



Shasta County Advisory Board of the

NorCal
Continuum of Care™

Shasta County Advisory Board Meeting

March 11, 2025, 3:00 PM-5:00 PM

Redding City Hall - Community Room

777 Cypress Avenue, Redding, CA 96001

1. **Call to Order/Reminder of Brown Act.**
2. **Introductions/Establish Quorum.**
3. **Approval of Meeting Minutes.**
 - Board Members will review and approve minutes from the February 11, 2025 meeting (Attachment 1)
4. **Public Comments (limited to 3 minutes per speaker).**
 - Members of the public will have the opportunity to address the Advisory Board on any issue within the jurisdiction of the Advisory Board. Speakers will be limited to three minutes.
5. **New Business**

Action

A. Membership Applications

- a. Jessica Watkins-NVCSS-voting (attachment 2)
- b. Jannamarie Howard-Redding Rancheria-voting (attachment 3)

B. Approval of the Governance Charter & Shasta Advisory Amendment-Funding Threshold Section
The NorCal CoC Governance Committee has prepared and recommended approval of the Funding Threshold Section of the Governance Charter by each Advisory Board in March. Shasta Advisory board addendum is included for review and approval. The goal is to bring the amendments back to the March 20, 2025 Executive Board meeting for final approval. (attachment 4)

Presentation- RABA-Kelly Sepelyak & Hallie Fonseca

Discussion

- A. NorCal CoC Actual and Estimated costs - through September 18, 2025 and Draft RFP Administrative Entity Services**
Agenda Information from the February 20, 2025 NorCal CoC Executive Board 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 to administer 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, and also 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."

VOTING MEMBERS

Abbott, Paul – Shasta Thrive
Azare, Collier- Nation's Finest
Breton, Samantha- Community Member
Chimenti, Joe-Emergent
Danielson, Tim - United Way
Johnson, Crystal – FaithWorks
Jones, Julie - One Safe Place
Joyce, Maggie - SCOE
Kennedy, Marci – NorCal LSS
Kerr Emily-HHSA
Longwell, Wendy – DAC
McDuffy, Laura-City of Redding
Middleton, Amber – SCHC
Morgan, Jennifer- New Life Discovery
Project
Preller, Megan – Ready for Life
Ray, Tammy-Salvation Army
Schaefer, Leshia – Pathways/Housing
Schreder, Kristen – Executive Board
Chair
Sevilla, Art – Empire Recovery
Watson Stacy-Hill Country
Zander, Hollie - CRDC

February 20, 2025, the Executive Board Postponed action on NorCal CoC Administrative Entity Request for Proposals (RFP) and scheduled a special Executive Board meeting for March 4, 2025 3:00 pm. Executive Board members requested time to present the proposed Administrative Entity RFP to Advisory Boards in March. Additional information was requested to identify the costs expended so far for NorCal CoC operations compared to the adopted Budget.

March 4, 2025 EB meeting the Board reviewed the attached Actual and Estimated Costs and requested additional information to confirm the total approved contracts and estimated cost to administer the NorCal CoC HHAP contracts and operations through September 19, 2025. Further discussions are scheduled for the next regular Executive Board Meeting on March 20, 2025.

NorCal CoC Executive Board Attachments

Actual and Estimated costs - August 1, 2023, to September 18, 2025 (attachment 5)

Continuum of Care Expenses to Date (attachment 6)

Draft RFP Administrative Entity Services (attachment 7)

Cost Estimation Tool for Administrative Entity Operations (attachment 8)

Information

HHAP 6

Links below to the HHAP 6 NOFA, Allocation Amounts, Virtual Press Conference, and next HCD Office Hours Call which will be focusing on HHAP 6.

HHAP 6 NOFA Link

<https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/calich/hhap-6-nofa.pdf>

Allocation Amounts-

<https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/calich/hhap-6-allocations.pdf>

[Governor Newsom Hosts Virtual Press Conference Announcing New Homeless Funding Accountability Tool](#)

Homelessness Grants Office Hours - 3rd Tuesdays, 10-11 AM

<https://hcd-ca-gov.zoom.us/j/87915280129>

6. Reports.

- A. Executive Board
- B. County/City
- C. Status of Funding (Attachment 9-11)
- D. HMIS/Coordinated Entry Administrator
- E. NorCal CoC PIT Committee
- F. Strategic Planning AdHoc Update
- G. Governance Charter Workgroup Update
- H. Member Announcement

8. Discussion Items for Next Meeting

9. Adjournment

Next Meetings:

Advisory Board Meeting: April 8, 2025, 3-5 pm at City Hall Community Room
Executive Board Meeting: March 20, 2025, 1-3:00 pm at City Hall Enterprise Conference Room
All NorCal CoC Member Meeting April 17, 2025, 1-3 pm Location TBD
AT HOME Meeting April 17, 2025, 9-11 am Redding City Hall Community Room
Data Performance Work Group March 26, 2025 2:30-4:00 pm, Virtual



Shasta County Advisory Board of the

NorCal
Continuum of Care TM

Shasta County Advisory Board Meeting
February 11, 2025, 3:00pm-5:00pm
Redding City Hall – Community Room
777 Cypress Avenue, Redding, CA 96001

MEETING MINUTES

Voting Members

Messarra, Mary-Shasta Thrive Alternate
Breton, Samantha – Community Member
Chimenti, Joe – 3DEmergent
Danielson, Tim-United Way
Howard, Jannamarie-Redding Rancheria
Jones, Julie- One Safe Place
Joyce, Maggie-SCOE
Kerr, Emily-HHSA
Longwell, Wendy – DAC
McDuffey, Laura-City of Redding
Middleton, Amber – SCHC
Preller, Megan - Ready for Life
Ray, Major Tammy – Salvation Army
Schaefer, Leshia - Pathways/Housing
Schreder, Kristen - Executive Board Chair
Sevilla, Art-Empire Recovery
Spencer, Crystal-Faithworks
Watson, Stacey-Hill Country
Zander, Hollie - CRDC

1. Call to Order

A meeting of the Shasta Advisory Board was called to order at 3:02 pm by Chair Maggie Joyce. A reminder of the Brown Act was completed.

2. Introductions/Establish Quorum

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

3. Approval Meeting Minutes

Tim Danielson made the motion to approve the meeting minutes of January 14, 2025. Amber Middleton seconded the motion. All in favor.

4. Public Comments

Amber Middleton updated the board on Partners II program, Agencies need to enter into an MOU to start sending referrals. Contact Amber or Jay for more information and they also are the ones to receive all invoices.

5. New Business:

Presentations-

Stephanie Gibson, Private Housing Investor- She presented to the board why she started investing into housing, she now has 13 homes that house 18-25 yr olds, elderly, single moms, and DV. She is working in modular homes and tiny homes projects. She has partnered with investors, and she wanted to attend this meeting and present in order to build more relationships. She has passed out a questionnaire and her contact information. If anyone needs to find housing, she can help find solutions.

Michael McNair, 211- He presented a data overview of 211 services and calls for 2024. Shasta received 52,000 calls. He gave the board an handout with detailed information and would like to do another presentation.

Actions-

A. Membership Applications-

- a. Stacy Watson- Hill Country, Voting Member
- b. Jannamarie Howard- Redding Rancheria, Voting Member
Samantha Breton made a motion to approve Stacy Watson and Jannamarie Howard as voting members, Amber Middleton seconded the motion. All in favor.
- c. Christine Cage, No Boundaries- Amber Middleton made a motion to remove Christine Cage as a voting member, Megan Preller seconded the motion. All in favor.

B. Strategic Planning Ad-Hoc-

Tim Danielson made a motion to approve Formation of a County-Wide Strategy Team that will meet regularly to problem-solve approaches to making progress on our shared goal and coordinate plans to accelerate progress on this goal to be formed prior to the launch of this strategy and Formation of a case conferencing call focused specifically and exclusively on housing individual homeless veterans who appear in HMIS and on this initiative's by-name list to be formed prior to the launch of this strategy. Ambe Middleton seconded the motion. All in favor.

Discussions-

A. 2024 Pit Debrief-

The board had a round table discussion on the PIT count. Discussion was detailed on what went well during the PIT, what can be improved, changed, or done differently for next PIT count. Some suggestions were a designated email account for PIT coordinator, public information officer, need clarification on roles for HIC count and who is responsible. What subcommittees were needed and which ones we did not need. Everyone worked hard and overall, it was a success. There will be more discussion in meetings. It is time to start preparing for next year and find a coordinator.

6. Reports

- A. Executive Board- Upcoming meeting on 2/6 with Teddy Pierce, data performance workgroup.
- B. County/City- None
- C. Status of Funding- information is attached to agenda
- D. HMIS Coordinated Entry Administrator- CES update- 71 Vets, 300 Seniors, 114 Youth, 170 Families. They have seen an increase in licenses.
- E. Norcal CoC Pit Committee- None
- F. Strategic Planning Subcommittee- None
- G. Governance Charter Subcommittee Update- Next meeting 2/13, will have updates for boards approval at March meeting.
- H. Member Announcement- Justin announced the ribbon cutting for GNRM Micro shelters on 2/26.

7. Discussion for next meeting- None requested

8. The meeting was adjourned at 4:59 pm.



Name Jessica Watkins County Shasta
Phone 530-247-3351 Title Assistant Director of Housing
Email jewatkins@nvcss.org Personal Email _____

Agency Name (If Applicable) Northern Valley Catholic Social Service
Membership request: ☒ Voting Member ☐ Voting Member Alternate ☐ Participant

Voting member please identify an alternate (If Applicable) Erna Friedeberg

Please Select the Category that best defines you or your agency type. What service area, jurisdiction or special population do you represent? (Check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Local Government Staff/Officials | <input checked="" type="checkbox"/> Youth Advocates |
| <input type="checkbox"/> CDBGHOME/ESG Entitlement Jurisdiction | <input type="checkbox"/> School Administrators/Homeless Liaisons |
| <input type="checkbox"/> Law Enforcement | <input type="checkbox"/> CoC Funded Victim Service Providers |
| <input type="checkbox"/> Local Jail(s) | <input type="checkbox"/> Non-CoC Funded Victim Service Providers |
| <input type="checkbox"/> Hospital(s) | <input type="checkbox"/> Domestic Violence Advocates |
| <input type="checkbox"/> EMT/Crisis Response Team(s) | <input type="checkbox"/> Street Outreach Team(s) |
| <input checked="" type="checkbox"/> Mental Health Service Organizations | <input type="checkbox"/> Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates |
| <input type="checkbox"/> Substance Abuse Service Organizations | <input type="checkbox"/> LGBT Service Organizations |
| <input checked="" type="checkbox"/> Affordable Housing Developer(s) | <input type="checkbox"/> Agencies that serve survivors of human trafficking |
| <input type="checkbox"/> Disability Advocates | <input type="checkbox"/> Other homeless subpopulation advocates |
| <input type="checkbox"/> Public Housing Authorities | <input checked="" type="checkbox"/> Homeless or Formerly Homeless Persons |
| <input type="checkbox"/> CoC Funded Youth Homeless Org. | <input type="checkbox"/> Emergency shelter |
| <input type="checkbox"/> Non-CoC Funded Youth Homeless Org. | <input type="checkbox"/> Veteran service providers and advocates |
| <input type="checkbox"/> Other: | <input type="checkbox"/> Locality taskforce representatives |

Please provide the mission statement of the agency/organization, for individuals, explain your interest in joining the CoC Mission Statement: Inspiring Hope & Transforming Lives

Describe the agencies/organization's or personal experience working to end homelessness:

We offer housing opportunities for low-income individuals, families, seniors and those with special needs. We also have many programs providing case management and a loan program for those experiencing homelessness to secure funds for a security deposit to obtain safe & stable housing.

What does the agency/organization or individual hope to contribute and gain by being a members of the (CoC)? We are committed to working collaboratively w/other stakeholders to address homelessness and housing instability in our community. We hope to contribute our knowledge & resources to help address the needs of individuals & families experiencing homelessness.

Statement of Commitment: By my signature below, if nominated and elected to the Continuum of Care Advisory Board, I understand that I will attend, with frequency, the Advisory Board Meetings, when scheduled. I will collaboratively participate at each meeting and will share knowledge and information freely. I may revoke my membership at any time, and acknowledge my membership may be revoked for cause, if I am not adhering to the NorCal CoC Governance Charter.

Signature: Jessica Watkins Date: 02/04/2025



Name Jannamarie Howard County Shasta
Phone (530) 242-4525 Title Social Worker
Email: Janna.Howard@ReddingRancheria-NSN.gov
Agency Name (If Applicable) Redding Rancheria

Membership request: ☒ Voting Member ☐ Voting Member Alternate ☐ Participant
Voting member please identify an alternate (If Applicable) _____

Please Select the Category that best defines you or your agency type. What service area, jurisdiction or special population do you represent? (Check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Local Government Staff/Officials | <input type="checkbox"/> Youth Advocates |
| <input type="checkbox"/> CDBGHOME/ESG Entitlement Jurisdiction | <input type="checkbox"/> School Administrators/Homeless Liaisons |
| <input type="checkbox"/> Law Enforcement | <input type="checkbox"/> CoC Funded Victim Service Providers |
| <input type="checkbox"/> Local Jail(s) | <input type="checkbox"/> Non-CoC Funded Victim Service Providers |
| <input type="checkbox"/> Hospital(s) | <input type="checkbox"/> Domestic Violence Advocates |
| <input type="checkbox"/> EMT/Crisis Response Team(s) | <input type="checkbox"/> Street Outreach Team(s) |
| <input type="checkbox"/> Mental Health Service Organizations | <input type="checkbox"/> Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates |
| <input type="checkbox"/> Substance Abuse Service Organizations | <input type="checkbox"/> LGBT Service Organizations |
| <input type="checkbox"/> Affordable Housing Developer(s) | <input type="checkbox"/> Agencies that serve survivors of human trafficking |
| <input type="checkbox"/> Disability Advocates | <input type="checkbox"/> Other homeless subpopulation advocates |
| <input type="checkbox"/> Public Housing Authorities | <input type="checkbox"/> Homeless or Formerly Homeless Persons |
| <input type="checkbox"/> CoC Funded Youth Homeless Org. | <input type="checkbox"/> Emergency shelter |
| <input type="checkbox"/> Non-CoC Funded Youth Homeless Org. | <input type="checkbox"/> Veteran service providers and advocates |
| <input checked="" type="checkbox"/> Other: Tribal Government Employee | <input type="checkbox"/> Locality taskforce representatives |
| <input checked="" type="checkbox"/> Social Worker/Tribal Government | |
| <input checked="" type="checkbox"/> Serving Native families in Shasta and Trinity Co. | |

Please provide the mission statement of the agency/organization, for individuals, explain your interest in joining the CoC _____ Redding Rancheria does not have a mission statement, however, I've attached our vision statement and guiding values for our workplace.

Describe the agencies/organization's or personal experience working to end homelessness:

We administer a federal program as well as our own tribally funded program that provides housing assistance to local Native American individuals and families within our service area. Within those programs we are able to provide emergency hotel stays, tenant based rental housing including deposits as well as emergency payments to prevent homelessness.

What does the agency/organization or individual hope to contribute and gain by being a members of the (CoC)? :

We would like to participate within our community/provide info on services we can provide to Native's as well as share information on our community resources for the general public.

Statement of Commitment: By my signature below, if nominated and elected to the Continuum of Care Advisory Board, I understand that I will attend, with frequency, the Advisory Board Meetings, when scheduled. I will collaboratively participate at each meeting and will share knowledge and information freely. I may revoke my membership at any time, and acknowledge my membership may be revoked for cause, if I am not adhering to the NorCal CoC Governance Charter.

Signature: Janna Howard Date: 1/21/2025
For additional information please see the Governance Charter and Membership Policy at https://www.co.shasta.ca.us/index/housing_index/continuum-of-care-advisory-board-meetings

NorCal CoC Governance Charter

2/18/25

I. 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

II. 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;
 - a. *In the alternative , applicant could partner with agency that does currently meet PIT participation requirements*
2. Actively collect and 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, voting or participant in good standing;
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.
 - d. Coordinated Entry certification, if applicable.*
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. 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. Proactively seek out Veterans specific funding or homelessness related funding that can be used to support Veterans if and when possible.
 - b. 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.
3. 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.

Experience	15
Capacity	15
Design	15
Impact/effectiveness	20
Funding plan	15
Shasta Strategic plan	20

Note:

Red font edits are proposed additional edits to the draft received from the Governance Committee.

Continuum of Care Actual and Estimated Annual Cost City of Redding

City Staff Member	Title	Actual Cost 23/24 (Mar - Jun)	Actual Cost 24/25 (Jul - Jan)	Actual Admin Cost - 11 Months*	Est. Cost - 12 Months*
Shawna Flanigan	Associate Project Coordinator	64,352	72,279	136,631	149,052
Scott Badger	Housing Manager	-	10,719	10,719	12,505
Jenn Drumm	Accountant I	-	5,383	5,383	6,729
Jessica Hall	Accountant I	1,409	-	1,409	1,409
Tammy Mann	Finance Officer	-	96	96	96
Laura McDuffey	Senior Housing Specialist	2,683	2,445	5,128	5,594
Chad Neilson	Assistant Project Coordinator	-	5,623	5,623	6,748
Kylie Monchamp	Financial Analyst II	-	1,048	1,048	1,398
Nicole Smith	Planning/Community Development Manager	19,267	29,542	48,809	56,944
Erica Thomas	Senior Housing Specialist	2,786	13,119	15,905	17,351
Total Personnel Cost		90,498	127,134	214,846	240,474
* Cost is not inclusive of benefit expense					
Cost Type	Vendor	Actual Cost 23/24 (Mar - Jun)	Actual Cost 24/25 (Jul - Jan)	Actual Cost - 11 Months	Est. Cost - 12 Months
Consulting Services	Housing Tools, LLC	45,680	-	-	46,680
HMS Data Services	Social Services Data Solutions, Inc.	17,179	23,541	40,720	41,250
HMS Coordination	United Way of Northern California	23,034	294,691	317,725	349,497
Point in Time Census	Simtech Solutions, Inc.	8,750	-	8,750	8,750
Training	TrainSmart Inc	-	433	433	433
Total Contracted Costs		94,643	318,665	413,308	446,611
City Subsidized Costs**	Purpose	Subsidized Cost 23/24 (Mar - Jun)	Subsidized Cost 24/25 (Jul - Jan)	Subsidized Cost - 11 Months	Est. Cost - 12 Months
Cost Allocation Plan	City Council Allocated Costs	7,463	13,714	21,178	23,300
Cost Allocation Plan	City Manager Allocated Costs	4,170	7,659	11,829	13,010
Cost Allocation Plan	Financial Services Allocated Costs	1,067	1,960	3,026	3,330
Cost Allocation Plan	Procurement Services Allocated Costs	-	-	-	-
Cost Allocation Plan	Treasury Allocated Costs	323	595	918	1,010
Cost Allocation Plan	Legal Services Allocated Costs	277	508	784	860
Cost Allocation Plan	City Clerk Allocated Costs	9,773	17,961	27,734	30,510
Cost Allocation Plan	Personnel Allocated Costs	157	288	445	490
Building Maintenance	Building Maintenance calculated on square footage of COC Project Coordinator's Office	500	1,020	1,520	1,670
Information Systems	Allocation for Information Technology allocated by number of devices	500	940	1,440	1,580
Risk Management	Allocation for Risk Management allocated by % of Full Time Equivalents in Housing Departments	1,130	2,060	3,190	3,510
Communications	Allocation for Communications Department based on number of phones	200	390	590	640
Volunteer Services	Allocation for Volunteer Services Department based on number of Full Time Equivalents	50	110	160	170
Employer Services	Employer Services Allocation based on number of Full Time Equivalents	900	600	1,500	1,640
Public Relations & Marketing	Cost of PR and Marketing department calculated on Full Time Equivalents and Budget Size	3,290	2,620	5,910	7,090
Operating & Materials	Figure derived as 5% of Housing's Operating Budget based on Full Time Equivalent employees running COC	6,681	11,693	18,374	22,050
Total Subsidized Fixed Costs		36,481	62,117	98,599	110,860
** City subsidized costs are estimates based on allocated costs and performance indicators in FY 23/24					
Total COC Costs		221,622	507,917	726,753	797,945

Continuum of Care Expenses to Date
City of Redding

	ADMIN			PROJECT		
	AWARDED*	EXPENSE	REMAINING	AWARDED*	EXPENSE	REMAINING
HHAP 1	\$ 38,455.00	38,455.00	-	10,079.01	10,079.01	(0.00)
HHAP 2	\$ 43,886.22	29,788.32	14,097.90	284,922.60	263,160.63	21,612.05
HHAP 3	\$ 203,138.37	70,563.03	132,575.34	3,006,846.30	785,908.99	105,048.47
Joint Project- HHAP 3	\$ 293,488.88	18,901.18	274,587.70	189,413.12	184,974.10	1,796.02
HHAP 4	\$ 165,152.11**	27,782.81	137,369.30	3,894,552.31	410,886.14	2,587,444.38
Joint Project Admin - HHAP 4	\$ 114,734.96	22,069.54	92,665.42	393,325.90	257,533.62	57,530.00
COC Planning Grant (23/24 & 24/25)	\$ 97,113.50	54,003.88	43,109.62	8,137.50	-	8,137.50
TOTAL LTD	\$ 1,121,121.15	261,563.76	694,405.28	8,370,015.76	2,355,050.21	2,840,894.44

*Total Amount Awarded less expense from Shasta County

**Total amount received by COR for first HHAP 4 disbursement

DRAFT

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

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



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.

Date	Activity
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)

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 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
		Total Points	100

NorCal CoC Cost Estimation Tool for Administrative Entity Operations 3/11/25

NorCal CoC Cost Estimation Tool for City Identified costs associated with running NorCal Continuum of Care Operations										No.		Estimated Cost /		AND / OR		Estimated Contract Cost		Total Line Item Cost	
										Occurrences		Hour							
										No. of Hours Each Occurrence	per Year	Total Number Hours per Year							
Task 1 - HHAP Grants																			
Application to HCD										100	1	100				50,000.00		50,000.00	
State Contract																			
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							
Subtotal Task 1										409	91	2094				50,000.00		50,000.00	
Task 2 - ESG Grant																			
NOFA Review and Correspondence										10	1	10							
Application Review										10	1	10							
Coordinate Rating & Ranking										10	1	10							
Support Staff Tasks										10	1	10							
Subtotal Task 2										40	4	40				-		-	
Task 3 - Collaborative Applicant																			
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							
Subtotal Task 3										32	90	202				50,000.00		50,000.00	
Task 4 - Executive Board																			
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							
Subtotal Task 4										17	189	378				-		-	
Task 5 - HMIS/CE																			
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 Executive and Advisory Boards										1	15	15							
Committee Meetings										5	12	60							
Subtotal Task 5										19	128	235				400,000.00		400,000.00	
Task 6 - PIT/HIC																			
Administration Costs										2	20	40				50,000.00		50,000.00	
Subtotal Task 6										2	20	40				50,000.00		50,000.00	
Task 7 - Website																			
Updates and Maintenance										0.25	250	62.5							
Subtotal Task 7										0.25	250	62.5				-		-	
TOTAL Estimated CoC Operation Cost										519.25	772	3051.5				550,000.00		550,000.00	

NorCal CoC and Shasta CoC Status of Funding			Attachment Shasta CoC Advisory Meeting 3/11/25		
Funding	Contact-Adm entity	Eligible Entity	Period of elig use	Amount	Eligible uses
HHAP 1 & 2	City of Redding	Shasta CoC	Exp deadlines HHAP 1 6/30/25 HHAP 2 6/30/26	expended/ allocated	multi uses
HHAP 3	City of Redding	Shasta CoC	Exp deadline 6/30/26	\$970,377.34	multi uses
HHAP 4	City of Redding	Shasta CoC	Exp deadline 6/30/27	\$908,603	Shasta Advisory Approved funding priorities & projects \$353,267.66 Rapid Rehousing \$252,467.66 Interim hsg \$302,928 system support
HHAP 5	City of Redding	Shasta CoC	Applic approved by HCD	\$1,354,716 Est	Shasta Advisory Approved funding priorities 90% \$1,24,663.14 Perm Hsg 10% \$124,962.57 Syst Suprt
2023 ESG	City of Redding	NorCal CoC	12 months once contract is signed est late 2024	\$157,151	Due to Timeline and Match issues the Executive Board voted to not move forward with this funding.
2024 ESG	City of Redding	NorCal CoC	Cycle #1 2024-2026 Cycle # 2 2025-2027 Cycle #3 2026-2028	Total est. Cycle #1 \$261,041 Cycle #2 \$242,030 Cycle #3 \$243,030 Total \$747,101	NOFA released 12/26/24, NOFA will be issued every 3 years. Application due in eCivis 3/28/25. 100% match required, Award announcement July 2025. Each CoC may recommend up to two (2) eligible applicants to apply for each NOFA. 3/14/25 is deadline to request approval of the HCD Recommendation Form (attached) by the NorCal CoC EB on 3/20/25. Minimum of 40% of all Contractor's awarded contract/budget must include the Rapid Rehousing component https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/esg/2024-esg-nofa.pdf https://www.hcd.ca.gov/grants-and-funding/programs-active/emergency-solutions-grants
HHIP	City of Redding	Shasta County geographically	Exp deadline 12/31/25	see attached	multi uses
FY 2023 HUD Housing Partners II	City of Redding	NorCal CoC	10/1/24 to 9/30/25	\$382,742.50 rev 1/29/24	Amounts \$247,944 rental assist \$37,178 SS \$21,072 adm \$76,548.50 match (HHAP3)
FY 2024 HUD Collab Applic, Housing Partners II	City of Redding	NorCal CoC	applic due 10/30/24	total available \$816,676 requires 25% match (previous 2023 HUD applic \$463,991)	Annual renewal approved to date. \$77,532 Planning grant \$266,394 Partners Hsg II \$31,911 HMIS Renewal \$65,751 Coord Entry renewal No word on bonus \$ requests \$232,596 DV Bonus \$93,038 CoC Bonus HPIL \$93,038 CoC Bonus UWNC
K.Schreder					The transition from Shasta County to SCHC has taken place as of November 1st. The type of Housing program is being amended from a PBRA to a TBRA. To date HUD has only released approved annual renewal projects. Hoping for more information on additional projects, but have not been able to get a response from HUD.

HHIP Funding Summary October 2022 - January 2025

\$ 3,060,519 Initial Funding Allocation 10/22

Allocated	Allocated To	Purpose
\$ 459,078	Administration	HHIP oversight
\$ 39,282	Shasta County	HMIS Transfer Agreement
\$ 50,000	Hill Country Community Clinic	Street Outreach Match Funding
\$ 50,000	Shasta Community Health Center	Street Outreach Match Funding
\$ 375,000	City of Redding	CIRT and Emergency Shelter
\$ 386,212	United Way of Northern California	Microshelter operation
\$ 250,000	United Way of Northern California	HMIS operation
\$ 98,788	St. James Lutheran Church	Microshelter operation
\$ 551,500	Shasta Community Health Center	Street Outreach Project
\$ 56,500	Hill Country Community Clinic	Street Outreach Project
\$ 70,000	Ready For Life	Transitional Housing, Staffing
\$ 75,000	Good News Rescue Mission	Remodel Sober Living Home
\$ 125,817	No Boundaries Transitional Housing	Staffing and Motel purchase
\$ 112,000	Good News Rescue Mission	Temporary Day Resource Center
\$ 2,699,177	Total Allocated Initial Funds	

\$ 2,875,263 Final Allocation 5/24

\$ 361,342 Amount rolled forward

\$ 3,236,605 Total Funding Allocation as of 5/24

Allocated	Allocated To	Purpose
\$ 431,289	Adminstration	HHIP Oversight
		Redevelopment
\$ 1,200,000	Permanent Housing	2171 Market St. Redding
\$ 1,200,000	Permanent Housing	Parkview Infill Project
\$ 405,316	Permanent Housing	To Be Determined
\$ 3,236,605	Total Allocated Funds	

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".