



July 26, 2023

## Agenda

1. **Welcome and Introductions**
2. **Adoption of Minutes from Prior Meeting**
3. **Additions to the Agenda**
4. **Project Updates:**
  - a. **PATH Plaza** - E.C. Ross
  - b. **Permanent Housing** – Travis Lyon
  - c. **Stakeholders' Collaborative** – Heather Henderson
5. **CoC Coordination and Strategic Planning**
  - a. **Collaborative Applicant Transition Update**
  - b. **Financial Report**
  - c. **Housing Tools Proposal FY2023-24, 2024-25 and 2025-26**

*Suggested Action(s):* Authorize TVP to sign Housing Tools Proposal for Fiscal Years 2023-24, 2024-25 and 2025-26 Scope of Services, as presented or with changes requested.

6. **Capacity Building**

Andrea Curry

- a. **FY2023 HUD CoC NOFO**
- b. **Local Project Funding RFP**
- c. **Emergency Funding Requests**

*Suggested Action(s):*

- i. *Authorize increase of \$7,500 to current award to First Christian Church Corning to support extended open hours to provide respite from extreme heat emergency for people experiencing homelessness in Corning/South County.*
- ii. *Authorize increase of \$25,318 to current award to Poor and the Homeless Tehama County Coalition (PATH) to backfill unforeseen expenditures made in response to flooding emergency at Samuel Ayers Park in March 2023.*
- iii. *Authorize increase of \$6,000 to current award to City of Red Bluff to support purchase and installation of vehicle barriers to address immediate safety concerns at Samuel Ayers Park encampment.*

7. **HMIS/CES Update**

Andrea Curry

# Tehama County Continuum of Care Executive Council Meeting



## Meeting Minutes

May 24, 2023

Meeting held via Zoom

COUNCIL ATTENDANCE:	PRESENT	EXCUSED
<b>Johnna Jones</b> , Chairperson	X	
<b>Jim Southwick</b> , Vice-Chair; Tehama County Department of Education		X
<b>Jayne Bottke</b> , Tehama County Health Services Agency		X
<b>Candy Carlson</b> , Tehama County Board of Supervisors	X	
<b>Jeremiah Fears</b> , Corning Police Department		X
<b>Kris Deifers</b> , Red Bluff City Council		X
<b>Gail Locke</b> , General Collaborative Chairperson	X	
<b>Travis Lyon</b> , Tehama County Health Services	X	
<b>David Madrigal</b> , Tehama County Community Action Agency	X	
<b>Kimberlee Monroe</b> , Empower Tehama	X	
<b>E.C. Ross</b> , Poor and the Homeless Tehama County Coalition (PATH)	X	

Continuum of Care Coordinator: **Andrea C. Curry**

Notes by: **Heather Henderson**

Meeting called to order at 9:32 A.M.

### 1. Welcome and Introductions

### 2. Adoption of Minutes

April's meeting did not have a quorum, so there are no minutes from April to be approved. Minutes from the March 22, 2023 meeting were sent to the council prior to the April 26, 2023 meeting. No changes were requested, so the March minutes were approved as emailed.

### 3. Additions to the Agenda

Johnna announced that there would be no Executive Council meeting scheduled in June due to the fourth Wednesday being so close to the date that the Collaborative Applicant transition is scheduled to take place.

### 4. Project Updates:

#### a. PATH Plaza Update

E.C. Ross

E.C. reported that construction is coming along on the PATH Plaza navigation center. Windows have been installed, and the interior walls will be going up soon. He reported that there was a recent change order submitted to accommodate the gas line on Lay Ave., which will result in an additional cost of up to \$50K. PG&E has not yet provided a date for when the utility work can be completed.

#### b. Permanent Housing Update

Travis Lyon

Travis reported that all units at Olive Grove Apartments have now been filled, including the 15 No Place Like Home units. MOU development is in underway for the planned Red Bluff projects; Jayme is currently reviewing the MOU for the Palm Villas project and the MOU for The Bluffs should be ready for review soon. Additional sources of funding for both projects are still being sought.

**c. Stakeholders' Collaborative**

*Heather Henderson*

Heather reported that April's Stakeholders' Collaborative meeting included a review of the research conducted by Housing Tools on the Update to the 10-Year Plan to end homelessness and a presentation on the findings. Heather reported that the next Stakeholders' Collaborative meeting will be held on July 5 from 2:00 PM to 5:00 PM. This is a different start time than usual, as more time will be needed due to the review of the draft of the Update to the 10-Year Plan. Housing Tools will be facilitating the meeting. The draft of the Update has already been sent to stakeholders by email. Any feedback submitted ahead of the July 5 meeting will be discussed at the meeting, and attendees will be invited to join small groups that correspond to the updated goals and priorities in the Update to get started on working towards the goals. To be added to the Stakeholders' Collaborative invite list, please email Heather.

**5. CoC Written Standards**

*Andrea Curry*

Andrea reported that it was determined as part of a recent ESG-CV monitoring that there are some areas in the CoC's Standards for Provision of Assistance that need updated. There are also some areas of the Governance Charter that could be clarified. Please email Johnna if you are interested in serving on the committee that will be reviewing these standards. The committee will bring back recommendations to the council once ready.

**6. Collaborative Applicant Transition Update**

*Andrea Curry*

Andrea reported that progress is underway on the change in Collaborative Applicant/Administrative Entity. Andrea is working with HUD on changing the CoC's Collaborative Applicant in their system. Once we have the letter from HUD acknowledging the change, that will be sent to Cal ICH to start the process of amending the HHAP contracts to add TVP as the Administrative Entity and releasing Empower Tehama from its obligations for those awards.

**7. Financial Report**

*Andrea Curry*

Andrea provided an update on the grant funding being administered by the CoC through its Administrative Entity and currently open subgrants as of April 25. The funds remaining to be drawn down on current subgrants and funds not yet awarded through subgrants will be transferred to the new AE on or around June 30. Each subgrantee agreement open with Empower Tehama will be amended at that time to decrease the total funds available to those already drawn down. Immediately following that amendment, new agreements will be executed between each subgrantee and TVP as the new AE in the amount that the corresponding ET agreement was reduced.

**8. Capacity Building**

*Andrea Curry*

**a. Local Project Funding RFP**

Andrea reported that the release of the new project RFP has been delayed due to the Collaborative Applicant/Administrative Entity change. The RFP will need to be released through the new CA/AE as they will be the contracting party. Andrea will provide an update in July.

**b. Encampment Resolution Funding Opportunity**

Andrea reported that Cal ICH released a Notice of Funding Availability (NOFA) for Encampment Resolution funding. Applications to be submitted under the third “window” of Round 2R of this funding are due on June 30. Applicants are required to provide a map that reflects the encampment their project will prioritize. Eligible activities include street outreach, interim housing and support for persons exiting homelessness in permanent housing. The program is prioritizing applications that include state right-of-ways, however to include such areas an applicant must obtain a letter of support from Caltrans. Andrea suggested that the CoC apply for these funds and prioritize both Samuel Ayers/Dog Island park and River Park. She stated that the FAQ in the NOFA mentioned that smaller cities could include multiple locations as part of a “larger local project” but she was still unclear on exactly how to do that. Council members suggested other areas that should be included, including the encampments under the freeway cloverleaf and the county property behind the old county hospital/current TCHSA service center.

**9. HMIS/CES**

*Andrea Curry*

**a. Point in Time Count**

A copy of the 2023 PIT Count numbers, as reported to HUD, was provided to council members prior to this meeting for review. The report provided is formatted to show the 2019, 2021 and 2023 numbers for comparison. The overall total of persons counted increased from 267 in 2021 to 304 in 2023, with the largest increase being in the unsheltered count. It was pointed out that the number of persons who are Hispanic/Latino increased significantly, as well. A discussion took place regarding how and when the CoC should roll out the report to the community. The council

**10. Additional discussion**

**a. Antelope Homewood Mobilehome Park**

A discussion took place regarding concerns about Antelope Mobilehome Park. This license from HCD for this park has been under suspension for some time due to health and safety issues and other violations cited when the park was inspected by HCD in 2019. Concerns regarding the living conditions in the park were voiced, as were concerns that the capacity of system for addressing homelessness would not be able to adequately handle the influx if the park's license is ultimately revoked.

***Meeting adjourned at 11:03 A.M.***

***The next meeting is scheduled for Wednesday, July 26, 2023, at 9:30 AM and will be held via Zoom.***

# Tehama CoC Financial Report July 2023

As of June 30, 2023:

## Open Funding Awards:

	CESH 2018	CESH 2019	HHAP-1 (CoC)	HHAP-2 (CoC)	HHAP-3 (Joint)	TCDE (x2)	HHIP (ABC)	Total
Initial Award	\$855,637	\$484,550	\$500,058	\$250,000	\$833,358	\$31,545	\$197,288	<b>\$5,939,207</b>
Expended to date	\$682,781	\$0	\$24,383	\$0	\$46,795	\$0	\$69,007	<b>\$3,609,737</b>
Remaining in Award	<b>\$172,856</b>	<b>\$484,550</b>	<b>\$475,675</b>	<b>\$250,000</b>	<b>\$786,563</b>	<b>\$31,545</b>	<b>\$128,281</b>	<b>\$2,329,470</b>

## Anticipated Funding Award(s):

	HHAP-4 (Joint)	HHIP (HealthNet)	Total
Amount	\$749,744	\$266,712	<b>\$1,016,456</b>

## Open Subgrantee Agreements:

	Total Award	Expended to Date	Remaining
Empower Tehama Emergency Shelter	\$364,384	\$353,068	\$11,316
Empower Tehama Rapid Rehousing	\$232,447	\$187,337	\$45,110
Tehama HMIS (Empower Tehama)	\$235,000	\$235,000	\$0
NCCDI Home Address Project	\$234,961	\$187,388	\$47,573
First Christian Church Corning	\$26,200	\$19,796	\$6,404
City of Red Bluff - Samuel Ayers Solar	\$8,000	\$7,054	\$946
PATH Day Center	\$916,400	\$824,271	\$92,129
PATH Street Outreach	\$488,020	\$478,106	\$9,914
PATH Sale House	\$169,017	\$85,558	\$83,459
PATH Non-Congregate Shelter (FW)	\$51,000	\$26,498	\$24,502
PATH Plaza Development	\$1,252,119	\$0	\$1,252,119
<b>Total</b>	<b>\$3,977,548</b>	<b>\$2,404,078</b>	<b>\$1,573,470</b>

## Summary:

	Current	Anticipated	Total
Assets	<b>\$2,329,470</b>	<b>\$1,016,456</b>	<b>\$3,345,926</b>
Liabilities	<b>\$1,573,470</b>	-	<b>\$1,573,470</b>
		<b>Balance</b>	<b>\$1,772,456</b>

June 8, 2023

Andrea C. Curry  
Coordinator, Tehama County Continuum of Care  
Data & Outcomes Manager, Empower Tehama  
1805 Walnut Street  
Red Bluff, CA 96080

RE: Proposal for Fiscal Years 2023-24, 2024-25, and 2025-26 Scope of Services

Dear Ms. Curry,

This letter outlines a proposed scope of housing and community development services. The proposed scope of services was informed by the May 25, 2023 meeting between you and Jessica Candela of Housing Tools. We appreciate the opportunity to continue working with you.

#### Purpose of the Proposal

Housing Tools (“Consultant”) presents the following proposal to the Tehama County Continuum of Care (“Client”). The Client’s Coordinator has requested that Housing Tools submit a proposal for services for the multi-year period of 2023-2026 (“Services”).

#### Scope of Services and Schedule

Consultant will provide the following housing and community development services as described below. Services are grouped into the activities listed below.

- **Activity 1:** Annual Gaps/Racial Disparities Analysis (2024 and 2025)\*
- **Activity 2:** CoC and Stakeholders’ Collaborative Technical Assistance
- **Activity 3:** General Technical Assistance

Below is an itemized listing of proposed tasks. Each task includes scope of work, schedule, and proposed budget. *Each task will be billed hourly, not to exceed the amount shown in the budget column.* You may choose to incorporate some or all of these tasks into a contract for services with Housing Tools.

\*Activity 1 is for two annual gaps/racial disparities analyses. The first analysis would occur from 2024 to 2025, and the second analysis would occur from 2025 to 2026.



<u>Activity/Task</u>	<u>Scope of Work</u>	<u>Schedule</u>	<u>Proposed Budget</u>
<b>Activity 1: Annual Gaps/Racial Disparities Analysis (2024 and 2025)</b>			
Task 1.1: Present Worksheet and Timeline at Meeting #1	Using the worksheet template from the 10-Year Plan Update, Housing Tools will prepare a presentation regarding the annual gaps/racial disparities analysis, timeline, and opportunities for engagement. Housing Tools will present these materials at the Stakeholders' Collaborative July meetings in 2024 for the 1 <sup>st</sup> annual analysis and 2025 for the 2 <sup>nd</sup> annual analysis.	May – July in 2024 and 2025	\$2,000 (\$1,000 per annual analysis for a total of two annual analyses)
Task 1.2: Quantitative Data	Using the worksheet template from the 10-Year Plan Update, Housing Tools will collect and analyze the quantitative data. This includes data on race/ethnicity from the U.S. Census American Community Survey, Point-in-Time (PIT) Count, and Homeless Management Information Systems (HMIS). The CoC will assist in providing PIT and HMIS data to Housing Tools.	July – August in 2024 and 2025	\$4,000 (\$2,000 per annual analysis for a total of two annual analyses)
Task 1.3: Qualitative Data	Using the worksheet template from the 10-Year Plan Update, Housing Tools will collect and analyze the qualitative data. This includes data on HMIS services options as well as conducting interviews/focus groups with two to four (2-4) people with lived experience and two to four (2-4) service providers. These interviews/focus groups may be virtual, over the phone, or in-person. The CoC will assist in providing HMIS data to Housing Tools and connecting Housing Tools with people with lived experience and service providers.	August – October in 2024 and 2025	\$6,000 (\$3,000 per annual analysis for a total of two annual analyses)



Task 1.4: Gaps/Racial Disparities Analysis	Using the worksheet template from the 10-Year Plan Update, Housing Tools will conduct the gaps/racial disparities analysis. The CoC will review the gaps/racial disparities analysis and provide feedback to Housing Tools within a two-week time frame. Housing Tools will make adjustments as needed based upon the CoC feedback.	October – November in 2024 and 2025	\$5,000 (\$2,500 per annual analysis for a total of two annual analyses)
Task 1.5: Present Gaps/Racial Disparities Analysis and Facilitate Breakout Groups at Meeting #2	Using the worksheet template from the 10-Year Plan Update, Housing Tools will prepare a presentation regarding the gaps/racial disparities analysis. Housing Tools will present and facilitate breakout groups at the Stakeholders’ Collaborative January meetings in 2025 for the 1 <sup>st</sup> annual analysis and 2026 for the 2 <sup>nd</sup> annual analysis.	November – January in 2024/25 and 2025/26	\$4,000 (\$2,000 per annual analysis for a total of two annual analyses)
Task 1.6: Prepare and Present Final Worksheet at Meeting #3	Using the worksheet template from the 10-Year Plan Update, Housing Tools will prepare the final worksheet and presentation. Housing Tools will present these materials to the Stakeholders’ Collaborative April meetings in 2025 for the 1 <sup>st</sup> annual analysis and 2026 for the 2 <sup>nd</sup> annual analysis.	February – April in 2025 and 2026	\$3,000 (\$1,500 per annual analysis for a total of two annual analyses)
<b>Activity 1 Total</b>			<b>\$24,000</b>
<b>Activity 2: CoC and Stakeholders’ Collaborative Technical Assistance</b>			
Task 2.1: Quarterly CoC Staff Coordination Meetings	Prior to the Stakeholders’ Collaborative meetings, Housing Tools will facilitate quarterly coordination meetings with the CoC staff. Housing Tools will set up meetings using Zoom, prepare agendas, take notes, and coordinate follow-up items. This provides an opportunity for the CoC and Housing Tools to conduct strategic planning, discuss gaps in services	July 2023 – June 2026	\$6,600 (\$550 per quarter for 12 quarters)





	and funding, review upcoming funding opportunities, and plan for any ad-hoc technical assistance needs.		
Task 2.2: Quarterly Stakeholders' Collaborative Meetings	Housing Tools will attend the quarterly meetings of the Housing and Homeless Stakeholders' Collaborative. These meetings will assist in continuing to develop an understanding of the CoC landscape, developing relationships with attendees, and providing support on other work items within this scope of work. In particular, Housing Tools will provide technical assistance to the workgroups implementing the 10-Year Plan Update and sharing progress during these meetings.	July 2023 – June 2026	\$5,400 (\$450 per quarter for 12 quarters)
<b>Activity 2 Total</b>			<b>\$12,000</b>
<b>Activity 3: General Technical Assistance</b>			
Task 3.1	Housing Tools will conduct work outside of other proposed tasks as requested by CoC due to changing circumstances or unanticipated needs.	July 2023 – June 2026	\$10,000
<b>Activity 3 Total</b>			<b>\$10,000</b>
<b>OVERALL TOTAL</b>			<b>\$46,000</b>



### Consultant Expertise

Our first-hand experience working in the public sector provides us with an intimate understanding of local government context, challenges, and opportunities. The foundation of our work in this arena is inclusive, transparent, and constructive community outreach. Whether our efforts are homeless initiatives, housing plans, fund development, or policy analysis and evaluation, we are eager to help you make your community more vibrant and equitable. We guide community planning processes that incorporate comprehensive community outreach and build on community strengths. Our planning work has included Housing Elements, HUD Consolidated Plans, Homeless Plans, and Permanent Local Housing Allocation (PLHA) Plans.

### Insurance

Consultant maintains liability insurance that covers the firm’s employees in executing its normal business activities. The amount of coverage is \$1 million per occurrence and \$2 million in aggregate. Consultant also maintains auto insurance at \$1 million per occurrence and workers compensation insurance at \$1 million per occurrence. Consultant may provide Client with an insurance certificate naming the Client as Additional Insured at Client’s request.

### Project Staffing

The budget is based on the following hourly rates, travel, and printing costs, which are current as of June 2023. The budget includes hourly rates, travel reimbursement, printing costs, and course of business costs such as leases, insurance, equipment, training, utilities, taxes, etc. These rates are subject to increase during the term of the contract on an annual basis.

<b>Cost</b>	<b>Rate</b>
Principal	\$150/hour
Community Development Manager	\$150/hour
Senior Project Manager	\$130/hour
Project Manager	\$110/hour
Assistant Project Manager	\$100/hour
Labor Compliance Specialist	\$100/hour
Administrative	\$90/hour
Travel Reimbursement	\$0.655/mile
Printing and Media Reimbursement	100% of cost



Below is a summary of the not-to-exceed amount for the services described above for the Tehama County Continuum of Care for the 2023-2026 fiscal years.

<b>Tehama County Continuum of Care Contract Amount</b>	
Activity 1	\$24,000
Activity 2	\$12,000
Activity 3	\$10,000
<b>Total</b>	<b>\$46,000</b>

Thank you for your interest in our firm's housing and community development services. Please do not hesitate to let me know of any questions you may have at [jcoles@housing-tools.com](mailto:jcoles@housing-tools.com) or (530) 513-3116.

Sincerely,

James Coles  
Principal

# Emergency Funding Requests July 2023

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## **PATH – Emergency Shelter and Street Outreach: \$25,318**

*Requesting an increase of \$35,000 to current award to Poor and the Homeless Tehama County Coalition (PATH) to backfill unforeseen expenditures made in response to flooding emergency at Samuel Ayers Park in March 2023.*

On March 14, 2023, we experienced a prolonged period of heavy rain. As a result, the area of Samuel Ayers Park designated as a temporary sanctioned encampment by the City of Red Bluff flooded, putting the individuals camping there in danger and destroying the possessions of many of these individuals. Community partners, including the City of Red Bluff, Faith Works, and PATH responded to the emergency, coordinating motel shelter for the displaced campers and working to replace crucial items that they had lost. Because the cost of this emergency was not included in projected budgets, existing projects are now short of funds to continue operating until the availability of additional funds through the upcoming RFP.

Costs incurred due to flooding incident:

Motel Shelter for approximately 30 individuals for up to 21 nights each: \$21,481

Replacing crucial items destroyed in flood (tents, sleeping bags, clothing, etc.): \$3,827

## **First Christian Church Corning – Emergency Shelter \$7,500**

*Requesting increase of \$7,500 to current award to First Christian Church Corning to support extended open hours to provide respite from extreme heat emergency for people experiencing homelessness in Corning/South County.*

Currently the program at FCCC is open for 5 hours 2-3 days per week and is staffed only by Karen Burnett who is working in an entirely volunteer capacity. This funding would allow the program to expand to 5 hours per day, 7 days per week for the next six weeks to provide daily respite from extreme heat for people experiencing homelessness in Corning/South County along with expansion of existing services. The requested increase would include hiring 2 additional staff, paying staff (Karen Burnett plus 2 additional staff) at an estimated cost of \$1250 per week (\$1000 in staffing and \$250 in operating/supplies). FCCC will be applying through the upcoming RFP for funds to support ongoing operations and is considering making expanded hours permanent.

## **City of Red Bluff – Street Outreach \$6,000**

*Requesting increase of \$6,000 to current award to City of Red Bluff to support purchase and installation of vehicle barriers to address immediate safety concerns at Samuel Ayers Park encampment.*

City of Red Bluff would like to purchase and install vehicle barriers at the entrance to the area of Samuel Ayers Park where the temporary sanctioned encampment is located to prevent campers vehicles into the camping area. Both the city and the campers currently staying at the encampment agree that vehicles should remain in the parking lot and should not be driven back to the camping area, however they have had issues with other parties driving vehicles back to that area without authorization. Barriers would prevent this from happening going forward, protecting the safety of current campers and avoiding unauthorized persons and/or campers not willing to adhere to the community guidelines from camping in vehicles in the sanctioned area.

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**Total Emergency Funding Request: \$38,818**