



California Interagency Council on Homelessness

ERF-3-R, Application

Part 1 (A): ADMINISTRATIVE INFORMATION

Application Window

- Window #1, 11/3/2023 - 1/31/2024
 Window #2, 2/1/2024 - 4/30/2024
 Window #3, 5/1/2024 - 6/30/2024

*Applications received after 5:00 p.m. on the last day of the application window will be reviewed and evaluated during the following application window. **Note, applications submitted after 5:00 p.m. on 6/30/2024 will not be reviewed.***

Eligible Applicant

Select the eligible applicant's jurisdiction type.

- CoC City County

What is the name of the city or county?

Contra Costa County

Part 1 (B) Contracting Information

Complete all elements of the below section. This information is required for contracting should this application be chosen for award.

Contractor Information

Contractor Name (the legal entity entering into contract with the State)

Contra Costa County

What is the Federal Employer Identification Number (FEIN # or tax id number) for the contractor?

94-600509

Tax ID Form

Governmental entities will need to submit a GovTIN Tax Form, and Non-governmental entities will need to submit a STD 204 Tax Form. Links to each are below:

GovTIN: [Taxpayer ID Form \(ca.gov\)](#)

STD 204: [STD 204 - Payee Data Record \(ca.gov\)](#)

Who is the best contact person for this contract?

Primary Contact

<input type="text" value="Shelby"/>	<input type="text" value="Ferguson"/>
First	Last

This contact will receive ALL grant related correspondence (inclusive of application, award, contract, office hours, information requests, reporting, etc.)

Job title

<input type="text" value="Continuum of Care Administrator"/>
job title

Email

<input type="text" value="Shelby.Ferguson@cchealth.org"/>

Phone

<input type="text" value="(925) 222-8586"/>

This contact will receive ALL grant related correspondence (inclusive of application, award, contract, office hours, information requests, reporting, etc.)

Secondary Contact

<input type="text" value="Michael"/>	<input type="text" value="Fischer"/>
First	Last

Job title

<input type="text" value="Health Services Administrator"/>
job title

Email

<input type="text" value="Michael.V.Fischer@cchealth.org"/>

Phone

<input type="text" value="(925) 771-9944"/>

This contact will receive ALL grant related correspondence (inclusive of application, award, contract, office hours, information requests, reporting, etc.)

Contact Person for Reporting

<input type="text" value="Shelby"/>	<input type="text" value="Ferguson"/>
First	Last

Job title

Continuum of Care Administrator

job title

Email

shelby.ferguson@cchealth.org

Phone

(925) 222-8586

This contact will ONLY receive grant reporting correspondence (inclusive of guidance, report releases/reminders, report follow-ups).

Authorized Representative

Christy

First

Saxton

Last

Job title

Director - Contra Costa Health, Housing and Homeless Services (H3)

job title

Email

Christy.Saxton@cchealth.org

Phone

(925) 608-6700

The Authorized Representative has authority to contract on behalf of the eligible applicant

If this application is funded, what address should the check be mailed to?

Address

2400 Bisso Lane, Suite D2

Address Line 1

Address Line 2

Concord

City

California

State

94520

Zip Code

Attention to (if applicable):

Christy Saxton

⚠️ This Application uses character limits ⚠️

Reaching these limits is not required, however competitive responses will address all parts of each

question asked.

Part 2: PROPOSAL OVERVIEW

Guidance:

In completing this application, applicants must identify the specific encampment that will be prioritized for resolution.

If an applicant proposes to prioritize a large, noncontiguous, or multiple site(s), the encampments may only be addressed through a single application if: (a) the justification for prioritizing the encampments is the same, **and** (b) the demographics and service needs of the residents of the encampments is sufficiently the same that, (c) the same set of services, and service providers, including outreach, interim and permanent housing programs, will be used to resolve the identified people's experience of homelessness in encampments.

Applicant must prepare a separate application for each encampment that does not meet the requirements of (a) – (c).

Proposal Summary

Summarize the proposed Encampment Resolution Fund (ERF) project, including an overview of all key components and/or phases of the project that will be funded in whole or in part with ERF-3-R resources. (1500-character limit)

Contra Costa County's (CCC) Housing Health & Homeless Service Division (H3) will combine innovative and proven methods to create pathways to permanent housing for 50 residents at the Raley's encampment (RE) in San Pablo. Located on State right-of-way and City of San Pablo owned property, residents of this encampment have lived there over the past 12 years and public/municipal partners have identified the site as posing health and safety risks to the community. Specifically, Contra Costa Fire District has deemed this area as a high fire risk due to the dense and dry vegetation and high volume of calls to service for the area.

Designed in partnership with RE residents and CCC's Continuum of Care (CoC), H3 will resolve homelessness at RE by introducing a menu of interim and permanent housing options including modular shelters, Rapid Rehousing, shallow subsidies, and permanent housing vouchers. All options are driven by client choice and will be augmented by a flexible fund for diversion (i.e., family reunification, landlord incentives, etc.). The program model will uplift participant choice and overcome barriers to transitioning into housing by providing options that keep people, pets, and possessions together.

H3 will connect the proposed suite of services to CCC's larger system of resources, including up to 10 permanent supportive housing units and up to 10 vouchers to sustain permanent housing and prevent return to homelessness once ERF-3 funds are expended.

People Served

Number of people currently residing in prioritized encampment site

50

#

Potential inflow of people into the prioritized encampment site during the grant term.

20

Of people currently residing in prioritized encampment site, how many will be served by this proposal?

50

#

Given the potential for inflow of people into the prioritized encampment site, how many people are projected to be served across the entire grant period?

70

#

Of people projected to be served across the entire grant period, number of people projected to transition into interim housing.

60

#

Of people projected to be served across the entire grant period, number of people projected to transition into permanent housing

50

#

*This should include both people who transition directly into permanent housing **and** people who may first transition into interim housing.*

Is the prioritized encampment site part of a larger encampment area?

Yes No

Encampment Information

1. Briefly describe the characteristics of the people residing within the prioritized encampment site, including demographics, household compositions, disabilities, and projected service and housing needs. Include how this information was gathered. (1500-character limit)

The prioritized encampment is deeply entrenched (12+ years despite multiple abatements) with 50 high-need residents who share many of the same demographics and service needs. HMIS Intake data gathered by H3 street outreach program, Coordinated Outreach Referral & Engagement (CORE), and local service provider Safe Organized Spaces (SOS) show that all residents are 30 years and older with no minors present and few seniors 62+. The majority (78%) are male and 22% are female. Residents are 69% white, 17% Black, 14% Hispanic and 6% Asian. Most residents are single adults, with a few multiple adult households.

83% are experiencing chronic homelessness and safety risks (exposure, fire hazard, sanitation, etc.) from years of living outside. 89% of residents have one or more self-reported disabilities including physical (28%), chronic health (14%), and/or mental health (8%) conditions. Because data is self-reported, the data likely reflects an undercount of physical/behavioral health needs. Nearly three-quarters (73%) of residents have no income, and 75% are on probation or parole, indicating a high need for deeply affordable, low barrier housing resources.

Data gathered through field interviews with encampment residents indicate securing interim and permanent housing that allows for pets and possessions is the greatest need for residents, as well as comprehensive housing focused street outreach specific to this encampment and connection to reentry and legal services.

If this proposal seeks to serve a particular target population, specify and describe.

2. Briefly describe physical characteristics of the prioritized encampment site in which the people you are proposing to serve are residing. The description must include the specific location, physical size of the area, the types of structures people are residing in at the site, whether vehicles are present, and any other relevant or notable physical characteristics of the site. (1000-character limit)

San Pablo is home to 42,000 residents and a suburban enclave surrounded by the City of Richmond. Colloquially referenced by residents as the "Raley's Encampment" this encampment is located on State right-of-way and San Pablo city property near residential subdivisions and a commercial shopping center that includes a Raley's grocery store, laundromat, check cashing, and storage facilities, making it an ideal location for those without access to transportation. The second-largest encampment in CCC, its main area is 7.5 acres and inhabited by the 50 residents. Structures include at least 19 tents, a treehouse, and a burnt-out vehicle.

Located along I-80, the encampment runs parallel to San Pablo Dam Rd and the freeway. The eastern portion is cloaked among trees and dried brush and hidden from plain view, resting on a steep hillside with trails. The expansive, hard to reach areas of this encampment make it an ideal location to congregate and also difficult for service providers to access

3. Why is this encampment site being prioritized? Applicant should identify any distinguishing needs and/or vulnerabilities of the people living in this encampment and/or any health, safety, or other concerns that led the applicant to prioritize this site over other encampments. (1000-character limit)

The RE is prioritized due to being a “legacy” encampment in CCC and presenting high health and safety risks to residents and local community. Although H3 has partnered with San Pablo PD and local providers for years, it has remained active due to high housing costs and difficulty accessing the parcel. Next to I-80 and hidden among the dense and dry vegetation, residents face safety hazards including risk of fire. Notably, ConFire responded to 23 fire-related calls in 2023. Residents have lived outdoors for years, placing them at risk of chronic health conditions from exposure. 75% of residents are on probation or parole and/or have no income, creating high barriers to housing. San Pablo and Caltrans are aware of the complexities affecting the community and RE residents and have granted H3 full access to parcels. H3 is also prioritizing the encampment due to proximity to non-congregate interim housing site, easing the transition to housing since participants are familiar with the area

ERF authorizing legislation requires funding be used for “prioritized” encampments. Applicants must, therefore, provide a justification for the prioritization of the encampment proposed to be served. Except in very small communities where it may be possible to justify prioritizing all of a small number of encampments for resolution using this fund source, ERF is not intended to be used to fund a community-wide encampment resolution program.

Attachment: Map

The provided map should clearly indicate the area of the prioritized encampment. The map may also indicate the location of other key service, shelter, and housing resources described in this proposal.

4. Is the prioritized site on a state right-of-way?

No Yes - partially Yes - entirely

Attachment: Caltrans Letter of Support

Projects entirely or partially on a state right-of-way must include a Letter of Support from Caltrans.

- This letter must include confirmation from Caltrans that they are aware of and in support of the ERF project, including the projected timeline, and that they will only take action on that encampment site in collaboration with and at least 2 weeks-notice to the ERF grantee, unless critical circumstances exist when an encampment poses an imminent threat to life, health, safety, or infrastructure and must be immediately addressed.
- This letter should be signed by the local Caltrans Deputy District Director of Maintenance (DDDM) or their designee.
- This letter may also include Caltrans role in the proposal and what Caltrans resources are being leveraged.

Proposal’s Outcomes

5. What outcomes does this proposal seek to accomplish by 6/30/2027? Outcomes should be specific, measurable, attainable, relevant, and time-bound (SMART). (1000-character limit)

H3 will permanently resolve unsheltered homelessness for 50 residents in the RE within the 3-year grant term. Our project combines proven approaches and innovative strategies to house encampment residents. Outcomes for the 3-year grant term include: 1) conduct housing needs assessment of all 50 current residents by 10/1/2024; 2) connect 90% of eligible residents to CalAIM services by 6/30/2025; 3) place 60 residents in interim housing 12/31/2025; 4) place 35 residents in RRH by 7/1/2026; 5) 90% of residents enrolled in RRH obtained and/or maintained income by 12/31/2026; 6) place 50 residents in permanent housing by 6/30/2027; and 7) provide 100% of eligible individuals placed in permanent housing with one year of aftercare services through CalAIM after ERF funds expired.

6. What are the primary activities the applicant will implement to achieve each of the proposal's outcomes? (1000-character limit)

H3 will blend new and tested approaches to provide a range of options including interim shelter (non-congregate) and permanent housing opportunities to RE residents. To move 60 into interim housing, this project will support the construction of 20 modular units located on Brookside Shelter campus (3 miles from RE). A dedicated RE CORE team will provide coordination of care and transportation to needed services. Diversion will offer a flex fund that will creatively meet participant needs (landlord incentives, storage) to support rapid exits to housing. Permanent housing will include RRH (6-18 months of rental assistance and case management) and shallow subsidies (12-24 months of rental assistance and case management), augmented by connections to non-ERF funded resources like Mainstream Vouchers. H3 will leverage resources (e.g., non-congregate emergency shelter, permanent supportive housing and CalAIM Tenancy Sustaining Services) to fortify sustainable outcomes.

7. How will the applicant measure progress towards the proposal's outcomes? (1000-character limit)

The key success metric is the number of residents who are both housed and have the income to sustain housing once grant term expires. In 2022, H3 adopted standardized Program Models for all H3/CoC-funded services with measures for program types (outreach, RRH, etc.). This framework measures program success and includes metrics aligned with this proposal (housing retention, income, etc.). H3 will meet quarterly with San Pablo, Caltrans and other ERF providers to track progress and ensure accountability.

H3 will build on experience as a partner with City of Richmond's ERF projects to develop dashboards/reports to monitor progress, identify challenges and highlight successes. Reports generated in HMIS track services provided to residents, including CORE contacts, and weekly case conference meetings. H3 will maintain partnership with San Pablo to track indicators. Resident Advisory meetings will be a mechanism to solicit qualitative feedback regarding progress towards proposal outcomes.

8. Are there any local ordinances, resources, or other factors that may hinder achieving the proposal's outcomes? If so, how will the applicant navigate these challenges? (1000-character limit)

Low shelter bed inventory, a county-wide 2% rental vacancy, and a deficit of 34K affordable housing units (2023 Housing Needs Report), can hinder the proposal's outcomes. To resolve unsheltered homelessness, deeply affordable housing is needed, and this proposal serves to fund/expand housing options to support RE resident's transition to permanent housing. H3 will work with residents to create a tailored plan to address barriers. A local non-profit, SOS, offers employment support and recently opened a drop-in site near the encampment. H3 will assist residents to find affordable housing and obtain/increase income to support retention. ERF-3 expands interim housing; integrates RRH and shallow subsidy; a flex fund supports housing problem solving (family reunification, landlord incentives); and leverages CES enrollment. CCC continues to increase housing, adding 389 permanent housing beds from 2023 to 2024 (Housing Inventory Count).

9. Does this proposal fund a standalone project, or is the proposed project one component of a larger initiative?

Standalone Larger initiative

Centering People

10. Describe how the perspectives of people with lived experience of homelessness meaningfully contributed to the content of this proposal? How will people with lived experience be part of the implementation of this ERF project? If individuals living in the encampment site were included in the development of this proposal, describe how their input was obtained and how that input shaped the proposal. (1000-character limit)

In Spring 2024, H3 sought the perspectives of RE residents through field interviews to ensure the voices of those with lived experience were included in developing this proposal. CORE partnered with SOS to conduct interviews in the encampment, learning about resident needs and motivations to transition into permanent housing. Former and current residents shared without dedicated housing resources no current housing options meet their needs. It was reported this proposal needs to offer flexible rental assistance due to high housing cost. The shallow subsidy program was identified as a promising practice by those interviewed. 70% of CORE staff have lived experience and have history working with RE residents. Informed by their own experience and resident input, staff proposed innovative solutions like modular units, now integrated into program design. H3 will continue this practice throughout implementation via compensated quarterly resident advisory meetings and satisfaction surveys.

11. Briefly describe how the proposal exemplifies Housing First approaches as defined in Welfare and Institutions Code section 8255. (1000-character limit)

H3 trains staff and providers on Housing First's person-centered approach to serving vulnerable populations. This project does not require sobriety, minimum income, treatment compliance, or criminal history exclusions. Service participation is voluntary; nonparticipation will not prevent residents from accessing housing, and residents may move from the encampment to modular or RRH if they do not wish to first go to a shelter. Resources include financial assistance for one-time costs (e.g. vehicle repair/utility payments), unlimited shelter stays, and linkages to health, legal, and behavioral health services. CORE staff help participants develop and pursue a participant-driven housing plan without predetermined expectations, ensure they have needed documentation, assess their current income, refer to legal services (Bay Area Legal Aid, Homeless Court), and identify affordable housing options that fit the needs of residents (SROs, shared rooms, affordable/subsidized housing).

12. Describe how each of the following service delivery practices are incorporated into the outreach, interim shelter (if applicable), and permanent housing aspects of the proposed ERF project: (a) individual participant choice and (b) trauma informed care. (1000-character limit)

Recognizing residents of the encampment have unique needs, services include a trauma-informed perspective to support the whole person and uplift individual choice. With a no wrong door approach, upon intake, residents may choose to engage with CORE while working on a housing plan or enter shelter prior to receiving services. Interim choices include non-congregate shelters with no time limits. Permanent housing options include RRH, shallow subsidies, CoC housing (PSH, vouchers, etc.), and financial support via the flex fund (e.g., exits to family/friends). All options are pet-friendly and make provisions for storage. All staff are trained on trauma-informed care and incorporate safety, wellness, and participant choice into services. H3's Mental Health Clinician supports CORE 2 days a week and will offer clinical support to RE residents. H3 partners with CCC's mobile crisis team and has direct access to onsite clinical support to aid those in crisis without engaging law enforcement.

13. Describe how harm reduction principles will be incorporated into the outreach, interim housing (if applicable), and permanent housing aspects of this ERF project. (1000-character limit)

H3 services are predicated on harm-reduction principles and all staff participate in annual trainings to support those with substance use disorders (SUD). Contracted staff are required to use a harm reduction approach in all aspects of their program design. Staff use motivational interviewing in all programs (outreach, shelter, permanent housing) to assist with safer use, minimize risk, and/or provide education on safe use. Two days/week, Healthcare for the Homeless (HCH) and CORE operate a co-responder model to connect HCH to those with SUDs who do not otherwise access health centers. HCH distributes supplies (needles, test strips, Narcan) and makes direct referrals to Medication-Assisted Treatment (MAT) for those seeking treatment. County shelters (Brookside) do not exit participants if they are under the influence, and instead offer counseling, access to treatment, and supplies for safe use. CORE staff carry and distribute Narcan and are CPR and Mental Health First Aid certified.

14. Describe the services that will be provided to improve people's health, dignity, and safety while they continue to reside within the prioritized encampment site. (1000-character limit)

ERF-3 funding will promote health and dignity by utilizing a person-centered and housing focused approach. Staff will know each encampment resident by name, their preferences, and challenges, form trusting relationships, and emphasize participant consent and confidentiality. CORE will distribute snacks, blankets, socks, etc. and ensure the encampment is equipped with access to portable restrooms and showers, trash removal, and sanitation services. For those with pets, veterinary services/pet supplies are available at Brookside shelter. HCH will provide on-site healthcare and access to a mental health clinician. CORE and a contracted non-profit will provide laundry services, harm reduction services, access to on-site employment training, transportation, assistance with housing and benefits, and linkages to substance use treatment. H3 will connect eligible residents to CalAIM Enhanced Case Management and Community Supports, including Housing Navigation and Tenancy Sustaining Services.

15. Identify what controls are or will be in place to ensure that all ERF-3-R funded parties will not penalize homelessness. The term "penalize homelessness" means to impose, by a governmental unit, criminal or civil penalties on persons who are homeless in a manner that is related to those persons' engagement in necessary human activities, including sleeping, resting, and eating. (1000-character limit)

H3 has agreements in place with Caltrans and San Pablo to prevent displacement of encampment residents. CCC has a robust abatement protocol that gives jurisdictions, including Caltrans, a process to notify CORE and ensures outreach/shelter is offered prior to the tagging and/or abatement of encampments. CORE has a history of working with San Pablo Police and Public Works around abatements, and all parties are in direct communication to ensure service coordination. H3 has partnered on previous abatements at the RE with Caltrans in the past year, however, residents continue to return post abatement. A monthly ERF partner meeting will be implemented throughout the grant term to ensure controls are in place to mitigate funded partners from penalizing the unhoused. Additionally, all partners adhere to the U.S. Court of Appeals Martin v. Boise ruling which upholds that communities cannot enforce anti-camping ordinances if there are not enough shelter beds.

16. Describe how this proposal considers sanitation services for people residing in the prioritized encampment. This may include but is not limited to non-intrusive, curb-side waste removal and access to clean and available bathrooms. (1000-character limit)

To ensure the area is clean and habitable, sanitation services will be instituted at the RE including a portable toilet, handwashing station, non-intrusive curbside waste removal, trash removal, and access to a dumpster. Residents have access to mobile showers through Safe and Organized Spaces (SOS) Richmond at a local church twice per week. H3 will also contract with a mobile shower program to ensure access to bathing facilities. CORE has experience with coordinating waste removal through a partnership with Public Works and will work efficiently with contracted partners to provide sanitation services.

In addition, SOS has a local wellness center nearby and offers transportation to encampment residents to services, including Greater Richmond Interfaith Program's (GRIP) CARE Center. Located 3 miles from the Raley's encampment in Richmond, GRIP's drop-in center is open 7 days a week for meals, shower, laundry, mail, etc.

Part 3: IMPLEMENTATION

Core Service Delivery and Housing Strategies

17. Describe the proposed outreach and engagement strategy, case management, and / or service coordination for people while they are continuing to reside within the encampment site. Quantify units of service to be delivered including the ratio of staff to people served, frequency of engagement, and length of service periods. (2000-character limit)

At least 50 encampment residents have engaged already with the current part-time San Pablo CORE team and SOS. With ERF-3 funding, H3 will create a new full-time CORE team dedicated to the Raley's encampment, staffed by an outreach specialist and a care coordinator trained to provide clinical support and work with residents on housing plans, connections to benefits, and accessing interim housing. H3 will leverage the existing CORE teams to ensure the encampment is visited daily.

CORE care coordinators hold a caseload of up to 25 individuals, will support them in person at least once a week, and may provide additional visits as needed. Because encampment residents are disconnected, CORE will provide phones and solar chargers to stay in touch and transportation to appointments (medical, benefits, etc.). With a dedicated CORE team, H3 will provide the breadth and depth of services required to resolve each resident's homelessness.

CORE operates a co-responder model with Healthcare for the Homeless (HCH) and has a nurse accompany CORE two days per week. H3's Mental Health Clinician provides field-based assessments and linkages to behavioral health, including referrals to psychiatrists who can prescribe medication in the field. RE residents will work with CORE outreach until they are placed into shelter or housing with no time limits. Services are all voluntary and will be available for the life of the grant.

H3 will leverage current AB109 funding for up to 8 beds per evening at two non-congregate shelters (includes Brookside) and all potential resources that residents may qualify for while they continue to reside in the encampment including: enrollment in the Coordinated Entry System (CES), HDAP (benefits assessment, SSI advocacy, rental assistance, case management), CC Probation Rapid Rehousing Programs, bridge housing for residents on AB109 probation, and CalAIM Community Supports.

18. Describe the role of Coordinated Entry in the context of this proposal and how Coordinated Entry policies or processes will support and / or hinder the implementation of this proposal. (1000-character limit)

CES policies support current (City of Richmond) and future ERF implementation through alignment on Housing First, Harm Reduction, and Trauma Informed Care. Serving as a mobile CE access point, CORE will triage, assess, and enroll all encampment residents into the CES. The CES supports project implementation as residents enter a larger system of resources and safety net services that may result in faster housing access. Residents will complete a housing assessment, placing them in the CES queue for housing resources and assistance through various CoC programs, including RRH, PSH and vouchers. Since CES prioritizes chronically homeless households through the assessment process, encampment residents will receive priority access to CoC resources or future voucher programs and chronically homeless adults receiving GA and SSI eligible may qualify for an HDAP subsidy, rather than ERF-funded housing.

19. Describe each of the specific (a) interim housing and (b) permanent housing opportunities that will be used to achieve the proposed outcomes of this ERF project. Demonstrate that any ERF-3-R funded interim housing capacity is either non-congregate or clinically enhanced congregate shelter. (2000-character limit)

Interim housing options that are pathways to permanent housing include:

1. Modular Shelters: Independent, locking mobile units equipped with heat/AC that are pet-friendly, and can be erected quickly, providing an alternative for individuals who distrust congregate shelters. Twenty modular units (each housing up to 2 individuals) will be co-located on the same County-owned property as Brookside Shelter (non-congregate; 41 bed capacity) in Richmond, providing clinically enhanced interim housing for encampment residents while they work on document readiness/housing plans. Residents may store belongings in on-site storage units.

Permanent housing options/interventions include:

1. RRH: time-limited rental assistance and wraparound case management to help encampment residents move into permanent housing as quickly as possible. RRH participants will receive 6-18 months of rental assistance with support services that include care coordination, housing navigation and income/employment assistance, allowing time to increase income, connect to benefits and services, and stabilize.

2. Shallow Subsidy: 12-24 months of direct rental assistance with or without support services. This longer timeframe expands the runway for encampment residents to stabilize, whether they are directly coming from encampment living or RRH.

3. Leveraged PH: encampment residents will be assessed for permanent housing opportunities through CES including permanent supportive housing and programs like mainstream housing vouchers made available through turnover. In calendar year 2023, 11% of people who exited CORE services in San Pablo exited to a permanent housing destination from unsheltered homelessness. Based on this past data and efforts to increase permanent housing in CCC, we estimate 2-3 encampment residents per year will exit to PH while receiving CORE services in addition to residents who are placed into PH from interim housing.

20. Demonstrate the applicant's commitment and ability to deliver permanent housing solutions to the people residing in the prioritized encampment, including by providing examples of prior successful efforts to permanently house similarly situated individuals. (2000-character limit)

H3 has a solid success record of housing individuals who were once homeless. According to 2023 HMIS data, CORE transitioned 2,356 individuals who were living outside into a more stable destination including 25% in emergency shelter, 57% in temporary housing, and 18% in permanent housing (PH). From the City of San Pablo specifically, CORE placed 149 individuals into permanent or temporary housing.

H3 partners with our Employment and Human Services Department to offer the Housing Disability Advocacy Program (HDAP), which is comparable to the interventions described in this proposal and serves a similar population (86% with \$1K or less monthly income, 100% chronically homeless, 100% coming from streets or shelter), successfully exiting 46 households into housing in the last 3 years.

H3's experience placing encampment residents into housing was evidenced in 2023 after a 52-person encampment on Bethel Island was abated due to extreme fire hazard. CORE moved 75% of residents into shelter or PH and 10% to a medical care facility. Similarly, after a 22-person encampment in Martinez was abated for health and safety reasons, CORE moved 82% of residents into shelter.

With ERF-1 funding, H3 partnered with the City of Richmond to demobilize the Castro Street encampment. Through this project, 107 individuals were provided permanent housing or short-term housing while they worked toward a permanent housing solution. To date, the project has placed 59 individuals in PH.

With ERF-3 funding, H3 anticipates achieving similar outcomes. Because H3 exercised due diligence in hearing directly from encampment residents about their needs, the proposed housing options speak specifically to their needs and embraces keeping pets, people, and belongings together to eliminate or minimize barriers to entering housing. This model uplifts dignity, choice, and customized solutions that recognize that no two people are the same and tailors housing options to the needs of individual.

21. Describe how this proposal is tailored to meet the needs and preferences of people residing within the prioritized encampment. (1500-character limit)

H3 has developed a suite of housing interventions in response to direct feedback from RE residents and others with lived experience about their needs and preferences. In focus groups, interviews, and conversations with CORE, unsheltered people repeatedly voiced concerns and barriers around leaving encampments and entering housing, including wariness of congregate shelter and group living situations due to trauma and negative experiences; separation from community and/or pets; and not having a place to store belongings.

Based on these learnings, this proposal integrates team members with lived experience conducting street outreach, flexible housing options that meet people with dignity and respect, and innovative housing solutions to increase participant options. The new modular shelter component is pet-friendly with storage space and allows individuals to sleep in non-congregate housing with privacy and safety within a community. Modular shelters are co-located at Brookside Shelter, providing residents with case management to support with creating a housing plan and access to amenities like shower facilities, laundry, and hot meals. Brookside also has a dedicated case manager that works with individuals who have a history of incarceration and can access permanent and transitional housing opportunities through AB109 funds. The majority of RE residents have been in the re-entry system, H3 will be able to tailor housing opportunities through leveraging community resources.

Where applicable, identify the people, data, evidence, and / or other sources of information that was relied upon for this proposal.

Table 1: Projected Living Situations Immediately Following the Encampment

For people served who exit the encampment, what are the projected Living Situations Immediately Following the Encampment, including but not limited to, permanent housing, interim sheltering, and unsheltered?

Please provide responses in the table below. Add a row for each projected living situation. (250-character limit for each cell)

Briefly Describe Each Projected Living Situation Immediately Following the Encampment	Is This Permanent Housing?	Quantify the Capacity (e.g., number of beds/units, frequency of bed/unit availability)	Prioritized or Set-Aside for ERF-3-R?	Is this living situation funded by ERF-3-R and / or Leveraged Funds?	% of Served Persons Projected to Fall Within This Living Situation
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Interim Housing: Modular shelters are manufactured, portable, and non-congregate (max 2 people). They are an attractive option for residents who wish to avoid congregate shelters. 20 modular units will be co-located at Brookside Shelter.

No
Yes/No

20 units, 20 units available per year for 2 years

Prioritized/Set Aside
Pri/Set-Aside/Neither

ERF
ERF/Lev/Both

45
%

Interim housing at Brookside and Concord Shelter will leverage existing systemic resources to provide participants with non-congregate interim housing and housing-focused case management without time limits.

No
Yes/No

10 beds expected to turnover 2x/year

Neither
Pri/Set-Aside/Neither

Leveraged
ERF/Lev/Both

22
%

<p>Interim Housing at Delta Landing. Located in Pittsburg, Delta Landing is an interim housing facility with basic healthcare, housing navigation, employment services and case management provided onsite.</p>	<p>No Yes/No</p>	<p>5 units expected to turnover 2x/year</p>	<p>Neither Pri/Set-Aside/Neither</p>	<p>Leveraged ERF/Lev/Both</p>	<p>11 %</p>
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<p>RRH: Probation or HDAP. Time-limited rental assistance (6-12 months) and case management for encampment residents who are ready to move into permanent housing.</p>	<p>No Yes/No</p>	<p>Up to 10 units expected to turnover over the course of the grant</p>	<p>Neither Pri/Set-Aside/Neither</p>	<p>Leveraged ERF/Lev/Both</p>	<p>22 %</p>
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Table 2: Permanent Housing Opportunities

A permanent housing opportunity is a combination of project and/or service provided to an individual with the goal of helping the individual obtain permanent housing. Of course, applicants cannot and do not need to provide every possible scenario; Cal ICH is looking to understand the primary, expected permanent housing opportunities for people projected to be served by this proposal.

Please provide responses in the table below. Add a row for each projected opportunity. (250-character limit for each cell)

Describe the Permanent Housing Opportunity	Prioritized	Quantify the	Is this Housing
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	or Set-Aside for ERF-3-R?	Capacity of the Housing and Service Opportunity	Opportunity Funded by ERF-3-R and / or Leveraged Funds?
RRH: time-limited rental assistance (6-18 months) and case management will place encampment residents into permanent housing as quickly as possible, affording them time to increase income, connect to benefits and services and stabilize.	Set-Aside Pri/Set-Aside/Neither	35 households	ERF ERF/Lev/Both
Shallow Subsidy: longer-term assistance (12-24 months) for RRH households needing time to stabilize or a time-limited rental subsidy. Households at the end of their time in RRH who still need additional subsidy will be referred to shallow subsidy.	Set-Aside Pri/Set-Aside/Neither	20 households	ERF ERF/Lev/Both
CoC PSH: every encampment resident will be given a housing needs assessment and based on vulnerability and length of time homeless will be placed into PSH as openings occur.	Neither Pri/Set-Aside/Neither	up to 10 households over the course of the grant	Lev ERF/Lev/Both
Other Permanent Housing Opportunities/Mainstream Housing Vouchers (made available through turnover)	Prioritized Pri/Set-Aside/Neither	Up to 10 vouchers over the course of the grant based on previous voucher allocations.	Lev ERF/Lev/Both
RRH - Probation or Parole or HDAP time-limited rental assistance and case management for single adults on probation or parole or receiving GA and SSI eligible.	Neither Pri/Set-Aside/Neither	Up to 10 units over the course of the grant	Lev ERF/Lev/Both

22. Describe strategies the applicant will use to ensure that people are not displaced from the prioritized encampment into another unsheltered location. Include strategies that are in addition to/complement the interim shelter and permanent housing opportunities that are part of this proposal. (1000-character limit)

This proposal was developed in partnership with San Pablo to support the transition of RE residents out of homelessness. San Pablo has contracted with H3 since 2018 to provide CORE outreach services to all unhoused individuals within the city on a part-time basis. In addition, H3 has contracts/agreements with neighboring cities (Richmond), Caltrans, and law enforcement to prevent displacement of unhoused individuals in the prioritized encampment. H3 leadership meets regularly with city council, local agencies, and law enforcement to coordinate services to achieve long-term solutions and avoid escalation toward displacement. Notably, Caltrans has committed to not acting on the encampment except for imminent threats to health and safety. This proposal significantly expands upon services and housing by leveraging resources, including CORE, congregate shelter stays with no limits, eligibility for public benefits, CES enrollment, and housing assistance through sources like HDAP.

23. Describe specific strategies and/or services the applicant will use to prevent returns to unsheltered homelessness among people from the prioritized encampment who are sheltered and housed through this ERF project. Include whether these strategies will be funded with ERF-3-R funds and, if not, what other resources will be leveraged. (1000-character limit)

Due to the high cost of living in CCC, RE residents will need an extended runway to maintain PH. Based on similar services and an average rental subsidy of \$919 in the HDAP program, H3 has developed strategies to prevent returns to homelessness. Individuals will only be placed into units that they will be able to afford long term, and opportunities such as shared housing and rooms for rent will be explored. Shallow subsidies will be used to promote housing retention in RRH by providing an additional 12-24 months of rental assistance. During this time, case management will be provided at every intervention level to connect individuals to employment, public benefits, and wraparound services to maintain permanent housing. These services will be funded by ERF-3 while leveraging programs to prevent returns to unsheltered homelessness. For instance, through CalAIM, any participant with Medi-Cal can be referred to Tenancy Sustaining Service aftercare benefits to support long-term needs.

24. Describe how this proposal considers and plans for the dynamic nature of encampments including potential inflow of people into the geographically served areas. (1000-character limit)

H3 projects an inflow of 20 residents over the course of the grant term who will be provided services with both ERF-3 funding and leveraged support to ensure no one is left without services.

RE residents will be provided an intake and enrolled with the CORE mobile outreach team, as well as an ERF encampment program that will be created in HMIS to aid in tracking services delivered to prioritized encampment residents. CORE teams are well-versed in working with people who are unsheltered and frequently move. CORE maintains a street presence 7 days a week and visits sites multiple times each week, enabling teams to track where encampments move. CORE will maintain visibility at the site and provide residents with cell phones and solar chargers to stay in contact and set up their next meeting in advance. H3's relationships with local service provider, SOS, and local law enforcement also help track encampment movement.

25. Describe how participants in this ERF project will be supported with continued access to, and storage of, their personal property while in the encampment, in interim housing (if applicable), and in permanent housing. (1000-character limit)

Interim housing will include rented storage containers and storage space at Brookside shelter for those choosing modular units. Because vehicles may be their owner's only source of security, some may be hesitant to come inside if they must lose their vehicle. Thus, an eligible use of the flex fund will be vehicle repair, an incentive that may encourage residents to participate in interim housing while they work on a housing plan. Since belongings also provide security, protecting possessions can be a daily struggle for people who have experienced homelessness. Our team will work empathetically and mindfully with encampment residents to address their possessions by problem-solving, prioritizing what goes into storage versus interim or permanent housing, particularly when health and safety are a concern and providing incentives for reducing belongings. CORE will also provide transportation to storage units and assist participants to research the best options for them.

26. Describe how participants in this ERF project who have service animals and/or pets will be supported while in the encampment, in interim shelter (if applicable), and in permanent housing. (1000-character limit)

According to the ASPCA, 12% of people who are homeless have a pet. H3 will prevent pets from becoming barriers to services and housing by distribution of pet supplies (food, leashes, etc.), leveraging county animal services and pet clinics, and providing participants/their animals with transportation to these locations. H3 also partners with the PAW fund which provides free monthly clinics and assists with spaying/neutering. Leveraging a Pet Assistance and Support (PAS) state grant that improved shelters to accommodate pets, H3 will offer RE residents' opportunities to enter 3 pet-friendly shelters (Brookside, Concord, and Delta Landing) where pets can stay in rooms. All 3 shelters offer pet washing stations, pocket parks, and vet support. Housing Navigators will support participants by qualifying pets as emotional support animals and offer incentives from the flex fund to encourage landlords to accept pets.

Budget and Resource Plan

27. State the total amount of ERF-3-R funds requested.

\$5,708,516.21

\$

28. State the estimated dollar value of secured, non-ERF-3-R resources that will help meet this proposal's outcomes.

\$14,837,523.04

\$

29. Identify and describe each leveraged non-ERF-3-R resource and how that specific resource will be used to help meet the proposal's outcomes, including the permanent housing outcomes. (1000-character limit)

14 CORE teams funded by CalAIM, HDAP, etc. will serve encampment residents during evening and weekend hours. CORE will provide outreach and document readiness support to accelerate housing placements.

Leveraged resources include existing beds at 3 emergency shelters and CES permanent housing resources such as HUD-funded PSH, Mainstream Vouchers, HDAP, MHSA Housing Program, etc.

All RE residents will be assessed for benefits eligibility. Chronically homeless residents receiving General Assistance (GA) may be referred to HDAP for SSI advocacy, rental assistance, and case management. HDAP can also be used for up to one year of permanent housing subsidies for eligible single adults.

Leveraged funding resources are also available for adults on probation or parole. Brookside and Concord Shelters are contracted to provide 8 beds to those on probation which will be specifically reserved for RE residents with dedicated reentry case management services.

Applicants are directed to provide a detailed description of other fund sources, and system capacity, that will be leveraged to achieve the outcomes proposed for the ERF-3-R funded project (especially as it relates to meeting this proposal's permanent housing outcomes) and, if applicable, to sustain the new programming beyond the end of the grant term.

This includes prior ERF awards, HUD unsheltered NOFO, and other federal, state, and local funding sources.

Applications will be evaluated with the understanding that communities vary significantly with respect to the current availability of other fund sources that can be used as leverage for their proposed projects and to sustain the projects beyond the grant term.

In the absence of currently available resources, Applicants are encouraged to provide a specific plan for obtaining the funding necessary to sustain their project beyond the grant term if the project is intended to continue.

30. Describe how the proposal is a prudent and effective use of requested funding relative to the number of people it seeks to serve, the types of services and housing to be provided, and any benefits to the community's efforts to address homelessness that will extend beyond the grant term, including ongoing expansion of interim and permanent housing capacity. Include an explanation of how the requested ERF-3-R amount was determined. (1000- character limit)

ERF-3 will serve 70 residents at \$82K per person (\$5.7M total). The budget was informed by encampment residents feedback on services and H3's experience in contracting similar services (HDAP, CORE, etc.). The project provides dignified, cost-effective interventions while leveraging \$14.8M in resources. According to the National Alliance to End Homelessness, chronic homelessness costs \$49K per year per person. Applying this estimate to long term Raley's encampment residents, costs approach \$600k per person over 12 years. ERF-3 is a one-time, targeted investment to achieve permanent outcomes. H3's model provides 50 participants with permanent housing by combining ERF-3 funds with leveraged resources. ERF funding will permanently increase interim housing to the benefit of the community through modular units. H3 partners with cities (Concord, Antioch, Richmond) to address homelessness as a whole and support less-resourced areas of CCC.

Attachment: Standardized Budget

Applicants must use the [ERF-3-R Budget Template](#) available on box.com

Key Entities and Staff

31. First, describe the implementing organization and specific unit or office within the implementing organization that would administer ERF-3-R. Then, describe their role and primary responsibilities for this proposal. Finally, if these entities have managed a complex homelessness project or grant, describe how those experiences informed this proposal. (1500-character limit)

As a division of Contra Costa Health and the CoC lead agency, H3 will administer and implement ERF-3, including contracting local providers to deliver services. H3 will hire a project manager (PM) to oversee the project, coordinate with partners, and ensure compliance. As CCC's HMIS lead, H3 will use this system to track progress and generate reports.

A leader in street outreach, H3 developed the CORE outreach model with 3 teams in 2017. Since then, H3 has leveraged a myriad of public/private partnerships to expand to 20 teams. CORE has been integral to our partnership with the City of Richmond ERF 1 & 2 projects, with lessons like flex funds, resident choice, etc. contributing to the proposed ERF-3 project.

H3 has worked extensively with organizations that construct modular shelters. H3 has spoken with several providers (Pallet, Destiny or Connect Homes) and County Public Works Department about modular shelter construction and plan to issue an RFP to ensure a cost-effective model is implemented for these units.

H3 managed CCC's Project Roomkey initiative, receiving \$10M in funding to: stand up 4 hotels with 461 rooms, hire a 12-member staff team plus contractors, and implement systems to ensure residents were given housing opportunities. From 2020-22, this included weekly case conferencing to ensure housing with participant choice in mind and project wind down. All residents received at least one housing opportunity, with 66% going to a positive housing destination.

Table 3: Key Staff

Identify all staff positions (e.g. administrative, programmatic, development etc.) which are integral to this ERF project and to achieving the proposal's outcomes. For each position include the title, whether the position is filled or vacant, the approximate fulltime equivalent (FTE) of the position dedicated to the ERF project, whether the position is funded through ERF-3-R and/or Leveraged (i.e. non-ERF-3-R) funds, and a brief description of the duties. Please provide responses in Table 3 below.

Title	Currently Filled Position?	FTE of Staffing for This Proposal	Funded by ERF-3-R and / or Leveraged Funds?	Brief Description of Duties
Project Manager	No Yes/No	.5 # FTE	ERF ERF/Lev/Both	Liaison between agencies/programs. Coordinates and facilitates weekly case conferencing and builds relationships between key stakeholders.
Continuum of Care Administrator	Yes Yes/No	.1 # FTE	Lev ERF/Lev/Both	Assists with administrative duties such as reporting and oversight. Provides supervision to the Project Manager.

HMIS Data Analyst	Yes Yes/No	.1 # FTE	Lev ERF/Lev/Both	Assists with creating programs and building out reports/dashboards in HMIS.
Health Services Administrator	Yes Yes/No	.1 # FTE	Lev ERF/Lev/Both	Assists with administrative duties such as reporting and oversight.
CORE Homeless Outreach Director	Yes Yes/No	.1 # FTE	Lev ERF/Lev/Both	Provides oversight and direction to all programmatic, administrative, and data needs of CORE street outreach, including the 14 leveraged CORE teams (41 leveraged FTE employees) and direct supervision of the CORE Program Manager.
CORE Homeless Outreach Manager	Yes Yes/No	.1 # FTE	Lev ERF/Lev/Both	Provides oversight and supervision of all CORE Coordinators and all CORE teams. Provides data needed for reporting.
CORE Homeless Outreach Coordinator	Yes Yes/No	1 # FTE	Lev ERF/Lev/Both	Provides oversight and supervision of current CORE teams and newly ERF-funded team.
CORE Homeless ERF Outreach Specialist	No Yes/No	1 # FTE	ERF ERF/Lev/Both	Working as part of a 2-member team (staffed by 1 Specialist and 1 Care Coordinator) provides direct service support to encampment residents including engagement, transportation, emergency supplies, and referrals and linkages to benefits and services.

CORE Homeless Outreach ERF Care Coordinator	No Yes/No	1 # FTE	ERF ERF/Lev/Both	Working as part of a 2-member team (staffed by 1 Specialist and 1 Care Coordinator) provides direct clinical support to encampment residents and assists with linkages to CCC behavioral health services.
Diversion Program Manager	Yes Yes/No	.1 # FTE	ERF ERF/Lev/Both	Provides oversight of the diversion funds and supervision of the diversion specialist.
Diversion Specialist	Yes Yes/No	.25 # FTE	ERF ERF/Lev/Both	Collaborates with outreach specialists, case managers, and housing navigators to determine need and eligibility for financial assistance and problem-solve housing issues with encampment residents.
Case Manager (Modular Units)	No Yes/No	1 # FTE	ERF ERF/Lev/Both	Provides case management to interim shelter residents including supporting with preparing a housing plan and document readiness. Coordinates with outreach specialist, diversion specialist, and bridge housing staff.
Peer Specialist/Shelter Attendant	No Yes/No	2 # FTE	ERF ERF/Lev/Both	24/7 staffing to ensure safety, conduct wellness checks, and ensure each resident's basic needs are met and enter data into HMIS. Assists residents with meals inside the Brookside shelter.

Program Manager (RRH)	Yes Yes/No	.25 # FTE	ERF ERF/Lev/Both	Provides program management and implementation of the RRH program. Works collaboratively with the interim staff sending referrals. Supervises the housing navigator and case manager. Receives referrals. Provides data reports as needed.
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Housing Navigator (RRH)	Yes Yes/No	.5 # FTE	ERF ERF/Lev/Both	Develops housing plan with referred households. Works actively with landlords to build relationships and assists participants with lease negotiation, signing, being a good neighbor, etc.
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Case Manager (RRH)	Yes Yes/No	.5 # FTE	ERF ERF/Lev/Both	Conducts initial intake and enrollment of referred households. Develops housing plan and goals related to housing and connects participants to benefits and services in the community.
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Employment Specialist (RRH)	Yes Yes/No	.25 # FTE	ERF ERF/Lev/Both	Provides employment and education support to referred RRH households in order to increase income through employment, education and/or benefits.
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Program Manager (Shallow Subsidy)	Yes Yes/No	.15 # FTE	ERF ERF/Lev/Both	Provides program management and implementation of the shallow subsidy program. Works closely with the RRH program manager on referrals. Supervises the shallow subsidy case manager.
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Case Manager (Shallow Subsidy)	Yes Yes/No	.25 # FTE	ERF ERF/Lev/Both	Conducts intakes and enrollments for all referred households. Develops plan with the participant on pre- and post-housing stabilization plans to ensure participant maintains stable housing.
Subsidy Administrator	Yes Yes/No	.1 # FTE	ERF ERF/Lev/Both	Issues checks and keeps internal accounting records.
Program Manager/Site Supervisor (Brookside and Concord Shelter)	Yes Yes/No	.5 # FTE	Lev ERF/Lev/Both	Provides site supervision of the Brookside shelter. Supervises case managers and Peer Specialists/ Attendants. Ensures health and safety of the residents and the site.
Peer Specialists/Sh elter Attendants (Brookside and Concord Shelter)	Yes Yes/No	3 # FTE	Lev ERF/Lev/Both	Provides residents with wellness checks and collaborates with Case Managers to ensure residents' needs are met.
Case Managers (Brookside and Concord Shelter)	Yes Yes/No	.25 # FTE	Lev ERF/Lev/Both	Provides housing-focused case management support to residents at Concord and Brookside shelter including searching/applying for housing, connecting to benefits and services, and employment and document readiness.
Mental Health Clinician (Brookside, Concord, Modular)	Yes Yes/No	.25 # FTE	Lev ERF/Lev/Both	Provides one-on-one and group mental health support to residents at the Brookside and Concord shelters and residents of modular units, including assessments, therapy, and referrals.

Site Supervisor (Delta Landing)	Yes Yes/No	.1 # FTE	Lev ERF/Lev/Both	Provides site supervision of Delta Landing including ensuring the health and safety of all residents, ordering supplies and submitting reports. Supervises 15 FTE resident coordinators.
Program Manager (Delta Landing)	Yes Yes/No	.1 # FTE	Lev ERF/Lev/Both	Provides supervision of the 8 care coordinators, 2 housing navigators and 1 income specialist on site at Delta Landing. Submits reports.
Resident Coordinators (Delta Landing)	Yes Yes/No	1 # FTE	Lev ERF/Lev/Both	Provides residents at Delta Landing with wellness checks and collaborates with Care Coordinators to address and support residents' needs.
Care Coordinators (Delta Landing)	Yes Yes/No	.25 # FTE	Lev ERF/Lev/Both	Provides case management support to all residents including housing location, document readiness, life skills, and connection to benefits, services and employment.
Housing Locators (Delta Landing)	Yes Yes/No	.25 # FTE	Lev ERF/Lev/Both	Provides housing location and navigation to all residents at Delta Landing. Works directly with landlords, negotiates leases, and assists participants with obtaining financial assistance for move-in costs.
Employment Coordinator (Delta Landing)	Yes Yes/No	.25 # FTE	Lev ERF/Lev/Both	Provides employment and education assistance to Delta Landing residents including job search assistance and connection to education resources.

CORE Homeless Outreach non-ERF Care Coordinator	Yes Yes/No	9 # FTE	Lev ERF/Lev/Both	Existing Care Coordinators will provide direct clinical support to encampment residents and assist with linkages to county behavioral health and alcohol and drug services when needed.
CORE Homeless Outreach Non-ERF Specialist	Yes Yes/No	15 # FTE	Lev ERF/Lev/Both	Existing CORE teams (including evening and weekend teams) will be leveraged at project start to outreach and engage encampment residents.
CalAIM Care Coordinator	Yes Yes/No	10 # FTE	Lev ERF/Lev/Both	Provides comprehensive Housing Transition Navigation and Tenancy Sustaining Services to Health Plan Members in need of housing supports.
Supportive Housing Manager	Yes Yes/No	.1 # FTE	Lev ERF/Lev/Both	Provides general oversight and management to 10 CalAIM Care Coordinators.
Program Manager/Site Supervisor (Modular Units)	Yes Yes/No	.25 # FTE	Lev ERF/Lev/Both	Provides site supervision of the interim/modular shelter and coordinates with Brookside Shelter staff and other partners on meals, support services, supplies distribution, etc. Supervises the Case Manager for the interim shelter residents.
Capital Project Manager	Yes Yes/No	.25 # FTE	ERF ERF/Lev/Both	Manages installation of the modular units on the Brookside Shelter property, including working with capital projects, a local architect, and construction company. Manages ongoing maintenance of modular units throughout the grant period

Housing Location Manager (HDAP)	Yes Yes/No	.1 # FTE	Lev ERF/Lev/Both	Provides oversight of the Housing Disability & Advocacy Program (HDAP) including supervision of housing navigation staff. Generates and submit reports. Coordinates with local employment and human services department and CORE teams regarding referrals
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Housing Navigator (HDAP)	Yes Yes/No	.1 # FTE	Lev ERF/Lev/Both	Provides housing navigation and location to referred HDAP participants. Works directly with landlords, negotiates leases, and assists participants with financial assistance needed to move into housing.
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Probation-Reentry Manager	Yes Yes/No	.1 # FTE	Lev ERF/Lev/Both	Provides oversight of the Probation Rapid Rehousing Program including direct supervision of housing navigation staff. Generates and submit reports. Coordinates with local Probation department and CORE teams regarding referrals.
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Probation Senior Case Manager	Yes Yes/No	.1 # FTE	Lev ERF/Lev/Both	Provides housing-focused case management support to probation participants including searching/applying for housing, connecting to benefits and services, and document readiness.
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Probation Education and Employment Specialist	Yes Yes/No	.1 # FTE	Lev ERF/Lev/Both	Provides employment and education assistance to Probation participants including job search assistance and connection to education resources.
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Probation Housing Navigator	Yes Yes/No	.1 # FTE	Lev ERF/Lev/Both	Provides housing navigation and location to referred participants. Works directly with landlords, negotiates leases, and assists participants with financial assistance needed to move into housing.
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32. First, describe key partners that will be responsible for implementing this ERF project and achieving the proposal's outcomes (e.g. service providers, public agencies, development entities etc.). Then, describe their role and primary responsibilities for this proposal. Finally, if these entities have managed a complex homelessness project or grant, describe how those experiences informed this proposal. (1500-character limit)

H3 will lead this project, including hiring dedicated staff for implementation and oversight. H3 will partner with City of San Pablo and Caltrans to communicate developments and address health and safety issues. At the encampment, CORE will be point of contact, providing assessments, case management, referrals for services and shelter placement. Beds at Brookside shelter will be prioritized for encampment residents during construction of modular units. HCH will coordinate with CORE to provide on-site healthcare (harm reduction supplies, vaccines, dental, etc.).

H3 will leverage resources including shelters in Richmond, Concord, and Pittsburg and AB109 bridge housing when there is insufficient space in modular shelters or based on individual choice; with local providers through current open procurements to manage diversion, RRH, and shallow subsidy programs. H3 will leverage existing partnership with County Public Works to permit modular shelter units and expedite construction.

H3 has a complex portfolio of over 50 state, federal, and local homelessness grants, including HDAP, a program H3 has been operating since 2018, providing outreach and RRH to people experiencing homelessness who are likely eligible for disability benefits. Best practices (e.g. document readiness and separate staff for case management and housing navigation) are embedded in this project. H3 has partnered with City of Richmond on ERG 1-2, honing its expertise with demobilizing large encampments.

33. Describe specific examples of how Local Jurisdiction(s) and the CoC have collaborated on the design and implementation of this proposal. (1000-character limit)

H3 leadership worked with San Pablo's City Manager and Chief of Police to ensure the City was involved throughout the design and implementation the project, especially around mitigations to site return once residents moved off property. Resolutions such as ensuring proper landscaping and removal of debris to help site restoration were discussed. H3 and the CoC worked hand-in-hand on the design and implementation of the project and will partner on implementation to ensure permanent housing outcomes. H3 met with Contra Costa Fire District (ConFire) in December of 2023 to discuss fire risks to this area and actively work with inspectors to offer safety information to residents. ConFire was consulted in the development of this proposal as it relates to fire and risk mitigation and fully supports this proposal to permanently house RE residents. The attached letters demonstrate their support.

Applicants may upload evidence of cross-jurisdictional collaboration such as MOUs, letters of support, or interagency agreements etc. in the field immediately below.

Optional Upload: Evidence of Cross-Jurisdictional Collaboration

34. Identify any entities that have a right to and/or control of the property upon which the encampment site resides. Describe how applicant has engaged with these entities and confirm that each of these entities has committed to allowing the implementation of this proposal. (1000-character limit)

The State of California and the City of San Pablo are the two entities with rights to the property. Both have granted H3 full access and have offered their full commitment and support for the implementation of this proposal. Letters from each agency are attached.

H3 leadership has a longstanding relationship with Caltrans and San Pablo through work performed by CORE since 2018 to support encampment abatements, thereby providing the foundation to engage these entities and confirm support for the project. CORE leadership participates in frequent cross partnership meetings with San Pablo, Richmond, as well as Caltrans, Public Works and other entities that work directly to coordinate services to resolve encampments. Caltrans utilizes H3's abatement protocols to ensure services are provided in advance of and following abatements. In 2023, Caltrans partnered with H3 to ensure services were provided to residents of the Raley's encampment during three partial abatements.

Accelerated Timeline

35. How is your community currently supporting and / or engaging with people residing within the prioritized encampment? (1000-character limit)

For 5+ years, CORE, SOS, and HCH have consistently engaged residents of the RE multiple times per week providing outreach, assessing needs, distributing emergency survival supplies, providing mobile health care, trash mitigation, mobile showers, laundry services, and employment and housing support. Providers have connected participants to diversion efforts, such as reunifying residents with friends/family, and successfully transitioned residents into shelter/housing. SOS employs people from the RE and has a peer-to-peer service model. CORE's consistent presence at this site has established trust among residents, an asset that will support H3 to rapidly operationalize the proposed project. However, without dedicated housing resources, H3 lacks funding to exit residents from this longstanding encampment into permanent housing. Without ERF-3 funding, H3 does not have resources to prevent this encampment from re-emerging after demobilization.

36. If this proposal is selected, in advance of receiving funding, what steps will your community take to support the people living in the encampment and swift implementation of this proposal? (1000-character limit)

CORE has engaged most RE residents and completed HMIS enrollments, which will accelerate implementation because trust and rapport have been established. Early connection to CES will increase access to housing (vouchers, PSH, etc.) prior to implementation of ERF. Upon notification of ERF-3 funding, H3 will hire the ERF Project Manager who will coordinate a project launch with partners/providers to ensure necessary information and resources for implementation. CORE will be the main conduit for communicating changes to encampment residents and sharing housing opportunities. H3 has current open procurement opportunities that can be leveraged to rapidly subcontract diversion, RRH, and shallow subsidy to qualified providers and solicit modular shelter construction companies. H3 will communicate with stakeholders (city council, law enforcement, HCH, etc.) to ensure awareness of active work with this encampment to transition residents into permanent housing.

Table 4: Project Timeline

Cal ICH should be able to use the project timeline to understand the general parameters of the project and how it will be implemented.

This Standardized Project Timeline Template will not perfectly capture every nuance - that's Ok. However, applicants are strongly encouraged to provide incremental milestones for achieving the interim shelter and permanent housing goals set out in the proposal. For projects that include interim shelter and/or permanent housing development, the timeline should include major development milestones.

Where there is ambiguity, conflict, or silence, use your judgment.

Date	Milestone	Category	Additional Detail for Milestone
4/19/2024	Leveraged San Pablo CORE outreach team continue to outreach and engage all residents of the Raley's encampment; begin intakes and housing needs assessments as needed	Project Management	Utilize existing San Pablo CORE team to begin/continue engagement with the residents at the Raley's encampment until the ERF CORE outreach team is hired.
5/30/2024	Develop a by name list of all residents of the Raley's encampment	Project Management	Research, Evaluation and Data (RED) team to build report in HMIS to develop a by name list to track all residents in the San Pablo encampment.

6/1/2024	Begin placing Raley's encampment residents into leveraged shelters	Place	Leveraged San Pablo CORE team will begin placing Raley's encampment residents into leveraged interim shelters (Concord, Brookside, Delta Landing) as available and appropriate (ongoing).
6/1/2024	Begin weekly case conferences to review the By Name List	Project Management	H3 leveraged staff will begin weekly case conferencing with the CORE outreach team(s), healthcare for the homeless and other relevant providers to begin identifying the individual needs of San Pablo residents (ongoing).
6/30/2024	Initiate recruitment process for Project Manager, ERF-funded CORE outreach team, etc.	Project Management	Recruitment process to begin on 6/30/2024 for new ERF staff like the Project Manager and ERF CORE teams
7/1/2024	Begin modular shelter coordination	Project Management	Current H3 leveraged staff will engage with CC Capital Projects Public Works to begin modular shelter coordination for the construction project

7/1/2024	Outreach to local stakeholders to inform them of ERF launch	Project Management	Current/leveraged H3 staff will begin outreaching to San Pablo organizations, businesses, police department, City of San Pablo and Caltrans to inform them of the launch of ERF-3 and plans for the Raley's encampment residents.
8/1/2024	Initiate Resident Advisory Meetings	Project Management	ERF Project Manager to begin Quarterly meetings to be held on an ongoing basis to obtain feedback from Raley's encampment residents (ongoing)
8/1/2024	Create priority list for modular shelter from the By Name List	Project Management	CORE teams will utilize current prioritization process for modular shelter which prioritizes people age 62+, families, and/or people with multiple disabilities to create a priority list for modular shelter.
8/1/2024	Implement Flex Fund (diversion program)	Project Management	H3 will have the diversion program contract finalized and flex fund operational

9/1/2024	Case conferencing continues to support on-going care coordination amongst ERF providers and develop housing plans that are tailored to each residents' needs	Project Management	ERF Project Manager facilitates case conference with all ERF providers, as well as Healthcare for the Homeless and other providers, meet weekly to provide updates and identify referrals for housing as needed. (ongoing through 2026).
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11/1/2024	First RRH referrals are made	Project Management	After case conferencing has been underway for a few months, and encampment residents have gathered their documents, first referrals can be made to RRH either directly from encampments or from shelter.
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1/1/2025	ERF Project Manager, RRH provider and Shallow Subsidy provider begin meeting weekly	Project Management	Staff reviews current list of RRH households and determines which households require assistance, how long, and what their transition plan is to maintain stable housing (ongoing through 2026).
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1/1/2025	First shallow subsidy referrals	Project Management	For encampment residents needing a lower level of rental assistance, referrals can be made from the encampments, shelters, or directly transition from RRH to Shallow Subsidy.
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4/1/2025	Start constructing modular shelters	Project Management	CC Public Works Capital Projects Manager and H3 Administrator to oversee the modular shelter construction with construction company identified through county bid process.
7/1/2025	Construction of modular units complete and first 20 residents move in	Project Management	Modular shelter units at the Brookside shelter welcome 20 residents from the Raley's encampment *May be delayed due to weather*.
12/31/2026	All households have been offered a permanent housing resource	People	Every encampment resident has been provided at least one permanent housing option with resident choice in mind.
12/31/2026	Last RRH referrals made	Project Management	Allows time for wind down and enough time for new referrals to move in and receive up to 6 months of subsidy prior to project end.
12/31/2026	Last referrals made to Shallow Subsidy	Project Management	Referral cutoff date to ensure referred participants receive a minimum of 6 months' worth of shallow subsidy.

6/30/2027

All households engaged in aftercare services

People

Every encampment resident permanently housed through ERF who accepts aftercare services will be enrolled by the end of grant term

Table 5: Projected Milestones

Answer the following questions in relationship to April 30, 2024. Cal ICH assumes disbursement will occur approximately 3-6 months after April 30, 2024.

Please provide responses in the table below including the month and year. (15-character limit for each cell)

Outreach to the people residing in the prioritized encampment site began / will begin in mm/yyyy.

This proposal will reach full operating capacity in mm/yyyy.

The first planned exit of a person or household from the prioritized encampment will occur in mm/yyyy.

The last planned exit of a person or household from the prioritized encampment will occur in mm/yyyy.

4/19/24

5/01/2025

6/1/2024

12/31/2026

CERTIFICATION

Before certifying, applicants are strongly encouraged to review the NOFA.

I certify that all information included in this Application is true and accurate to the best of my knowledge.

Name

Shelby

First

Ferguson

Last

This does not have to be an authorized representative or signatory.

Title

Continuum of Care Administrator

Email

Shelby.Ferguson@cchealth.org

ELIGIBLE USE CATEGORY		-5 WORD DESCRIPTION	NAME OF ENTITY OR PART OF PROPOSAL	ERF-3-R PROPOSED BUDGET	LEVERAGED FISCAL SUPPORT	-2 SENTENCE DESCRIPTION				
Guidance and Intended Use	This budget template may be slightly modified to meet local needs. If awarded funding, this budget, once approved, will serve as your community's official project budget. Any future changes to this budget must be authorized through the change request process.	Use drop-downs. See NOFA, III. A.	Enables Cal ICH to immediately understand the line item.	Enables Cal ICH to associate the line item with specific entities or parts of a proposal.	Only ERF-3-R Funds	Non-ERF-3-R Funds That WILL be Used to Support this Proposal	Enables Cal ICH to better understand the line item, context, and / or other pertinent information related to the proposed line item.			
PERSONNEL COSTS				SALARY	FTE	MONTHS				
		Services Coordination	Project Manager (to be hired)	Contra Costa Health, Housing and Homeless Services	\$99,750	0.50	35	\$ 145,468.75	-	Liaison between agencies/programs, coordinates and facilitates weekly case conferencing, and builds relationships between key stakeholders.
		Systems Support	CoC Administrator (hired)	Contra Costa Health, Housing and Homeless Services	\$112,350	0.10	36	\$ 33,705.00		Assists with administrative duties such as reporting and oversight. Provides supervision to the Project Manager.
		Systems Support	HMS Data Analyst (hired)	Contra Costa Health, Housing and Homeless Services	\$72,726	0.10	36	\$ 21,817.80		Assists with building out reports/dashboards in HMS and creating new programs in HMS as needed.
		Systems Support	Health Services Administrator (hired)	Contra Costa Health, Housing and Homeless Services	\$130,000	0.10	36	\$ 39,000.00		Assists with administrative duties such as reporting and oversight.
Core		Street Outreach	CORE Homeless Outreach Director (hired)	Contra Costa Health, Housing and Homeless Services	\$126,721	0.10	36	\$ 38,016.30		Provides oversight and direction to all programmatic, administrative and data needs of Coordinated Outreach Referral & Engagement (CORE) street outreach, including the 14 leveraged CORE teams (25 leveraged FTE employees) and direct supervision of the CORE Program Manager.
Core		Street Outreach	CORE Homeless Outreach Manager (hired)	Contra Costa Health, Housing and Homeless Services	\$99,936	0.10	36	\$ 29,980.80		Provides oversight and supervision of all CORE Coordinators and all CORE teams. Provides data needed for reporting.
Core		Street Outreach	CORE Homeless Outreach Specialist ERF Team (to be hired)	Contra Costa Health, Housing and Homeless Services	\$62,451	1.00	34	\$ 176,944.50	-	Working as part of a 2-member team (each staffed by 1 Homeless Outreach Specialist and 1 Homeless Outreach Care Coordinator) provides direct service support to encampment residents including outreach and engagement, transportation, emergency supplies, and referrals and linkages to benefits and services.
Core		Street Outreach	CORE Homeless Outreach Care Coordinator (to be hired)	Contra Costa Health, Housing and Homeless Services	\$81,761	1.00	34	\$ 231,656.17	-	Working as part of a 2-member team (each staffed by 1 Homeless Outreach Care Coordinator and 1 Homeless Outreach Specialist), provides direct clinical support to encampment residents and assists with linkages to Contra Costa County (CCC) behavioral health services.
		Prevention and Diversion	Diversion Program Manager (to be hired)	Local homeless service provider (to be contracted)	\$81,585	0.10	34	\$ 23,115.75	-	Provides oversight of the diversion/flex funds and supervision of the Diversion Specialist.
		Prevention and Diversion	Diversion Specialist (to be hired)	Local homeless service provider (to be contracted)	\$66,150	0.25	34	\$ 46,856.25	-	Collaborates with outreach specialists, case managers, and housing navigators to determine need and eligibility for financial assistance and problem-solve housing issues with encampment residents
		Improvements to Existing Emergency Shelters	Case Manager (Modular units- to be hired)	Contra Costa Health, Housing and Homeless Services	\$58,968	1.00	24	\$ 117,936.00	-	Provides case management to interim shelter residents including supporting with preparing a housing plan and document readiness. Coordinates with outreach specialist, diversion specialist, and RRH staff as needed.
		Improvements to Existing Emergency Shelters	Peer Specialist/Shelter Attendants (Modular units- to be hired)	Contra Costa Health, Housing and Homeless Services	\$50,232	2.00	24	\$ 200,928.00	-	24/7 staffing to ensure safety, conduct wellness checks, and ensure each resident's basic needs are met and enter data into HMS. Assist residents with meals inside the Brookside shelter.
		Rapid Rehousing	Program Manager (RRH - to be hired)	Local homeless service provider (to be contracted)	\$75,998	0.25	32	\$ 50,665.33	-	Provides program management and implementation of the RRH program and works collaboratively with the interim and shelter staff sending referrals. Supervises the housing navigator and case manager, receives referrals, and provides data reports as needed.
		Rapid Rehousing	Housing Navigator (RRH - to be hired)	Local homeless service provider (to be contracted)	\$60,239	0.50	32	\$ 80,318.67	-	Develops housing plan with referred households. Works actively with landlords to build relationships and assists participants with lease negotiation, signing, being a good neighbor, etc.
		Rapid Rehousing	Case Manager (RRH - to be hired)	Local homeless service provider (to be contracted)	\$53,776	0.50	32	\$ 71,701.33	-	Conducts initial intake and enrollment of referred households. Develops housing plan and goals related to housing, and connects participants to benefits and services in the community.
		Rapid Rehousing	Employment Specialist (RRH - to be hired)	Local homeless service provider (to be contracted)	\$53,776	0.25	32	\$ 35,850.67	-	Provides employment and education support to referred RRH households to increase income through employment, education and/or benefits.
		Rapid Rehousing	Program Manager (Shallow Subsidy - to be hired)	Local homeless service provider (to be contracted)	\$73,500	0.15	30	\$ 27,562.50	-	Provides program management and implementation of the shallow subsidy program. Works closely with the RRH program manager on referrals. Supervises the shallow subsidy case manager.
		Rapid Rehousing	Case Manager (Shallow Subsidy) - to be hired	Local homeless service provider (to be contracted)	\$65,520	0.25	30	\$ 40,950.00	-	Conducts intakes and enrollments for all referred households. Develops plan with the participant on pre- and post-housing stabilization plans to ensure participant maintains stable housing.
		Rapid Rehousing	Subsidy Administrator (Shallow Subsidy - to be hired)	Local homeless service provider (to be contracted)	\$95,550	0.10	30	\$ 23,887.50	-	Responsible for issuing checks and keeping internal accounting records.
Brookside/C		Interim Sheltering	Program Manager/Site Supervisor (Brookside and Concord Shelter - hired)	Contra Costa Health, Housing and Homeless Services	\$99,936	0.50	36	\$ -	\$ 149,904.00	Provides site supervision at Brookside and Concord Shelter. Supervises Case Managers and Peer Specialists/ Attendants. Ensures health and safety of the residents and the site.
Brookside/C		Interim Sheltering	Peer Specialists/Shelter Attendants (Brookside and Concord - hired)	Contra Costa Health, Housing and Homeless Services	\$55,255	3.00	36	\$ -	\$ 497,295.00	Provides residents with wellness checks and collaborate with Case Managers to ensure residents' needs are met.
Brookside/C		Interim Sheltering	Case Managers (Brookside and Concord Shelter - hired)	Contra Costa Health, Housing and Homeless Services	\$64,864	0.25	36	\$ -	\$ 48,648.00	Provides housing-focused case management support to residents at Concord and Brookside Shelters including searching/applying for housing, connecting to benefits and services, and employment and document readiness.
Brookside/C		Interim Sheltering	Mental Health Clinician (Brookside, Concord, Modular- hired)	Contra Costa Health, Housing and Homeless Services	\$90,000	0.25	36	\$ -	\$ 67,500.00	Provides one-on-one and group mental health support to residents at the Brookside and Concord shelters and residents of modular units, including assessments, therapy, and referrals.
Delta		Interim Sheltering	Site Supervisor (Delta Landing - hired)	Local homeless service provider (contracted)	\$100,000	0.10	36	\$ -	\$ 30,000.00	Provide site supervision of Delta Landing including ensuring the health and safety of all residents, ordering supplies and submitting reports. Supervise all 15 FTE resident coordinators, including 3 leveraged.
Delta		Interim Sheltering	Program Manager (Delta Landing - hired)	Local homeless service provider (contracted)	\$80,000	0.10	36	\$ -	\$ 24,000.00	Provide supervision of the 8 care coordinators, 2 housing navigators and 1 income specialist (including leveraged) on site at Delta Landing. Submit reports.
Delta		Interim Sheltering	Resident Coordinators (Delta Landing - hired)	Local homeless service provider (contracted)	\$62,400	1.00	36	\$ -	\$ 187,200.00	Provides residents at Delta Landing with wellness checks and collaborates with Care Coordinators to address and support residents' needs.

					UNIT	RATE	TIME			
	NON-PERSONNEL COSTS									
	Improvements to Existing Emergency Shelters	Feasibility assessment and construction of modular units	Contra Costa Public Works; Local Construction Company (to be bid and contracted)			\$2,000,000	12 months	\$2,000,000		Construction cost to erect 20 modular units on the Brookside Shelter property. Estimate is based on quote obtained in 2022 for a similar Pallet Village project and include capital costs from County Public Works for laying a foundation, connecting to sewer, electrical setup, etc. which would take 3-5 months based on previous quote and projects. The county has a process of putting out to bid for contractor services and we must receive 3 competitive bids before selecting a contractor to ensure we are getting the most cost effective services and that the selected contractor pays prevailing wages. (See attached Contra Costa County Administrative Bulletin 600.3)
	Improvements to Existing Emergency Shelters	Modular units at Brookside Shelter	Pallet Company such as Destiny, Connect Homes, Pallet Shelter	20		\$14,000	24 months	\$280,000.00		Cost of acquiring modular units on the Brookside Shelter property. Estimate is based on quote obtained in 2022 for a similar Pallet Village project with Destiny Homes and Connect.
	Improvements to Existing Emergency Shelters	ADA Bathroom for Modular Units at Brookside Shelter	Pallet Company such as Destiny, Connect Homes, Pallet Shelter	1		\$40,000	24 months	\$40,000.00		Cost of acquiring an ADA bathroom for the modular units on the Brookside Shelter property. Estimate is based on quote obtained in 2022 for a similar Pallet Village project with Destiny Homes and Connect Homes.
	Improvements to Existing Emergency Shelters	Meals for modular unit residents	Contra Costa County Sheriff's Department	3 meals per day		\$3.75 per meal	24 months	\$164,250.00		Brookside Shelter will provide 3 meals per day for residents in the modular units (co-located on the same site as the shelter).
	Improvements to Existing Emergency Shelters	Supplies for modular unit residents	Contra Costa Health, Housing and Homeless Services	20		\$50	24 months	\$1,000.00		Supplies for modular shelter residents such as blankets/bedding, phone chargers, clothing, etc.
	Systems Support	Project Advisory Board participant incentives	Contra Costa Health, Housing and Homeless Services	8 meetings with up to 15 people per meeting		\$25	24	\$1,500.00	\$1,500.00	Stipends/incentives for encampment residents (and community members) who participate in quarterly Advisory Board meetings. The purpose of these meetings to gather input directly from residents and use their feedback to institute program refinements.
	Systems Support	Food for Project Advisory Board Meetings	Contra Costa Health, Housing and Homeless Services	8 meetings with up to 15 people per meeting		\$300	24	\$4,000.00		Food will be provided at quarterly Advisory Board meetings as an incentive at an estimated cost of \$20 per participant, per meeting.
	Systems Support	Quarterly Provider Meetings - Supplies/Food	Contra Costa Health, Housing and Homeless Services	8 meetings with up to 25 people per meeting		\$500	24	\$4,000.00		Food and supplies will be provided at quarterly Provider meetings at an estimated cost of \$20 per participant per meeting.
	Street Outreach	Emergency Supplies (water, blankets, tarps, solar phone chargers, pet supplies, etc.)	Contra Costa Health, Housing and Homeless Services	50 people		\$200	34 months	\$10,000.00		Street outreach supplies such as blankets, tarps, ponchos, and solar phone chargers to keep encampment residents protected and dry during cold/rainy months and keep their phones charges so residents can remain in contact with program staff and service providers.
	Street Outreach	Food/Water for encampment residents	Contra Costa Health, Housing and Homeless Services	50 people		\$50.00	34 months	\$50,000.00		Snack/water packs for encampment residents at \$50 per person per month.
	Street Outreach	Phones, iPads for SO Staff	Contra Costa Health, Housing and Homeless Services	3 iPhones (\$1k each), 1 iPad (\$500 each)		\$1,000 & \$500	34 months	\$3,500.00		Street outreach specialists will require cell phones to keep in touch with encampment residents and make referrals to shelters, as well as iPads to collect data for HIMS intakes and assessments while in the field.
	Street Outreach	Travel (gas, long-term rental)	Contra Costa Health, Housing and Homeless Services	1 vehicle		\$33,600	34 months	\$33,600.00		Vehicle for street outreach team to travel to and from encampment sites, as well as provide transportation to medical, benefits, and housing appointments, etc.
	Systems Support	Portable Toilet for encampment residents	Portapotty	1 regular + 1 (ADA)		\$423	34 months	\$12,690		Portable toilet will be provided at encampment site when needed and serviced weekly. 1 ADA (\$240) and 1 regular (\$183), 28 day billing cycle; clean once per week at \$423 per month
	Systems Support	Laundry Service for encampment residents	WashWorks	1.00		\$144	34 months	\$18,720		Two Laundry events per week at BB's laundry mat across the road from the encampment next to Raley's. 4 hours per event with engagement for case management opportunities.
	Systems Support	Showers for encampment residents	Local Mobile Shower Provider (to be contracted)	1 mobile shower unit		\$20,000	34 months	\$20,000		Cost for contracting with local mobile shower provider to provide access to showers for our encampment residents. Includes staffing and operating costs.
	Systems Support	Storage - personal items	Local Storage Company	5.00		\$10,000	36 months	\$50,000.00		At an given time, an estimated 5 encampment residents will require storage for their personal belongings as they transition to shelter/bridge housing. CCC will purchase up to 5 containers for storage at \$10,000 each, which is more cost effective than renting storage space.
	Systems Support	Trash Removal & Clean up	Local Service Provider	1 encampment		\$250 per pick up three times per week	30 months	\$90,000		Extension of an existing contract with local outreach provider to assist encampment residents to keep their areas clean. Includes trash pick and removal three days per week.
	Systems Support	Incentives for encampment residents when moving into permanent housing	Contra Costa Health, Housing and Homeless Services	43 residents		\$100 each/total in gift cards	34 months	\$4,300.00		Incentives (e.g., gift cards) for encampment residents moving into permanent housing to defray the cost of household supplies, sheets, kitchen utensils etc.
Brookside/C	Interim Sheltering	Concord Shelter	Contra Costa Health, Housing and Homeless Services	5 rooms		\$97 a night	36 months	\$531,075.00		Non-Congregate interim shelter site in Concord for single adults or couples in the prioritized encampments who wish to/need to remain in Central County.
Brookside/C	Interim Sheltering	Brookside Shelter	Contra Costa Health, Housing and Homeless Services	5 rooms		\$97 night	36 months	\$531,075.00		Non-Congregate interim shelter site in Richmond a for residents who wish/need to remain in West County, when the modular setting is not the best option for them.
Delta	Interim Sheltering	Delta Landing	Local Homeless Service Provider	5 rooms		\$97 night	36 months	\$531,075.00		Non-Congregate interim shelter site in Pittsburg for single adults or couples in the prioritized encampments who need/wish to remain in East County.
	Prevention and Diversion	Flex Fund - Subsidies (HDAP, Probation/Parole RRH)	Local Homeless Service Provider	43 residents		\$5000 on average per household	36 months	\$165,000.00	\$50,000	Flex fund for all encampment residents (including inflow) for move-in costs, storage and vehicle repairs, transportation like a plane/bus/train ticket to reunite with family/friends, etc.; Leveraged from the Housing Disability Advocacy Program (HDAP) for encampment residents (up to 5 households) who are receiving GA and SSI eligible for housing rental assistance and (up to 5 households) who are on Probation or Parole.
CalAim	Systems Support	CalAIM Housing Deposits	Local Homeless Service Provider	5 households		\$5,000 per household	36 months	\$25,000		Contra Costa Health Plan eligible members may receive assistance with security deposits to move into permanent housing.
	Prevention and Diversion	Staff Mileage Reimbursement (Diversion)	Local Homeless Service Provider	1,000 miles		.67 per mile	34 months	\$670.00		Mileage reimbursement at the IRS approved rate meet with participants, providers, and landlords on site.
	Rapid Rehousing	Shallow Subsidy - Direct Financial Assistance	Local Homeless Service Provider	20 households		\$800 per month	12-24 months	\$288,000.00		Direct financial assistance for on average 12-24 months at \$800 a month for up to 15 households transitioning from RRH.
	Rapid Rehousing	Staff Mileage Reimbursement (Shallow Subsidy)	Local Homeless Service Provider	1,000 miles		.67 per mile	30 months	\$670.00		Mileage reimbursement at the IRS approved rate. To meet with participants, providers, and landlords on site
	Rapid Rehousing	RRH - Direct Financial Assistance - rental assistance (subsidy), move in costs (deposits), furniture	Local Homeless Service Provider	35 households		\$13,000 per household	6-18 months	\$455,000.00		Direct financial assistance for rental assistance and move-in costs for referred RRH households. Includes move in costs and rental assistance. Will use landlord incentives when for increased deposits or fees when necessary.
	Rapid Rehousing	RRH - Landlord Incentives	Local Homeless Service Provider	35 households		\$1,000 per household	6-18 months	\$35,000.00		RRH program will provide incentives to landlords like double/higher deposits, including pet deposits, for residents with low/no credit, evictions or poor rental history or pets. Additional incentives can be given for new landlords, new landlord referrals or additional units landlords rent out to RRH residents
	Rapid Rehousing	Staff Mileage Reimbursement (RRH)	Local Homeless Service Provider	3,500 miles		.67 per mile	32 months	\$2,345.00		Staff mileage reimbursement based on IRS approved rate for transportation to visit participants, providers, and landlords on site
	Subtotal - Non-Personnel Costs							\$3,569,995	\$1,833,975.00	
	ADMINISTRATIVE COSTS									
	Administrative Costs	Program administration	Implementing Org					\$271,834.11		
	Subtotal - Administrative Costs							\$271,834.11	\$-	
	TOTAL BUDGET							\$5,708,516.21	\$14,837,523.04	

California Department of Transportation

OFFICE OF THE DIRECTOR
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January 25, 2024

Attn: Jeannie McKendry, Grants Development Section Chief
California Interagency Council on Homelessness
801 Capitol Mall, Suite 601 Sacramento,
CA 95814
calich@bcsh.ca.gov

RE: Letter of Commitment for the County of Contra Costa application for funding for the Encampment Resolution Funding Program

Dear Chief Jeannie McKendry:

The California Department of Transportation (Caltrans) is pleased to submit this letter in support of the Contra Costa County Health, Housing, and Homeless Services Division's (H3) proposal on behalf of the County to the State of California's Encampment Resolution Funding (ERF) Program. Caltrans endorses and supports H3's proposal to use ERF funds to support a holistic, countywide, and community-driven approach to reducing homelessness and provide unsheltered residents currently living in encampments the supports and services needed to move out of encampments and into shelter, with clear pathways to obtain permanent and affordable housing. These funds will be used to continue data-informed and coordinated approaches to address the safety and wellness of community members living in encampments, as well as identifying and resolving encampment concerns with local partners to reduce homelessness in Contra Costa County.

Caltrans maintains and operates more than 50,000 miles of California's highway and freeway lanes. Caltrans and H3 have partnered together for many years to support the safe removal of encampments along state highway right of ways and ensure the unhoused individuals living within the encampments are able to receive services to move them into shelter placement. In 2023, Caltrans Bay Area removed 164 encampments in Contra Costa County, tied for the highest number of removals in District 4 with Alameda County. The majority of removals were located in Concord and Richmond. Because of the ongoing partnerships between Caltrans, H3, and the city partners, Caltrans was able to coordinate with the Coordinated Outreach, Referral, Engagement (CORE) street outreach teams days before so services would be provided on-site the day of removal. The City of Concord and the City of

Ms. Jeanie McKendry
Grants Development Section Chief
January 25, 2024
Page 2

Richmond are also requesting funds from the ERF Program to support encampment removal and provide services, and Caltrans and H3 are excited to continue our partnerships with both cities to support in safe encampment removal on state right of ways and offer supportive services to unhoused community members living outside.

Two of the encampments identified in this proposal exist on the State Highway System. Encampment one – located behind Target in Antioch, CA, is anticipated to have up to 60 occupants in need of services. This encampment was removed 5 times in 2023, and re-encampment is commonplace, with Persons Experiencing Homelessness stating to outreach, that they do not want to relocate outside of Antioch. Encampment two – located at 3131 San Pablo Dam Rd., San Pablo, CA, is anticipated to have 40 occupants in need of services- there were 3 Removals in 2023. Caltrans is aware of both encampments and are in full support of H3 utilizing ERF grant funds to provide housing services to the individuals living within them. Additionally, we at Caltrans are aware of the projected timeline of these projects and will only act on any encampment identified in this proposal in collaboration with H3 and with at least two weeks' notice to H3 – unless the encampment poses an imminent threat to the health, well-being, or safety of the people living within it or the community at large and must be immediately addressed.

If awarded, these ERF funds, along with the ongoing partnerships between city, county, and state agencies, will allow the implementation and expansion of necessary services to support over 180 unhoused Contra Costa community members to move out of encampments and into permanent housing. We are excited for this opportunity to expand Contra Costa's capacity to address our immediate homelessness challenges and strongly support H3's proposal for community engagement, partnership, and systems coordination under the Encampment Resolution Funding Program.

Thank you,

Leah Budu

Leah Budu
District Director, Maintenance

Cc: Jamie Schechter, Homeless Services Chief, County of Contra Costa,
jamie.schechter@cchealth.org

County of Contra Costa 2024 Letter of Commitment

Final Audit Report

2024-01-26

Created:	2024-01-26
By:	Ashwini Reddy (s138299@dot.ca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA4D_yZKFYplpMR05STYifsLjV2IIPLwpx

"County of Contra Costa 2024 Letter of Commitment" History

-  Document created by Ashwini Reddy (s138299@dot.ca.gov)
2024-01-26 - 4:40:28 PM GMT
-  Document emailed to Leah Budu (leah.budu@dot.ca.gov) for signature
2024-01-26 - 4:41:06 PM GMT
-  Email viewed by Leah Budu (leah.budu@dot.ca.gov)
2024-01-26 - 6:28:07 PM GMT
-  Document e-signed by Leah Budu (leah.budu@dot.ca.gov)
Signature Date: 2024-01-26 - 6:58:34 PM GMT - Time Source: server
-  Agreement completed.
2024-01-26 - 6:58:34 PM GMT



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April 25, 2024



CITY OF SAN PABLO

City of New Directions

San Pablo



2014

Email Transmittal/U.S. Regular Mail

Undersecretary Melinda Grant
Encampment Resolution Funding (ERF) Grant Program
California Interagency Council on Homelessness
State of California Business, Consumer Services and Housing Agency
801 Capitol Mall, Suite 601
Sacramento, CA 95814

Dear Undersecretary Grant:

The City of San Pablo is pleased to submit this letter in support of the Contra Costa County Health, Housing, and Homeless Services Division's (County H3) proposal on behalf of the County to the State of California's Encampment Resolution Funding (ERF) Program.

San Pablo endorses and supports H3's proposal to use ERF funds to support a holistic, countywide, and community-driven approach to reducing homelessness. Under this proposal, unsheltered residents currently living in San Pablo will be provided with a comprehensive menu of services needed to safely move out of encampments, with clear pathways into permanent and affordable housing.

City Property Authorization Granted

The identified encampment is located within San Pablo City limits, and on the State of CA Right of Way and City-owned property (APN: #420-04-0013). The encampment sits on this subject 2-acre parcel is both large and long-standing, with unsheltered residents living on this property for the past 8 years. As a property owner, the City of San Pablo is aware of the complex issues affecting these encampment residents, and the community at-large, and authorizes County H3 to access this parcel, to provide the crucial supports and services needed to the community members living at this encampment, moving them out of homelessness, and improving their safety and quality of life.

Our continued partnership with County H3 to provide critical services to an emerging and growing vulnerable population in our community have assisted in getting many individuals to obtain critical care services and affordable housing opportunities to greatly improve their livelihoods.

Therefore, with this potential State funding grant source, the City of San Pablo is excited for this opportunity to expand Contra Costa H3's capacity to address our immediate homelessness challenges and strongly supports H3's proposal for community engagement, partnership, and systems coordination under the Encampment Resolution Funding Program.

Undersecretary Melinda Grant
Encampment Resolution Funding (ERF) Grant Program
California Interagency Council on Homelessness
State of California Business, Consumer Services and Housing Agency
April; 25, 2024
Page 2

Should you require any additional information regarding this matter, please feel free to contact me directly at (510) 215-3016, or via email at: MattR@sanpabloca.gov

Thank you in advance for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Matt Rodriguez', with a long horizontal flourish extending to the right.

Matt Rodriguez, City Manager
City of San Pablo

cc: Contra Costa County H3 Designated staff

Mayor/San Pablo City Council
Police Chief

Undersecretary Melinda Grant
Encampment Resolution Funding (ERF) Grant Program
California Interagency Council on Homelessness
State of California Business, Consumer Services and Housing Agency
April; 25, 2024
Page 3



April 12, 2024

Undersecretary Melinda Grant
Encampment Resolution Funding (ERF) Grant Program
California Interagency Council on Homelessness
State of California Business, Consumer Services and Housing Agency
801 Capitol Mall, Suite 601
Sacramento, CA 95814

Dear Undersecretary Grant:

The City of Richmond is pleased to submit this letter in support of the Contra Costa County Health, Housing, and Homeless Services Division's (H3) proposal to serve 50 people in an encampment in the City of San Pablo, including support for an additional inflow of 20 people through the State of California's Encampment Resolution Funding (ERF) Program.

The City of Richmond endorses H3's proposal to use ERF funds to support a holistic and community-driven approach to reducing homelessness. Under H3's proposal, unsheltered residents currently living in the neighboring City of San Pablo will be provided with a comprehensive menu of services needed to safely move out of encampments with clear pathways into permanent and affordable housing. Identified encampments throughout West Contra Costa County, including those in the cities of Richmond and San Pablo, have been known to share residents, with many unsheltered individuals regularly moving from one encampment to another.

Richmond has partnered with San Pablo and H3 since 2019 to provide street outreach services to unsheltered residents in both Richmond and adjacent San Pablo. Richmond has been fortunate to obtain ERF funds previously and has contracted with H3 for project specific outreach services at our target encampments. The City is confident H3 will provide the crucial supports and services needed to move people from this encampment to safety and into housing.

The City of Richmond strongly supports Contra Costa H3's proposal that leverages community engagement, local partnerships, and systems coordination with support from the Encampment Resolution Funding Program. We will support their efforts, including sharing lessons we've learned from our prior initiatives.

Sincerely,

A handwritten signature in black ink, appearing to read "Lina Velasco".

Lina Velasco
Director of Community Development



April 29, 2024

Undersecretary Melinda Grant
Encampment Resolution Funding (ERF) Grant Program
California Interagency Council on Homelessness
State of California Business, Consumer Services and Housing Agency
801 Capitol Mall, Suite 601
Sacramento, CA 95814

Dear Undersecretary Grant:

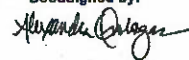
The City of El Cerrito is pleased to submit this letter in support and partnership of the Contra Costa County Health, Housing, and Homeless Services Division's (H3) proposal on behalf of the County to the State of California's Encampment Resolution Funding (ERF) Program.

The City of El Cerrito endorses H3's proposal to use ERF funds to support a holistic and community-driven approach to reducing homelessness. Under this proposal, unsheltered residents currently living in the neighboring City of San Pablo will be provided with a comprehensive menu of services needed to safely move out of encampments with clear pathways into permanent and affordable housing. Identified encampments throughout West Contra Costa County, including those in the cities of El Cerrito and San Pablo, have been known to share residents, with many unsheltered individuals regularly moving from one encampment to another for reasons such as abatements, resource availability, and weather changes. Additionally, this encampment site will likely see an inflow of unsheltered residents from El Cerrito and other surrounding cities with the expansion of offered services.

El Cerrito has recently partnered with San Pablo and H3 since this year to provide CORE outreach services to unsheltered residents living within El Cerrito and San Pablo borders and understands the high level of care involved with providing services to a population with such complex needs. The City is confident H3 will provide the crucial support and services needed to the community members living at this encampment, moving them out of homelessness and improving their safety and quality of life. Funding from this grant will continue to support collaborative solutions for unhoused residents in the cities of El Cerrito, San Pablo and beyond by supporting innovative approaches to reducing homelessness, including increasing shelter capacity at the County's adult shelter located in nearby Richmond.

The City of El Cerrito is excited for Contra Costa H3's opportunity to address encampments in our area. We strongly support this proposal for community engagement, local partnership, and systems coordination under the Encampment Resolution Funding Program.

Sincerely,

DocuSigned by:


Alexandra Ortegón, Assistant City Manager
City of El Cerrito

The City of El Cerrito
10890 San Pablo Avenue | El Cerrito, CA 94530
www.el-cerrito.org | 510-215-4300



P: (925) 608-6700

2400 Bisso Lane
Building D, Floor 2
Concord, CA

<https://cchealth.org/h3/>



April 30, 2024

Undersecretary Melinda Grant
Encampment Resolution Funding (ERF) Grant Program
California Interagency Council on Homelessness
State of California Business, Consumer Services and Housing Agency
801 Capitol Mall, Suite 601
Sacramento, CA 95814

Dear Undersecretary Grant:

The Contra Costa Council on Homelessness (CoH) is pleased to submit this letter in support of the Contra Costa County Health, Housing, and Homeless Services Division's (H3) proposal on behalf of the County to the State of California's Encampment Resolution Funding (ERF) Program. The CoH endorses and supports H3's proposal to use ERF funds to support a holistic, countywide, and community-driven approach to reducing homelessness and provide unsheltered residents currently living in the Raley's encampment the supports and services needed to move into shelter, with clear pathways to obtain permanent and affordable housing. These funds will be used to continue data-informed and coordinated approaches to address the safety and wellness of community members living in encampments, as well as identifying and resolving encampment concerns with local partners to reduce homelessness in Contra Costa County.

The Contra Costa Council on Homelessness is the governing body of the Contra Costa Continuum of Care (CA-505), with members appointed by the Contra Costa County Board of Supervisors. The Contra Costa CoC shares the same geographic boundaries and are served by the same set of homeless services partners and stakeholders as Contra Costa County. The County, through H3, serves as the collaborative applicant and administrative entity on behalf of the CoC, as stated in the CoH governance charter and by-laws. H3 ensures the homeless system of care is coordinated across the entire region. The CoH provides advice and input on the coordination and operations of homeless services, program operations, and program development efforts in Contra Costa County.

The CoH and H3 have undergone joint strategic planning and systems mapping to assess needs within the geography and view the Contra Costa regional need as a shared responsibility. The funding proposal submitted here is in alignment with the homeless response and community need we identified, which was informed by our 2014 Strategic Plan, 2018 Homeless Emergency Aid Program (HEAP) community planning process, and 2019 homeless system mapping. We will participate in ongoing collaboration around project planning and evaluation through monthly CoH meetings. These meetings are attended by staff of H3, the

appointed CoH members, and community stakeholders, and serve as regular opportunities for regional coordination.

We are excited for this opportunity to expand Contra Costa's capacity to address our immediate homelessness challenges and strongly support H3's proposal for community engagement, partnership, and systems coordination under the Encampment Resolution Funding Program.

Sincerely,

A handwritten signature in black ink, appearing to read "Wayne Earl". The signature is fluid and cursive, with a large loop at the end.

Wayne Earl
Chair, Council on Homelessness

HOUSING AUTHORITY
OF THE
COUNTY OF CONTRA COSTA



Undersecretary Melinda Grant
Encampment Resolution Funding (ERF) Grant Program
California Interagency Council on Homelessness
State of California Business, Consumer Services and Housing Agency
801 Capitol Mall, Suite 601
Sacramento, CA 95814

SUBJECT: PHA Letter of Commitment

Dear Undersecretary Grant:

The Housing Authority of Contra Costa County (HACCC) is pleased to submit this letter in support of Contra Costa County Health, Housing and Homeless Services Division's (H3) proposal on behalf of the County to the State of California's Encampment Resolution Funding (ERF) Program. HACCC endorses and supports H3's proposal to use ERF funds to support a holistic countywide, and community-driven approach to reducing homelessness and provide unsheltered residents currently living in encampments and into shelter, with clear pathways to obtain permanent and affordable housing. These funds will be used to continue data-informed and coordinated approaches to address the safety and wellness of community members living in encampments, as well as identifying and resolving encampment concerns with local partners to reduce homelessness in Contra Costa County.

As the largest Public Housing Authority in Contra Costa County, HACCC provides high quality affordable housing solutions and promote self-sufficiency for low-income people of Contra Costa County. HACCC has named H3 and Contra Costa's Continuum of Care (CoC) and the Coordinated Entry System (CES) as entities for which voucher opportunities are prioritized. HACCC and H3 have partnered to implement multiple programs to support emerging needs for people experiencing homelessness including; Mainstream vouchers, Emergency Housing Vouchers (EHVs) and Housing Stability Vouchers (HSVs). Together, H3 and HACCC commit to work to ensure:

- Any eligible encampment residents receiving a voucher are paired with appropriate supportive services to ensure permanent housing placements
- Work collaboratively and with stakeholders to communicate current prioritization plans and eligibility for available vouchers over the lifetime of the ERF grant
- Work collaboratively and with stakeholders to communicate preference for general admission to Housing Choice Voucher Program through the coordinated entry process for individuals and families experiencing homelessness, at risk of homelessness, or fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking.

We are excited for this opportunity to expand Contra Costa's capacity to address our immediate homelessness challenges and strongly support H3's proposal for community engagement, partnership, and systems coordination under the Encampment Resolution Funding Program.

Sincerely,



Joseph Villarreal
Executive Director, Contra Costa Housing Authority



April 26, 2024

Undersecretary Melinda Grant
Encampment Resolution Funding (ERF) Grant Program
California Interagency Council on Homelessness
State of California Business, Consumer Services and Housing Agency
801 Capitol Mall, Suite 601
Sacramento, CA 95814


Dear Undersecretary Grant:


Safe Organized Spaces Richmond (SOS) is pleased to submit this letter in support of the Contra Costa County Health, Housing, and Homeless Services Division's (H3) proposal on behalf of the County to the State of California's Encampment Resolution Funding (ERF) Program. SOS endorses H3's proposal to use ERF funds to support a holistic countywide, community-driven, and empowerment-centered approach to reducing homelessness.

The project will effectively deliver results for the whole person and provide interim care for unsheltered residents currently living in encampments and into shelter, with clear pathways to obtain permanent and affordable housing. Funds will be used to continue and deepen data-informed and coordinated approaches to address the safety and wellness of unhoused residents living in encampments, and to resolve encampment concerns with local partners to reduce homelessness in Contra Costa County.

SOS serves isolated encampment residents and provides jobs and resources to help people sustain themselves. Its field team of 100% unhoused or formerly unhoused individuals work in the encampments where they have lived to provide clean-up, showers, laundry, food, clothing, drinking water, toilets, transportation, relocation services, and connection to community resources. SOS convenes wellness centers, workforce clinics and job readiness programs.

SOS's neighborhood-centric focus and relational competencies dovetail exceptionally well with H3 and Contra Costa Health Service's public health, treatment, and homeless service delivery systems. SOS convenes these care partnerships to utilize our trusted relationships with unhoused residents to accompany them on the journey from tent to home, partnering with the residents with the goals of sustaining their housing tenancy, income self-sufficiency, and health and wellness.

 Mail: SOS Richmond
23 Maine Ave #16
Richmond, CA 94804

 Physical: 410 S. 2nd St.
Richmond, CA 94804
(under 580 freeway)

 sos-richmond.org

 Neighbor care line
510.806.8650



Several SOS employees, including two of its organizational administrators, have called this encampment home over a seven-year period. Our services come to this encampment at least four days per week to provide basic encampment services such as showers, laundry, and trash cleanup.

SOS can bring a robust peer accompaniment regime to support the unhoused individuals residing there like no other entity to support this proposed project. SOS's empowerment-centered methodology would be fully expressed in partnership with H3. This approach has basic survival services such as expanded harm reduction engagement, hygiene and sanitation, and can deliver existing wellness center and job readiness opportunities that convene community-based and public agencies, while the County leverages housing resources.

For these reasons, SOS is excited for this opportunity and fully invested to expand Contra Costa's capacity to address our immediate homelessness challenges. We strongly support H3's proposal for community engagement, partnership, empowerment and opportunities for self-driven personal change, and systems coordination under the Encampment Resolution Funding Program.

Sincerely,

A handwritten signature in black ink, appearing to be "D Barth".

Daniel Barth
Executive Director
Safe Organized Spaces Richmond



Mail: SOS Richmond
23 Maine Ave #16
Richmond, CA 94804



Physical: 410 S. 2nd St.
Richmond, CA 94804
(under 580 freeway)



sos-richmond.org



Neighbor care line
510.806.8650



CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

April 26, 2024

Undersecretary Melinda Grant
Encampment Resolution Funding (ERF) Grant Program
California Interagency Council on Homelessness
State of California Business, Consumer Services and Housing Agency
801 Capitol Mall, Suite 601
Sacramento, CA 95814

Dear Undersecretary Grant:

Contra Costa County Fire Protection District (Con Fire) is pleased to submit this letter in support of the Contra Costa County Health, Housing, and Homeless Services Division's (H3) proposal on behalf of the County and Continuum of Care to the State of California's Encampment Resolution Funding (ERF) Program.

Con Fire endorses and supports H3's proposal to use ERF funds to support a holistic and community-driven approach to reducing homelessness and provide unsheltered residents currently living in encampments the supports and services needed to move out of encampments and provide clear pathways to obtain permanent and affordable housing.

Con Fire is a recognized fire service leader in the state of California, focusing on fire safety, education, and risk reduction for our community members, including unsheltered community members and those living in encampments. The San Pablo encampment is a long-standing, deeply entrenched encampment, located on Caltrans and City property. Con Fire has identified this encampment as high risk for fire due to its location along a highway with high levels of surrounding vegetation.

Con Fire has partnered with H3's homeless outreach teams for many years to help identify and demobilize high risk encampments, as well as offered educational tools and materials for people experiencing homelessness to reduce risk of fire, particularly in hard-to-reach encampments. Additionally, Con Fire has recently dedicated two fire inspectors to encampments, increasing the already robust partnership with Con Fire and CORE and continuing the work of fire risk mitigation.

We are excited for this opportunity to expand Contra Costa's capacity to address our immediate homelessness challenges and strongly support H3's proposal for community engagement, partnership, and systems coordination under the Encampment Resolution Funding Program.

Sincerely,

A handwritten signature in black ink, appearing to read "Lewis Broschard".

Lewis Broschard
Fire Chief



**CONTRA COSTA
HEALTH**

Health, Housing and Homeless Services | Phone: 925-608-6700 | Fax: 925-608-6741
cchealth.org

Undersecretary Melinda Grant
Encampment Resolution Funding (ERF) Grant Program
California Interagency Council on Homelessness
State of California Business, Consumer Services and Housing Agency
801 Capitol Mall, Suite 601
Sacramento, CA 95814

Dear Undersecretary Grant:

Contra Costa Health – Behavioral Health Services (BHS) is pleased to submit this letter in support of the Contra Costa Health - Health, Housing, and Homeless Services Division's (H3) proposal on behalf of the County to the State of California's Encampment Resolution Funding (ERF) Program. BHS endorses and supports H3's proposal to use ERF funds to support a holistic and community-driven approach to reducing homelessness and provide unsheltered residents living in encampments the supports and services needed to move out of encampments and into shelter, with clear pathways to obtain permanent and affordable housing. These funds will be used to continue data-informed and coordinated approaches to address the safety and wellness of community members living in encampments, as well as identifying and resolving encampment concerns with local partners to reduce homelessness in Contra Costa County.

Contra Costa Health – Behavioral Health Services encompasses mental health and substance use care and collaborates regularly with H3 to serve Contra Costa's most vulnerable residents. BHS administers housing services under a variety of programs, including Mental Health Service Act (MHSA) and No Place Like Home (NPLH) projects. During this grant, Contra Costa County will see new NPLH units finish construction and is set to open this year. BHS and H3 will utilize the Coordinated Entry System to refer households experiencing homelessness with severe mental disorders to NPLH projects. BHS and H3 will partner to ensure encampment residents with severe mental disorders are prioritized for NPLH units.

We are excited for this opportunity to expand Contra Costa's capacity to address our immediate homelessness challenges and strongly support H3's proposal for community engagement, partnership, and systems coordination under the Encampment Resolution Funding Program.

Sincerely,

A handwritten signature in black ink, appearing to read "Kennisha Johnson". The signature is fluid and cursive, written over the printed name.

Kennisha Johnson, LMFT
Mental Health Program Chief of Housing Services
Contra Costa Behavioral Health





**CONTRA COSTA
HEALTH**

2500 Bates Avenue, Suite B, Concord CA 94520 | Phone: (925) 608-5200 | Fax: (925) 608-5188
cchealth.org

1/10/2024

**Undersecretary Melinda Grant
Encampment Resolution Funding (ERF) Grant Program
California Interagency Council on Homelessness
State of California Business, Consumer Services and Housing Agency
801 Capitol Mall, Suite 601
Sacramento, CA 95814**

Dear Undersecretary Grant:

Contra Costa County Health Services – Health Care for the Homeless (HCH) is pleased to submit this letter in support of the Contra Costa County Health, Housing, and Homeless Services Division’s (H3) proposal on behalf of the County to the State of California’s Encampment Resolution Funding (ERF) Program. HCH endorses and supports H3’s proposal to use ERF funds to support a holistic, countywide, and community-driven approach to reducing homelessness and provide unsheltered residents currently living in encampments the supports and services needed to move out of encampments and into shelter, with clear pathways to obtain permanent and affordable housing. These funds will be used to continue data-informed and coordinated approaches to address the safety and wellness of community members living in encampments, as well as identifying and resolving encampment concerns with local partners to reduce homelessness in Contra Costa County.

HCH provides free medical and dental care, behavioral health, social supports, and other services and referrals to all community members experiencing homelessness, regardless of insurance or immigration status. H3’s CORE homeless outreach teams have partnered with HCH over the past five years, and because of this, we have been able to leverage resources and bring mobile healthcare clinics onsite to encampments. Now, we can provide healthcare to more individuals while they are also receiving services from H3’s outreach teams to help them move out of encampments and into supportive and permanent housing.

We are excited for this opportunity to expand Contra Costa’s capacity to address our immediate homelessness challenges and strongly support H3’s proposal for community engagement, partnership, and systems coordination under the Encampment Resolution Funding Program.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rachael Birch', with a large, stylized loop at the end.

Rachael Birch
Chief Operating Officer
Health Care for the Homeless Project Director
Contra Costa Health Services



BAY AREA LEGAL AID

WORKING TOGETHER FOR JUSTICE

Genevieve Richardson
Executive Director

January 16, 2024

Undersecretary Melinda Grant
Encampment Resolution Funding (ERF) Grant Program
California Interagency Council on Homelessness
State of California Business, Consumer Services and Housing Agency
801 Capitol Mall, Suite 601
Sacramento, CA 95814

Dear Undersecretary Grant:

Bay Area Legal Aid (BayLegal) is pleased to submit this letter in support of the Contra Costa County Health, Housing, and Homeless Services Division's (H3) proposal on behalf of the County to the State of California's Encampment Resolution Funding (ERF) Program.

BayLegal endorses and supports H3's proposal to use ERF funds to support a holistic, countywide, and community-driven approach to reducing homelessness and provide unsheltered residents currently living in encampments the supports and services needed to move out of encampments and into shelter, with clear pathways to obtain permanent and affordable housing. These funds will be used to continue data-informed and coordinated approaches to address the safety and wellness of community members living in encampments, as well as identifying and resolving encampment concerns with local partners to reduce homelessness in Contra Costa County.

BayLegal has a long-standing collaboration with H3 to provide crucial legal services to those who are homeless in our community. From 2017-2019, our organizations partnered formally on a Medical Legal Partnership that served almost 150 homeless and precariously housed individuals with housing retention/access, barrier removal and fair housing advocacy. Additionally, BayLegal is a service provider at H3's Project Homeless Connect event that serves up to 1,000 individuals who are either homeless or at-risk of homelessness. BayLegal provides attendees with housing rights information and screens for more extensive legal services as appropriate. Currently, BayLegal and H3 have an MOU in place for BayLegal attorneys to receive referrals and provide support on housing legal issues such as housing discrimination, criminal background discrimination, disability discrimination, and more.

We look forward to continuing to provide much needed housing rights services to our unhoused community members, and we are excited for this opportunity to expand Contra Costa's capacity to address our immediate homelessness challenges. We strongly support H3's proposal for community engagement, partnership, and systems coordination under the Encampment Resolution Funding Program.

*Serving the counties of Alameda ♦ Contra Costa ♦ Marin ♦ Napa ♦ San Francisco ♦ San Mateo ♦ Santa Clara
1735 Telegraph Avenue, Oakland, CA 94612 ♦ Phone: 510.663.4755 ♦ www.BayLegal.org*





BAY AREA LEGAL AID

WORKING TOGETHER FOR JUSTICE

Genevieve Richardson
Executive Director

Sincerely,

Adam Poe

Adam Poe
Managing Attorney
Contra Costa Regional Office
Bay Area Legal Aid

Serving the counties of Alameda ♦ Contra Costa ♦ Marin ♦ Napa ♦ San Francisco ♦ San Mateo ♦ Santa Clara
1735 Telegraph Avenue, Oakland, CA 94612 ♦ Phone: 510.663.4755 ♦ www.BayLegal.org





CONTRA COSTA COUNTY OFFICE OF THE SHERIFF

DAVID O. LIVINGSTON
SHERIFF – CORONER

January 22, 2024

Undersecretary Melinda Grant
Encampment Resolution Funding (ERF) Grant Program
California Interagency Council on Homelessness
State of California Business, Consumer Services and Housing Agency
801 Capitol Mall, Suite 601
Sacramento, CA 95814

Dear Undersecretary Grant:

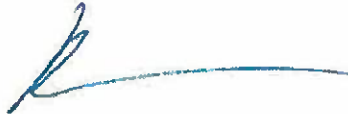
The Contra Costa County Office of the Sheriff - Office of Emergency Services (OES) is pleased to submit this letter in support of the Contra Costa County Health, Housing, and Homeless Services Division's (H3) proposal on behalf of the County to the State of California's Encampment Resolution Funding (ERF) Program. OES endorses and supports H3's proposal to use ERF funds to support a holistic, countywide, and community-driven approach to reducing homelessness and provide unsheltered residents currently living in encampments the supports and services needed to move out of encampments and into shelter, with clear pathways to obtain permanent and affordable housing. These funds will be used to continue data-informed and coordinated approaches to address the safety and wellness of community members living in encampments, as well as identifying and resolving encampment concerns with local partners to reduce homelessness in Contra Costa County.

The Contra Costa Office of Emergency Services (OES) is responsible for planning, outreach, and training as it relates to disaster management and emergency preparedness in Contra Costa County. H3 and OES collaborate closely through multiple planning mechanisms including the Emergency Operations Center's Care and Shelter Branch and Extreme Weather Planning. The Care and Shelter branch has partnered with H3 services during storms, wildfires, extreme heat, and other disasters to coordinate emergency shelter services for community members and to ensure County disaster shelters are adequately staffed and resourced during emergencies. Additionally, OES and H3 continue to work together to plan and develop new strategies for ensuring the safety of Contra Costa community members, including those who are unhoused and most at risk from potential natural disasters. Recently, H3, OES, and other county and local partners have continued to develop capacity for Mass Care Operations. This collaborative planning includes how to provide medical, behavioral, spiritual, animal, food, and other services to a large number of community members seeking shelter in the event of a significant and long-term disaster.

If awarded, these ERF funds, along with the ongoing partnerships between city, county, and other partnering agencies, will allow the implementation and expansion of necessary services to support upwards of 200 unhoused Contra Costa community members to move out of encampments and into permanent housing. We are excited for this opportunity to expand Contra Costa's capacity to address our immediate homelessness challenges and strongly support H3's proposal for community engagement, partnership, and systems coordination under the Encampment Resolution Funding Program.

Sincerely,

David O. Livingston, Sherriff

A handwritten signature in blue ink, appearing to read 'D. Livingston', with a long horizontal flourish extending to the right.

Beatriz Portillo, Senior Emergency Planning Coordinator
Emergency Services Division

CONTRA COSTA COUNTY
Office of the County Administrator

ADMINISTRATIVE BULLETIN

Number: 600.3
Date: 6/27/23
Section: Purchasing

SUBJECT: Purchasing Policy and Procedures

Contents:

- I. DEFINITIONS
- II. PURCHASE OF MATERIALS AND SUPPLIES
- III. PURCHASE OF SERVICES CONTRACTS
- IV. DIGITAL SIGNATURES
- V. OTHER PROCUREMENT POLICIES
- VI. OTHER ADMINISTRATIVE BULLETINS

The purpose of this bulletin is to set forth purchasing policies and requirements to achieve minimum standards for the purchase of services, materials, supplies, equipment, furnishings, and other personal property of any kind and nature for the benefit of County departments. More information about compliance with this policy, including process, procedures and forms can be found in the resources included in the "References" section at the conclusion of this policy.

I. DEFINITIONS

- A. "Blanket Purchase Order"** is an authorization to purchase developed by the Purchasing Agent and issued on an annual or multi-year basis, that permits the procurement of materials, supplies, equipment, furnishings, and other personal property of any kind and nature on an as-needed basis with a stipulated maximum amount for a fixed period of time and is used when there will be on-going activity with a vendor. A blanket purchase order allows departments to order a variety of goods from a single source as needed.
- B. "Capital Outlay Item"** is a piece of equipment including moveable personal property with a unit cost of \$5,000 or more, including sales tax, and delivery and installation charges. It also includes additions to capitalized equipment costing \$5,000 or more per item¹.
- C. "Cooperative Purchasing Contract"** is a contract for goods or services between a vendor and another public agency, awarded following a competitive solicitation, and made available to other public agencies. Examples of agencies that administer such Cooperative Purchasing Contracts include the National Intergovernmental Purchasing Alliance (National IPA), the State of California, Department of General Services, the U.S. General Services Administration, U.S. Communities Government Purchasing Alliance sponsored by the National Association of Counties, or similar entity. The County may participate in a Cooperative Purchasing Contract by entering into a Participating Agreement with the vendor

¹ See Administrative Bulletin No. 200, "Capital Asset Accounting and Budgeting Policy"

that is party to the Cooperative Purchasing Contract.

- D. **“Equipment Capital Asset Code”** is an expenditure account within the chart of accounts reserved for purchase of certain Capital Outlay Items equal to or above \$5,000.
- E. **“Informal Bid”** is a written or oral quotation obtained from an approved vendor but not required to be opened publicly at a specified day, place and time.
- F. **“Invitation for Bid” (IFB)** is a solicitation method by which awards are made to the lowest bid. The winning bid must be responsive (conforms to bid requirements) and responsible (competent and qualified to perform under the contract).
- G. **“Lease Purchase Agreement”** is an agreement to rent equipment or property for a period of time with the promise or option to acquire title at the end of the lease term.
- H. **“Participating Agreement”** means an agreement between the County and a vendor that incorporates by reference, with or without modifications, the terms of a Cooperative Purchasing Contract that the vendor has entered into with another public agency.
- I. **“Procurement Card”** is form of credit card issued in an individual employee’s name for use in making eligible purchases authorized by the Board of Supervisors by Resolution on behalf of the County in compliance with County Ordinance Code section 1108-2.224 and pursuant to regulations established in the Procurement Card Manual authorized in Section II(B)(3)(b) of this policy.
- J. **“Purchasing Agent”** is the office established pursuant to Article 1108-2.202 of the County Ordinance Code.
- K. **“Purchasing Services”** is the Purchasing Services division of the Public Works department.
- L. **“Request for Information” (RFI)** is a process to separate those vendors who intend to participate in an upcoming solicitation from those who have no interest in participating. An RFI is typically used when there is an excessively large pool of interested vendors and to identify qualified suppliers capable of providing a certain product or service. If an RFI is issued for an upcoming solicitation and a single, qualified vendor responds to the RFI, then it is not necessary to conduct any further Solicitation.
- M. **“Request for Proposal” (RFP)** is a formal competitive procurement process and is the most flexible method for obtaining contracted services and certain types of goods. Responders to an RFP submit proposals detailing their technical and business experience, capabilities, and specific approach to achieve the requirements for the services or goods requested. An RFP includes evaluation factors and criteria, and their relative importance for award selection. An RFP may establish minimum or pre-qualification requirements to be eligible for consideration.
- N. **“Request for Qualifications/Quote” (RFQ)** is a process to establish a pre-qualified list of potential vendors by allowing interested parties to demonstrate compliance with minimum qualifications or requirements to provide a material,

product, or service. An RFQ may be used to initiate a formal procurement process or to establish a pool of qualified vendors and may be released for a specific amount of time or on a continuous basis to maintain a current qualified list of vendors at all times.

- O. **“Requisition”** is a request made by a County department head or designee to the Purchasing Agent to order equipment and supplies.
- P. **“Single Source”** is a procurement decision whereby purchases are directed to one vendor because of standardization, warranty, or other factors, even though other competitive sources may be available.
- Q. **“Special Services,”** as defined in Government Code section 31000, are “services, advice, education or training” in the following areas: “financial, economic, accounting, engineering, legal, medical, therapeutic, administrative, architectural, airport or building security matters, laundry services or linen services.” Special services may include maintenance or custodial matters under certain circumstances. For purposes of this bulletin, whether services contracted for are “special services” requires consideration of factors such as the nature of the services, qualifications of the person furnishing them, and their availability from public sources. For example, services may be special because of the outstanding skill or expertise of the person furnishing them.
- R. **“Sole Source”** is a procurement decision created due to the inability to obtain competition due to one vendor or supplier possessing the unique ability to meet the particular requirements of the solicitation.
- S. **“Solicitation”** is a purchasing entity’s request for offers to provide goods or services, including an Informal Bid request for price quotations, an Invitation for Bids (IFB), Request for Qualifications/Quote (RFQ), Request for Information (RFI) or a Request for Proposals (RFP).
- T. **“Standard Purchase Order”** is a document issued by the Purchasing Agent that uses information from the Requisition to procure equipment and supplies at terms and conditions most advantageous to the County.

II. PURCHASE OF MATERIALS AND SUPPLIES

A. Applicability.

This section establishes procedures for the Purchasing Agent to purchase materials, supplies, equipment, furnishings, and other personal property of any kind and nature and execute lease-purchase agreements on behalf of the County.

B. Procedures.

1. Purchase Orders.

- a. Purpose. A Standard Purchase Order, Blanket Purchase Order, or Participating Agreement may be used to purchase materials, supplies, equipment, furnishings, and other personal property of any kind and

nature.

- b. General Terms and Conditions. All Standard Purchase Orders and Blanket Purchase Orders (collectively "Purchase Orders") shall include the County's "Purchase Order General Terms and Conditions," which are promulgated and updated from time to time by the Purchasing Agent in consultation with County Counsel. By executing a Standard Purchase Order or Blanket Purchase Order, a vendor agrees to abide by those terms and conditions unless both the Purchasing Agent and vendor agree in writing to amend any of those terms and conditions on behalf of the County.

2. Requisitions.

- a. Purpose: A Requisition is filed with the Purchasing Agent to order materials, supplies, equipment, furnishings, and other personal property of any kind and nature.
- b. Submission. A Requisition must be submitted to the Purchasing Agent to request the issuance of a Standard Purchase Order, Blanket Purchase Order or Lease-Purchase Agreement.
- c. Electronic Procurement System. The Purchasing Services division of the Public Works department ("Purchasing Services") shall provide an electronic system to track the submission and processing of Requisitions by departments and other purchasing logistics to comply with any federal, state and local procurement requirements, including this policy²
- d. Department Submission Authority. Department Heads are authorized to prepare Requisitions on behalf of their respective departments and may authorize designees to prepare Requisitions by submitting a written authorization to the Purchasing Agent.
- e. Fixed Asset Purchases. The appropriate Equipment Capital Asset Code from the Chart of Accounts maintained and updated from time-to-time by the Auditor-Controller must be applied to a Requisition for the purchase of a Capital Outlay Item equal to or above \$5,000.

When an Equipment Capital Asset Code is applied for a Capital Outlay Item acquisition, the Requisition shall automatically route to the Auditor-Controller to ensure that the requesting department has adequate expenditure appropriations for the purchase. The Purchasing Agent shall not proceed with the procurement of a Capital Outlay Item until the availability of expenditure appropriations has been verified by the Auditor- Controller. If expenditure appropriations are not available, the Requisition will be returned to the requesting department. Capital Outlay Item purchases shall be in compliance with Administrative Bulletin No. 200, "Fixed Asset Accounting and Budgeting Policy".

² The current electronic procurement system is the "Purchasing Portal", which is accessible at the following link: <https://purchasing.cccounty.us/bsa/view/login/login.xhtml>

f. Emergency Purchase Orders. If a department needs to make an emergency purchase pursuant to County Ordinance Code section 1108-2.220, the "Emergency Purchase Form" must be signed by the department head, or designee, and submitted to Purchasing Services electronically with the invoice attached to initiate a purchase order to pay the invoice.

3. Procurement Cards.

a. Purpose. County Ordinance Code section 1108-2.224 authorizes the Board of Supervisors, by resolution, to authorize county departments to purchase supplies, equipment, materials, goods and other personal property without using the Purchasing Agent if a Procurement Card authorized by the county Public Works department is used.

b. Manual. Resolution No. 2023/259 requires the Purchasing Agent to establish a Procurement Card Manual outlining requirements for use of procurement cards and identifying eligible purchases.

4. Warrant Requests.

a. Purpose. County Ordinance Code section 1108-2.222 authorizes the Board of Supervisors, by resolution, to authorize county departments to purchase services, supplies, equipment, materials, goods and other personal property, regardless of cost, without using the Purchasing Agent. Resolution No. 2023/260 outlines the process for making such purchases and states that this Administrative Bulletin No. 600 establishes the list of eligible purchases.

b. Eligible Purchases. The following purchases may be made without utilizing the Purchasing Agent regardless of dollar amount, unless otherwise noted:

- association dues and membership fees;
- postage, including Federal Express (FedEx) and UPS;
- lodging;
- registration, including fees for conference booths;
- facility rental and food (subject to Administrative Bulletin No. 614, "Food and Beverage Policy")
- advertising;
- legal process service fees;
- public transportation fares and bridge tolls for employees;
- permits, fees, and licenses paid to governmental agencies;
- utility installation fees (Public Works department only);
- books, subscriptions and publications;
- legal notices;
- professional medical services payable by the Health Services department based upon a specified fee schedule;
- expenditures mandated by the Court for the benefit of Wards of the Court;

- Other items below \$5,000³, including:
 - Computer hardware and software;
 - commodities; and
 - one-time services that are not covered under a service contract and are authorized by the Purchasing Agent.

5. Receipt of Shipments. Departments are responsible for receiving shipments of materials, supplies, equipment, furnishings, and other personal property. To ensure that receipt of items is validated appropriately, each department shall ensure the following:

- a. Preparing for Receipt. Each department shall have a physical location and identify specific staff members responsible for receiving and inspecting shipments and establish procedures for receiving shipments and verifying shipment contents.
- b. Physical Inspection. Shipments should be physically inspected by department staff upon arrival to ensure the contents match the original order specifications. Contents should be inspected for damage and completeness with any issues documented.
- c. Documentation. Records of essential information related to receipt of shipments should be maintained such as date and time of inspection, shipment details, including the supplier's name, Purchase Order number, accompanying documentation such as packing slip or invoice and whether any items were damaged, not received or failed a quality control test. In addition, any communication with the supplier related to incomplete or damaged items should be maintained.

6. Solicitations Required. The following solicitations are required for purchases of materials, supplies, equipment, furnishings, and other personal property of any kind and nature in the following amounts.

a. Purchases Equal to or Below \$25,000.

1. A department may request a Purchase Order for a purchase equal to or below \$25,000 without providing evidence of solicitation. Departments are encouraged to purchase from local businesses, small businesses, women-owned businesses, disabled-owned businesses, veteran-owned businesses, and other disadvantaged business enterprises for a purchase equal to or below \$25,000.

b. Purchases Above \$25,000 and Equal to or Below \$100,000.

1. A department shall request a Purchase Order for a purchase above \$25,000 and equal to or below \$100,000 after securing a minimum of three (3) price quotes, with at least one (1) price quote from a Small Business Enterprise (SBE) provider, through an Informal Bid.

³ Items costing \$5,000 or above are not eligible to be processed on a Warrant Request.

2. If three (3) price quotes cannot be secured, or an SBE provider cannot be identified, the Purchasing Agent shall determine whether to proceed with the purchase by taking into consideration the vendor that provides the best value to the County.

c. Purchases Above \$100,000.

1. A department shall conduct an open and competitive solicitation for a purchase above \$100,000. The form of solicitation may be an Invitation for Bid (IFB), a Request for Qualifications/Quote (RFQ), Request for Information (RFI) or a Request for Proposals (RFP).
2. A department shall submit a Requisition that includes detailed specifications of the materials or supplies being requested.
3. Purchasing Services shall work with the requesting department to secure a minimum of three (3) solicitation responses in writing before selecting a vendor. Purchasing Services shall post the solicitation online to comply with the fair and open competition requirements of this policy for a minimum of fourteen (14) calendar days.

d. Exemption from Solicitation Requirements.

1. Sole/Single Source Justification. A department may submit a Requisition with a completed Sole Source Justification Form for consideration by the Purchasing Agent to seek exemption from solicitation requirements in the following specific cases:
 - A. *Sole Source.* One vendor or supplier possessing the unique ability to meet the particular requirements; or
 - B. *Single Source.* One vendor because of standardization, warranty, or other factors, even though other competitive sources may be available.

The Purchasing Agent has the sole discretion to approve or reject single/sole source exemption requests.

2. Cooperative Purchasing Contracts. In lieu of a bid solicitation process, a department may request that Purchasing Services initiate a Cooperative Purchasing Contract for goods that the County requires and that the County may procure under a Participating Agreement. Purchasing Services will initiate County Counsel review of Cooperative Purchasing Contracts, with the exception of those related to the Health Services Department, which initiates County Counsel review directly.

7. Approvals. The following approvals are required for each purchase category below.

- a. Purchases Equal to or Below \$200,000. The department requesting a purchase equal to or below \$200,000 shall file a Requisition that

complies with this policy for review and approval by the Purchasing Agent.

b. Purchases Above \$200,000. A purchase above \$200,000 complying with this policy requires approval by the Board of Supervisors. The requesting department shall draft a Board Order seeking approval of the purchase above \$200,000 and submit to the County Administrator's Office via the Board of Supervisors' electronic agenda management system for placement on the Board of Supervisors' agenda for review and final approval.

8. Participating Agreements. A Participating Agreement must be approved by the Board of Supervisors, subject to review by County Counsel, if the payment limit exceeds \$200,000, or if the Participating Agreement and/or underlying contract includes any term requiring the County to indemnify the vendor, or any term that limits the vendor's liability.

9. Documentation. All solicitation and approval documents required by this policy must be submitted electronically to Purchasing Services with the Requisition for purchase.

C. Services Included Under a Purchase Order. In certain circumstances, the Purchasing Agent may determine that services provided by a vendor in conjunction with the purchase or lease of materials, supplies, equipment, furnishings, and other personal property of any kind and nature from the same vendor is appropriate. The Purchasing Agent is authorized to execute a Purchase Order that authorizes the vendor to provide services if:

1. The Purchase Order includes all contract development and monitoring procedures specified in Section III(B)(7) of this policy;
2. The department requesting the Purchase Order complies with all contract development procedures specified in Section III(B)(7) of this policy; and
3. Service agreements submitted on a vendor standard form must be reviewed by County Counsel.

D. Ethical Standards. It is the obligation and the responsibility of every County employee to represent the County in a professional and ethical manner. Any procurement related matter shall be handled in a professional manner with the interest of the County taking precedent, including, but not limited to:

1. Avoiding activities which would compromise or give the perception of compromising the best interests of the County;
2. Actively promoting the concept of competition through bid solicitation consistent with this policy; and
3. Refraining from engagement in any procurement activity in which an employee may have a personal or indirect financial interest in accordance with Government Code sections 87100 and 81703.

- E. **Legal Authority.** The legal authority for the Purchasing Agent to purchase materials, supplies, equipment, furnishings, and other personal property of any kind and nature on behalf of the County is set forth in the following statutes and County codes: Government Code sections 25500- 25509, 31000; Public Contract Code sections 22002(d) and 22032; and County Ordinance Code chapter 1108-2.

III. PURCHASE OF SERVICES CONTRACTS

A. Applicability.

This section establishes procedures for the purchase of services required by the County. State law provides that the Board of Supervisors may contract for services on behalf of the County or any County officer or department under certain circumstances. The Board of Supervisors has authorized the Purchasing Agent to enter into service contracts costing not more than \$200,000. Service contracts exceeding \$200,000 require approval by the Board of Supervisors, following review by the Office of County Counsel and the County Administrator.

B. Procedures for Service Contracts.

1. Mandated Findings. Before a contractor for services is engaged, all of the following findings must be made and documented by the department.
 - a. A statute authorizes the contract for the desired services. For example, Government Code section 31000 authorizes the Board of Supervisors to enter into a service contract for Special Services;
 - b. County staff is not available or qualified to perform the services; and
 - c. In the case of facilities maintenance or custodial matters, the site is remote from available County employee resources and the County's economic interests are served by contracting for such services rather than by paying additional travel and subsistence expenses to existing County employees.
2. Solicitations Required. The following solicitations are required for purchase of services in the following amounts.
 - a. Service Contracts Equal to or Below \$25,000.
 1. A department may enter into service contracts equal to or below \$25,000 without providing evidence of solicitation.
 2. Departments are strongly encouraged to purchase from local businesses, small businesses, women-owned businesses, disabled-owned businesses, veteran-owned businesses, and other disadvantaged business enterprises consistent with the County's Outreach and SBE program goals so they may achieve the County's objective of awarding 50% of total eligible dollar base amounts to SBEs.

b. Service Contracts Above \$25,000 and Equal to or Below \$100,000.

1. A department may enter into a service contract above \$25,000 and equal to or below \$100,000 after securing a minimum of three (3) proposals through an Informal Bid.
2. If three (3) proposals cannot be secured, the Purchasing Agent, or designee, shall determine whether to proceed with the service contract taking into consideration the vendor that provides the best value to the County.
3. Departments are strongly encouraged to purchase from local businesses, small businesses, women-owned businesses, disabled-owned businesses, veteran-owned businesses, and other disadvantaged business enterprises consistent with the County's Outreach and SBE program goals so they may achieve the County's objective of awarding 50% of total eligible dollar base amounts to SBEs.

c. Service Contracts Above \$100,000.

1. A department may enter into a service contract above \$100,000 after providing for open and competitive solicitation.
2. The form of solicitation may be an Invitation for Bid (IFB), Request for Qualifications/Quote (RFQ) or a Request for Proposals (RFP); however, a department should consider initially issuing a Request for Information (RFI) to generate a list of potential vendors to provide the services required. If a department receives a single response to the RFI from a qualified bidder, then no further solicitation is required.
3. Departments are strongly encouraged to purchase from local businesses, small businesses, women-owned businesses, disabled-owned businesses, veteran-owned businesses, and other disadvantaged business enterprises consistent with the County's Outreach and SBE program goals so they may achieve the County's objective of awarding 50% of total eligible dollar base amounts to SBEs.

3. Solicitation Compliance Procedure.

- a. The department shall draft and Purchasing Services may provide counsel on an IFB, RFQ, RFI or RFP seeking qualified vendors to provide the desired services.
- b. Purchasing Services shall post the solicitation online to comply with the fair and open competition requirement of this policy for a minimum of fourteen (14) calendar days.
- c. Purchasing Services shall work with the requesting department to secure

a minimum of three (3) solicitation responses in writing before selecting a vendor.

- d. Purchasing Services shall retain solicitation records for the duration of each contract term.

4. Exemption from Solicitation Requirements.

- a. Service Types. The following are service contract types that are exempt from bid solicitation requirements:

- utility services;
- educational services;
- intergovernmental agreements;
- newspaper and publication services;
- law firms, subject to approval by the County Counsel's Office;
- print legal briefs or legal notices;
- reporters services or transcripts;
- expert witnesses, consultants, and investigators hired through the County Counsel's Office to assist in legal matters;
- election supplies;
- expert services to be rendered to the offices of the District Attorney or Sheriff-Coroner;
- physician services at the Contra Costa Regional Medical Center (CCRMC) or the Contra Costa Health Plan (CCHP);
- appraiser services;
- consultants and other experts employed directly by the Board of Supervisors; and
- other services that, by law, some other officer or body is specifically charged with obtaining.

- b. Cooperative Purchasing Contracts. A department may submit a Requisition identifying a Cooperative Purchasing Contract for services that County requires and that the County may procure under a Participating Agreement.

5. Ethical Standards. It is the obligation and the responsibility of every County employee to represent the County in a professional and ethical manner. Any procurement related matter shall be handled in a professional manner with the interest of the County taking precedent, including, but not limited to:

- a. Avoiding activities which would compromise or give the perception of compromising the best interests of the County;
- b. Actively promoting the concept of competition through bid solicitation consistent with this policy; and
- c. Refraining from engagement in any procurement activity in which an employee may have a personal or indirect financial interest in accordance with Government Code sections 87100 and 81703.

6. Outreach and SBE Program Compliance. Additional thresholds and goals under the County Outreach and SBE (Small Business Enterprise) programs apply to and are required for service contract solicitations. These thresholds and goals may be updated from time to time and departments must ensure compliance with the latest Outreach and SBE Program construct.
7. Contract Development and Monitoring. Department Heads are responsible for the development and monitoring of service contracts entered into on behalf of each County department, including negotiation of service plans and/or scopes of work.
 - a. Performance Metrics Required. Departments are responsible for negotiating service contracts that identify specific performance outputs and/or outcomes to be achieved during the contract term. These performance outputs and/or outcomes include contract deliverables (e.g., produce a final written report by a date specified) and/or service tasks (e.g., conduct three one-hour training sessions within a specified date range). Contracting departments shall review contracts at least once per year to ensure compliance with output/outcome requirements. The review should identify reason(s) for any noncompliance, including whether or not the outputs/outcomes will be achievable during the remainder of the contract term.
 - b. Payment Provisions. Vendor payment terms shall correlate with the performance outputs/outcomes negotiated as part of a service plan or scope of work for each service contract. Types of payment terms include fixed price (where deliverables are produced by the contractor and payment is due upon completion of each deliverable) and rate (where services are provided by the contractor and the contractor is reimbursed at an hourly or other periodic rate). Departments shall avoid contract payment terms that are not typical of the service type being procured. For example, legal service providers may require payment of an advance, or “retainer”, upon execution of a service contract, which is typical of that industry. However, a financial consultant requesting a monthly, fixed payment as a “retainer,” whether or not the County uses the contracted services, is not a typical financial industry practice and must be avoided. Other negative payment terms, such as late payment penalties, should not be entertained as part of the negotiation of payment terms.
 - c. Vendor Noncompliance. Failure of a vendor to achieve contracted performance output and/or outcome requirements may be grounds for contract termination.
 - d. Corrective Action Plan. For contracts determined to be out of compliance with performance outputs and/or outcomes during an annual review process, and for which a department does not recommend terminating the contract, the department shall work with the vendor on a corrective action plan to ensure contracted services are delivered during the term of the contract.
 - e. Documentation. Departments shall immediately notify a vendor if a

determination of non-compliance is reached. Including whether or not the contract will be recommended for termination, with a copy to Purchasing Services. In cases where a Corrective Action Plan is entered into with the vendor, a copy of the plan shall be forwarded to Purchasing Services and retained by the department for the term of the contract.

- f. Renewals. Departments shall keep track of contract expiration dates in order to renew contracts prior to expiration, or issue solicitations for new contracts to be in place prior to expiration of the existing contract.
8. Effective Date. Service contract documents must be executed before the service contract effective date. Contract payments cannot be made until the service contract is executed by all parties.
9. Indemnification. Any contract that requires the County to indemnify the contractor, or includes a limitation of liability, must be approved by the Board of Supervisors regardless of the contract amount.

C. Procedures for Services Contracts Equal to or Below \$200,000.

1. Approval. The Purchasing Agent is authorized to execute contracts for services costing equal to or below \$200,000.
2. County Counsel Review. A service contract that is either more than \$50,000 or not on a County standard form (i.e., on a vendor's form) must be reviewed and approved as to legal form by the County Counsel's Office before the Purchasing Agent executes the contract. If a service contract is \$50,000 or less and is on the County's standard form, the Purchasing Agent may sign the contract without County Counsel review.

D. Procedures for Service Contracts Above \$200,000.

1. Approval. The Board of Supervisors must approve all service contracts above \$200,000. The requesting department shall draft a Board Order seeking approval of the contract over \$200,000 and submit to the County Administrator's Office via the Board of Supervisors' electronic agenda management system for placement on the Board of Supervisors' agenda for review and final approval.
2. County Counsel Review. All service contracts that are over \$200,000 must be reviewed and approved as to legal form by the County Counsel's Office.

E. Legal Authority. The legal authority for the purchase of certain services required by the County is set forth in the following statutes and County codes: Government Code section 31000, Government Code section 25502.5, Ordinance Code section 1108-2.215 and Public Contract Code section 22032(a).

IV. DIGITAL SIGNATURES. All purchasing and contract related documents specified in this bulletin may be executed either with original signatures or electronic signatures through a

digital signature platform authorized by the Chief Information Officer.

- V. **OTHER PROCUREMENT POLICIES.** The Board of Supervisors, in its discretion, may adopt additional policies impacting procurement of materials, supplies, equipment, furnishings, and other personal property of any kind and nature or services from time to time. This policy establishes the minimum standards for conducting procurement activities; however, compliance with additional policies adopted by the Board of Supervisors or those required to satisfy federal or state grant requirements may supersede this policy.
- VI. **OTHER ADMINISTRATIVE BULLETINS.** Additional Administrative Bulletins governing specific purchases have been promulgated to provide guidance on those unique transaction types and should be reviewed in conjunction with this policy as the requirements in those policies may supersede the requirements in this policy, including:
- a. Administrative Bulletin No. 508, "County Vehicle and Equipment Acquisition and Replacement Policy, and Zero-Emission Vehicle Policy and Goals".
 - b. Administrative Bulletin No. 614, "Food and Beverage Policy".
 - c. Administrative Bulletin No. 615, "Incentives for County Programs and Services"
 - d. Administrative Bulletin No. 616, "Acquisition of Computer Hardware, Software and Computer-Related Services".

References:

- Emergency Purchase Form
- Procurement Card Manual
- Purchasing User Setup/Change Form
- Sole Source Purchase Form
- Purchase Order General Terms and Conditions
- Small Business Enterprise (SBE) Program Requirements

/s/

Monica Nino,
County Administrator

BOS Approved: June 27, 2023, Agenda Item C.107

CONTRA COSTA COUNTY HOMELESS ENCAMPMENT ACTION PROTOCOL

Updated 9.27.23

PURPOSE

The purpose of the Homeless Encampment Action protocol is to develop a standard process for municipalities and special districts to identify, respond to, and remove homeless encampments within Contra Costa County. The procedures set forth in this document are intended to facilitate the removal of encampments while supporting the relocation of the encampment inhabitants into shelters.

PROCEDURES

1. Any entity responding to a report of, or discovering a homeless encampment, will identify any immediate hazard to be addressed. Document with photographs whenever possible. An “immediate hazard” is an imminent threat to the health or safety of the homeless or the community, e.g. a fire, and its removal is exempted from the 72-hour time requirement.
2. Notify the County’s Health, Housing and Homeless Services CORE outreach teams via e-mail (CORE@cchealth.org) immediately upon becoming aware of any encampment. If no response is received within 24 hours, the Coordinated Entry (CE) System Manager can be contacted at (925) 608-6700 or contracostacoc@cchealth.org.
3. The CE Manager will send the CORE Team to the identified site as soon as practical to find and offer alternative housing and services to any inhabitants. It is desirable that individuals either move into services or vacate the area on their own and remove their own belongings.
4. After the CORE Team has visited the site, the team will contact the notifying jurisdiction of the situation and provide any relevant information.
5. The responsible jurisdiction will arrange to have the encampment posted with the vacate demand. It is encouraged that the posting provides **a minimum of 72 hours’** notice for inhabitants to relocate, be printed in multiple languages as appropriate for the area, and includes the date, time and location of posting. Any “immediate hazard” to health and safety identified is exempted from the 72-hour posting time recommendation.
6. After posting, and up to two hours prior to the time expiration, the CORE Teams will continue to go out to assist individuals to find housing and other services.
7. After expiration of the notice, the encampment may be removed after the following is completed:
 - a. Conduct a quick field review of the encampment (i.e., look around at the items which are in plain view).
 - b. Take sufficient photographs, notes, or otherwise document the condition and extent of area covered by the encampment.

8. Each agency with jurisdiction is encouraged to keep a record of the date, time and location of the removal of a homeless encampment.
9. During removal of the encampment, if any of the following types of items are apparent, reasonably safe and not a sanitary hazard, they should be held by the appropriate maintenance yard for a minimum of 30 days prior to disposal. Items stored may include but are not limited to the following:

Watches	Medication	Eyeglasses
Jewelry	Personal photographs	Personal records

10. The location where the above belongings are stored shall be posted at the encampment site.
11. Anything stored from a location can be kept in one box/container that is marked with the date, time and location of the removal. Possessions are to be released to persons who can identify them in accordance with each agency's policy.
12. Persons illegally trespassing or lodging may be arrested immediately. However, normally law enforcement personnel will only make arrests if someone refuses to leave or is suspected of committing a criminal offense.
13. The property owner is responsible for cleaning up and making safe the area of the encampment. This will include cleaning any hazardous waste found in the area and repairing or replacing items such as fencing.
14. Individuals assigned to remove the encampment should take appropriate safety precautions in the course of the work.
15. If necessary, request the County Health Department's Environmental Health Services to inspect and report on issues involving the protections of the homeless and workers during encampment removal, including hazardous waste.
16. It is the policy not to permit the re-establishment of encampments once they have been removed through this procedure. This will include the following activities:
 - a. After encampment removal, the area will be posted with signs saying "No Camping" or "No Trespassing" and include the telephone number of the CE information and referral hotline – 211.
 - b. The agency with jurisdiction will provide routine patrol of the areas to prevent the formation of an encampment.
17. Any citizen who would like to report an encampment should be directed to contact their local police department non-emergency number.

Any questions regarding this protocol may be directed to the Coordinated Entry System Manager at contracostacoc@cchealth.org

**AGREEMENT BETWEEN CITY OF SAN PABLO
AND THE CONTRA COSTA COUNTY HEALTH SERVICES DEPARTMENT FOR ITS
HEALTH, HOUSING AND HOMELESS SERVICES DIVISION**

THIS AGREEMENT, effective the 1st day of July, 2023, ("**Effective Date**"), is by and between the City of San Pablo (hereinafter "**CITY**"), a municipal corporation organized and existing under the laws of the State of California and located in the County of Contra Costa, State of California, and the Contra Costa County Health Services Department for its Health, Housing and Homeless Services Division (hereinafter referred to as "**CONTRACTOR**").

THE PARTIES ENTER INTO THIS AGREEMENT based upon the following facts, understandings and intentions:

CITY desires to contract with CONTRACTOR and CONTRACTOR has agreed to contract with the CITY to provide homeless outreach services in the City of San Pablo, as further described herein, upon the terms and conditions hereinafter set forth.

NOW, THEREFORE, IN CONSIDERATION of the mutual covenants and promises of the parties herein contained, the parties hereto agree as follows:

1. TERM

The term of this Agreement ("**Term**") begins on the effective date of this AGREEMENT and expires on June 30, 2026. The continuation of the Term into each next fiscal year will be contingent upon the City's lawful encumbrance or appropriation of new funds for the Agreement.

2. SCOPE OF SERVICES

A. CONTRACTOR shall provide County-contracted staff to provide Coordinated Outreach Referral and Engagement (CORE) program services to individuals living in a state of homelessness within the boundaries of the CITY of San Pablo. The primary mission of the CORE program is to engage and stabilize homeless individuals living outside through consistent outreach to facilitate and/or deliver health and basic needs services to, and find permanent housing, for such individuals.

The CONTRACTOR shall employ and utilize its CORE Team (as defined below) to (i) serve as an entry point into the County of Contra Costa's coordinated entry system for unsheltered persons and (ii) work to locate, engage, stabilize and house chronically homeless individuals and families. The CORE Team will assure the CITY receives an annual minimum of 1080 hours of service from the CORE Team assigned to perform CONTRACTOR's obligations under this AGREEMENT (after observance of holidays). The CORE Team will consist of two individuals who will provide services to the CITY over the course of the AGREEMENT for at least 20 hours per week. The days and hours of the CORE Team to provide said services are to be determined by the CITY's Chief of Police or his designee. The days and hours will be flexible based on the needs of the CITY's police department and in collaboration with the Richmond Police Department. The CORE Team will be scheduled to provide said services between the hours of 12:00 PM to 8:00 PM, Tuesday through Saturday of each week during the term of this AGREEMENT, based on the needs of the CITY. A member of the CORE Team will check in at the beginning of each shift with the City's Police Department on-duty Watch Commander or Homeless Outreach Officer for assignment. The CITY shall provide the CONTRACTOR the name and contact information of the CITY coordinator.

- 1) At least 1 (one) CORE Team shall be assigned by CONTRACTOR to perform CONTRACTOR's obligations to the CITY under this AGREEMENT. The CORE Team shall perform the services described herein during their shifts. CORE Teams shall be comprised of at least 2 persons qualified to provide the services described herein. CONTRACTOR warrants and represents that each of the individuals it employs and/or retains to provide the services CONTRACTOR is required to perform hereunder shall (i) possess the requisite experience and training to competently perform said services (this is not an on-the-job training program for CONTRACTOR's employees), (ii) shall possess the requisite license(s), degrees, and/or approvals necessary to competently

perform said services, and (iii), to the extent said individuals shall have supervisory or disciplinary authority over any minor as part of the services to be performed hereunder, said individuals shall undergo a criminal background check pursuant to Cal. Pub. Resources Code sec. 5164 and pass that check before they are retained by CONTRACTOR to perform services under this AGREEMENT. The background check shall include a Live Scan in which fingerprints are submitted to the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) for a criminal record check.

- 2) Prior to the commencement of the term of this AGREEMENT, CONTRACTOR shall provide a written list of the names and contact information of all persons who the CONTRACTOR intends to employ to perform CONTRACTOR's obligations under this AGREEMENT. At least five calendar days before CONTRACTOR removes or adds any person from or to this list, it shall provide written notice of same to the CITY coordinator along with the name(s) and contact information of the person(s) removed and/or added.

B. Without limiting the generality of the foregoing provisions, CONTRACTOR will perform the following services:

- 1) Identify and initiate contacts with homeless individuals living on the streets, assess their housing and service needs, and facilitate connections to shelter, benefits, behavioral health and primary healthcare services.
- 2) Respond to calls for outreach and engagement from the CITY's sworn employees. At the commencement of the term of this AGREEMENT, CONTRACTOR shall provide to CITY a list of the names of persons (and their contact information) who will be assigned to respond to such calls.
- 3) Conduct a standardized intake and needs assessment assuring all homeless individuals contacted are entered into the Homeless Management Information System used by the CONTRACTOR.

- 4) Conduct VI-SPDAT (Vulnerability Index-Service Prioritization Assistance Tool), a housing assessment tool, assuring that homeless individuals who are provided services hereunder are entered into the Coordinated Entry system for prioritizing their needs for longer term housing.
- 5) Partner with assigned CITY officer(s) during CORE Team work shifts throughout the week as needed and as determined by the CITY coordinator.
- 6) Connect homeless individuals, also designated as "homeless clients", via phone or in person with other points in the homeless service continuum including, but not limited to, interim housing, substance abuse treatment and mental health counseling, and benefits, etc.
- 7) Perform special assignments to include, but not limited to, homeless counts, Homeless Connect and presentations. The number and nature of said assignments shall be determined by the CITY coordinator who shall timely inform CONTRACTOR of CONTRACTOR's obligation to perform them.
- 8) Conduct patrols of strategic areas within the CITY's limit on foot and via vehicle as designated by the CITY coordinator.
- 9) Observe and report threats to the health and/or safety of homeless individuals (or threats by homeless individuals to the health or safety of others) encountered in the field and determine the need to summon uniformed police, fire or other emergency personnel.
- 10) Maintain direct communications with the CITY's Police Department to report illegal activity.
- 11) CORE Team supervisors and outreach workers will participate in monthly meetings with the CITY's Police Management, as well as, with public and private partners as deemed appropriate by the CITY coordinator.
- 12) CORE Team management will provide Service Impact Reports to the

CITY at intervals determined and required by the CITY. The reports will assist the CITY in evaluating outcomes of this AGREEMENT. The monthly report shall, in detail, describe the services rendered by the CONTRACTOR during the previous 30 days as well as the names of the persons rendering the service.

3. PAYMENT

A. Commencing July 1, 2023, CITY shall pay CONTRACTOR on a quarterly basis in arrears after services have been rendered and documented in quarterly invoices provided by CONTRACTOR, provided however that the total compensation to CONTRACTOR under this Agreement not to exceed **Three Hundred Forty Thousand One Hundred Twenty-Seven Dollars (\$340,127)** over Fiscal Years 2023-24 through 2025-26 under this Agreement, as follows:

- 1) As documented in Exhibit A, payments for services rendered during Fiscal Year 2023-24 (July 1, 2023 – June 30, 2024) shall not exceed \$107,891;
- 2) As documented in Exhibit A, a 5% cost increase will apply for services rendered during Fiscal Year 2024-25 (July 1, 2024 – June 30, 2025), and payments for services rendered during Fiscal Year 2024-25 shall not exceed \$113,286;
- 3) As documented in Exhibit A, an additional 5% cost increase will apply for services rendered during Fiscal Year 2025-26 (July 1, 2025 – June 30, 2026), and payments for services rendered during Fiscal Year 2025-26 shall not exceed \$118,950.

B. The CONTRACTOR shall invoice the CITY on a quarterly basis during the term of this AGREEMENT. Each invoice shall describe the date(s) the services were provided as well as the time(s) spent rendering the services. The quarterly invoice shall, in detail, describe the services rendered by the CONTRACTOR during the billing period as well as the names of the persons rendering the service. In the event a payment is not received by CONTRACTOR within 10 days after the billing period identified in Section 3(A), CONTRACTOR shall

notify CITY and CITY shall have until the end of the same month to make such a payment or as many days as may be otherwise agreed upon by the parties to make payment to the CONTRACTOR.

4. **INDEPENDENT CONTRACTOR**

- A. CONTRACTOR is and **shall** be deemed an independent contractor, and shall have exclusive responsibility for and control over the details and means of providing its services under this AGREEMENT. CONTRACTOR agrees that its services shall be performed with due diligence, competently and in accordance with generally accepted industry practices and as generally directed by CITY. As an independent contractor, CONTRACTOR and its employees shall not be eligible for any payment, benefits or remuneration of any nature, which the CITY may otherwise provide to its own employees. The flat amount specified in Section 3(A) shall be the only remuneration CITY pays to CONTRACTOR for the latter's performance under this AGREEMENT. All persons, if any, hired by CONTRACTOR shall be employees, volunteers, or subcontractors of CONTRACTOR and shall not be construed as employees or agents of the CITY in any respect.
- B. CONTRACTOR shall perform and coordinate all its activities in a timely manner so that the assigned activities will be completed according to any reasonable deadlines imposed by the CITY's police chief or designee.

5. **AUTHORIZED REPRESENTATIVES**

CITY's authorized representatives to administer the terms of this AGREEMENT shall be the Chief of Police or designee. CONTRACTOR'S representative to administer the terms of this AGREEMENT shall be Christy Saxton and Jenny Robbins. Notwithstanding any other terms of this AGREEMENT, either party may at any time change the designation of representatives upon written notice provided to the other party without this AGREEMENT having to be amended or modified.

6. **AMENDMENT**

This AGREEMENT may not be modified or amended except through written agreement between the parties.

7. **OWNERSHIP AND MAINTENANCE OF DOCUMENTS**

A. CONTRACTOR's records and documents pertaining to actual monthly activities within CITY shall be given to CITY by the end of each month, if requested. Such documents will be redacted by CONTRACTOR removing personally identifiable information which is restricted under HIPAA guidelines before they are provided to the CITY. CONTRACTOR is entitled to keep copies of these same items for its internal use and for reporting to governmental agencies (e.g. HUD and County of Contra Costa) on services rendered to homeless individuals.

B. CONTRACTOR shall retain said records and documents for the three year period immediately following the termination of this AGREEMENT, and upon reasonable notice from CITY, shall make said records and documents available at a mutually agreeable location in Contra Costa County to the CITY for inspection and copying.

8. **STANDARD OF PERFORMANCE**

CONTRACTOR represents to CITY that CONTRACTOR'S services shall be performed in an expeditious and timely manner and with the degree of skill and care that is required by current, good, sound procedures and practices applicable to the profession which provides the services CONTRACTOR is agreeing to perform hereunder. CONTRACTOR further agrees that the services shall be in conformance with this AGREEMENT.

9. **MUTUAL INDEMNIFICATION**

A. CITY shall defend, save and hold harmless and indemnify CONTRACTOR, and its officers, agents and employees from all liabilities and claims for damages for death, sickness or injury to persons or property, including without limitation, all consequential damages, from any cause whatsoever arising from

or connected with the operations or the services of CITY hereunder, to the extent resulting from the conduct, negligent or otherwise, of the CITY, its agents or employees.

- B. CONTRACTOR shall defend, save and hold harmless and indemnify CITY and its officers, agents and employees from all liabilities and claims for damages for death, sickness or injury to persons or property, including without limitation, all consequential damages, from any cause whatsoever arising from or connected with the operations or the services of CONTRACTOR, to the extent resulting from the conduct, negligent or otherwise, of the CONTRACTOR, or its employees.

10. INSURANCE REQUIREMENTS

CONTRACTOR shall, at its own expense, procure and maintain in full force at all times during the term of this AGREEMENT the following insurance:

- A. Commercial General Liability Coverage.** CONTRACTOR shall maintain commercial general liability insurance with limits of no less than one million dollars (\$1,000,000) limit per occurrence and two million dollars (\$2,000,000) aggregate limit for bodily injury, personal injury, and property damage.
- B. Automobile Liability Coverage.** CONTRACTOR shall maintain automobile liability insurance covering all vehicles used in the performance of this AGREEMENT providing one million dollars (\$1,000,000) per accident for bodily injury, personal injury, and property damage.
- C. Compliance with State Workers' Compensation Requirements.** CONTRACTOR covenants that it will ensure itself against liability for Worker's Compensation pursuant to the provisions of California Labor Code §3700, et seq. CONTRACTOR shall, at all times, upon demand of the City Council and properly authorized agents, furnish proof that Workers' Compensation Insurance is being maintained by it in force and effect in accordance with the California Labor Code.
- D. Other Insurance Provisions.** The policies are to contain, or be endorsed to

contain the following provisions:

- 1) CITY, its officers, agents, employees, and volunteers are to be covered as additional insured on an endorsement at least as broad as an ISO CG 20 10 (or as an Additional Covered Party as noted on Contractor's insurance certificate) with respect to: Liability arising out of activities and operations performed by or on behalf of CONTRACTOR pursuant to this AGREEMENT and premises owned, occupied, or used by CONTRACTOR. The coverage shall contain no special limitations on the scope or protection afforded to CITY, its officers, officials, employees, or volunteers.
- 2) CONTRACTOR's insurance coverage shall be primary insurance with respect to CITY, its officers, officials, employees, and volunteers. Any insurance, risk pooling arrangement, or self-insurance maintained by CITY, its officers, officials, employees, or volunteers shall be in excess of CONTRACTOR's insurance and shall not contribute with it.
- 3) Any failure to comply with the reporting provisions of the policy shall not affect the coverage provided to the CITY, its officers, officials, employees, or volunteers.
- 4) The insurance CONTRACTOR is required to obtain hereunder shall provide coverage for CONTRACTOR's liabilities under this AGREEMENT, including but not limited to CONTRACTOR's obligations under Section 9.
- 5) The aforementioned policies shall be issued by an insurance carrier having a rating of Best A:VII or better which is satisfactory to the City Attorney and the CITY's Pooling Authority and evidence of said insurance shall be delivered to CITY at the time of the execution of this AGREEMENT or as provided below. In lieu of actual delivery of such policies, a Certificate issued by the insurance carrier showing such policy to be in force for the period covered by the AGREEMENT may be delivered to CITY. Except for worker's compensation and professional liability insurance, the policies

mentioned in this subsection shall name CITY as an additional insured and provide for thirty (30) days' notice of cancellation to CITY. Said policies shall not be canceled earlier than, nor the amount of coverage reduced earlier than, thirty (30) days after the CITY receives notices from the insured of the intent of cancellation or reduction.

11. TERMINATION

- A.** CITY or CONTRACTOR may terminate this AGREEMENT for any reason upon sixty (60) days' written notice to the opposite party.
- B.** CITY and/or CONTRACTOR may terminate the AGREEMENT upon ten (10) days' written notice if the other party (the "breaching party") breaches this AGREEMENT and the breach is not cured within ten (10) days after the non-breaching party has delivered written notice to the breaching party notifying the breaching party of the nature of the breach and the steps that must be taken and completed within said ten (10) day period to cure the breach. Upon passage of the said ten (10) day period without the breaching party curing the breach, the AGREEMENT shall be deemed terminated.
- C.** In the event of termination based upon sixty (60) days' notice as set forth in subsection 11(A), CITY will pay CONTRACTOR for services performed through the effective date of the termination.
- D.** Any records or documents prepared for CITY prior to the effective date of any termination of this AGREEMENT shall be promptly delivered to CITY by CONTRACTOR, subject to Section 7 above.
- E.** The parties acknowledge that the City of Richmond has a similar contract in place with the CONTRACTOR. Taken together, these agreements enable the CITY to contract for at least 16 hours of services per week from the CONTRACTOR and allow the City of Richmond to contract for at least 24 hours of service from CONTRACTOR, thereby splitting the cost of a fulltime CORE Team member. Should the City of Richmond terminate its agreement with the CONTRACTOR, or, should the City of Richmond notify the CONTRACTOR of a breach of its agreement, or, should the CONTRACTOR

notify the City of Richmond of a breach of its agreement, the CONTRACTOR must simultaneously deliver a copy of any default or termination notice delivered or received by CONTRACTOR and notify the CITY in writing within ten (10) days after the breach or termination of the contract between the CONTRACTOR and the City of Richmond.

12. **COMPLIANCE WITH CIVIL RIGHTS**

During the performance of this AGREEMENT, CONTRACTOR agrees as follows:

- A. **Equal Employment Opportunity.** In performing under this AGREEMENT, CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin. Such actions shall include, but not be limited to, the following: employment, promotion, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training including apprenticeship.
- B. **Nondiscrimination Civil Rights Act of 1964.** CONTRACTOR will comply with all federal regulations relative to nondiscrimination in federally assisted programs.
- C. **Solicitations for Subcontractors including Procurement of Materials and Equipment.** In all solicitation, either by competitive bidding or negotiations, made by CONTRACTOR for work to be performed under a subcontract including procurement of materials or leases of equipment, each potential subcontractor, supplier or lessor shall be notified by CONTRACTOR of CONTRACTOR's obligation under this AGREEMENT and the regulations relative to nondiscrimination on the grounds of race, religion, color, sex, or national origin.

13. **COMPLIANCE WITH LAWS**

CONTRACTOR shall comply with all applicable published Federal, State of California, and local laws, rules, and regulations, and shall obtain all applicable

licenses and permits for the conduct of its business and the performance of the services described herein.

14. **CHOICE OF LAWS**

This AGREEMENT shall be construed and interpreted in accordance with the laws of the State of California, excluding any choice of law rules which may direct the application of the laws of another jurisdiction.

15. **NON-WAIVER**

The waiver by either party of any breach of any term, covenant, or condition contained in the AGREEMENT, or any default in their performance of any obligations under the AGREEMENT shall not be deemed to be a waiver of any other breach or default of the same or any other term, covenant, condition, or obligation, nor shall any waiver of any incident of breach of default constitute a continuing waiver of same.

16. **ENFORCEABILITY**

In the event that any of the provisions or portions or application of any of the provisions of the AGREEMENT are held to be illegal or invalid by a court of competent jurisdiction, CITY and CONTRACTOR shall negotiate an equitable adjustment in the provisions of the AGREEMENT with a view toward affecting the intended purpose of the AGREEMENT. The illegality or invalidity of any of the provisions or portions or application of any of the provisions of the AGREEMENT shall not affect the legality or enforceability of the remaining provisions or portions or application of any remaining provisions of the AGREEMENT.

17. **INTEGRATION**

This written AGREEMENT contains the entire AGREEMENT and all understandings between the parties as to the subject matter of this AGREEMENT. It merges and supersedes all prior or contemporaneous agreements, commitments, representation, writings, and discussions between CONTRACTOR and CITY, whether oral or written.

18. SUCCESSORS AND ASSIGNS

CITY and CONTRACTOR respectively, bind themselves, their successors, assigns, and legal representatives. CONTRACTOR shall not assign or transfer any interest in the AGREEMENT without the CITY's prior written consent, which consent shall be at the CITY's sole discretion. Any attempted assignment or transfer in breach of this provision shall be void.

19. NOTICES

All notices required hereunder shall be in writing and mailed postage prepaid by Certified or Registered mail, return receipt requested, or by personal delivery to the addresses as shown below, or such other places as CITY or CONTRACTOR may, from time to time, respectively, designate in a written notice given to the other. Notice shall be deemed received three (3) days after the date of the mailing thereof or upon personal delivery.

To CITY: Chief of Police
San Pablo Police Department
13880 San Pablo Avenue
San Pablo CA, 94806
Phone: 510-215-3107

To CONTRACTOR: Christy Saxton, Director
Contra Costa County Health Services Department
2400 Bisso Lane, Suite D2
Concord, CA 94520
Phone: 925-608-6700

20. AUTHORIZATION TO EXECUTE AGREEMENT

The persons whose signatures appear below warrant and represent that they have been duly authorized by their respective party to execute this AGREEMENT on behalf of that party. They further warrant and represent that the party which they represent has taken the requisite action to approve this AGREEMENT and authorize its execution by the undersigned. The persons whose signatures appear below warrant and represent that this AGREEMENT is a lawful agreement that is binding upon the party which the undersigned represents, enforceable against said party in accordance with its terms and conditions.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT in three (3) or more copies as of the date and year first written above.

DocuSigned by:
By: Christy Saxton
96AAE1C0F181481...

Name: Christy Saxton, MS
Title: Director
Health, Housing and Homeless Services

DocuSigned by:
By: Matt Rodriguez
886DC3007B9D40E...

Name: Matt Rodriguez
Title: City Manager
City of San Pablo

Exhibit A – FY24-26 Budget

FORM APPROVED
Thomas L. Geiger, County Counsel

By Deputy 





50 individuals – 78% male & 22% female

83% report long term homelessness

Race & Ethnicity Demographics

- 1. 69% White
- 2. 17% African-American
- 3. 14% Hispanic
- 4. 6% Asian

Age Demographics:

- 1. 100% of adults over age 30
- 2. No minors or TAY; few seniors present

Disability Demographics:

- 1. 28% report a physical disability
- 2. 14% report a chronic health condition
- 3. 8% report a mental health condition

73% report having no income

75% are on probation or parole

Less than 10% report experiencing domestic violence

Majority of clients in tents. 1 tree structure

37.962932, -122.327104, San Pablo, CA 94803