

**COLD WEATHER SHELTER PROGRAM—North County**  
**November 30, 2015 to March 31, 2016**

**PARTICIPANT ELIGIBILITY**

Individuals/households are eligible to participate in this program if they meet the following criteria:

- Literally homeless: Living in places not meant for human habitation: cars, parks, sidewalks, and abandoned buildings.
- Claim residency (where one stays the most time or one's last permanent residence) in one of the following jurisdictions/areas: Cupertino, Los Altos, Los Altos Hills, Milpitas, Mountain View, Palo Alto, or Sunnyvale. If occupancy permits, residents from other areas in the County can be accepted.

**AGENCIES PARTICIPATING IN THIS PROGRAM**

- Downtown Streets Team (outreach and referrals)
- Emergency Assistance Network Agencies (Community Services Agency: Mountain View, Opportunity Center, Sunnyvale Community Services, West Valley Community Services: referrals)
- HomeFirst Services of Santa Clara County (outreach, and shelter services)
- InnVision Shelter Network (shelter and case management services)
- Project We Hope (shelter and case management services)
- Valley Health Care for the Homeless (outreach and medical services)

**OUTREACH**

- Valley Health Care for the Homeless conducts outreach all throughout the County daily from 5:00 p.m. to 8:00 p.m. during November weekdays and during proclaimed inclement weather days.
- HomeFirst conducts outreach in the north County during the work week.
- Downtown Streets Team conducts outreach twice a week in Palo Alto and once a week in Sunnyvale.

**REFERRAL PROCESS**

1. Individuals/households meeting the eligibility criteria can be referred by:
  - The above participating agencies doing outreach, providing shelter or case management services; or
  - Any of the Emergency Assistance Network agencies; or
  - Any city housing or public safety departments in the County of Santa Clara.
 Please note that all referring entities will use the appropriate referral form designed for this program. When persons are referred, they will know if a bed is available or if they will be put on a waitlist. At least 50% of beds will be reserved; the rest will be filled on a first-come/first-served basis.
2. The referring agency will fill out the referral form and email/fax it to the shelter.
3. Referred clients will be able to stay at the shelter for the whole CWSP period.
4. If a referred client does not show up by 7:00 p.m. on a given day, the bed that was to be occupied is declared “open.”
5. Public Safety and Emergency Medical Services can refer individuals and bring them to the site.
6. When referred individuals are confirmed by HomeFirst staff, they will be allowed to enter the shelter. Non-referred clientele will have to wait to see if there are beds available that evening.

**SHELTER BEDS FOR INDIVIDUALS**      Shelter services will be provided as follows:

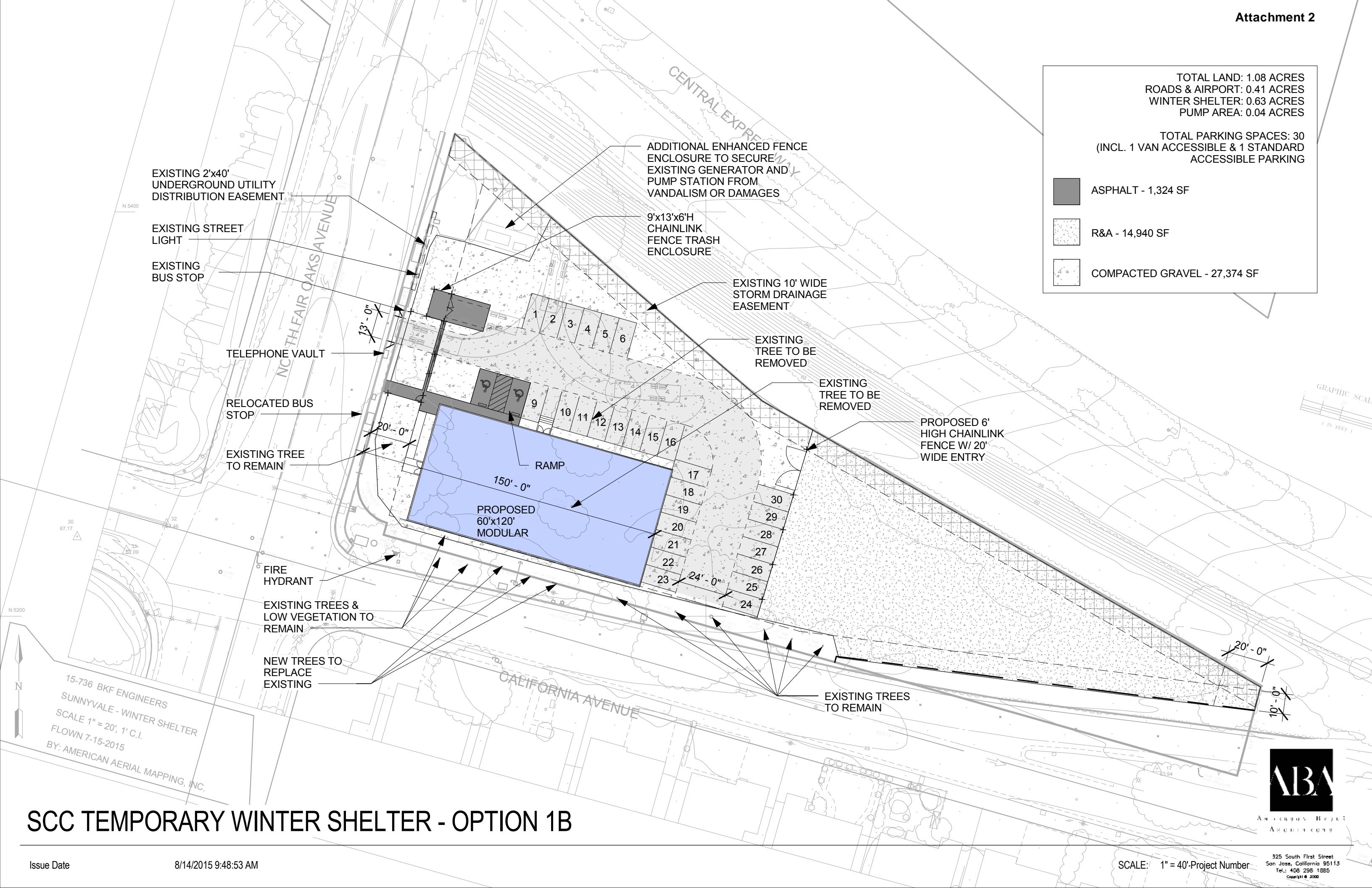
- County shelter (212 N. Fair Oaks Ave., Sunnyvale): single adults/families ..... 100 beds for 120 days
- Hotel de Zink (rotating churches in Palo Alto): single adults ..... 5 beds for 120 days
- Project WeHOPE (1858 Bay Rd., East Palo Alto): single adults ..... 10 beds for 120 days

**TRANSPORTATION SERVICES**

- Project WeHOPE will provide transportation to County shelters or the Opportunity Center.
- Transportation available from outreach providers according to the hours of operation while conducting outreach.

**INCLEMENT WEATHER**

When the Office of Emergency Services (in collaboration with the State Weather Service) declares an “inclement weather” episode, notice is communicated via the media, outreach is done by Valley Health Care for the Homeless and other agencies/volunteers, emergency shelter beds are expanded as necessary and supplies are delivered.



## TEMPORARY COLD WEATHER SHELTER SCHEDULE AS OF Fri 8/14/15 AT 2:37 PM

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	3rd Quarter			4th Quarter			
							Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	?	TEMPORARY COLD WEATHER SHELTER											
2	?	MODULARS	80 days	Wed 7/22/15	Tue 11/10/15								
3	?	FLOOR PLAN	5 days	Wed 7/22/15	Tue 7/28/15								
4	?	REQUEST FOR PROPOSAL	6 days	Wed 7/29/15	Wed 8/5/15	3							
5	?	RECEIVE PROPOSAL	8 days	Thu 8/6/15	Mon 8/17/15	4							
6	?	AWARD MODULAR CONTRACT	1 day	Tue 8/18/15	Tue 8/18/15	5							
7	?	DELIVERY TO SITE	55 days	Wed 8/19/15	Tue 11/3/15	6							
8	?	INSTALL AND UTILITY CONNECTIONS	5 days	Wed 11/4/15	Tue 11/10/15	7,15,22,23,24,25							
9	?	SITE PREPARATION	66 days	Wed 7/22/15	Wed 10/21/15								
10	?	SITE SCOPE OF WORK	18 days	Wed 7/22/15	Fri 8/14/15								
11	?	SITE CONSTRUCTION DOCUMENTS	5 days	Mon 8/17/15	Fri 8/21/15	10							
12	?	REQUEST FOR PROPOSAL - JOB ORDER CONTRACTOR	1 day	Mon 8/17/15	Mon 8/17/15	10							
13	?	RECEIVE PROPOSAL	6 days	Tue 8/18/15	Tue 8/25/15	12							
14	?	AWARD AND NTP	2 days	Wed 8/26/15	Thu 8/27/15	13							
15	?	CONSTRUCTION - SITE WORK	30 days	Thu 9/10/15	Wed 10/21/15	14,18							
16	?	PERMITS	63 days	Mon 8/24/15	Wed 11/18/15								
17	?	BUILDING PLANNING - PLAN CHECK	3 days	Mon 8/24/15	Wed 8/26/15	11							
18	?	FIRE MARSHAL - PLAN CHECK	10 days	Thu 8/27/15	Wed 9/9/15	17							
19	?	FIRE MARSHAL - SITE INSPECTION	5 days	Wed 11/11/15	Tue 11/17/15	8							
20	?	CITY OF SUNNYVALE - ENCROACHMENT PERMIT	63 days	Mon 8/24/15	Wed 11/18/15	11							
21	?	UTILITIES	58 days	Wed 7/29/15	Fri 10/16/15								
22	?	PG&E	40 days	Mon 8/24/15	Fri 10/16/15	11							
23	?	WATER - SUNNYVALE	40 days	Mon 8/24/15	Fri 10/16/15	11							
24	?	SANITARY SEWER - SUNNYVALE	40 days	Mon 8/24/15	Fri 10/16/15	11							
25	?	AT&T PHONE	20 days	Wed 7/29/15	Tue 8/25/15	3							
26	?	MOVE IN	2 days	Thu 11/19/15	Fri 11/20/15	19,20							
27	?												