



Shasta County Advisory Board of the

**NorCal
Continuum of Care™**

**Shasta County Advisory Board Meeting
April 8, 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.**

Voting Members	
<ol style="list-style-type: none">1. Abbott, Paul – Shasta Thrive2. Azare, Collier- Nation's Finest3. Breton, Samantha- Community Member4. Chimenti, Joe-Emergent5. Danielson, Tim - United Way6. Howard, Jannamarie-Redding Rancheria7. Johnson, Crystal – FaithWorks8. Jones, Julie - One Safe Place9. Joyce, Maggie - SCOE10. Kennedy, Marci – NorCal LSS11. Kerr Emily-HHSA12. Longwell, Wendy – DAC	<ol style="list-style-type: none">13. McDuffy, Laura-City of Redding14. Middleton, Amber – SCHC15. Morgan, Jennifer- New Life Discovery Project16. Preller, Megan – Ready for Life17. Ray, Tammy-Salvation Army18. Schaefer, Lesha – Pathways/Housing19. Schreder, Kristen – Executive Board Chair20. Sevilla, Art – Empire Recovery21. Watkins, Jessica-NVCSS22. Watson Stacy-Hill Country23. Zander, Hollie - CRDC

- 3. Approval of Meeting Minutes.**
 - Board Members will review and approve minutes from the March 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

Presentation United Way of Northern California Shasta 211 Central Access Point Kick Off
Strengthening Community Connections Through 211 & Coordinated Entry 5/8/25 10-3 pm.

Discussion

A. 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>

B. RFP Administrative Entity Services (Attachment 2)

RFP Link <https://files.cityofredding.gov/NorCal%20CoC%20AE%20RFP.pdf>

C. Data Performance Workgroup

6. Reports.

- A. Executive Board
- B. County/City
- C. Status of Funding (Attachments 3 & 4)
- 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: May 13, 2025, 3-5 pm at City Hall Community Room

Executive Board Meeting: April 21, 2025, 1-3:00 pm at City Hall Enterprise Conference Room

All NorCal CoC Member Meeting April 17, 2025, 1-3 pm Shasta County Office of Education, Aspen room

AT HOME Meeting April 17, 2025, 9-11 am Redding City Hall Community Room



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

MEETING MINUTES

Voting Members

Abbott, Paul-Shasta Thrive
Azare, Cole - Nation's Finest
Chimenti, Joe – 3DEmergent
Danielson, Tim-United Way
Howard, Jannamarie-Redding Rancheria
Jones, Julie- One Safe Place
Joyce, Maggie-SCOE
Kennedy, Marci-NorCal LSS
Kerr, Emily-HHSA
Longwell, Wendy – DAC
McDuffey, Laura-City of Redding
Middleton, Amber – SCHC
Morgan, Jennifer-New Life Discovery Project
Preller, Megan - Ready for Life
Foster, Lisa – Salvation Army Alternate
Schaefer, Lesha - Pathways/Housing
Schreder, Kristen - Executive Board Chair
Spencer, Crystal-Faithworks
Watkins, Jessica-NVCSS
Steffey, Dawn-Hill Country Alternate
Zander, Hollie – CRDC

1. Call to Order

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

Kristen Schreder made the motion to approve the meeting minutes of February 11, 2025 with the following corrections; Jannamarie Howard's voting member application was moved to March 11th meeting and Executive board upcoming meeting updated to 2/26. Wendy Longwell seconded the motion. All in favor.

4. Public Comments

None

5. New Business:

Presentations-

Kelly Sepelyak and Hallie Fonseca from RABA presented the board with RABA Outreach and Training. They went over routes, programs, and ways to partner or participate with RABA.

Actions-

A. Membership Applications-

- a. Jessica Watkins- NVCSS, Voting Member
- b. Jannamarie Howard- Redding Rancheria, Voting Member
Lesha Schafer made a motion to approve Jessica Watkins and Jannamarie Howard as voting members, Amber Middleton seconded the motion. All in favor.

B. Approval of the Governance Charter and Shasta Advisory Amendment-

The board reviewed the Governance Charter changes and Shasta Advisory Amendments. Amber Middleton made the motion to approve with the following changes: pg2 Section A #4 voting in good standing; or participant; p3 Section D #3 F add Funds will be redistributed based on state and federal regulations to grantees; Shasta Advisory Amendment #2 to achieve functional zero homelessness for veterans located in Shasta County over 3 years and letter a; update the points: Experience 20, Capacity 20, Funding plan 20, and Shasta Strategic plan/Grant specific Set aside 5 points. Megan Preller seconded the motion. All in favor.

Discussions-

A. NorCal CoC Actual Estimated costs-

The board discussed the draft RFP to find a new Administrative Entity as City of Redding will step down as of 9/18/2025. The RFP will be released and if no one applies the Executive Board will discuss further options.

6. Reports

- A. Executive Board- Upcoming meeting on 3/26 Data Workgroup, Governance Charter approval at next EB meeting, and 4/17 All CoC meeting.
- B. County/City- Half of the HHAP 5 funding has been received and the NOFA will be released in April, County Housing Dept holding a event for Cascade Village applications on 3/14 from 10am to 2pm at the Larry Farr room.
- C. Status of Funding- information is attached to agenda
- D. HMIS Coordinated Entry Administrator- Report created and shared during the meeting
- E. Norcal CoC Pit Committee- None
- F. Strategic Planning Subcommittee- Working with United Way to create reports and announce an RFI coming out from County for developers for a Veteran's project
- G. Governance Charter Subcommittee Update- Already gave update
- H. Member Announcement- Kristen Schreder announced she has accepted the CoC Coordinator position that United Way created, Justin announced GNRM Redding Restart on 3/28 @ 8:28 Forum for Senior Housing and Wendy Longwell announced the Project Homeless Connect will be 5/12 @ Civic Center, still needing agency signups.

7. Discussion for next meeting- None requested

8. The meeting was adjourned at 4:46 pm.

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

SCHEDULE 2025-01
PROPOSALS DUE:
May 1, 2025 by 2 pm



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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
3/24/2025	Release of Request for Proposals (RFP)
4/15/2025	Deadline to Submit Questions
5/1/2025	Submission of Proposals due by 2:00 pm
5/15/2025	Review of Proposals Complete
5/15/2025-6/1/2025	Notification of Recommended Selection
5/15/2025-6/1/2025	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
		Total Points	100

NorCal CoC and Shasta CoC Status of Funding			Attachment Shasta CoC Advisory Meeting 4/8/25			
Funding	Contact-Adm entity	Eligible Entity	Period of elig use	Amount	Eligible uses	Status
HHAP 1 & 2	City of Redding	Shasta CoC	Exp deadlines HHAP 1 6/30/25 HHAP 2 6/30/26	expended/ allocated	multi uses	HHAP-1 is fully expended. HHAP-2 is mostly expended with the exception of Admin.
HHAP 3	City of Redding	Shasta CoC	Exp deadline 6/30/26	\$970,377.34	multi uses	HHAP-3 is fully obligated, and partially expended.
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	CoR received initial 50% funding 12/21/23. Contracts have been drafted and sent to all subrecipients. Subrecipient payments started in December.
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	The HHAP 5 Contract between the NorCal CoC and the State has been executed, 50% funding was released from HCD. NOFA tentativly scheduled for April
2023 ESG	City of Redding	NorCal CoC	12 months once contract is signed est late 2024	\$157,151	\$142,034 RR \$15,117 HMIS	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	1) Street Outreach 2) Emergency Shelter 3) Homeless Prevention 4) Rapid Rehousing 5) HMIS	NOFA released 12/26/24. NOFA will be issued every 3 years. Award announcement July 2025. NorCal CoC EB approved two (2) eligible applicatants to apply for 2024 ESG total funding for three cycles. 1) Shasta County Health and Human Services \$481,101 Proposed budget by component: Rapid Re-housing: \$ 396,908.32, HMIS: \$48,110.10, Admin: \$ 36,082.58 2) Lutheran Social Services \$266,000 Proposed budget by component: Emergency Shelter: \$246,6448, Admin: \$19,352
HHIP	City of Redding	Shasta County geographically	Exp deadline 12/31/25	see attached	multi uses	see attached summary, no changes from last month.
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)	The transition from Shasta County to SCHC has taken place as of November 1st. The type of Housing progrm has been amended from a PBRA to a TBRA.
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 aproved 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 HP II \$93,038 CoC Bonus UWNC	To date HUD has only released approved annual renewal projects. HUD has indicated that only the renewal projects were approved.
K.Schreder						

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	Administration	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		