



**Shasta County Advisory Board Meeting**

**March 12, 2024, 3:00 PM-5:00 PM**

**Redding City Hall - Community 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 February 13, 2024, meeting (Attachment 1).
  - Board Members will review and approve minutes from the February 26, 2024, meeting (Attachment 2).
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. **Presentation**
  - Partners II Housing Program, Shasta HHSA presenting.  
City of Redding to issue NOFA soon for administration of HUD funded program in the amount of \$382,742.50. (Attachment 3, description of the program)
6. **New Business**
  - Action**
    - A. Review HHAP 5 Funding Plan, discuss and approve needed revisions. (Attachment 6)
  - Discussion**
    - A. Funding Update
      - a. Status of Funding HHAP 1, 2, 3 & 4 (Attachment 4)
      - b. HHAP 3 status and timeline
      - c. HHAP 4 & 5 Planning Continued from 2/26/24
      - d. Assigned Funding to Eligible Use Categories (Attachment 5)
      - e. HHAP 5 Completed Shasta CoC & County Funding Plan
      - f. (Attachment 6)
    - B. Executive Board approval of Joint Projects for HHAP 4 & 5
    - C. Seven County PIT Administrator
    - D. AT HOME - Shasta Advisory Collaboration
    - E. Project Homeless Connect
7. **Reports.**
  - A. Executive Board
  - B. County/City
  - C. HMIS Coordinated Entry Administrator
  - D. PIT Committee
  - E. Member Announcement
8. **Partner Presentations for Next Meeting.**
9. **Discussion Items for Next Meeting.**
10. **Adjournment.**

**VOTING MEMBERS**

Abbott, Paul – Shasta Thrive  
Alvey, Rachel - One Safe Place  
Cage, Christine- No Boundaries  
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 Horn, Kirsha - Nation's Finest  
Zander, Hollie - CRDC

**Next Meetings:**

Advisory Board Meeting: April 9, 2024, 3 pm-5 pm at Redding City Hall Community Room  
Executive Board Meeting: March 21, 2024, 1 pm- 3 pm City Hall Housing Community Room  
AT HOME Meeting March 21, 2024, 8:30-9:30 am City Hall Caldwell Room  
ALL COC Meeting: April 18, 2024, City Hall Location TBD

# Attachment 1: Meeting Minutes from February 13, 2024



**Shasta Advisory Board Meeting**  
**February 13, 2024, 3:00pm-5:00pm**  
**Redding City Hall - Caldwell Park Conference Room (2-Floor)**  
**777 Cypress Avenue, Redding, CA 96001**

## MEETING MINUTES

### Voting Members

Abbott, Paul-Shasta Thrive  
Danielson, Tim-United Way  
Joyce, Maggie-SCOE  
Kennedy, Marci-NorCal LSS  
Kerr, Emily-HHSA  
McDuffey, Laura-City of Redding  
Middleton, Amber – SCHC  
Preller, Megan - Ready for Life  
Schaefer, Lesha - Pathways/Housing  
Schreder, Kristen - Executive Board Chair  
Sears, Katie - Hill Country  
Spencer, Crystal-Faithworks  
~~Azare, Cole~~ - Nation's Finest Alternant  
Zander, Hollie - CRDC

### 1. Call to Order

A meeting of the Shasta Advisory Board was called to order at 3:01 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

Amber Middleton made the motion to approve the meeting minutes of January 9, 2024. Kristen Schreder seconded the motion. All in favor.

### 4. Public Comments

Hollie Zander announced that Peter and the Star Catcher, a play put on by New Stage Theater Company, a local non-profit, will be held on February 16<sup>th</sup>, 17<sup>th</sup>, 23<sup>rd</sup>, and 24<sup>th</sup> at Anderson High School. Also, announced that CRDC old office on Parkview is looking for a local non-profit to lease too.

Crystal Spencer announced a fundraiser for a ~~Faithworks~~ family to be able to get transportation, will be on Monday, February 19, 2024, at Quick Quack Carwash on Hartnell.

A participant announced NAMI Shasta County will be holding a family-to-family class, go to Shasta.org to get details and sign up.

Collin ~~Azare~~ announced Nation's Finest event, Stuff the Van on February 28<sup>th</sup>, 6am to 6pm for winter

clothing, tents, sleeping bags, and more, at their location on Hartnell.

Sarah Fielding announced Legal Services of Northern California clinics coming up in March for Estate Planning. She thanked everyone that participated in the last clinics.

Laurel Park wanted to acknowledge everyone and was thankful.

## **5. Partner Presentation**

### ***Presentation:***

Christina Cage presented the programs at No Boundaries. She reviewed what they provide, general rules, Intake, expenses, and showed the statistics with entries, exits, and success stories.

Jonathan Anderson presented the Day Resource Center that is in the process of being purchased and renovated, next steps, and partnerships. They will be hosting a stake holder meeting sometime in March, invited all members that want to be a part of the services provided. Also, shared they will be creating an Advisory Board. Projecting to have it open by Summer of 2025, in meantime they will have an Interim Day Center at Good News Rescue Mission.

## **6. New Business**

### ***Action:***

- A. Letter of Support for Shasta County Office of Education (Attachment 2)- Amber Middleton made the motion to approve the Letter of Support for Shasta County Office of Education and Megan Preller seconded the motion. All in Favor.
- B. 2022 HHAP 3 Shasta CoC Revised Allocations (Attachment 3)- Lesha Schaefer made the motion to approve the 2022 HHAP 3 Shasta CoC Revised Allocations and Amber Middleton seconded the motion. All in Favor.
- C. NorCal Continuum of Care Memorandum of Understanding with City of Redding to provide Administrative Entity services Memorandum of Understanding (Attachment 7)- Maggie Joyce made the motion to approve the NorCal Continuum of Care Memorandum of Understanding with City of Redding to provide Administrative Entity services and Lesha Schaefer seconded the motion. All in Favor.
- D. Membership Applications-Christine Cage-No Boundaries-Participant to Voting member (Attachment 8)- Amber Middleton made the motion to approve Christine Cage's change to Voting member and Megan Preller seconded the motion. All in Favor.

### ***Discussion:***

- A. Funding Update  
On January 26, 2024, HHSA transferred all funding to City of Redding. Over the next couple of weeks, they will be finishing up agreements, hoping for the middle of March. HHAP 5 planning meeting will be on February 22, 2024.
- B. PIT Debrief  
All the information has been inputted from Counting us app, working comparing to HMIS data.
- C. HIC  
Same information as above.
- D. Project Homeless Connect  
NA- Moved to next month.
- E. Shasta Advisory Representative for Executive Board (Attachment 6)  
HHSA stated they are good with Kristen remaining as the representative, no further discussion needed.

NA- Moved to next month.

E. Shasta Advisory Representative for Executive Board (Attachment 6)

HHSA stated they are good with Kristen remaining as the representative, no further discussion needed.

**7. Reports** – None discussed already.

**8. Partner Presentation for next meeting** – None

**9. Discussion Items for next meeting** – None

**10. Adjournment** – Meeting adjourned at 4:58pm

# Attachment 2: Meeting Minutes February 26, 2024 Special Meeting



**Shasta Advisory Board Special Meeting  
February 26, 2024, 1:30 PM-3:00 PM  
Shasta County Office of Education - Aspen Room  
1644 Magnolia Ave Redding, CA 96001**

## **MEETING MINUTES**

### **Voting Members**

Abbott, Paul-Shasta Thrive  
Alvey, Rachel - One Safe Place  
Danielson, Tim-United Way  
Eddy, Brett-New Life Discovery Project  
Joyce, Maggie-SCOE  
Kerr, Emily-HHSA  
Smith, Nicole-City of Redding Alternate  
Middleton, Amber – SCHC  
Preller, Megan - Ready for Life  
Schaefer, Lesha - Pathways/Housing  
Schreder, Kristen - Executive Board Chair  
Sears, Katie - Hill Country  
Spencer, Crystal-Faithworks  
Zander, Hollie - CRDC

### **1. Call to Order**

A meeting of the Shasta Advisory Board was called to order at 3:01 p.m. by Chair Maggie Joyce.

### **2. Introductions/Establish Quorum**

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

### **3. Public Comments**

No Public Comments

### **4. New Business**

#### ***Discussion:***

HHAP 4 and 5 Application and Budget

Discussed and reviewed the HHAP 4 Budget submitted in November 2022 and projects. Since the priority identified in the Local Homeless Action Plan for HHAP 5 is Permanent Housing, the board discussed what changes should be made to HHAP 4 to dedicate the majority of HHAP 5 to Permanent Housing. The board also reviewed how HHAP 3 was awarded and what buckets were funded. Several ideas were identified for permanent housing.

It was mentioned that Faithworks was just awarded a development project on Parkview Ave, and they

would be looking for funding, it will be 12 units of permanent supportive housing. Also, there is an owner of a mobile home park that is getting funding to purchase new homes for park, and they want to possibly work with CoC to house families, needing subsidies, but since they are not considered on their own property, housing vouchers will not work. Katie Sears will invite them to come present to board and see if there are ways to work with them.

The HHAP 4 & 5 funding that the Shasta County CoC receives will not be enough for a project, board is requesting for Shasta County to consider using their HHAP 4 & 5 for Permanent Supportive Housing to help meet the priorities identified in the Local Homeless Action Plan.

HHAP 5 Application questions reviewed and answered for Shasta Advisory Board

2.1 Participating Jurisdictions' Roles and Responsibilities

Board reviewed, discussed, and answered.

2.2 System Performance Measures and Improvement Plan

This section requires information from HMIS, United Way will review and complete.

2.3 Equity Improvement Plan

This section was completed previously, no further information needed.

2.4 Plan to Reduce the Number of People Experiencing Homelessness Upon Exiting an Institutional Setting

Board reviewed, discussed the need for permanent housing, questions answered.

2.5 Plan to Utilize Local, State and Federal Funds to End Homelessness

Board reviewed and discussed. A request was made for all service providers to review their funding and sources. Once they have done that, the information needs to be sent to Shawna and she will update the application.

2.6 Plan to Connect People Experiencing Homelessness to All Eligible Benefit Programs

Board reviewed and discussed. The majority is with Shasta County to answer.

If anyone else has any more information to add, please send it to Shawna.

Board did not have time to review the attached proposed MOU draft.

***Action:***

HHAP 4 Budget and allocations

Shasta CoC allocation 1/3 Rapid Rehousing, 1/3 Interim Housing, 1/3 System Support

HHAP 5 Budget and allocations

90% Permanent Housing, 10% System Support

Amber Middleton made the motion and Megan Preller seconded the motion. All in favor.

**9. Adjournment** – Meeting was adjourned at 2:57 pm

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# Attachment 3: Description of Partners II Housing Program

## Attachment 3 - March 12, 2024, Shasta CoC Advisory Meeting

### The Project – Partners II Housing Program

The NorCal CoC will be requesting proposals for the FY 2023 Continuum of Care Program – Partners II Housing Project (Project). Presently, this Project is being administered by Shasta County. The proposed RFP will solicit applications from groups or organizations wishing to administer this Project for the Period of Performance October 1, 2024 to September 30, 2025.

The Annual Funding Available for this Project is \$382,742.50 which includes \$247,944 for Rental Assistance, \$37,178 for Supportive Services, \$21,072 for Administration.

The Program addresses the physical, economic, and social needs required to promote and increase self-sufficiency for those who are chronically homeless and have a disabling condition. There are several supportive services that are provided while on this program, the main supports being:

1. Assistance in finding decent and affordable housing.
2. Ensure and support access to valuable services and resources in the community based on specific needs of the client.
3. Regular home visits will be conducted by the social worker or case manager to evaluate the Clients' adjustment to housing and encourage service engagement. These home visits will happen quarterly at minimum.

#### Responsibilities of tenants:

- Report any changes to their income. This could be the source of income, amount of income, or any lump sum payment received. These changes must be reported in writing within 15 calendar days.
- Report anyone moving into or out of their home. Anyone moving into the home must be determined eligible AND approved by the landlord.
- Keep their rental clean and in working order at all times. This includes general housekeeping such as sweeping, wiping down counters and ensuring all trash and recyclables are taken to the dumpster regularly. These tasks help keep vermin and infestations from happening.
- Inform of any notices given by the landlord or rental management company.
- Pay their share of monthly rent on time.
- Pay all utility bills and ensure utilities are always turned on.
- Do not allow anyone to use their address for mail.
- Be a good neighbor and do not engage in any behaviors that would threaten the health, safety, or right to peaceful enjoyment of other residents living around them.

## Attachment 4: Status of Funding

NorCal CoC and Shasta CoC Status of Funding					Attachment 4	3/7/24
Funding	Contact-Adm entity	Eligible Entity	Period of elig use	Amount	Eligible uses	Status
HHAP 1 & 2	City of Redding	Shasta CoC	Exp deadlines HHAP 1 6/30/25 HHAP 2 6/30/26	expended/ allocated	multi uses	All HHAP-1 and HHAP-2 contracts have been sent out to vendors for signatures, some are fully executed.
HHAP 3	City of Redding	Shasta CoC	Exp deadline 6/30/26	\$970,377.34	multi uses	CoR working on subrecipient contracts. Working on verification of how HHAP 3 will be expended to update and amend budget with Cal ICH.
HHAP 4	City of Redding	Shasta CoC	Exp deadline 6/30/27	\$986,514.30 Est	multi uses	CoR received initial 50% funding 12/21/23. Awaiting Executive Board approval of HHAP 4 allocations to be able to release NOFA Spring 2024.
HHAP 5	City of Redding	Shasta CoC	Applic due 3/27/24 Exp deadline 6/30/28	\$1,354,716 Est	multi uses	NorCal CoC EB scheduled to approve the MOU and Regionally Coordinated Homelessness Action Plan for submittal before 3/27/24. All County BoS will need to approve MOU and RCHAP
2023 ESG	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	No change. 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.
1st allocation HHIP	City of Redding	Shasta County geographically	Exp deadline 12/31/25	\$2,300,000	multi uses	City has not received any information about future funding. Seven contracts are fully executed; two are with vendor for signature, and one is waiting on environmental reports to be 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 originally 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	City of Redding	NorCal CoC	10/1/24 to 9/30/25	\$382,742.50 rev 1/29/24	Amounts \$247,944 rental assist \$37,178 SS \$21,072 adm \$76,548.50 match (HHAP3)	Confirming information about current program to be able to release NOFA spring 2024, with a provider starting October 1, 2024. Shasta HHSa Presentation about program scheduled for 3/12/24 Shasta Advisory Meeting and the 3/21/24 NorCal CoC EB meeting
K.Schreder						



## Attachment 5: HHAP 4 & 5 Planning

HHAP 3-5		HHAP 3 Proj	Total HHAP 4 Alloc & Budget	HHAP 4 Budget	HHAP 5		HHAP 3, 4 & 5 3/12/24
County Name: Shasta							
Total allocation		\$3,903,471.29		\$4,732,917.39	\$4,732,917.39	\$7,103,206.17	
total 1% HMIS		na			na		
CoC & CO ea 50%		na			na	\$0.00	
Total Youth Set Aside 10%		\$390,347.13	\$473,291.74	\$473,291.74	\$710,320.62		
Shasta CoC Allocation		\$1,237,763.89		\$1,060,768.07	\$1,456,684.16		
Youth SA Shasta CoC Est RFL		\$231,000		\$106,076.81	\$145,668.42		
EligUseCatgy						Activities these funds will support	How these activities align with State's priorities
Adm Costs* @7%		\$86,643.47	\$331,304.22	\$74,253.76	\$101,967.89		
HHAP 3 & 4 Jt Proj		\$180,743.08		\$10,462.18			
1% HMIS Shasta @40.18%		na		na			
Bal		\$970,377.34	\$4,401,613.17	\$976,052.13	\$1,354,716.27		
RR			RR	\$331,304.39	\$325,415.78		
Prev Shltr Div	FW	\$137,780.27	Prev Shltr Div	\$236,646.00			
PH Invtv Hsg Sol			Perm Hsg	\$615,279.00	\$1,219,244.64	Acquisition of land or buildings, improvements or renovations, services for people in permanent housing programs, to include intensive case management services	consistent with HHAP 5 priority to support permanent housing
Op Sub-PH			oper sub	\$378,633.00			
Op Sub-IntHsg	PTH	\$172,146.16					
Impv Extn IntHsg							
Interim Housing			Interim Housing	\$378,633.00	\$325,318.17		
Street Outreach	SCHC	\$182,603.61	Street Outreach	\$1,041,242.00			
Serv Coord	LSS&RFL	\$477,847.30	Serv Coord	\$473,292.00			
Systems Support			Systems Support	\$946,584.00	\$325,318.17	Supports for homelessness services system infrastructure, regional coordination including HMIS	consistent with support for regional system operations
Total		\$970,377.34	\$4,401,613.39	\$976,052.13	\$1,354,716.27		
Budget #2: County Allocation							
Shasta Co Funds Available:		\$1,155,246.30		\$995,229.79	\$1,397,559.41		
Youth SA Shasta Co Amount		\$115,524.63		\$99,522.98	\$139,755.94		
EligUseCatgy						Activities these funds will support	How these activities align with State's priorities
Adm Costs* @7%		\$80,867.24		\$69,666.09	\$0.00		
HHAP 3 & 4 Jt Proj		\$168,694.54		\$9,815.79			
1% HMIS Shasta @40.18%							
Bal		\$905,684.52		\$915,747.91	\$1,397,559.41		
RR							
Prev Shltr Div							
PH Invtv Hsg Sol							
Op Sub-PH							
Op Sub-IntHsg							
Impv Extn IntHsg							
Interim Housing							
Street Outreach							
Serv Coord							
Systems Support							
Total							

# Attachment 6: HHAP 5 Completed Shasta CoC & County Funding Plan

HHAP-5 Funding Plan				completed Shasta HHAP 5 Funding Plan				Shasta Advisory 3/12/24 Attch 6	
County Name: Shasta									
<b>Budget #1: County Share of CoC Allocation</b>									
Funds Available:	Total based on 2023 PIT %		Allowable Admin (7% portion of total)						
	1,456,684.16		101,967.89						
Eligible Use Category			Dollars Budgeted		If applicable, dollars budgeted	Activities these funds will support	How are these activities aligned with the State's priorities?		
Rapid Rehousing									
Prevention and Shelter Diversion									
Delivery of Permanent Housing and Innovative Housing Solutions			\$ 1,219,244.64		\$ 145,668.42	Acquisition of land or buildings, improvements or renovations, services for people in permanent housing programs, to include intensive case management services	consistent with HHAP 5 priority to support permanent housing		
Operating Subsidies -Permanent Housing									
Operating Subsidies - Interim Housing									
Improvements to Existing Interim Housing									
Interim Housing									
Street Outreach									
Services Coordination									
Systems Support			\$ 135,471.63			Supports for homelessness services system infrastructure, regional coordination including HMIS	consistent with support for regional system operations		
Administrative Costs*			\$ 101,967.89						
Additional 1% for HMIS									
Total			\$1,456,684.16						
*Share of allowable admin to be determined, show the full 7% budget									
<b>Budget #2: County Allocation</b>									
Funds Available:	Total allocation		Allowable Admin (7% portion of total)						
	1,397,559.41		97,289.16						
Eligible Use Category			Dollars Budgeted		If applicable, dollars budgeted	Activities these funds will support	How are these activities aligned with the State's priorities?		
Rapid Rehousing									
Prevention and Shelter Diversion									
Delivery of Permanent Housing and Innovative Housing Solutions									
Operating Subsidies -Permanent Housing									
Operating Subsidies - Interim Housing									
Improvements to Existing Interim Housing									
Interim Housing			1,020,218.37			Supportive Case Management	The state has extended resources to ensure the marginalized community members are afforded the opportunity to have equitable access to affordable housing.		
Street Outreach									
Services Coordination									
Systems Support			139,755.94			Supportive Case Management	The state has extended resources to ensure the marginalized community members are afforded the opportunity to have equitable access to affordable housing.		
Administrative Costs*			97,829.16						
Additional 1% for HMIS			0.00						
Youth Set-Aside			139,755.94						
Total			1,397,559.41						
*can budget up to 7% of allocation for admin									
Question: Does either budget propose to support any new interim housing solutions outside of the youth set-aside?						No			
Question: Does either budget propose to support new interim housing solutions for youth in excess of 10% of total HHAP-5 do No									