



NorCal Continuum of Care™

Executive Board Meeting

June 20, 2024

1:00 pm to 3:00 pm

777 Cypress Ave. Enterprise Conference Room
Redding, CA 96001

6/20 – Enterprise Conference Room

Join Zoom Meeting

<https://us06web.zoom.us/j/83070446028?pwd=ap3XLIGAFXZxyYKfhL4dCgOBT8Rmnx.1>

Meeting ID: 830 7044 6028

Passcode: 792014

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



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 that will be read into the record.

1. Call to Order/Quorum Established/Introductions

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

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

3. Action Items

I. Approve Meeting Minutes

Board members will review and approve draft minutes from the 05/16/2024 Executive Board Meeting.
[Attachment A – Draft 05/16/2024 Executive Board Meeting minutes](#)

II. Approve HHAP 4 NOFA due by date extension

Review and approve HHAP 4 NOFA due date extension to July 28, 2024 for Shasta Advisory Board
[Attachment B – HHAP 4 NOFA](#)

III. Approve the Letter of Intent to transfer the Partners II Program to Shasta Community Health Center from Shasta County starting October 1, 2024.

[Attachment C – Letter of Support](#)

4. Discussion Items

- I. Governance Charter updates and new sub-committee
- II. HMIS Committee membership
- III. Collaborative Applicant updates
- IV. PIT Administrator RFP

5. Reports

- I. City of Redding
- II. UWNC
- III. NorCal CoC Members – County Updates

6. Discussion Items for Next Meeting

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.

Next Executive Board Meetings

July 18, 2024 1pm – 3pm

Redding City Hall, Enterprise Conference Room



Executive Board Meeting
Draft Minutes May 16, 2024

1:00 pm to 3:00 pm

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

5/16 – Enterprise Conference Room

Join Zoom Meeting

<https://us06web.zoom.us/j/83507778580?pwd=4zr3RtFbidHW3Sg2ChUDBNP6xoJJ5p.1>

Meeting ID: 835 0777 8580

Passcode: 523727

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1. Call to Order/Quorum Established/Introductions

Executive Board Members in attendance: Kristen Schreder, Sarah Collard, Grace Poor, Cathy Rahmeyer, Carol Madison, and Michael Coats.

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.

Michelle Majeski from Plumas County Community Development Commission shared about her commission's [programs and wants to be a part of NorCal CoC.

3. Presentation from Chanita Jackson – Governance Charter Technical Assistance

Chanita Jackson shared presentation on CoC Governance Charters and the need to update the NorCal CoC (presentation attached to agenda). After the presentation discussion ensued around the need for a subcommittee to work on updating the NorCal CoC Governance Charter. It was decided that a committee would be a good idea to expedite the process. The committee will look at other CoC Governance Charters and will start scheduling meetings in the next coming weeks.

4. Action Items

I. Approve Meeting Minutes

Board members will review and approve draft minutes from the 04/18/2024 Executive Board Meeting, 04/18/2024 All NorCal CoC Member Meeting

[Attachment A - draft 04/18/2024 Executive Board Meeting minutes](#)

[Attachment B - draft 04/18/2024 All NorCal CoC Member Meeting minutes](#)

Motion to approve the 4/18/2024 draft minutes was made by Cathy Rahmeyer, seconded by Grace Poor. Sarah Collard abstained due to not attending the meeting. Vote was taken, all approved, none opposed.

II. Approve Partners II Application

Review and approve Partners II Application submitted by Shasta Community Health Center, per RFP.

[Attachment C – Partners II RFP Application](#)

Motion to approve Shasta Community Health Centers application to administer the Partners II Program made by Carol Madison, seconded by Sarah Collard. Vote taken, all approved, none opposed. Grace poor mentioned that she really liked the application and that Shasta Community Health Center will be able to assist clients in all 7 counties.

III. Approve PIT Coordinator Role and Responsibilities



Review and approve the PIT Coordinator Roles and Responsibilities.

[Attachment D – PIT Coordinator Roles and Responsibilities](#)

Chair Kristen Schreder reviewed how the Roles and Responsibilities were developed and the purpose for them. Discussion ensued around the role of this Coordinator and the need to add media and marketing. Motion to approve the PIT Coordinator Roles and Responsibilities with the addition of the media and marketing made by Grace Poor, seconded by Michael Coats. Vote taken, all approved, none opposed.

IV. **Approve HHAP 4 NOFA**

Review and approve the HHAP 4 Notice of Funding Availability

[Attachment E – HHAP 4 NOFA](#)

Shawwna Flanigan reviewed the NOFA and how it was developed. Grace Poor shared her concern with spending the money by the deadline. Shawwna offered to follow up with Cal ICH to clarify the term expended and who has to have expended the funds by that date, clarifying if it the grantee (NorCal CoC), or the subgrantee? Due date for the NOFA was also discussed. One month from date the NOFA goes out was approved.

Public comment of this item: Tena Eisenbeisz asked about the HMIS component and what does it mean to be an Advisory Board Member?

Chair Kristen Schreder reviewed the HMIS expectations in the Governance Charter to answer Tena's question. Nicole Smith and Chair Kristen Schreder reviewed the expectations around being an active Advisory Board Member.

Motion to approve the HHAP 4 NOFA with possible language changes to the expend by date made by Sarah Collard, seconded by Grace Poor. Vote taken, all approved, none opposed.

V. **Approve the Letter of Support for Plumas Crisis Intervention Resource Center**

Review and approve the Letter of Support for Plumas Crisis Intervention and Resource Center for The Extreme Heat & Community Resilience Program.

[Attachment F – Letter of Support](#)

Motion to approve the letter of support for Plumas Crisis Intervention and Resource Center was made by Carol Madison, and seconded by Sarah Collard. Cathy Rahmeyer abstained from Voting. Vote taken, all approved, none opposed.

5. **Discussion Items**

I. Collaborative Applicant

Chair Kristen Schreder discussed starting the Collaborative Applicant process sooner this year to give enough time and be better prepared.

II. Collaboration



Shawonna Flanigan started a discussion with the Executive Board about collaboration. Each Executive Board Member shared how they collaborate in their County. Tena Eisenbeisz shared how the Shasta AT HOME Committee collaborates within Shasta County.

6. Reports

I. City of Redding

Shawonna Flanigan shared HHAP 5 application updates. Cal ICH grants will be transitioning to HCD July 1, 2024. With this transition HHAP 5 applications are also being reviewed by HCD and may delay the application approval.

Tim Danielson with United Way of Northern California shared that the Contract with City of Redding was signed and they will start receiving funds. Tim also shared issues with the HIC Count uploads to the HUD HDX system. They are working with HUD to get these uploads complete.

II. NorCal CoC Members – County Updates

Sarah Collard shared that Siskiyou has their grand opening next month of their No Place Like Home permanent housing (Siskiyou Crossroads).

7. Discussion Items for Next Meeting

8. Adjournment

Motion to adjourn made by Sarah Collard, seconded by Cathy Rahmeyer. Vote taken, all approved, none opposed.

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Next Executive Board Meetings

July 18, 1pm – 3pm

Redding City Hall, Enterprise Conference Room

Homeless Housing, Assistance and Prevention Program- Round 4

Notice of Funding Availability Application

Introduction

The California Interagency Council on Homelessness (Cal ICH) announced the availability of Homeless Housing, Assistance and Prevention (HHAP) Program Round 4 grant funding. HHAP-4 is a \$1 billion grant program authorized by AB 140 (Chapter 111, Statutes of 2021; Health & Safety Code (HSC) § 50216, et seq.), which was signed into law by Governor Gavin Newsom on July 19, 2021. HHAP-4 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. As an eligible applicant for HHAP-4 funds, the NorCal Continuum of Care (CoC) is seeking project applications through this Notice of Funding Availability (NOFA) Process.

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 2022 PIT	Total Allocation	50% of Allocation
Del Norte	25.15%	\$526,033.31	\$263,016.65
Lassen	5.55%	\$116,137.23	\$58,068.615
Modoc	0.65%	\$13,663.20	\$6,831.60
Plumas	7.13%	\$149,156.63	\$74,578.315
Shasta	43.44%	\$908,603.00	\$454,301.50
Sierra	0.60%	\$12,524.60	\$6,262.30
Siskiyou	17.47%	\$365,490.68	\$182,745.33
Total CoC	100%	\$2,091,608.66	\$1,045,804.33

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 joint project are taken out. However only 50% will be initially dispersed by Cal ICH. Receiving the remaining 50% will be contingent on adequate spend down of the funds by May 31, 2025. The remaining 50% of the allocation must be expended by June 30, 2027.

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
- Systems Support

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

Application Process and Instructions

The HHAP Round-4 application was filed by December 11, 2022 by the previous Lead Agency for the NorCal CoC, Shasta County Housing and Community Action Agency. Determinations for these applications will be reached through this Request for Funds Process. Additionally:

- Questions may be submitted via email to 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 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	5/28/2024
Notice of Funding Availability (Exhibit C) due from applicants	7/28/2024
Award Announcement	8/2/2024

Resources/Additional Information

Enabling Statute: [Bill Text - AB-140 Housing. \(ca.gov\)](#)

Cal ICH HHAP Grant Program Homepage: https://www.bcsb.ca.gov/calich/hhap_program.html

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

Exhibit A

HHAP Eligible Use Category	Explanation and Examples
Delivery of permanent housing and innovative housing solutions	<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"> • Acquisition of land, building, etc. • Improvement or renovation of land or building being used as permanent housing. • Maintenance of land or building being used as permanent housing. <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>
Rapid Rehousing	<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"> • Rental subsidies, including to support placement of individuals in CARE Court. • Landlord incentives, such as security deposits, holding fees, funding for needed repairs, and recruitment and relationship management costs. • Move-in expenses. <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>
Prevention and shelter diversion	<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"> • Homelessness prevention through rental assistance, rapid rehousing, and other programs. • Problem-solving and diversion support programs that prevent people at risk of or recently experiencing homelessness from entering unsheltered or sheltered homelessness.
Operating Subsidies Permanent Housing	<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"> • Operating costs for programs such as Home key. • Operating costs for new or existing residential care facilities, funded by the Behavioral Health Continuum Infrastructure Program or the Community Care Expansion

	<p>Program.</p> <ul style="list-style-type: none"> • 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. • 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.
Interim Housing	<p>Eligible Uses should be categorized here when costs support the provision of interim housing.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Acquisition of land, building, etc. • Improvement or renovation of land or building being used as interim housing. • Maintenance of land or building being used as interim housing. • Navigation centers that are low barrier, as defined in Sections 65660 and 65662 of the Government Code. • Motel or hotel vouchers. • 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. • Youth-focused services in interim housing. • Capital funding to build new non-congregate interim housing sites, including for construction, rehabilitation, and capital improvements to convert existing buildings to interim housing.
Improvements to Existing Interim Housing	<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"> • Maintenance of an interim housing facility. • Minor/major rehabilitation or renovation of an interim housing facility. • Minor/major conversion, additions, updates, and/or enhancements that lower barriers and/or increase privacy.
Systems Support	<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"> • Incorporate regional data into housing needs. • Assessments or developing a regional needs assessment. • Collaborate on regional housing strategies. • Pooling resources to support regional housing initiatives.

Exhibit B
Rating and Ranking/Approval Criteria

	Component	Explanation	Maximum Points
1	Experience	<p>Applicant has experience in effectively utilizing federal, state, and local funds.</p> <p>Organization has 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.</p>	10
2	Organizational Capacity	<p>Applicant has the capacity and readiness to deliver the proposed project.</p> <p>Applicant has experience with housing program requirements, including but not limited to HMIS data entry, coordinated entry, and housing first principles.</p>	15
3	Program Design	<p>Provide an overview of the proposed program activities. Including but not limited to:</p> <ul style="list-style-type: none"> • The target population; • Understanding of program requirements • The gaps the project will address and the intended outcomes; • Planned partnerships; • Description of evidence or historical data supporting the efficacy of the proposed program and • Plan for implementation 	20
4	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> <p>Plan for measuring and evaluating the project to determine if it is achieving its goals.</p>	20
5	Funding Plan	<p>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.</p> <p>Plan for measuring and evaluating how funds were used to determine if project is achieving its goals</p>	15

6	Equity	<p>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.</p> <p>Additional actions that your organization will take to serve those with mental and behavioral health issues and criminal justice involvement.</p>	10
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
		Total Points	100

Exhibit C: Notice of Funding Availability Questionnaire
Homeless Housing, Assistance and Prevention Program- Round 4

Legal Name of Applicant Organization:			
Contact Name:	Phone:	Fax:	Email:
Agency UEI Number	County:	Agency Tax ID Number:	Total amount of requested funds:
1) Experience: Provide an overview of your organization and experience effectively utilizing federal, state or local funds. Describe your organization’s experience in providing services or utilizing funding with the goal of preventing, reducing, or ending homelessness for an identified proposed population, and achieving measurable outcomes for the identified populations.			
2) Organizational Capacity: Provide an explanation of your organization’s capacity to deliver the project, including but not limited to, an explanation of the staffing structure, existing resources that will be leveraged, and understanding and participation with HMIS data entry, coordinated entry, and implementation of housing first principles.			

3) Program Design: Provide an overview of the proposed program activities. Including but not limited to:

- The target population;
- Understanding of program requirements
- The gaps the project will address and the intended outcomes;
- Planned partnerships;
- Description of evidence or historical data supporting the efficacy of the proposed program and
- Plan for implementation

4) Impact and Effectiveness: Describe the goals and outlined in the Local Homeless Action Plan and clearly articulate the intended outcomes of the project on the community and populations of interest.
Include plan for measuring and evaluating the project to determine if it is achieving its goals.
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.
The project describes planned partnerships or leveraging funds that will maximum the outcomes.

5.a) Funding Plans: Budget Table. Complete the table below with the requested funding, and the desired eligible use categories. Note: Identify what percentage of funds will be utilized toward youth set aside activities.	
Eligible Use Category	Amount
Delivery of Permanent Housing	\$
Delivery of Permanent Housing - Youth	\$
Rapid Rehousing	\$
Rapid Rehousing - Youth	\$
Prevention and Shelter Diversion	\$
Prevention and Shelter Diversion - Youth	\$
Operating Subsidies – Permanent housing	\$
Operating Subsidies – Permanent housing – Youth	\$
Operation Subsidies – Interim Housing	\$
Operation Subsidies – Interim Housing - Youth	\$
Improvement to Existing Interim Housing	\$
Improvement to Existing Interim Housing - Youth	\$
Street Outreach	\$
Street Outreach - Youth	\$
Systems Support	\$
Systems Support - Youth	\$
Total	\$
5.b) Funding Plans: Budget Narrative. Explain in detail how your 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. Plan for measuring and evaluating how funds were used to determine if project is achieving its goals	

6) Equity: Describe 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. Also describe any additional actions that your organization will take to serve those with mental and behavioral health issues and criminal justice involvement.

7) System Improvements: Describe any specific and quantifiable system 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.

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=

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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June 20, 2024

U.S. Department of Housing and Urban Development
San Francisco Regional office
One Sansome Street, Suite 1200
San Francisco, CA 94101-4430

Dear U.S. Department of Housing and Urban Development:

This Letter of Intent is to inform you that CA-516, the NorCal Continuum of Care Executive Board is in support of the transfer of the 2023 Partners II Program, award number CA1041L9T162313, from Shasta County to Shasta Community Health Center for the performance period of October 1, 2024 to September 30, 2025.

Sincerely,

Kristen Schreder
NorCal Continuum of Care
Executive Board Chair