



Shasta County Advisory Board of the

**NorCal**  
**Continuum of Care™**

**Shasta County Advisory Board Meeting**  
**March 10, 2026 3:00 PM-5:00 PM Shasta**  
**County Office of Education 2985 Innsbruck**  
**Dr, Redding, CA 96003**

- 1. Call to Order/Reminder of Brown Act.**
- 2. Introductions/Establish Quorum.**

<b>Voting Members</b>	
<ol style="list-style-type: none"><li>1. Abbott, Paul – Shasta Thrive</li><li>2. Alvey Rachel- One Safe Place</li><li>3. Azare, Collier- Nation’s Finest</li><li>4. Chimenti, Joe-Emergent</li><li>5. Danielson, Tim - United Way</li><li>6. Disney, Jaelyn-NVCSS</li><li>7. Howard, Jannamarie-Redding Rancheria</li><li>8. Joyce, Maggie - SCOE</li><li>9. Kerr, Emily-HHSA</li><li>10. Longwell, Wendy-DAC</li></ol>	<ol style="list-style-type: none"><li>11. McDuffy, Laura- City of Redding</li><li>12. Middleton, Amber – SCHC</li><li>13. Preller, Megan – Ready for Life</li><li>14. Ray, Major Tammy-Salvation Army</li><li>15. Schaefer, Lesha – Pathways/Housing</li><li>16. Sevilla, Art – Empire Recovery</li><li>17. Spencer, Crystal – FaithWorks</li><li>18. Watson Stacy-Hill Country</li><li>19. Zander, Hollie - CRDC</li></ol>

**3. Action Items**

**A. Approval of Meeting Minutes.**

- Board Members will review and approve minutes from the February 10, 2026, meeting (Attachment 1)

**B. Membership**

- Approve Kassandra Knepp, NorCal LSS, as a voting member (Attachment 2)

**4. Public Comments (limited to 3 minutes per speaker)**

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

**5. New Business**

*Action*

- A. Coordinated Entry processes and trainings-Teddie Pierce
- B. Review and approve draft Shasta Advisory application (Attachment 3)
- C. Review and approve draft Shasta Advisory Governance Charter Addendum (Attachment 4)
- D. Review and approve draft Shasta Advisory Governance Charter (Attachment 5)
- E. Virtual option for future Shasta Advisory meetings

*Discussion*

- A. Reminder-All member meeting April 16, 2026

**6. Reports.**

- A. Executive Board
- B. Administrative Entity T.E.A.C.H (Attachment 6)

- C. County/City
- D. NorCal CoC PIT Committee
- E. Strategic Planning AdHoc Update
- F. HMIS Committee
- G. Member Announcement
- 7. Discussion Items for Next Meeting**
- 8. Adjournment**

Next Meetings:

Advisory Board Meeting: April 14, 2026, 3-5 pm at 2985 Innsbruck Dr, Redding, CA 96003  
Executive Board Regular Meeting March 19, 2026, 1-3, Virtual  
All NorCal CoC Member Meeting April 16, 2026, 1-3, Virtual



**Shasta County Advisory Board Meeting**  
**February 10, 2026, 3:00 PM-5:00 PM**  
**Shasta Community Health Center**  
**1035 Placer Street, on the 3rd floor, Sundial Room**

**1. Call to Order/Reminder of Brown Act.**

A meeting of the Shasta Advisory Board was called to order at 3:07 p.m. by Chair Maggie Joyce. A reminder of the Brown Act was provided.

**2. Introductions/Establish Quorum.**

Quorum was established, and introductions were completed.

<b>Voting Members</b>	
1. Abbott, Paul – Shasta Thrive 2. Alvey Rachel- One Safe Place 3. Azare, Collier- Nation’s Finest 4. Chimenti, Joe-Emergent 5. Danielson, Tim - United Way 6. Disney, Jaclyn-NVCSS 7. Howard, Jannamarie-Redding Rancheria 8. Joyce, Maggie - SCOE 9. Kerr, Emily-HHSA 10. Longwell, Wendy-DAC	11. McDuffy, Laura- City of Redding 12. Middleton, Amber – SCHC 13. Preller, Megan – Ready for Life 14. Ray, Major Tammy-Salvation Army 15. Schaefer, Lesha – Pathways/Housing 16. Sevilla, Art – Empire Recovery 17. Spencer, Crystal – FaithWorks 18. Watson Stacy-Hill Country 19. Zander, Hollie - CRDC

**3. Action Items**

**A. Approval of Meeting Minutes.**

Lesha Schaefer made a motion to approve the meeting minutes from January 13<sup>th</sup>, 2026. with the correction of McDuffy, Lauras name being spelt wrong in voting members box. Melissa Taiji seconded the motion. All were in favor

**B. Membership**

No additional membership changes (beyond Executive Board changes under New Business)

**4. Public Comments (limited to 3 minutes per speaker)**

- Amber Middleton welcomed Megan and Wafara from the Pit River Tribe, noting: An MOU is being developed to allow the Tribe to send referrals through to Partners II.

**5. New Business**

*Action*

**A. Remove Major Tammy Ray as Executive Board Member for the Shasta Advisory**

Amber Middleton made a motion to remove Major tammy Ray as the Shasta Advisory Executive Board Member. Hollie Zander Seconded the motion. All were in favor.

**B. Approve a new Executive Board Member for the Shasta Advisory**

Lesha Schaefer made a motion to Approve Tim Danielson as new Executive Board Member for the Shasta Advisory Art Sevilla Seconded the motion. All were in favor.

**C.Presentation: Teddie Pierce-Coordinated Entry Update Attachment was provided**

**Coordinated Entry Restructure**

Teddie Pierce provided an update on the Coordinated Entry (CE) restructure.

- revisions have been made to the process, including designating a representative from each county to facilitate CE meetings and pulling referrals from the By-Name List (BNL).
- Teddie will facilitate meetings initially until a county-level lead is identified.
- Leadership participation is encouraged at early meetings to ensure appropriate decision making
- Concerns were raised by Advisory Board regarding:
  - Who will assume ownership of facilitating CE meetings at the county level.
  - Accountability for monitoring and addressing data quality issues across agencies.
  - Whether funding is tied to CE administrative responsibilities.

### **Reporting & Data**

- County-specific CE reports are now available in the Third-Party Report Writer.
- A training video was created to guide users in accessing and running reports.
- Data quality concerns were discussed, including:
  - Open CE enrollments not exited in a timely manner.
  - Best practice is to exit participants within 90–120 days if not placed.
  - State and federal reporting metrics differ, leading to varying data quality findings.
  - Recent data clean-up addressed over 600 errors for the LSA submission; however, additional state-identified errors are being corrected.
- Ongoing data reporting meetings are planned to continue addressing data quality.

### ***D. Discussion***

#### **A. Coordinated Entry**

Members expressed ongoing confusion about the role of the CoC and agencies in Coordinated Entry, and how responsibilities are changing, Communication gaps were identified Increased number of meetings and changes in processes. Paper was passed around to sign up to be on CE meeting list.

#### **B. Voting member participation**

Requirements for agencies seeking COC funding include:

Having a voting member,  
Participating in at least one subcommittee,  
Participating in the PIT Count,  
Participating in HMIS,  
Regular attendance at Advisory Board meetings.

The sign-in app was updated to:

Track whether voting members are participating in a subcommittee.

Need to clarify:

Whether alternates can fulfill subcommittee participation requirements.

Governance charter amendments:

Will include county-specific addenda defining advisory board membership and participation for Shasta.

#### **C. HMIS Committee**

a. What is the function? The HMIS Committee serves as a standing committee responsible for oversight and development of policies related to HMIS

b. Who is part of this committee? For Shasta County Sara is Voting member Amber is alternate Kristen will send out meeting minutes from last 10 months to help answer questions.

c. Does this committee meet regularly? Yes monthly

#### **D. PIT Debrief**

##### **a. Service-based count**

Surveys were conducted throughout the week in addition to the Day-of event.

Participants registered in the app received reminders to survey individuals all week long.

Surveys were tracked in real time through the app, showing improved engagement

Challenges included lower-than-expected survey completion at certain shelter and program sites

**b. Youth count**

The first dedicated Youth PIT event was held.

25 youth RSVP'd; 13 youth attended.

Five organizations hosted resource booths.

Overall, the youth event was considered successful

**c. Pop-up event**

Pop-up outreach events were conducted, including at Clear Creek Market and Mercy Canyon.

Clear Creek Market resulted in approximately 50 surveys completed.

Incentives and meals (including donated burritos, snacks, and drinks) were well received.

Mercy Canyon resulted in approximately 13 surveys.

Pop-ups were viewed as a positive worth repeating and potentially expanding.

**d. Day of event**

A total of 481 incentives (or cost equivalent) were distributed at the Day-of event.

Community feedback was largely positive, with participants expressing appreciation for available resources and respectful engagement.

Some concerns were raised regarding law enforcement presence and media boundaries.

Discussion occurred about improving communication and relationships with law enforcement moving forward.

Consumer Advisory Board feedback echoed appreciation for services but noted concerns about safety and trust.

**e. Unsheltered count**

402 individuals counted as unsheltered.

Outreach teams deployed to Burney and Anderson.

Observations totaled 172; discussion noted that fewer completed surveys and more observations may have impacted final numbers.

Law enforcement presence at certain known locations may have influenced engagement and count visibility.

Survey hesitancy continues to be a barrier, with individuals expressing concerns about data use and mistrust.

**f. HIC & sheltered**

- Agencies with shelter or housing projects included in the HIC should have received an email with a spreadsheet (covering all seven counties, with Shasta grouped).
- Agencies are asked to:
- Verify that all projects and data are correct, and provide any missing information.
- Complete or correct:
  - Number of people in beds on PIT night
  - Number of households on PIT night
  - Household type (e.g., adults with children)
  - Funding sources
- Submission methods can include a revised HIC form, email, or phone call.
- Deadlines and process:
  - Agencies are asked to return updates by February 20,

**6. Reports.**

A. Executive Board

No new updates; previously discussed topics included the NOFO and the change to the December meeting schedule.

B. Administrative Entity T.E.A.C.H (Attachment 3)

Kristen provided a written report (Attachment 3). Highlights include:

- Data & Performance Work Group: Next meeting scheduled for February 26, virtual link provided. Google site available with detailed data explanations.

- Data Quality Efforts: Ongoing training and communication to improve data entry and quality. HIC reports are being developed as standalone reports to better track progress.

Funding Updates:

- Awaiting state response for City of Reading agreement.
- HHAP5 agreement edits are being finalized; annual audit requirement removed.
- HHAP4 corrective actions due Friday to maintain eligibility for \$2.3 million in state funding.
- HHAP6 amendments submitted in December; state requested additional info on bonuses and encampment policy.
- Kristen noted overall progress is slower than expected but moving forward.

C. County/City

County: Bringing Families Home (BFH) program secured additional funding after prior uncertainty. Housing Support programs also received funding and will continue.

City: No report provided.

D. NorCal CoC PIT Committee

Committee continues monthly meetings

E. Strategic Planning AdHoc Update

- February meeting rescheduled to March 2, 10–11 AM.
- Draft goals for review sent; members encouraged to provide comments prior to the meeting.

F. Member Announcement

Tim shared flyers and cards for Shasta Coordinator Tree / Central Access Point, available for members to take.

**6. Discussion Items for Next Meeting**

**8. Adjournment 4:57pm**

Next Meetings:

Advisory Board Meeting: March 10th, 2025, 3-5 pm at SCOE 2985 Innsbruck Dr, Redding, CA 96003

**b. Participant**

A Participant may participate in Advisory Board meeting discussions but do not vote on action items. There is no meeting attendance requirement for a Participant.

For additional information please see the Governance Charter and Membership Policy at [https://www.co.shasta.ca.us/index/housing\\_index/continuum-of-care-advisory-board-meetings](https://www.co.shasta.ca.us/index/housing_index/continuum-of-care-advisory-board-meetings)

**Attachment B**



Name Hassandra Knepp County Shasta  
Phone (307) 515-1656 Title \_\_\_\_\_  
Email KKNEPP@LSSNORCAL.ORG Personal Email hassandra.knepp@gmail.com  
Agency Name (If Applicable) Lutheran Social Services  
Membership request:  Voting Member  Participant

Voting member please identify an alternate (If Applicable) \_\_\_\_\_

Please Select the Category that best defines you or your agency type. What service area, jurisdiction or special population do you represent? (Check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> Local Government Staff/Officials      | <input type="checkbox"/> Youth Advocates                                      |
| <input type="checkbox"/> CDBGHOME/ESG Entitlement Jurisdiction | <input type="checkbox"/> School Administrators/Homeless Liaisons              |
| <input type="checkbox"/> Law Enforcement                       | <input type="checkbox"/> CoC Funded Victim Service Providers                  |
| <input type="checkbox"/> Local Jail(s)                         | <input checked="" type="checkbox"/> Non-CoC Funded Victim Service Providers   |
| <input type="checkbox"/> Hospital(s)                           | <input type="checkbox"/> Domestic Violence Advocates                          |
| <input type="checkbox"/> EMT/Crisis Response Team(s)           | <input type="checkbox"/> Street Outreach Team(s)                              |
| <input type="checkbox"/> Mental Health Service Organizations   | <input type="checkbox"/> Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates |
| <input type="checkbox"/> Substance Abuse Service Organizations | <input type="checkbox"/> LGBT Service Organizations                           |
| <input type="checkbox"/> Affordable Housing Developer(s)       | <input type="checkbox"/> Agencies that serve survivors of human trafficking   |
| <input type="checkbox"/> Disability Advocates                  | <input type="checkbox"/> Other homeless subpopulation advocates               |
| <input type="checkbox"/> Public Housing Authorities            | <input type="checkbox"/> Homeless or Formerly Homeless Persons                |
| <input type="checkbox"/> CoC Funded Youth Homeless Org. Non-   | <input type="checkbox"/> Emergency shelter                                    |
| <input type="checkbox"/> CoC Funded Youth Homeless Org. Other: | <input type="checkbox"/> Veteran service providers and advocates              |
| <input type="checkbox"/>                                       | <input type="checkbox"/> Locality taskforce representatives                   |
| <input type="checkbox"/>                                       |   |

Please provide the mission statement of the agency/organization, for individuals, explain your interest in joining the CoC : Lutheran Social Services of Northern California's mission is to promote stability and honor the dignity of those we serve by providing supportive housing services that lead to self-sufficiency.  
As a Program Manager with Lutheran Social Services of Northern California, I am interested in joining the Continuum of Care Advisory Board to actively contribute to system-level planning, coordination, and decision-making that strengthens housing stability outcomes.

Draft 3/10/26

## Vision for Success

The NorCal Continuum of Care (CoC) envisions a homeless response system that uses resources effectively, quickly connecting our neighbors with services to regain and retain housing or to prevent homelessness from occurring. By reducing homelessness, we will improve the quality of life and well-being of everyone in our region.

The CoC Executive Board has established Advisory Boards to include representatives from relevant stakeholders and will include a broad representation of key stakeholder groups found within the counties encompassed in the CoC as articulated in the HUD Interim Rule. Each of the counties participating in the CoC region will be responsible for forming a local Advisory Board. There may be no more than one Advisory Board per county.

## Values

Our values, based on a unified and community-wide solution, will align efforts to address homelessness and mitigate the impacts it has on our communities. Together, we create an assertive, effective and strategic approach that will serve as the homeless response system.

- Healthy Communities - with a coordinated, regional response, support our most vulnerable populations in identifying housing opportunities and achieving greater dignity and self-sufficiency.
- Coordinated System of Care – a community-wide response to homelessness prioritizes the quality of life for all persons, understanding that each person has unique needs, strengths and experiences.
- Long-term Sustainability-investments in the right solutions will result in effective use of resources and significantly reduce the number of persons experiencing homelessness.

## Advisory Board Membership Responsibilities

Responsibilities include providing input, expertise, and recommendations to the Board regarding all matters relating to Continuum of Care ("COC") responsibilities, policies, and procedures, including

- Strategic planning for the COC
- Coordinated entry
- Homeless Management Information System (HMIS)
- Project compliance
- Data quality
- Training
- Community planning
- Resource planning and allocation
- Housing Inventory count
- Point-In-Time count
- Coordination of COC with other community resources
- Establishing workgroups as needed to perform COC functions

## Voting Member Responsibilities

A Voting Member must attend regularly scheduled Advisory Board meetings and shall have one vote on all action items.



Name \_\_\_\_\_ County \_\_\_\_\_

Phone \_\_\_\_\_ Title \_\_\_\_\_

Voting Member Email \_\_\_\_\_

Agency Name (If Applicable) \_\_\_\_\_

Membership request: \_\_\_\_\_ Voting Member \_\_\_\_\_ Voting Member Alternate

Please identify an alternate (If Applicable) \_\_\_\_\_

Alternate Email \_\_\_\_\_ Phone \_\_\_\_\_

Please Select the Category that best defines you or your agency type. What service area, jurisdiction or special population do you represent? (Check all that apply):

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Local Government Staff/Officials      | <input type="checkbox"/> Youth Advocates                                      |   |
| <input type="checkbox"/> CDBGHOME/ESG Entitlement Jurisdiction | <input type="checkbox"/> School Administrators/Homeless Liaisons              |   |
| <input type="checkbox"/> Law Enforcement                       | <input type="checkbox"/> CoC Funded Victim Service Providers                  |   |
| <input type="checkbox"/> Local Jail(s)                         | <input type="checkbox"/> Non-CoC Funded Victim Service Providers              |   |
| <input type="checkbox"/> Hospital(s)                           | <input type="checkbox"/> Domestic Violence Advocates                          |   |
| <input type="checkbox"/> EMT/Crisis Response Team(s)           | <input type="checkbox"/> Street Outreach Team(s)                              |   |
| <input type="checkbox"/> Mental Health Service Organizations   | <input type="checkbox"/> Affordable Housing Developer(s)                      | <input type="checkbox"/> LGBT Services  |
| <input type="checkbox"/> Substance Abuse Service Organizations | <input type="checkbox"/> Disability Advocates                                 | <input type="checkbox"/> Agencies that provide services to victims of human trafficking |
|  | <input type="checkbox"/> Public Housing Authorities                           | <input type="checkbox"/> Other homeless service providers                               |
|  | <input type="checkbox"/> CoC Funded Youth Homeless Org.                       | <input type="checkbox"/> Homeless shelters  |
|  | <input type="checkbox"/> Non-CoC Funded Youth Homeless Org.                   | <input type="checkbox"/> Emergency shelter  |
|  | <input type="checkbox"/> Other:   | <input type="checkbox"/> Veteran services   |
|  |   | <input type="checkbox"/> Locality task force  |
|  |   |   |
|  | <input type="checkbox"/> Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates |   |

Please provide the mission statement of the agency/organization, for individuals, explain your interest in joining the CoC \_\_\_\_\_

Describe the agencies/organization's or personal experience working to end homelessness: \_\_\_\_\_

What does the agency/organization or individual hope to contribute and gain by being a members of the (CoC)? : \_\_\_\_\_

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**Statement of Commitment:** By my signature below, if nominated and elected to the Continuum of Care Advisory Board, I understand that I will attend, with frequency, the Advisory Board Meetings, when scheduled. I will collaboratively participate at each meeting and will share knowledge and information freely. I may cancel my membership at any time, and acknowledge my membership may be revoked for cause, if I am not adhering to the NorCal CoC Governance Charter.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**For additional information please see the Governance Charter Membership Policy at  
<https://www.teachinc.org/norcal-continuum-of-care/>  
Applications can be submitted to the Chair of the County Advisory Board to which you are applying  
or emailed to: [jnorthrup@teachinc.org](mailto:jnorthrup@teachinc.org)**

**Shasta CoC Advisory Board Application Standards and Thresholds.**

1. Be a voting member in good standing
2. Service providers and counties receiving CoC funding must actively participate in the PIT/HIC count. In the alternative, applicant could partner with agency that does currently meet PIT participation requirements.
3. Provide the following completed certifications or other notifications, 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, 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 must include the following to be eligible to apply for funding:
    - 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, if applicable.
    - vi. How many people this project anticipates to serve
  - b. 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 or provide an explanation.
  - 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.

Experience	20
Capacity	20
Design	15
Impact/effectiveness	20
Funding plan	20
Shasta Strategic plan/grant	

**6. Grant Sub-recipient threshold requirements**

- a. 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.
- b. If a Grant Subrecipient does not maintain established threshold requirements, the Subrecipient will be notified and provided an opportunity to cure the deficiency. Failure to meet requirements may result in suspension of remaining funds, ineligibility for future funding, and/or repayment of funds, consistent with the terms of the contract.

**Summary: NorCal CoC Governance Charter Revisions**  
**November 2025-February 2026**

**Structure & Organization**

- Added a Charter Revision History table to track future updates.
- Drafted narrative text describing the regional structure.
- Added brief introductory text to each section for context.
- Consolidated related content that was previously dispersed into clearly defined sections, e.g.:
  - Executive Board
  - Advisory Boards
  - Committees & Workgroups
- Removed standalone sections (Coordinated Entry, Policies & Procedures, Strategic Plan, Website) and incorporated relevant content into appropriate sections.
- Removed county-specific content to ensure the charter remains applicable to the full CoC and identified that the local Advisory Boards may build upon the baseline expectations established in the charter at their discretion.

**Executive Board**

- Reorganized all Executive Board information into a single consolidated section with sub-sections for:
  - Responsibilities
  - Composition
  - Meetings
  - Decision-making
- Streamlined and clarified Executive Board responsibilities.

**Advisory Boards**

- Consolidated all Advisory Board information into one section with sub-sections for:
  - Responsibilities
  - Membership
  - Decision-making
- Rewrote responsibilities for clarity and alignment.
- Incorporated Advisory Board membership policy language directly into the Charter.
- Established baseline expectations for all Advisory Boards while clarifying when local policies or procedures may be developed at the Advisory Board level.

**Committees & Workgroups**

- Consolidated all Committee and Workgroup information into one section.
- Drafted descriptions for existing committees to provide clarity.

**Other**

- Created a new Code of Conduct section and incorporated the existing Conflict of Interest policy.
- Clarified grievance and appeals procedures related to funding applications.
- Updated the Funding section to more clearly capture application standards, rating and ranking processes, and related guidance.

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## Charter Revision History

Date	Revisions

## Section I. Continuum of Care Overview

The NorCal Homeless Continuum of Care (CoC) coordinates the implementation of a housing and service system that meets the needs of persons experiencing homelessness in the CoC. The CoC geographic area includes Del Norte, Lassen, Modoc, Plumas, Shasta, Sierra, and Siskiyou counties.

This Governance Charter outlines the roles and responsibilities of the CoC, the Executive Board, the Advisory Boards, the Administrative Entity, and the Homeless Management Information System (HMIS) Lead Agency.

### A. CoC Vision

The CoC envisions a homeless response system that uses resources efficiently and responds quickly to connect our neighbors with services that help them regain and maintain housing or prevent homelessness altogether. By reducing homelessness, we will improve the quality of life and well-being of everyone in our region.

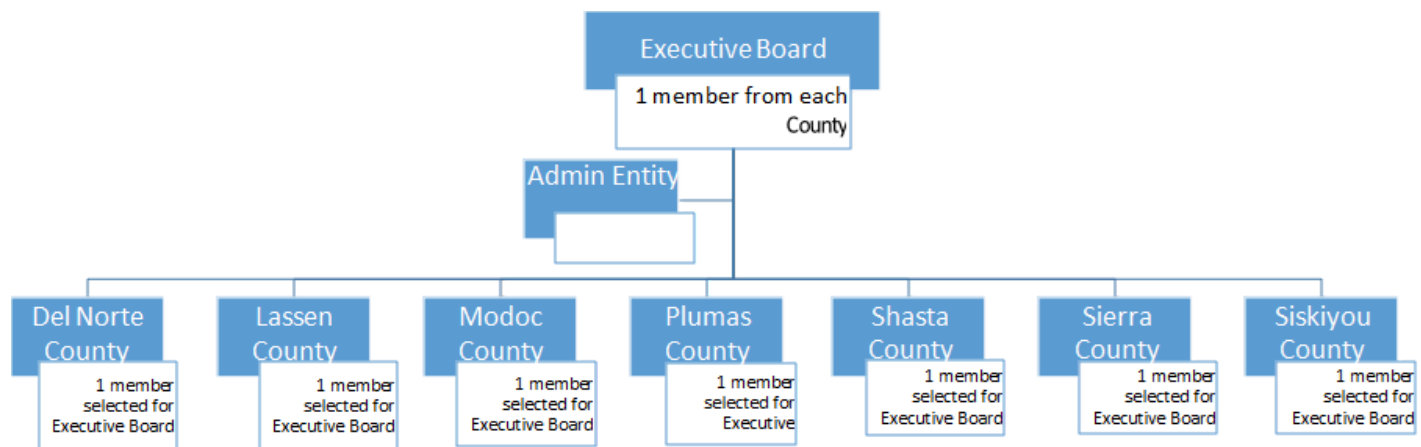
## B. CoC Values

Our values, based on a unified and community-wide solution, will align efforts to address homelessness and mitigate the impacts it has on our communities. Together, we create an assertive, effective, and strategic approach that will serve as the homeless response system.

- Healthy Communities - with a coordinated, regional response, support our most vulnerable populations in identifying housing opportunities and achieving greater dignity and self-sufficiency.
- Coordinated System of Care – a community-wide response to homelessness prioritizes the quality of life for all persons, understanding that each person has unique needs, strengths, and experiences.
- Long-term Sustainability - investments in the right solutions will result in effective use of resources and significantly reduce the number of persons experiencing homelessness.

## C. Regional Structure of the CoC

The Continuum of Care (CoC) serves a geographically expansive region spanning seven Northern California counties: Del Norte, Lassen, Modoc, Plumas, Shasta, Sierra, and Siskiyou. This region is defined by its rural and remote communities, sparsely populated areas, small cities, and key service hubs that support surrounding populations. The scale and rural character of the region require a collaborative and adaptable approach that balances local priorities with regional coordination. Each county presents unique demographic, economic, and housing challenges, and the CoC's structure reflects this through Advisory Boards for each county, ensuring that system planning and resource allocation are responsive to local needs while maintaining cohesive, region-wide coordination.





## Section II. The CoC Executive Board

The Executive Board (also referred to as “the Board”) is the representative, governing body of the CoC and is authorized by CoC members to make decisions on behalf of the CoC. The Board provides oversight and governance on behalf of the CoC to ensure the CoC is consistent with the requirements articulated in the CoC Program Interim Rule and other directives, with applicable federal, state, and local laws, and with the CoC’s strategic direction.

### A. Responsibilities of the Executive Board

The responsibilities assigned to the NorCal CoC Executive Board are as follows:

- Designate an Administrative Entity (e.g., Collaborative Applicant) for the CoC
- Designate an HMIS Lead and HMIS System Administrator for the CoC
- In consultation with the Administrative Entity and HMIS System Administrator, maintain and update CoC policies and procedures as needed
- In consultation with the Administrative Entity and HMIS System Administrator, develop HMIS governance charter and review annually or updates and revisions
- Manage the CoC’s strategic planning process, including the evaluation of progress
- Conduct an annual gaps analysis to determine resource needs of CoC
- Hold meetings of the full CoC membership, with published agendas, at least semi-annually
- Establish standing and ad hoc committees and work groups as needed
- Consult and coordinate with ESG recipients to maximize resources available to prevent and end homelessness
- Review and understand program performance and system-wide analyses of strengths and gaps presented at meetings or gleaned from involvement with the local community

- Manage and oversee the preparation of the HUD Continuum of Care application, in partnership with the CoC Collaborative Applicant (e.g., Administrative Entity).
- Establish impartial Review and Rank Panels as required for local funding applications.
- Oversee completion of other funding applications, such as state funded homeless services grant programs (HHAP)

## B. Composition of the Executive Board

The CoC Executive Board is the decision-making body for the CoC. Members of the Board may include local officials, service provider agencies, formerly homeless individuals, advocates, and more. The Executive Board is to be comprised of seven (7) voting members, one representing and elected by each of the counties in the CoC region. This ensures fair representation across the counties, organizational affiliations, and community members. Executive Board composition must include at least one homeless or formerly homeless individual.

The Executive Board member must:

1. Be elected by an Advisory Board;
2. Have knowledge of the homeless services and organizational needs within their County; and
3. Actively participate in the interest of their Advisory Board and capacity as an Executive Board member.

### Roles within the Executive Board

**Secretary:** The Administrative Entity acts as the Executive Board’s Secretary. (See the Responsibilities of the Administrative Entity section.) All minutes of the meetings of the Executive Board shall be recorded by the Secretary. Draft minutes shall be distributed electronically to all Executive Board members with the next Executive Board Agenda for review and approval. The Secretary shall also distribute agendas for upcoming meetings prior to the date of each meeting.

**Chairperson and Vice-Chairperson:** The Executive Board shall be led by a Chair and Vice-Chair. In the event that the Chair cannot fulfill one or more of the duties described below, the Vice-Chair shall fulfill the responsibilities. The Chair may also request the Vice-Chair to collaborate to fulfill these responsibilities.

The Chair shall be responsible for the following:

1. Call and preside over regular and special CoC Executive Board meetings.
2. Set the CoC Executive Board meeting agenda, in consultation with the Administrative Entity
3. Ensure that the CoC Executive Board and committees are working collectively in accordance with the Governance Charter to accomplish goals of the CoC.
4. Represent the NorCal CoC during meetings and submit documentation as needed, to California Housing and Community Development (HCD) and Housing and Urban Development (HUD).

### Executive Board Selection Process

Executive Board members will be selected by each of the seven Advisory Boards through the locally defined decision-making process.

The Chairperson and Vice Chairperson of the Executive Board will be selected by the Executive Board through a majority vote.

### **Executive Board Service Terms**

Executive Board Members will be re-certified annually, at which point a new Executive Board member may be appointed by an Advisory Board. Advisory Boards may also re-nominate the same Executive Board member for consecutive terms if desired. Re-certifications will take place in July.

Resignation: Unless otherwise provided by written agreement, any representative may resign at any time by giving written notice to the Chairperson and the Administrative Entity. Any such resignations shall take effect at the time specified within the written notice or if the time is not specified therein upon its acceptance by the Executive Board. In any instance of a vacant seat on the Executive Board, Advisory Boards will be expected to select a new Executive Board member to represent the county as soon as possible, ideally within 90 days, to ensure adequate representation of each county at the Executive Board level.

### **C. Executive Board Meetings**

All meetings shall be open to the public except as otherwise determined by the Executive Board or Advisory Boards for reasons, including, but not limited to, discussion of anticipated or pending legal or personnel matters. A CoC Executive Meeting annual calendar will establish a regular meeting day, time, and location and will follow a schedule for the calendar year. The meeting agendas shall be distributed via e-mail and posted on the CoC website.

### **D. Executive Board Decision-making Process: Quorum**

Quorum determination must be made at the beginning of each Board meeting. A quorum shall consist of a majority of eligible voters. No business may be officially transacted without a quorum.

## **Section III. The CoC Advisory Boards**

The CoC is comprised of six Advisory Boards,<sup>1</sup> which are representative of the seven counties in the CoC's geography. CoC Advisory Boards are comprised of a wide range of partners, constituting the CoC's general membership. Advisory Boards are encouraged to include broad representation of key stakeholder groups and partners working to end homelessness in the region. Membership may include, but is not limited to:

- Representatives from nonprofit homeless assistance providers
- Victim Service Providers (VSPs)
- Faith-based organizations
- Governments
- Local businesses
- Advocates
- Persons with lived experience
- Public housing agencies
- School districts
- Social service providers
- Mental health agencies
- Hospitals
- Universities

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<sup>1</sup> Plumas and Sierra Counties have one combined Advisory Board.

- Affordable housing developers
- Law enforcement
- Organizations that serve veterans and homeless and formerly homeless individuals

This CoC governance charter provides baseline requirements for Advisory Board responsibilities, membership, and decision-making. To better address the needs of each county, Advisory Boards may develop policies and procedures to provide structure for local operation beyond what is included here. Examples of when an Advisory Board may decide to develop a local policy or procedure are included throughout this section (e.g., membership criteria, decision-making processes, etc.). When available, these Board-specific documents are included in the Appendix. At minimum, they must be maintained at the Advisory Board level and available upon request.

## **A. Responsibilities of the Advisory Boards**

The responsibilities assigned to the NorCal CoC Advisory Boards are as follows:

- Develop local policies and procedures for how the Advisory Board will operate, make decisions, and carry out responsibilities identified in CoC agreement and governance charter;
- Elect or appoint an Executive Board member to represent the county/region;
- Identify a process to identify members with system and program expertise to join committees and workgroups (e.g., volunteer basis, elect, appoint, etc.);
- Collaborate with the Administrative Entity to plan and conduct an annual needs assessment of the homeless needs and services available;
- Support programs within the regional geography to meet the goals of the CoC Strategic Plan;
- Coordinate the implementation of an effective regional housing and service system including outreach, engagement, assessment, prevention, shelter, housing, and supportive services;
- In conjunction with the Administrative Entity and the PIT Committee, plan for and conduct an annual Point-In-Time Count (PIT) and Housing Inventory Count (HIC) of homeless persons;
- Ensure consistent participation of recipients and subrecipients in the HMIS; and
- Develop, with support of Domestic Violence service providers, the emergency transfer plan for the counties that meets the requirements under § 578.99(j)(8).

## **B. Advisory Board Membership**

Each Advisory Board should be made up of a minimum of 3 members. The CoC does not mandate a maximum number of Advisory Board members; however, a cap may be applied at the local level if it is determined necessary. In order to become an Advisory Board member, an interested party must complete an Advisory Board membership application. Advisory Boards may establish local policies and procedures for approving and onboarding new Advisory Board members as necessary.

Advisory Board members must attend all regularly scheduled Advisory Board meetings. If an Advisory Board member is aware that they will be unable to attend a regularly scheduled Advisory Board meeting they are responsible for notifying the Advisory Board Chair, Vice Chair, or Secretary in advance to ensure quorum will be met. Voting Members may send an alternate in their place.

Advisory Board members hold voting power and are expected to participate in decision-making at the local level. Because of significant differences across the seven counties, each Advisory Board may establish additional policies related to Advisory Board membership composition as necessary.

Note that because Advisory Boards are subject to the Brown Act, interested parties such as non-member organizations and members of the public may freely attend meetings to learn about the state of homelessness in the community and the work of the CoC.

### **Roles within the Advisory Board**

Advisory Board members will identify a Chair/Co-chair and Secretary to facilitate meetings and carry out administrative tasks such as setting the agendas, meeting minutes, etc. Advisory Boards may establish and fill additional roles within the board structure as necessary.

### **Termination of Advisory Board Membership**

Advisory Board members may be terminated for good cause upon agreement of a two-thirds majority of the rest of the Advisory Board membership. Good cause may include, but is not limited to:

- Non-participation (For example, accumulating more than 2 consecutive absences without communication with the chair/co-chair or secretary, refusing to carry out Advisory Board functions and responsibilities)
- Engaging in activities that are disruptive and detrimental to the work of the Advisory Board
- Speaking on behalf of the CoC unless authorized to do so

In the event that an Advisory Board member is to be terminated, the Advisory Board must:

- Provide written notice from the chair/co-chair to the Advisory Board member in question at least 15 days prior to the date of the meeting during which the termination will be discussed. Written notice must include the grounds for termination, date/time of upcoming Advisory Board meeting, and any other applicable information.
- Provide an opportunity for the Advisory Board member in question to speak to the rest of the Advisory Board about the situation

## **C. Decision-making for the Advisory Boards**

Advisory Boards conduct business and make decisions in compliance with the Brown Act. A quorum is a majority (50% + 1) of the Advisory Board membership, and this quorum must be present to conduct business. Advisory Boards may establish additional policies and procedures regarding how decisions are made at the local level as necessary.

## **Section IV. CoC-wide Committees and Workgroups**

The work of the NorCal CoC is carried out in part by committees and workgroups. The CoC's governance structure includes both standing committees and ad hoc work groups that are established by the Executive Board on an as-needed basis to address CoC specific needs. A standing committee is defined as a permanent committee of the CoC that meets regularly. An ad hoc work group is defined as a time-limited work group that is established with a specific goal or purpose, disbanding when that purpose or goal has been met. Standing committees are subject to the parameters of the [Brown Act](#), while ad hoc working groups are not.

Each committee or workgroup will select a chair(s) to facilitate meetings and ensure progress is reported to the Executive Board. A representative of the Administrative Entity may also serve as a chair as needed. Committee/workgroup Chairs and the Administrative Entity should work together to determine how the following responsibilities will be carried out:

1. Establish regular recurring meetings;
2. Track attendance and active participation;
3. Set and distribute a written agenda to all committee members prior to each meeting;
4. Ensure meeting minutes are documented for each official committee meeting and distributed to all committee members as well as the Administrative Entity for posting;
5. Report on progress to the Executive Board

Committee and workgroup participation is volunteer-based, with the exception of the Rating and Ranking Committee. Advisory Boards may establish a local process for identifying volunteers for CoC-wide committees and workgroups, as needed. Volunteers who are interested in joining a committee may do so by contacting the committee chair/co-chair or Administrative Entity in writing, or by another process described through the committee's outreach for new membership. All efforts will be made to ensure committee and workgroup membership is inclusive of all seven counties to ensure adequate representation. For this reason, it is recommended that each Advisory Board identify a primary member and an alternate to ensure that there is coverage for each meeting in the event that the primary member is unable to attend. The Executive Board will provide support to Advisory Boards on an as-requested basis if an Advisory Board is having difficulty identifying volunteer members for committee and work group participation.

## A. Standing CoC-wide Committees and Workgroups

1. **Rating and Ranking (R&R):** The Rating and Ranking Committee oversees the annual rating and ranking process for CoC project applications during the HUD and state funding cycles, assessing program outcomes, compliance, and alignment with CoC priorities. The Committee determines the funding amounts of applications based on the NOFO criteria and is responsible for meeting deadlines set by the Administrative Entity. The Committee is comprised of active CoC members without conflicts of interest. (See Code of Conduct section.) To maintain objectivity, agencies receiving CoC funding do not participate in this process. The Committee meets as needed to recommend improvements that strengthen system performance and funding effectiveness.
2. **HMIS / Coordinated Entry:** The CE and HMIS Committee oversees the design, implementation, and evaluation of the CoC's Coordinated Entry System (CES) and Homeless Management Information System (HMIS). It ensures that the CES effectively connects people experiencing homelessness to appropriate housing and services, while maintaining accurate, timely, and compliant data to inform CoC planning and performance. The Committee monitors system access and outcomes; reviews assessment and referral processes; ensures HUD compliance and data quality; and recommends policy and system improvements to strengthen coordination, accountability, and data-driven decision-making across the CoC.
3. **Point-In-Time Count:** The PIT-Committee oversees the planning, coordination, and execution of the annual Point-in-Time Count across the CoC's seven-county region. The committee ensures compliance with HUD requirements related to the PIT Count and accurate data collection on people experiencing sheltered and unsheltered homelessness, and oversees key reports such as

the Housing Inventory Count and Point-in-Time Count. Responsibilities include developing count methodologies and training materials, supporting county community members and volunteers, monitoring data quality, and analyzing trends to inform system planning. The committee also ensures broad participation among CoC members and partners to produce reliable data that guides local priorities and funding decisions.

- 4. Project Evaluation:** The Project Evaluation committee advises the CoC Executive Board on both short and long-term strategic funding strategies that support the system of care strategic plan goals and meet performance outcomes indicated by the State of California and Office of Housing & Urban Development. Key responsibilities of the committee include serving as a knowledge base to staff and the HMIS Administrator in the development of tools, benchmarks, processes, and policies that are used to make funding; collaborating with the HMIS Committee on the design the evaluation tool and process for the annual HMIS Lead evaluation and participating in the HMIS Lead Evaluation process; developing and evaluating long-term funding strategies and plans, and serving as a learning opportunity for NorCal homeless programs to improve service delivery through a data-informed approach.

Advisory Boards may establish their own local committees and workgroups that address matters relevant to their geographic area.

## Section V. Designated Entities

Per the CoC Program Interim Rule, all CoCs must designate a Collaborative Applicant and a Homeless Management Information System (HMIS) Lead within the CoC's geographic region to help carry out the duties in 24 CFR 578.7–9. These designated entities work collaboratively with CoC membership to prevent and end homelessness. This section outlines the roles and responsibilities of the Collaborative Applicant, also referred to by the NorCal CoC as the Administrative Entity, and HMIS Lead.

### A. Administrative Entity

The CoC Executive Board has established an Administrative Entity role to provide guidance to ensure that duties of the CoC are being met. The Administrative Entity may be a unit of local government, a non-profit agency or an individual person. The CoC Board will enter into a Memorandum of Understanding (MOU) with the designated Administrative Entity. The MOU is in effect for a maximum of five years and may be re-executed upon a successful performance review, as described below.

#### Designation and Solicitation Process

Every five years beginning in 2026, the CoC Executive Board will review the performance of the current Administrative Entity and determine if it will publicly solicit an Administrative Entity or continue to designate the current Administrative Entity. That decision can be made through a simple majority vote during the CoC Executive Board meeting. With six months written notice to the Executive Board, the Administrative Entity can terminate its status.

If the Executive Board determines that it needs to procure a new Administrative Entity, it does the following:

1. Form a workgroup to manage the procurement process

2. Use an RFP to procure a new Administrative Entity
3. Designate the Administrative Entity resulting from the procurement process

### **Review of Administrative Entity Performance**

Every five years beginning in 2025, the Executive Board will designate a Workgroup, consisting of members of key committees and stakeholders, to conduct a review of the performance of the current Administrative Entity and make recommendations to continue to designate the same entity to serve as the Administrative Entity or to seek to procure a new Administrative Entity. The performance review will include the following at minimum:

1. Review MOU between CoC Executive Board and Administrative Entity and status of agreed upon work
2. Review of CoC Planning grant APRs
3. Review of CoC Planning grants for issues with grant execution, match, reporting, or expenditures
4. Review available HUD program monitoring reports and the results of findings/concerns
5. Review compliance with requirements related to the submission of HIC/PIT data, LSA data, System Performance Measures, CoC Planning APR, and the CoC Application
6. Review recent CoC Program grant awards and CoC Application scores
7. Review compliance with all applicable sections of the CoC Program Rule

The designated workgroup will present the results of the Administrative Entity performance review to the Executive Board for consideration, along with recommendations for Administrative Entity designation (either to continue to designate the current Administrative Entity or to procure a new Administrative Entity).

If needed, the Executive Board has the authority to initiate an Administrative Entity performance review outside of the 5-year requirement. This decision must be agreed to by a majority of Executive Board members.

### **Responsibilities of the Administrative Entity**

The responsibilities assigned to the designated Administrative Entity are as follows:

- Serve as the CoC's Collaborative Applicant and Lead Agency, responsible for submitting the annual CoC Registration, Consolidated Application, and Planning Grant to HUD.
- Manage the CoC Program Competition, including reviewing HUD notices and the Grant Inventory Worksheet (GIW), preparing and submitting the CoC Application and Priority Listing, coordinating the Rating and Ranking process, and providing technical assistance to applicants.
- Coordinate and facilitate CoC meetings, including publishing agendas, providing remote participation options, and serving as Secretary for Executive Board meetings.
- Ensure compliance with HUD requirements, including timely submission of reports such as System Performance Measures, the Housing Inventory Count (HIC), and the Point-in-Time (PIT) Count.
- Consult with CoC- and ESG-funded recipients and subrecipients to establish written standards, set performance targets, evaluate outcomes, and support performance improvement.
- Support HMIS administration, ensuring consistent participation, data quality, and compliance with HUD requirements in partnership with the HMIS System Administrator.
- Monitor funded projects to ensure compliance.

- Support CoC governance and operations, including maintaining official policies and procedures.
- Act as fiscal agent for State Homeless Housing, Assistance and Prevention Program (HHAP) and CoC planning and HUD funds, ensuring fair distribution and compliance with funding requirements.
- Coordinate system planning and evaluation, including conducting annual needs assessment, supporting housing and service coordination across the region, and reporting on program outcomes to HUD.
- Enhance provider and community capacity through CoC-wide training, technical assistance, and outreach to increase awareness of homelessness needs and system performance.

## **B. HMIS Lead Agency**

The HMIS Lead Agency is responsible for providing support and accountability for the HMIS. NorCal CoC Executive Board may revisit the HMIS Lead Agency designation at its discretion.

HMIS Lead Responsibilities:

- Serve as recipient of HUD CoC Program HMIS grant, subcontracting with an HMIS System Administrator as applicable
- Serve as the HMIS Lead Agency for the NorCal Continuum of Care.
- Develop, review, and revise all HMIS plans, forms, standards, and governance documents.
- Oversee and ensure the HUD System Performance Measures, AHAR/Longitudinal System Analysis, and State of California HDIS data submissions meet deadlines and the data contains minimal errors.
- Staff the HMIS Committee
- Staff the Ad Hoc Data Reporting Workgroup
- Report to CoC Executive Board and relevant committees upon request
- Strive to ensure that data is reported accurately and with integrity so that the CoC Executive Board and general public have confidence in the credibility of all reported data
- Serves as Liaison and executes contract with HMIS software vendor
- Oversee HMIS licensing - procuring, issuing, removal

## **C. HMIS System Administrator**

The CoC Executive Board, in partnership with the HMIS Lead Agency, may choose to designate an entity to serve as the HMIS System Administrator (SA) and operate the CoC's HMIS. The responsibilities of an HMIS System Administrator are detailed in the NorCal HMIS Policies and Procedures. With six months written notice to the Executive Board, the HMIS SA can terminate its status.

The Administrative Entity on behalf of the CoC Executive Board will enter into a contract with the designated HMIS SA. The contract is in effect for a maximum of two years and may be re-executed upon a successful performance review, as described below.

### **Designation and Solicitation Process**

If the Executive Board determines that it needs to procure a new HMIS SA, it does the following:

1. Form a workgroup to manage the procurement process
2. Use an RFP to procure a new HMIS SA
3. Designate the HMIS SA resulting from the procurement process

## **Review of HMIS System Administrator Performance**

Every two years, the CoC Board will designate a workgroup to conduct a review of the performance of the current HMIS SA and make recommendations regarding the HMIS SA designation. The performance review will include the following at minimum:

1. Review contract between the Administrative Entity on behalf of the CoC Executive Board and HMIS SA and status of agreed upon work
2. Review of HMIS data (LSA & SPM)
3. Review of HMIS grants for issues with grant execution, match, reporting, or expenditures
4. If/when applicable, review available HUD program monitoring reports and the results of findings/concerns
5. Review status of Service Participation policy, fee collection, any negative feedback from end users or providers related to administration of the fee policy

The designated workgroup, consisting of members of key committees and stakeholders, will present the results of the HMIS SA performance review to the Executive Board for consideration, along with recommendations for HMIS SA designation (either to continue to designate the current HMIS SA or to procure a new HMIS SA).

If needed, the Executive Board has the authority to initiate a HMIS SA performance review outside of the 2-year requirement. This decision must be agreed to by a majority of Executive Board members.

## **Section VI. Code of Conduct**

The NorCal CoC has adopted the following Code of Conduct that provides a foundation for the conduct and ethics of the CoC membership. Any new Executive Board member will be advised of this policy.

### **A. Conflict of Interest**

All CoC members must comply with 24 CFR 578.95 (Conflicts of Interest) in the CoC Program Interim Rule. CoC members must disclose any potential conflict of interest when the CoC is considering funding decisions or other actions that could result in the financial benefit or loss to an organization they, or a family member, represent as an employee, agent, consultant or board member. When a conflict of interest exists, the member(s) must immediately disclose the conflict of interest. The member must recuse themselves from related discussions and voting and will not be counted in determining the quorum.

The CoC is committed to ensuring that all decisions are informed, transparent, and free from conflict. Broad stakeholder input is essential in developing and refining key system activities such as the annual gaps analysis, eligibility criteria, prioritization standards, and performance targets. Participation in these general planning discussions does not constitute a conflict of interest. Funded projects and jurisdictions may provide input on CoC priorities, funding policies, and scoring criteria. However, the Rating and Ranking Committee is responsible for evaluating this input and making final decisions on scoring criteria and the application process.

## **Section VII. Funding**

There are multiple funding sources distributed through the structure of the CoC, including HUD CoC Program funds, ESG Program funds, and HHAP funds. The CoC follows a collaborative process for

developing applications and approving the submission of applications in response to a NOFA published by HUD and/or the State of California; in concert with the funding priorities and plan adopted by the Strategic Plan.

When funding is made available to the CoC, a NOFA process begins, which will include an open application process across the CoC region, including an addendum with County specific criteria if applicable, and use of the Rating and Ranking committee when funds are oversubscribed.

## **A. Application Standards and Thresholds**

The Administrative Entity will annually update the requirements for federal and/or state applications, as specified in the funding contract.

In general, all applicants for funds distributed through the structure of the CoC must meet the following threshold requirements at the time of application:

1. Service providers and counties receiving CoC funding must actively participate in the PIT/HIC count;
2. Actively collect, enter, and maintain HMIS data, including, but not limited to the following:
  - a. Provide timely and accurate HMIS data input, based on current HMIS user policy;
  - b. Provide timely responses to data requests; and/or
  - c. Applicant may partner with an agency that currently collects and enters HMIS data. The partner Agency must be listed in the application.
3. Participate in Coordinated Entry, if applicable, per user agreement as referenced in 24 CFR 578.7;
4. Be a participating member of their local NorCal CoC Advisory Board voting or participant in good standing (as defined by the applicable Advisory Board);
5. A completed application is submitted by the deadline;
6. Provide the following completed certifications with the funding application or NOFA;
  - a. Verification of Advisory Board member status;
  - b. HMIS certification of project participation; and
  - c. Verification of Point in Time participation.
7. The applicant's organization must adequately demonstrate they have capacity and experience to successfully manage the funds, including consideration of their ability to manage existing grants. Additional financials may be requested per the project funding per 2 CFR Part 200.501;
8. The applicant's organization must adequately demonstrate they have capacity and experience to implement the project in their application;
9. The grant request is reasonable based upon the proposed scope, number of client services, and availability and utilization of existing competitive programs within the geographical area;
10. The application is likely to improve the CoC's outcome performance and will contribute to reducing or preventing homelessness; and
11. The project meets specific threshold requirements per the NOFA.

## **B. Subrecipient Threshold Requirements**

1. Any agency awarded funding through the structure of the CoC must maintain threshold requirements throughout the grant performance period, in accordance with the applicable funding type and agreement with recipient agency

2. Upon request of remaining funds, the Administrative Entity will confirm adherence with continuing to meet threshold requirements.
3. If a grant subrecipient 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.

### **C. Rating and Ranking**

Agencies may be called upon to participate in the Rating and Ranking (R&R) Committee. See the section on Committees and Workgroups for more information.

### **D. Grievance and Appeals**

Funding applications that do not meet threshold requirements will be denied. Applicants may submit a grievance or appeal, which will be reviewed by Executive Board members who are neutral and have no conflicts of interest. . The Executive Board is responsible for designating a neutral group of members to review grievances and appeals if no Board members can perform this duty. The Executive Board will provide a written decision.

## **Section VIII. Review and Amendment of the CoC Governance Charter**

To ensure that the Governance Charter remains relevant and reflective of the needs of the community, the Governance Charter shall undergo regular reviews and updates as outlined in this section.

### **A. Feedback**

Feedback from all stakeholders, including board members, committee members, staff, and the broader community, shall be encouraged on an ongoing basis.

Feedback can be submitted through the following channels:

**Formal Meetings:** Stakeholders may provide feedback during designated feedback sessions at Advisory Board Meetings.

**Written Submissions:** Stakeholders may submit feedback in writing via email to [teachinc.modoc@gmail.com](mailto:teachinc.modoc@gmail.com), or other designated methods.

**Surveys:** Periodic surveys may be conducted to gather input on the effectiveness of the Charter and its implementation.

### **B. Annual Charter Updates**

The Governance Charter shall be reviewed and updated annually, with revisions taking effect as designated and upon approval by the Executive Board each year.

All feedback received prior to these dates will be reviewed, and proposed amendments will be drafted and presented for approval during the update process.

Review Process:

1. **Governance Charter Workgroup:** A designated Workgroup, consisting of members from key committees and stakeholders, shall be responsible for reviewing all feedback and proposed changes.

2. **Drafting Amendments:** The Workgroup shall draft any necessary amendments to the Governance Charter based on the feedback received. Proposed amendments must be circulated to the Advisory Board for review and comment a minimum of two weeks prior to Board approval.
3. **Approval:** The updated Governance Charter, including any amendments, shall be approved by the Advisory Boards through a majority vote. Once approved through the Advisory Boards, the final approval will be requested by the Executive Board.
4. **Communication of Updates:** Once the Charter has been updated, all stakeholders will be informed of the changes through official communications, including email announcements, website updates, and presentations at board or committee meetings.

### **C. Emergency Amendments**

In exceptional cases where urgent changes are needed outside of the Annual review cycle, the Workgroup may propose emergency amendments. These amendments will follow an expedited review and approval process as determined by the Advisory Boards.

**The Expedited Review Process:** Proposed amendments will be circulated to each Advisory Board 72 hours prior to Advisory Board approval. Once approved through the Advisory Boards, the final approval will be requested by the Executive Board.

## **Section IX. Appendix**

### **Advisory Board Membership Application**

**T.E.A.C.H., Inc. NorCal CoC Update  
March 10, 2026**

**1. 2026 PIT and HIC Update**

January 26, 2026 PIT count was held and County PIT Leads and agencies are working on post count data cleanup. Please provide HIC information to Seth Maneja, Pathways MISI, [smaneja@pathwaysmisi.org](mailto:smaneja@pathwaysmisi.org) regarding HIC information. Provide any PIT related information to Jamie Northrup [jnorthrup@teachinc.org](mailto:jnorthrup@teachinc.org)  
After Pathways receives the remaining HIC information they will provide a draft HIC list week of March 9, 2026 and prior to submittal to HUD for review by all contributing agencies.  
Next NorCal CoC PIT Committee Meeting is March 17, 2026 8:45-9:45

**2. 2025 HUD Notice of Funding Opportunity**

As of March 5, 2026 there is no new information regarding the HUD 2025 NOFO

**3. HHAP Funding Distribution**

**HHAP 4**

The HCD requested corrective action and response to Technical Assistance was filed February 13, 2026. TEACH Inc. received the funding on March 5, 2026. HHAP 4 Funding Agreements will be drafted and sent to agencies mid-March. Total HHAP 4 Shasta CoC allocation is \$908,603.00. Shasta County allocation is \$852,466.06.

**HHAP 5**

Status is the same. HCD has not provided the City of Redding with a revised amended agreement to transfer the funds to T.E.A.C.H., Inc.

Shasta CoC allocation of \$1,249,625.71 will be distributed to FaithWorks.

**HHAP 6**

HCD has scheduled a zoom meeting March 9, 2026 to discuss Section 3.a.5 (Encampment Policies) for Shasta, Siskiyou, Lassen, Plumas, Del Norte, Modoc, and Sierra Counties.

The following is the HCD statement in the request for the meeting.

*"HCD has reviewed the information provided in the region's HHAP 6 application and found that it does not meet threshold. We recognize that unsheltered homelessness can look different in rural communities and are requesting this meeting to discuss and determine a path forward."*

T.E.A.C.H., Inc. will work on the draft NorCal CoC NOFA for Executive Board approval after receipt of final HCD approval and funding agreement.

Shasta CoC allocation - \$1,083,071.41, Shasta County allocation - \$1,063,450.37

**4. HMIS Agency Participation Agreement Update**

Reminder to return HMIS Agency Participation Agreements to Jamie Northrup at T.E.A.C.H., Inc. [jnorthrup@teachinc.org](mailto:jnorthrup@teachinc.org) The agreements were distributed beginning the week of December 8 to be signed by Agency Executive Directors and returned to T.E.A.C.H., Inc.

**5. Governance Charter Work Group**

The Work Group voted by consensus on the revised Governance Charter.

The draft Governance Charter has been circulated to the Advisory Boards for review and approval in March 2026, and the final approval would then be made by the Executive Board.

Proposed timeline:

March - April, 2026 - Refer proposed Governance Charter to Advisory Boards for Approval

April - May, 2026 - Presentation and approval by the Executive Board

## 6. Data/Performance Work Group

At the previous meeting on February 26, 2026 we continued to reviewed HDIS outcomes, status for HHAP grants and APR review for data quality checks.

Evaluations and presentations regarding NorCal CoC data are presented to the Data/Performance Work Group and made available at the link below:

<https://sites.google.com/view/norcalcontinuumofcare/home?authuser=0>

The next meeting is:

### **Data Performance Work Group**

**March 26, 2026**

1:00pm - 2:00pm

<https://us02web.zoom.us/j/86112504456?pwd=Y2bJ5r0pb1f4fRasYxJMrlIA0a00a4.1>

Meeting ID: 861 1250 4456

Passcode: 011922

## 7. Development of Youth Action Board – Technical Assistance

The NorCal CoC has the opportunity to receive Technical Assistance to support partnering with youth with lived experience of homelessness and the development of a Youth Action Board (YAB). We had our first meeting on February 11, 2026 and our second meeting was February 24, 2026 with Jenna Espinosa and Manuela Molina Pineda with Technical Assistance Collaborative (TAC). Representatives from Shasta, Modoc, Lassen and Siskiyou joined the meeting. Outreach will be made by TAC engage with the other three counties. TAC is offering to provide youth-specific technical assistance and support to the NorCal CoC through a contract TAC currently has with HCD to support HHAP grantees with their Youth Set Aside spending and other youth homeless system activities.

Development of a YAB and implementation of a coordinated community approach to preventing and ending youth homelessness will enable the NorCal CoC to apply for future HUD Youth Homelessness Demonstration Program funding.

The next meeting has not been scheduled. Please email me if you would like to be included in future meetings.

For any questions about this report email Kristen at [kristen@kristenschreder.com](mailto:kristen@kristenschreder.com)