NorCal Continuum of Care ™

Executive Board Special Meeting
August 22, 2024
1:00 pm to 3:00 pm
777 Cypress Ave. Enterprise Conference Room
Redding, CA 96001

8/22 – Enterprise Conference Room

Join Zoom Meeting
https://us06web.zoom.us/j/82953471212?pwd=4KchLhjDIMITStfboaaTGcoMWqQMcu.1
Meeting ID: 829 5347 1212
Passcode: 578453

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 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 requesting each Advisory Board add to their September meeting agenda a discussion about the structure of the NorCal CoC using the Structure Discussion questions provided by the Executive Board.**
   Requesting each Advisory Board discuss the current structure of the seven-county CoC, during their September Advisory Board meeting. The notes from the discussion are to be provided back to the Executive Board no later than 9/30/2024.
   Attachment A – NorCal CoC Structure Discussion
   II. **Approve HMIS data sharing with Partnership Health Plan.**
   Executive Board to review and approve an HMIS data sharing option with Partnership Health Plan, examples outlined below. Partnership has said that this information is not mandated by the state, but is what they would like to see in order to identify any overlapping CoC clients and Partnership clients. There may be potential funding reductions if all the information isn't shared. The information requested is permissible by NorCal CoC's HMIS privacy policy, but it is not mandatory. Therefore, NorCal CoC Executive Board approval to release the information is needed.
      1. Share all the requested information for all clients CoC wide.
      2. Share only the requested information for HHIP project clients.
      3. Share the requested information for clients that identify having Medicaid (Partnership in our area) CoC wide.
   III. **Approve FY 2024 NOFA for HUD Continuum of Care Funding.**
   Executive Board to review and approve FY 2024 NOFA, including the Rating and Ranking and Cover Sheet for HUD Continuum of Care Funding as written with the ability to amend once the publication of the 2024 Annual Renewal Demand (ARD) is released.
   Attachment B – 2024 NOFA for HUD Continuum of Care Funding
   IV. **Approve Siskiyou County Advisory Board nomination of Dr. Sara Collard as the alternate Executive Board Member.**
   Attachment C – Siskiyou County Advisory Board Nomination Letter

4. **Discussion Items**
   I. Governance Charter
   II. HMIS Committee
   III. Collaborative Applicant

5. **Reports**
   I. City of Redding

    II.   UWNC

   III.   PIT Administrator

   IV.   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
September 19, 2024 1pm – 3pm
Redding City Hall, Enterprise Conference Room

NorCal CoC Structure Discussion

The CoC Program is designed to promote community-wide planning and strategic use of resources to address homelessness. The CoC program goals are to:

- Improve coordination and integration with mainstream resources and other programs targeted to people experiencing homelessness;

- Improve data collection and performance measurement;

- Allow each community to tailor its programs to the strengths and challenges in assisting homeless individuals and families within that community.

With the current and future funding opportunities for CoC's, it is time to take a look at the structure of the NorCal CoC. With new funding requirements, reporting structures, and compliance, it is increasingly difficult to support a large, diverse seven-county CoC to truly meet the needs of each individual community.

Please review the following questions and discuss with each Advisory Board. Please provide feedback to NorCal Executive Board no later than 9/30/2024 to norcalcoc@cityofredding.org.

1. The NorCal CoC is a large seven-county geographic region. Do you feel the unique needs of your community are being met with the current structure?
   a. If so, how?

   b. If not, how could it improve?

2. The NorCal CoC currently allocates funding based on the PIT/HIC counts. How do you feel about this allocation structure?

3. Do you feel that a smaller region or single county CoC would improve available funding for your community?

4. What questions do you have about a smaller region or single county CoC?
   a. Administrative questions?

   b. Funding questions?

   c. HMIS System Administration questions?

5. How do you feel the seven-county NorCal CoC has made an impact on reducing homelessness in your community?

777 Cypress Ave.
Redding, CA 96001
(530) 225-4299
norcalcoc@cityofredding.org

Date: August 19, 2024
To: NorCal Continuum of Care Partners (CA-516)
From: Shawnna Flannigan, Continuum of Care Coordinator, City of Redding
Re: 2024 NOFA for HUD Continuum of Care Funding
_____

Background: The Continuum of Care (CoC) Program is designed to promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State, local governments, Indian Tribes and public housing agencies and under certain circumstances faith-based organizations to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.

2024 CoC Competition NOFA: The HUD Continuum of Care (CoC) Notice of Funding Availability (NOFA) for federal fiscal year 2024 was released on July 31, 2024. NorCal CoC funding applicants are eligible through a local Request for Proposals (RFP) for a combined total of approximately $382,631 for New and Renewing 2024 Continuum of Care projects. The following funds have been made available to the NorCal CoC per the Annual Renewal Demand and PPRN Report.

➤ A total of **$355,847** will be dedicated to 2024 eligible renewing projects which is the net amount of the CoC's Annual Renewal Demand of $382,631 less a 10% amount that HUD anticipates Continuum's will place in a lower performing ranked tier

➤ A total of **$131,977** **in DV bonus funding** is competitively available for projects serving victims of domestic violence. Applicant does not need to be a dedicated DV provider but must provide direct service to survivors of domestic violence, dating violence, sexual assault, or stalking.

Local application information for both New and Renewing projects is linked at the bottom of this Request for Proposals on page 10.

Prospective applicants should review the HUD Continuum of Care 2024 NOFO which can be accessed at this link.

Please also review the provisions of the NorCal CoC local RFP in full, noting applicable mandatory local and final deadlines listed on page 9 of this Notice.

Contents

Submission Timeline & Local Deadlines

On July 31, 2024, the U.S. Department of Housing and Urban Development (HUD) issued the Continuum of Care (CoC) Notice of Funding Opportunity (NOFO) for 2024 Continuum of Care Funds. In the annual Continuum of Care competition, all applications are submitted as a single Consolidated Application, thus, both local and final submission deadlines are observed.

The local submission date for projects review is **September 19, 2024**. The 2024 Continuum of Care Application Detailed Timeline (see Resources section) ensures the Collaborative Application is complete and ready for submission by the final submission deadline of **October 30, 2024 8pm Eastern.**

Based on a final Annual Renewal Demand (ARD) statement by HUD which details the allocation amounts for CA-516. Project applicants are eligible for a combined total of approximately $131,977 for CoC Renewing Projects and x$$$ for a Domestic Violence Bonus project. The total of up to $382,361 slated by HUD for local ARD puts with 10% of the total project amounts being considered at-risk.

The following funds are available for New and Renewing CoC funded projects:
- New and/or Renewing projects must meet eligibility threshold requirements apply for the following CoC funded project categories:
  - PH-Permanent Supportive Housing (PSH)
  - PH-Rapid ReHousing (RRH that is CoC funded)
  - Joint Transitional and Rapid ReHousing (Joint TH-RRH)
  - Homeless Management Information System (HMIS)
  - Coordinated Entry Supportive Services Only (CE-SSO)

• DV Bonus - a total of $131,977 in Domestic Violence (DV) bonus funding is competitively available for projects serving victims of domestic violence.

• Reallocation Funding - total of $355,847 may be considered by the Continuum of Care for reallocated funding, but is comprised of Coordinated Entry, HMIS and a Permanent Supportive Housing project currently being transferred by the CoC to a new Operator.

Other Funding Types – The federal NOFO covers additional approaches for local funding including Expansion, Transition and Consolidated Grants. None of these application approaches are anticipated to be executed at the current time.

Note: Organizations not previously receiving funding from the CA-516 Continuum of Care are encouraged to apply

All completed project applications along with a CoC Executive Board approved funding priority (both DV Bonus and Renewals) must be submitted via e-Snaps no later than 8:00 p.m., Eastern Standard Time on Friday, October 30, 2024

Eligible Applicants

Eligible Project Applicants may include nonprofit organizations, states, local governments, Instrumentalities of the State and local governments, Public Housing Agencies, Indian Tribes and Tribally Designated Housing Authorities (TDHE's). Faith-based organizations may apply the same as another organization subject to certain protections and requirements detailed in the CoC NOFO page 34.

Mandatory threshold requirements additional information for all applicants can be located on page 13 of the CoC 2024 NOFO FAQ's.

As of the date of this RFP, we anticipate the following funding levels in each tier, however HUD reserves the right to modify the amounts.

Total HUD Calculated NorCal CoC Preliminary Pro Rata Need (PPRN)	$1,319,766
Annual Renewal Demand for CA-516 (ARD)	$382,631
Anticipated Tier 1 funding (ARD minus 10%)	$355,847
Anticipated Tier 2 funding (10% of ARD)	$26,784
DV Bonus Projects	$131,977
YHDP	$0
Other Bonus maybe?	$92,384
Total potential CA-5156 funding (DV Bonus and Tier 1 Renewals)	**$514,608**

Threshold Eligibility Requirements

Threshold requirements encompass basic applicant eligibility, adherence to HUD NOFO Rules and Regulations and rules affecting local application evaluation found on pages of the federal NOFA. Applicants must complete the Threshold Requirements document as part of the application process. A summary list of Eligibility Requirements is located on page 36 of the federal NOFO, along with a link to access a full description of each requirement here.

Project Type Descriptions

➢ **Permanent Supportive Housing -** Permanent Supportive Housing (PSH) is community housing without a time limit for staying. It is only for individuals with disabilities or families with at least one member who has a disability. Support services must be provided to meet the needs of those in the program.

➢ **Rapid Rehousing** (PH-RRH) rapidly connects families and individuals experiencing homelessness to permanent housing through a tailored package of assistance that may include the use of time-limited financial assistance and targeted supportive services. There are basic differences between RRH funded under ESG and CoC. Please access this document to understand the differences.

➢ **Joint Transitional Housing and Permanent Housing Rapid Rehousing** (Joint TH/PH-RRH) component projects which include transitional housing and permanent housing-rapid rehousing in a single project , including domestic violence. Applicants must be able to provide both project type components, adopt and operate according to a Housing First approach and must participate in

Coordinated Entry according to local CES policy. Scoring elements for the Joint TH-RRH projects start on p. 31 of the NOFO. Eligible costs are limited to categories listed on page 18 of the NOFO and applicants should further review the NOFO Frequently Asked Questions to ensure operation of the project type. Joint TH-RRH projects serving 100% chronically homeless will be given priority. Ask during webinar?

➤ **Supportive Services Only** (SSO-CE) – to implement policies, procedures, and practices that equip the CoC's Coordinated Entry to better meet the needs of people experiencing homelessness including policy and procedure implementation that are trauma-informed, client-centered or to better coordinate referrals between the CoC's coordinated entry and victim service providers coordinated entry systems where they are different)

DV Bonus Projects

Projects in the DV Bonus category must serve individuals and families of persons experiencing trauma or lack of safety related resources related to fleeing or attempting to flee domestic violence, date violence, sexual assault and stalking who qualify as homeless under the paragraphs (1) or (4) of the homeless definition found at 24 CFR 578.3. Additional information may be found throughout the NOFO starting on page 30 and recipients of DV Bonus Projects must enter data into a comparable not in the CoC's designated HMIS. Links to information about VSP Comparable Databases are located on in the Resources Section of this RFP.

In 2024 Domestic Violence (DV) Bonus funding is available in the amount of $131,977 for one or more projects that meet the project criteria. DV projects will be scored separately from renewal projects in the rating and ranking process. HUD will review submitted DV Bonus Projects and potentially consider them as standalone during the selection process if the project seems feasible on its own and is able to pass project eligibility threshold requirements.

The project type is dedicated to and must serve 100% of survivors of domestic violence, dating violence, sexual assault or stalking who qualify under the definition of homelessness at 24 CFR 578.3 or Section 103(b) of the McKinney Vento Homeless Assistance Act, however the project may not exclusively serve people fleeing or attempting to flee human trafficking.

Match

Statutory provisions of the McKinney-Vento Homeless Assistance Act require recipients of CoC program funds to match a portion of the CoC funds the receive for all budget categories except the leasing Budget Line Item (BLI). Match is the 'non-federal' share of costs the recipient is required to contribute to accomplish the purpose of the grant.

Match amount must be 25% of the budget line items or BLI (not including leasing costs) and can be in the form of program income, ESG funds and either cash or in-kind. A detailed breakout of Match FAQ's is listed starting on page 50 of the FAQ's dated August 1, 2024.

HUD Funding Process - Tier 1 Funding

CoC completive funding works through a local prioritization process that is submitted to HUD prior to HUD review of competitive elements. Continuums of Care are responsible for prioritizing projects and placing all submitted projects into <u>one of two priority</u> tiers. Projects placed in Tier 1

will be funded first, from HUD's FY2024 allocation of $3.1 billion dollars. Projects placed in Tier 1, are virtually guaranteed funding, assuming they pass threshold reviews by HUD.

For the 2024 competition, HUD has determined that Tier 1 funding will be equal to the Annual Renewal Demand minus 10%, or $355,847. The remaining 10% must be prioritized into a second tier, which will be funded on a nationally competitive basis. Technical information about the CoC award tiering system may be located starting on page 28 of the federal NOFO.

HUD Funding Process - Tier 2 Funding

The 2024 NOFA requires that the CoC put 10% of existing funding to be at risk in a second tier. Tier 2 projects will be funded on a nationally competitive basis. The CoC must place one or more projects (either fully or partially) funded into a Tier 2 status. At this time, no CoC Projects have been recommended for elimination or reduced funding; however, $26,784 (10% of the total Annual Renewal Demand) must be placed into Tier 2 from existing projects (excluding mandated projects such as Coordinated Entry and HMIS).

New Projects

Only New Projects created through project Reallocation may be placed into the Tier 1 category, all other new projects will be considered through Tier 2 and the HUD competitive review process. Applicants considering submission of a new project should review the tiering and federal scoring process starting on page 29 of the federal NOFA.

Renewal Projects

Per HUD guidance, **renewal projects will be assigned a priority number** based on the results of project evaluations conducted by a non-conflicted Rating and Ranking Committee. The highest performing/highest need projects will be placed at the top of the project listing, and the lowest performing/lowest need projects will be placed at the bottom of the list. Renewal projects supporting the required system infrastructure, such as HMIS and Coordinated Entry Intake renewals will be prioritized into Tier 1.

In this funding cycle, both new and renewal project applicants may claim up to 10% of the CoC total project budget, for administrative expense. The 10% includes federally approved Indirect Costs so there is a total of 10 **A chart showing summary projects for all NorCal CoC renewals is included as Schedule 2.**

Expansion Projects

The Expansion process may be used by eligible renewal project applicants to add funds to an existing CoC Renewal, DV Renewal or YHDP Renewal project to expand its current operations either through reallocation, DV Bonus or a CoC Bonus project application.

Project applicants may expand their current project by adding units, beds, persons served, services provided to existing program participants, or in the case of HMIS, increase the current HMIS activities within the CoC's geographic area.

Applications to expand YHDP Renewal projects through the YHDP Replacement process can only be funded with funding reallocated from another YHDP Renewal project. For more information on expansion applications see section III.B.4.a(6) of this NOFO.

Applicant Information and Office Hours Support

A **Mandatory Bidder's Conference for CoC Applicants (both New and Renewing)** will be held virtually **Wednesday, August 25, 2023 from 1:00 – 2:30 pm.** The Bidder's Conference will address Continuum of Care funding priorities, eligibility and options for applying for available funds.

Use the following information to log in:

CA-516 Continuum of Care Application Bidder's Information Session
Aug 26, 2023, 10:00 – 11:30 AM (America/Los Angeles)
Shawnna please insert virtual link

Additional Office Hours For Application Support
Thursday Aug 29, 2024   10 to 11am   to come from Redding
Wednesday Sept 4, 2024 10 to 11am   to come from Redding
Friday Sept 6, 2024   10 to 11am   to come from Redding

eSnaps Information

The [electronic Continuum of Care (CoC) Program Application and Grants Management System](#) used by HUD's Office of Special Needs Assistance Programs (SNAPS) used to support the CoC program funding application and grants award process for the CoC Program. Applicants will be assisted to obtain their eSnaps profile and account access for application submission.

Local Submission Deadline

All projects (renewing or new) must be submitted in eSnaps **by Monday, September 16, 2024** 5:00 pm PST. This will enable a full week to conduct technical reviews and obtain other needed materials prior to the applications being rated and ranked by a non-conflicted Rating and Ranking Committee.

Materials to be Submitted to the CoC

In addition to the e-Snaps submission, agencies must also submit the following documents:
* Applicants most recent fiscal audit, with accompanying management letter (if applicable)
* Confirmation from their agency's Board of Directors approving application submission
* Organizational Chart
* List of three current funder references with complete contact information

Agencies new to the CoC funding process may submit the materials and the Eligibility Threshold document to the Shawnna Flanigan, City of Redding sflanigan@cityofredding.org by **Friday September 6, 2023 3:00 pm pdt.** Applicants may deliver required electronic documents on a flash drive by the same deadline to: 777 Cypress Avenue, Redding, CA 96001. Eligibility Threshold documents must be completed for each application submitted, the other materials such as fiscal audit, Board of Directors confirmation, organizational chart and funder references may be one set per applicant agency.

Project Scoring include score tool

As of the date of the local RFP, the scoring schema for local Renewal and New projects will be organized into the following areas and local points will total 100.

- Project Performance: - 30 points
- High Needs Populations Served – 20 points
- Equity Factors – 13 points
- Housing First – 5 points
- Local Collaborations – 5 points
- Contract Administration – 6 points
- Other Item including Project Capacity & Experience – 21 points

Local scoring frameworks (and processes) are submitted and reviewed by HUD. Should there be applicants for the DV Bonus, a slightly revised scoring framework will be used, however DV Bonus project applications will receive a final ranking with all other projects to obtain a single Priority Listing.

HUD has its own scoring process that covers the CoC Application starting on page 81 of the NOFO. Applicants are encouraged to review those scoring points and descriptions as well as the local scoring framework. A sample of the local scoring elements is attached to this RFP.

Renewal Project Rating & Ranking

Projects will be scored by a non-conflicted, impartial CoC Rating and Ranking Committee on September 6, 2023. The Committee's recommendation will be brought to a special meeting of the CoC Executive Board for final approval on September 11, 2023.

All renewal projects will be rated and ranked using prior contract year performance information, the advancement of racial equity factors and contract compliance. New project submissions will be rated using a local form designed off the CoC Rating and Ranking Tool v.7.

Project ranking will be forwarded via email to all applicants and posted publicly by **Tuesday, October 1, 2024**.

Appeals

Due to necessary technical review, rating and ranking, and approval by the CoC Executive Board, selection of projects to be included in the CA-516 Consolidated application will be considered **final**.

If however, applicants deem that they've made attempts to participate in the CoC planning or competitive process and believe they were denied the right to participate in a reasonable manner, they may access information on page 121 of the NOFO about different types of appeals.

If HUD finds that the solo applicant was not permitted to participate in the Continuum of Care process in a reasonable manner, then HUD may award the grant to that solo applicant and may direct the CoC to take remedial steps to ensure reasonable participation in the future. HUD may also reduce the consolidated award to CA-516.

Technical Assistance

A mandatory Technical Assistance Session covering the basics of the HUD NOFO is scheduled for August 26, 2024. **All applicants should access SAM registration to obtain a Unique Identifier prior to the August 26th session**. See Recommended Steps section, for UEI and SAM web links in Recommended Steps To Apply.

The session is designed to improve the quality of the CA-516 CoC submission as a whole. Those with e-Snaps experience are encouraged to assist newer applicants in this collaborative application, either through the technical assistance session or via one-on-one help from the CoC Coordinator.

Additional virtual office hours are being offered to answer questions and provide guidance for completion of all applications.

Questions

Questions about the NOFO or Application process may be directed to the following individuals:
Shawnna Flanigan
Associate Project Coordinator
City of Redding Housing Department 530.225.4299
777 Cypress Ave. Redding, CA 96001
sflanigan@cityofredding.org
www.cityofredding.org

Recommended Steps To Start the Application Process

Potential applicants are urged to take the following steps as soon as possible:
1. Obtain a Unique Entity Identifier (UEI) online at https://sam.directory/register (you'll need this for the application)
2. Obtain a Unique Entity ID https://sam.gov/content/duns-uei
3. Register for System for Award Management (SAM) at https://sam.gov/SAM/pages/public/loginFAQ.jsf
4. Set up an individual user profile on the e-Snaps electronic application site, https://esnaps.hud.gov/grantium/frontoffice.jsf. E-snaps guidance is located at https://www.hudexchange.info/programs/e-snaps/.
5. If there have been changes to the project's Authorized Representative since your last application, please see the Authorized Representative Resource at https://www.hudexchange.info/resource/2906/instructions-for-updating-coc-project-applicant-authorized-representative/
6. Once you have obtained the UEI number and a login to eSnaps set your organization up on the e-Snaps site on the Applicants tab.

Schedule 1 – Detailed Timeline for 2024 Local NOFA

Date	Action
August 13	HUD NOFO Information Webinar 1:30 pm pacific time

August 22	NorCal Executive Board Update and NOFO language
August 26	CA-516 Local NOFA Release
August 29	**Mandatory Technical Assistance (all applicants)** – 10-11:30am pacific
September 6	Minimal Threshold Statements and Additional Materials submitted to the City of Redding 5pm close of business
Sept 4, 11 & 16	Virtual Office Hours (Optional – three opportunities) 10-11:00am (see links) Not for Shawnna
September 20	New, Renewal and Bonus Submissions due in e-Snaps for review
September 25	New applicant additional materials due by 3 pm (potential based on review)
September 25 – Sept 27	Technical review/corrections, priority ranking & Consolidated Plan certifications
October 4	Rating and Ranking Committee Review
October 5	Rating/Ranking Results sent to applicants
October 7	Appeals Due (if applicable)
October 17	Rating and ranking results review by CoC Executive Board for approval
October 22	Public notification of Rating/Ranking results posted
October 25	Publication of CoC approved Consolidated Application
October 28	**Final Consolidated and Project Applications Submission in e-Snaps (Final HUD date is October 30th)**

Schedule 2 – Project Renewals Chart

Applicant and Project Information						
Applicant Name	**Project Name**	**Grant Number**	**Expiration Year**	**Project Component**	**Total Units**	**Total ARA**
Shasta Community Health Center	Partners in Housing II 2023	CA1041L9T162313	2025	PH	20	$306,194
United Way of Northern California	HMIS Renewal Project 2023	CA1574L9T162307	2025	HMIS	0	$30,000
United Way of Northern California	Coordinated Entry Renewal Proje	CA1767L9T162305	2025	SSO	0	$61,809

Resources

- **FY2024 Continuum of Care NOFO containing policy and priority directions**
- **FY 2024 CoC Application Detailed Instructions for Collaborative Applicants**
- **Renewal Project Detailed Instructions**
- **New Project Detailed Instructions**
- **2024 Project Funding FAQ's** (note this is an extremely information rich document and should be reviewed thoroughly)
- **CoC Project Required Match** and **CoC Funding Ineligible Match Requirements**
- **A series of useful tutorials on the e-Snaps electronic submission system are at: https://www.hudexchange.info/programs/e-snaps/**

Additional Resources
- **Notice on Prioritizing Persons Experience Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status**
- **ALL IN: The Federal Strategic Plan to Prevent and End Homelessness**: **https://www.usich.gov/All In The Federal Strategic Plan to Prevent and End Ho melessness.pdf**
- Applicants applying for DV Bonus Funds **HMIS Comparable Databases**

CA-516 Project Rating Analysis

For presentation to the Rating/Ranking Committee
July 22, 2024 Meeting Date DV Bonus Only

Applicant Information	Agency Name
DV Bonus Project Name	
Component Being Applied For	
Household Type	

	Summary Totals	Percent	Proposal Summary
Total Score (From bottom up)	*100*		0
Project Performance Total	39	39%	0
High Needs Populations Served	6	6%	0
Housing First	10	10%	
Equity Factors	16	16%	0
Local Collaborations	10	10%	0
Contract Administration	13	13%	0
Other Items	6	6%	0

Threshold and Program	Points Possible		Proposal Score
Amount Requested	$ 175,000.00		
Number Anticipcated To Be Served	20		n/a
Cost Per Household	$ 8,750		
Application Complete	4		
Applicant is an active CoC Particpant	5		
Project Seems Financially Feasible	5		
Bed Ratio is 1 TH to 2 RRH Beds (f applicable)	5		
Applicant Follows Emergency Transfer Plan	8		
Inclusion of Victim Centered-Centered Practices	6		
onstration of plan to incude survivors with lived experience of being a victim	6		
Project Services High Needs Populations	6		
Housing First Practice	10		

Equity Factors (Section Total 20 points)

Agency has diverse Leadership, Governance and Policies	5		
Collaboration with Coordinated Entry	6		
Training/Experience of Project Staff working with diverse populations	5		

Local/State Collaborations

ram Collaborates with the California Partnership to End Domestic Violence	4		
SOAR Certification Client Assistance	2		
Justice Partners	1		
Coordination w/ Health Care Providers	1		
Supplemental Trainings for Service Providers	1		
Supporting volunteering, community engagement, and employment services	1		

Contract Administration

Agency Has Suitable Financial Tracking System	4		
Agency Has Experience Managing Government Contracts	4		
Acceptable Organizational Audit/Financial Review	5		

Other Items

Change Management & Institutionalization of Knowledge: Procedures are in place to ensure transmission of program and grants management knowledge when staff changes take place	4		
Data-informed program research; use ofagency or local CoC data to guide program development & delivery. Use of documented best practices; outcomes information is used as an indicator of how well the project is accomplishing stated goals	2		

CA-516 Project Rating Analysis

For presentation to the Rating/Ranking Committee
July 22, 2024 Meeting Date

	Applicant Name	Agency Name		
Renewal Project Name		Renewing Project Title		
Contract Number		**?**		**CA1041L9T162212**
APR Operating Year End Date		10/01/23-09/30/24		10/01/23 - 09/30/24
APR Term Reviewed		10/01/22-09/30/23		10/01/21-09/30/22
Component Type		**PH-PSH**		**PH-PSH**
22/23 Award Amount		$ 306,194		$ 290,822
22/23 Award Match		$ 74,181		$ 74,181
Total Contract Amount (Including Match)		$ 380,375		$ 365,003
Total Spend Down at July 15, 2024		$ -		$ 39,328
Percent Spent Down this APR year (not including Match)		0%		14%

	Points Possible		Score	Percent of Total	Points Possible	Score	Percent of Total
Total Score (From bottom up)	*100*		24.5	25%	*100*	0	0%
Project Performance Total	30		8.5		28	0	
High Needs Populations Served	20		15.5		0	0	
Equity Factors	13		0		13	0	
Housing First Adherence	5		0		5	0	
Local Collaborations	5		0		5	0	
Contract Administration	6		0.5		6	0	
Other Items	21		0		21	0	

Project Performance Categories (Section total 30 points)	Points Possible	APR Data	Score	Points Possible	APR Data	Score
Contracted Beds Count		20			20	
Number Served	3	20	3	3	19	3
Utilization Rate (Annual per APR)		100%			95%	
Q5a Total Served		20			19	
Q5a Adults Served		20			19	
Q5a Stayers	Data Only	14		Data Only	11	
Q5a Leavers		6			8	
1a. PSH Housing Outcome: % of leavers and stayers stably housed at year/end (SPM)		70%			58%	
Q23c Positive Exits (show this chart)	6	1	2	4	0	0
Percent Exited to Stable Housing		17%			0%	

Cost Per PSH Housing Outcome

Cost per PSH Outcome (Stable Housing) (Calc)	3	$ 25,358	2		$ 33,182	0
Q22c - Length of Time Date Homeless Started to Housing Move In Date	3	5 enrollments moved into housing: 1 - (181-365 days) 1 - (366 to 730 days) 3 - (731 days or more)	1		4 enrollments moved into housing: 2 - (31-60 days) 1 - (61-90 days) 1 - (91-180 days)	0
Q22c - Persons Moved into Housing Total	2	Not Yet Moved In = 12 Data Not Collected = 3	0.5	8	Exited w/o a Move-In = 7	0
Percent Increased Income from Employment						
Q19a1+2 Earned Inc. Retained & Increased	3	Q19a1 & 2 shows zero's in Percent who Accomplished this Measure	0	3	Q19a1 & 2 shows zero's in Percent who Accomplished this Measure	0
Q19b 1+2 Earned Inc. Did Not Have & Gained	3			3		
Mainstream Resources at Project Exit		Q20a & b indicates 100% of leavers exited with Non-Cash Benefits while only 75% of client enrollments came in with Non-Cash				
Q20b2 1+ Benefits Increased for Leavers	3			3	Q20a & b indicates that virtually all who exited did so with the same Non-Cash Benefit	
Q20b2 1+ Health Insurance Increased for Leavers	4		0	4		0

High Needs Populations (Section Total 20 points)

Chronically Homeless Served (Q5a)	5	15/20 or 75% assessed as chronically homeless at project entry	4		14/19 or 74% assessed as chronically homeless at project entry	0
Unsheltered Prior to Entry (Q15 Living Situation)	5	18/20 or 90% entered the project from homelessness, being institutionalized or other temporary situations	4.5		16/19 or 84% entered the project from homelessness, being institutionalized or other temporary situations	0
Disability with Mental Health Disorder (Q13a.1)	5	19/21 or 95% assessed with a mental health condition at project entry	5		11/19 or 57 % assessed with a mental health condition at project entry	0
Aging Homeless Persons (Q11)	5	8/20 or 40% of clients were aged 55 or older	2		9/19 or 47% of clients were aged 55 or older	0

Equity Factors (Section Total 20 points)

Agency Leadership, Governance and Policies	4	0			0
Collaboration with Coordinated Entry	4	0			0

Housing First Practice (Checklist and application Narrative)	**5**	0		0

Local Collaborations

Justice Partners	**1**	0	tbd	0
SOAR Certification Client Assistance	**1**	0		0
Coordination w/ Health Care Providers	**1**	0		0
Supplemental Trainings for Service Providers	**1**	0		0
Supporting volunteering, community engagement, and employment services	**1**	0		0

Contract Administration

Financial/Audit: process, timeliness; findings/management letter, overall fiscal health	**2**	0	0
Accuracy & timeliness of reporting	**2**	0	0
Spend-down/match- (row 6 total expended on APR including match/total HUD award plus match)	**2**	0.5	0

Other Items

Application Narrative	**4**	0	0
Project Readiness	**4**	0	0
Change Management & Institutionalization of Knowledge: Procedures are in place to ensure transmission of program and grants management knowledge when staff changes take place	**3**	0	0
Client/Lived Expertise Structure & Feedback Process	**4**	0	0
Data-informed program research; use of HMIS & other local data to guide program development & delivery. Use of documented best practices; outcomes information is used as an indicator of how well the project is accomplishing stated goals (5 max)	**3**	0	0
HMIS Data Quality, timeliness and coverage of data elements in the system (APR) 6c This factor considers data collection on the reqruied Annual Assessment since this is a PSH project	**3**	0	0

Race/Ethnicity Enrollment Data 2022-23 (Q12)	2022-23 Partners Housing II		APR Group or All Projects (Comparison 22-23)	
American Indian, Alaska Native, or Indigenous (HUD)	3	15%	254	4%
White (HUD)	15	75%	3,673	64%
Hispanic/Latino	0	0%	83	1%
Black, African American, or African (HUD)	0	0%	164	3%
Asian or Asian American (HUD)	0	0%	42	1%
Mixed and Other Race	2	10%	1,397	24%
Native Hawaiian or Pacific Islander (HUD)	0	0%	28	0%
Missing Data Values	0	0%	0	0%
Client Doesn't Know	0	0%	88	2%
Client refused (HUD)	0	0%	103	2%
	20	100%	5,729	100%
			-	0

Race/Ethnicity Enrollment Data 2021-22 (Q12)	2022-23 Partners Housing II		APR Group or All Projects (Comparison 21-22)	
American Indian, Alaska Native, or Indigenous (HUD)	1	5%	157	4%
White (HUD)	16	80%	2,966	66%
Black, African American, or African (HUD)	0	0%	129	3%
Hispanic/Latino	0	0%	46	1%
Asian or Asian American (HUD)	0	0%	30	1%
Mixed and Other Race	2	10%	1,044	23%
Native Hawaiian or Pacific Islander (HUD)	0	0%	20	0%
Missing Data Values	0	0%	0	0%
Client Doesn't Know	0	0%	79	2%
Client refused (HUD)	0	0%	61	1%
	19	95%	4,471	101%

FY 2024 NorCal Continuum of Care
CA-516
CoC Funding Project Application Cover Sheet
(Complete one for each CoC Project being applied for)

Project Name: _____

Applicant: _____

Primary Contact: _____ Phone: _____

Primary Email Address: _____

Alternate Contact: _____ Phone: _____

Alternate Email Address: _____

Project Will Utilize Subrecipients: No_____ Yes _____

Sub-recipient(s): (If applicable) _____

Requested Funding Amount: $_____

Project Type being applied for (check one)
☐ New Project
☐ New DV Bonus Project
☐ Renewal Project

Project Component (check one)
☐ Permanent Supportive Housing
☐ Rapid Rehousing
☐ Transitional Housing
☐ Joint Transitional Housing and PH/Rapid Re-Housing
☐ Supportive Services Only - CES

Funding Purpose (check one)
☐ Tenant-based rental assistance
☐ Sponsor-based rental assistance
☐ Project-based rental assistance
☐ Leasing costs
☐ Operational costs (case management etc)

Optional Funding Purpose (check one if applicable)
☐ New construction
☐ Acquisition
☐ Rehabilitation

Counties To Serve (check all that apply)
☐ Del Norte
☐ Lassen
☐ Modoc
☐ Plumas
☐ Sierra
☐ Siskiyou
☐ Shasta

APPLICANT ELIGIBILITY THRESHOLD (PASS/FAIL)

Applicants must qualify (pass) under these eligibility requirements in order for their application to be reviewed and ranked in the competition. Applicants deemed to fail these threshold eligibility requirements will not be reviewed and ranked in the competition. Applicants are encouraged to review pages 35-36 of the *NOFO (Section III.B.1 and 2).*

Applicant Eligibility Threshold
A. Applicant must have a Data Universal Numbering System (DUNS) number and an active registration in the System for Award Management (SAM). Check all appropriate boxes: ☐ Current DUNS number _____ ☐ Applying for a DUNS number ☐ SAM UEI entity identifier _____ ☐ Registering in SAM (currently)
B. Applicant must be a non-profit organization, state, local government or public agency, public housing agency, Indian Tribe, or Tribally Designated Housing Agency. Check the box that describes your agency: ☐ Non profit organization ☐ State local government or public agency ☐ Public housing agency ☐ Indian Tribe ☐ Tribally Designated Housing Agency

C. Projects Commitments
  1. If awarded the proposed grant, how many months after being awarded would work begin for this project, including rental assistance if applicable? _____ Months (New Project Only)
  2. Applicant is a Drug Free Workplace (Initials _____)
  3. Applicant does not participate in federal lobbying activities in connection with the CoC program (Initials _____)
  4. Applicant does not have outstanding delinquent federal debt or judgments (Initials _____)
  5. Applicant is not debarred or suspended from doing business with the federal government (Initials _____)
  6. Applicant adheres to Fair Housing and Equal Opportunity Act (Initials _____)
  7. Attach proof of non-profit or public agency
  8. Attach a description of your financial and management capacity and experience to carry out the project
  9. Attach your organization's most recent audited financials
  10. Attach a description of your experience successfully administering similar projects, and include a list of all your organization's federally funded projects

D. Match
 	
  1. Match Sources and Estimated Amounts
 	
      _____ $_____
      _____ $_____
      _____ $ _____
      _____ $ _____
      _____ $ _____

E. Indirect Costs
1. Percent of indirect cost _____ % (cannot exceed 10%)
2. Attach federal negotiated Indirect Cost Rate Proposal (if applicable)
3. n/a
F. Statutory Requirements
The administrating agency and proposed project meet all statutory and regulatory requirements in 24 CFR part 578 (Initials)_____
H. Project Applicants must participate in the local Homeless Management Information System (HMIS), which includes the use of the Coordinated Entry System and selection of program participants consistent with the CoC's coordinated entry process. Check one:
☐ Project currently participate in HMIS or Coordinated Entry
☐ Project does not currently participate in HMIS or Coordinated Entry but agree to participate in the future
☐ We are a victim service provider who uses a comparable database
☐ We are a victim service provider who has some role in CA-516 Coordinated Entry
I. Check the box next to each of the CA-516 County CoC policies and procedures you intend to incorporate into your proposed program.
☐ Code of Conduct, Ethics and Principles of Working Effectively
☐ Governance Charter
☐ Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in CoC-Funded Permanent Supportive Housing
☐ Priority Homeless Households with Children
☐ Prioritizing Unaccompanied Homeless Youth for Housing Services
☐ Ensure that Emergency Shelters, Transitional Housing and Permanent Housing Providers Do Not Deny Admission or Separate Family Members Based on Age, Sex or Gender
☐ Requirements to Inform Program Participants of Their Eligibility for Educational Services and Ensure Their Access to Those Services Under the HEARTH Act
☐ Equal Access to Housing in HUD Programs Regardless of Sexual Orientation, Gender Identity or Marital Status
J. Sub-Recipient Information (if applicable)
1. Attach proof of non-profit or public agency
2. Attach description of sub-recipient's experience successfully administering similar projects, and include a list of all your organization's federally funded projects
3. If awarded the proposed grant, how many months after being awarded would work with the sub-recipient begin for this project, including rental assistance if applicable? _____ Months

PROJECT QUALITY THRESHOLD (PASS/FAIL)

Applicants must qualify (pass) under these eligibility requirements in order for their application to be reviewed and ranked in the competition. The number of criteria which must be met in order to be eligible is noted within each project component type.
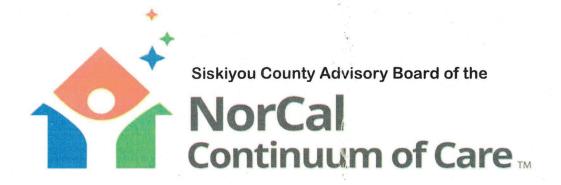

Project Quality Threshold

A. New Permanent Supportive Housing or Rapid Rehousing Projects Only
Check all that apply (at least three are required to be eligible) and attach a description of the associated policies to prove qualification (label as indicated):

- ☐ Type of housing and number of configuration of units fit the needs of the program participants (e.g. two or more bedrooms for families)
- ☐ Type of supportive services ensure successful retention or help to obtain permanent housing
- ☐ Specific plan for ensuring participants will be individually assisted to obtain benefits of the mainstream health, social and employment programs, and others, for which they are eligible to apply and meets the needs of the participants
- ☐ The project is designed to assist participants to obtain and remain in permanent housing in a manner that fits their needs

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B. New Transitional or Joint Transitional and Permanent Housing-Rapid Rehousing Projects Only
Check all that apply (at least four are required to be eligible) and attach a description of the associated policies and/or services to prove qualification (label as indicated):

- ☐ Type of housing and number of configuration of units fit the needs of the program participants (e.g. two or more bedrooms for families)
- ☐ Project will provide enough rapid rehousing assistance to ensure participants may move from transitional to permanent housing at any given time, as identified by budget and unit resources
- ☐ Type of supportive services ensure successful retention or help to obtain permanent housing
- ☐ Specific plan for ensuring participants will be individually assisted to obtain benefits of the mainstream health, social and employment programs, and others, for which they are eligible to apply and meets the needs of the participants
- ☐ The project is designed to assist participants to obtain and remain in permanent housing in a manner that fits their needs
- ☐ The project adheres to a Housing First model as defined in *Section I.B.2.b.15* of the HUD NOFO

Project Readiness

1. **Administrative Experience**
   Describe your experience (and sub-recipient, if applicable) in effectively utilizing federal funds including HUD grants and other public funding, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of sub-recipients (if applicable) regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants. (Attach description titled "Administrative Experience"; two-page maximum)

2. **Implementation Timeliness**

Describe the plan for rapid implementation of the program with proposed activities on a schedule for 60 days, 120 days and 180 days, include when the project will begin housing the first participant. (Attach description titled "Timeliness"; one page maximum)

3. **Property Status**
   If applying for leasing, operational expenses, or project-based rental assistance, have you secured the property for your project?
   ☐ Yes
   ☐ No
   ☐ In the process, please describe (Attach a description titled "Property Status")

Instructions:

Date Completed: _____

Authorizing Signature:_____

Date Received: _____

Received By: _____

Siskiyou County Advisory Board of the

NorCal
Continuum of Care ™

Kristen Schreder, Chair
Executive Board
NorCal Continuum of Care

RE: Designation of a Continuum of Care (CoC) Alternate Executive Board Member

Dear Ms. Schreder,

We are pleased to nominate Dr. Sarah Collard as the new Alternate Executive Board Member.

Dr. Collard is currently an active and knowledgeable member of the NorCal CoC Siskiyou County Advisory Board. She also served as an Executive Board Member in recent years (2021-2024) and has been involved in the county's earliest strategic efforts to address homelessness. During a meeting on July 17, 2024, the Siskiyou County Advisory Board unanimously elected Dr. Collard to replace Ms. Barbieri as the Alternate Executive Member.

As Director of the Siskiyou County Health and Human Services Agency (SCHHSA), Dr. Collard is aware of the homeless needs of the county and has a comprehensive understanding of the services available to the homeless and those at risk of becoming homeless. Under her direction, SCHHSA provides myriad housing-related programs and support services, including CalWORKs House Support Program with HSP, MHSA housing support, and Prop 47 housing programs.

Please accept this letter as a formal request to assign Dr Collard as an Alternate CoC Executive Board Member, effective July 18, 2024. You may contact me at (530) 598-9663 or email me at dkegg@ci.yreka.ca.us with any questions. Thank you for your time and consideration.

Respectfully,

Duane Kegg, Chair
Siskiyou County Advisory Board
NorCal Continuum of Care