions in this section require approval of County Council

A. ENTIRE AGREEMENT

This Agreement and its Appendices (if any) constitutes the final, complete and exclusive statement of the terms of the agreement between the parties. It incorporates and supersedes all the agreements, covenants and understandings between the parties concerning the subject matter hereof, and all such agreements, covenants and understandings have been merged into this Agreement. No prior or contemporaneous agreement or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

B. AMENDMENTS

This agreement may only be amended by a written instrument signed by the Parties.

C. CONFLICTS OF INTEREST

Contractor shall comply, and require its subcontractors to comply, with all applicable (i) requirements governing avoidance of impermissible client conflicts; and (ii) federal, state and local conflict of interest laws and regulations including, without limitation, California Government Code section 1090 et. seq., the California Political Reform Act (California Government Code section 87100 et. seq.) and the regulations of the Fair Political Practices Commission concerning disclosure and disqualification (2 California Code of Regulations section 18700 et. seq.). Failure to do so constitutes a material breach of this Agreement and is grounds for immediate termination of this Agreement by the County.

In accepting this Agreement, Contractor covenants that it presently has no interest, and will not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of this Agreement. Contractor further covenants that, in the performance of this Agreement, it will not employ any contractor or person having such an interest. Contractor, including but not limited to contractor's employees and subcontractors, may be subject to the disclosure and disqualification provisions of the California Political Reform Act of 1974 (the "Act"), that (1) requires such persons to disclose economic interests that may foreseeably be materially affected by the work performed under this Agreement, and (2) prohibits such persons from making or participating in making decisions that will foreseeably financially affect such interests.

If the disclosure provisions of the Political Reform Act are applicable to any individual providing service under this Agreement, Contractor shall, upon execution of this Agreement, provide the County with the names, description of individual duties to be performed, and email addresses of all individuals, including but not limited to Contractor's employees, agents and subcontractors, that could be substantively involved in "making a governmental decision" or "serving in a staff capacity and in that capacity participating in making governmental decisions or performing duties that would be performed by an individual in a designated position," (2 CCR 18701(a)(2)), as part of Contractor's service to the County under this Agreement. Contractor shall immediately notify the County of the names and email addresses of any additional individuals later assigned to provide such service to the County under this Agreement in such a capacity. Contractor shall immediately notify the County of the names of individuals working in such a capacity who, during the course of the Agreement, end their service to the County.

If the disclosure provisions of the Political Reform Act are applicable to any individual providing service under this Agreement, Contractor shall ensure that all such individuals identified pursuant to this section understand that they are subject to the Act and shall conform to all requirements of the Act and other laws and regulations listed in subsection (A) including, as required, filing of Statements of Economic Interests within 30 days of commencing service pursuant to this Agreement, annually by April 1, and within 30 days of their termination of service pursuant to this Agreement.

D. GOVERNING LAW, VENUE

This Agreement has been executed and delivered in, and shall be construed and enforced in accordance with, the laws of the State of California. Proper venue for legal action regarding this Agreement shall be in the County of Santa Clara.

E. ASSIGNMENT

No assignment of this Agreement or of the rights and obligations hereunder shall be valid without the prior written consent of the other party.



COUNTY OF SANTA CLARA SERVICE AGREEMENT

F. ASSIGNMENT OF CLAYTON ACT, CARTWRIGHT ACT CLAIMS

Contractor assigns to the County all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the Contractor for sale to the County pursuant to this Agreement.

G. WAIVER

No delay or failure to require performance of any provision of this Agreement shall constitute a waiver of that provision as to that or any other instance. Any waiver granted by a party shall be in writing and shall apply to the specific instance expressly stated.

H. COMPLIANCE WITH ALL LAWS, INCLUDING NONDISCRIMINATION, EQUAL OPPORTUNITY, AND WAGE THEFT PREVENTION

(1) Compliance with All Laws. Contractor shall comply with all applicable Federal, State, and local laws, regulations, rules, and policies (collectively, "Laws"), including but not limited to the non-discrimination, equal opportunity, and wage and hour Laws referenced in the paragraphs below.

(2) Compliance with Non-Discrimination and Equal Opportunity Laws: Contractor shall comply with all applicable Laws concerning nondiscrimination and equal opportunity in employment and contracting, including but not limited to the following: Santa Clara County's policies for contractors on nondiscrimination and equal opportunity; Title VII of the Civil Rights Act of 1964 as amended; Americans with Disabilities Act of 1990; the Age Discrimination in Employment Act of 1967; the Rehabilitation Act of 1973 (Sections 503 and 504); the Equal Pay Act of 1963; California Fair Employment and Housing Act (Gov. Code § 12900 et seq.); California Labor Code sections 1101, 1102, and 1197.5; and the Genetic Information Nondiscrimination Act of 2008. In addition to the foregoing, Contractor shall not discriminate against any subcontractor, employee, or applicant for employment because of age, race, color, national origin, ancestry, religion, sex, gender identity, gender expression, sexual orientation, mental disability, physical disability, medical condition, political belief, organizational affiliation, or marital status in the recruitment, selection for training (including but not limited to apprenticeship), hiring, employment, assignment, promotion, layoff, rates of pay or other forms of compensation. Nor shall Contractor discriminate in the provision of services provided under this contract because of age, race, color, national origin, ancestry, religion, sex, gender identity, gender expression, sexual orientation, mental disability, physical disability, medical condition, political beliefs, organizational affiliations, or marital status.

(3) Compliance with Wage and Hour Laws: Contractor shall comply with all applicable wage and hour Laws, which may include but are not limited to, the Federal Fair Labor Standards Act, the California Labor Code, and, if applicable, any local minimum wage, prevailing wage, or living wage Laws.

(4) Definitions: For purposes of this Subsection H, the following definitions shall apply. A "Final Judgment" shall mean a judgment, decision, determination, or order (a) which is issued by a court of law, an investigatory government agency authorized by law to enforce an applicable Law, an arbiter, or arbitration panel and (b) for which all appeals have been exhausted or the time period to appeal has expired. For pay equity Laws, relevant investigatory government agencies include the federal Equal Employment Opportunity Commission, the California Division of Labor Standards Enforcement, and the California Department of Fair Employment and Housing. Violation of a pay equity Law shall mean unlawful discrimination in compensation on the basis of an individual's sex, gender, gender identity, gender expression, sexual orientation, race, color, ethnicity, or national origin under Title VII of the Civil Rights Act of 1964 as amended, the Equal Pay Act of 1963, California Fair Employment and Housing Act, or California Labor Code section 1197.5, as applicable. For wage and hour Laws, relevant investigatory government agencies include the federal Department of Labor, the California Division of Labor Standards Enforcement, and the City of San Jose's Office of Equality Assurance.

(5) Prior Judgments, Decisions or Orders against Contractor: By signing this Agreement, Contractor affirms that it has disclosed any final judgments that (A) were issued in the five years prior to executing this Agreement by a court, an investigatory government agency, arbiter, or arbitration panel and (B) found that Contractor violated an applicable wage and hour law or pay equity law. Contractor further affirms that it has satisfied and complied with - or has reached Agreement with the County regarding the manner in which it will satisfy - any such final judgments.



**COUNTY OF SANTA CLARA
SERVICE AGREEMENT**

(6) Violations of Wage and Hour Laws or Pay Equity Laws During Term of Contract: If at any time during the term of this Agreement, Contractor receives a Final Judgment rendered against it for violation of an applicable wage and hour Law or pay equity Law, then Contractor shall promptly satisfy and comply with any such Final Judgment. Contractor shall inform the Office of the County Executive-Office of Countywide Contracting Management (OCCM) of any relevant Final Judgment against it within 30 days of the Final Judgment becoming final or of learning of the Final Judgment, whichever is later. Contractor shall also provide any documentary evidence of compliance with the Final Judgment within 5 days of satisfying the Final Judgment. Any notice required by this paragraph shall be addressed to the Office of the County Executive-OCCM at 70 W. Hedding Street, East Wing, 11th Floor, San José, CA 95110. Notice provisions in this paragraph are separate from any other notice provisions in this Agreement and, accordingly, only notice provided to the Office of the County Executive-OCCM satisfies the notice requirements in this paragraph.

(7) Access to Records Concerning Compliance with Pay Equity Laws: In addition to and notwithstanding any other provision of this Agreement concerning access to Contractor’s records, Contractor shall permit the County and/or its authorized representatives to audit and review records related to compliance with applicable pay equity Laws. Upon the County’s request, Contractor shall provide the County with access to any and all facilities and records, including but not limited to financial and employee records, that are related to the purpose of this Subsection H, except where prohibited by federal or state laws, regulations or rules. County’s access to such records and facilities shall be permitted at any time during Contractor’s normal business hours upon no less than 10 business days’ advance notice.

(8) Pay Equity Notification: Contractor shall (1) at least once in the first year of this Agreement and annually thereafter, provide each of its employees working in California and each person applying to Contractor for a job in California (collectively, “Employees and Job Applicants”) with an electronic or paper copy of all applicable pay equity Laws or (2) throughout the term of this Agreement, continuously post an electronic copy of all applicable pay equity Laws in conspicuous places accessible to all of Contractor’s Employees and Job Applicants.

(9) Material Breach: Failure to comply with any part of this Subsection H shall constitute a material breach of this Agreement. In the event of such a breach, the County may, in its discretion, exercise any or all remedies available under this Agreement and at law. County may, among other things, take any or all of the following actions:

- (i) Suspend or terminate any or all parts of this Agreement.
- (ii) Withhold payment to Contractor until full satisfaction of a Final Judgment concerning violation of an applicable wage and hour Law or pay equity Law.
- (iii) Offer Contractor an opportunity to cure the breach.

(10) Subcontractors: Contractor shall impose all of the requirements set forth in this Subsection H on any subcontractors permitted to perform work under this Agreement. This includes ensuring that any subcontractor receiving a Final Judgment for violation of an applicable Law promptly satisfies and complies with such Final Judgment.

I. TERMINATION

Standard Termination Language

The County may, by written notice to Contractor, terminate all or part of this Agreement at any time for the convenience of the County. The notice shall specify the effective date and the scope of the termination. In the event of termination, Contractor shall deliver to County all documents prepared pursuant to the Agreement, whether complete or incomplete. Contractor may retain a copy for its records. Upon receipt of the documents, Contractor shall be compensated based on the completion of services provided, as solely and reasonably determined by County.

- OR -

Alternate Termination Language Attached As Exhibit
(Requires County Counsel Approval)

, incorporated by this reference.

J. BUDGET CONTINGENCY

This Agreement is contingent upon the appropriation of sufficient funding by the County for the services covered by this Agreement. If funding is reduced or deleted by the County for the services covered by this Agreement, the County has the option to either terminate this Agreement with no liability occurring to the County or to offer an amendment to this Agreement indicating the reduced amount.



COUNTY OF SANTA CLARA SERVICE AGREEMENT

K. COUNTY NO-SMOKING POLICY

Contractor and its employees, agents and subcontractors, shall comply with the County's No-Smoking Policy, as set forth in the Board of Supervisors Policy Manual section 3.47 (as amended from time to time), which prohibits smoking: (1) at the Santa Clara Valley Medical Center Campus and all County-owned and operated health facilities, (2) within 30 feet surrounding County-owned buildings and leased buildings where the County is the sole occupant, and (3) in all County vehicles.

L. FOOD AND BEVERAGE STANDARDS

Except in the event of an emergency or medical necessity, the following nutritional standards shall apply to any foods and/or beverages purchased by Contractor with County funds for County-sponsored meetings or events.

If food is to be provided, healthier food options shall be offered. "Healthier food options" include (1) fruits, vegetables, whole grains, and low fat and low calorie foods; (2) minimally processed foods without added sugar and with low sodium; (3) foods prepared using healthy cooking techniques; and (4) foods with less than 0.5 grams of trans fat per serving. Whenever possible, Contractor shall (1) offer seasonal and local produce; (2) serve fruit instead of sugary, high calorie desserts; (3) attempt to accommodate special, dietary and cultural needs; and (4) post nutritional information and/or a list of ingredients for items served. If meals are to be provided, a vegetarian option shall be provided, and the Contractor should consider providing a vegan option. If pre-packaged snack foods are provided, the items shall contain: (1) no more than 35% of calories from fat, unless the snack food items consist solely of nuts or seeds; (2) no more than 10% of calories from saturated fat; (3) zero trans fat; (4) no more than 35% of total weight from sugar and caloric sweeteners, except for fruits and vegetables with no added sweeteners or fats; and (5) no more than 360 mg of sodium per serving.

If beverages are to be provided, beverages that meet the County's nutritional criteria are (1) water with no caloric sweeteners; (2) unsweetened coffee or tea, provided that sugar and sugar substitutes may be provided as condiments; (3) unsweetened, unflavored, reduced fat (either nonfat or 1% low fat) dairy milk; (4) plant-derived milk (*e.g.*, soy milk, rice milk, and almond milk) with no more than 130 calories per 8 ounce serving; (5) 100% fruit or vegetable juice (limited to a maximum of 8 ounces per container); and (6) other low-calorie beverages (including tea and/or diet soda) that do not exceed 40 calories per 8 ounce serving. Sugar-sweetened beverages shall not be provided.

M. CONTRACTING PRINCIPLES

All entities that contract with the County to provide services where the contract value is \$100,000 or more per budget unit per fiscal year and/or as otherwise directed by the Board, shall be fiscally responsible entities and shall treat their employees fairly. To ensure compliance with these contracting principles, all contractors shall: (1) comply with all applicable federal, state and local rules, regulations and laws; (2) maintain financial records, and make those records available upon request; (3) provide to the County copies of any financial audits that have been completed during the term of the contract; (4) upon the County's request, provide the County reasonable access, through representatives of the Contractor, to facilities, financial and employee records that are related to the purpose of the contract, except where prohibited by federal or state laws, regulations or rules.

N. CALIFORNIA PUBLIC RECORDS ACT

The County is a public agency subject to the disclosure requirements of the California Public Records Act ("CPRA"). If Contractor's proprietary information is contained in documents or information submitted to County, and Contractor claims that such information falls within one or more CPRA exemptions, Contractor must clearly mark such information "CONFIDENTIAL AND PROPRIETARY," and identify the specific lines containing the information. In the event of a request for such information, the County will make best efforts to provide notice to Contractor prior to such disclosure. If Contractor contends that any documents are exempt from the CPRA and wishes to prevent disclosure, it is required to obtain a protective order, injunctive relief or other appropriate remedy from a court of law in Santa Clara County before the County is required to respond to the CPRA request. If Contractor fails to obtain such remedy within the time the County is required to respond to the CPRA request, County may disclose the requested information.

Contractor further agrees that it shall defend, indemnify and hold County harmless against any claim, action or litigation (including but not limited to all judgments, costs, fees, and attorney's fees) that may result from denial by County of a CPRA request for information arising from any representation, or any action (or inaction), by the Contractor.

O. THIRD PARTY BENEFICIARIES

This agreement does not, and is not intended to, confer any rights or remedies upon any person or entity other than the parties.

P. INTELLECTUAL PROPERTY RIGHTS:



COUNTY OF SANTA CLARA SERVICE AGREEMENT

Ownership: County shall own all right, title and interest in and to the Deliverables. For purposes of this Agreement, the term "Deliverables" shall mean any documentation and deliverables created by Contractor during the performance of services that are identified in this Agreement. Contractor hereby assigns to the County all rights, title and interest in and to any and all intellectual property whether or not patentable or registrable under patent, copyright, trademark or similar statutes, made or conceived or reduced to practice or learned by Contractor, either alone or jointly with others, during the period of Contractor's agreement with the County or result from the use of premises leased, owned or contracted for by the County. Contractor acknowledges that all original works of authorship which are made by Contractor (either solely or jointly with others) within the scope of this Agreement and which are protectable by copyright are "works made for hire," as that term is defined in the United States Copyright Act (17 U.S.C. Section 101), and shall belong solely to County. Contractor agrees that the County will be the copyright owner in all copyrightable works of every kind and description created or delivered by Contractor, either solely or jointly with others, in connection with any agreement with the County.

Q. INTELLECTUAL PROPERTY INDEMNITY

Contractor represents and warrants for the benefit of the County and its users that, to its knowledge, as of the effective date of this Agreement, Contractor is the exclusive owner of all rights, title and interest in the Deliverables and/or services provided pursuant to this Agreement. Contractor shall defend, indemnify and hold the County harmless against any claim, action or litigation (including but not limited to all judgments, costs, fees, and reasonable attorney's fees) by a third party alleging the Deliverables and/or services provided pursuant to this Agreement infringe upon any intellectual property rights of third parties. This indemnity and duty to defend is in addition to and does not supersede the requirements stated in VII of this agreement.

R. OWNERSHIP RIGHTS TO MATERIALS / RESTRICTIONS ON USE

All materials obtained, developed or prepared by Contractor in the course of performing services hereunder, including but not limited to videotapes, audio recordings, still photographs, ads or brochures, and the derivative works, patent, copyright, trademark, trade secret or other proprietary rights associated therewith (collectively "Deliverables"), shall be the sole and exclusive property of the County. To the extent Contractor owns or claims ownership rights to said Deliverables, Contractor hereby expressly assigns all said rights, title, and interest in and to the Deliverables to the County pursuant to the terms and conditions of this Agreement and at no additional cost. The County has the exclusive royalty-free irrevocable right to duplicate, publish or otherwise use for any purpose, all materials prepared under this Agreement. If Contractor wishes to use the materials prepared hereunder for any purpose including but not limited to promotional, educational or commercial purposes, the Contractor shall obtain prior written authorization from the County, which consent may be withheld by the County in its sole discretion. Contractor acknowledges that all original works of authorship which are made by Contractor (solely or jointly with others) within the scope of this Agreement and which are protectable by copyright are "works made for hire," as that term is defined in the United States Copyright Act (17 U.S.C., Section 101), and shall belong solely to County. Contractor agrees that the County will be the copyright owner in all copyrightable works of every kind and description created or developed by Contractor, solely or jointly with others, in connection with any agreement with the County. If requested to, and at no further expense to the County, Contractor will execute in writing any acknowledgments or assignments of copyright ownership of such copyrightable works as may be appropriate for preservation of the worldwide ownership in the County and its nominees of such copyrights. This section shall apply to the extent not otherwise provided under this agreement.

S. COUNTY DATA

"County Data" shall mean data and information received by Contractor from County. As between Contractor and County, all County Data shall remain the property of the County. Contractor shall not acquire any ownership interest in the County Data. Contractor shall not, without County's written permission consent, use or disclose the County Data other than in the performance of its obligations under this Agreement. Contractor shall be responsible for establishing and maintaining an information security program that is designed to ensure the security and confidentiality of County Data, protect against any anticipated threats or hazards to the security or integrity of County Data, protect against unauthorized access to or use of County Data that could result in substantial harm or inconvenience to County or any end users; and ensure the proper disposal of County data upon termination of this Agreement. Contractor shall take appropriate action to address any incident of unauthorized access to County Data, including addressing and/or remedying the issue that resulted in such unauthorized access, notifying County as soon as possible of any incident of unauthorized access to County Data, or any other breach in Contractor's security that materially affects County or end users; and be responsible for ensuring compliance by its officers, employees, agents, and subcontractors with the confidentiality provisions hereof. Should confidential and/or legally protected County Data be divulged to unauthorized third parties, Contractor shall comply with all applicable federal and state laws and regulations, including but not limited to California Civil Code Sections 1798.29 and 1798.82 at Contractor's sole expense (if applicable). Contractor shall not charge the County for any expenses associated with Contractor's compliance with the obligations set forth in this section.



COUNTY OF SANTA CLARA SERVICE AGREEMENT

T. PAYMENT TERM [NOT APPLICABLE TO COMMUNITY BASED ORGANIZATIONS – describe payment terms for CBO's in Section V. PAYMENT SCHEDULE]

The parties agree that the payment term shall be the term selected below and payment shall be due in accordance with the selected payment term. For example, if Contractor selects 2.25% 10 Net 45 as the payment term, payment shall be due 10 days from the date the County approves the invoice, instead of 45 days, and the County shall take a discount of 2.25% of the total amount of the invoice. Payment is deemed to have been made on the date the County mails the warrant or initiates the electronic fund transfer.

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> | 2.25% 10 Net 45 (provides 35 days of cash acceleration) |
| <input type="checkbox"/> | 2.00% 15 Net 45 (provides 30 days of cash acceleration) |
| <input type="checkbox"/> | 1.75% 20 Net 45 (provides 25 days of cash acceleration) |
| <input type="checkbox"/> | 1.33% 25 Net 45 (provides 20 days of cash acceleration) |
| <input type="checkbox"/> | 1.00% 30 Net 45 (provides 15 days of cash acceleration) |
| <input checked="" type="checkbox"/> | Net 45 (full payment) |

Note: Payment term will default to “Net 45 (full payment)”, if no other term was selected.

Notwithstanding the option selected above, the parties agree that at any time during the contract term, either party may initiate an early payment discount on an invoice-by-invoice basis utilizing the Dynamic Discounting functionality of the Ariba Network. Contractor must have a registered account on the Ariba Network to utilize this functionality.

U. CONTRACT EXECUTION

Unless otherwise prohibited by law or County policy, the parties agree that an electronic copy of a signed contract, or an electronically signed contract, has the same force and legal effect as a contract executed with an original ink signature. The term “electronic copy of a signed contract” refers to a transmission by facsimile, electronic mail, or other electronic means of a copy of an original signed contract in a portable document format. The term “electronically signed contract” means a contract that is executed by applying an electronic signature using technology approved by the County.

V. LIVING WAGE (If Applicable)

Unless otherwise exempted or prohibited by law or County policy, where applicable, Contractors that contract with the County to provide Direct Services developed pursuant to a formal Request for Proposals process, as defined in County of Santa Clara Ordinance Code Division B36 (“Division B36”) and Board Policy section 5.5.5.5 (“Living Wage Policy”), and their subcontractors, where the contract value is \$100,000 or more (“Direct Services Contract”), must comply with Division B36 and the Living Wage Policy and compensate their employees in accordance with Division B36 and the Living Wage Policy. Compliance and compensation for purposes of this provision includes, but is not limited to, components relating to fair compensation, earned sick leave, paid jury duty, fair workweek, worker retention, fair chance hiring, targeted hiring, local hiring, protection from retaliation, and labor peace. If Contractor and/or a subcontractor violates this provision, the Board of Supervisors or its designee may, at its sole discretion, take responsive actions including, but not limited to, the following:

- (a) Suspend, modify, or terminate the Direct Services Contract.
- (b) Require the Contractor and/or Subcontractor to comply with an appropriate remediation plan developed by the County.
- (c) Waive all or part of Division B36 or the Living Wage Policy.

This provision shall not be construed to limit an employee's rights to bring any legal action for violation of the employee's rights under Division B36 or any other applicable law. Further, this provision does not confer any rights upon any person or entity other than the Board of Supervisors or its designee to bring any action seeking the cancellation or suspension of a County contract. By entering into this contract, Contractor certifies that it is currently complying with Division B36 and the Living Wage Policy with respect to applicable contracts, and warrants that it will continue to comply with Division B36 and the Living Wage Policy with respect to applicable contracts.

SECTION VII: INSURANCE / INDEMNIFICATION

Independent Contractors shall comply with the County's insurance and indemnification requirements as indicated below. These requirements do not apply to Dependent Contractors.

A. TYPE OF INSURANCE LANGUAGE

- The following standard insurance and indemnification language is attached and incorporated into this agreement:



**COUNTY OF SANTA CLARA
SERVICE AGREEMENT**

Insurance Exhibit Name : B-2A	
<input type="checkbox"/>	Modification or Waiver Attached if Appropriate
B. DETERMINATION OF INSURANCE REQUIREMENTS AND WAIVER DECLARATION	
Workers Compensation: Does the contractor have employees? If "YES", then, WORKER'S COMPENSATION/EMPLOYER'S LIABILITY INSURANCE IS REQUIRED.	Yes
Owned Auto Insurance: Will the contractor use any owned autos in the provision of direct services, such as transporting clients in autos or operating autos in performance of the work itself? If "YES", then INSURANCE FOR OWNED AUTOS IS REQUIRED.	No
Hired Auto Insurance: Will the contractor use any hired autos in the provision of direct services, such as transporting clients in autos or operating autos in performance of the work itself? If "YES", then INSURANCE FOR HIRED AUTOS IS REQUIRED.	No
Non-owned Auto Insurance: Will the contractor be using any non-owned autos in the provision of direct services, such as transporting clients in non-owned autos or operating non-owned autos in performance of the work itself? If "YES" then, INSURANCE FOR NON-OWNED AUTOS IS REQUIRED.	No
<i>When "NO" is checked, this declaration will serve as a waiver for the specified type of insurance.</i>	

SECTION VIII: FEDERAL/STATE REQUIRED PROVISIONS	
(Examples include Drug-free Workplace Activity, Health Insurance Portability and Accountability Act (HIPAA), Business Associate Language, etc)	
<input type="checkbox"/>	A. Federal Required Language Attached Only add special language if services included in the contract require language different from or in addition to that in Section VI.
	Exhibit Name: _____
<input type="checkbox"/>	B. State Required Language Attached Only add special language if services included in the contract require language different from or in addition to that in Section VI.
	Exhibit Name: _____
The Exhibits named above are attached and incorporated by this reference.	

SECTION IX: ADDITIONAL ATTACHED EXHIBIT(S)
Attachments and exhibits that conflict with County standard provisions or require risk assessment must be approved by County Counsel. Examples of attachments that require County Counsel approval are:



COUNTY OF SANTA CLARA SERVICE AGREEMENT

- 1) Contractor's terms and conditions that are different than, or add to the standard provisions language,
- 2) Any changes to the language in Section VI—Standard Provisions.

Exceptions to County Counsel review include attachments that further explain the Contract Specifics as outlined in Section V, and insurance exhibits.

Exhibit Name(s)	

The Exhibits named above are attached and incorporated by this reference.

SECTION V: CONTRACT SPECIFICS

Contractor will provide training courses, employment-focused case management and job placement to homeless individuals enrolled in supportive housing programs, with a priority given to clients enrolled in Rapid Rehousing (RRH) programs.

A. Service Description and Expected Outcomes

Contractor will provide the following:

1. Enroll 15 individuals that are referred by the County's Office of Supportive Housing (OSH) and/or Rapid Rehousing (RRH) partner agencies into job training programs. The job training programs should lead to a living-wage job within six months in accordance with the County of Santa Clara living-wage standard, defined as:
<https://www.sccgov.org/sites/ceo/living-wage/Pages/living-wage.aspx>;
2. Books, tools, and uniforms required with the above mentioned training programs;
3. Classes size will be no larger than 22 students;
4. Individuals referred by OSH and RRH partner agencies will also have access to basic education and GED Preparation classes;
5. Individuals referred by OSH and RRH partner agencies will have access to English as a Second Language (ESL) classes;
6. Supportive services for 15 students throughout the term of this contract referred by the Office of Supportive Housing; and
7. Graduation certificates for students who complete 100% of program hours and course competencies with a minimum score of 70% on each competency.

B. Deliverables, Milestones, Timeline for Performance

The Contractor's performance throughout the term of the agreement shall be monitored by the Office of Supportive Housing (OSH). Unless specified otherwise, the Contractor shall comply with the following:

1. Begin enrolling students referred by OSH within 30 days of contract execution.
2. Contractor shall engage individuals referred within three business days of receiving referrals from the County and/or Rapid Rehousing (RRH) partner agencies. OSH will verify that an individual is a RRH client.
3. Individuals must be enrolled in a RRH program to be eligible for the services provided under this contract. Contractor shall document and verify individuals' eligibility for the program within seven days in the Homeless Management Information System (HMIS).
4. A County contracted service provider will be primarily responsible for providing housing and support services. Contractor staff will be responsible for career guidance, support with training, and employment placement. A County contracted service provider and Contractor staff will case conference in the interest of maximum support to the client.
5. Contractor shall provide quarterly progress reports including program expenditures (actual vs. planned), number of clients served, as well as for each client, their current housing status, employment attainment and earnings. Reports are due to OSH on or before August 20, 2018, December 31, 2018, April 15, 2019, July 15, 2019, October 15, 2019, and December 31, 2019.

C. Performance Standards

In addition to the deliverables, milestones, and timelines for performance described above, Contractor will track and report on the following program outcomes for the 15 program participants funded by this contract:

1. Targeted enrollments
 - Enrolled: 15 or more students
 - Graduates: 12 or 80%, of students enrolled
2. 70% of Program Participants (10 unduplicated) will attain full-time and permanent employment:
 - 15 referrals will be enrolled and trained. Follow-up services including job placement, job counseling, and job retention skills will continue for all referrals for up to 1 year after graduation and/or job placement through 12/31/2019.
3. Ten unduplicated total program participants will attain employment considered to meet or exceed the County living-wage standard, defined as:
<https://www.sccgov.org/sites/ceo/living-wage/Pages/living-wage.aspx>
4. On-going job placement and retention services will be provided, and replacement services if needed.
5. Employment placements will meet or exceed the following targets:
 - 90 day Retention Rate: 72%
 - 180 day Retention Rate: 65%-75%
 - 365 day Retention Rate: 60%-70%
6. Contractor must participate in Santa Clara County's Homeless Management Information System (HMIS), which is a shared database and software application that confidentially collects, uses, and shares client-level information related to homelessness in Santa Clara County. Contractor will use HMIS for client enrollment, assessment and tracking of outcomes measurements.
7. The full cost of tuition for this program will be covered through funding from this contract, a Pell grant, Workforce Innovation and Opportunity Act funds, and a grant from work2future.

Contractor shall participate in any programmatic and/or financial audit as requested.

D. Payment Schedule

1. The maximum financial obligation is \$59,000.00.
2. Invoices shall be submitted to the OSH program monitor on a monthly basis. Invoices shall

include the Contractor’s name and address; invoice number; contract number; date and description of services; total invoice amount; year to date expenditures; remaining contract balance; and the required documentation identified in Table 1 below. The County shall process payments for contractor in accordance with the budget below:

Table 1

PROJECT-RELATED EXPENSES	County funds requested	Other	Pell Grant Leveraged Funds	work2future Grant	Total
PERSONNEL					
	\$0	\$0			\$0
NON-PERSONNEL					\$0
Tuition	\$9,000		\$88,500	\$90,000	\$187,500
Supportive Services and Stipends	\$50,000	\$0			\$50,000
In Kind Contribution	\$0	\$135,000			\$135,000
TOTAL PROJECT EXPENSES	\$59,000	\$313,500			\$372,500

Budget Line Item:

Supportive Services (\$50,000)

The supportive services and stipends will be used to cover: child care (after school care only), transportation, and drug testing and background checks, testing for industry certifications, food, clothing, eye glasses, and stipends (\$80.00/week). Contractor will be reimbursed for services in accordance with Table 2 below.

Table 2

	Maximum Amount	Activity/Expense	Rate/Basis of Payment	Required Documentation
1.	\$9,000	Tuition	Cost Basis	Invoices for direct expenses, with list of enrolled students
2.	\$50,000	Supportive Services & Stipends	Cost Reimbursement for payments to enrolled students	Documentation of payment to enrolled students
Total	\$59,000			

EXHIBIT B-2A (Revised)

INSURANCE REQUIREMENTS FOR
STANDARD SERVICE CONTRACTS
BETWEEN \$50,001 AND \$100,000

Indemnity

The Contractor shall indemnify, defend, and hold harmless the County of Santa Clara (hereinafter "County"), its officers, agents and employees from any claim, liability, loss, injury or damage arising out of, or in connection with, performance of this Agreement by Contractor and/or its agents, employees or sub-contractors, excepting only loss, injury or damage caused by the sole negligence or willful misconduct of personnel employed by the County. It is the intent of the parties to this Agreement to provide the broadest possible coverage for the County. The Contractor shall reimburse the County for all costs, attorneys' fees, expenses and liabilities incurred with respect to any litigation in which the Contractor contests its obligation to indemnify, defend and/or hold harmless the County under this Agreement and does not prevail in that contest.

Insurance

Without limiting the Contractor's indemnification of the County, the Contractor shall provide and maintain at its own expense, during the term of this Agreement, or as may be further required herein, the following insurance coverages and provisions:

A. Evidence of Coverage

Prior to commencement of this Agreement, the Contractor shall provide a Certificate of Insurance certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition, a certified copy of the policy or policies shall be provided by the Contractor upon request.

This verification of coverage shall be sent to the requesting County department, unless otherwise directed. The Contractor shall not receive a Notice to Proceed with the work under the Agreement until it has obtained all insurance required and such insurance has been approved by the County. This approval of insurance shall neither relieve nor decrease the liability of the Contractor.

B. Qualifying Insurers

All coverages, except surety, shall be issued by companies which hold a current policy holder's alphabetic and financial size category rating of not less than A- V, according to the current Best's Key Rating Guide or a company of equal financial stability that is approved by the County's Insurance Manager.

EXHIBIT B-2A (Revised)

C. Notice of Cancellation

All coverage as required herein shall not be canceled or changed so as to no longer meet the specified County insurance requirements without 30 days' prior written notice of such cancellation or change being delivered to the County of Santa Clara or their designated agent.

D. Insurance Required

1. Commercial General Liability Insurance - for bodily injury (including death) and property damage which provides limits as follows:

- a. Each occurrence - \$1,000,000
- b. General aggregate - \$1,000,000
- c. Products/Completed Operations aggregate - \$1,000,000
- d. Personal Injury - \$1,000,000

2. General liability coverage shall include:

- a. Premises and Operations
- b. Products/Completed
- c. Personal Injury liability
- d. Severability of interest

3. General liability coverage shall include the following endorsement, a copy of which shall be provided to the County:

Additional Insured Endorsement, which shall read:

“County of Santa Clara, and members of the Board of Supervisors of the County of Santa Clara, and the officers, agents, and employees of the County of Santa Clara, individually and collectively, as additional insureds.”

Insurance afforded by the additional insured endorsement shall apply as primary insurance, and other insurance maintained by the County of Santa Clara, its officers, agents, and employees shall be excess only and not contributing with insurance provided under this policy. Public Entities may also be added to the

EXHIBIT B-2A (Revised)

additional insured endorsement as applicable and the contractor shall be notified by the contracting department of these requirements.

4. Automobile Liability Insurance

For bodily injury (including death) and property damage which provides total limits of not less than one hundred thousand dollars (\$100,000) combined single limit per occurrence applicable to all owned, non-owned and hired vehicles.

4a. Aircraft/Watercraft Liability Insurance (Required if Contractor or any of its agents or subcontractors will operate aircraft or watercraft in the scope of the Agreement)

For bodily injury (including death) and property damage which provides total limits of not less than one hundred thousand dollars (\$100,000) combined single limit per occurrence applicable to all owned, non-owned and hired aircraft/watercraft.

5. Workers' Compensation and Employer's Liability Insurance

- a. Statutory California Workers' Compensation coverage including broad form all-states coverage.
- b. Employer's Liability coverage for not less than one million dollars (\$1,000,000) per occurrence.

E. Special Provisions

The following provisions shall apply to this Agreement:

- 1. The foregoing requirements as to the types and limits of insurance coverage to be maintained by the Contractor and any approval of said insurance by the County or its insurance consultant(s) are not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Contractor pursuant to this Agreement, including but not limited to the provisions concerning indemnification.
- 2. The County acknowledges that some insurance requirements contained in this Agreement may be fulfilled by self-insurance on the part of the Contractor. However, this shall not in any way limit liabilities assumed by the Contractor under this Agreement. Any self-insurance shall be approved in writing by the County upon satisfactory evidence of financial capacity. Contractors obligation hereunder may be satisfied in whole or in part by adequately funded self-insurance programs or self-insurance retentions.

EXHIBIT B-2A (Revised)

3. Should any of the work under this Agreement be sublet, the Contractor shall require each of its subcontractors of any tier to carry the aforementioned coverages, or Contractor may insure subcontractors under its own policies.
4. The County reserves the right to withhold payments to the Contractor in the event of material noncompliance with the insurance requirements outlined above.

F. Fidelity Bonds (Required only if contractor will be receiving advanced funds or payments)

Before receiving compensation under this Agreement, Contractor will furnish County with evidence that all officials, employees, and agents handling or having access to funds received or disbursed under this Agreement, or authorized to sign or countersign checks, are covered by a BLANKET FIDELITY BOND in an amount of AT LEAST fifteen percent (15%) of the maximum financial obligation of the County cited herein. If such bond is canceled or reduced, Contractor will notify County immediately, and County may withhold further payment to Contractor until proper coverage has been obtained. Failure to give such notice may be cause for termination of this Agreement, at the option of County.

ATTACHMENT: State or Local Workforce Agreement

<u>DOCUMENT SATISFYING REQUIREMENT</u>	<u>PAGE</u>
work2future (local Workforce Development Board) set-aside for homeless participants	1

August 28, 2017

To Whom it may concern:

In coordination with the County of Santa Clara's Destination Home program, and the Center for Employment and Training (CET), work2future is pleased to offer training opportunities through the Workforce Innovation Opportunity (WIOA) Federal Grant Program to WIOA eligible individuals for an amount up to \$6,000 per participant for up to 15 homeless participants.

Per our meeting below are the agreed upon responsibilities.

- Eligible applicants will be recruited by the County and referred to work2future for screening/enrollment into the WIOA program.
- CET will process the Pell Grant (maximum Pell is over \$5000)
- The County of Santa Clara will cover any remaining balance for the training
- The training provided by CET must fall within the work2future industry sectors as described below.
 - Financial
 - Information Computer Technology
 - Construction
 - Manufacturing
 - Healthcare
- CET will be responsible for the employment in the area in which the individuals are trained.

work2future is pleased that this consortium is developing pathways that will prepare individuals with barriers for careers that are important for sustaining our economic growth.

The estimated value of these services is \$90,000, work2future is excited to be a participant in this effort to serve the individuals and communities of Destination Home.

If you have any questions, please do not hesitate to call me at 408-794-1108.

Sincerely,



Monique Melchor
Director, work2future