

ESG REVIEW AND RANK PROCESS AND ESG SCORING CRITERIA 2019

Contra Costa County receives a direct annual allocation of Emergency Solutions Grant (ESG) Program funds from the U.S. Department of Housing and Urban Development (HUD) on a non-competitive formula basis. These funds come directly from HUD to the County, and the County's Department of Conservation & Development (DCD) administers the ESG Program for the County

The State of California Department of Housing and Community Development (HCD) releases an annual Notice of Funding Availability (NOFA) for the state-administered Emergency Solutions Grant (ESG) Program Allocation.

In 2016, HCD established a dedicated Continuum of Care allocation and simplified process available to California communities that are able to administer ESG locally. Under this process, eligible local government entities can act as Administrative Entities (AE) of State ESG funds in furtherance of these goals. Beginning in 2016, HCD began to distribute funding for Continuum of Care Service Areas ("or Service Areas") through two allocations:

- Continuum of Care Allocation for Service Areas that contain a city or county that receives ESG directly from HUD; and the
- Balance of State Allocation for Service Areas that do not contain a city or county that receives ESG directly from HUD.

Given that the County DCD receives ESG funds directly from HUD to administer the County's own ESG Program, HCD approved DCD as an AE to apply for and administer the State ESG funds under the Continuum of Care Allocation.

The local Continuum of Care ("CoC") must recommend provider applicants for both the ESG Program funds that the County receives directly from HUD and for the State ESG funds. In so doing, the CoC shall follow a fair and open process that uses criteria consistent with the criteria and performance measures outlined by state regulations.

This document summarizes the State HCD-administered ESG application, review, and recommendation process. In addition, it summarizes the applicant review process, scoring criteria, and CoC collaboration as outlined in the Contra Costa County Continuum of Care Bylaws.

ESG REVIEW PROCESS

1. Countywide Notice of Funding Availability (NOFA)/Requests for Proposals (RFP) Release
2. Posting of Countywide NOFA/RFP to County website
3. Informational Meeting for Prospective Agencies Interested in Applying for County CoC ESG Allocation
4. Seating of Review Panel
 - a. Review Panel is Comprised of County Department of Conservation and Development (DCD) Staff and a Subcommittee of Non-Conflicted County Council on Homelessness Seated Members
 - b. Contra Costa CoC designates and authorizes the Council on Homelessness to recruit four Review and Rank subcommittee panel members who are:
 - i. Knowledgeable about homelessness and housing in the community and who are broadly representative of the relevant sectors, subpopulations, and geographic areas;
 - ii. “Neutral,” meaning that they are not employees, staff, or otherwise have a business or personal conflict with the applicant organizations; and,
 - iii. Willing to review projects with the best interest of homeless persons in mind.
5. Applicants will submit the ESG application for the County’s ESG Program and State ESG Program funds as well as supplemental local materials to DCD [the application is completed and submitted via a web-based application system (www.citydataservices.net)] by the applicant deadline.
6. Review Panel Convenes to Review Applications Per Criteria and Rank Applications for Awards in Order of Priority
 - a. The Contra Costa County CoC authorizes the Council on Homelessness to review the Review Panel’s scores and recommendations and approve the recommended applicants for HCD ESG funding in the competition.
 - b. In so recommending, the Council on Homelessness shall consider:
 - i. The Review Panel’s scores and recommendations;
 - ii. How to best serve the needs of persons experiencing homelessness in Contra Costa County; and
 - iii. Any other considerations that would affect the CoC’s ability to put forth the most competitive applications for ESG funds in order to receive the maximum ESG funding in both pools.
7. List of Recommended Agencies and Suggested Award Amounts Submitted to the County Board of Supervisors and to the State (only for State ESG Program) for Approval

CONTRA COSTA COUNTY CONTINUUM OF CARE

8. Contra Costa CoC authorizes DCD and the Council on Homelessness Panel Subcommittee members to ensure:
 - a. The process outlined above and timing to be specified is followed;
 - b. Verification is made that each proposed project will operate, or facilities will be located, within an eligible Contra Costa County community;
 - c. Recommended projects meet eligibility and threshold requirements for ESG funding;
 - d. CoC-generated application materials are provided to applicants in a timely manner; and,
 - e. CoC certification, resolutions, and other materials are filed in a timely manner.
 - f. County Council on Homelessness Reviews and Endorses Review Panel Recommendations for Awards.

SCORING CRITERIA & LOCAL PRIORITIES

Review Criteria

- Funding Leverage (ratio of ESG funds to other funds)
- Target Population: if activity is serving 1) Families; 2) Youth (under 25); and/or 3) Chronically Homeless
- Organization Capacity: experience with federal and/or State grants; ratio of individuals served compared to their project budget; overall experience of applicant agency and staff; ability to deliver services in non-entitlement areas; and overall financial capacity

Local Priorities

- Rapid Rehousing activities
- Street Outreach
- Emergency Shelter/Day Shelter activities or operations
- HMIS
- Homeless Prevention

Note: Where there is data indicating a specific community need that ESG funding can help meet, the CoC may emphasize certain priorities for State ESG funding.