



# NorCal Continuum of Care™

## Executive Board Meeting

March 20, 2025

1:00 pm to 3:00 pm

777 Cypress Ave. Enterprise Conference Room  
Redding, CA 96001

### 3/20 – Enterprise Conference Room

#### Join Zoom Meeting

<https://us06web.zoom.us/j/86877721604?pwd=kDflVqTsJzbefX2lFoo1ZLatiubSGV.1>

Meeting ID: 868 7772 1604

Passcode: 942593

1(669)444-9171

#### Teleconference locations:

**Sierra County Behavioral Health**  
706 Mill Street  
Loyalton, CA 9611

**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

**Maddelyn Bryan,**  
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](mailto: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 ESG CoC Recommendation Forms and Application Amounts**

Per 2024 ESG NOFA the NorCal CoC may choose up to two (2) applicants to receive the ESG allocation identified in Appendix A of the 2024 NOFA for NorCal CoC in the amount of \$747,101 over three years. The NorCal CoC will determine how much each applicant will receive through their own selection process using the Rating and Ranking Selection Process and meets the following requirements:

- Is a fair and open competition that avoids conflicts of interest;
- Follows the applicable procurement requirements of 2 C.F.R. Part 200;
- Evaluates provider capacity and experience, including the ability to deliver services in non-entitlement areas;
- Evaluates eligibility pursuant to Section 202(b) of the ESG Program Final Guidelines;
- Evaluates adherence to Housing First practices pursuant to Section 317 of the ESG Program Final Guidelines;
- Utilizes data and considers community input to identify unmet needs;
- Prioritizes activities that address the highest unmet need, considering other available funding and system wide performance measures;
- Considers project-level performance measures when evaluating proposals; and
- Collaborates with the local CoC.

NorCal CoC has received two CoC Recommendation Forms to be approved by the Executive Board; Shasta County HHSA in the amount of \$747,101 and Lutheran Social Services in the amount of \$384,252.

The Board has the following options based on the Rating and Ranking Selection Process;

- Approve only one CoC Recommendation form; or
- Approve both forms and amend the proposed budgets; or
- Choose not to approve either applicant.

[Attachment A – Shasta County CoC Recommendation Form](#)

[Attachment B – Lutheran Social Services CoC Recommendation Form](#)

[Attachment C – 2024 ESG NOFA](#)

[Attachment D – 2024 ESG Rating and Ranking Tool](#)

**II. Approve Teddie with Social Services data Solutions dba Decipher HMIS to receive an HMIS License**

Approve Teddie with Social Services data Solutions dba Decipher HMIS to receive an HMIS License to assist in HMIS reporting. Teddie assists the Data Performance Workgroup with reporting and evaluating of projects and having an HMIS License, including access to HDIS will assist in the process. Teddie will also assist and support UWNC with reporting and evaluating projects within the HMIS and CE systems.



III. **Approve to Contract with Housing Tools to assist with the HHAP 6 Application**

Review and approve the submitted quote from Housing Tolls to assist the NorCal CoC with their HHAP 6 application.

[Attachment E – Housing Tools Quote](#)

IV. **Approve NorCal CoC Administrative Entity Request for Proposals and Provide Direction**

This item is being brought back to the Executive Board for approval per the request during the February 20<sup>th</sup> Executive Board Meeting, and following a budget meeting which took place during the March 4, 2025 Executive Board Special Meeting.

In recent months the Executive Board and the Administrative Entity as an agenda item have discussed the NorCal CoC structure and budget to evaluate the costs of administering the NorCal CoC based on the roles and responsibilities identified by the Executive Board. In review of the discussions, the City of Redding staff as the Administrative Entity created the City of Redding Cost Estimate Worksheet to outline and evaluate the estimated costs to administer the NorCal CoC, including HMIS Administration, and Consultants.

Based on that evaluation the City of Redding staff recommends the Executive Board review and approve disseminating the NorCal CoC Administrative Entity Request for Proposal (RFP), including the timeline, application (Exhibit A), rating and ranking tool (Exhibit B), and the CoC cost estimator tool (Exhibit C) as written. Executive Board provide the Administrative Entity (City of Redding) direction on how to disseminate the RFP. The City of Redding plans to assist in the transfer of the Administrative Entity role to ensure a smooth transition.

[Attachment F – draft NorCal CoC Administrative Entity RFP](#)

[Attachment G – City of Redding Administrative Entity Cost Estimate Worksheet](#)

V. **Approve Amendments Made the Governance Charter**

Review and approve the amendments made by the Governance Charter Ad Hoc Committee to the PIT and HIC Sections and the Funding Threshold Section.

[Attachment H – Governance Charter Amendments](#)

**4. Discussion Items**

- I. HHAP 6
- II. Data and Performance Workgroup Member Invites

**5. Reports**

- I. City of Redding
- II. UWNC
- III. PIT Administrator
- IV. Governance Charter
- V. NorCal CoC Members – County Updates

**6. 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**

**All Member Meeting**

**April 17, 2024 1pm – 3pm**

## Continuum of Care (CoC) Recommendation Form

**CoC Name and No.:** \_\_\_\_\_

### Continuum of Care Applicant Selection Process:

Each CoC may recommend up to two (2) eligible Applicants to apply for each Notice of Funding Availability (NOFA), pursuant to the ESG Program Final Guidelines, Section 202(b).

The CoC certifies that a process was used that meets the following requirements:

- Is a fair and open competition that avoids conflicts of interest;
- Follows the applicable procurement requirements of 2 C.F.R. Part 200;
- Evaluates provider capacity and experience, including the ability to deliver services in non-entitlement areas;
- Evaluates eligibility pursuant to Section 202(b) of the ESG Program Final Guidelines;
- Evaluates adherence to Housing First practices pursuant to Section 317 of the ESG Program Final Guidelines;
- Utilizes data and considers community input to identify unmet needs;
- Prioritizes activities that address the highest unmet need, considering other available funding and system wide performance measures;
- Considers project-level performance measures when evaluating proposals; and
- Collaborates with the local CoC.

### Recommended Eligible Applicants:

#### Applicant 1:

- Organization Name:
- Organization Address:
- City(ies) and county(ies) where proposed activities will be provided:
- Proposed budget by component:
  - Emergency Shelter:
  - Street Outreach:
  - Homelessness Prevention:
  - Rapid Re-housing:
  - HMIS:
  - Admin:

**Applicant 2:**

- Organization Name:
- Organization Address:
- City(ies) and county(ies) where proposed activities will be provided:
- Proposed budget by component:
  - Emergency Shelter:
  - Street Outreach:
  - Homelessness Prevention:
  - Rapid Re-housing:
  - HMIS:
  - Admin:

**CERTIFICATION****Name:** \_\_\_\_\_**Title of Authorized Representative\*:** \_\_\_\_\_**Signature of Authorized Representative\*:** \_\_\_\_\_**Date:** \_\_\_\_\_**\*Must be signed by the Authorized Representative of the CoC\***

This CoC Recommendation Form must be signed by the Authorized Representative of the CoC and uploaded into the application by the recommended applicant. Please print or pdf this form and either provide an original signature, printed name, title, and date using blue ink OR you may electronically sign by using a form of eSign software. Once the document has been signed, please upload the signed copy in the below file upload button labeled "Upload signed copy here".



Shasta County  
**Health & Human  
Services Agency**

**Economic Mobility  
Branch**

February 19, 2025

NorCal CoC Letter of Support Committee  
NorCal CoC Administrative Entity  
777 Cypress Ave.  
Redding, CA 96001

Dear Letter of Support Committee:

I am requesting a letter of support for our 2024 Emergency Solutions Grant (ESG) application. We intend to apply for the maximum allotment for the NorCal CoC, totaling \$747,101. The allocation will be distributed over three years. Funding cycle one will total \$261,041, funding cycle two will total \$243,030, and funding cycle three will total \$243,030.

Shasta County Health and Human Services (HHSA) intends to utilize ESG funds in the Rapid Rehousing and HMIS in the amount of \$747,101 over three years. Rapid Rehousing funds will total \$672,390.90 and will be used to assist clients with housing relocation and stabilization services, financial assistance, and short- and medium-term rental assistance. Financial assistance may consist of application fees, security deposits, ongoing rental assistance, utility assistance, and moving costs. Funds will also be utilized to assist with case management costs of staff working directly with ESG-eligible clients. \$74,710.10 will be allocated to HMIS data entry staff time and user license fees (when applicable). Shasta County HHSA anticipate to serve 40 individuals/families each year of the grant totaling 120 individuals/families.

Sincerely,

Melissa Delorey, Community Development Coordinator  
Housing and Community Outreach  
2600 Park Marina Dr.  
Redding, CA 96001  
Phone: (530) 245-7629  
Fax: (530) 245-7650  
[Mdelorey@shastacounty.gov](mailto:Mdelorey@shastacounty.gov)

"Engaging individuals, families and communities to protect and improve health and wellbeing."  
*Dwayne A. Green, MA, Branch Director*  
[www.shastahhsa.net](http://www.shastahhsa.net)

## Continuum of Care (CoC) Recommendation Form

**CoC Name and No.:** \_\_\_\_\_

### Continuum of Care Applicant Selection Process:

Each CoC may recommend up to two (2) eligible Applicants to apply for each Notice of Funding Availability (NOFA), pursuant to the ESG Program Final Guidelines, Section 202(b).

The CoC certifies that a process was used that meets the following requirements:

- Is a fair and open competition that avoids conflicts of interest;
- Follows the applicable procurement requirements of 2 C.F.R. Part 200;
- Evaluates provider capacity and experience, including the ability to deliver services in non-entitlement areas;
- Evaluates eligibility pursuant to Section 202(b) of the ESG Program Final Guidelines;
- Evaluates adherence to Housing First practices pursuant to Section 317 of the ESG Program Final Guidelines;
- Utilizes data and considers community input to identify unmet needs;
- Prioritizes activities that address the highest unmet need, considering other available funding and system wide performance measures;
- Considers project-level performance measures when evaluating proposals; and
- Collaborates with the local CoC.

### Recommended Eligible Applicants:

#### Applicant 1:

- Organization Name:
- Organization Address:
- City(ies) and county(ies) where proposed activities will be provided:
- Proposed budget by component:
  - Emergency Shelter:
  - Street Outreach:
  - Homelessness Prevention:
  - Rapid Re-housing:
  - HMIS:
  - Admin:



**Applicant 2:**

- Organization Name:
- Organization Address:
- City(ies) and county(ies) where proposed activities will be provided:
- Proposed budget by component:
  - Emergency Shelter:
  - Street Outreach:
  - Homelessness Prevention:
  - Rapid Re-housing:
  - HMIS:
  - Admin:

**CERTIFICATION****Name:** \_\_\_\_\_**Title of Authorized Representative\*:** \_\_\_\_\_**Signature of Authorized Representative\*:** \_\_\_\_\_**Date:** \_\_\_\_\_**\*Must be signed by the Authorized Representative of the CoC\***

This CoC Recommendation Form must be signed by the Authorized Representative of the CoC and uploaded into the application by the recommended applicant. Please print or pdf this form and either provide an original signature, printed name, title, and date using blue ink OR you may electronically sign by using a form of eSign software. Once the document has been signed, please upload the signed copy in the below file upload button labeled "Upload signed copy here".



March 14, 2025

**BOARD OF DIRECTORS**

Sandra Hamilton Slane, Chair  
Regina Q. Banks  
Brion Beetz  
Ridwana Bentley  
Lisa Berg  
Rev. Carolyn Brodt  
Kent Campbell  
Jose Contreras  
Iryna Oreshkova  
Mary Lynn Perry  
Susan Taylor  
Keya Thornabar

**PRESIDENT/CEO**

Carol Roberts, Ph.D.

**MAIN OFFICE**

1465 Civic Court  
Suite 810  
Concord, CA 94520  
925.825.1060  
925.825.1061

**SERVICE OFFICES**

191 Golden Gate Avenue  
San Francisco, CA 94102  
415.581.0891  
415.581.0898

2450 Alhambra Blvd  
Ste 101  
Sacramento, CA 95824  
916.453.2900  
916.453.2904

4550 North Pershing Drive  
Ste 120  
Stockton, CA 95207  
209.323.5131

2400 Washington Ave  
Ste 120  
Redding, CA 96002  
916-453-2900 x220

[www.lssnorcal.org](http://www.lssnorcal.org)

Kristen Schreder, Chair  
NorCal Continuum of Care  
Redding City Hall  
777 Cypress Avenue  
Redding, CA 96001

Dear Executive Board Members:

Lutheran Social Services of Northern California provides housing and supportive services at two micro-shelters in Redding, fulfilling the community plan to provide safe shelter as a first step in ending homelessness. We are seeking funding for the Goodwater Crossing Micro-Shelter located at 2500 Shasta View Drive in Redding. This project provides four micro-shelter units, serving five individuals at a time.

Participants are chosen from the Coordinated Entry List, indicating that they are among the most vulnerable homeless individuals in Redding. Participants must be over the age of 18 and are representative of the demographics found among the homeless population in Redding. Each of the participants are very low income. The program is designed to provide safe and decent housing for six months while the case manager and resident work together to identify permanent housing. Case management services provided include intensive case management utilizing the best practices of housing first, trauma informed care and motivational interviewing to meet residents where they are and to address the barriers they face in securing permanent housing. This project is enhanced by a cadre of church and community volunteers who provide weekly meals, and mentor residents.

The funding request will be to fund the 50% of the Case Manager who provides the skilled services to the participants. In the first 6 months of operation 2 participants have already returned to permanent housing. The Case Manager position is shared with the Mark Street micro-shelter. The other position we will seek funding to support is the part-time Site Lead position which performs the function of a property manager: ensuring the property is safe and secure, that residents are abiding by the terms of their lease, coordinating property repairs and purchasing supplies necessary for operations.

Finally, in order to meet the directions of the NOFA, we will request 40% funds for rapid-rehousing support for the participants in the form of deposit assistance and move-in expenses.

We respectfully request that you endorse our project as one of the two NorCal CoC projects eligible to apply for ESG funding due on March 28.

A handwritten signature in blue ink that reads "Carol Roberts".

Carol Roberts, Ph.D.  
Chief Executive Officer

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
DIVISION OF FINANCIAL ASSISTANCE**

651 Bannon Street, Suite 400  
Sacramento, CA 95811  
(916) 263-2771  
[www.hcd.ca.gov](http://www.hcd.ca.gov)



March 5, 2025

**MEMORANDUM FOR:** All Potential Applicants

**FROM:** Jenny Cho, Deputy Director  
Division of Federal Financial Assistance

**SUBJECT:** **Emergency Solutions Grants Program  
2024 Notice of Funding Availability – Amendment #1**

The California Department of Housing and Community Development (Department/HCD) is pleased to announce the availability of approximately \$39 million in federal funds for the Emergency Solutions Grants (ESG) program, of which approximately \$12 million will be available with FY2024 funds; approximately \$12 million may be available with estimated FY2025 funds; approximately \$12 million may be available with estimated FY2026 funds; and approximately \$3 million in disencumbered funds. Funding for this NOFA is made available pursuant to Subtitle B of Title IV of the McKinney-Vento Homeless Assistance Act.

ESG funding is awarded to Eligible Applicants recommended by local Continuums of Care and may be used for five program components: Street Outreach, Emergency Shelter, Homelessness Prevention, Rapid Rehousing, and Homeless Management Information System (HMIS); as well as Administrative Activities, as defined in the ESG Program Final Guidelines and NOFA.

Complete applications and required documentation must be received by the Department no later than **5:00 P.M. Pacific Daylight Time (PDT) on Friday, March 28, 2025**. Any application received after this time will not be accepted. Applications that do not meet the filing deadline will not be eligible for funding. Applications under this NOFA must be completed through the eCivis portal webpage ([https://gn.ecivis.com/GO/gn\\_redir/T/vyjsqf2kekyx](https://gn.ecivis.com/GO/gn_redir/T/vyjsqf2kekyx)). Paper binder applications will no longer be accepted or required.

This Amendment #1 is in response to the Southern California wildfires. HCD is amending this 2024 ESG NOFA to allow fire-impacted applicants up to an additional six months to apply. Impacted applicants will have until September 28, 2025, to submit an application. Late submittal of an application does not result in a later expenditure deadline for 2024 funds. All 2024 funds must be fully expended by September 26, 2026.

Applicants are encouraged to set up profiles in the eCivis Grants Management System portal located at <https://portal.ecivis.com/#/login> as early as possible. Profile set-up instructions can be found in the eCivis Grants Management System, External User Manual on the ESG webpage at <https://www.hcd.ca.gov/grants-funding/active-funding/esg.shtml>. If you have trouble logging into the portal or have questions on how to complete the online application, please contact the Department at [ESGNOFA@hcd.ca.gov](mailto:ESGNOFA@hcd.ca.gov).

To receive ESG FAQs and other program information and updates, please subscribe to the Federal Programs listserv at [https://www.hcd.ca.gov/i-am/sub\\_email.shtml](https://www.hcd.ca.gov/i-am/sub_email.shtml).

For questions, or assistance, please email [ESGNOFA@hcd.ca.gov](mailto:ESGNOFA@hcd.ca.gov).

# **Federal Emergency Solutions Grants Program 2024 Notice of Funding Availability**



**Gavin Newsom, Governor  
State of California**

**Tomiquia Moss, Secretary  
Business, Consumer Services and Housing Agency**

**Gustavo Velasquez, Director  
California Department of Housing and Community Development**

651 Bannon Street, Suite 400, Sacramento, CA 95811  
ESG Program Email: [ESGNOFA@hcd.ca.gov](mailto:ESGNOFA@hcd.ca.gov)

**December 31, 2024**

**Amended March 5, 2025**

## **Table of Contents**

<b>I. Overview</b>	<b>1</b>
A. Notice of Funding Availability	1
B. Authorizing Legislation and Regulation Authority	1
C. Program Timeline	2
D. New ESG Guidelines and Summary of Major Changes	3
<b>II. Program Requirements</b>	<b>13</b>
A. Eligible Applicants	13
B. Eligible Activities (24 C.F.R. § 576.101 - 576.107)	14
C. Amounts Available for Continuum of Care Activities	14
D. Eligible Costs	14
E. Service Providers	15
F. Threshold Requirements	15
<b>III. State Overlays</b>	<b>17</b>
<b>IV. Federal Requirements</b>	<b>17</b>
<b>V. Application Submission Requirements</b>	<b>18</b>
A. Authorizing Resolution Requirements	19
<b>VI. Appeals</b>	<b>20</b>
A. Basis of Appeals	20
B. Appeal Process and Deadlines	20
<b>VII. Appendix A: 2024 ESG NOFA Estimated Allocations</b>	<b>0</b>

## **I. Overview**

### **A. Notice of Funding Availability**

The California Department of Housing and Community Development (Department/HCD) receives funding from the United States Department of Housing and Urban Development (HUD) for the Emergency Solutions Grants (ESG) program and allocates funds to eligible Continuum of Care (CoC) service areas. This Notice of Funding Availability (NOFA) includes approximately \$39 million in federal ESG funds, of which approximately \$12 million will be available with FY2024 funds; approximately \$12 million may be available with estimated FY2025 funds; approximately \$12 million may be available with estimated FY2026 funds; and approximately \$3 million in disencumbered funds. Funding will be allocated to eligible CoC service areas listed in [Appendix A](#).

Applicants are responsible for administering ESG funds in collaboration with the local CoC for its respective CoC service area. This NOFA also provides documentation requirements for Service Providers approved to administer available ESG funding.

All references to the “State” are references to the State of California. All references to ESG funding reference federal ESG funds administered by the Department, unless otherwise noted.

The ESG Program provides funding for the following objectives:

- Engaging individuals and families experiencing homelessness.
- Improving the number and quality of Emergency Shelters (ES) for individuals and families experiencing homelessness by helping to operate these shelters and by providing essential services to shelter residents.
- Rapidly re-housing individuals and families experiencing homelessness.
- Preventing families/individuals from becoming homeless.

### **B. Authorizing Legislation and Regulation Authority**

This NOFA should be read in conjunction with the following regulations, statutes, and plans, which establish state and federal ESG requirements, all of which may be amended from time to time:

- Federal Emergency Solutions Grants, as amended, 42 U.S.C.11371-11378 *et. seq.*  
<https://uscode.house.gov/view.xhtml?path=/prelim@title42/chapter119&edition=prelim>;
- Federal ESG Regulations (24 C.F.R. Part 576)  
<https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-576/subpart-B/section-576.102>;

- Annual Action Plan Requirements (24 C.F.R. Part 91)  
<https://www.ecfr.gov/current/title-24/subtitle-A/part-91>;
- Environmental Reviews (24 C.F.R. Part 58)  
<https://www.ecfr.gov/current/title-24/subtitle-A/part-58>;
- [ESG Program Interim Rule](#);
- [Chronically Homeless Definition Final Rule](#);
- [Homeless Definition Final Rule](#);
- [2 C.F.R. Part 25, Appendix A to Part 25](#), relating to Office of Management and Budget (OMB) award requirements;
- ESG Program Final Guidelines, as may be amended from time to time; and
- State of California 2024-2025 Annual Action Plan  
<https://www.hcd.ca.gov/policy-and-research/plans-and-reports>

Other helpful resources, including HUD policy guidance for the ESG Program can be found at <https://www.hudexchange.info/programs/esg/>.

Several of the terms used in the ESG NOFA have specific meanings defined by state guidelines and/or federal regulations. When reviewing this NOFA and the application forms, carefully review the regulations for further defined terms. If state or federal statutes or regulations, or other laws, policies, or procedures governing ESG or its funding are modified by Congress, HUD, the State Legislature, or the Department prior to completion of work to be done pursuant to awards made in connection with this NOFA, the changes may become effective immediately and apply to funded activities. Any inconsistencies between this NOFA and state guidelines or federal regulations will be resolved in favor of applicable regulations.

The Department reserves the right at its sole discretion to suspend, amend, and/or supplement the provisions of this NOFA from time to time. If such action occurs, the Department will notify interested parties through the Department's ESG Listserv (<https://www.hcd.ca.gov/contact-us/email-signup>).

Awards made under this NOFA are also contingent upon the Department receiving an annual grant agreement from HUD.

### **C. Program Timeline**

The following table summarizes the anticipated ESG Program timeline. The Department reserves the right to modify the projected timeline at any time. Any changes to the timeline will be communicated through the Department's ESG Listserv (<https://www.hcd.ca.gov/contact-us/email-signup>).

<b>ESG Program Final Guidelines Release Date</b>	<b>December 10, 2024</b>
<b>2024 ESG NOFA Release Date</b>	<b>December 31, 2024</b>
<b>Application Release Date</b> Acceptance Period Begins	<b>January 31, 2025</b>
<b>Application Deadline</b>	<b>March 28, 2025 (5:00 P.M. PDT)</b>
<b>Disaster Impacted Application Deadline</b>	<b>September 28, 2025 (5:00 P.M. PDT)</b>
<b>Award Announcements</b>	<b>Approximately July 2025</b>
<b>Standard Agreement Amendment #1<sup>1</sup></b> (2025 – 2027)	<b>Approximately October 2026</b>
<b>Standard Agreement Amendment #2<sup>2</sup></b> (2026 – 2028)	<b>Approximately October 2027</b>
<b>2027 ESG NOFA Release Date</b>	<b>Approximately October 2027</b>

#### **D. New ESG Guidelines and Summary of Major Changes**

Senate Bill 197 (2021-2022) and Assembly Bill 1978 (2021-2022) include amendments to the Health and Safety Code [HSC 50899.1 - 50899.8], giving the Department new authorizations, including, but not limited to, the ability to adopt program guidelines for the federal ESG Program (replacing the existing ESG State Regulations).

#### **Three-Year Estimated Amount of Funding and Multi-Year Contracts**

The State anticipates that HUD will continue to allocate ESG funding to the Department on an annual basis. Once HUD signs the grant agreement with the Department, the 24-month period of performance begins. Prior to the publication of the ESG Program Final Guidelines, the Department issued two annual NOFAs (Continuum of Care and Balance of State allocations), two applications and two Standard Agreements for each Annual Funding Cycle.

Moving forward, the Department now plans on issuing one ESG NOFA every three years, capturing all three years of estimated HUD funding in one application and Standard Agreement. Applicants awarded under this 2024 ESG NOFA will enter

---

<sup>1</sup> Conditioned upon receipt by the State of potential future funding from HUD for the specified 2025 funding year.

<sup>2</sup> Conditioned upon receipt by the State of potential future funding from HUD for the specified 2026 funding year.



into one Standard Agreement (contract) that identifies the following Annual Funding Cycles:

- 1<sup>st</sup> Annual Funding Cycle (initial contract) – 2024 – 2026  
Please note that the initial Annual Funding Cycle has an expenditure period of 21 months instead of the regular 24 months.
- 2<sup>nd</sup> Annual Funding Cycle (subsequent amendment) – 2025 – 2027
- 3<sup>rd</sup> Annual Funding Cycle (subsequent amendment) – 2026 – 2028

For each Annual Funding Cycle under this NOFA, the Department will execute a Standard Agreement (or amendment for subsequent years) and will:

- Request updates to the Authorizing Resolution included with the Contractor's 2024 application;
- Issue an award identifying the Contractor's annual allocation for the Annual Funding Cycle;
- Require signed acceptance (or rejection) of the new annual allocation by the entity/person identified in the original or revised Authorizing Resolution; and
- Require completion of a new budget for each new Annual Funding Cycle and allocation.

#### **Amendments for Subsequent Annual Funding Cycles**

Funding for each subsequent Annual Funding Cycle under the Standard Agreement will be completed through a contract amendment process. Subrecipients with active contracts under this NOFA will receive notification from the Department for the updated allocations for the Annual Funding Cycles 2025 – 2027 and 2026 – 2028, once HUD has signed the grant agreement with the Department. Section 300 of the ESG Program Final Guidelines further details requirements for Standard Agreements and subsequent amendments. Pursuant to Section 306 of the ESG Program Final Guidelines, a Contractor may request to change the selected Service Provider and/or line-item changes (must be less than 25 percent of the awarded budget), which will be captured through a contract amendment process.

#### **Method of Distribution**

Prior to the publication of the ESG Program Final Guidelines, the Department issued two annual NOFAs separated into three types of funding: Continuum of Care allocation, Balance of State (BoS) allocation and Balance of State competitive allocations. This 2024 ESG NOFA's method of distribution will reflect the following changes:

- Removal of BoS and Continuum of Care NOFAs allocations;
- Removal of BoS competitive and non-competitive funding pools; and
- Removal of the three Geographic Regions (Bay Area, Central and Southern/Imperial)

Instead, one allocation will be used to calculate the estimated funding for each of the 40 eligible Continuums of Care (CoCs). NOTE: This allocation does not include San Francisco, Pasadena, Glendale, and Long Beach.

The formula allocation will be calculated using the current annual funding year and multiplied by three (3) to arrive at the estimated funding amount. The formula allocation will be calculated using the formula factors outlined in Section 200(b) of the ESG Program Final Guidelines. Pursuant to Section 200(b)(3) of the ESG Program Final Guidelines, the Department may adjust the weighting of these factors for the first Annual Funding Cycle, to provide a transitional adjustment period for CoCs. In addition, the Department may cap funds available to a Service Area (Los Angeles) in order to achieve a greater geographic balance of the funds among all eligible CoCs in the State.

The formula allocation will be calculated for the three Annual Funding Cycles in this NOFA:

- Annual Funding Cycle #1 (2024 – 2026);
- Annual Funding Cycle #2 (2025 – 2027); and
- Annual Funding Cycle #3 (2026 – 2028)

NOTE: Year 2029 is added to this NOFA to allow time for Contractors to clear monitoring findings identified under this Standard Agreement, which has a term of five (5) years.

### **Emergency Shelter – Night-by-Night Shelters**

Effective with this 2024 ESG NOFA, the Department will no longer fund ES (Night-By-Night/“NBN”) projects (with minimum or maximum lengths of stay). NBN shelters are typically high-volume shelters where a large proportion of clients spend one night at the shelter on an as needed or irregular basis. The ESG Program will continue to fund ES projects that require or strongly encourage a continuous stay while a client resolves their experience of homelessness.

A one-time waiver to this prohibition may be granted, only in the event that an ES (NBN) project is a community’s only shelter available. There must be a plan to convert the ES (NBN) into an ES (Entry/Exit) project in the near future. The Department reserves the right to review any waiver requests on a case-by-case basis and make a final determination at the Department’s sole discretion.

An Emergency Shelter Manual has been developed and is available to all ESG CoCs and Stakeholders for guidance on operating ES programs. Please see the ESG Webpage (Resources): <https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/esg/esg-emergency-shelter-policy.pdf>

### **Environmental Review for Units of General-Purpose Local Government (Sections 205 and 207(d) of the ESG Program Final Guidelines)**

According to the requirements in the HUD Grant Agreement, Applicants for assistance that are units of general local government must agree to assume responsibility for environmental review, decision-making, and action under 24 C.F.R. Part 58, “Environmental Review Procedures for Entities Assuming HUD

Environmental Responsibilities” and shall comply with the environmental requirements of 24 C.F.R. Part 58, including 24 C.F.R. § 58.4 “Assumption Authority.” If awarded funding, the obligation of funds and incurring of costs will be conditioned upon Applicants’ compliance with 24 C.F.R. Part 58, and completion by the Department of all applicable review and approval requirements as specified in 24 C.F.R. § 58.18.

The Applicant, its Service Providers, and any Subcontractors of the Applicant or its Service Provider, may not acquire, rehabilitate, convert, lease, repair, dispose of, demolish, or construct property for a project, or commit or expend ESG or local funds for eligible activities under this part, until the Applicant has performed an environmental review under 24 C.F.R. Part 58 and the Applicant has received Department approval if required by the level of environmental review.

In accordance with 24 C.F.R. § 58.22, “Limitations on activities pending clearance” neither an Applicant nor any Service Provider in the development process, including public or private nonprofit or for-profit entities, or any of their Contractors, may commit HUD assistance under a program listed in 24 C.F.R. § 58.1(b) on an activity or project until the environmental review process is complete and if required, the Department has approved the Applicant’s HUD Form 7015.5 “Request for Release of Funds and Certification” (RROF) and issued HUD Form 7015.16, “Authority to Use Grant Funds.”

Neither the Applicant nor any Service Provider in the development process may commit non-HUD funds or undertake an activity or project that would have an adverse environmental impact or limit the choice of reasonable alternatives. Upon completion of environmental review, the Department shall notify Applicant. HUD funds shall not be utilized before this requirement is satisfied. Violation of 24 C.F.R. Part 58 may result in disapproval, modification, or cancellation of the ESG Grant.

If awarded funding and if a project or activity is exempt under 24 C.F.R. § 58.34, “Exempt activities” or is categorically excluded (except in extraordinary circumstances) under 24 C.F.R. § 58.35(b) “Categorical exclusions not subject to 24 C.F.R. § 58.5,” no RROF is required, and the Applicant may undertake the activity immediately after providing documentation to the Department of its determination that each activity or project is exempt or categorically excluded. The Applicant remains responsible for carrying out any applicable requirements under 24 C.F.R. § 58.6, “Other Requirements” and must provide documentation to the Department at the time of grant monitoring of its compliance with this section of 24 C.F.R. Part 58.

If awarded funds, the Applicant is also subject to the provisions of the California Environmental Quality Act (CEQA). The Standard Agreement will require that the Contractor assumes responsibility to fully comply with CEQA’s requirements.

#### **Environmental Review for Non-Profits (Sections 205 and 207(d) of the ESG Program Final Guidelines)**

The Applicant shall comply with the environmental requirements of 24 C.F.R. Part 58. The obligation of funds and incurring of costs is hereby conditioned upon compliance with 24 C.F.R. Part 58 and completion by the Department and HUD of all applicable review and approval requirements.

The Applicant shall supply all available, relevant information for its activities as well as the activities of all Service Providers, Subrecipients (Subrecipient) and/or Subcontractors, necessary for the Department to perform the appropriate level of environmental review as required under 24 C.F.R. Part 58. The Applicant shall also carry out any required environmental mitigation measures which result from the environmental review and provide documentation to the Department to demonstrate that the mitigation measures have been fully implemented. HUD may eliminate from consideration any application that would require an Environmental Impact Statement (EIS).

The Applicant, its Service Providers, or any Subcontractor of the Applicant or its Service Provider, may not acquire, rehabilitate, convert, lease, repair, dispose of, demolish, or construct property for a project, or commit or expend ESG or local funds for eligible activities under this part, until the Department has completed, and HUD has approved, if required by the level of review, the environmental review under 24 C.F.R. Part 58 and until HUD has issued HUD Form 7015.16 "Authority to Use Grant Funds" based on the Department's submission of HUD Form 7015.15, "Request for Release of Funds."

In accordance with 24 C.F.R. § 58.22, neither an Applicant nor any Service Provider in the development process, including public or private nonprofit or for-profit entities, or any of their Contractors, may commit HUD assistance under a program listed in 24 C.F.R. § 58.1(b) on an activity or project until completion of the environmental review.

Neither an Applicant nor any Service Provider in the development process may commit non-HUD funds or undertake an activity or project that would have an adverse environmental impact or limit the choice of reasonable alternatives. Upon completion of environmental review or receipt of environmental clearance, the Department shall notify Applicant. HUD funds shall not be utilized before this requirement is satisfied. Violation of the provisions of 24 C.F.R. Part 58 may result in disapproval, modification, or cancellation of the ESG Grant.

If awarded funding and if a project or activity is exempt under 24 C.F.R. § 58.34, "Exempt activities" or is categorically excluded (except in extraordinary circumstances) under 24 C.F.R. § 58.35(b) "Categorical exclusions not subject to 24 C.F.R. § 58.5", no RROF is required, and the recipient may undertake the activity immediately after the Applicant has been notified by the Department of its determination that each activity or project is exempt or categorically excluded and a funding award has been made. The Applicant remains responsible for carrying out any applicable requirements under 24 C.F.R. § 58.6, "Other Requirements" and must provide documentation to the Department prior to commitment of HUD funds for any activity of compliance with 24 C.F.R. § 58.6.

If awarded funding, the Standard Agreement is subject to the provisions of the California Environmental Quality Act (CEQA) and the Applicant agrees to assume responsibility to fully comply with CEQA's requirements.

**Match Policy (24 C.F.R. § 576.201; Sections 209 and 210 of the ESG Program Final Guidelines)**

Awardees must make matching contributions in an amount that equals the amount

of federal ESG funds awarded. The Department will request documentation as part of its monitoring to determine the sources and amounts used to meet the federal ESG matching requirement. The only exception allowed is outlined in Section 210 of the ESG Program Final Guidelines.

Applicants interested in applying for the match exemption must submit the request and required documentation at the time of application submission via eCivis.

NOTE: The exemption request is only valid for the term of the Standard Agreement; no other funding year(s) will apply under this application. Information noted below is not all inclusive. For specific details on the Department ESG match policy, please read the ESG Program Final Guidelines and the “ESG Match Policy” document (<https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/esg/cahcd-esg-match-policy.pdf>) on the Department’s webpage.

### **Match Exemption Score**

Under each fiscal year’s (FY’s) annual ESG allocation, the Department is not required to match the first \$100,000 allocated. The Department is required to pass this benefit to the Subrecipient or Subrecipients who are least able to provide match.

The Department uses its annual Subrecipient ESG application process to determine which Subrecipient(s) will receive the match exemption via the following process. Each Subrecipient’s application will receive a “Match Exemption Score” (up to a maximum of 10 points), which is calculated as follows:

Points	Category
2 points	<p>Subrecipients, which are considered rural and therefore disproportionately likely to be under-resourced:</p> <p>Marin County CoC; Napa City &amp; County CoC; Vallejo/Solano County CoC; Watsonville/Santa Cruz City &amp; County; Davis/Woodland/Yolo County CoC; El Dorado County CoC; Imperial County CoC; Inyo, Mono, Alpine Counties CoC; Merced City &amp; County CoC; Roseville/Rocklin/Placer County CoC; Santa Maria/Santa Barbara County CoC; Visalia, Kings, Tulare Counties CoC; Nevada County CoC; Amador, Calaveras, Tuolumne, and Mariposa Counties CoC; Chico/Paradise/Butte County CoC; Colusa, Glenn, Trinity Counties CoC; Humboldt County CoC; Lake County CoC; Mendocino County CoC; Redding/Shasta, Siskiyou, Lassen, Plumas, Del Norte, Modoc, Sierra Counties CoC; Tehama County CoC; Yuba City &amp; County/Sutter County CoC</p> <p>The Department reserves the right to amend</p>

	this list at its discretion.
3 points	<p>Subrecipients that meet either of the following criteria:</p> <ul style="list-style-type: none"> <li>• During the annual monitoring process, the Department reported a concern or finding related to the Subrecipient's difficulty producing the necessary level of match; or</li> <li>• During the previous year, the Subrecipient provided 75% or less of its match requirements.</li> </ul>
Up to 5 points	<p>Subrecipients who indicate as part of the application that they would like to receive the match exemption; points will be awarded based on a short narrative in which Subrecipients will be asked to explain the circumstances that qualify them as unable to meet the match requirement, with more points being allocated to Subrecipients reporting greater relative need.</p>

If one Subrecipient receives the highest 'match exemption score,' that Subrecipient will receive the full \$100,000 match exemption. If multiple Subrecipients receive the highest 'match exemption score,' the match exemption will be split evenly among the highest-scoring Subrecipients at the Department's discretion.

The Department has final decision on which Subrecipient(s) benefit from the match exemption.

### **Approved Policies and Procedures (P&Ps) for all Awarded Activities**

All Subrecipients are required to develop, implement, and submit written P&Ps at the time of application. Subrecipient P&Ps must fully detail how the program will be administered. All P&Ps will be reviewed and approved by the Department prior to submission of the first Request for Funds for reimbursement.

At minimum, P&Ps must include the following content pieces:

- Participant Triage
- Written Standards;
- Coverage Area;
- Coordinated Entry Integration;
- Participant Eligibility;
- Suite of Services;
- Staffing Patterns;
- Housing Problem-Solving;

- Diversion (Street Outreach and Emergency Shelter);
- Rapid Exit (Street Outreach and Emergency Shelter);
- Other Requirements;
- Termination and Appeals; and
- General Operations

#### Street Outreach Manual

<https://www.hcd.ca.gov/sites/default/files/2022-07/ESG-Street-Outreach-Policy.pdf>

#### Emergency Shelter Manual

<https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/esg/esg-emergency-shelter-policy.pdf>

#### Rapid Rehousing Manual

<https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/ESG-Rapid-Rehousing-Manual.pdf>

#### Homelessness Prevention Manual

<https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/esg/cahcd-esg-homelessness-prevention-policy.pdf>

### **Milestones**

Applicants that are awarded funding under this NOFA will be required to meet the following expenditure milestones. These performance milestones will be further outlined in the Standard Agreement. Section 200 of the ESG Program Final Guidelines details penalties for failure to meet deadlines, including expenditure deadlines.

<b>Annual Funding Cycle 2024 - 2026</b>	
Commitment of ESG Funds (Standard Agreement Execution)	Approximately August 2025
Expenditure Deadline (75%)	<p><b>August 27, 2026</b></p> <p>Maximum Recapture (as a percentage of total award) is the difference between 75% of the total award and the amount drawn in IDIS as of August 28, 2026.</p>
Expenditure Deadline (100%)	<p><b>September 26, 2026</b></p> <p>Requests for reimbursement can occur until November 25, 2026.</p> <p>Maximum Recapture (as a percentage of total award) is the difference between 100% of the total award and the amount drawn in IDIS as of November 25, 2026.</p>

Contract Deadline	5 years from Standard Agreement Execution
-------------------	---

Annual Funding Cycle 2025 - 2027	
Commitment of ESG Funds (Standard Agreement Amendment #1 Execution)	Approximately 90 days from HUD-Department FY2025 Grant Agreement Execution
Expenditure Deadline (75%)	TBD (60 days before 100% expenditure deadline)
Expenditure Deadline (100%)	TBD (24 months from HUD-Department Grant Agreement Execution)
Contract Deadline	5 years from Standard Agreement Execution

Annual Funding Cycle 2026 - 2028	
Commitment of ESG Funds (Standard Agreement Amendment #2 Execution)	Approximately 90 days from HUD-Department FY2026 Grant Agreement Execution
Expenditure Deadline (75%)	TBD (60 days before 100% expenditure deadline)
Expenditure Deadline (100%)	TBD (24 months from HUD-Department Grant Agreement Execution)
Contract Deadline	5 years from Standard Agreement Execution

### **Advancing Racial Equity**

Pursuant to direction from HUD, as provided at the links below, Contractors should prioritize the advancement of racial equity at all levels of the homeless response system. The Department asks Contractors to be leaders in their homeless response systems, facilitating partnerships among service organizations and promoting racial equity practices. Contractors must respond to disproportionality in access to services,



service provision and outcomes. Contractors cannot simply rely on delivering a standardization of services to address equity. Contractors have the responsibility to examine their data to ensure all eligible persons receive equitable services, support, and are served with dignity, respect, and compassion regardless of circumstances, ability, or identity.

When applying for ESG funds, Applicants should address:

- What are your community's racial demographics and the demographics of those within your homeless response system?
- In your community's captured data, what are the outcomes of the homeless response system based on race? What are your requirements for all Service Providers to analyze data to determine racial disparities and then put a plan in place to address them?
- How do underserved and marginalized communities learn about and enter ESG programming? What marketing and communication strategies are used to increase equitable access to ESG programming?
- How does your grant making process include prioritization for programs that are addressing the disproportionate impacts that homelessness has on communities of color, particularly Black, Latinx, Asian, Pacific Islander, and Native and Indigenous communities?
- How are the voices of Black, Latinx, Asian, Pacific Islander, Native and Indigenous communities, and those with lived experience of homelessness being centered in a meaningful, sustained way in creating effective approaches to reducing and ending homelessness? How are they involved in the funding decision-making process?
- How are these funds accessible to smaller and non-traditional organizations that have historically been serving communities of color but may not have previously participated formally in the CoC or be a part of the homeless Service Provider community, and how would these funds address the organizational capacity of organizations that are led by Black, Latinx, Asian, Pacific Islander, and Native and Indigenous people that support the goal of making homelessness rare, brief, and non-recurring?
- List your partner organizations that are addressing racial equity in the housing and homeless response system and how do you partner with them?

The Department will require Applicants to submit related racial and ethnic data metrics of the homeless population and those served by the COC service area from their Homeless Management Information System (HMIS) on a quarterly reporting basis.

The Department recommends that Contractors refer to and utilize the Racial Equity Tools available on the HUD Exchange to inform efforts to advance racial equity within the homeless response system. The tools are available at the following link: <https://www.hudexchange.info/resource/5787/coc-analysis-tool-race-and-ethnicity/>.

The Department also encourages Contractors to refer to the Increasing Equity in the Homeless Response System through Expanding Procurement Tool from the HUD Exchange to help guide practices in this area at the following link: <https://www.hudexchange.info/resource/6083/covid19-homeless-system-response-increasing-equity-in-the-homeless-response-system-through-expanding-procurement/>.

For more information, please refer to the Advancing Racial Equity and Fair Housing Learning Brief from the HUD Exchange at the following link: <https://www.hudexchange.info/resource/6774/advancing-racial-equity-and-fair-housing-learning-brief/>.

## **II. Program Requirements**

### **A. Eligible Applicants**

An Eligible Applicant/organization means a Private Nonprofit Organization or a Unit of General-Purpose Local Government that provides or contracts with Private Nonprofit Organizations to provide Eligible Activities, as defined in 24 C.F.R. § 576.2. Eligible Applicants must meet all requirements as outlined in the ESG Program Final Guidelines.

#### **Continuum of Care Applicant Selection Process**

Each CoC may recommend up to two (2) eligible Applicants to apply for each NOFA. CoCs must submit the *HCD Recommendation Form*, located within a complete application that identifies the CoCs recommended Applicants, requested activities and amount of funding.

Pursuant to the ESG Program Final Guidelines, Section 202(b), Continuums of Care shall select up to two Eligible Applicants through a process that is consistent with the following requirements:

- Is a fair and open competition that avoids conflicts of interest;
- Follows the applicable procurement requirements of 2 C.F.R. Part 200;
- Evaluates provider capacity and experience, including the ability to deliver services in non-entitlement areas;
- Evaluates eligibility pursuant to Section 202(b) of the ESG Program Final Guidelines;
- Evaluates adherence to Housing First practices pursuant to Section 317 of the ESG Program Final Guidelines;
- Utilizes data and considers community input to identify unmet needs;
- Prioritizes activities that address the highest unmet need, considering other available funding and system wide performance measures;
- Considers project-level performance measures when evaluating proposals; and
- Collaborates with the local CoC.

## **B. Eligible Activities (24 C.F.R. § 576.101 - 576.107)**

ESG funds may be used for five program components: Street Outreach, Emergency Shelter, Homelessness Prevention, Rapid Rehousing, and Homeless Management Information System (HMIS), in addition to Administrative Activities. Eligible Activities that may be funded under each component are set forth in 24 C.F.R. § 576.101 through 24 C.F.R. § 576.107.

A minimum of 40 percent of all Contractor's awarded contract/budget must include the Rapid Rehousing component.

Homelessness Prevention will be limited to no more than 10 percent of any awarded contract/budget and will not be awarded as a standalone activity.

ESG Shelter Operations funds may be used for maintenance activities that do not materially add to the value of the building/property; do not appreciably prolong the useful life of the building/property; and do not adapt the building/property to new uses. Examples of maintenance activities could include activities such as replacing a few shingles on a leaky roof; patching leaking pipes or plumbing; replacing a broken window; fixing a crack in a sidewalk; and filling potholes in a parking lot. Please note, the requirements of the [Build America, Buy America Act \(the Act/BABA\)](#) may apply to minor repairs. See Section IV of this NOFA for more information about BABA.

NOTE: Rental assistance payments provided as part of an RRH or HP activity under 24 C.F.R. § 576.106 cannot exceed HUD's Fair Market Rent (FMR) as provided under 24 C.F.R. Part 888 unless a waiver is granted by HUD and must comply with HUD's standard for rent reasonableness as established under 24 C.F.R. § 982.507.

The Department has asked HUD for a waiver of 2025 FMR and will notify applicants awarded funds if the waiver is granted. It is the Department's intent to request a waiver each year if there is a disparity between FMR and average rents in California's Continuum of Care service areas.

## **C. Amounts Available for Continuum of Care Activities**

Eligible Administrative Activities are set forth in 24 C.F.R. § 576.108. The Department will share one percent of federal funds for all those awarded for direct administrative costs.

## **D. Eligible Costs**

Contractors and recommended Service Providers must follow all Office of Management and Budget (OMB) Cost Principles and Generally Accepted Accounting Principles (GAAP), as listed in 2 C.F.R. Part 200. Costs charged to the ESG Program must be *allowable*, *allocable*, and *reasonable*. Shifting costs between awards to overcome funding deficiencies is not permitted.

Allowable costs must conform to any limitations or exclusions set forth in the federal

cost principles. Additionally, the ESG NOFA allowable costs must comply with the policies and procedures afforded all activities within the Contractor or Service Provider's organization and be treated consistently (whether as a direct or indirect cost). Finally, allowable costs must comply with the GAAP and the costs must be adequately documented.

Allocable costs are those treated consistently with other costs incurred for the same purpose in like circumstances. These costs must meet the requirements listed in 2 C.F.R. § 200.405.

Reasonable costs do not exceed in nature or amount of costs that would be incurred by a prudent person under the same or similar circumstances prevailing at the time a decision was made to incur the cost.

Eligible costs may be direct or indirect. These costs must be incurred for the same purpose in like circumstances and must be treated consistently as either direct or indirect costs.

Direct costs are those costs that can be identified specifically with a particular final cost objective (such as the ESG award) and can be directly assigned to an activity relatively easily with a high degree of accuracy.

Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective or activity. Contractors that allow Service Providers to seek reimbursement for indirect costs must comply with all OMB requirements, including 2 C.F.R. § 200.403 and Part 200 Appendix 4. Contractor records must include evidence of the modified total direct cost calculations, indirect cost limits, and supporting documentation for actual direct cost billing.

All eligible costs incurred after the date of the ESG award letter issued by the Department are reimbursable after full execution of the state Standard Agreement. Contractors shall not plan to expend any state ESG funds requiring reimbursement prior to the award letter. In addition, no funds shall be expended until any required environmental review process has been completed, if required under 24 C.F.R. Part 58.

## **E. Service Providers**

The Department will monitor Contractors that have contracted with Service Providers to administer awarded activities to ensure the number of awards made are effectively managed. Monitoring of program performance is further outlined in Section 304 of the ESG Program Final Guidelines.

## **F. Threshold Requirements**

An application must meet the following threshold requirements to be eligible for funding:

- Applicant must follow instructions in both the ESG Program Final Guidelines, this NOFA, and the online application. Failure to follow instructions will result in disqualification.
- The ESG application and all required attachments must be submitted to the Department through the eCivis Portal located at <https://portal.ecivis.com/#/login>. Applications must include all required information to be submitted.
- The application must be complete and received by the deadline specified in this NOFA.
- The Applicant is eligible as described in the ESG Program Final Guidelines and this NOFA.
- Proposed Activities are eligible pursuant to the ESG Program Final Guidelines and this NOFA.
- For any application proposing an ES Activity as set forth in 24 C.F.R. § 576.408, Applicants must have adequate and documented site control (as defined in the ESG Program Final Guidelines).
- The application must include a completed Authorizing Resolution (AR) on an acceptable Department-approved resolution template and approved by the Applicant's governing board as described in Section V of the NOFA. Failure to provide this complete Authorizing Resolution on an acceptable Department-approved resolution template by the application due date will result in the immediate disqualification of the application.
- All Applicants must demonstrate to the satisfaction of the Department that it is following the financial management requirements of 2 C.F.R. Part 200. If applicable, the Applicant must provide the Department with its most recent single audit (as submitted to the State Controller's Office), as well as the most recent year's Form 990. If the Applicant has any open single audit findings and does not have a plan or an agreement to remediate those findings, the Applicant will be deemed ineligible for funding through the state ESG Program until the findings are resolved or a remediation plan or agreement is established.
- Pursuant to 24 C.F.R. § 576.201, Applicants must have identified dollar-for-dollar match for the federal ESG funding with funds from other public or private sources.
- Pursuant to this NOFA, Applicants must submit written Policies and Procedures (P&Ps) at the time of application submission.

An application may be deemed ineligible if the application does not meet the threshold requirements, if the application is incomplete, or if the Department cannot

determine compliance with the threshold requirements.

### **III. State Overlays**

It is the duty and responsibility of each Applicant to review the provisions, requirements, and limitations of all funding sources applied for and obtained for a particular project, program, or activity in order to ensure that each and every requirement of those funding sources is compatible with all Department program requirements and restrictions. Incompatibility of funding sources will result in the denial or cancellation of an award or may result in the placement of conditions or limitations on an award, all as determined by the Department in its sole and absolute discretion.

### **IV. Federal Requirements**

The requirements in [24 C.F.R. Part 5, subpart A](#) are applicable, including the nondiscrimination and equal opportunity requirements found at [24 C.F.R. § 5.105\(a\)](#). Section 3 of the HUD Act of 1968 and implementing regulations at [24 C.F.R. Part 75](#) apply, except that homeless individuals have priority over other Section 3 residents in accordance with [24 C.F.R. § 576.405\(c\)](#).

#### **24 C.F.R. Part 576**

- [§ 576.400](#) Area-wide systems coordination requirements.
- [§ 576.401](#) Evaluation of program participant eligibility and needs.
- [§ 576.402](#) Terminating assistance.
- [§ 576.403](#) Shelter and housing standards.
- [§ 576.404](#) Conflicts of interest.
- [§ 576.405](#) Homeless participation.
- [§ 576.406](#) Equal participation of faith-based organizations.
- [§ 576.407](#) Other federal requirements.
- [§ 576.408](#) Displacement, relocation, and acquisition.
- [§ 576.409](#) Protection for victims of domestic violence, dating violence, sexual assault, or stalking.
- [§576.500](#) Recordkeeping and reporting requirements.
- [§576.501](#) Enforcement.

Contractors must be able to meet all federal requirements relative to the ESG Program, specifically those concerning equal opportunity and fair housing, affirmative marketing, environmental review, displacement, relocation, acquisition, labor, lead-based paint, asbestos, conflict of interest, debarment, and suspension. Pertinent federal requirements are noted in federal ESG regulations and ESG Standard Agreements. All Applicants should be aware that, if funded, these requirements would apply.

## **Build America, Buy America**

On November 15, 2021, the Build America, Buy America Act (the Act/BABA) was enacted as part of the Infrastructure Investment and Jobs Act (IIJA) ([Pub. L. 117-58](#)). BABA requires that all iron, steel, manufactured products, and construction materials used for federally funded infrastructure projects are produced in the United States, unless otherwise exempt or subject to an approved waiver. This requirement is known as the “Buy America Preference (BAP)” and the specific requirements are codified in [2 C.F.R. Part 184](#).

Starting August 23, 2024, new awards of federal financial assistance from a program for infrastructure, as defined below, and any of those funds obligated by the grantee, are covered under the BABA provisions of the Act, [41 U.S.C. 8301](#).

The following should be included in all contracts and agreements with Subrecipients, contractors, developers and subgrantees, and in any procurement bid/contract documents to ensure BABA compliance by subgrantees, developers and/or contractors:

*The parties to this contract must comply with the requirements of the Build America, Buy America (BABA) Act, [41 U.S.C. 8301](#) note, and all applicable rules and notices, as may be amended, if applicable to the Grantee’s infrastructure project.\* Pursuant to HUD’s Notice, “Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance” (88 Financial Report 17001), any funds obligated by HUD on or after the applicable listed effective dates, are subject to BABA requirements, unless excepted by a waiver.*

\*The term “infrastructure project,” in this context, is defined in [2 C.F.R. § 184.3](#) and means any activity related to the construction, alteration, maintenance, or repair of infrastructure in the United States regardless of whether infrastructure is the primary purpose of the project.

[2 C.F.R. Part 184](#) and HUD’s [Notice CPD-23-12: CPD Implementation Guidance for the Build America, Buy America Act's Domestic Content Procurement Preference as Part of the Infrastructure Investment and Jobs Act - HUD Exchange](#) provides further guidance on the implementation of BABA. Additional details on fulfilling the BABA requirements can be found on [HUD’s website Build America, Buy America \(BABA\)](#) and [HUD’s website BABA Quick Guide: ESG](#).

## **V. Application Submission Requirements**

The online 2024 ESG application link is available on the ESG webpage at <https://www.hcd.ca.gov/grants-funding/active-funding/esg.shtml>. Applications under this NOFA must be completed through the eCivis portal webpage ([https://gn.ecivis.com/GO/gn\\_redir/T/vyjsqf2kekyx](https://gn.ecivis.com/GO/gn_redir/T/vyjsqf2kekyx)). Paper binder applications will no longer be accepted or required.



Complete applications and required documentation must be received by the Department no later than **5:00 P.M. Pacific Daylight Time (PDT) on Friday, March 28, 2025**. Any application received after this time will not be accepted. Applications that do not meet the filing deadline will not be eligible for funding.

In response to the Southern California wildfires, HCD is amending this 2024 ESG NOFA to allow fire-impacted applicants up to an additional six months to apply. Impacted applicants will have until 5:00 P.M. Pacific Daylight Time (PDT) on September 28, 2025, to submit an application. Late submittal of an application does not result in a later expenditure deadline for 2024 funds. All 2024 funds must be fully expended by September 26, 2026.

Applicants are encouraged to set up profiles in the eCivis Grants Management System portal located at <https://portal.ecivis.com/#/login> as early as possible. Profile set-up instructions can be found in the eCivis Grants Management System, External User Manual on the ESG webpage at <https://www.hcd.ca.gov/grants-funding/active-funding/esg.shtml>.

If you have trouble logging into the portal or have questions on how to complete the online application, please contact the Department at [ESGNOFA@hcd.ca.gov](mailto:ESGNOFA@hcd.ca.gov).

#### **A. Authorizing Resolution Requirements**

The Applicant must submit a completed Authorizing Resolution using the required Department-approved template, which has been duly adopted and approved by the Applicant's governing board. The Authorizing Resolution designates a person or persons responsible for, and authorized to, execute and deliver all documents related to the application of ESG funds and, if awarded, the execution of a Standard Agreement with the Department. Please see the ESG webpage (<https://www.hcd.ca.gov/grants-funding/active-funding/esg.shtml>) for the Department-approved Authorizing Resolution template, as well as instructions on how to complete it.

NOTE: If a governing body must prepare a separate resolution concurrently that conforms to its local standard, it may do so in addition to preparing the Authorizing Resolution approved by the Department.

**A complete Authorizing Resolution on an acceptable Department-approved resolution template must be received by the Department no later than 5:00 P.M. PDT on Friday, March 28, 2025. In response to the Southern California wildfires, impacted applicants must submit to the Department, a complete Authorizing Resolution on an acceptable Department-approved resolution template no later than September 28, 2025, 5:00 P.M. PDT. Failure to provide this complete Authorizing Resolution on an acceptable Department-approved resolution template by this deadline will result in the immediate disqualification of the application.**



## **VI. Appeals**

### **A. Basis of Appeals**

1. Applicants may appeal the Department's written determination that an application is incomplete, has failed threshold review, or has otherwise been determined to provide an insufficient basis for an award.
2. At the sole discretion of the Department, the Department's written determination may include a request for clarifying and/or corrective information. For purposes of this section, "clarifying information" includes information and/or documentation that resolves ambiguities in any application materials that will inform the Department's determinations.
3. No Applicant shall have the right to appeal a decision of the Department relating to another Applicant's application (e.g., eligibility, award, etc.).
4. Any request to appeal the Department's decision regarding an application shall be reviewed for compliance with the Policies and Procedures and this NOFA. All decisions rendered shall be made by the Program Manager or his/her designee. The decision shall be final, binding, and conclusive, and shall constitute the final action of the Department.
5. The appeal process provided herein applies solely to decisions of the Department made pursuant to this NOFA.

### **B. Appeal Process and Deadlines**

1. Process: To file an appeal, Applicants must submit to the Department, by the deadline set forth below, a written appeal which states all relevant facts, arguments, and evidence upon which the appeal is based. Furthermore, the Applicant must provide a detailed reference to the area or areas of the application that provide clarification and substantiation for the basis of the appeal. No new or additional information will be considered if this information would result in a competitive advantage to an Applicant. Once the written appeal is submitted to the Department, no further information or materials will be accepted or considered thereafter. Appeals are to be submitted to the Department at [ESGNOFA@hcd.ca.gov](mailto:ESGNOFA@hcd.ca.gov) according to the deadline set forth in the Department's written determination letters.
2. Filing Deadline: Appeals must be received by the Department no later than five (5) business days from the date of the Department's written determination letter made in response to the application.

## VII. Appendix A: 2024 ESG NOFA Estimated Allocations

CoC #	CoC Name	Initial Estimate for Annual Funding Cycle #1 <sup>3</sup> (Based on Method of Distribution)	Estimate for Annual Funding Cycle #1 <sup>4</sup>	Estimate for Annual Funding Cycle #2 <sup>5</sup>	Estimate for Annual Funding Cycle #3 <sup>6</sup>	2024 ESG NOFA Total Estimated Allocation
526	Amador, Calaveras, Tuolumne, and Mariposa Counties CoC	\$ 170,939	\$ 308,546	\$ 170,939	\$ 170,939	\$ 650,424
604	Bakersfield/Kern Co CoC	\$ 369,761	\$ 394,725	\$ 369,761	\$ 369,761	\$ 1,134,247
519	Chico/Paradise/Butte County CoC	\$ 289,895	\$ 309,467	\$ 289,895	\$ 289,895	\$ 889,257
523	Colusa, Glenn, Trinity Counties CoC	\$ 253,167	\$ 397,162	\$ 253,167	\$ 253,167	\$ 903,496
512	Daly/San Mateo Co CoC	\$ 167,576	\$ 188,054	\$ 167,576	\$ 167,576	\$ 523,206
521	Davis/Woodland/Yolo County CoC	\$ 298,525	\$ 318,680	\$ 298,525	\$ 298,525	\$ 915,730
525	El Dorado County CoC	\$ 144,832	\$ 359,633	\$ 144,832	\$ 144,832	\$ 649,297

<sup>3</sup> This initial estimate demonstrates how much funding each CoC would have received for the first Annual Funding Cycle with the standard method of distribution, using the formula factors outlined in Section 200(b) of the ESG Program Final Guidelines. Pursuant to Section 200(b)(3) of the ESG Program Final Guidelines, the Department has adjusted the method of distribution for the first Annual Funding Cycle, using disencumbered funds to provide a transitional adjustment period for CoCs. This column is informational only; please refer to the second column for an actual estimate for funding.

<sup>4</sup> Annual Funding Cycle #1 – The amounts reflect approximately \$12 million in ESG funding for the 2024 funding year, plus approximately \$3 million in disencumbered funds.

<sup>5</sup> Annual Funding Cycle #2 – Conditioned upon receipt by the State of potential future funding from HUD for the specified 2025 funding year. The amounts reflect the Department anticipating approximately \$12 million in ESG funding for the 2025 funding year.

<sup>6</sup> Annual Funding Cycle #3 – Conditioned upon receipt by the State of potential future funding from HUD for the specified 2026 funding year. The amounts reflect the Department anticipating approximately \$12 million in ESG funding for the 2025 funding year.

CoC #	CoC Name	Initial Estimate for Annual Funding Cycle #1 <sup>3</sup> (Based on Method of Distribution)	Estimate for Annual Funding Cycle #1 <sup>4</sup>	Estimate for Annual Funding Cycle #2 <sup>5</sup>	Estimate for Annual Funding Cycle #3 <sup>6</sup>	2024 ESG NOFA Total Estimated Allocation
514	Fresno/Madera Co CoC	\$ 410,027	\$ 437,710	\$ 410,027	\$ 410,027	\$ 1,257,764
522	Humboldt County CoC	\$ 301,404	\$ 321,753	\$ 301,404	\$ 301,404	\$ 924,561
613	Imperial County CoC	\$ 327,682	\$ 393,294	\$ 327,682	\$ 327,682	\$ 1,048,658
530	Inyo/Mono/Alpine Counties CoC	\$ 163,289	\$ 174,313	\$ 163,289	\$ 163,289	\$ 500,891
529	Lake County CoC	\$ 262,747	\$ 280,486	\$ 262,747	\$ 262,747	\$ 805,980
600	Los Angeles City & Co CoC	\$ 1,163,371	\$ 1,241,915	\$ 1,163,371	\$ 1,163,371	\$ 3,568,657
507	Marin County CoC	\$ 137,847	\$ 462,495	\$ 137,847	\$ 137,847	\$ 738,189
509	Mendocino County CoC	\$ 248,213	\$ 264,971	\$ 248,213	\$ 248,213	\$ 761,397
520	Merced City & County CoC	\$ 295,319	\$ 315,257	\$ 295,319	\$ 295,319	\$ 905,895
517	Napa City & County CoC	\$ 128,787	\$ 207,965	\$ 128,787	\$ 128,787	\$ 465,539
531	Nevada County CoC	\$ 155,979	\$ 166,510	\$ 155,979	\$ 155,979	\$ 478,468
502	Oakland/Alameda Co CoC	\$ 377,185	\$ 402,650	\$ 377,185	\$ 377,185	\$ 1,157,020
611	Oxnard/San Buenaventura/Ventura Co CoC	\$ 198,854	\$ 212,279	\$ 198,854	\$ 198,854	\$ 609,987
516	Redding/Shasta, Siskiyou, Lassen, Plumas, Del Norte, Modoc, Sierra Counties CoC	\$ 243,030	\$ 261,041	\$ 243,030	\$ 243,030	\$ 747,101

CoC #	CoC Name	Initial Estimate for Annual Funding Cycle #1 <sup>3</sup> (Based on Method of Distribution)	Estimate for Annual Funding Cycle #1 <sup>4</sup>	Estimate for Annual Funding Cycle #2 <sup>5</sup>	Estimate for Annual Funding Cycle #3 <sup>6</sup>	2024 ESG NOFA Total Estimated Allocation
505	Richmond/Contra Costa Co CoC	\$ 232,628	\$ 304,250	\$ 232,628	\$ 232,628	\$ 769,506
608	Riverside City & Co CoC	\$ 359,313	\$ 383,572	\$ 359,313	\$ 359,313	\$ 1,102,198
515	Roseville/Rocklin/Placer County CoC	\$ 140,114	\$ 149,696	\$ 140,114	\$ 140,114	\$ 429,924
503	Sacramento City & Co CoC	\$ 436,849	\$ 466,342	\$ 436,849	\$ 436,849	\$ 1,340,040
506	Salinas/Monterey, San Benito Counties CoC	\$ 208,156	\$ 271,366	\$ 208,156	\$ 208,156	\$ 687,678.00
609	San Bernardino City & Co CoC	\$ 406,912	\$ 434,384	\$ 406,912	\$ 406,912	\$ 1,248,208
601	San Diego City and Co CoC	\$ 591,605	\$ 631,547	\$ 591,605	\$ 591,605	\$ 1,814,757
500	San Jose/Santa Clara City & Co CoC	\$ 348,306	\$ 593,433	\$ 348,306	\$ 348,306	\$ 1,290,045
614	San Luis Obispo Co CoC	\$ 192,313	\$ 205,297	\$ 192,313	\$ 192,313	\$ 589,923
602	Santa Ana/Anaheim/Orange Co CoC	\$ 450,882	\$ 702,586	\$ 450,882	\$ 450,882	\$ 1,604,350
603	Santa Maria/Santa Barbara County CoC	\$ 231,972	\$ 247,633	\$ 231,972	\$ 231,972	\$ 711,577
504	Santa Rosa/Petaluma/Sonoma Co CoC	\$ 180,423	\$ 202,323	\$ 180,423	\$ 180,423	\$ 563,169
511	Stockton/San Joaquin Co CoC	\$ 263,485	\$ 281,274	\$ 263,485	\$ 263,485	\$ 808,244

CoC #	CoC Name	Initial Estimate for Annual Funding Cycle #1 <sup>3</sup> (Based on Method of Distribution)	Estimate for Annual Funding Cycle #1 <sup>4</sup>	Estimate for Annual Funding Cycle #2 <sup>5</sup>	Estimate for Annual Funding Cycle #3 <sup>6</sup>	2024 ESG NOFA Total Estimated Allocation
527	Tehama County CoC	\$ 281,154	\$ 418,598	\$ 281,154	\$ 281,154	\$ 980,906
510	Turlock/Modesto/Stanslaus Co CoC	\$ 245,387	\$ 357,500	\$ 245,387	\$ 245,387	\$ 848,274
518	Vallejo/Solano County CoC	\$ 174,687	\$ 186,481	\$ 174,687	\$ 174,687	\$ 535,855
513	Visalia/Kings/Tulare Counties CoC	\$ 348,338	\$ 426,127	\$ 348,338	\$ 348,338	\$ 1,122,803
508	Watsonville/Santa Cruz City & County CoC	\$ 209,478	\$ 299,232	\$ 209,478	\$ 209,478	\$ 718,188
524	Yuba City & County/Sutter County CoC	\$ 223,285	\$ 351,674	\$ 223,285	\$ 223,285	\$ 798,244
<b>TOTAL ESTIMATED FUNDING AVAILABILITY</b>		--	<b>\$ 14,332,221</b>	<b>\$11,633,716</b>	<b>\$11,633,716</b>	<b>\$37,599,653</b>

[illegible]



3400 Cottage Way, Suite F, Sacramento, CA 95825  
 (916) 692-8544 | [housing-tools.com](http://housing-tools.com)

March 5, 2025

Shawwna Flanigan  
 City of Redding Housing Department  
 777 Cypress Avenue  
 Redding CA 96001

RE: Proposal for HHAP-6 Assistance Scope of Services

Dear Ms. Flanigan,

This letter outlines a proposed scope of services to assist the NorCal Continuum of Care with the preparation of required application materials, including update of a Regionally Coordinated Homelessness Action Plan, for the HHAP-6 program administered by the California Housing and Community Development Department (HCD). The proposed scope of services was informed by our contract to assist NorCal CoC with their HHAP-5 application, and review of the HHAP-6 NOFA. We appreciate the opportunity to work with you.

#### Purpose of the Proposal

Housing Tools ("Consultant") presents the following proposal to the NorCal Continuum of Care ("Client"). The Client's Executive Board Chair has requested that Housing Tools submit a proposal for services for HHAP-5 assistance ("Services").

#### Scope of Services and Schedule

Consultant will provide the following housing and community development services as described below.

- **Activity 1:** HHAP-6 (Homeless Housing, Assistance and Prevention Program Round 6)

Below is an itemized listing of proposed tasks. Each task includes scope of work, schedule, and proposed budget. *Each task will be billed hourly, not to exceed the amount shown in the budget column.* You may choose to incorporate some or all of these tasks into a contract for services with Housing Tools.



<u>Activity/Task</u>	<u>Scope of Work</u>	<u>Schedule</u>	<u>Proposed Budget</u>
<b>Activity 1: HHAP-5 (Homeless Housing, Assistance and Prevention Program Round 5)</b>			
Task 1.1: HCD Webinars and Office Hours	Housing Tools will review all HCD webinars on HHAP-6 and system performance measures (SPM) as well as the ongoing monthly office hours (estimating to attend 4 office hours).	March – June 2025	\$1,440 (9 hours)
Task 1.2: NOFA and Application Materials	Housing Tools will review and take notes on HCD published NOFA and additional application materials such as the application template, MOU guidance, FAQs, and webinar slides.	March 2025	\$960 (6 hours)
Task 1.3: CoC, County, and City Planning Meetings	Housing Tools (lead) and the CoC (support) will facilitate a planning meeting between representatives from the CoC, each County, and largest Cities in each County to discuss the update of the Regionally Coordinated Homelessness Action Plan (RCHAP) and the Memorandum of Understanding (MOU), as well as the public meetings. Housing Tools will prepare meeting materials and co-facilitate the meeting with the CoC. The CoC will invite the representatives. The meeting will use the online Zoom meeting platform, hosted by Housing Tools.	April – May 2025	\$9,600 (60 hours)
Task 1.4: Public Meetings	Housing Tools (lead) and the CoC (support) will hold the three required public meetings connected to the preparation of the RCHAP. Housing Tools will prepare meeting materials and co-facilitate the meetings with the CoC. The CoC will invite the HCD required stakeholders, and maintain documentation of the meetings. The meetings will use the online Zoom meeting platform, hosted by Housing Tools.	April – May 2025	\$5,760 (36 hours)





Task 1.5: Regionally Coordinated Homelessness Action Plan (RCHAP)	Housing Tools (lead) and the CoC (support) will update the RCHAP. This includes the following components 1) roles and responsibilities of participating jurisdictions, 2) performance measures/improvement plan, 3) equity improvement plans, 4) exits from institutional settings, 5) use of local, state, and federal funding, and 6) connections to benefit programs.	May – June 2025	See subtask totals below.
Subtask 1.5.1 Data Gathering	Housing Tools (lead) and the CoC (support) will gather the quantitative and qualitative data needed to update the RCHAP. This may include 1) Reviewing previous plans and applications; and 2) Conducting interviews with and/or developing questionnaires for CoC, County, City, and service provider staff.	April 2025	\$4,800 (30 hours)
Subtask 1.5.2 Data Analysis	Housing Tools (lead) and the CoC (support) will analyze the data gathered in Subtask 1.5.1. This includes analyzing the HDIS data from Cal ICH on the System Performance Measures.	May 2025	\$4,800 (30 hours)
Subtask 1.5.3 Draft Responses	Housing Tools (lead) and the CoC (support) will draft responses to include in the RCHAP. Importantly, draft actions will be developed with input from CoC, County, and City representatives via the planning meetings, and the public via the public meetings.	June 2025	\$4,800 (30 hours)
Task 1.6: Memorandum of Understanding (MOU)	Housing Tools (lead) and the CoC (support) will prepare the MOU using information provided by HCD. Per statute, the MOU will include the RCHAP.	June 2025	\$1,280 (8 hours)



Task 1.7: Funding Plan	The CoC (lead) will prepare the Funding Plan with consultation and review from Housing Tools (support).	June 2025	\$1,280 (8 hours)
Task 1.8: Complete Draft Application	Housing Tools will compile all components of the application together into a cohesive, complete draft application for review by the CoC staff.	July 2025	\$1,600 (10 hours)
Task 1.9: CoC, County, and City Review and Adoption of RCHAP and MOU	Housing Tools (lead) and the CoC (support) will provide the draft of the RCHAP and MOU to the CoC and counties for their review and incorporate their feedback as appropriate into the final drafts. The CoC and Housing Tools will then assist in facilitating the adoption of the MOU at each of the governing bodies' meetings (e.g. providing language for a staff report and/or resolution template, but not attending the meeting).	August 2025	\$4,480 (32 hours)
Task 1.10: Application Submission	Housing Tools will review, proofread, finalize, and organize all application materials and provide them to the CoC to submit to Cal ICH.	August 2025	\$1,600 (10 hours)
Task 1.11: Ongoing Coordination Meetings	Housing Tools will facilitate weekly coordination meetings with the CoC. This helps to communicate about HHAP-6 upcoming tasks, timelines, next steps, and provide an opportunity for problem solving any issues that arise.	March – August 2025	\$3,840 (4 hours per month for 6 months)
Task 1.12: Requested Edits from HCD (Optional)	As an optional task, Housing Tools can assist the CoC with requested edits from HCD for the HHAP-6 Application.	August – December 2025	\$1,600 (10 hours)
<b>Activity 1 Total</b>			<b>\$47,840</b>



### Consultant Expertise

Our first-hand experience working in the public sector provides us with an intimate understanding of local government context, challenges, and opportunities. The foundation of our work in this arena is inclusive, transparent, and constructive community outreach. Whether our efforts are homeless initiatives, housing plans, fund development, or policy analysis and evaluation, we are eager to help you make your community more vibrant and equitable. We guide community planning processes that incorporate comprehensive community outreach and build on community strengths. Our planning work has included Housing Elements, HUD Consolidated Plans, Homeless Plans, and Permanent Local Housing Allocation (PLHA) Plans.

### Insurance

Consultant maintains liability insurance that covers the firm's employees in executing its normal business activities. The amount of coverage is \$1 million per occurrence and \$2 million in aggregate. Consultant also maintains auto insurance at \$1 million per occurrence and workers compensation insurance at \$1 million per occurrence. Consultant may provide Client with an insurance certificate naming the Client as Additional Insured at Client's request.

### Project Staffing

The budget is based on the following hourly rates, travel, and printing costs, which are effective December 2023 through 2024. The budget includes hourly rates, travel reimbursement, printing costs, and course of business costs such as leases, insurance, equipment, training, utilities, taxes, etc. These rates are subject to increase during the term of the contract on an annual basis.

Cost	Rate
Principal	\$160/hour
Community Development Manager	\$160/hour
Senior Project Manager	\$140/hour
Project Manager	\$120/hour
Assistant Project Manager	\$110/hour
Labor Compliance Specialist	\$110/hour
Administrative	\$95/hour
Travel Reimbursement	\$0.70/mile
Printing and Media Reimbursement	100% of cost



Thank you for your interest in our firm's housing and community development services. Please do not hesitate to let me know of any questions you may have at [jcoles@housing-tools.com](mailto:jcoles@housing-tools.com) or (530) 513-3116.

Sincerely,

James Coles  
Principal

**REQUEST FOR PROPOSALS  
TO PROVIDE  
ADMINISTRATIVE ENTITY SERVICES FOR  
THE NORCAL CONTINUUM OF CARE**

**SCHEDULE 2025-01**  
**PROPOSALS DUE:**  
**tbd by 2 pm**



**Contents**

Estimated Timeline ..... 3

Overview ..... 3

NorCal CoC Executive Board ..... 3

NorCal CoC Administrative Entity Scope of Work ..... 4

Application Procedures ..... 5

Project Review and Scoring ..... 5

Application.....EXHIBIT A

Rating and Ranking Criteria .....EXHIBIT B

Scope of Work Cost Tool .....EXHIBIT C

## **Estimated Timeline**

The following schedule of events will be followed to the extent achievable; however, the City of Redding reserves the right to adjust or make changes to the schedule as needed.

<b>Date</b>	<b>Activity</b>
Tbd	Release of Request for Proposals (RFP)
Tbd	Deadline to Submit Questions
Tbd	Submission of Proposals due by 2:00 pm
Tbd	Review of Proposals Complete
Tbd	Notification of Recommended Selection
Tbd	NorCal CoC Executive Board Meeting to Approve Recommended Selection
Tbd	Professional Service Agreement Start Date

## **Overview**

The Continuum of Care program is authorized by subtitle C of title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C 11381-113890) to promote communitywide commitment to the goal of ending homelessness.

The NorCal Continuum of Care (NorCal CoC) was created in response to the McKinney-Vento Homeless Assistance Act and 24 CFR 578.5(a) and was established with representatives from organizations within a seven counties region including the county governments of Del Norte, Lassen, Modoc, Plumas, Shasta, Sierra, and Siskiyou as well as nonprofit homeless assistance providers, victim service providers, faith-based organizations, local 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.

The NorCal CoC is requesting proposals from interested entities to provide services as an Administrative Entity (AE). The AE role ensures consistency with the regulations, guidance and priorities established by HUD. The CoC regulations may be obtained at: <https://www.hudexchange.info/resources/documents/CoCProgramInterimRule.pdf>.

## **NorCal CoC Executive Board**

The full membership of the NorCal CoC established an Executive Board pursuant to 24 CFR 578.5(b)

to act on behalf of the NorCal CoC. The NorCal CoC Executive Board designated the City of Redding as its Administrative Entity (AE) on September 19, 2023 to enter into contracts and manage grant funding on its behalf;

The NorCal CoC Executive Board approved the 2023-2025 CoC Executive Board Budget and Funding Plan at its March 7, 2024 meeting, which included 7% HHAP Administration and a Joint Project to be split among the NorCal CoC County Governments and county allocations based on the 2022 Point-in-Time Count;

The NorCal CoC Executive Board has directed the current AE to solicit for a new AE.

### **The Administrative Entity Scope of Work**

The CoC Executive Board has established an AE role to provide guidance to ensure that duties of the NorCal CoC are being met. The AE may be a unit of local government, a non-profit agency or an individual person. The role of the AE includes, but is not limited to the following:

1. Oversee operational aspects of the NorCal CoC planning process, which shall include, but not be limited to, advising NorCal CoC members of issues and activities, establishing NorCal CoC meeting dates, convening NorCal CoC meetings, and ongoing development of the NorCal CoC work plan in a manner that is consistent with local NorCal CoC priorities and federal regulations;
2. Act as Secretary to the NorCal CoC Executive Board and facilitate monthly meetings, Special Meetings (as needed), and All Member meetings twice per year;
3. Coordinate NorCal CoC subcommittee meetings and ensure that appropriate follow-up activities are undertaken, including the HMIS Committee, the Governance Charter Workgroup and the Data/Performance Ad-Hoc;
4. Act as primary liaison between the U.S. Department of Housing and Urban Development (HUD), California Department of Housing and Community Development (HCD), the Homeless Management Information System (HMIS) System Administrator, the Community, and NorCal CoC members relative to NorCal CoC activities;
5. Assist with coordination efforts of the annual Point-In-Time (PIT) and Housing Inventory Count (HIC) of homeless persons in camps, staying on the street, in cars, in shelters, in transitional housing or other institutional facilities, which HUD requires CoC organizations to conduct during the last 10 days in January;
6. Provide technical assistance and referral information to potential applicants seeking funding through various CoC grant opportunities, including but not limited to HUD CoC funding and Emergency Solutions Grants (ESG);
7. Complete NorCal CoC-wide funding applications, 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;
8. 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;
9. Coordinate and provide information required to complete the Consolidated Plan(s) within the NorCal CoC's geographic area;
10. Conduct the Annual Gap Analysis;



11. Ensure that the CoC maintains a HUD-compliant HMIS by coordinating with the System Administrator, United Way of Northern California;
12. Coordinate outreach to the community through letters, meetings, and phone calls to expand NorCal CoC membership and HMIS participation;
13. Establish and monitor performance targets, collaborate with HMIS and Coordinated Entry (CE) Leads, Coordinate and implement a housing and service system; and
14. Create, maintain, and update a web page to share Agendas, Minutes, Recorded Meetings, Policies and Procedures, resources, training curriculum, reports, and other related documents.

### **Application Procedures**

Interested applicants will be subject to a rating and ranking of the proposals received. Applicants will be to be sure to include in their proposal the questions listed in Exhibit A.

Completed proposals are due by tbd, 2025, by 2 pm , and may be emailed to Shawwna Flanigan at NorCalCoC@CityofRedding.org, or dropped off at the address below:

City of Redding  
Housing Division  
777 Cypress Ave.  
Redding Ca 96001.

### **Project Review and Scoring**

Once a proposal has been submitted, a review will be undertaken **and** will be scored and ranked, using the rating and ranking tool in Exhibit B, by the NorCal CoC Executive Board.

### **Final Rankings and Submission**

Following the NorCal CoC's Executive Board's ranking process, all applicants will be notified as to their ranking, if chosen to be the AE, the NorCal CoC will enter into a Memorandum of Understanding with the approved applicant.

## Exhibit A

### NorCal CoC Administrative Entity Application

	Component	Explanation
1	Experience	Provide a description of your experience and qualifications to serve as the Administrative Entity including but not limited to the following:  Experience in writing state and/or federal grants, grant monitoring, grant reporting, grant contracting, overseeing operations, including planning and preparing meetings, developing a workplan, and understanding federal regulations.
2	Organizational Capacity	Provide a description of your capacity and readiness to support the NorCal CoC as the Administrative Entity.
3	Program Design	Provide a detailed description of the proposed Administrative Entity activities, including but not limited to the Scope of Work Exhibit C.
4	Impact and Effectiveness	Provide a detailed plan for measuring and evaluating how the Administrative Entity plans to support these goals and priorities of the NorCal CoC and the NorCal CoC Executive Board.
5	Funding Plan	Provide in detail how your organization will account for the cost of the services and what activities the funds will support. May use Scope of Work Tool, Exhibit C.

## Exhibit B

### NorCal CoC Administrative Entity Rating and Ranking Criteria

	Component	Explanation	Maximum Points
1	Experience	Applicant has experience in writing state and/or federal grants, grant monitoring, grant reporting, grant contracting, overseeing operations, including planning and preparing meetings, developing a workplan, and understanding federal regulations.	20
2	Organizational Capacity	Applicant has the capacity and readiness to support the NorCal CoC as the Administrative Entity.	15
3	Program Design	Applicant provided a detailed description of the proposed Administrative Entity activities, including but not limited to the Scope of Work Exhibit C.	30
4	Impact and Effectiveness	Applicant provided a detailed plan for measuring and evaluating how the Administrative Entity plans to support these goals and priorities of the NorCal CoC and the NorCal CoC Executive Board.	20
5	Funding Plan	Applicant provided in detail how their organization will account for the cost of the services and what activities the funds will support. May use Scope of Work Tool, Exhibit C.	15
		<b>Total Points</b>	<b>100</b>

Exhibit C

NorCal COC Cost Estimation Tool for City identified costs associated with running NorCal Continuum of Care							
Operations	No. of Hours Each Occurrence	No. Occurrences per Year	Total Number Hours per Year	Estimated Cost / Hour	AND / OR	Estimated Contract Cost	Total Line Item Cost
<b>Task 1 - HHAP Grants</b>							
Application to HCD	100	1	100			50,000.00	50,000.00
State Contract	10	1	10				-
Budget Preparation	5	12	60				-
Process invoices/RFF's	10	12	120				
Monitor Subrecipients	60	12	720				
Submit Monthly Reports to the State	75	12	900				
Annual Report to the State	100	1	100				
NOFA Creation	20	1	20				-
Application Review	12	1	12				-
Environmental Impact Reviews	15	1	15				-
Monthly Office Hours Call	1	12	12				-
Meetings	1	25	25				-
<b>Subtotal Task 1</b>	<b>409</b>	<b>91</b>	<b>2094</b>	<b>-</b>		<b>50,000.00</b>	<b>50,000.00</b>
<b>Task 2 - ESG Grant</b>							
NOFA Review and Correspondence	10	1	10				-
Application Review	10	1	10				-
Coordinate Rating & Ranking	10	1	10				-
Support Staff Tasks	10	1	10				-
<b>Subtotal Task 2</b>	<b>40</b>	<b>4</b>	<b>40</b>	<b>-</b>		<b>-</b>	<b>-</b>
<b>Task 3 - Collaborative Applicant</b>							
Application	20	1	20			50,000.00	50,000.00
Meetings with HUD	2	12	24				-
Meetings with Consultant	2	75	150				-
Grant Execution	5	1	5				-
Annual Reporting	3	1	3				-
<b>Subtotal Task 3</b>	<b>32</b>	<b>90</b>	<b>202</b>	<b>-</b>		<b>50,000.00</b>	<b>50,000.00</b>
<b>Task 4 - Executive Board</b>							
Prepare and Host Meetings	4	18	72				-
Prepare Agendas	5	18	90				-
Complete Minutes	2	18	36				-
Complete Executive Board Requests & Follow Ups	1	45	45				-
Draft and Send Announcement Emails	1	45	45				-
Advisory Board Support	2	20	40				-
Governance Charter	2	25	50				-
<b>Subtotal Task 4</b>	<b>17</b>	<b>189</b>	<b>378</b>	<b>-</b>		<b>-</b>	<b>-</b>
<b>Task 5 - HMIS/CE</b>							
System Administration			0			400,000.00	400,000.00
Contract Review and Processing	10	1	10				-
Process/analyse reports	2	50	100				
Meetings with Contractor	1	50	50				-
Emails and Communication with Excecutive and Advisory Boards	1	15	15				-
Committee Meetings	5	12	60				-
<b>Subtotal Task 5</b>	<b>19</b>	<b>128</b>	<b>235</b>	<b>-</b>		<b>400,000.00</b>	<b>400,000.00</b>
<b>Task 6 - PIT/HIC</b>							
Administration Costs	2	20	40			50,000.00	50,000.00
<b>Subtotal Task 6</b>	<b>2</b>	<b>20</b>	<b>40</b>	<b>-</b>		<b>50,000.00</b>	<b>50,000.00</b>
<b>Task 7 - Website</b>							
Updates and Maintenance	0.25	250	62.5				-
<b>Subtotal Task 7</b>	<b>0.25</b>	<b>250</b>	<b>62.5</b>	<b>-</b>		<b>-</b>	<b>-</b>
<b>TOTAL Estimated COC Operation Cost</b>	<b>519.25</b>	<b>772</b>	<b>3051.5</b>	<b>-</b>		<b>550,000.00</b>	<b>550,000.00</b>

COC Very Rough Cost Estimate 1.28.25

**City of Redding Estimated Cost**

City Staff Member	Title	Budgeted Cost 24/25	Estimated % COC	Estimated Cost 24/25	Estimated Cost 25/26	Estimated Cost 26/27
Shawwna Flanigan	Associate Project Coordinator	218,378	100%	218,378	229,297	240,762
Scott Badger	Housing Manager	264,695	6%	15,882	29,116	42,351
Jenn Drumm	Accountant I	113,115	16.25%	18,381	24,037	29,693
Kylie Monchamp	Financial Analyst II	200,082	10.00%	20,008	30,012	40,016
Nicole Smith	Planning/Community Development Manager	276,947	7.50%	20,771	34,618	48,466
<b>Estimated Personnel Cost</b>				<b>293,420</b>	<b>347,081</b>	<b>401,288</b>

Total # Housing FTE 20

COC FTE 1.4

Cost Type	Vendor	Budgeted Cost 24/25	Estimated % COC	Estimated Cost 24/25	Estimated Cost 25/26	Estimated Cost 26/27
Estimated Indirect Costs		\$ 818,808.00	7.00%	57,317	98,257	103,170
HMIS System Admin.	United Way			400,000	420,000	441,000
Consultant Costs				150,000	157,500	165,375
Colaborative Applicant	Social Servces Data Solutions (Teddie)					
HHAP Applicant	Housing Tools					
PIT Coordinator	PCIRC					
<b>Cost Estimate</b>				<b>750,737</b>	<b>865,338</b>	<b>945,458</b>

Assumptions - 5% Cost increase year over year

Budget estimates do not include personnel costing increases and are likely low.

## NorCal CoC Governance Charter

### Point-In-Time Count (PIT) and Housing Inventory Count (HIC)

Annually, the CoC assesses the needs of homeless persons in the seven Counties through a well- coordinated point in time count, an on-going review of trends through analysis of HMIS data, and an identification of homeless needs and housing/services resources available within the CoC.

#### A. Point in Time Count

The PIT Count of homeless persons within the CoC geographical area enumerates the following:

1. The number of homeless persons who are living in places not designed for or ordinarily used as regular sleeping accommodations for humans (unsheltered homeless persons);
2. Identify the number of homeless persons living in emergency shelters and transitional housing projects (sheltered homeless persons); and
3. Identify other annual count requirements established by HUD by Notices

#### B. Housing Inventory Count

The HIC Count of homeless persons within the CoC geographical area enumerates the following:

1. Available beds dedicated to the homeless population;
2. The number of beds dedicated to serve homeless persons in all available project types including emergency shelters, transitional housing, rapid re-housing, permanent supportive housing, other permanent housing, or safe havens;
3. The number of HMIS dedicated beds; and
4. Beds available for subpopulations including but not limited to veterans and youth.

#### C. County Responsibility

Each County Advisory Board is required to appoint a PIT/HIC lead. The County PIT Lead or designee must;

1. Coordinate the PIT and HIC counts within their County and include all agencies who provide services to the homeless;
2. Participate in the CoC PIT/HIC committees;
3. Act as the lead trainer for their County;
  - a. Ensure only trained volunteers participate in the count.
4. Ensure data quality by reviewing submitted surveys;
5. Enter surveys in the online platform; and
6. Report any concerns to the Executive Board and the Administrative Entity.

#### D. CoC Member Participation Requirements

PIT participation is mandatory for CoC voting members.

Participation is defined as any of the following:

- a. Participate on a PIT committee or sub-committee preparing for PIT
- b. Participate in the PIT Count
- c. Participate as the PIT Administrator

- d. In the alternative, applicant could partner with agency that does currently meet PIT participation requirements.
- e. Additionally, applicant could stipulate when they will meet the PIT participation requirements.
  - i. Participant must commit to participating in the following year PIT count.
- f. Participation can include donations to the PIT
- g. Participation can include entering PIT data

## Funding

The Administrative Entity develops a strong application and aggressively seeks resources from other funding opportunities as appropriate. The CoC adequately manages the funds, conducts activities that achieve CoC outcomes and goals, and maximizes the use of the funds. The CoC follows a collaborative process for developing applications and approving the submission of applications in response to a NOFA published by HUD and/or the State of California; in concert with the funding priorities and plan adopted by the Strategic Plan.

When funding is made available to the CoC, a NOFA process begins, which will include an open application process across the CoC region, including an addendum with County specific criteria if applicable, and use of the Rating and Ranking committee when funds are oversubscribed.

### A. Application Standards and Thresholds

The Administrative Entity will annually update the requirements for federal and/or state applications, as specified in the funding contract.

All Applicants must meet the following threshold requirements:

1. Service providers and counties receiving CoC funding must actively participate in the PIT/HIC count as per section D of the PIT and HIC;
2. Actively collect, enter, and **maintain** HMIS data, including, but not limited to the following:
  - a. Provide timely and accurate HMIS data input, based on current HMIS user policy;
  - b. Provide timely responses to data requests; and/or
  - c. Applicant may partner with an agency that does currently collect and enter HMIS data. The partner Agency must be listed in the application.
3. Participate in Coordinated Entry, per user agreement as referenced in 24 CFR 578.7;
4. Be a member of their local NorCal CoC Advisory Board, a voting member in good standing or participant;
5. A completed application is submitted by the deadline;
6. Provide the following completed certifications with the funding application or NOFA;
  - a. Advisory Board certification of member status;
  - b. HMIS certification of project participation; and
  - c. Point in Time Participation certification.
7. The applicant's organization must adequately demonstrate they have capacity and experience to successfully manage the funds, including consideration of their ability to manage existing grants; additional financials may be requested per the project funding per **2 CFR Part 200.501**;

8. The applicant's organization must adequately demonstrate they have capacity and experience to implement the project in their application;
9. The grant request is reasonable based upon the proposed scope, number of client services, and availability and utilization of existing competitive programs within the geographical area;
10. The application is likely to improve the CoC's outcome performance and will contribute to reducing homelessness; and
11. The project meets specific threshold requirements per the NOFA.

## B. Rating and Ranking

Agencies may be called upon to participate in the Rating and Ranking (R&R) committee. R&R committees are neutral groups without a conflict of interest, consisting of three or more individuals comprised of active CoC voting members or participants who will rate, rank, and determine funding amounts of applications based on the NOFA Application criteria. Committee members should be familiar with housing and homeless needs and be willing to review projects with the best interest of homeless persons in mind. The R&R committee members must be able to meet deadlines set by the Administrative Entity.

## C. Grievance and Appeals

All funding applications not meeting thresholds will be denied. Applicants may submit a grievance or appeal to the Administrative Entity to be reviewed by the established Grievance Committee. The Grievance Committee will provide a written decision, the Committee's determination will be considered final.

## D. Grant Sub-recipient threshold requirements

1. Any agency awarded CoC funding must maintain threshold requirements throughout the grant performance period, in accordance with the funding agreement.
2. Upon request of remaining funds, the Administrative Entity will confirm adherence with continuing to meet threshold requirements.
3. If a Grant Sub-recipient is not maintaining threshold requirements they will not be eligible to receive remaining funds until requirements are met, or will be required to repay the funds, as outlined in the contract.



**Shasta CoC Advisory Board Addendum for application standards and thresholds.**

1. Be a voting member in good standing (refer to the NorCal CoC Advisory Board Membership Policy)
2. Service providers and counties receiving CoC funding must actively participate in the PIT/HIC count as per section D of the PIT and HIC; *In the alternative, applicant could partner with agency that does currently meet PIT participation requirements.*
3. Provide the following completed certifications with the funding application or NOFA;
  - a. Advisory Board certification of member status;
  - b. HMIS certification of project participation; and
  - c. Point in Time Participation certification.
  - d. Coordinated Entry certification, if applicable.*
4. Applications can be submitted for projects that align with the eligible uses, however applications will score additional points if they can demonstrate how their project aligns with the adopted Shasta CoC Advisory Strategic Plan Goals to achieve functional zero homelessness for veterans located in Shasta County over 3 years.
  - a. Commitment to look for opportunities to direct existing funding, when possible, toward the achievement of this goal, and when strategic, braid funds together with the funding of other local entities.
5. All applicants will be required to provide a presentation of their project to the Shasta CoC Advisory Board. If a presentation is not presented, your application will not be eligible for funding consideration.
  - a. After the release of the NOFA and before the application deadline, the Shasta CoC Advisory Board will schedule time for each agency seeking project funding to provide a presentation of their proposed application. Presentations should include:
    - i. Total project budget, with itemization of how funds will be used
    - ii. Identify the eligible use category for this application
    - iii. Total funding requested in application
    - iv. Details of how project prioritizes strategic plan goal
    - v. Other sources of braided funding
    - vi. How many people this project anticipates to serve
  - b. In an effort to avoid over-subscription of available funding, the applicants will have the opportunity to collaborate and the option to make project budget modifications following the presentation process.
  - c. If an applicant submits an application requesting funds greater than previously presented to the CoC, their application will only be considered for the amount that was originally presented.
  - d. If the submitted applications exceed the available funding amount, the applications will move to a rating and ranking committee for final recommendations to be presented to the Shasta Advisory Board for final approval. The Rating and Ranking Committee will use the following criteria maximum point metrics.

Capacity	20
Design	15
Impact/effectiveness	20
Funding plan	20
Shasta Strategic plan/grant	
Specific Set Aside	5

6. Grant Sub-recipient threshold requirements

If a Grant Sub-recipient is not maintaining threshold requirements they will not be eligible to receive remaining funds until requirements are met, or will be required to repay the funds, as outlined in the contract. **Funds will be redistributed based on state and Federal program guidelines to other eligible grantees.**

*Note: Red font edits are additional edits to the Shasta CoC Advisory Addendum.*