



# NorCal Continuum of Care™

## Executive Board Meeting

May 15, 2025

1:00 pm to 3:00 pm

777 Cypress Ave. Enterprise Conference Room  
Redding, CA 96001

### 5/15 – Enterprise Conference Room

#### Join Zoom Meeting

<https://us06web.zoom.us/j/83115000566?pwd=xzXDXQbY47Cx2FtrNYbtFzYISJpLqW.1>

Meeting ID: 831 1500 0566

Passcode: 500182

1(669)444-9171

#### Teleconference locations:

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

**Del Norte County Health and Human Services**  
455 K Street  
Crescent City, CA 95531

**Teach I.N.C**  
112 E 2nd Street  
Alturas, CA 96101

**Lassen County Health and Social Services**  
1445 Paul Bunyan, Suite B  
Susanville, CA 96130

**Siskiyou County Behavioral Health**  
2060 Campus Dr.  
Yreka, CA 96097

**Plumas County**  
PCIRC  
591 Main Street  
Quincy, CA 95971

#### Executive Board Members

**Kristen Schreder,**  
County of Shasta, Chair

**Maddelyn Bryan,**  
County of Siskiyou, Co-  
Chair

**Grace Poor**  
County of Lassen

**Cathy Rahmeyer,**  
County of Plumas

**Carol Madison,**  
County of Modoc

**Sheryll Prinz-McMillan,**  
County of Sierra

**Michael Coats,**  
County of Del Norte



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

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

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

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

**3. Presentation**

**I. Homeless Housing, Assistance and Prevention Program Round 6 (HHAP 6) Application Kick-off with Housing Tools**

Sherry Morgado with Housing Tools will present HHAP 6 application agenda, the next steps for the application process, and share with the Executive Board members the needs and requests to complete the application.

[Attachment A – HHAP 6 Memo to Executive Board](#)

**4. Action Items**

**I. Approve the Homeless Housing, Assistance and Prevention Program Round 5 (HHAP 5) Notice of Funding Availability (NOFA)**

Review and approve the HHAP 5 NOFA as written, and provide recommendations to complete the timeline (page 2 of the NOFA).

[Attachment B – HHAP 5 NOFA](#)

**II. Approve the recommendation of the Administrative Entity to publish the amended Request for Proposals to Provide Administrative Entity (AE) Services for the NorCal Continuum of Care**

On March 24, 2025, at the direction of the NorCal CoC Executive Board, a previous RFP was released, soliciting a new AE with a deadline of May 1, 2025 and one extension to May 8, 2025. There were no bidders and the RFP was deemed unresponsive and closed. After careful consideration, the current AE requests the Executive Board to approve publishing a new RFP that makes clear to possible responsible bidders, responses to the RFP may include bidders for territories smaller than the current 7 County NorCal Continuum. For example, a bidder may wish to only submit a response to be the AE for a single county, for two counties, etc. This means, the NorCal Continuum as it stands, may be reduced in size and split into several smaller continuums.

[Attachment C – RFP](#)

**5. Discussion Items**

- I. HHAP 4 CA SPM barriers
- II. City of Redding as Administrative Entity
- III. Next Meeting Date
- IV. ICA/HMIS Assessment



## **6. Reports**

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

## **7. 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.

May 15, 2025

To: NorCal CoC Executive Board Members

From: Housing Tools, CoC Consultant

Subject: HHAP-6

The California Department of Housing and Community Development (HCD) released a Notice of Funding Availability (NOFA) in February 2025 for the 6<sup>th</sup> round of Homeless Housing, Assistance and Prevention Program (hereinafter referred to as HHAP-6). Applications are due to HCD no later than August 29, 2025. This memo summarizes the key requirements from the NOFA, the planned schedule for the various activities and meetings required, and the responsibilities of the Executive Board/County staff in the HHAP-6 process. The HHAP-6 process builds upon what was completed in HHAP-5, but it also adds new significant requirements that counties need to be aware of and prepared to respond to, in order to access these funds.

### **Key Requirements from HHAP-6 NOFA**

Purpose and Program Objectives: HCD expects HHAP-6 applicants to:

- Foster robust regional collaboration and strategic partnerships which will fortify and the homeless services and housing delivery system;
- Ensure all cities and counties in the region are addressing existing unsheltered homelessness, including encampments, and preventing future homelessness by planning for future housing needs and following all state housing laws and the Cal ICH Guidance on Addressing Encampments;
- Ensure the long-term sustainability of housing and supportive services by strategically paring HHAP-6 funds with other local, state and federal resources;
- Demonstrate sufficient resources dedicated to interim housing and long-term permanent housing solutions, including capital and operating costs;
- Demonstrate a commitment to address racial disproportionality in homeless populations and achieve equitable provision of services and outcomes for Black, Native and Indigenous, Latinx, Asian, Pacific Islanders and other People of Color who are disproportionately impacted by homelessness;
- Establish a mechanism for people with lived experience of homelessness to have meaningful and purposeful opportunities to inform and shape all levels of planning and implementation, including through opportunities to hire people with lived experience.
- Fund projects that provide housing and services that are Housing First compliant;
- Prioritize the use of HHAP funds to assist people to remain in or move into safe, stable, Permanent Housing. HHAP funding should be housing-focused -- either funding Permanent Housing interventions directly or, if used for Interim Housing or street outreach, have clear pathways to connect people to Permanent Housing options.

Eligible Applicants: As in Round 5 , eligible applicants for HHAP-6 are the 44 CoCs, the 58 California counties and the 14 largest cities. Eligible applicants **must** apply as part of a region and **must** be signatory to a Regionally Coordinated Homelessness Action Plan which must be approved by Cal ICH. Multi-county regions that are served by the same CoC are encouraged to apply as one region. Within

these requirements of applying together as a region and the RCHAP, each applicant (each CoC and each County) has the discretion to receive their base allocation directly as their own Administrative Entity or they may designate an eligible applicant in their region to serve as their Administrative Entity. The number of Administrative Entities will dictate the number of funding plans which must be developed and submitted (see Application Requirements below). The NorCal CoC member counties will need to decide if they will apply for their county allocations and administer them directly with the state as their own Administrative Entity, or if the NorCal CoC will function as the Administrative Entity for the county allocations in addition to the CoC allocation. This decision should be made as early as possible.

Available Funding: HHAP-6 allocations for CoCs and counties are shown on Exhibit A.

Important Changes Between HHAP-5 and HHAP-6:

- Outreach for the public meetings must include all federally recognized tribal governments within the region
- The elimination of “Systems Support” as an eligible budget item/cost
- Funds cannot be budgeted for new interim housing (aside from the Youth Set Aside) or any non-housing costs related to unsheltered homelessness (including things like street outreach and case management for the unsheltered) unless the jurisdiction can prove the sustainability of its interim and permanent housing portfolios. This will involve an inventory of shelters/beds (interim) or units (permanent), total estimated operating and capital costs, and funding sources that will realize and sustain the estimated operating and capital costs. If there is a gap, the region must identify other sources to address the gap
- An inventory of all encampments within the region, a plan to address those encampments, and the adoption of a formal policy to address encampments that complies with the Cal ICH Guidance on Addressing Encampments
- Housing Element Compliance: all county applicants in the region must indicate that they have a compliant Housing Element certified by HCD or provide a timeline with milestones to achieve compliance; an indication the county is up to date on all Housing Element program commitments, or a timeline and plan to implement past due programs if not up to date; an identification of the county’s Prohousing Designation status with HCD; an identification of any potential or actual violations under investigation by HCD’s Housing Accountability Unit or the AG Housing Justice Team, with a timeline and plan to resolve any violations; an indication that the county has made an inventory of its surplus land as required by Government Code section 54230, or a plan with dates to create such an inventory; and an indication that the county has filed its Housing Element APR for at least the last two years on time
- All programs currently funded by HHAP-1 through HHAP-5 rounds, as well as all activities to be funded by HHAP-6 must be included as Key Actions in the System Performance Measures (SPM) Improvement Plan
- Key Actions are **required** for 3 SPMs: “Reducing the number of people experiencing unsheltered homelessness”, “Increasing the number of people exiting homelessness into permanent housing” and “Reducing first time instances of homelessness for those exiting institutional settings, including but not limited to jails, prisons and hospitals”

Eligible Uses of HHAP-6:

- 1). Permanent Housing Solutions: Rapid Rehousing/Rental Subsidies, Operating Subsidies in Permanent Housing, Permanent Housing Services and Services Coordination, Capital for Permanent Housing (conversion of interim/transitional housing into permanent housing)
- 2). Homelessness Prevention Activities: Prevention and Diversion
- 3). Interim Housing Solutions: Navigation Centers, Motel/Hotel Vouchers, Operating Expenses of Interim Housing, Interim Housing Services and Service Coordination
- 4). Non-Housing Solutions: Services and Service Coordination for People Experiencing Unsheltered Homelessness (includes street outreach, housing navigation, harm reduction, hygiene services, etc. for those who are unsheltered)

Similar to the previous rounds of HHAP funding, 10% of funds must be set-aside to serve youth. HHAP-6 also authorizes up to one percent of the allocation to cover HMIS expenses, with funds transferred directly to the HIMIS lead entity. In addition, administrative costs are capped at 7%.

Application Requirements: Eligible applicants:

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

The RCHAP: Cal ICH has provided a template for the Regionally Coordinated Homelessness Action Plan to be submitted for HHAP-6. While it builds from the RCHAP for HHAP-5, as noted above, there are significant new requirements to be addressed, especially in the areas of Encampments, Housing Element Compliance, and sustainability of the interim and permanent housing portfolio if a county wants to apply for any non-housing solutions or contribute to new interim housing under HHAP-6. In addition, new or amended Key Actions will need to be identified with direct linkages to their intended effect on SPMs.

Similar to HHAP-5, one of the key requirements in the development of the RCHAP is the engagement of stakeholders through at least three public meetings allowing for input from various groups and individuals. This includes people with lived experience of homelessness, youth with lived experience of homelessness, persons in populations overrepresented in homelessness, local leaders and staff including child welfare, health care, behavioral health, justice and education, homeless service and housing providers within the region, Medi-Cal Managed Care Plans in the region, federally recognized tribal governments within the region and street medicine providers and others directly assisting those experiencing homelessness or at risk of homelessness. Applicants will be required to certify that they

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

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

#### **Draft Schedule**

Kickoff meeting with Executive Committee	May 15
3 public meetings	May 27, May 29, June 2
Data Gathering and Organization	May 15-June 20
Responses to Data Requests Due No Later Than	June 20
MOU Drafted and Sent to County Counsels*	June 9-16
Counsels review of MOU and edits	June 16-July 4
RCHAP drafted	Entire month of June-July 8
Executive Committee review of RCHAP	July 17
Boards of Supervisors meetings in each County	late July-early August
Signed MOUs returned to City of Redding	August 15
Application Submission	August 27 (due no later than 8/29)

\*HCD has indicated that jurisdictions can reuse the HHAP 5 MOU and just update the sections needed, so perhaps this could be done much sooner than this date.

#### **CoC Responsibilities**

Each County-CoC Advisory within the NorCal CoC will need to be actively engaged in the HHAP-6 process. In addition to attending all scheduled meetings noted above, the following actions will be required for a successful HHAP-6 planning process and application:

- 1). Identify up to two County-CoC representatives (lead and support roles) that will be the main contacts for Housing Tools to connect with regarding HHAP-6 planning. These representatives will help provide information to Housing Tools, coordinate internally at the County, and ensure all materials are complete by the specified deadlines.
- 2). Provide advance notice and advise County leadership, such as your CAO, County Counsel and if appropriate, Board of Supervisors, as to the requirements and deadlines associated with the HHAP-6 application, especially the MOU and Encampment Policy. Ask them for any internal dates by which they

need the documents to schedule your required public meeting where the MOU, Encampment Policy and RCHAP are approved (see #6 below).

3). Engage with staff from your Community Development/Planning Departments and Code Enforcement as soon as possible to discuss the Housing Element Compliance and Encampment requirements.

Housing Tools will provide you with a format as noted in #5 below and can attend online meetings with these staff to help explain and problem solve any questions or issues.

4). Invite the required local stakeholders to the public meetings and encourage their participation.

Facilitate the participation of persons with lived experience through the provision of incentives wherever possible. Invitation materials will be provided to you.

5). Provide information needed for the HHAP-6 application. Housing Tools will provide you with a format to insert your responses. A meeting may be held to discuss this information with each County separately.

6). Schedule, prepare and publish public noticing, and present the MOU with RCHAP as an attachment at either the latest BOS meeting in July or earliest BOS meeting in August, 2025 that will allow you to provide the required County signature on the MOU by August 15, 2025 . Please let Housing Tools know as soon as possible what the likely meeting date will be so that we can plan accordingly.

**Housing Tools Contact:**

Sherry Morgado

Community Development Manager

[smorgado@housing-tools.com](mailto:smorgado@housing-tools.com)

530.570.6704





California Department of  
**Housing and Community  
Development**

**HOMELESS HOUSING, ASSISTANCE AND  
PREVENTION ROUND 6 (HHAP 6)  
ALLOCATIONS  
February 2025**

CONTINUUM OF CARE	ALLOCATION
Alpine, Inyo, Mono Counties CoC	\$129,182.63
Amador, Calaveras, Mariposa, Tuolumne Counties CoC	\$876,248.10
Bakersfield/Kern County CoC	\$3,252,720.70
Chico, Paradise/Butte County CoC	\$1,683,030.08
Colusa, Glenn, Trinity Counties CoC	\$302,238.57
Daly/San Mateo County CoC	\$2,595,839.30
Davis, Woodland/Yolo County CoC	\$1,148,019.07
El Dorado County CoC	\$346,111.91
Fresno City & County/Madera County CoC	\$5,246,520.28
Glendale CoC	\$213,273.18
Humboldt County CoC	\$1,917,021.23
Imperial County CoC	\$1,837,805.48
Lake County CoC	\$736,097.15
Long Beach CoC	\$4,114,344.36
Los Angeles City & County CoC	\$86,772,936.22
Marin County CoC	\$1,328,387.25
Mendocino County CoC	\$943,276.82
Merced County CoC	\$1,020,055.16
Napa City & County CoC	\$504,543.41
Nevada County CoC	\$628,851.21
Oakland, Berkeley/Alameda County CoC	\$11,516,751.83
Oxnard, San Buenaventura/Ventura County CoC	\$2,873,703.79
Pasadena CoC	\$677,599.37
Redding/Shasta, Siskiyou, Lassen, Plumas, Del Norte, Modoc, Sierra Counties CoC	\$2,929,764.17
Richmond/Contra Costa County CoC	\$3,464,775.18
Riverside City & County CoC	\$5,178,272.86
Roseville, Rocklin/Placer County CoC	\$855,530.14
Sacramento City & County CoC	\$8,061,726.28
Salinas/Monterey, San Benito Counties CoC	\$3,725,577.82
San Bernardino City & County CoC	\$5,185,585.08
San Diego City and County CoC	\$12,924,354.84
San Francisco CoC	\$10,143,272.54
San Jose/Santa Clara City & County CoC	\$12,667,208.31
San Luis Obispo County CoC	\$1,431,977.08
Santa Ana, Anaheim/Orange County CoC	\$8,923,349.94
Santa Maria/Santa Barbara County CoC	\$2,582,433.56
Santa Rosa, Petaluma/Sonoma County CoC	\$3,073,571.23
Stockton/San Joaquin County CoC	\$5,766,906.84
Tehama County CoC	\$394,860.06
Turlock, Modesto/Stanslaus County CoC	\$2,500,780.40
Vallejo/Solano County CoC	\$2,102,264.22
Visalia/Kings, Tulare Counties CoC	\$2,037,672.92
Watsonville/Santa Cruz City & County CoC	\$2,254,602.21
Yuba City & County/Sutter County CoC	\$1,130,957.22

LARGE CITY	ALLOCATION
Anaheim*	\$5,947,854.53
Bakersfield	\$6,504,298.17
Fresno	\$10,491,196.56
Irvine*	\$5,947,854.53
Long Beach	\$8,227,242.64
Los Angeles**	\$143,640,000.00
Oakland	\$23,029,455.86
Riverside	\$10,354,725.71
Sacramento	\$16,120,619.10
San Diego	\$25,844,167.11
San Francisco	\$20,282,980.01
San Jose	\$25,329,964.46
Santa Ana*	\$5,947,854.53
Stockton	\$11,531,786.79

COUNTY	ALLOCATION
Alameda	\$10,783,301.90
Alpine	\$0.00
Amador	\$243,052.20
Butte	\$1,575,845.50
Calaveras	\$187,138.78
Colusa	\$63,901.05
Contra Costa	\$3,244,119.29
Del Norte	\$791,916.56
El Dorado	\$324,069.60
Fresno	\$4,301,909.86
Glenn	\$116,391.20
Humboldt	\$1,794,934.80
Imperial	\$1,720,763.94
Inyo	\$81,017.40
Kern	\$3,045,569.61
Kings	\$470,129.14
Lake	\$689,218.45
Lassen	\$152,906.08
Los Angeles***	\$85,120,000.00
Madera	\$610,483.23
Marin	\$1,243,788.26
Mariposa	\$59,336.69
Mendocino	\$883,203.78
Merced	\$955,092.45
Modoc	\$30,809.43
Mono	\$39,938.16
Monterey	\$2,779,695.60
Napa	\$472,411.32
Nevada	\$588,802.52
Orange	\$8,355,062.07
Placer	\$801,045.28
Plumas	\$152,906.08
Riverside	\$4,848,492.04
Sacramento	\$7,548,311.33
San Benito	\$708,616.98
San Bernardino	\$4,855,338.58
San Diego	\$12,101,261.03
San Francisco	\$9,497,293.31
San Joaquin	\$5,399,638.58
San Luis Obispo	\$1,340,780.92
San Mateo	\$2,430,522.02
Santa Barbara	\$2,417,970.02
Santa Clara	\$11,860,491.01
Santa Cruz	\$2,111,016.78
Shasta	\$1,155,924.32
Sierra	\$13,693.09
Siskiyou	\$578,532.71
Solano	\$1,968,380.51
Sonoma	\$2,877,829.35
Stanislaus	\$2,341,516.99
Sutter	\$459,859.33
Tehama	\$369,713.21
Trinity	\$102,698.11
Tulare	\$1,437,773.59
Tuolumne	\$330,916.14
Ventura	\$2,690,690.57
Yolo	\$1,074,906.92
Yuba	\$599,072.33

HHAP 6 Allocations are developed per HSC 50241(a), and based on the 2024 Point-In-Time (PIT) count. For description of the methodology, see "Appendix C: HHAP 6 Allocation Methodology" within the HHAP 6 NOFA. The HHAP 6 Allocation is the total HHAP 6 base allocation award amount that eligible applicants are eligible to receive. The awards will be made in two disbursements: an initial disbursement and a remainder disbursement.

\*When more than one eligible Large City is within the same CoC PIT count area, the proportionate share of funds shall be equally allocated to those Large Cities.

\*\*No more than 45 percent of the total allocation for Large Cities can be allocated to an individual Large City, the excess is redistributed to all other Large Cities proportionately.

\*\*\*No more than 40 percent of the total allocation for Counties can be allocated to an individual County, the excess is redistributed to all other Counties proportionately.

## Homeless Housing, Assistance and Prevention Program- Round 5

### Notice of Funding Availability Application

#### Introduction

The California Department of Community Development (HCD) announced the availability of Homeless Housing, Assistance and Prevention Program Round 5 (HHAP 5) grant funding. HHAP-5 is a \$1 billion grant program authorized by Section 17 of AB 129 (Chapter 40, Statutes of 2023; Health & Safety Code (HSC) § 50230, et seq.), which was signed into law by Governor Gavin Newsom on July 10, 2023. HHAP-5 is established for the purpose of organizing and deploying the full array of homelessness programs and resources comprehensively and effectively, and to sustain existing federal, state, and local investments towards long-term sustainability of housing and supportive services. (HSC §§ 50232(a) and 50236(a).) As an eligible applicant for HHAP-5 funds, the NorCal Continuum of Care (CoC) is seeking project applications through this Notice of Funding Availability (NOFA) Process. Applicants are strongly encouraged to prioritize the use of HHAP 5 funds to assist people to remain in or move into safe, stable, permanent housing. HHAP 5 funding should be housing-focused -- either funding permanent housing interventions directly or, if used for interim housing or street outreach, have clear pathways to connect people to permanent housing options.

#### Funding Available

The NorCal CoC region serves Del Norte, Lassen, Modoc, Plumas, Shasta, Sierra, and Siskiyou Counties. This solicitation is for entities interested in offering program services under this funding opportunity within these Counties. Applicants may be public or nonprofit agencies that provide services to prevent, reduce, and end homelessness, and are active members of the NorCal CoC.

Counties	% of 2023 PIT	Total Allocation	50% of Allocation
Del Norte	27.53%	\$856,110.80	\$428,055.40
Lassen	5.32%	\$165,300.93	\$82,650.46
Modoc	1.07%	\$33,306.90	\$16,653.45
Plumas	5.32%	\$165,300.93	\$82,650.47
Shasta	40.18%	\$1,249,625.71	\$624,812.85
Sierra	0.48%	\$14,803.07	\$7,401.54
Siskiyou	20.11%	\$625,429.65	\$312,714.83
<b>Total CoC</b>	<b>100%</b>	<b>\$3,109,878.00</b>	<b>\$1,554,939</b>

Coordination of proposed projects within the local County jurisdiction is encouraged. There is no matching contribution requirement for activities. Providers / agencies selected to receive funding will be required to enter in a funding agreement with the City of Redding as the Administrative Entity for the NorCal CoC.

**Explanation of Allocation:** The total allocation is what the CoC is eligible to receive after the 7% admin and approved joint project are taken out. However only 50% will be initially dispersed by HCD. In order to be eligible to receive the remainder 50 percent of the HHAP-5 base allocation, eligible applicants must (1) demonstrate sufficient spenddown of the initial HHAP-5 program allocation, (2) submit an updated Regionally Coordinated Action Plan pursuant to HSC section 50235(h), and (3) show progress in a minimum of three of the six California System Performance Measures (CA SPM).

The CoC must submit a funding plan for the entire allocation, but seeks to reiterate that only 50% of these funds will initially be available and should consider this timeline when completing funding plans.

### Eligible Activities

- Delivery of Permanent Housing
- Rapid Rehousing
- Prevention and Shelter Diversion
- Operating Subsidies – Permanent housing
- Operation Subsidies – Interim Housing
- Improvement to Existing Interim Housing
- Street Outreach
- Services Coordination
- Systems Support

For further explanation of eligible use categories and examples, see **Exhibit A**.

### Application Process and Instructions

The HHAP Round-5 application was filed by City of Redding as the Administrative Entity for the NorCal CoC. Determinations for these applications will be reached through this Request for Funds Process. Additionally:

- Questions may be submitted via email to [norcalcoc@cityofredding.org](mailto:norcalcoc@cityofredding.org).
- All applicants must submit one (1) electronic copy of **Exhibit C: Notice of Funding Availability Questionnaire** via email to [norcalcoc@cityofredding.org](mailto:norcalcoc@cityofredding.org) by the specified deadline.
- A reference of the Rating and Ranking criteria is outlined in **Exhibit B**

### Timeline

Topic	Deadline
Release of Notice of Funding Availability	
Proposal Presentation to Advisory Board (Shasta Advisory Board only)	
Notice of Funding Availability (Exhibit C) due from applicants	
Award Announcement	

### Resources/Additional Information

HHAP Grant Program Homepage: [Homeless Housing, Assistance and Prevention \(HHAP\) Grant Program | California Department of Housing and Community Development](#)

NorCal CoC Webpage: [NorCal Continuum Of Care \(cityofredding.gov\)](#)

## Exhibit A

HHAP Eligible Use Category	Explanation and Examples
<b>Delivery of permanent housing and innovative housing solutions</b>	<p>Eligible Uses should be categorized here when costs support the provision of permanent housing</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Acquisition of land, building, etc.</li> <li>• Improvement or renovation of land or building being used as permanent housing.</li> <li>• Maintenance of land or building being used as permanent housing.</li> </ul> <p>Services for people in permanent housing programs, so long as the services are trauma-informed and practice harm reduction, to include intensive case management services, assertive community treatment services, critical time intervention services, other tenancy support services, evidence-based employment services, coordinating mental health, substance use, and primary care treatment, or other evidence-based supportive services to increase housing retention.</p>
<b>Rapid Rehousing</b>	<p>Eligible Uses should be categorized here when the costs support operating rapid rehousing type housing service. This means a tenant-based, time limited, permanent housing program, inclusive of wrap-around services.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Rental subsidies, including to support placement of individuals in CARE Court.</li> <li>• Landlord incentives, such as security deposits, holding fees, funding for needed repairs, and recruitment and relationship management costs.</li> <li>• Move-in expenses.</li> </ul> <p>Services for people in rapid rehousing programs, so long as the services are trauma-informed and practice harm reduction, to include intensive case management services, assertive community treatment services, critical time intervention services, other tenancy support services, evidence-based employment services, coordinating mental health, substance use, and primary care treatment, or other evidence-based supportive services to increase housing retention.</p>
<b>Prevention and shelter diversion</b>	<p>Eligible Uses should be categorized here when costs support eligible populations access safe alternatives to shelter and/or remain safely housed at their current residence.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Homelessness prevention through rental assistance, rapid rehousing, and other programs.</li> <li>• Problem-solving and diversion support programs that prevent people at risk of or recently experiencing homelessness from entering unsheltered or sheltered homelessness.</li> </ul> <p><b>HHAP-5 Changes:</b></p> <ul style="list-style-type: none"> <li>• Change of eligible population to include “at risk of homelessness.”</li> <li>• Requires prioritization of households with incomes at or below 30 percent of the area median income, who pay more than 50 percent of their income in housing costs, and who meet criteria for being at highest risk of homelessness through data-informed criteria.</li> </ul>

<b>Operating Subsidies Permanent Housing</b>	<p>Eligible Uses should be categorized here when costs support operations in new and existing affordable or supportive housing units serving people experiencing homelessness. Operating subsidies may include operating reserves (funds held in reserve to cover large, unexpected operating expenses).</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Operating costs for programs such as Home key.</li> <li>• Operating costs for new or existing residential care facilities, funded by the Behavioral Health Continuum Infrastructure Program or the Community Care Expansion Program</li> <li>• Property tax abatements for both affordable ownership and rental properties that have a similar effect, helping to defray the costs of operating the development so residents can pay lower rents.</li> <li>• Subsidies support ongoing operation and availability of permanent housing and/or assisting in management of a building's facilities that can help stabilize or reduce structural decline and serve an important role in broader market stabilization efforts.</li> </ul>
<b>Operating Subsidies-Interim Housing</b>	<p>Eligible Uses should be categorized here when costs support operations in interim housing serving people experiencing homelessness. Operating subsidies may include operating reserves (funds held in reserve to cover large, unexpected operating expenses).</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Subsidies that support ongoing operation and availability of existing interim housing (both congregate and non-congregate).</li> </ul>
<b>Interim Housing</b>	<p>Eligible Uses should be categorized here when costs support the provision of interim housing. Newly developed clinically enhanced congregate shelters, new or existing non-congregate shelters, and operations of existing navigation centers and shelters based on demonstrated need. Any new interim sheltering funded by round 3 funds must be low barrier, comply with Housing First as provided in Chapter 6.5 (commencing with Section 8255) of Division 8 of the Welfare and Institutions Code, and prioritize interventions other than congregate shelters. Improvements to existing emergency shelters to lower barriers and increase privacy.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Improvement or renovation of land or building being used as interim housing.</li> <li>• Maintenance of land or building being used as interim housing.</li> <li>• Navigation centers that are low barrier, as defined in Sections 65660 and 65662 of the Government Code.</li> <li>• Motel or hotel vouchers.</li> <li>• Services provided to people in interim housing, to include trauma-informed and evidence-based intensive case management services, housing navigation, connecting people to substance use or mental health treatment, public benefits advocacy, and other supportive services to promote stability and referral into permanent housing.</li> <li>• Youth-focused services in interim housing.</li> <li>• Capital funding to build new non-congregate interim housing sites, including for construction, rehabilitation, and capital improvements to convert existing buildings to interim housing.</li> </ul> <p><b>HHAP-5 Changes:</b></p> <ul style="list-style-type: none"> <li>• No HHAP-5 resources may be used to fund new interim housing solutions, until both of the following occurs: (1) the applicant has demonstrated that the region has dedicated sufficient resources from other sources to long-term permanent housing solutions and (2) the applicant has received written permission from Cal ICH. (HSC §50236(c).)</li> </ul>

	<ul style="list-style-type: none"> <li>• This limitation does not apply to new interim housing solutions for youth under the ten</li> <li>• percent youth set aside.</li> </ul>
<b>Improvements to Existing Interim Housing</b>	<p>Eligible Uses should be categorized here when costs support renovation of existing interim housing to improve the quality of the life for people experiencing homelessness who are residing in the interim housing.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Maintenance of an interim housing facility.</li> <li>• Minor/major rehabilitation or renovation of an interim housing facility.</li> <li>• Minor/major conversion, additions, updates, and/or enhancements that lower barriers and/or increase privacy.</li> </ul>
<b>Systems Support</b>	<p>Eligible Uses should be categorized here when the cost supports homelessness services system infrastructure, regional coordination, and/or improves accessibility and outcomes generally, as opposed to specific client(s).</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Incorporate regional data into housing needs.</li> <li>• Assessments or developing a regional needs assessment.</li> <li>• Collaborate on regional housing strategies.</li> <li>• Pooling resources to support regional housing initiatives.</li> </ul>
<b>Street Outreach</b>	<p>Eligible Uses should be categorized here when costs support Outreach programs.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Services for people experiencing unsheltered homelessness, including, but not limited to, persons experiencing homelessness living in encampment sites and being engaged through the Encampment Resolution Grant program to help them transition to permanent housing with services attached.</li> <li>• Evidence-based street engagement services.</li> <li>• Intensive case management services.</li> <li>• Assertive community treatment.</li> <li>• Housing navigation.</li> <li>• Harm reduction services.</li> <li>• Coordination with street-based health care services.</li> <li>• Hygiene services for unsheltered individuals and people living in encampments.</li> </ul>
<b>Services Coordination</b>	<p>Eligible Uses should be categorized here when costs support wrap-around services not directly provided through another project.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Access to workforce, education, and training programs.</li> <li>• To access legal/advocacy services.</li> <li>• Individual counseling and service planning.</li> <li>• Helping to coordinate medical and mental health appointments, obtaining benefits and medical insurance.</li> <li>• Making referrals to community-based services.</li> <li>• Other services needed to promote housing stability in supportive housing.</li> </ul>

**Exhibit B**  
**Rating and Ranking/Approval Criteria**

	<b>Component</b>	<b>Explanation</b>	<b>Maximum Points</b>
<b>1</b>	Funding Plan	Provides detail how organization plans to use the full amount of HHAP funds requested (including youth set-aside), what activities the funds will support, how it will complement existing funds. How the activities align with the CoC's priorities	15
<b>2</b>	Program Design	<ul style="list-style-type: none"> <li>• Provide an overview of the proposed program activities. Including but not limited to:</li> <li>• The target population;</li> <li>• Understanding of program requirements</li> <li>• The gaps the project will address and the intended outcomes;</li> <li>• Planned partnerships;</li> <li>• Description of evidence or historical data supporting the efficacy of the proposed program.</li> <li>• Describe the plan for implementation</li> </ul>	20
<b>3</b>	Experience	Applicant has experience in effectively utilizing federal, state, and local funds. Describe your organization's experience in providing services or utilizing funding with the goal of preventing, reducing, or ending homelessness for their proposed population, and achieving measurable outcomes for their populations.	10
<b>4</b>	Organizational Capacity	Applicant's organization has adequately demonstrated they have capacity and experience to successfully manage the funds, including consideration of their ability to manage existing grants; review of additional financials per 2 CFR Part 200.501 if provided.	15
<b>5</b>	Impact and Effectiveness	<p>Project serves the goals and priorities outlined in the Local Homeless Action Plan and clearly articulates the intended outcomes of the project on the community and populations of interest.</p> <p>Include plan for measuring and evaluating the project to determine if it is achieving its goals.</p> <p>Describes a robust plan for measuring and reporting those outcomes through the duration of the project and how it will create a population level impact.</p> <p>The project describes planned partnerships or leveraging funds that will maximum the outcomes.</p>	20
<b>6</b>	Equity	Actions that your organization will take to ensure racial and gender equity in service delivery, housing placements, and housing retention and changes to procurement or other means of affirming racial and ethnic groups that are overrepresented among residents experiencing	10

		<p>homelessness have equitable access to housing and services.</p> <p>Additional actions that your organization will take to serve those with mental and behavioral health issues and criminal justice involvement.</p>	
7	System Improvements	<p>Specific and quantifiable system improvements or strategies organization will take to improve the number of people experience homelessness upon exiting institutional settings (examples: jail/prison, behavioral health facilities, foster care).</p> <p>Connecting people experiencing homelessness to all eligible benefit programs.</p> <p>Additional system improvements, if applicable.</p>	10
		<b>Total Points</b>	<b>100</b>



**Exhibit C: Notice of Funding Availability Questionnaire**  
**Homeless Housing, Assistance and Prevention Program- Round 5**

Legal Name of Applicant Organization:			
Project Name:			
Contact Name:	Phone:	Fax:	Email:
Agency UEI Number	County:	Agency Tax ID Number:	Total amount of requested funds:

- 1. A) Funding Plans:** Budget Table. Complete the table below with the requested funding, and the desired eligible use categories. Note: A minimum of 10% of funds must be utilized toward youth set aside activities.

Eligible Use Category	Amount
Delivery of Permanent housing and Innovative Housing Solutions	
Delivery of Permanent housing and Innovative Housing Solutions - Youth	
Rapid Rehousing	
Rapid Rehousing - Youth	
Prevention and Shelter Diversion	
Prevention and Shelter Diversion - Youth	
Operating Subsidies- Permanent Housing	
Operating Subsidies- Permanent Housing - Youth	
Operating Subsidies – Interim Housing	
Operating Subsidies – Interim Housing - Youth	
Interim Housing	
Interim Housing - Youth	
Improvements to Existing Housing	
Improvements to Existing Housing - Youth	
Street Outreach	
Street Outreach - Youth	
Services Coordination	
Services Coordination – Youth	
System Support	
System Support - Youth	

- 1. B) Funding Plans:** Budget Narrative.
- a. Explain in detail how your organization plans to use the full amount of HHAP funds requested (including youth set-aside).
  - b. What activities the funds will support.
  - c. How it will complement existing funds.
  - d. How the activities align with the CoC’s priorities

- 2. Program Design:** Provide an overview of the proposed program activities. Including but not limited to:
- The target population;
  - The gaps the project will address;
  - Planned partnerships; and
  - Plan for implementation.
- 3. Experience:**
- Provide an overview of your organization and experience effectively utilizing federal, state or local funds.
  - Describe your organizations experience in providing services or utilizing funding with the goal of preventing, reducing, or ending homelessness.
- 4. Organizational Capacity:**
- Provide an explanation of your organizations capacity to deliver the project, including but not limited to:
  - An explanation of the staffing structure
  - Existing resources that will be leveraged
  - Understanding of housing program requirements.
  - Describe your organization’s capacity and experience to successfully manage the funds, including ability to manage existing grants; additional financials may be requested per the project funding per 2 CFR Part 200.501.
- 5. Impact and Effectiveness:** Describe the goals and priorities this project will serve, and how these align with the goals and priorities in HHAP-4.
- 6. Equity:** Described specific actions that your organization will take to ensure racial and gender equity in service delivery, housing placements, and housing retention and changes to procurement or other means of affirming racial and ethnic groups that are overrepresented among residents experiencing homelessness have equitable access to housing and services.
- 7. System Improvements:** Describe any specific and quantifiable systems improvements or strategies that your organization will take to improve:
- The number of people experience homelessness upon exiting institutional settings (examples: jail/prison, behavioral health facilities, foster care)
  - Connecting people experiencing homelessness to all eligible benefit programs
  - Additional system improvements, if applicable.
- 8. For Shasta Advisory Board applicants please see Exhibit D from the NorCal CoC Governance Charter Addendum.**

Select check boxes below to certify that if selected for funding, the agency is willing to comply with:

- ☐ Homeless Manage Information System (HMIS) data requirements
- ☐ Compliance with grant terms and conditions as indicated in the Notice of Funding Availability:
- ☐ Enter into a contract with the City of Redding as the Administrative Entity for the NorCal CoC
- ☐ Comply with required monitoring per state or federal law, including but not limited to Chapter 6 of the Health and Safety Code, which can be viewed here:

[https://leginfo.legislature.ca.gov/faces/codes\\_displayText.xhtml?lawCode=HSC&division=31.&title=&part=1.&chapter=6.&article=](https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=HSC&division=31.&title=&part=1.&chapter=6.&article=)

\_\_\_\_\_  
Authorized Representative  
Printed Name

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

For Lead Agency Use Only:	Received by Deadline	Yes / No	Project Funded	Yes / No
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## NorCal CoC Governance Charter

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

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

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

6. Grant Sub-recipient threshold requirements

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

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

**PROPOSALS DUE:  
June 16, 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.

<b>Date</b>	<b>Activity</b>
5/19/2025	Release of Request for Proposals (RFP)
6/2/2025	Deadline to Submit Questions
6/16/2025	Submission of Proposals due by 2:00 pm
6/23/2025	Review of Proposals Complete
6/23/2025-7/7/2025	Notification of Recommended Selection
7/14/2025-7/18/2025	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;

On March 24, 2025, at the direction of the NorCal CoC Executive Board, a previous RFP was released, soliciting a new AE with a deadline of May 1, 2025 and one extension to May 8, 2025. There were no bidders and the RFP was deemed unresponsive and closed. After careful consideration, the Executive Board has requested the current AE publish a new RFP that makes clear to possible responsible bidders, responses to the RFP may include bidders for territories smaller than the current 7 County NorCal Continuum. For example, a bidder may wish to only submit a response to be the AE for a single county, for two counties, etc. This means, the NorCal Continuum as it stands, may be reduced in size and split into several smaller continuums.

### **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 must include in their proposal the questions listed in Exhibit A.

Completed proposals are due by June 15, 2025, by 2 pm , and may be emailed to Shawanna 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	<p>Provide a description of your experience and qualifications to serve as the Administrative Entity including but not limited to the following:</p> <p>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.</p>
2	Organizational Capacity	<p>Provide a description of your capacity and readiness to support the NorCal CoC as the Administrative Entity.</p>
3	Program Design	<p>Provide a detailed description of how your organization will administer the proposed Administrative Entity activities, including but not limited to the Scope of Work Exhibit C.</p> <p>The detailed program design may include an option of choosing which Counties you are proposing to administer.</p>
4	Impact and Effectiveness	<p>Provide a detailed plan for measuring and evaluating how the Administrative Entity plans to support the goals and priorities of the NorCal CoC and the NorCal CoC Executive Board.</p>
5	Funding Plan	<p>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.</p>

## Exhibit B

### NorCal CoC Administrative Entity Rating and Ranking Criteria

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

Exhibit C

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