



Executive Board Special Meeting

January 11, 2024

8:00 to 10:00 am

777 Cypress Ave. Housing Conference Room

Redding, CA 96001

1/11-Housing Conference Room (City Hall-1st Floor)

Topic: NorCal CoC Executive Board Special Meeting and HHAP 5 Planning

Time: Jan 11, 2024 08:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/84080001153?pwd=bNlnasCF8Jga6dGytBPUflfgqNLq3a.1>

Meeting ID: 840 8000 1153

Passcode: 882226

One tap mobile

+16694449171,,84080001153#,,,,*882226# US

+13462487799,,84080001153#,,,,*882226# US (Houston)

Teleconference locations:

Sierra County Behavioral Health

706 Mill Street

Loyalton, CA 96118

Del Norte County Health and Human Services

455 K Street

Crescent City, CA 95531

Teach I.N.C

112 E 2nd Street

Alturas, CA 96101

Lassen County Health and Social Services

1445 Paul Bunyan, Suite B

Susanville, CA 96130

Siskiyou County Behavioral Health

2060 Campus Dr.

Yreka, CA 96097

Plumas County

PCIRC

591 Main Street

Quincy, CA 95971

Executive Board Members

Kristen Schreder,

County of Shasta, Chair

Sarah Collard,

County of Siskiyou, Co-Chair

Grace Poor,

County of Lassen

Cathy Rahmeyer,

County of Plumas

Carol Madison,

County of Modoc

Sheryll Prinz-McMillan,

County of Sierra

Michael Coats,

County of Del Norte



To Address the Board: Members of the public may address the Board on any agenda item. Pursuant to the Brown Act (Govt. Code section 54950, et seq.) Board action or discussion cannot be taken on non-agenda matters but the board may briefly respond to statements or questions. You may submit your public comment via email to norcalcoc@cityoffredding.org that will be read into the record.

1. Call to Order/Quorum Established/Introductions

2. Public Comments (limited to 3 mins. per comment)

Members of the public will have the opportunity to address the Board on any issue within the jurisdiction of the Board. Speakers will be limited to three minutes.

3. Action Items

I. Approve Meeting Minutes

Board members will review and approve draft minutes from the September 25, 2023 Special Executive Board Meeting.

[Attachment A - draft September 25, 2023 Special Executive Board Meeting minutes](#)

II. Approve Annual NorCal CoC Sheltered PIT Count Date and Documentation

See attached PIT Committee recommendations.

1. The PIT Census date: January 23, 2024
2. The Sheltered Survey: members voted to approve using the Sheltered Survey template as it will be generated automatically by the Counting Us app. This would involve meeting at least the basic HUD requirements but not adding optional questions for local purposes. Unfortunately, I don't have an attachment for this item.
3. PIT methodology: Approve updated methodology to the 2024 dates, remove the method for the unsheltered count, and remove county-specific addendums.
4. The HIC form: updated with 2024 dates, fillable form.

[Attachment B-1, PIT Methodology](#)

[Attachment B-2, 2024 Housing Inventory Count Form](#)

[Awaiting Proposed Sheltered Survey to be provided](#)

III. Approve use of HHAP 4 funds to pay vendors for CoC Operations beginning August 1 through December 31, 2023 and be reimbursed with HHAP 3 funds when they become available.

Teddie Pierce (Prepare Collaborative Applic)	\$18,975
2024 CountingUs Mobile App	\$8,750
UWNC HMIS transition 8/1/23 to 12/31/23	<u>\$25,677</u>
Total amount to be reimbursed with HHAP 3	\$53,402

Approve HHAP 4 funds to pay for	
Housing Tools - Prepare HHAP 5 Applic	\$46,680



Attachment C-1 8/15/23 Redding City Council Approval of T. Pierce Proposal

Attachment C-2 SimtechSolutions CountingUs invoice

Attachment C-3 United Way of Northern California invoice for 2023

EB approved Housing Tools \$46,680 proposal 12/21/23, see agenda for proposal, contract in process

IV. **Review and Approve HHAP4 Distribution potential Joint Project, amount and eligible uses**

(Note: On October 19, 2023, the EB approved the distribution of the HHAP 4 CoC allocation using the 2022 HUD approved PIT count percentage, 2022 PIT was used by the State to determine HHAP 4 allocations) Attached draft distribution is similar to 2022 approved HHAP 3. Consider creation of \$500,000 Joint Project for System Support, funded by portion from each CoC and each County.

Attachment D-1 - Draft Proposed HHAP 4 Distribution

Attachment D-2 - August 1, 2023 to December 31, 2025 NorCal CoC Budget V.5 Approved 12/21/23

V. **Approve** Scheduling of additional Special Executive Board Meeting(s) as needed.

4. Discussion Items

I. **HHAP 5 Application Planning Kick-Off (Due March 27, 2024)**

Review and discuss with Housing Tools HHAP 5 Application Planning Memo.

Attachment E - Housing Tools - HHAP-5 Application Planning Memo and Timeline of Major HHAP-5 Steps

5. Reports

I. **City of Redding - Administrative Entity Report**

II. **United Way of Northern California – HMIS Report**

III. **“Comprehensive list of grants will be provided by Lead Agency as soon as possible.”** (originally included with the 7/20/23 Executive Board Agenda) Requested information to include original allocation of grant funds, distribution and expenditures and balance of funds. HHAP1 and HHAP2 expenditures were provided, but final HHAP3 expenditures designated as admin or Joint Project expenditures have not been provided as of 1/9/24 and since this request was posted 7/20/23.

IV. **HHAP funding transfer.**

Shasta County HHSA provided to BCSH updated HHAP1 and HHAP2 expenditure reports. City of Redding signed amended contracts for HHAP1 and HHAP2 awaiting Shasta County Board of Supervisors to approve HHAP1 and HHAP2 Amended Contracts in early January 2024. Was not presented to the January 9, 2024 Shasta BoS meeting.

BCSH requested that Shasta County HHSA submit additional general ledgers and reports of expenditures. As of 1/9/24 BCSH has not prepared amendments for the HHAP3 contracts.

6. NorCal CoC Member Updates.

7. Discussion Items for Next Meeting



- I. Review Participation Requirements, Governance Charter “Application Standards and Thresholds”
- II. Discuss next steps for review of Governance Charter
- III. Review and discuss HUD Housing Partners II funding and proposed NOFA
- IV. Review and approve NorCal Continuum of Care City of Redding Administrative Entity Memorandum of Understanding.

8. Adjournment

If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. You may contact the City of Redding Housing Division at (530)225-4048 for disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meeting.

Next Executive Board Meetings

January 18, 2024 1pm – 2pm, HHAP 5 Planning Meeting 2-4pm

Redding City Hall, TBD

Enterprise Park Conf Rm.

HHAP 5 Public Meetings

Meeting #1 Redding City Hall Community Room

Wed. 1/31 Evening, 6-8 pm

Meeting #2 Redding City Hall Community Room

Thurs. 2/8 10:00 am- 12:00pm

Meeting #3 Redding City Hall Community Room

Thurs. 2/22 time 12:00-2:00 pm



Executive Board Special Meeting

Draft Minutes

September 25, 2023

2:00 – 4:00 pm

**777 Cypress Ave. Housing Conference Room
Redding, CA 96001**

- **Call to Order/Quorum Established/Introductions**

Members: Jeri Robertson (Del Norte), Sarah Collard (Siskiyou), Barbara Longo (Lassen) Kristen Schreder (Shasta)

Guests: Barry Tippin, Michele Weidman, Nicole Smith, Laura McDuffey, Teddie Pierce

- **Public Comments (limited to 3 mins. per comment)**

No public comments

- **Action Items**

- I. Presentation about Collaborative Application

Teddie Pierce conducted a PowerPoint (attached to these minutes) about the process of the Collaborative Application process. She noted that in future will be important to focus on Domestic Violence and Additional Projects for next year. She reviewed the application amounts as follows:

- **Tier 1 Projects (funding safety zone)**

- 1. Housing Partner II (Permanent Supportive Housing) \$269,750
 - 2. Homeless Management Information System \$ 30,000
 - 3. Coordinated Entry (Services) \$ 61,809 (\$5,712 of the CES Grant placed in Tier 2, so net amount in Tier 1 for CES is \$56,097)

Tier 1 Funding Amount cap was **\$355,847**, total Renewal projects equaled \$361,559 so \$5,712 was placed into the 7% risk factor (Tier 2) per to the Rating/Ranking Committee

Note: Annual Planning Grants are not rated, ranked or prioritized, HMIS and Coordinated Entry are not rated but are ranked

- **Strengths:**

- Stronger on Coordinated Entry, development of micro-shelters
 - Seeing program growth and more inclusionary practices over time
 - HMIS data was provided to help answer the Performance questions
 - YouTube videos provide nice service overviews

- **Improvement Areas:**

- Increase Rapid ReHousing Beds through future state funding
 - Increase coverage for Street Outreach services and HMIS Participating Agencies



- Conduct regular project evaluations that encompass racial equity
- Increase engagement of persons with lived experience to hold committee/board positions

Teddie noted that she used this tool to review our CoC's performance measures to others.

<https://public.tableau.com/app/profile/mattschnars/viz/TennesseeSystemPerformanceMeasureComparator/M1>

She thanked staff for the help, and stated she wanted to provide a lot of credit to Melissa Nave at the County, as she jumped in at the last minute, was easy to work with, and had great questions.

The rating and ranking was listed as follows: (Planning grant not included in the process)

1. Housing
2. HMIS
3. Coordinated Entry

Barbara Longo motioned to approve the Priority Listing shared by Teddie. Sarah Collard seconded the motion. Roll call vote was taken. All approved, none opposed.

Sarah Collard Motioned to approve the collaborative application. Barbara Longo seconded the motion. Roll call vote was taken. All approved, none opposed

Barbara Longo motioned to approve three renewal projects. Sarah Collard seconded the motion. Roll call vote was taken. All approved, none opposed

I.

- II. Approve scheduling of Regular or Special Executive Board Meetings as needed.
October 19, 2023 is listed on the EB calendar as a Full Member Meeting instead of EB Regular Monthly Meeting

Kristen recommended rescheduling the Full Member meeting to November 16th and use October 19th as a regular Executive Board meeting. Sarah Collard motioned to adjust the meetings. Jeri Robertson seconded the motion. Roll call vote was taken. All approved, none opposed

- **Discussion Items for Next Meeting**

- Funding discussion
- Governance charter edits
- HHAP 3 funding distribution
- HHAP 5 application process

- **Adjournment**

Meeting was adjourned at 2:48 pm.

NorCal 2024 PIT Scope of Work and Methodology Plan

January 23, 2024

Overview

This guide provides the NorCal Continuum of Care (NorCal CoC) with standards and guidance concerning conducting the 2024 Point in Time (PIT) Count.

The NorCal CoC is a seven-county homeless consortium. The NorCal CoC is charged by the U.S. Department of Housing and Urban Development (HUD) to conduct the Point-in-Time (PIT) Count. This PIT Count develops important, person-specific data which helps communities to prioritize the most vulnerable and chronically homeless persons for rapid rehousing, transitional housing, or permanent housing resources.

The 2024 PIT Count consists of two primary components: a sheltered count and a Housing Inventory Chart.

Sheltered Count

Methodology: For the sheltered count, we will do a non-random sample and service based counts up to the 7 day period after the designated night of the count. Extrapolation is used for no more than 20% of those survey questions that where the respondents did not respond.

Definition

For the purposes of the count, the following definition of sheltered homeless persons will be:

- An individual or family living in a supervised publicly or privately-operated shelter designated to provide temporary living arrangement (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals).

1. We will account and report on all people experiencing sheltered homelessness residing in NorCal CoC.

1. A. We may exclude geographic areas where the NorCal CoC Advisory Boards have determined that there are no persons experiencing sheltered homelessness, including areas that are uninhabitable.

1. B. We will start the homeless sheltered PIT count on the night of January 23, 2024. We will continue to take survey counts for the following seven days, per HUD regulations. We will be conducting survey counts on workdays only, asking where they slept the night of January

23rd. The methodology used for the sheltered count will be a random sample and service based counts up to the 7 day period after the designated night of the count.

Establishing a timeline of count activities

2. A. Executing the Sheltered count

- We will count clients in Emergency Shelters, Safe Havens, or Transitional Housing on the night designated for the count, January 23, 2024.

3. Determining who to count, the plan is as follow:

3. A. We will count clients sleeping overnight in all of the following project types:

- Emergency Shelters;
- Motels/Hotels paid for by charitable organization or by federal, state or local government programs;
- Transitional Housing

3. B. We will work closely with providers serving youth to ensure a comprehensive and inclusive count of youth experiencing homelessness, including but limited to:

- Youth drop-in centers;
- Faith-based organization and youth groups;
- Health clinics-youth-base including mobile health outreach;
- Local middle schools, high school, and alternative educational programs; and
- Libraries.

4.0 Involving partner organizations

4. A. We will work to include community stakeholders in conducting the PIT Count. Stakeholders include representatives from jurisdictions or partners assisting with the count, community members, and people with the following types of professional and personal experience:

- Shelter staff;
- Homeless outreach workers; and
- Law enforcement.

5. Managing PIT count planning and execution

5. A. We will submit the methodology plan for approval

5. B. Requested: We will request funding for PIT day of and volunteers

5. C. Attended: We will attend monthly advisory meetings for the Continuum of Care

5. D. We will utilize HMIS to enter data from PIT surveys.

6. Engaging reluctant providers

6. A. Should we encounter reluctant providers for participation in the Point in Time Count, we will assure that all the information from the surveys will be kept confidential. We will meet them in person and discuss the value of the data collected for the community and meeting the needs of those experiencing homelessness. We will work to incorporate their ideas into the planning process.

7. Using volunteers to conduct the PIT count.

7.A. We will secure lead volunteers or enumerators.

7.B. We will create a platform for volunteers or enumerators to sign up.

7. C. The surveys of people for the sheltered count will be administered in a manner that protects participant privacy and safety, as well as the safety of the person completing the survey.

7. D. There will be a training for all volunteers or enumerators to know the proper way to complete the survey and to know how to protect themselves while doing so.

7. E. There will be safety training for all volunteers or enumerators, and anyone involved with the PIT.

7. F. We will request volunteers or enumerators from Continuum of Care committees.

7. G. The conducting of training will be in person and remotely by conference calls.

DATA ENTRY AND DUPLICATION METHOD

Survey Administration Details

A method will be implemented to account for any individuals who may be interviewed multiple times. The deduplication method for the interview surveys consists of creating a unique identifier using several fields of information from the survey (first initial, last initial, birth month, birth year, gender, race, and veteran status). This process allows data analysts to easily identify and eliminate duplicate records.

SURVEY TOOL

Survey Development

A PIT Count survey of questions was developed by the NorCal CoC to acquire data which met the requirements of the U.S. Department of Housing and Urban Development (HUD). The survey will collect a variety of data: demographics, family make-up, military service, chronic homelessness, sleeping location, disabilities, income, education level, and barriers to acquiring permanent housing.

Survey Sampling

In order to complete a census of respondents, enumerators will be trained to employ an “every encounter” survey approach. Enumerators will be instructed to survey every sheltered person. If the person declines to take the survey, the survey worker will complete an observation-based survey.

Data Collection

Care will be taken by interviewers to ensure that respondents feel comfortable regardless of the shelter location where the survey occurs. During the interviews, respondents will be encouraged to be candid in their responses and will be informed that their responses will be framed as general findings, kept confidential and not traceable to any one individual.

Due to the sensitive nature of the survey, respondents will not be required to answer every survey question and respondents can request to skip questions that are not applicable or that they do not feel comfortable answering.

2024

(County) Housing Inventory Count (HIC)
Sheltered Homeless
NorCal Continuum of Care

Fill out this form if the primary intent of the project is to:

1. Serve homeless persons; **AND**
2. Verifies homelessness as part of its eligibility determination; **AND**
3. Clients who are in the project are predominately homeless (or for permanent housing were homeless at entry).

Please count all beds that are **dedicated to serve homeless persons and permanent housing projects for those who were homeless at entry.**

Name of Organization				
HMIS Organization ID #		HMIS Project ID #	DV Provider	Y or N
Name of Project				
Address of Project (Single Site)				
Person Completing Form and Phone Number				

PIT Homeless Count of People in these Beds Night of January 23, 2024	
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Project Type (complete one form for each project type)	Emergency Shelter (PIT Sheltered Survey needed)
	Seasonal Beds (such as extreme weather shelters)
	Transitional Housing (PIT Sheltered Survey needed)
	Permanent Housing (PIT Sheltered Survey NOT needed)
	Permanent Supportive Housing
	Rapid Re-housing
	Other Permanent Housing (Housing with services but no disability required for entry or housing only)
Housing Type	Site-Based – Single Site (i.e.: Emergency Shelter)
	Site-Based – Clustered/ Multiple Sites (i.e.: Voucher (beds in hotel/motels)
	Tenant-Based – Scattered Sites

2024 Lassen County Housing Inventory Count (HIC)

Sheltered Homeless

NorCal Continuum of Care

Funding: Check one

	Emergency Solutions Grant Program		Continuum of Care Program (CoC)
	McKinney Vento Funding		
	Shelter Plus Care Program (S+C)		Section 8 Moderate Rehabilitation Single-Room Occupancy Program (SRO), including grants formerly funded under McKinney-Vento but renewed under Section 8
	Supportive Housing Program (SHP)		HUD-VA Supportive Housing (HUD-VASH)
	Supportive Services for Veteran Families Program (SSVF)		VA: Grant and Per Diem Program (GPD)
	VA: Health Care for Homeless Veterans (HCHV)		HHS: RHY Basic Center Program (TLP)
	HHS: RHY Transitional Living Program (TLP)		HHS: RHY Maternity Group Homes for Pregnant and Parenting Youth (MGH)
	HHS: RHY Demonstration Project		HUD Housing Opportunities for Persons with AIDS (HOPWA) programs
	HUD Public and Indian Housing (PIH) programs (non-VASH), including public housing and housing choice voucher inventory that is dedicated to homeless persons		Other (please specify):

Current Inventory

Households with Children		Households without Children		Households with only Children (under 18)
<i>Number of Beds</i>	<i>Number of Units</i>	<i>Number of Beds</i>	<i>Number of Units</i>	<i>Number of Beds</i>
<i>Number of Dedicated Veteran Beds</i>	<i>Number of Dedicated Youth Beds</i>	<i>Number of Dedicated Veteran Beds</i>	<i>Number of Dedicated Youth Beds</i>	

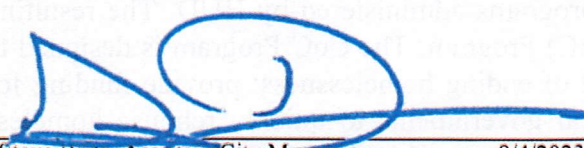
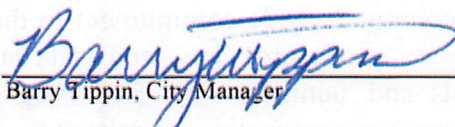
<i>Number/Type of Overflow Beds:</i>	
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<i>Number of Seasonal Beds</i>	<i>Start Date</i>	<i>End Date</i>

Total Number of Dedicated Beds:			
Chronically Homeless Youth		Chronically Homeless Veteran	
Any other Youth		Youth Veterans	
Any other Chronically Homeless		Any other Veteran	
		Non-Dedicated Beds	



CITY OF REDDING REPORT TO THE CITY COUNCIL

MEETING DATE: August 15, 2023 ITEM NO. 4.2(b)	FROM: Steve Bade, Assistant City Manager
APPROVED BY	
 Steve Bade, Assistant City Manager 8/4/2023 sbade@cityofredding.org	 Barry Tippin, City Manager 8/9/2023 btippin@cityofredding.org
SUBJECT: 4.2(b)--Authorize Application for the Fiscal Year 2023 Continuum of Care Competition	

Recommendation

Approve the following:

- (1) Authorize the City of Redding to serve as the Collaborative Applicant for the Fiscal Year 2023 Continuum of Care Application on behalf of the NorCal Continuum of Care (NorCal CoC); and authorize the City Manager or designee, to submit the application;
- (2) Ratify the award of Homeless Housing, Assistance and Prevention Round 3 (HHAP3) funding to the City of Redding for \$58,792.30 for personnel and consultant costs for the Collaborative Application submission to the U.S. Department of Housing and Urban Development (HUD);
- (3) Authorize the City Manager to accept and appropriate the Collaborative Application and HHAP 3 awarded funding;
- (4) Find that applying for, and accepting, grant funding is not considered a project under the California Environmental Quality Act; and
- (5) Find that applying for, and accepting, grant funding is not considered a project under the National Environmental Policy Act under 24 CFR 58.34(a)(3).

Fiscal Impact

The City of Redding (City) has been awarded HHAP3 funding in the amount of \$58,792.30 to support this Collaborative Application process. Decipher HMIS, the selected consultant to assist with the Collaborative Application, provided a quote in the amount of \$18,975 to complete the preliminary tasks, the Collaborative Application and post submission activities associated with the process. In addition, staff estimates that 80 hours of staff time will be necessary to assist the consultant and provide support activities through the grant year. HHAP 3 funding will fund each of these tasks. There will be no impact to the general fund.

Alternative Action

The City Council (Council) could choose not to serve as the Collaborative Applicant for the Fiscal Year 2023 Continuum of Care Application (Application). Since no other organization has elected to fill this role, this option may result in jeopardizing funding for homeless services within the NorCal CoC region.

Background/Analysis

On May 20, 2009, the McKinney-Vento Homeless Assistance Act was amended by Section 896 of the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009, and consolidated three separate homeless assistance programs administered by HUD. The resulting program was renamed the Continuum of Care (CoC) Program. The CoC Program is designed to promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and state and local governments to quickly rehouse homeless individuals and families. The CoC Program interim rule (24 CFR part 578) provides the requirements and responsibilities related to operations and grant administration for the program.

As part of the CoC program, HUD requires representatives of relevant organizations within the community to form a local CoC organization. The NorCal CoC serves as this organization and represents Shasta, Lassen, Plumas, Sierra, Siskiyou, Del Norte and Modoc Counties. The Executive Board is the decision-making body for the NorCal CoC - members of the Executive Board include local officials, service provider agencies, formerly homeless individuals, and advocates with seven voting members; one member representing, and elected by, each of the seven NorCal CoC County Advisory Boards. One of the responsibilities of the Executive Board is to annually designate an entity to serve as the Collaborative Applicant for the NorCal CoC. The Collaborative Applicant submits the annual application to HUD on behalf of the NorCal CoC.

Presently, Shasta County serves as the Collaborative Applicant, Lead Agency, and Housing Management Information System (HMIS) coordinator through its Health and Human Services Agency (HHSA). On June 21, 2023, Shasta County HHSA provided notice to all seven NorCal CoC counties, terminating their contract to provide Collaborative Applicant services.

On July 5, 2023, HUD released the annual FY 2023 Notice of Funding Opportunity (NOFO) for the Application with the due date of September 28, 2023. The FY 2022 Application received approval for \$413,255. Of this amount, \$290,822 funded the Partners II Project - a scattered site tenant-based rental assistance program with supportive services for the mentally ill, unsheltered population; \$30,000 for HMIS; \$61,809 for the Coordinated Entry Project and \$30,624 for CoC planning activities.

Given the short timeline to submit the FY 2023 Application, the Executive Board met in July 2023 to discuss options for selecting the FY 2023 Collaborative Applicant, eventually voting to recommend the City to serve as the Collaborative Applicant for the FY 2023 Application, subject to Council's approval. The Executive Board also recommended that the Collaborative Applicant obtain a qualified consultant to complete and submit the FY 2023 Application, in an effort to ensure the maximum amount of funds are received by the NorCal CoC and all applicable HUD rules and regulations have been followed.

After obtaining quotes for the consultant, Decipher HMIS has been chosen to provide services for the Application submission to HUD. Furthermore, the Executive Board voted unanimously to award \$58,792.30 in HHAP3 grant funds to the City to complete the Application process.

Environmental Review

Applying for grant funding is not considered a project under the CEQA. Any project that is developed will be reviewed for CEQA compliance once the details are known.

Under the National Environmental Policy Act (NEPA), administrative and management activities such as applying for grant funding are considered exempt activities and no further action is required. Any construction projects will be reviewed for NEPA requirements if awarded funding by the State.

Council Priority/City Manager Goals

- ☐ **Government of the 21st Century** - "Be relevant and proactive to the opportunities and challenges of today's residents and workforce. Anticipate the future to make better decisions today."
- ☐ **Economic Development-** "Facilitate and become a catalyst for economic development in Redding to create jobs, retain current businesses and attract new ones, and encourage investment in the community."

SimtechSolutions,inc.

Simtech Solutions Inc
PO Box 231508
Encinitas, CA 92023
United States

Billed To
Jenny Hui
Shasta County Dept of Housing
and Community Action Programs

Date of Issue
12/04/2023

Due Date
01/03/2024

Invoice Number
22524

Amount Due (USD)
\$4,375.00

Description	Rate	Qty	Line Total
Point in Time Count Professional Tools & Services 50% deposit for tools and professional services to conduct an efficient & accurate homeless census for the 2024 Point in Time Count (PIT) Count, using mobile technology as described in the Professional Services Agreement dated 11/30/2023. Includes the additional features of Custom Questions, Volunteer Registration Portal, and Count Area and Team Management. Remaining 50% to be paid within 30 days of the date of the Point in Time Count.	\$8,750.00	0.5	\$4,375.00

Subtotal 4,375.00

Tax 0.00

Total 4,375.00

Amount Paid 0.00

Amount Due (USD) \$4,375.00

Terms

Thank you for your business.

NorCal CoC HMIS/CE Administration Invoice 5 months (HHAP 3 or 4)					
Performance Period August 2023 - December 31, 2023			2023 Invoice for Services	Performance Period August 2023 - December 31, 2023	
Staff	Budgeted FTE	Budgeted Amount	Average Monthly FTE	Hours Invoiced 1/8/24	Actual Amount
HMIS Senior Specialist	1	\$24,167	0	0	\$0
Coordinated Entry Specialist	1	\$22,083	0	0	\$0
Program Manager	0.4	\$11,250	0.5	268	\$8,633
Senior Director of Programs	0.15	\$4,875	0.2	149	\$5,155
Program Analyst	0.1	\$2,600	0.25	90	\$2,700
Staff Subtotal		\$64,975	Staff Subtotal		\$16,488
Benefits & Insurance	27%	\$17,543	Benefits & Insurance	27%	\$4,452
Staff Total		\$82,518	Staff Total		\$20,940
Operation Budget					
WellSky			Operation Actual Cost		
Systems Admin Training		\$4,290	Standard Training Center		
One time operational Assessment		\$8,250	Acess Annual Fee		\$2,403
Professional Services Managed Service Operations 1 year		\$15,125			
WellSky Subtotal		\$27,665	WellSky Subtotal		\$2,403
Subtotal		\$110,183	Subtotal		\$23,343
Admin 10%		\$11,018	Admin 10%		\$2,334
Total		\$121,201	Total		\$25,677
			Unable to be drawn \$95,524		

Attachment D-1 1, 1-11-24 NorCal CoC EB Mtg - Draft Proposed HHAP 4 Distribution											DRAFT	Total HHAP 4
			A	B	C	D	E	F	G	H	I	J
HHAP 4			Total CoC \$	7 % Admin	Prop Joint Proj			Total Co \$	7 % Admin			
Distrib of CoC per 2022 PIT %			\$2,441,893.41	\$170,932.54	\$500,000			\$2,291,023.98	\$160,371.68			
Proposed distribution, includes \$500,000 for Lead Agency/Admin Entity - System Support						51.59%				48.41%		
						Pct CoC share Joint Proj				Pct Co share Joint Proj		
	2022	pct of PIT	Based on 2022 PIT percentage	7 % Admin	Total CoC & Co share Joint Proj	CoC Cost Share Jt Proj	Bal of CoC Funding	County Allocations	7 % Admin	Co Cost share Joint Proj	Bal Co Funds	Total CoC & County \$
Del Norte	462	25.15%	\$614,128.88	\$42,989.02	\$125,748.50	\$64,878.47	\$506,261.39	\$576,185.67	\$40,333.00	\$60,870.03	\$474,982.64	\$981,244.03
Lassen	102	5.55%	\$135,586.90	\$9,491.08	\$27,762.66	\$14,323.82	\$111,772.00	\$127,209.82	\$8,904.69	\$13,438.84	\$104,866.29	\$216,638.29
Modoc	12	0.65%	\$15,951.40	\$1,116.60	\$3,266.19	\$1,685.16	\$13,149.65	\$14,965.87	\$1,047.61	\$1,581.04	\$12,337.22	\$25,486.87
Plumas	131	7.13%	\$174,136.11	\$12,189.53	\$35,656	\$18,396.28	\$143,550.31	\$163,377.32	\$11,436.41	\$17,259.68	\$134,681.22	\$278,231.53
Shasta	798	43.44%	\$1,060,768.07	\$74,253.76	\$217,201.96	\$112,062.81	\$874,451.49	\$995,229.79	\$69,666.09	\$105,139.15	\$820,424.56	\$1,694,876.05
Sierra	11	0.60%	\$14,622.12	\$1,023.55	\$2,994.01	\$1,544.73	\$12,053.84	\$13,718.72	\$960.31	\$1,449.29	\$11,309.12	\$23,362.97
Siskiyou	321	17.47%	\$426,699.94	\$29,869.00	\$87,370.71	\$45,077.90	\$351,753.04	\$400,336.79	\$28,023.58	\$42,292.81	\$330,020.40	\$681,773.44
	1837	100.00%	\$2,441,893.41	\$170,932.54	\$500,000.00	\$257,969.16	\$2,012,991.72	\$2,291,023.98	\$160,371.68	\$242,030.84	\$1,888,621.46	\$3,901,613.17
CoC Youth Set Aside			\$244,189.34	County Youth Set Aside		\$229,102.40						
Total Youth Set Aside			\$473,291.74									
Total 7% Admin CoC & County			\$331,304.22									
Possible expenditures from \$500,000 Joint Project												
CoC Operations Yr 1 & Yr 2					\$308,152.00							
CoC Operations Yr 1 & Yr 2 contingency funds					\$80,000.00							
Housing Tools HHAP 5 Applic Prep					\$46,680.00							
					\$434,832.00							

Attachment D-2 1/11/24 NorCal CoC EB Approved 12/21/23 Budget V.5 (rev 12/28/23)									
2023-2025 NorCal CoC EB Budgets and Estimated Funding Sources for Collaborative Applicant, HMIS, Lead Agency/Admin Entity									
		Approved Budgets	8/1/23 to 12/31/24	HUD Applic '23 Match	Total	1/1/25 to 12/31/25	HUD Applic '24 Match	Total	Total Yrs 1 & 2
Approved Budgets	/mo		Yr 1	Yr 1	Yr 1	Yr 2	Yr 2	Yr 2	
CoR Collab Applic Budget (yr 2 est)		\$26,055	\$26,055			\$26,055			\$52,110
HMIS transition 8/1 to 12/31/23 budget		\$121,201	\$121,201			\$0			\$121,201
HMIS yrly lic at \$51,210		\$51,210	\$51,210			\$51,210			\$102,420
Annual HMIS budget		\$166,638	\$166,638			\$166,638			\$333,276
CoR Adm Entity Annual \$274,692, Yr 1 15.5 mo 9/19/23-12/31/24 (+ \$80,118 to Yr 1)	\$22,891	\$274,692	\$354,811			\$194,574			\$549,384
FY '23 HUD Applications									
2023 & 2024 HMIS Applic Match		\$7,500		\$7,500			\$7,500		\$15,000
2023 & 2024 CE Applic Match		\$15,453		\$15,453			\$15,453		\$30,906
2023 & 2024 Planning Applic Match		\$16,497		\$16,497			\$16,497		\$32,994
2023 & 2024 HP II Match		\$74,181		\$74,181			\$74,181		\$148,362
2024 CountingUs Mobile App		\$8,750	\$8,750						\$8,750
Est. 2025 CountingUs Mobile App						\$8,750			\$8,750
HHAP 5 application prop		\$46,680	\$46,680						\$46,680
		\$808,857	\$775,345	\$113,631	\$888,976	\$447,227	\$113,631	\$560,858	\$1,449,833
		Total Funding	8/1/23 to 12/31/24	HUD Applic Match	Total	1/1/25 to 12/31/25	HUD Applic Match	Total	Total Yrs 1 & 2
			Amount Avail						
Funding sources	/mo		Yr 1	Yr 1	Yr 1	Yr 2	Yr 2	Yr 2	
HHAP3 Addit funds/NOFA		\$115,694.33	\$115,694.33		\$115,694.33	\$0		\$0	\$115,694
* HUD '22 HMIS \$37,500, 8/1/23-7/31/24, 7 mo Yr 1	\$3,125	\$21,875	\$10,938		\$10,938	\$0		\$0	\$10,938
HUD '23 HMIS \$37,500, 8/1/24-7/31/25, 5 mo Yr 1, 7 mo Yr 2	\$3,125	\$37,500	\$15,625		\$15,625	\$21,875		\$21,875	\$37,500
Est. HUD '24 HMIS \$37,500, 8/1/25-12/31/25, 5 mo Yr 2	\$3,125	\$15,625	\$0		\$0	\$15,625		\$15,625	\$15,625
HUD '22 CE \$76,521, 12/1/23-11/30/24, \$6,377/mo11 mo Yr 1	\$6,377	\$76,521	\$55,979		\$55,979	\$0		\$0	\$55,979
HUD '23 CE \$76,521, bal 12/1/24-11/30/25, \$6,377/1 mo Yr 1, 11 moYr 2	\$6,377	\$76,521	\$6,377		\$6,377	\$70,144		\$70,144	\$76,521
Est.HUD '24 CE \$76,521, bal 12/1/25-12/31/25, \$6,377/1 mo Yr 2	\$6,377	\$6,377	\$0		\$0	\$6,377		\$6,377	\$6,377
HUD '22 PIng \$40,440, bal 10/1/23-9/30/24, CoR beg 8/15/23		\$40,440	\$40,440		\$40,440	\$0		\$0	\$40,440
HUD '23 PIng \$82,485, bal 10/1/24-9/30/25, CoR beg 8/15/23 \$6,874/mo	\$6,874	\$82,485	\$20,621		\$20,621	\$61,864		\$61,864	\$82,485
Est HUD '24 PIng \$82,485, bal 10/1/25-12/31/25, \$6,874/mo 3 mo Yr 2	\$6,874	\$20,622	\$0		\$0	\$20,622		\$20,622	\$20,622
HHAP3 Jt Proj realloctn 7/31/23		\$320,000	\$320,000		\$320,000				\$320,000
HHAP3 Jt Proj realloctn 11/16/23		\$109,500	\$109,500		\$109,500				\$109,500
HHIP Shasta \$ UWNC for HMIS		\$250,000	\$146,173		\$146,173	\$103,827		\$103,827	\$250,000
Total Funding Sources			\$841,347		\$841,347	\$300,334		\$300,334	\$1,141,681
Approved Budgets Yr 1					\$888,976				
Approved Budgets Yr 2								\$560,858	
			Bal available for 2024 expenditures		-\$47,629			-\$260,524	
HHAP3 Proposed 2023 Match source							Yr 1 Shortfall	-\$47,629	
2023 HUD Match \$39,450				\$39,450			Yr 2 Shortfall	-\$308,152	
2023 HP II Match \$74,181				\$74,181					
Need to identify 2024 match									
2024 HUD Match \$39,450 (est)							\$39,450		
2024 HP II Match \$74,181 (est)							\$74,181		
			2023 HUD Match	\$113,631		2024 HUD Match	\$113,631		
Additional Available Proj Funding									
HUD '22 HP II 10/1/23-9/30/24			\$290,872						
HUD '23 HP II 10/1/24-9/30/25						\$290,872			
* Portions of HUD FY 2022 to be expended by Shasta HHSA									
		Q Avail HUD \$ 2023-24	\$107,357						

January 11, 2024

To: NorCal CoC Executive Board Members

From: Housing Tools, CoC Consultant

Re: HHAP-5 Application Planning Memo

The California Interagency Council on Homelessness (Cal ICH) released a Notice of Funding Availability (NOFA) on September 29, 2023 for the 5th round of Homeless Housing, Assistance and Prevention Program (hereinafter referred to as HHAP-5). Applications are due to Cal ICH on March 27, 2024. This memo summarizes the key requirements from the NOFA, the planned schedule for the various activities and meetings required, and the responsibilities of the Executive Board/County staff in the HHAP-5 process.

Key Requirements from HHAP-5 NOFA

Purpose and Program Objectives: HHAP-5 funding is to be focused on:

- fostering robust regional collaboration and strategic partnerships which will fortify and the homeless services and housing delivery system;
- permanent housing solutions, with a demonstration that applicants are dedicating resources to capital and operating costs for permanent housing;
- strategic leveraging and alignment with other local, state and federal resources;
- addressing racial disproportionality in the population of those who are unhoused and achieving equitable provision of services and outcomes for Black, Indigenous, and People of Color (BIPOC);
- including those with lived experience of homelessness to have meaningful and purposeful opportunities to participate in planning and implementation of programs; and
- funding projects that use Housing First principles

Eligible Applicants: As in Round 4, eligible applicants for HHAP-5 are the 44 CoCs, the 58 California counties and the 14 largest cities. Eligible applicants **must** apply as part of a region and **must** be signatory to a Regionally Coordinated Homelessness Action Plan which must be approved by Cal ICH. Multi-county regions that are served by the same CoC are encouraged to apply as one region. Within these requirements of applying together as a region and the RCHAP, each applicant (each CoC and each County) has the discretion to receive their base allocation directly as their own Administrative Entity or they may designate an eligible applicant in their region to serve as their Administrative Entity. The number of Administrative Entities will dictate the number of funding plans which must be developed and submitted (see Application Requirements below). The NorCal CoC member counties will need to decide if they will apply for their county allocations and administer them directly with the state as their own Administrative Entity, or if the NorCal CoC will function as the Administrative Entity for the county allocations in addition to the CoC allocation. This decision should be made as early as possible.

Available Funding: Cal ICH anticipates providing eligible applicants with allocation amounts by the end of January 2024. Statewide, the HHAP-5 funding will total \$869.5 million. Until these allocations are released, Cal ICH suggests applicants use the HHAP-4 base allocations as an approximation for planning purposes.

Eligible Uses: HHAP-5 has reorganized the eligible uses from previous rounds into 3 main buckets:

- 1). Costs that support permanent housing
- 2). Costs that support interim housing
 - a. (Note: With the exception of the 10% Youth Set Aside, HHAP-5 funds may not be spent on new interim housing solutions unless Cal ICH grants written permission to do so. Such a determination would be based on written documentation from the applicant that they have dedicated sufficient resources to long-term permanent housing solutions).
- 3). Costs that support service provision and systems support

Similar to the previous rounds of HHAP funding, 10% of funds must be set-aside to serve youth. HHAP-5 also authorizes up to an additional one percent of the allocation to cover HMIS expenses, with funds transferred directly to the HIMIS lead entity, and not more than one percent shall be made available to cover the costs of planning for and preparing the RCHAP. In addition, administrative costs are capped at 7%.

Application Requirements: Eligible applicants:

- 1). **Must** apply as part of a region
- 2). **Must** be signatory to a Regionally Coordinated Homelessness Action Plan which must be approved by Cal ICH
- 3). Submit a complete application package. Among other required items, this will include a detailed funding plan or plans (one funding plan per Administrative Entity), the RCHAP, and a Memorandum of Understanding (MOU) signed by each applicant that is participating in the RCHAP.

The RCHAP: Cal ICH has provided a template for the Regionally Coordinated Homelessness Action Plan. While the requirements of the RCHAP will be covered in greater detail at the joint CoC/County/Cities meeting on January 18, 2024, it is important to note that the specific roles and responsibilities of each participating applicant in the region must be described in relationship to outreach, site coordination, use of available land, development of both interim and permanent housing solutions, and the delivery of services to those experiencing homelessness. Data from System Performance Measures will be used as baseline data to develop “Key Actions to Improve Performance”, “Key Actions to Ensure Racial and Gender Equity”, and “Key Actions to Reduce Exits to Homelessness from Institutional Settings”. A description of current funding sources being used to end homelessness and how individuals are or will be connected to support services are also required components.

One of the key requirements in the development of the RCHAP is the engagement of stakeholders through at least three public meetings allowing for input from various groups and individuals. This includes people with lived experience of homelessness, youth with lived experience of homelessness, persons in populations overrepresented in homelessness, local leaders and staff including child welfare, health care, behavioral health, justice and education, homeless service and housing providers within the region, Medi-Cal Managed Care Plans in the region, and street medicine providers and others directly assisting those experiencing homelessness or at risk of homelessness. Applicants will be required to

certify that that they engaged in this process, provide the dates of the three public meetings and describe how specific groups were invited and encouraged to participate.

Once completed, the RCHAP must be presented to each Board of Supervisors from each County participating in the Plan as an attachment to the MOU, and the RCHAP must be posted on the CoC website.

Schedule

	Step	Purpose	Timeline	Meeting Dates
1	Kick Off Meeting with Housing Tools	Initial planning meeting with EB members	January 2024	Thurs 1/11/24 8-10 am Housing Conf Rm.
2	One Joint CoC, County and City Planning Meeting (online)	Discuss the development of the Regionally Coordinated Homelessness Action Plan (RCHAP) and the MOU, as well as the mandated public meetings.	January 2024	Thurs. 1/18/24 2-4 (Monthly EB meeting 1-2) Enterprise Park Conf Rm.
3	Public Meetings (online)	The HHAP-5 process requires that each CoC hold 3 public meetings to gather input on the preparation of the RCHAP.	January-February 2024	Mtg #1 Redding CH Com Rm. Wed. 1/31 Evening, 6-8 pm Mtg #2 Redding CH Com Rm. Thurs. 2/8 10:00 am- 12:00pm Mtg #3 Redding CH Caldwell Rm Thurs. 2/22 time 12:00-2:00 pm
4	Data Gathering/Analysis, Draft Responses, Funding Plan, Draft Application	Data will be gathered and analyzed to answer all application questions and complete the Funding Plan.	January-February 2024	Housing Tools may need individual meetings with each County to go over information requirements. Counties and the CoC will draft the Funding Plan.
5	BOS Meetings: Regionally Coordinated Homelessness Action Plan (RCHAP) and Memorandum of Understanding (MOU)	Each county in the CoC will need to present and have approved by their BOS the RCHAP and an MOU in which the county agrees to participate in the RCHAP.	February-March 2024	TBD by each County; must be scheduled in March so that signed MOU can be received by Housing Tools no later than March 22.
6	Application Submission	Housing Tools will review, proofread, finalize and organize all application materials and provide them to the CoC to submit to Cal ICH via their online portal.	March 2024 (due date is March 27, 2024)	
7	Requested Amendments to Application	After submittal, Cal ICH has 90 days in which to review the submitted plan/application, request amendments, or approve application and issue award notice	March – June 2024	TBD

CoC Responsibilities

Each County-CoC Advisory within the NorCal CoC will need to be actively engaged in the HHAP-5 process. In addition to attending all scheduled meetings noted above, the following actions will be required for a successful HHAP-5 planning process and application:

- 1). Identify up to two County-CoC representatives (lead and support roles) that will be the main contacts for Housing Tools to connect with regarding HHAP-5 planning. These representatives will help provide information to Housing Tools, coordinate internally at the County, and ensure all materials are complete by the specified deadlines.
- 2). Provide advance notice and advise County leadership, such as your CAO, County Counsel and if appropriate, Board of Supervisors, as to the requirements and deadlines associated with the HHAP-5 application, especially the MOU, so that they are ready and prepared for the quick deadline. Ask them for any internal dates by which they need the documents to schedule your required public meeting where the MOU and RCHAP are approved (see #5 below).
- 3). Engage with staff from your largest incorporated City or Town to encourage their participation in the January 18 meeting and all three public meetings. This is because housing in your region will typically be built within the incorporated jurisdictions due to infrastructure needs. You are encouraged to engage with the other cities/towns as well, but due to the very rural nature of your communities, it is the largest City or Town that has the highest likelihood of housing development.
- 4). Invite local stakeholders to the public meetings and encourage their participation. Facilitate the participation of persons with lived experience through the provision of incentives wherever possible. Invitation materials will be provided to you.
- 5). Provide information needed for the HHAP-5 application. Housing Tools will provide you with a format to insert your responses. A meeting may be held to discuss this information with each County separately.
- 6). Schedule, prepare and publish public noticing, and present the MOU with RCHAP as an attachment at the latest possible Board of Supervisors meeting in March 2024 that will allow you to provide the required County signature on the MOU by March 22, 2024. Please let Housing Tools know as soon as possible what the likely meeting date will be so that we can plan accordingly.

Housing Tools Contact:

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