## Shasta County Advisory Board Meeting February 13, 2024 3:00 PM-5:00 PM Redding City Hall - Caldwell Park Conference Room (2<sup>nd</sup> Floor) 777 Cypress Avenue, Redding, CA 96001

- 1. Call to Order/Reminder of Brown Act.
- 2. Introductions/Establish Quorum.
- 3. Approval of Meeting Minutes.
  - Board Members will review and approve minutes from the January 9, 2024, meeting (Attachment 1).
- 4. Public Comments (limited to 3 minutes per speaker).
  - Members of the public will have the opportunity to address the Advisory Board on any issue within the jurisdiction of the Advisory Board. Speakers will be limited to three minutes.
- 5. Partner Presentation
  - a. No Boundaries
  - b. Good News Rescue Mission
- 6. New Business

#### Action

- A. Approve Letter of Support for Shasta County Office of Education (Attachment 2)
- B. Approve 2022 HHAP 3 Shasta CoC Revised Allocations (Attachment 3)
- C. Approve NorCal Continuum of Care Memorandum of Understanding with City of Redding to provide Administrative Entity services Memorandum of Understanding (Attachment 7)
- D. Membership Applications-Christine Cage-No Boundaries-Participant to Voting member (Attachment 8)

## Discussion

- A. Funding Update
  - a. Status of Funding HHAP 1, 2. 3 & 4 (Attachment 4)
  - b. HHAP 3 status and timeline
  - c. HHAP 5, Planning Meeting 2/22/24 (Attachment 5)
- B. PIT Debrief
- C HIC
- D. Project Homeless Connect
- E. Shasta Advisory Representative for Executive Board (Attachment 6)
- 7. Reports.
  - A. Executive Board
  - B. County/City
  - C. PIT Committee
  - D. Member Announcement
- **8.** Partner Presentations for Next Meeting.
- 9. Discussion Items for Next Meeting.
- 10. Adjournment.

## Next Meetings:

Abbott, Paul - Shasta Thrive Alvey, Rachel - One Safe Place Danielson, Tim - United Way Eddy, Brent - New Life Discovery Project Joyce, Maggie - SCOE Kennedy, Marci - NorCal LSS Kerr Emily-HHSA Longwell, Wendy - DAC Middleton, Amber - SCHC Preller, Megan - Ready for Life Schaefer, Lesha - Pathways/Housing Schreder, Kristen - Executive Board Chair Sears, Katie - Hill Country Sevilla, Art - Empire Recovery McDuffey, Laura - City of Redding Spencer, Crystal - FaithWorks Van Horne, Kirsha - Nation's Finest Zander, Hollie - CRDC

VOTING MEMBERS

Advisory Board Meeting: March 12, 2024, 3 pm-5 pm at Redding City Hall Caldwell Park Conference Room
Executive Board Meeting: February 15, 2024, 1 pm- 3 pm City Hall Housing Community Room
HHAP 5 Planning Meeting: February 22, 2024, 12 pm- 2 pm City Hall Caldwell Park Conference Room
ALL COC Meeting: April 18, 2024, City Hall Location TBD

## **Attachment 1: Meeting Minutes from January 9, 2024**



Shasta Advisory Board Meeting January 9, 2024, 3:00 pm-5:00 pm Redding City Hall - Caldwell Park Conference Room (2-Floor) 777 Cypress Avenue, Redding, CA 96001

## MEETING MINUTES

#### **Voting Members**

Abbott, Paul-Shasta Thrive
Alxey, Rachel - One Safe Place
Danielson, Tim - United Way
Eddy, Brent - New Life Discovery Project
Joyce, Maggie - SCOE
Kerr Emily-HHSA
Middleton, Amber - SCHC
Schaefer, Lesha - Pathways/Housing
Schreder, Kristen - Executive Board Chair
Sears, Katie - Hill Country
Smith, Nicole - City of Redding
Spencer, Crystal - Faith Works
Van Horne, Kirsha - Nation's Finest

## 1. Call to Order

A meeting of the Shasta Advisory Board was called to order at 3:00 p.m. by Chair Maggie Joyce. A reminder of the Brown Act was completed.

## 2. Introductions/Establish Quorum

Quorum was established, and the meeting was called to order.

## 3. Approval Meeting Minutes

Kirsha Van Horne's name is misspelled in the minutes. Cole Azare, her alternate, will attend while she is on maternity leave.

Kristen Schreder motioned to approve the meeting minutes of December 12, 2023. Amber Middleton seconded the motion. All in favor.

## 4. Public Comments

Wendy Longwell shared the DAC is temporarily without a location due to their building being unsafe for use. They are in the process of securing another location.

## 5. New Business

#### Action:

## A. PIT/HIC Planning-

January 23, 2024, will be the day of the count. Confirmed that Rachel Alvey will be Admin for the Counting Us App, with Dawn Pittore providing support.

2 items need to be removed from the PIT methodology. 1-Youth Count Methodology 2-section 5b Mission will use paper surveys for staff/volunteers who cannot use the app. They will be doing their own data entry into the app.

Mission and No Boundaries need volunteers to assist with the sheltered count day of. Mission will be doing the count from 4:30 pm to 6:30 pm at the latest on January 23rd. NB will be doing their count at 8:00 am on January 24th.

Mission volunteers- Amber Middleton, Dawn Pittore, Brandon Thornock, Brandon Brackett from Youth and Family, Matt committed 3 people from the Mission, Pathways to Housing committed 2 people, No Boundaries committed one person and Chris Ornsby, from Hill Country volunteered. I know that this puts us a little over our 10 people, but I think it will be ok.

No Boundaries Volunteers- Hill Country volunteered two people, No Boundaries committed 2 people, Paul Abbot committed three people, <u>Faithworks</u> committed 2 people and HHSA committed one person. All individuals will use the app per Christine.

Medical Respite: Pathways to count individuals in the house, SCHC to count individuals in the hotels. Staff will count on 1/24.

One Safe Place will do internal count.

The New Life Discovery Project will do internal count.

SCOE will do internal count.

Micorshelters will do an internal count.

Kristen/United Way is working on finding a copy of the paper survey. Kristen wants to include in the debrief what are the problems with just everyone doing the app.

HHSA will only be doing paper surveys due to the terms and conditions of the app not being approved by the county council. Michael McNair and Melissa Taiji volunteered to input their paper surveys into the app. HHSA will get the surveys to them by Jan 24th. Michael requested there be a how-to on entering the paper surveys into the app. Amber Middleton and Maggie Joyce will connect offline to create a sheet.

Shasta Advisory Sheltered Survey Lead (Attachment 2) Maggie Joyce will lead PIT. Dawn Pittore will share last year's PIT and HIC lists. Maggie will send it out to the advisory members for approval. Maggie Joyce will schedule 2- Zoom volunteer training. A copy of the paper survey, volunteer release, and confidentiality forms are still needed. Kristen and Maggie will work on obtaining said forms.

Shasta Advisory HIC Lead- City of Redding will be the lead for HIC. PIT Volunteer forms will be sent to the norcalcoc@cityofredding.org

## B. Membership Applications

- a. Nicole Smith-COR Stepping down from Voting Member to Participant, Tim Danielson made the motion to approve, Brent Eddy seconded the motion, and all approved it.
- b. Laura McDuffy-COR To be Voting Member Tim Danielson made the motion to approve the calendar, Wendy Logwell seconded the motion, and all approved it.

## Discussion:

## A. Funding Update

- Status of Funding-Will be a standing report. Announcement of upcoming Executive Board meeting and Public Meetings for HHAP 5
- b. HHAP 2, 3, 4, & 5- Amber Middleton requested that there be consistent and regular communication on the status of HHAP 3 funding. Shawnna Flanigan said she would begin working on this. The County is waiting on the State direction to put the transfer on the Board of Supervisors agenda for approval, and cannot give an estimated time period that will be completed.

## 6. Reports

## A. Executive Board

Kristen Schreder Upcoming EB meeting, went over outstanding invoices that need to be paid with HHAP 3 monies, may have to be paid by HHAP 4 and reimbursed by HHAP 3, once it is received. Introduced Shawna Flannigan as the New Associate Project Coordinator for COC.

## B. County/City

COR has their CDBG application available online for entities to apply. HHIP agreements are being worked on.

## C. PIT Committee

Covered in meeting

## D. Member Announcements

None

## 8. Partner Presentations for the next meeting

Christine Cage will do a presentation on No Boundaries

## 9. Discussion Items for the next meeting

PIT Debrief, HHAP 3 status and timeline, HIP, Project Homeless Connect

## 10. Adjournment

The meeting was adjourned at 4:40 p.m.

Attachment 2: Letter o	of Support for	Shasta Count	y Office of E	ducation



January 23, 2024

California Department of Education Student Achievement and Support Division Integrated Student Support and Programs Office 1430 N Street, Suite 6208 Sacramento, CA 95814-5901

Re: Letter of Support
To Whom It May Concern:

This letter's purpose is to provide the NorCal CoC, the Shasta Advisory Board's full support of the Shasta County Office of Education's Education for Homeless Children and Youth grant application. The Shasta County Office of Education has an established history as an active participant of the NorCal CoC Shasta Advisory Board, having served on Strategic Plan and Point In Time subcommittees.

Countywide, youth experiencing homelessness, as identified by Local Education Agencies, has increased yearly since 2015. Shasta County schools reported 614 during the 2021/2022 school year while reporting 816 during the 2022/2023 school year. This data underscores the need for increased collaboration between the CoC and Local Education Agencies to support identification and resource management. Schools are central points of connectedness within communities, particularly rural communities, and are often the only point of contact with youth and families. The Shasta County Office of Education is a critical contributor in facilitating that collaboration. Continued funding for the Shasta County Office of Education's EHCY program would support continuing and expanding upon the linkage between the Shasta Advisory Board and LEAs.

We look forward to the continued partnership of the Shasta County Office of Education in our effort to coordinate and implement a housing and service system that meets the needs of persons experiencing homelessness.

Sincerely,

Kristen Schreder

Co-Chair NorCal CoC; Shasta Advisory

Attachment 3: 2022 HHAP 3 Distribution Revision

## Attachment 3 February 13, 2024, Shasta CoC Advisory Board Meeting Agenda Item 6 B

## 2022 HHAP 3 revised allocation amounts NorCal CoC Executive Board approved December 21, 2023

In 2022 Lead Agency determined CoC allocations based on accounting for the HHAP 3 Joint Project at \$520,000 instead of \$570,000. The correct Shasta CoC Allocations can be found below.

## Shasta COC Portion (revised amounts)

					Ready for	
	SCHC	<b>FaithWorks</b>	Lutheran SS	Pathways	Life	
Rental Assistance/Rapid Rehousing						\$0.00
Landlord Incentives						\$0.00
Operating Subsidies				\$172,146.16		\$172,146.16
Street Outreach	\$182,603.61					\$182,603.61
Services Coordination			207,286.50		\$270,560.80	\$477,847.30
Systems Support						\$0.00
Permanent Housing						\$0.00
Prevention & Diversion		\$137,780.27				\$137,780.27
Emergency Shelter						\$0.00
Strategic Planning - Infrastructure Devel						\$0.00
Admin						\$0.00
Unknown/Other						\$0.00
Totals revised	\$182,603.61	\$137,780.27	\$207,286.50	\$172,146.16	\$270,560.80	\$970,377.34
Original amounts	\$ 185,616.00	\$140,000.00	\$ 210,616.00	\$ 175,000.00	\$ 275,000.00	\$ 986,232.00

The City of Redding is preparing sub-recipient agreements for distribution of HHAP 3 funds based on the revised allocations.

Funding Contact-Adm entity  HHAP 1 & 2 City of Redding  HHAP 3 City of Redding  HHAP 4 City of Redding  HHAP 5 City of Redding  2023 ESG City of Redding  1st allocation HHIP  Contact-Adm entity  City of Redding  City of Redding	Eligible Entity				
HHAP 3 City of Redding  HHAP 4 City of Redding  HHAP 5 City of Redding  2023 ESG City of Redding		Period of elig use	Amount	Eligible uses	Status
HHAP 4 City of Redding  HHAP 5 City of Redding  2023 ESG City of Redding  1st allocation City of Redding	Shasta CoC	Exp deadlines HHAP 1 6/30/25 HHAP 2 6/30/26	expended/ allocated	multi uses	HHAP 1 & 2 amended contracts approved by SBoS 1/23/24, funds transferred 1/26/24. CoR completed subrecipient contracts to release funding. All HHAP-1 and HHAP-2 contracts have been sent out to venders for signatures, with the exception of Hill Country's which is with the City Attorney for signature.
HHAP 5 City of Redding  2023 ESG City of Redding  1st allocation City of Redding	Shasta CoC	Exp deadline 6/30/26	\$970,377.34	multi uses	HHAP 3 amended contracts approved by SBoS 1/23/24, funds transferred 1/26/24. CoR working on subrecipient contracts to release funding. For HHAP-3 I have revised award amounts and sent out updated amounts with request to verify how they will spend the money to update and amend budget
2023 ESG City of Redding  1st allocation City of Redding	Shasta CoC	Exp deadline 6/30/27	\$986,514.30 Est	multi uses	CoR received initial 50% funding 12/21/23. To release NOFA Spring 2024.
1st allocation City of Redding	Shasta CoC	Applic due 3/27/24 Exp deadline 6/30/28	\$1,354,716 Est	multi uses	NorCal CoC EB hired consultant Housing Tools to begin preparation of application due March 27, 2024. Final of three public planning meetings Mtg. #2 Redding CH Community Rm Thurs. 2/8 time 10:00-12:00 pm Mtg #3 Redding CH Caldwell Rm Thurs. 2/22 time 12:00-2:00 pm
allocation City of Redding	NorCal CoC	12 months once contract is signed est 6/24 to 6/25	\$157,151	\$142,034 RR \$15,117 HMIS	Project is still under review. Awaiting state to issue an agreement. A NOFA would be released once we have an executed agreement from the State.
	Shasta County geographically	Exp deadline 12/31/25	\$2,300,000	multi uses	Status of contracts: four are fully executed, five are with vendor for signature, and two are being finalized.  Redding City Council approved 2 projects 11/7/23 to receive funding, UWNC \$250,000 HMIS, City of Redding \$375,000 CIRT & ES. Redding City Council approved 6 other proj 12/5/23 orginally recommended, UWNC & St. James Lutheran \$485,000 microshelter project, SCHC \$551,500 expand street medicine prog add Housing Navigator, supportive & medical services, vet care, Hill Country, \$56,500, street medicine, SCOE, \$75,000 emerg shelter/case management homeless families and youth, \$70,000, Ready for Life youth transitional housing, case management, expand youth center, GNRM, \$75,000 remodel sober living home, No Boundaries, \$250,000 emergency shelter and staffing expenditures, GNRM \$112,000 implement interim Day Resource Center.
FY 2023 HUD Housing Partners II	NorCal CoC	10/1/24 to 9/30/25	\$380,375 rev 1/29/24	Est Amounts \$232,572 rental assist \$37,178 SS \$26,975 adm \$74,181 match	The goal would be to have a NOFA released after the first of the year, with a provider starting October 1, 2024.  Propose presentation about program at future Shasta Advisory Board meeting
K.Schreder					





## **MEETING SERIES PURPOSE**

The NorCal Continuum of Care (CoC) is a consortium of individuals and organizations with the common purpose of planning a housing and services system for people who are unhoused and living in Del Norte, Modoc, Lassen, Sierra, Shasta, Plumas, and Siskiyou Counties. The CoC is hosting a series of public meetings to receive input on the development of a Regionally Coordinated Homelessness Action Plan. This Plan will allow the CoC to effectively use its varied sources of funding to support permanent housing and services, and to access new funding through the Homeless Housing, Assistance and Prevention Program (HHAP-5).

**Your participation is important!** The meetings will be held online using the Zoom platform and in Counties that are hosting a "watch party" where you can attend in person.

## **QUESTIONS?**

Please contact the NorCal Continuum of Care Coordinator Shawnna Flanigan at sflanigan@cityofredding.org

## 2024 MEETING SERIES DETAILS FOR SHASTA COUNTY



January 31, 6:00-8:00 PM

Zoom Link: <a href="https://bit.ly/NorCalCoC1">https://bit.ly/NorCalCoC1</a>
Watch Party:

Redding City Hall Community Room 777 Cypress Ave., Redding CA 96001



February 8, 10:00 AM-12:00 PM

Zoom Link: <a href="https://bit.ly/NorCalCoC2">https://bit.ly/NorCalCoC2</a>
Watch Party:

**Redding City Hall** 

Caldwell Park Conference Room 777 Cypress Ave., Redding CA 96001



February 22, 12:00-2:00 PM

Zoom Link: <a href="https://bit.ly/NorCalCoC3">https://bit.ly/NorCalCoC3</a>
Watch Party:

Redding City Hall Community Room 777 Cypress Ave., Redding CA 96001

## **Attachment 6: Election of Board Members**

Attachment 6

February 13, 2024, Shasta County CoC Advisory Board Meeting Election of Executive Board Members, Continuum of Care Program, Definitions and Governance

In accordance with three separate sections of the NorCal Continuum of Care (CoC) Governance Charter the members of the NorCal CoC Executive Board are elected by each of the seven (7) Advisory Boards in the NorCal CoC region. (pg. 4, pg. 11 and pg. 12)

Pg. 4 "The Continuum of Care Executive Board is the decision-making body for the Continuum of Care. Members of the Board include local officials, service provider agencies, formerly homeless individuals, and advocates. The Executive Board is to be comprised of seven (7) voting members, one representing and elected by each of the Advisory Boards in the NorCal CoC region."

 $\frac{\text{https://files.cityofredding.gov/Document\%20Center/Departments/Housing/NorCal\%20COC/NorCal\%20CoC\%20Governance\%20Charter.pdf}{}$ 

See below additional information including HUD Regulation excerpts, "Continuum of Care 101" excerpts and the NorCal CoC Governance Charter excerpts.

24 CFR Part 578 Title 24- Housing and Urban Development Subpart A – General Provisions

Sec. 578.1 Purpose and scope.

(a) The Continuum of Care program is authorized by subtitle C of title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11381-11389).

Sec. 578.3 Definitions

Continuum of Care and Continuum means the group organized to carry out the responsibilities required under this part and that is composed of representatives of organizations, including nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent these groups are represented within the geographic area and are available to participate.

## Subpart B - Establishing and Operating a Continuum of Care

## Sec. 578.5 Establishing the Continuum of Care

- (a) The Continuum of Care. Representatives from relevant organizations within a geographic area shall establish a Continuum of Care for the geographic area to carry out the duties of this part. Relevant organizations include nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans and homeless and formerly homeless individuals.
- (b) *The board*. The Continuum of Care must establish a board to act on behalf of the Continuum using the process established as a requirement by § 578.7(a)(3) and must comply with the conflict-of-interest requirements at § 578.95(b).

The board must:

- (1) Be representative of the relevant organizations and of projects serving homeless subpopulations; and
- (2) Include at least one homeless or formerly homeless individual.

## Sec. 578.7 Responsibilities of the Continuum of Care

- (a) Operate the Continuum of Care. The Continuum of Care must:
- (3) Adopt and follow a written process to select a board to act on behalf of the Continuum of Care. The process must be reviewed, updated, and approved by the Continuum at least once every 5 years;
- (5) In consultation with the collaborative applicant and the HMIS Lead, develop, follow, and update annually a governance charter, which will include all procedures and policies needed to comply with subpart B of this part and with HMIS requirements as prescribed by HUD; and a code of conduct and recusal process for the board, its chair(s), and any person acting on behalf of the board;

https://www.govinfo.gov/content/pkg/CFR-2017-title24-vol3/xml/CFR-2017-title24-vol3 part578.xml#seqnum578.5

# HUD'S HOMELESS ASSISTANCE PROGRAMS Continuum of Care 101

June, 2009

## CHAPTER 3: MANAGING AN EFFECTIVE CONTINUUM OF CARE GOVERNING PROCESS, Pg. 57

The governing process is frequently conducted through a "steering committee" or "governing board." It is important that the membership of the governing committee is decided through an open and democratic process and is representative of both private, nonprofit, and public sectors. For example, even when the process is coordinated by a governmental department, the expectation is that 65 percent of the governing committee will come from the private or nonprofit sector. In any case, it is essential that members of the governing committee are fair, impartial, and objective when reviewing projects and making decisions.

https://files.hudexchange.info/resources/documents/CoC101.pdf

## NorCal Continuum of Care Governance Charter

**Roles and Responsibilities** 

## A. Operating the CoC

## The CoC Executive Board (pg. 4)

The Continuum of Care Executive Board is the decision-making body for the Continuum of Care. Members of the Board include local officials, service provider agencies, formerly homeless individuals, and advocates. The Executive Board is to be comprised of seven (7) voting members, one representing and elected by each of the Advisory Boards in the NorCal CoC region. This will ensure a fair distribution of appointment across organizational affiliations and representation of all relevant homeless subpopulations. The roles and responsibilities of the Executive Board are as follows:

- 3. Adopt and follow a written process to select a board to act on behalf of the Continuum of Care. The process must be reviewed, updated, and approved by the Continuum at least once every 5 years;
- 7. In consultation with the Lead Agency and the HMIS Lead Agency, develop, follow, and update annually a governance charter, which will include all procedures and policies needed to comply with designating and operating a HMIS and include HMIS requirements as prescribed by HUD; and a code of conduct and recusal process for the board, its chair(s), and any person acting on behalf of the board;

## The Advisory Boards (pg. 5)

The CoC Executive Board has established Advisory Boards to include representatives from relevant stakeholders and will include a broad representation of key stakeholder groups found within the counties encompassed in the CoC as articulated in the HUD Interim Rule. Each of the counties participating in the CoC region will be responsible for forming a local Advisory Board.

## B. Membership of Boards (pg. 11)

Representatives from relevant organizations within a geographic area shall establish a Continuum of Care for the geographic area to carry out the duties of this part. Relevant organizations include nonprofit homeless assistance providers, victim service providers, faith- based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans and homeless and formerly homeless individuals (CFR 578.5). Board composition will:

- 1. Represent members from the categories set forth in the Interim Final Rule (Attachment A);
- 2. Be reviewed annually;
- 3. Board members may represent more than one subpopulation or affiliation;
- 4. Include at least one homeless or formerly homeless individual; and
- 5. Seats will be designated by affiliation, community sector, and subpopulation.

#### The Executive Board

The Continuum of Care Executive Board is the decision-making body for the Continuum of Care. Members of the Board include local officials, service provider agencies, formerly homeless individuals, and advocates. The Executive Board is to be comprised of seven (7) voting members, one representing and elected by each of the Advisory Boards in the NorCal CoC region. This will ensure a fair distribution of appointment across organizational affiliations and representation of all relevant homeless subpopulations.

#### The Executive Board member must:

- 1. Be elected onto the Executive Board by the Advisory Board;
- 2. Have knowledge of the homeless services and organizational needs of their county; and
- 3. Actively participate in the interest of their Advisory Board and capacity as an Executive Board member.

## Officers of the Executive Board (pg. 12)

- Designation of Officers: The officers of the NorCal Continuum of Care Executive Board shall be Chairperson, and Vice Chairperson.
- 2. Election and Term of Officers: NorCal Continuum of Care Executive Board shall be elected by each county's Advisory Board. The term of services is based on the term of the contract between the County and the Lead Agency or based on the county's written policy on service term. A majority of the Executive Board members present at the meeting at which the elections are held shall constitute a quorum for the election of officers.

# Attachment 7: NorCal Continuum of Care Memorandum of Understanding with the City of Redding

# NORCAL CONTINUUM OF CARE ADMINISTRATIVE ENTITY MEMORANDUM OF UNDERSTANDING

## 1. Preamble

The NorCal Continuum of Care (the "NorCal CoC") is a membership-based organization comprised of a variety of stakeholders from service providers, government entities, research institutions, etc., who are committed to preventing and ending homelessness through the design and implementation of plans, which are consistent with local, state, and federal policies.

In the spirit of collaboration, the NorCal CoC and The City of Redding (the "City"), acting as the designated NorCal CoC Administrative Entity ("Administrative Entity"), have agreed to enter into this Memorandum of Understanding ("MOU") to document each party's duties and responsibilities and to ensure that the same are successfully executed.

The NorCal CoC and the Administrative Entity (collectively, "the parties") will work together to ensure that the NorCal CoC achieves its strategic goals and to provide the support mutually agreed by the parties as required for various committees, workgroups, and the like bodies defined in the NorCal CoC Governance Charter or requested by the NorCal CoC Executive Board.

The parties commit to timely responses, open communication, and collaborative work strategies, in the completion of tasks necessary to ensure efficient operations of the NorCal CoC and the Administrative Entity.

## 2. Purpose

This MOU sets forth the terms, conditions and expectations the NorCal CoC has for the City in the performance of its duties and responsibilities as the Administrative Entity.

## 3. Key Stakeholders and Terminology

- A. Department of Housing and Urban Development (HUD). HUD is the federal government agency that implements and regulates the Continuum of Care program under the terms of 24 CFR Part 578 (Interim Rule).
- B. NorCal Continuum of Care (NorCal CoC). The NorCal CoC is a membership-based organization comprised of a variety of stakeholders committed to preventing and ending homelessness through the design and implementation of plans, which are consistent with local, state, and federal policies.
- C. Administrative Entity. The Administrative Entity is an eligible applicant designated by the NorCal CoC to carry out the responsibilities listed in section 4 below.
- D. City of Redding. The City of Redding is a local municipality selected by the NorCal CoC to serve as the Administrative Entity.

- E. NorCal CoC Executive Board (Board). The Board is the governance body of the NorCal CoC under the terms of its Governance Charter. The Board may delegate specific responsibilities under this MOU to its Executive Committee or other committees and workgroups.
- 4. The Administrative Entity will assume responsibilities consistent with Exhibit A, attached and incorporated herein, and for the following activities:
  - Enhance the knowledge of the services providers to address housing needs;
  - Maintain an updated web page to share Agendas, Minutes, Recorded Meetings, Policies and Procedures, resources, training curriculum, reports, and other related documents;
  - Act as Secretary to the Board and facilitate monthly meetings, Special Meetings (as needed), and all member meetings twice per year;
  - Conduct the Annual Gap Analysis;
  - Facilitate the administration of an annual Point-In-Time (PIT) and Housing Inventory Count (HIC) of homeless persons with Advisory Board assistance;
  - Set baseline for system performance based on funding;
  - Build community awareness inclusive of the needs of all homeless populations;
  - Ensure consistent participation in the Homeless Management Information System (HMIS) by recipients and subrecipients and establish a monitoring schedule;
  - Complete NorCal CoC-wide funding applications, prepare Resolutions and staff reports
    (as needed and as directed by the Board and the City of Redding), oversee the Rating and
    Ranking processes pertaining to funding, process consultant applications, invoices and
    requests for support materials, services and supplies, and monitor the performance of
    projects in accordance with the funding contract;
  - Perform all duties required by HUD and the City of Redding;
  - Develop and provide continuum-wide trainings, including HUD mandated training topics;
  - Design, operate and follow a collaborative process for development of applications for funding;
  - Report the results of the evaluation outcomes of projects funded under the Emergency Solutions Grant (ESG) Program;
  - Provide information required to complete the Consolidate Plan(s) within the NorCal CoC's geographic area;

- Assist the NorCal CoC Advisory Boards with Policies and Procedures, implementation
  of housing and services systems within its geographic area that meets the needs of the
  homeless individuals and families; and
- Act as the Fiscal Agent for the NorCal CoC to include applying for grants, receiving grants, subrecipient agreements, tracking of funding, reporting of funding and monitoring subrecipients.

## 5. Performance Reporting and Oversight

The Administrative Entity will submit reports as follows:

- A. The Associate Project Coordinator will provide verbal reports to the Executive Board on progress on or barriers to achieving objectives identified in Exhibit A, as required, at each working group meeting.
- B. Written reports will be submitted no less frequently than semi-annually. Written reports will follow the agreed upon template and will be prepared by the Administrative Entity. These written reports will be made posted to the Coordinated Entry website for public transparency and will be sent directly to all funders.

## 6. Term

- A. The parties acknowledge that this MOU authorizes the Administrative Entity to enter into Grants with HUD and the City during the term of the MOU.
- B. This MOU shall commence on date of September 19, 2023, and shall continue for two (2) years until September 19, 2025, unless this MOU is terminated sooner as permitted under this MOU.
  - i. On or prior to one year prior to the MOU expiration date, the Board must provide written notice to the existing Administrative Entity if it elects to conduct a competitive process to determine the next Administrative Entity.
  - ii. If the Board through its oversight process determines that the Administrative Entity has not satisfactorily corrected material performance deficiencies under a written corrective action plan within the specified timelines, the Board may terminate this MOU with written notice to the Administrative Entity.
  - iii. Should this MOU be terminated before the expiration date by the Board, the Administrative Entity will be allowed to fulfill its obligations under its existing HUD Grant. The MOU termination date will coincide with the expiration date of the HUD Grant occurring immediately following the date of notice of termination.
  - iv. The Administrative Entity may terminate this MOU for any reason by giving the Board 90 days' prior written notice. In this case, the termination date will coincide with the expiration of the Planning Grant occurring immediately following the date of the notice plus one year.

v. Upon termination for any reason, the Administrative Entity will participate in an expedient and professional transition of knowledge, documents, grants and all other relevant information (even if not identified by name in this document) to the successor entity. This transition will also include a formal training period, term of which will be negotiated by the parties involved, to facilitate the successful transfer of information with the minimal disruption to the NorCal CoC.

## 7. Modifications and Other Provisions

- A. Modifications. Either party may request modifications to this MOU. Any changes, modifications, revisions, or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all parties to this MOU.
- B. Compliance with Applicable Laws. The parties shall at all times comply with all applicable laws, federal, and state, county, municipal statues, ordinances, and regulations relating to this MOU or which may affect the performance of this MOU.
- C. Indemnification. Each party shall be responsible for and indemnify, defend, and hold harmless the other party, from and against any third-party claims arising out of or in connection with (a) the negligent acts or omissions of its respective officers, agents, directors, and employees to the extent allowable by law; and (b) its breach or alleged breach of this MOU.
- D. Liability. No officer, member, official, or agent of the NorCal CoC or the Administrative Entity shall be personally liable in connection with this MOU.

In Witness Whereof, City and NorCal CoC have executed this Memorandum of Understanding on the days and year set forth below:

Dated:, 2023	A MUNICIPAL CORPORATION
ATTEST:	BARRY TIPPIN, CITY MANAGER APPROVED AS TO FORM:
SHARLENE TIPTON, CITY CLERK	BARRY E. DeWALT, CITY ATTORNEY
Dated:, 2023	KRISTEN SCHREDER, NORCAL COC EXECUTIVE BOARD CHAIR

# NORCAL CONTINUUM OF CARE ADMINISTRATIVE ENTITY MOU EXHIBIT A – SCOPE OF SERVICES

Term of contract: Two years – September 19, 2023 through September 19, 2025 Administrative Entity Contact Information: City of Redding – Housing Division

Mailing Address: 777 Cypress Avenue, Redding, CA 96001

## **Deliverables & Activities**

(This section will be in force for the full term of the MOU)

The Administrative Entity is responsible for the activities and deliverables outlined in this section. The NorCal CoC Governance Charter may establish processes that the City of Redding must follow when carrying out these activities:

0	Facilitate monthly Board meetings with published agendas, Special Meetings as needed ar including All-Member meetings twice a year (578.7(a)).
0	Provide access to participate remotely in Lead Agency hosted meetings.
0	Enhance the knowledge of the service providers to address housing needs.
0	Conduct annual gap analysis.
0	Facilitate the administration of an annual Point-In-Time Count (PIT) and Housing Invento Count (HIC) of homeless persons with the Advisory Boards.
0	Set baseline for system performance based on funding.
0	Build community awareness inclusive of the needs of all homeless populations.
0	Inform the Executive Board of county program needs based on Gap Analysis.
0	Ensure consistent participation of recipients and sub-recipients in the HMIS; including meetir with HMIS contractors.
0	Complete CoC wide funding applications.
0	Develop and provide Continuum-wide trainings including HUD mandated training topic a other requested trainings.
0	Monitor performance of funding projects in accordance with the funding contract.
0	Design, operate, and follow a collaborative process for development of applications for funding
0	Prepare resolutions and reports to the City of Redding as needed per needs of Executive Boa and City requirements.
0	Oversee the Rating and Ranking processes.
0	Process Consultant applications, invoices and request for support materials, services a supplies.
0	Update, maintain and monitor the NorCal CoC website.
0	Report the results of the evaluation outcomes of projects funded under the Emergency Solution Grants program (State Program) and the Continuum of Care program to HUD.
0	Ensure the HMIS is administered in compliance with requirements prescribed by HUD a monitor accordingly.

- Provide information required to complete the Consolidated Plan(s) within the Continuum's geographic area.
- In consultation with recipients of ESG program funds within the geographic area, establish and consistently follow written standards for providing Continuum of Care assistance. At a minimum, these written standards must include:
  - > Policies and procedures for evaluating individuals' and families' eligibility for assistance under this part;
  - Policies and procedures for determining and prioritizing which individuals and families will receive transitional housing assistance (these policies must include the emergency transfer priority required under Sect. 578.99(j)(8));
  - ➤ Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance (these policies must include the emergency transfer priority required under Sect. 578.99(j)(8));
  - Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance;
  - Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance (these policies must include the emergency transfer priority required under Sect. 578.99(j)(8));
  - Where the Continuum is designated a high-performing community, policies and procedures set forth in 24 CFR 576.400(e)(3)(vi), (e)(3)(vii), (e)(3)(viii), and (e)(3)(iX).
- o Assist the Advisory Boards with county-wide policies and procedures.
- o Act as the Secretary for the Executive Board Meetings.
- Determine equitable distribution of funds using framework identified under "Funding" when funds are required to have an equitable distribution.
- Act as the Fiscal Agent for the Continuum; this includes applying for grants, staff reports for city council, receiving grants, subrecipient agreements, tracking funding, reporting funding, monitoring subrecipients.
- Coordinate, with Advisory Boards, the implementation of a housing and service system within
  its geographic area that meets the needs of the homeless individuals (including unaccompanied
  youth) and families. At a minimum, such system encompasses the following:
  - > Outreach, engagement, and assessment;
  - > Shelter, housing, and supportive services; and
  - Prevention strategies.
- o Environmental reviews for all contracts either NEPA or CEQA.
- Assist with public invitation for new members to join the NorCal CoC; ensure Board adheres to
  the Governance Charter; act as a resource; assist with the appointment of subcommittees; assist
  with the update of the Governance Charter; (578.7(a)maintain a website.
- Establish and monitor performance targets, collaborate with HMIS and Coordinated Entry Lead,
   Coordinate and implement a housing and service system; provide information to Consolidated
   Plan administrators.

## **Attachment 8: Membership Application**

NorCal Continuum of Care					
Name Christine Cage	Shasta County				
Phone 530-208-7552	Title Director				
	The Interior				
Email Noboundaries 25@gmail.com  Agency Name (If Applicable) No Boundaries Transitional Housing					
Membership request: X Voting Member					
	·				
Voting member please identify an alternate (I					
Please Select the Category that best defines a special population do you represent? (Check a	you or your agency type. What service area, jurisdiction or				
Local Government Staff/Officials	☐ Youth Advocates				
☐ CDBGHOME/ESG Entitlement Jurisdiction	School Administrators/Homeless Liaisons				
Law Enforcement	CoC Funded Victim Service Providers				
Local Jail(s)	Non-CoC Funded Victim Service Providers				
☐ Hospital(s)	Domestic Violence Advocates				
EMT/Crisis Response Team(s)	Street Outreach Team(s)				
Mental Health Service Organizations	Lesbian, Gay, Bisexual, Transgender (LGBT)				
Substance Abuse Service Organizations	Advocates				
Affordable Housing Developer(s)	LBGT Service Organizations				
☐ Disability Advocates	Agencies that serve survivors of human				
Public Housing Authorities	trafficking				
CoC Funded Youth Homeless Org.	Other homeless subpopulation advocates				
Non-CoC Funded Youth Homeless Org.	Homeless or Formerly Homeless Persons				
J Other:	Emergency shelter				
	☐ Veteran service providers and advocates				
	Locality taskforce representatives				
	ency/organization, for individuals, explain your interest in				
joining the CoC No Boundaries Transitiona	l Housing ia committed to inspiring life long changes in				
individuals and communities that strengthen	our society for a better tomorrow.				
The contract of the contract o	Total books of the country to the co				
Describe the agencies/organization's or	personal experience working to end homelessness:				
What does the agency/organization or individu	al hope to contribute and gain by being a members of the				
(CoC)?: We are currently a member of COC					
Statement of Commitment: By my signature be	low, if nominated and elected to the Continuum of Care				
Advisory Board, I understand that I will attend, v	with frequency, the Advisory Board Meetings, when scheduled.				
I will collaboratively participate at each meeting	and will share knowledge and information freely. I may revoke				
	my membership may be revoked for cause, if I am not adhering				
to the NorCal CoC Governance Charter.	, , , , , , , , , , , , , , , , , , , ,				
	<b>D</b>				
Signature: Christine Cage	Date: <u>02/08/2024</u>				
For additional information please s	ee the Governance Charter and Membership Policy at				