



# NorCal Continuum of Care™

**Executive Board Meeting**  
**April 18, 2024**  
**1:00 pm to 1:30 pm**  
**1644 Magnolia Ave., Aspen Room**  
**Redding, CA 96001**

**4/18 - Aspen Room (Shasta County Office of Education)**

**Join Zoom Meeting**

<https://us06web.zoom.us/j/84089782344?pwd=aa9ZuTYnuCKmi4spIjvOn2TEZa7PBl.1>

Meeting ID: 840 8978 2344

Passcode: 854971

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

**Sarah Collard,**

County of Siskiyou, Co-Chair

**Grace Poor**

County of Lassen

**Cathy Rahmeyer,**

County of Plumas

**Carol Madison,**

County of Modoc

**Sheryll Prinz-McMillan,**

County of Sierra

**Michael Coats,**

County of Del Norte



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**1. Call to Order/Quorum Established/Introductions**

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

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

**3. Action Items**

**I. Approve Meeting Minutes**

Board members will review and approve draft minutes from the 02/22/2024 Special Executive Board Meeting, 03/07/2024 Special Executive Board Meeting, 03/21/2024 Regular Executive Board Meeting.

[Attachment A - draft 2/22/2024 Special Executive Board Meeting minutes](#)

[Attachment B - draft 3/07/2024 Special Executive Board Meeting minutes](#)

[Attachment C - draft 3/21/2024 Regular Executive Board Meeting minutes](#)

**II. Review and Approve Updates to the Homeless Management Information System (HMIS) Authorization to Use and Disclose Confidential Information**

Review changes proposed and approved by the HMIS Committee to update adding Sierra County, Siskiyou County, and additional Agencies to the list of participating Agencies, and also update language to modify agencies as needed, which may be retroactive.

[Attachment D – Homeless Management Information System \(HMIS\) Authorization to Use and Disclose Confidential Information](#)

**III. Review and Approve making changes to update the NorCal Continuum of Care Administrative Entity MOU**

Review areas of proposed changes, including: Amend the MOU to designate the City Manager or their designee to execute agreements and administer grant funds, amend the end date from 9/19/25 to 9/18/25, amend sections 5.A. and 6.A., amend Exhibit A, and correct grammatical and format errors. Once changes have been made the MOU will come to the Executive Board for approval.

[Attachment E – NorCal Continuum of Care Administrative Entity MOU](#)

**IV. Approve NorCal CoC Voting Member and Alternate for Lassen County**

[Attachment D – NorCal CoC Voting Member and Alternate Letter](#)

**4. 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**

**May 16, 2024 1pm – 3pm**

**Redding City Hall, Enterprise Conference Room**



# NorCal Continuum of Care™

## Executive Board Special Meeting

**Draft Minutes**

**February 22, 2024**

**12:00pm to 2:00 pm**

**777 Cypress Ave. Community Room  
Redding, CA 96001**

**February 22, 12:00PM-2:00 PM**

**Zoom Link:** <https://bit.ly/NorCalCoC3>

**Watch Party:**

**Redding City Hall Community Room**

**777 Cypress Ave., Redding CA 96001**

Teleconference locations:

**Sierra County Behavioral Health**

**706 Mill Street**

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## 1. Call to Order/Quorum Established/Introductions

7 County regional hybrid meeting.

## 2. Action Item

- I. **Review and Approve Proposed Revised HHAP 5 distribution: Transfer of 1% total Allocation or \$71,032.06 to use for HMIS, distribution 50% from CoC Allocations and 50% from County Allocation using the 2023 HUD approved PIT count percentage.**

Attachment A – 2/22/24 Draft HHAP 5 Distribution V.2

Motion to approve by Grace Poor, seconded by Cathy Rahmeyer. Vote taken all approve, none oppose.

## 3. Presentation from Housing Tools - Regional Coordinated Homelessness Action Plan

- I. **Abbreviated background on the NorCal Continuum of Care and HHAP-5 Funding**

See presentation

- II. **Review of Proposed Actions from HHAP-3 and HHAP-4**

Discussion to retain priorities from HHAP 3 and 4 plans, and to use flexible language to include both congregate and non-congregate shelters. Also discussion around purchasing hotels and other facilities for conversion to shelters and transitional housing options.

- III. **Brainstorming on new Key Actions for HHAP-5**

The public that attended in person in Shasta County shared the following ideas on new key actions for HHAP 5 in their discussion:

- More engagement with people with lived experience (peer support) to help those who need outreach
- Outreach workers need more education and training with mental health and to be trauma informed.
- Encourage people to use 211 for resources
- To address racial and ethnic disparities we need to include tribal entities.
- To truly understand and determine which programs are working we need to understand how we measure for success



- Establish a good set of metrics
- Hold entities responsible for programs accountable
- There is a need for more non-congregate shelter facilities with multidisciplinary team support clients
- There is a need for making accessing services similar, less barriers
- Need to build more transitional housing

#### IV. Questions and Comments

#### 4. Adjournment

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#### **Next Executive Board Meetings**

**March 21, 2024 1pm – 3pm**

**Redding City Hall, Enterprise Park Conference Room**



## Executive Board Special Meeting

**Draft Minutes**

**March 7, 2024**

**10:00am to 12:00 pm**

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

### **3/7 - Housing Conference Room (City Hall-1<sup>st</sup> Floor)**

**Topic: NorCal CoC Executive Board Special Meeting**

**Time: March 7, 2024 10:00am Pacific Time (US and Canada)**

**Join Zoom Meeting**

<https://us06web.zoom.us/j/82181539551?pwd=S34JW62JA3n25ewml1GJfXphAbtjbT.1>

Meeting ID: 821 8153 9551

Passcode: 718805

One tap mobile

+16694449171

#### **Teleconference locations:**

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**Loyalton, CA 9611**

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### **1. Call to Order/Quorum Established/Introductions**

Meeting called to order at 1:02/Quorum established

Executive Board Members present: Sarah Collard, Kristen Schreder, Grace Poor, Cathy Rahmeyer, Carol Madison, Robert Szopa

Public present: Emily Kerr, Nicole Smith, Shawna Flanigan, Tena Eisenbeisz, Kalie Brisbon, Tim Danielson, Camile Woodstrom, Sherry Morgado, Amber MacDonald, Nations Finest representative.

### **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. No public comments

### **3. Action Items**

#### **I. Review and Approve Updated HHAP 4 Allocation Budgets**

Review information provided and discuss.

[Attachment A - Allocation Budget Review Presentation](#)

Shawna Flanigan reviewed the HHAP 4 budget and how it was determined. Also reviewed the joint project and what is included in it. Questions arose about if the Executive Board has authority to make decisions for County funds. Shawna will follow up with Cal ICH to find out. Shawna discussed the need for the Participation Agreement with Counties to participate in the CoC and to approve the contribution for the joint project. Grace Poor suggested approving the budget in concept knowing the County funds would need to be approved by the County.

Grace motioned to approve the HHAP 4 budget in regards to the expenses it takes to coordinate the CoC, not necessarily in regards to how the expenses are met. Carol Madison seconded the motion. Vote taken all approved, none opposed.

#### **II. Review and Approve Updated HHAP 5 Allocation Budget**

Review information provided and discuss

[See Attachment A](#)

Shawna review the HHAP 5 budget, similar to how the HHAP 4 budget was determined.

Grace Poor motioned to approve the HHAP 5 budget in regards to the expenses it takes to coordinate the CoC, not necessarily in regards to how the expenses are met. Sarah Collard seconded the motion. Vote taken all approved, none opposed.

#### **III. Review and Approve Updated NorCal CoC 2023-2025 Budgets and Funding**

Review information provided and discuss.



#### Attachment B - Budgets and Funding 2023-2025

Shawnna reviewed budget sheet and how all amounts were determined reviewing expenses out and revenue in. Since HHAP 4 and 5 budget were approved it was determined by Chair Kristen Schreder the budget was approved and didn't need a motion or approval.

#### IV. **Review and Approve HHAP 5 MOU and Regional Coordinated Homelessness Action Plan (RCHAP)** Attachment C - HHAP 5 MOU and Attachment D – NorCal CoC Draft RCHAP

Sherry Morgado from Housing Tools reviewed the HHAP 5 MOU and RCHAP. She reminded the Counties on the call that she needed final budget numbers based on today's approval to complete the RCHAP. She also shared that the RCHAP will need to be published and maintained on the City of Redding website. Grace Poor motioned to approve the MOU and RCHAP, seconded by Sarah Collard. Vote was taken all approved, none opposed.

#### 4. Discussion Items

- I. Participation Agreements between City of Redding as the Administrative Entity and each of the seven Counties. An MOU between the NorCal CoC and each of the seven Advisory Boards.

Chair Kristen Schreder shared need for Participation Agreement with each of the seven Counties, and having an MOU between the NorCal CoC and each of the seven Advisory Boards.

- II. PIT/HIC debrief and seven County coordinator option

Chair Kristen Schreder shared need for more time to complete the HIC count. She also discussed the need for a PIT/HIC coordinator for future counts to streamline the process.

#### 5. Reports

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

Shawnna Flanigan shared that the Participation Agreements are being written and should be done soon. She also updated the HHAP 3 budget modification which will be submitted to the State.

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

United Way shared the need to get the HMIS MOU's and the End User Agreements sent out to participants back. They also shared the need a few more weeks before they can add brand new HMIS users. They are excited that Good news Rescue Mission and No Boundaries are now using HMIS.

They are having great success with the Coordinated Entry calls and encourage more to join.

#### 6. NorCal CoC Members – County Updates





No updates

## **7. Discussion Items for Next Meeting**

- I. Review Participation Requirements, Governance Charter “Application Standards and Thresholds”
- II. Discuss next steps for review of Governance Charter

Chair Kristen Schreder shared an update that Technical Assisted through HUD was approved to rewrite/update the Governance Charter.

- III. Review and discuss HUD Housing Partners II funding and proposed NOFA

Shasta County HHSA will deliver a Partners II presentation to the Executive Board and to the Advisory Board.

## **8. Adjournment**

Sarah Collard made a motion to approve adjournment, seconded by Carol Madison. Vote taken, all approve, none oppose.

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### **Next Executive Board Meetings**

**March 21, 2024 1pm – 3pm**

**Redding City Hall, Housing Conference Room**



# NorCal Continuum of Care™

**Executive Board Meeting**  
**March 21, 2024**  
**1:00 pm to 3:00 pm**  
 777 Cypress Ave. Housing Conference Room  
 Redding, CA 96001

**3/21 - Housing Conference Room (City Hall-1<sup>st</sup> Floor)**

**Topic: NorCal CoC Executive Board Meeting**

**Time: March 21, 2024 1:00 pm Pacific Time (US and Canada)**

**Join Zoom Meeting**

**<https://us06web.zoom.us/j/88477172847?pwd=DgwSRpnH0EnBtATNCUDJaWc7UEjuLy.1>**

Meeting ID: 884 7717 2847

Passcode: 807652

1(669)444-9171

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 591 Main Street  
 Quincy, CA 95971

**Executive Board Members**

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 County of Lassen

**Cathy Rahmeyer,**  
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## **1. Call to Order/Quorum Established/Introductions**

Quorum met meeting called to order at 1:03

Executive Board Members present: Kristen Schreder, Sarah Collard, Grace Poor, Cathy Rahmeyer, Carol Madison, Michael Coats

Public Present: Shawwna Flanigan, Nicole Smith, Dwayne Green, Paul Tunison, Tena Eisenbeisz, Kalie Brisbon, Tim Danielson, Marci, Wendy

## **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. No public comments

## **3. Presentation from Shasta County Health and Human Services – Partners II**

[Attachment A – Partners II Power Point](#)

Partners II Presentation from Paul Tunison from Shasta County Health and Human Services. Partners II will be going out soon for a Request for Proposal. Discussion continued around options to serve all seven Counties, and review barriers.

## **4. Action Items**

### **I. [Approve Meeting Minutes](#)**

Board members will review and approve draft minutes from the 12/21/23 Special Executive Board Meeting, 1/11/24 Special Executive Board Meeting, 1/18/24 Special Executive Board Meeting.

[Attachment B - draft 1/29/2024 Special Executive Board Meeting minutes](#)

[Attachment C - draft 1/31/2024 Special Executive Board Meeting minutes](#)

[Attachment D - draft 2/08/2024 Special Executive Board Meeting minutes](#)

[Attachment E - draft 2/15/2024 Regular Executive Board Meeting minutes](#)

Sarah Collard made a motion to approve 1/29/2024, 1/31/2024, 2/08/2024, and 2/15/2024 minutes, seconded by Michael Coats. Vote taken all approved, none opposed.

### **II. [Review and Approve Updates to the Governance Charter](#)**



Review information provided and discuss. Edits include changing the term Lead Agency to Administrative Entity (AE) for City of Redding and System Administrator (SA) for United Way of Northern California. Other small technical proposed revisions are included in the track changes version attached.

[Attachment F – Governance Charter](#)

Shawwna Flanigan reviewed the changes made to the Governance Charter, changing all references to Shasta County as Lead Agency to City of Redding as Administrative Entity. Additional changes made to change all Shasta County as HMIS Lead references to United Way of Northern California as HMIS System Administrator. Shawwna also reviewed needed changes/updates to outdated information. The Executive Board made decisions to remove the section on page 14 on member representatives and page 16 on funding disbursement options.

Carol Madison made a motion to approve the changes made to the Governance Charter, seconded by Cathy Rahmeyer. Vote taken all approved, none opposed.

**III. [Review and Approve Letter of Support for FaithWorks](#)**

Review information provided and discuss.

[Attachment G – FaithWorks Community Coalition HHI Project Letter of Support](#)

Carol Madison made a motion to approve the Letter of Support for FaithWorks, seconded by Cathy Rahmeyer. Vote taken all approved, none opposed.

**5. Discussion Items**

- I. Participation Agreements between City of Redding as the Administrative Entity and each of the seven Counties. An MOU between the NorCal CoC and each of the seven Advisory Boards. Updates made to the HMIS Policies and Procedures

Shawwna Flanigan shared that the Participation Agreements are currently being drafted and will be sent to the City Attorneys office for review next week. Shawwna also shared that the joint project costs will be included in each of the seven counties Agreements to choose to participate in.

- II. PIT/HIC debrief and seven County coordinator option

Chair Kristen Schreder shared that creating a better more streamlined process for the PIT/HIC counts in needed for each of the seven counties, and this could be done with a PIT/HIC coordinator. She requested that a questionnaire be sent to those who have worked the PIT/HIC counts to understand what is needed for better coordination, this will also help assess the costs for a coordinator. Both Lassen and Siskiyou Counties agreed that this sounds like a good idea.

**6. Reports**

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



Shawnna Flanigan shared that she needs each of the seven Advisory Boards to determine how they will prioritize their HHAP 4 funds in order to work on the HHAP 4 NOFA.

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

Tim Danielson shared that they are in report season and have been busy. He also shared that they need the End User Agreements turned into them and training completed. They also need the MOU's signed and turned back in as they have only received back about 50% of them. They are requesting help from the Advisory Boards with this effort. Tim said they are having success with the Coordinated Entry calls and stated that Nations Finest has been really assisting them with Coordinated Entry and getting veterans housed in real time. Tim also shared that they were happy to have Good news Rescue Mission and No Boundaries using HMIS.

## **7. NorCal CoC Members – County Updates**

Plumas County shared they have power now at their new navigation Center

Del Norte County shared they are getting going with a new project manager on their Permanent Housing project, and on their new shelter and tiny homes village

No other Counties with updates

## **8. Discussion Items for Next Meeting**

- I. Review Participation Requirements, Governance Charter “Application Standards and Thresholds”
- II. Discuss next steps for review of Governance Charter

Chair Kristen shared TA for the Governance Charter through HUD has been approved and starting soon.

Grace Poor suggested adding discussion around committees and committee structure for a future meeting.

## **9. Adjournment**

Cathy Rahmeyer made a motion to adjourn, seconded by Grace Poor. Vote taken, all approved, none opposed.

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**Next Executive Board Meetings**

**April 18, 2024 1pm – 3pm**

**Redding City Hall, Enterprise Conference Room**

## Homeless Management Information System (HMIS) Authorization to Use or Disclose Confidential Information

I hereby authorize use or disclosure of the named individuals' confidential information (CI) collected in the Vulnerability Index, as described below. I understand this authorization may include the disclosure or exchange of information in written, verbal, electronic and/or other forms. The named individuals' CI will not be made public and will only be used with strict confidentiality.

**Client:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_

In understand that \_\_\_\_\_ (Service Provider) collected information about me and/or my dependents listed below to enter it into a database system called Homeless Management Information System (HMIS). This database helps the Continuum of Care (CoC) members and HUD to better understand homelessness, to improve service delivery to the homeless, and to evaluate the effectiveness of services provided to the homeless in the CoC. Participation in data collection and release, although optional, is a critical component of our community's ability to provide the most effective services and housing possible. The information that is collected in the HMIS database is protected by limiting access to the database and by limiting with whom the information may be shared, in compliance with the standards set forth by federal, state, and local regulations governing confidentiality of client records. Every person and agency that is authorized to read or enter information into the database has signed an agreement to maintain the security and confidentiality of the information.

The CI gathered and prepared will be included in a HMIS database of participating agencies who have entered into a Data Sharing Agreement and shall be used to:

- a. Produce a client profile at intake that will be shared by collaborating agencies
- b. Produce anonymous, aggregate-level reports regarding use of services
- c. Track individual program-level outcomes
- d. Identify unfilled service needs and plan for the provision of new services
- e. Allocate resources among agencies engaged in the provision of new services
- f. Disclosed if required by court order or as required by law
- g. Assess needs for housing, utility assistance, food, counseling and/or other services.

The information may include, but is not limited to the following CI:

- |  |  |  |
|--|--|--|
| <ul style="list-style-type: none"><li>• Full Name</li><li>• Date of Birth</li><li>• Social Security Number</li><li>• Gender</li><li>• Ethnicity &amp; Race</li><li>• Veteran Status</li><li>• Program entry date</li><li>• Program exit date</li><li>• CIN/insurance</li></ul> | <ul style="list-style-type: none"><li>• Residence prior to project entry<ul style="list-style-type: none"><li>• HIV/AIDS status</li><li>• Homeless history</li><li>• Zip Codes of last permanent address</li></ul></li><li>• Family composition</li><li>• Employment status</li><li>• Housing information</li><li>• Income and Non-Cash benefits information</li></ul> | <ul style="list-style-type: none"><li>• Domestic Violence</li><li>• Mental Health</li><li>• Disabling condition</li><li>• Alcohol &amp; drug</li><li>• Legal history</li><li>• Photo (if applicable)</li></ul> |
|--|--|--|
- The release of my information listed above does not guarantee that I will receive assistance, and my refusal to authorize the use of my information does not disqualify me from receiving assistance.
  - I may revoke this authorization at any time by signing a “Revocation of Consent to Release Information form”.
  - I understand the revocation will not apply to information already released based on this authorization, and all information about me already in the database will remain but will become invisible to all of the participating agencies.
  - My records are protected by federal, state, and local regulations governing confidentiality of client records and cannot be disclosed without my written consent unless otherwise provided for in the regulations, law, or court order.
  - Auditors or funders who have legal rights to review the work of this agency, including the U.S. Department of Housing & Urban Development and Department of Healthcare Services may see my information.
  - People using HMIS information to write reports may see my information. Researchers must sign an agreement to protect and deidentify CI before seeing HMIS data.
  - I understand I may inspect or obtain a copy of the CI to be used or disclosed. I have the right to receive a copy of this authorization.
  - This authorization is valid for three (3) years from the date of my signature below or the 18<sup>th</sup> birthday of the minor dependent whichever occurs first.

**Participating agencies:** Agencies within the NorCal Continuum of Care HMIS authorized to use, disclose, and obtain information from the HMIS database are listed below. These agencies may update periodically and can have retroactive effectiveness:

**Del Norte:**

County of Del Norte

Del Norte Mission Possible  
Crescent City

**Lassen:**

Lassen County HSS  
Susanville Indian Rancheria

**Modoc County:**

TEACH  
Modoc County

**Plumas:**

Plumas Crisis Intervention Resource Center  
Plumas County Behavioral Health

**Sierra County:**

Sierra County

**Shasta:**

Faithworks  
No Boundaries  
Good News Rescue Mission  
Nation's Finest  
Pathways to Housing  
Ready for Life  
Hill Country Community Clinic  
Shasta Community Health Center  
Access Homes  
Shasta County HHSA  
Shasta County Housing Authority  
City of Redding  
Lutheran Social Services  
North Valley catholic Social Services  
Northern California Youth and Family Programs  
Shasta County Office of Education  
United Way

**Siskiyou County:**

Siskiyou County HHSA  
Karuk Tribe  
Youth Empowerment Siskiyou

**Partnership Health Plan of California**



**Please initial one** of the following levels of consent:

\_\_\_\_\_ I give authorization for confidential information **to be entered into HMIS and shared between participating agencies.**

**OR**

\_\_\_\_\_ I do not consent to the inclusion of confidential information in HMIS.

\_\_\_\_\_, \_\_\_\_\_ (name of parent or legal guardian), am the parent or legal guardian of child(ren) listed below) and have legal authority to execute this Release.

My signature on this document is intended to bind myself, my child or any child whom I have legal custody and control of and for whom I have the authority to execute this release. The undersigned expressly agrees that this Release is intended to be as broad and inclusive as permitted by California law.

List all Dependent children under 18 in household, if any (first and last names):

1.	2.
3.	4.
5.	6.
7.	8.

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Relationship to Client

**NORCAL CONTINUUM OF CARE  
ADMINISTRATIVE ENTITY  
MEMORANDUM OF UNDERSTANDING**

**1. Preamble**

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

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

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

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

**2. Purpose**

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

**3. Key Stakeholders and Terminology**

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

- E. NorCal CoC Executive Board (Board). The Board is the governance body of the NorCal CoC under the terms of its Governance Charter. The Board may delegate specific responsibilities under this MOU to its Executive Committee or other committees and workgroups.

4. The Administrative Entity will assume responsibilities consistent with Exhibit A, attached and incorporated herein, and for the following activities:

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

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

## 5. Performance Reporting and Oversight

The Administrative Entity will submit reports as follows:

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

## 6. Term

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

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

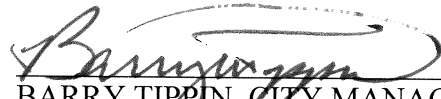
## 7. Modifications and Other Provisions

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

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


Dated: FEB 29, 2024

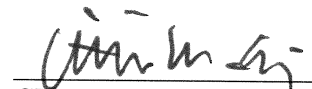
CITY OF REDDING,  
A MUNICIPAL CORPORATION

  
BARRY TIPTON, CITY MANAGER

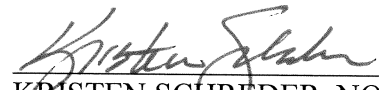
ATTEST:

APPROVED AS TO FORM:

  
SHARLENE TIPTON, CITY CLERK

  
CHRISTIAN M. CURTIS,  
CITY ATTORNEY

Dated: 2/26, 2024

  
KRISTEN SCHREDER, NORCAL COC  
EXECUTIVE BOARD CHAIR

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

Term of contract: Two years – September 19, 2023 through September 19, 2025

Administrative Entity Contact Information: City of Redding – Housing Division

Mailing Address: 777 Cypress Avenue, Redding, CA 96001

**Deliverables & Activities**

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

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

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

<ul style="list-style-type: none"> <li>○ Provide information required to complete the Consolidated Plan(s) within the Continuum's geographic area.</li> </ul>
<ul style="list-style-type: none"> <li>○ In consultation with recipients of ESG program funds within the geographic area, establish and consistently follow written standards for providing Continuum of Care assistance. At a minimum, these written standards must include: <ul style="list-style-type: none"> <li>➤ Policies and procedures for evaluating individuals' and families' eligibility for assistance under this part;</li> <li>➤ Policies and procedures for determining and prioritizing which individuals and families will receive transitional housing assistance (these policies must include the emergency transfer priority required under Sect. 578.99(j)(8));</li> <li>➤ Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance (these policies must include the emergency transfer priority required under Sect. 578.99(j)(8));</li> <li>➤ Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance;</li> <li>➤ Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance (these policies must include the emergency transfer priority required under Sect. 578.99(j)(8));</li> <li>➤ Where the Continuum is designated a high-performing community, policies and procedures set forth in 24 CFR 576.400(e)(3)(vi), (e)(3)(vii), (e)(3)(viii), and (e)(3)(ix).</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>○ Assist the Advisory Boards with county-wide policies and procedures.</li> </ul>
<ul style="list-style-type: none"> <li>○ Act as the Secretary for the Executive Board Meetings.</li> </ul>
<ul style="list-style-type: none"> <li>○ Determine equitable distribution of funds using framework identified under "Funding" when funds are required to have an equitable distribution.</li> </ul>
<ul style="list-style-type: none"> <li>○ Act as the Fiscal Agent for the Continuum; this includes applying for grants, staff reports for city council, receiving grants, subrecipient agreements, tracking funding, reporting funding, monitoring subrecipients.</li> </ul>
<ul style="list-style-type: none"> <li>○ Coordinate, with Advisory Boards, the implementation of a housing and service system within its geographic area that meets the needs of the homeless individuals (including unaccompanied youth) and families. At a minimum, such system encompasses the following: <ul style="list-style-type: none"> <li>➤ Outreach, engagement, and assessment;</li> <li>➤ Shelter, housing, and supportive services; and</li> <li>➤ Prevention strategies.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>○ Environmental reviews for all contracts either NEPA or CEQA.</li> </ul>
<ul style="list-style-type: none"> <li>○ Assist with public invitation for new members to join the NorCal CoC; ensure Board adheres to the Governance Charter; act as a resource; assist with the appointment of subcommittees; assist with the update of the Governance Charter; (578.7(a))maintain a website.</li> </ul>
<ul style="list-style-type: none"> <li>○ Establish and monitor performance targets, collaborate with HMIS and Coordinated Entry Lead, Coordinate and implement a housing and service system; provide information to Consolidated Plan administrators.</li> </ul>





NorCal CoC Voting Member and Alternate

Re: Lassen County Nominations

Date: 4/4/2024

To Whom It May Concern:

At the April 3, 2024 Lassen County Advisory Board meeting, members nominated and voted unanimously in favor of Grace Poor as the voting member, for the Norcal CoC Executive Board. Additionally, City of Susanville Police Department and current voting member, Rebecca Peconom, was nominated unanimously as Ms. Poor's alternate.

For questions, please contact *Krystal Dalton*, *Lassen County Advisory Board Chair*, 530-251-2751, and [kdalton@co.lassen.ca.us](mailto:kdalton@co.lassen.ca.us).

*Sincerely,*

*Krystal Dalton, Chair  
Lassen County Advisory Board of the NorCal CoC*