



October 26, 2022

Agenda

- 1. Welcome and Introductions**
- 2. Adoption of Minutes from September 28, 2022**
- 3. Additions to the Agenda**
- 4. PATH Plaza Update**
- 5. Permanent Housing Update**
- 6. Stakeholders' Collaborative Update**
- 7. Capacity Building**
Andrea C. Curry
 - a. Housing and Homelessness Incentive Program (HHIP)**
 - i. HHIP Agreement
Suggested Action: Authorize Empower Tehama, as the Administrative Entity for the CoC's HHIP funds to sign the HHIP Agreement with Blue Cross of California Partnership Plan, Inc.
 - b. Homeless Housing, Assistance and Prevention, Round 4 (HHAP-4)**
 - c. Permanent Local Housing Allocation** (Informational Only)
- 8. CoC Budget Update**
 - a. Overview**
 - b. Local Project Funding**
- 9. Regional Coordination**
 - a. Housing Tools Scope of Work**
Suggested Action: Authorize Empower Tehama to amend contract with Housing Tools to include an additional \$2,500 to support the cost of coordinating joint meeting.
 - b. Stakeholders and LIFT Attendee Interviews**
(Scope of Work, Task 2.6)
 - i. Proposed Survey and Interviewee List**
 - ii. Spanish Translation/Interpreter Services**
Suggested Action: Authorize expenditure of HHAP-3 funds not to exceed \$2,600 to support the cost of Spanish translation of outreach materials and

a Spanish interpreter for activity conducting surveys of LIFT Event attendees.

iii. **Tokens of Appreciation for LIFT Event Interviews and PIT Count**

Suggested Action: Authorize expenditure of HHIP funds not to exceed \$8,000 to support the cost of gift cards to provide to LIFT Interview/PIT Count Survey respondents as tokens of appreciation for providing information.

10. Executive Council

a. Nominations/Elections for Chair, Vice-Chair and Secretary

(Overdue per Governance Charter Section D)

b. Schedule November/December Meeting(s)

11. Written Standards

a. Annual Review

12. HMIS/CES

Andrea C. Curry

13. Community COVID-19 Update

TCHSA

Tehama County Continuum of Care Executive Council Meeting



Meeting Minutes

September 28, 2022

Meeting held via Zoom

ATTENDANCE:	PRESENT	EXCUSED
Gail Locke , Chairperson	X	
Tara Loucks-Shepherd , Vice-Chair; Tehama County Department of Social Services	X	
Jayme Boffke , Tehama County Health Services Agency	X	
Candy Carlson , Tehama County Board of Supervisors	X	
Andrea Curry , Empower Tehama	X	
Jeremiah Fears , Corning Police Department		X
Johnna Jones , Red Bluff City Council (Alternate: Kris Deiters)	X	
Travis Lyon , Tehama County Health Services		X
David Madrigal , Tehama County Community Action Agency	X	
E.C. Ross , Poor and the Homeless Tehama County Coalition (PATH)		X
Jim Southwick , Tehama County Department of Education	X	
Kimberlee Monroe , Director of Client Services	X	

Guest: Michael Brown, Executive Director MSW, LCSW

Notes by: **Heather Henderson**

1. Adoption of Minutes from August 24, 2022

The minutes and agenda from the Executive Council meeting held on August 24, 2022 were made available prior to this meeting for review. Tara motioned to approve the minutes and Candy seconded. The minutes were approved as emailed.

2. Additions to the Agenda

Tara reported that there were two action items voted on electronically in the interim between August's meeting and this meeting. The first action, regarding the suggested amendment to Article V, Section B of the CoC's Governance Charter, was completed by email on September 12, 2022. The second, regarding approval of the Letter of Support for the Managed Care Plans' (Anthem Blue Cross and California Health and Wellness) Housing and Homelessness Incentive Program (HHIP) Investment Plan for Tehama County, was completed on September 14, 2022. Andrea reported that both electronic votes were recorded in the minutes for the August 24, 2022 meeting minutes.

Candy requested that the topic of Safe Parking/Safe Camping projects for people experiencing unsheltered homelessness be discussed. The City of Red Bluff City Council discussed designating an area for camping at their September 6 meeting. Andrea pulled up the City Council Agenda materials from that meeting and shared a map of the proposed area via zoom with this group. A discussion took place around potential benefits and drawbacks to this type of project. Candy asked if there were any plans to allow sleeping in vehicles and/or camping on location at the PATH Plaza Navigation Center. Andrea stated that there were no plans for that at this time due to liability

and safety concerns. Johnna reported that the City Council has yet to make any concrete plans but is exploring the option. Andrea mentioned that some funding available through the CoC under which certain limited activities associated with a safe camping or safe parking project, such as ensuring that adequate portable restrooms and handwashing stations are made available to people who are unsheltered, and supporting Street Outreach activities that connect people to services and help them meet urgent physical needs.

3. PATH Plaza Update

E.C. was not present at this meeting, so Andrea provided an update based on what had been reported recently at the Navigation Center Executive meeting. The construction project is going to bid soon, with completion still scheduled for later summer/early fall of 2023, although the weather over the winter could impact the timeline.

4. Permanent Housing Update

Jayme reported that HCD recently announced the No Place Like Home Round 4 awards, which included two projects proposed in Tehama County. Both proposed projects are planned for locations in Red Bluff. Palm Villas is to be located on South Jackson St. with 61 total units: 50 low-income affordable units, 10 NPLH units, and 1 unit for an on-site manager. The Bluffs Community Housing is to be located on Vista Way and Southridge Drive and have 41 total units: 25 dedicated to households experiencing homelessness, 15 NPLH units, and a unit for an on-site manager.

Jayme also reported that Olive Grove Apartments in Corning are close to completion but have been delayed due to availability of certain electrical parts. The delay has impacted the tenant selection process, as tenants have to re-qualify for a unit if not leased-up within a specific amount of time. Due to the circumstances of many households that are eligible for a NPLH unit, maintaining communication with applicants can be challenging. Travis has been working with Chief Fears in Corning to identify individuals who are likely to qualify for units and connecting them to the Coordinated Entry System, and Travis is working with housing staff at PATH to connect with individuals who may be eligible or with whom communication has broken down.

5. Stakeholders' Collaborative Update

Heather reported that at September's Stakeholders' Collaborative meeting, Jessica Candela from Housing Tools gave a presentation on the progress that has been made towards the goals identified in the 10-Year Plan to End Homelessness and solicited input on the updates to the 10-Year plan. Housing Tools will be incorporating the Stakeholders' Collaborative's feedback along with input gathered through interviews with stakeholders and people with lived experience into the plan update. Heather asked that any recommendations of potential interviewees be emailed to her to be passed on the Housing Tools.

6. Capacity Building

Andrea C. Curry

a. HUD Continuum of Care Program NOFO

The submission deadline for the 2022 CoC Consolidated Application, including CoC Application, Priority Listing, and CoC Planning Project application in eSnaps is September 30, 2022. A draft of 2022 CoC Application and Priority Listing must be posted publicly and an email sent out to notify community members and key stakeholders that it is available for review, by 5:00 PM PST today, September 28, 2022. A draft of the CoC's consolidated application was provided prior to this meeting for review by the council. No changes were requested, so the application will be posted as-is.

7. HMIS/CES

Andrea C. Curry

Empower Tehama will be holding an HMIS training on October 19th. Contact Heather if you have someone that needs to sign up. As a reminder, be sure and keep all program information current with 2-1-1 to ensure that callers (including those being assessed into the Coordinated Entry System) can be referred to appropriate services.

8. Community COVID -19 Update

New orders from CDC went into effect last weekend. Masking orders are now in alignment with CDC. Our community rate of transmission is ranked at "medium". We were ranked at "low" a week ago but now at "medium" rating. Mask use is strongly recommended in indoor locations. Those that are immunocompromised should wear a mask and anyone visiting them should wear a mask. Walk-in appointments are available on Wednesday, Thursday or by appointment. The new booster is available on Wednesday and Thursday. Use myturn.com for appointments. The rate of vaccinations have doubled in the past week, which will help the spread of the new variant.

Appointments for both testing and vaccines are available through the My Turn website or by calling Public Health at 530-527-6824.

Tehama County Covid-19 updates can be found at [COVID Data - Tehama County Health Services \(tehamacohealthservices.net\)](https://tehamacohealthservices.net) on the Tehama County Health Services website. Scroll down and enter "Tehama" in the "County and statewide data" box to view the most current Covid-19 information. There is a treatment site at the Vista Way location. It's a test to treat site, where community members can get referred to treatment if needed.

The next meeting is scheduled for Wednesday, October 26, 2022, at 9:30 AM and will be held via Zoom.

Housing and Homelessness Incentive Program Agreement

BETWEEN BLUE CROSS OF CALIFORNIA PARTNERSHIP PLAN, INC.

AND

Empower Tehama, as the Administrative Entity for the Tehama County Continuum of Care

THIS AGREEMENT (the “Agreement”) by and between Blue Cross of California Partnership Plan, Inc. and its affiliates (“Anthem”) and Empower Tehama, as the Administrative Entity for the Tehama County Continuum of Care (“HHIP Grantee”) is effective upon the date of complete execution of the Agreement (the “Effective Date”). The scope of services, reporting, and funding details are included in Exhibit A.

WHEREAS: The Housing and Homelessness Incentive Program (HHIP) is a two-year incentive program from the Department of Health Care Services (DHCS) that allows Medi-Cal Managed Care Plans (MCP’s) to earn funds by working with community organizations to build partnerships and address housing and homelessness. As part of HHIP, Anthem is making investments to community partners - “HHIP Grantees” to address identified gaps and needs and meet HHIP metrics.

AGREEMENT:

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows.

1. Anthem and HHIP Grantee each desire to participate in HHIP (the “Program”) geared towards improving partnerships and addressing housing and homelessness among Medi-Cal members. HHIP Grantee agrees to perform the services, and agrees to program goals, metrics and objectives as specified in Exhibit A, attached hereto and incorporated herein.
2. To the extent any provision contained in this Agreement conflicts with the terms and conditions of HHIP Grantee Agreement with Anthem, then HHIP Grantee Agreement shall control.
3. The parties acknowledge and agree that all information related to the Program created and/or furnished by one party to the other party as a result of this Agreement is proprietary and confidential. HHIP Grantee and Anthem agree not to use such proprietary and confidential information except for the purpose of carrying out their obligations under this Agreement. Neither party shall disclose any proprietary and confidential information to any person or entity without the other party’s express written consent, except as required pursuant to applicable law, regulatory requirements or legal order, in which case such party shall immediately notify the other party of the receipt of any such request for disclosure prior to the disclosure.
4. The Agreement will commence on the Effective Date and will be in force until the DHCS incentive phase out fiscal year 2024-2025 from the Effective Date unless the Agreement is earlier terminated as specified in Exhibit A.

5. Either party may terminate this Agreement with or without cause on thirty (30) days' prior written notice to the other party. This Agreement will automatically terminate upon one or more of the following events:
 - a. Termination of HHIP Grantee Agreement with Anthem; or
 - b. HHIP Grantee fails to meet requirements and measurements as outlined in Exhibit A.
6. The parties hereto represent to each other that to their knowledge this Agreement (i) has been validly executed and delivered, and (ii) has been duly authorized by all corporate action necessary for the authorization.
7. This Agreement shall be construed and interpreted in accordance with the laws of the State of California.
8. This Agreement is solely for the benefit of HHIP Grantee and Anthem and will not be construed to give rise to or create any liability or obligation to, or to afford any claim or cause of action to, any other person or entity.
10. Each party agrees to indemnify, defend, and hold harmless the other party from and against any and all liability, loss, claim, damage or expense, including defense costs and legal fees, incurred in connection with a breach of any representation and warranty made by a party in this Agreement, and for claims for damages of any nature whatsoever, arising from a party's performance or failure to perform its obligations hereunder.
11. Provider agrees that HHIP funds cannot be used for long-term "room and board" costs which is defined as long-term rental assistance. This does not include shelter operations or shelter costs, short-term or emergency rental assistance, housing related costs for housing lease-up, capital funds for permanent affordable or supportive housing development or rehab, or housing development operating subsidies.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed.

Empower Tehama

**BLUE CROSS OF CALIFORNIA PARTNERSHIP
PLAN, INC. (Anthem Blue Cross)**

Signature: _____

Signature: _____

Name: _____

Name: _____

Date: _____

Date: _____

EXHIBIT A

HHIP is for Anthem California Medicaid business-only. Unless otherwise defined in this Agreement, all defined terms shall have the meanings set forth in the DHCS HHIP [All Plan Letter \(APL\)](#).

Under the Program, Anthem will advance funds (See Total Grant Amount) as a grant to assist Anthem with meeting HHIP metrics during the Program measurement periods. If the Program Agreement between Anthem and HHIP Grantee is terminated for any reason during the duration of this Agreement, Provider understands and agrees that it will repay the Grant in full.

1. Grantee Information:

Grantee Name: Empower Tehama	Primary Contact for Grant: Name: Andrea Curry Email: andrea@empowertehama.org Phone: 530-528-0300
Grantee Address: 1805 Walnut St. Red Bluff, CA 96080	County(s) Served: Tehama

2. Description of Grant/Investment: Empower Tehama serves as the lead agency for the Tehama County Continuum of Care (CoC). Empower Tehama is a critical part of the success for HHIP. Funds will support the following activities at Empower Tehama:

- Enhanced staffing capacity and technology costs for operating the for the Coordinated Entry System (CES) and the Homeless Management Information System (HMIS) including data sharing activities and engaging with US Department of Housing and Urban Development (HUD) Technical Assistance (TA) on privacy strategies to move to open HMIS.
- HMIS license fees for Anthem staff to gain view only access to HMIS.
- Staffing capacity to help educate, align, and design equity strategies between the CoC and Anthem.
- Incentives such as gift cards for individuals with lived experience of homelessness and/or housing insecurity engaged through upcoming data and feedback collection activities, such as Point In Time Count surveys, one-on-one interviews, focus groups, and workgroup participation opportunities.
- Provide funds to contract with the organization that is currently providing street outreach services under the HUD Emergency Solutions Grant (ESG) CV program to continue services started with federal funds. Empower Tehama and Anthem will work with the street outreach organization to provide referrals for ECM and CS services to those who qualify.

3. HHIP Measures to be Impacted: The following HHIP measures are intended to be successfully impacted/achieved by the grant. The grantee has reviewed and understands the definitions and expectations of the intended impacted DHCS HHIP metrics below:

Priority Area 1: Partnership and Capacity to Support Referrals for Services	Priority Area 2: Infrastructure to Coordinate and Meet Member Housing Needs	Priority Area 3: Delivery of Services and Member Engagement
<input checked="" type="checkbox"/> 1.1 Engagement with the CoC	<input type="checkbox"/> 2.1 Connection with street medicine team (<i>DHCS Priority Measure</i>)	<input checked="" type="checkbox"/> 3.3 MCP members experiencing homelessness who were successfully engaged in ECM
<input checked="" type="checkbox"/> 1.2 Connection and Integration with the local Homeless Coordinated Entry System (<i>DHCS Priority Measure</i>)	<input checked="" type="checkbox"/> 2.2 MCP Connection with the local Homeless Management Information System (HMIS) (<i>DHCS Priority Measure</i>)	<input checked="" type="checkbox"/> 3.4 MCP members experiencing homelessness receiving at least one housing related Community Supports (<i>DHCS Priority Measure</i>)
<input type="checkbox"/> 1.3 Identifying and addressing barriers to providing medically appropriate and cost-effective housing-related Community Supports		<input checked="" type="checkbox"/> 3.5 MCP members who were successfully housed (<i>DHCS Priority Measure</i>)
<input type="checkbox"/> 1.4 Partnerships with counties, CoC, and/or organizations that deliver housing services with whom the MCP has a data sharing agreement that allows for timely information exchange and member matching (<i>DHCS Priority Measure</i>)		<input type="checkbox"/> 3.6 MCP members who remained successfully housed (<i>DHCS Priority Measure</i>)
<input checked="" type="checkbox"/> 1.6 Partnerships and strategies the MCP will develop to address disparities and equity in service delivery, housing placements, and housing retention (aligns with HHAP-3)		

4. **Grantee Deliverables/Reporting:** Grantee is agreeing to work in partnership with Anthem Blue Cross on achieving HHIP metrics identified above.

During HHIP Measurement Period 1 (5/1/22-12/31/22) with reporting to Anthem by February 1, 2023 grantee will do the following:

- Participate in monthly HHIP Implementation meetings with Anthem and partners.
- Ensure and facilitate access to HMIS for at least one Anthem staff. Provide HMIS training to Anthem staff.
- Initiate HMIS TA request to HUD for assistance with HMIS privacy activities to move the CoC forward with “open” HMIS.
- Provide Anthem with process on how Anthem staff can volunteer for the Point In Time Count by December 1, 2022.
- Train Anthem staff on CES weblink and develop additional CES strategies for Anthem involvement focused on CalAIM services. Work with Anthem to craft narrative for HHIP measure 1.2 for submission 1. Integrate new strategies into CoC CES Policies and Procedures. Strategies should include how to increase connection between the CES including increasing referrals for ECM and CS services.
- Develop strategies to address disparities and promote equity and identify Anthem’s role in these strategies. With Anthem, craft narrative strategies for HHIP measure 1.6 for submission 1.
- Distribute funds to ESG CV street outreach provider to ensure there are no gaps in services.

- Provide names of Anthem members who were permanently housed through the street outreach services.
- Report the number of Anthem members who were referred to ECM and CS during the reporting period.

During HHIP Measurement Period 2 (1/1/23-10/31/23) with reporting to Anthem by December 1, 2023 grantee will do the following:

- Participate in monthly HHIP Implementation meetings with Anthem and partners.
- Begin implementation of CES strategies for Anthem involvement. With Anthem craft narrative for HHIP measure 1.2 for submission 2.
- Engage with HUD TA on HMIS privacy activities to move to open HMIS. Include Anthem in this process to discuss opportunities for member matching and “alerts” on housing status changes for Anthem members.
- Begin implementation of equity strategies with Anthem. With Anthem craft narrative for HHIP measure 1.6 for submission 2.
- Provide names of Anthem members who were permanently housed through street outreach services.
- Provide number of ECM and CS referrals for Anthem members through street outreach services.

5. Anthem Responsibilities:

- a. Identify a point of contact to serve as a liaison for HHIP grant.
- b. Participate as necessary in any planning activities, system/program design, or any other necessary meetings to implement activities being funded by the HHIP grant.
- c. Distribute funds to HHIP grantee based on Disbursement Intervals below.
- d. Periodically meet with HHIP grantee to monitor progress on achieving anticipated HHIP metrics. Engage with HHIP grantee on strategies to improve/address challenges to meeting HHIP metrics.

6. Total Grant Amount: \$197,288

7. Effective Date: 10/1/22-12/31/23

8. Disbursement Intervals: Anthem will disperse funds using the following timeline:

- \$98,644 upon HHIP Grant Agreement execution
- \$98,644 on 6/1/23

SUMMARY:
Tehama CoC 5-Year Budget for Addressing Homelessness
FY2021-22 - FY2025-26

(Includes some funding to be administered by the County of Tehama)

2021-22 (Actual Expenditures)	TOTAL
Navigation Center Development/Construction	\$86,912
Emergency Shelter / Day Shelter	\$660,027
Rental Assistance	\$215,147
Street Outreach	\$113,298
Homelessness Prevention	\$32,723
Youth Homelessness Services	\$30,717
Grant Administration	\$76,981
HMIS/CES / System Support	\$48,769
Regional Coordination	\$18,360
FY Total	\$1,282,934

2022-23	TOTAL
Navigation Center Development/Construction	\$5,767,382
Emergency Shelter / Day Shelter	\$660,000
Rental Assistance	\$232,688
Street Outreach	\$163,002
Homelessness Prevention	\$0
Youth Homelessness Services	\$73,104
Grant Administration	\$81,180
HMIS/CES / System Support	\$196,464
Regional Coordination	\$41,640
FY Total	\$7,215,460

2023-24	TOTAL
Navigation Center Development/Construction	\$193,820
Emergency Shelter/Nav Ctr Operations	\$750,000
Rental Assistance	\$218,047
Street Outreach	\$87,580
Homelessness Prevention	\$0
Youth Homelessness Services	\$56,436
Grant Administration	\$85,148
HMIS/CES	\$70,126
Regional Coordination	\$18,360
FY Total	\$1,479,516

2024-25	TOTAL
Navigation Center Development/Construction	\$0
Emergency Shelter/Nav Ctr Operations	\$750,000
Rental Assistance	\$67,911
Street Outreach	\$87,580
Homelessness Prevention	\$0
Youth Homelessness Services	\$81,557
Grant Administration	\$78,248
HMIS/CES	\$70,000
Regional Coordination	\$33,640
FY Total	\$1,168,936

2025-26 (in progress)	TOTAL
Navigation Center Development/Construction	\$0
Emergency Shelter/Nav Ctr Operations	\$750,000
Rental Assistance	\$0
Street Outreach	\$0
Homelessness Prevention	\$0
Youth Homelessness Services	\$43,104
Grant Administration	\$28,335
HMIS/CES	\$44,000
Regional Coordination	\$0
Grand Total	\$865,439

Grand Total	TOTAL
Navigation Center Development/Construction	\$6,048,114
Emergency Shelter/Nav Ctr Operations	\$3,570,027
Rental Assistance	\$733,793
Street Outreach	\$451,460
Homelessness Prevention	\$32,723
Youth Homelessness Services	\$284,918
Grant Administration	\$349,891
HMIS/CES	\$429,359
Regional Coordination	\$112,000
Grand Total	#####

Tehama CoC: 5-Year Budget for Addressing Homelessness

(Includes some funds administered by the County of Tehamathat support the same activities.)

Expenditure Deadline	8/31/2023	SEPT 30 2022	DEC 31 2023	DEC 31 2024		JUN 30 2025	JUNE 30 2026	12/31/2023	JUNE 30 2026	JUNE 30 2027	JUN 30 2025	JUNE 30 2026	APR 30 2026	
	CDBG/CDBG-CV (County)	ESG-CV (CoC)	CESH 2018 (CoC)	CESH 2019 (CoC)	EHCY (CoC)	HHAP-1 (CoC)	HHAP-2 (CoC)	HHIP (CoC)	HHAP-3 (CoC + County)	HHAP-4 (CoC + County)	HHAP-1 (County)	HHAP-2 (County)	PLHA (County)	TOTAL
Total Award	\$4,612,854	\$2,786,771	\$855,636	\$484,550	\$29,273	\$500,000	\$250,000	\$197,288	\$833,358	\$833,358	\$314,305	\$143,624	\$1,314,930	\$13,155,947
Expended pre-2021-22	\$0	\$807,229	\$328,767	\$0	\$7,666	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,143,662
Available at Start 2021-22	\$4,612,854	\$1,979,542	\$526,869	\$484,550	\$21,607	\$500,000	\$250,000	\$197,288	\$833,358	\$833,358	\$314,305	\$143,624	\$1,314,930	\$12,012,285
Total Allocated	\$4,612,854	\$1,979,542	\$526,869	\$484,550	\$21,607	\$500,000	\$250,000	\$197,288	\$833,358	\$833,358	\$314,305	\$143,624	\$1,314,930	\$12,012,285

2021-22 (Actual Expenditures)

Navigation Center Development/Construction	\$86,912													\$86,912
Emergency Shelter / Day Shelter		\$646,239	\$13,788											\$660,027
Rental Assistance		\$203,232	\$11,915											\$215,147
Street Outreach		\$113,298												\$113,298
Homelessness Prevention		\$32,723												\$32,723
Youth Homelessness Services					\$6,334	\$24,383								\$30,717
Grant Administration		\$70,211	\$6,770											\$76,981
HMIS/CES / System Support		\$48,769												\$48,769
Regional Coordination										\$18,360				\$18,360
FY Total	\$86,912	\$1,114,472	\$32,473		\$6,334	\$24,383			\$18,360					\$1,282,934

2022-23

Navigation Center Development/Construction	\$4,525,942		\$200,458			\$399,932	\$212,500		\$306,420			\$122,130		\$5,767,382
Emergency Shelter / Day Shelter		\$660,000												\$660,000
Rental Assistance			\$232,688											\$232,688
Street Outreach		\$63,002						\$100,000						\$163,002
Homelessness Prevention														
Youth Homelessness Services						\$10,000	\$20,000		\$43,104					\$73,104
Grant Administration		\$45,675	\$23,838			\$11,667								\$81,180
HMIS/CES / System Support		\$87,622	\$37,412					\$71,430						\$196,464
Regional Coordination								\$8,000	\$33,640					\$41,640
FY Total	\$4,525,942	\$856,299	\$494,396			\$421,599	\$232,500	\$179,430	\$383,164			\$122,130		\$7,215,460

2023-24

Navigation Center Development/Construction				\$193,820										\$193,820
Emergency Shelter/Nav Ctr Operations		\$8,771				\$21,256			\$236,526	\$28,830			\$454,617	\$750,000
Rental Assistance				\$218,047										\$218,047
Street Outreach											\$87,580			\$87,580
Homelessness Prevention														\$0
Youth Homelessness Services					\$15,273				\$2,262	\$2,262	\$25,145	\$11,494		\$56,436
Grant Administration				\$24,227		\$11,667			\$44,254			\$5,000		\$85,148
HMIS/CES				\$48,456		\$3,812		\$17,858						\$70,126
Regional Coordination										\$18,360				\$18,360
FY Total		\$8,771		\$484,550	\$15,273	\$36,735		\$17,858	\$283,042	\$49,452	\$112,725	\$16,494	\$454,617	\$1,479,516

2024-25

Navigation Center Development/Construction														\$0
Emergency Shelter/Nav Ctr Operations													\$750,000	\$750,000
Rental Assistance										\$67,911				\$67,911
Street Outreach											\$87,580			\$87,580
Homelessness Prevention														\$0
Youth Homelessness Services						\$5,617			\$37,970	\$37,970				\$81,557
Grant Administration						\$11,667	\$17,500		\$14,081	\$30,000		\$5,000		\$78,248
HMIS/CES											\$70,000			\$70,000
Regional Coordination										\$33,640				\$33,640
FY Total						\$17,284	\$17,500		\$52,051	\$169,521	\$157,580	\$5,000	\$750,000	\$1,168,936

2025-26 (in progress)

Navigation Center Development/Construction														\$0
Emergency Shelter/Nav Ctr Operations									\$96,741	\$542,946			\$110,313	\$750,000
Rental Assistance														
Street Outreach														
Homelessness Prevention														\$0
Youth Homelessness Services										\$43,104				\$43,104
Grant Administration										\$28,335				\$28,335
HMIS/CES											\$44,000			\$44,000
Regional Coordination														\$0
Grand Total									\$96,741	\$614,385	\$44,000		\$110,313	\$865,439

Grand Total

Navigation Center Development/Construction	\$4,612,854		\$200,458	\$193,820		\$399,932	\$212,500		\$306,420			\$122,130		\$6,048,114
Emergency Shelter/Nav Ctr Operations		\$1,315,010	\$13,788			\$21,256			\$333,267	\$571,776			\$1,314,930	\$3,570,027
Rental Assistance		\$203,232	\$244,603	\$218,047						\$67,911				\$733,793
Street Outreach		\$176,300						\$100,000			\$175,160			\$451,460
Homelessness Prevention		\$32,723												\$32,723
Youth Homelessness Services					\$21,607	\$40,000	\$20,000		\$83,336	\$83,336	\$25,145	\$11,494		\$284,918
Grant Administration		\$115,886	\$30,608	\$24,227		\$35,000	\$17,500		\$58,335	\$58,335		\$10,000		\$349,891
HMIS/CES		\$136,391	\$37,412	\$48,456		\$3,812		\$89,288			\$114,000			\$429,359
Regional Coordination								\$8,000	\$52,000	\$52,000				\$112,000
Grand Total	\$4,612,854	\$1,979,542	\$526,869	\$484,550	\$21,607	\$500,000	\$250,000	\$197,288	\$833,358	\$833,358	\$314,305	\$143,624	\$1,314,930	\$12,012,285

October 17, 2022

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

Dear Ms. Curry,

Purpose of the Proposal

This is a proposal to update to our 2022-23 contract by adding a joint meeting of the Tehama County Board of Supervisors, Red Bluff City Council, and Tehama City Council, as requested (Task 2.12).

Activity 1: Prepare the “Local Homelessness Action Plan (LHAP)” that meets the guidelines of the California Interagency Council on Homelessness (Cal ICH) “Homeless Housing, Assistance and Prevention Program (HHAP) Round 3”, for adoption by the Tehama County Continuum of Care.

Activity 2: Prepare an addendum to the “2018 Tehama County 10-Year Plan to Address Homelessness (The Plan)” with updated community-based research and goal-setting items in collaboration with CoC members and community stakeholders.

Scope of Services and Schedule

Activity 1: Cal ICH released a Notice of Funding Availability on December 17, 2021, and a Local Homelessness Action Plan & Application Template and Data Tables Template on February 15, 2022. These documents inform the tasks, completion date, and budget in the table below.

Required data for the HHAP Round 3-compliant LHAP will be obtained from the following sources:

- The 2019 Point In Time (PIT) Count completed by the Tehama County Continuum of Care (the “CoC”). If the 2022 PIT data is readily available, it will be used instead.
- The CoC HMIS system.
- The 2021 CoC Housing Inventory Count (HIC).
- Longitudinal Systems Analysis Data available through the CoC and/or HUD Exchange.
- Other data, programming, and funding information will be gathered from CoC members and partners, CoC Committees, the Client, and County and City Government staffs within Tehama County.

Activity 1: Table

Task	Description	Date for Completion	Budget
Task 1.1: Review Data Sources, Conduct Interviews, Develop Questionnaires	Review data sources listed above and clarify questions with CoC staff. As needed, conduct interviews and/or distribute questionnaires to obtain additional information needed for demographic analysis, and programming and funding inventory.	March 2022	\$1,200
Task 1.2: Landscape Analysis of Needs, Demographics, and Funding	Use Cal ICH template to complete: (i) A local landscape analysis that assesses the current number of people experiencing homelessness and existing programs and funding which address homelessness. (ii) Identification of the number of individuals and families served, including demographic information and intervention types provided, and demographic subpopulations that are underserved relative to their proportion of individuals experiencing homelessness. (iii) Identification of funds, currently being used, and budgeted to be used, to provide housing and homelessness-related services to persons experiencing homelessness or at imminent risk of homelessness, how this funding serves subpopulations, and types of interventions funded.	March 2022	\$6,160
Task 1.3: Gaps Analysis	Identify gaps in service based upon geography, race/ethnicity, and other subpopulations	March/April 2022	\$1,800
Task 1.4: Outcome Goals and Strategies for Achieving Those Goals	In collaboration with the CoC Coordinator and the CoC's Housing and Homeless Stakeholders' Collaborative identify goals and strategies. Use Cal ICH template to complete outcome goals and strategies for achieving those goals across Cal ICH-identified performance measures.	April 2022	\$3,000
Task 1.5: Application Narrative Responses	In collaboration with the CoC Coordinator and the CoC's Housing and Homeless Stakeholders' Collaborative, use Cal ICH template to complete	April 2022	\$3,000

	application narrative responses. These narrative responses are to provide additional information on regional coordination, capacity building, and equity related efforts in alignment with local action plan goals and strategies.		
Task 1.6: Draft LHAP	Complete draft of the LHAP and review with CoC staff	April 2022	\$3,000
Task 1.7: Consultation on LHAP with Cal ICH and CoC staff	Participate in required consultation meeting with Cal ICH on the proposed LHAP	April 28, 2022	\$400
Task 1.8: Revisions to LHAP (as needed)	Based upon feedback obtained from the Cal ICH consultation, prepare any needed revisions to the LHAP and submit to CoC staff. Participate in presentation of final version of LHAP to CoC.	May/June 2022	\$4,000
Total			\$22,560

Activity 2: In our meeting on March 9, 2022 the Client asked the Consultant to include items from the proposal dated June 17, 2021. Some of these items are incorporated into Activity 1, per Client request. The items that do not fit within Activity 1 due to its focus on the LHAP for HHAP-3 by June 30, 2022 are included in Activity 2 which has a more expansive time frame for community-based work. Activity 2 is to prepare an addendum to the “2018 Tehama County 10-Year Plan to Address Homelessness (The Plan)” with updated community-based research and goal-setting items in collaboration with CoC members and community stakeholders.

We understand that the addendum is be centered on the following key areas of focus:

- Expanding on the 2018 Tehama County 10 Year Plan to End Homelessness by analyzing CoC service gaps and barriers, with a focus on populations such as communities of color, families and youth, farmworkers, people who are LGBTQ+, people with disabilities, people living in rural areas, seniors, and survivors of domestic violence.
- Expanding on Activity 1 in this proposal as well as 2019 Preliminary Racial Disparity Assessment by analyzing racial disparities in accessing CoC services and formulating racial equity goals, in particular for Hispanic/Latino and Native American community members as they make up the largest proportion of people of color in Tehama County.
- Incorporating the racial equity goals developed by the CoC through the California Racial Equity Action Lab Community of Practice Bridgework Assignment #2.
- Assessing the impacts of domestic violence, sexual assault, and human trafficking on housing stability and homelessness. In particular, addressing domestic violence in tribal communities and labor trafficking among persons who are undocumented.

Activity 2: Table

Task	Description	Date for Completion	Budget
Part I: Develop Community-Driven Framework			
Task 2.1: Review CoC Community Planning Materials	Review LHAP submitted in June 2022 for HHAP-3, 2018 Tehama County 10-Year Plan to Address Homelessness, and other relevant CoC community planning materials to guide the approach to the addendum.	August 2022	\$400
Task 2.2: Meeting #1 with CoC's Housing and Homeless Stakeholders' Collaborative	Facilitate a 90-minute in-person meeting with CoC members to collaboratively identify 1) The addendum approach and framework; 2) Qualitative data sources, possible interviewees, and locations for the focus group; and 3) Community members who may be interested in helping inform the project and who are farmworkers, experiencing homelessness, or survivors of domestic violence, sexual assault, or human trafficking, and/or identify as Hispanic/Latino, Native American, women, or LGBTQ+. CoC to assist with obtaining meeting location and inviting stakeholders.	September 7, 2022 (monthly meeting date)	\$2,500
Task 2.3: Develop Outline	Based on Tasks 2.1 and 2.2 develop an outline of the addendum and submit to the CoC Coordinator for review and approval.	September 2022	\$1,000
Part II: Conduct and Summarize Research for CoC Review			
Task 2.4: Focus Group with People with Lived Experience	Conduct a 60-minute in-person focus group with people with lived experience of homelessness or who are low-income to obtain qualitative data on community strengths, needs, gaps, barriers, and perspectives, especially around the areas of focus. Summarize and analyze qualitative data. CoC to assist with obtaining a meeting location and outreach efforts. Suggest CoC members participate in staffing focus group.	October/ November 2022	\$2,000 Recommend providing \$15 Visa gift cards to participants (not included in proposal cost)

Task 2.5: Identify Key Findings from HHAP-3	Identify key quantitative findings from LHAP in HHAP-3 application to include in the addendum. Prepare visual display of data for addendum.	November 2022	\$1,000
Task 2.6: Stakeholder Interviews	Create an interview tool and conduct interviews in-person or over the phone with community stakeholders and people with lived experience identified by the CoC to obtain qualitative data on community strengths, needs, gaps, barriers, and perspectives, especially around the areas of focus. Summarize and analyze qualitative data. CoC to assist with providing contact information and introductions to interviewees where possible.	October-December 2022	\$1,800 (6 stakeholder interviews) For people with lived experience, recommend providing \$15 Visa gift cards (not included in proposal cost)
Task 2.7: Geographic Research	Conduct research on specific geographic areas in the County identified by the CoC with the goal of understanding unique community needs. Sources may include: CPD Maps, National Low Income Housing Coalition, Shasta County Housing Authority, State Department of Finance, State Department of Housing & Community Development, U.S. Census, U.S. Department of Housing & Urban Development. An in-person site visit may be used to collect qualitative data.	November/December 2022	\$1,000
Task 2.8: Meeting #2 with CoC's Housing and Homeless Stakeholders' Collaborative	Facilitate a 90-minute in-person meeting with CoC members to provide an update on work progress, discuss summarized research findings, identify any gaps in data or knowledge, and collaboratively determine if any adjustments are needed to the addendum outline. CoC to assist with obtaining meeting location and inviting stakeholders.	January/February 2023 (depending on holiday monthly meeting schedule)	\$2,500
Part III: Write Addendum and Develop Community Outreach Materials			
Task 2.9: 1 st Draft	Draft addendum using outline developed collaboratively with CoC members in Tasks 2.3 and 2.8. The	April 2023	\$8,000

	addendum will have a methodology section so the CoC can produce analyses on gaps and racial equity in the future. Provide draft to CoC Coordinator and any other designees to review. CoC to review draft within a two-week time frame		
Task 2.10: 2 nd Draft	Incorporate edits from CoC Coordinator and any other designees into the addendum.	April/May 2023	\$500
Task 2.11: Meeting #3 with CoC's Housing and Homeless Stakeholders' Collaborative	Facilitate a 90-minute in-person meeting with CoC members to present and discuss the addendum and obtain verbal feedback. Send draft addendum to members ahead of meeting to obtain written feedback. CoC to assist with obtaining meeting location and inviting stakeholders.	May 3, 2023 (monthly meeting date)	\$2,500
Task 2.12: Meeting #4 with Tehama County Board of Supervisors, Red Bluff City Council, and Tehama City Council	Facilitate a 90-minute in-person meeting with Tehama County Board of Supervisors, Red Bluff City Council, and Tehama City Council to present and discuss the addendum, obtain verbal feedback, and approval. Send draft addendum to members ahead of meeting to obtain written feedback. CoC to assist with obtaining meeting location and inviting stakeholders.	May/early June 2023	\$2,500
Task 2.13: Final Draft	Incorporate verbal feedback from Meeting #3 as well as written feedback into draft. Provide to CoC Coordinator to distribute. CoC to distribute final draft of the addendum to the community.	June 2023	\$500
Task 2.14: Develop Community Outreach Materials	Develop community outreach materials to assist with promotion of the completed addendum. Includes fact sheets or infographics (1), flyer (1), graphics and messaging for social media (2), and press release (1).	July 2023	\$2,000 for English-only versions (\$3,500 total option for Spanish versions of community

			outreach materials, too)
Task 2.15: Monthly Check-in Meetings	Meet monthly with the CoC Coordinator to communicate about upcoming tasks and timelines and provide a project status update that the Coordinator can share with the CoC.	August 2022 to July 2023	\$3,600 (12 meetings)
Total			\$31,800

Based on our understanding of the scope of work, we have provided our recommended deliverables and tasks in the table above. To provide you with the flexibility you requested, you may choose to exclude or request modifications to certain tasks based upon your budget and the scale of project you would like us to undertake. We can adjust the scope of Activity 2 to meet your budget needs.

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

Jessica Candela, Community Development Project Manager, will be the Project Manager and principal Client contact for Services. James Coles, Principal, will be the Contract Manager. Sherry Morgado, Community Development Manager, will assist with community engagement activities including the focus group and Housing and Homeless Stakeholders’ Collaborative meetings. Sareena Rai, Community Development Planner, will assist with geographic research. Cassie Miracle, Community Development Project Manager, will assist with graphic design and document formatting.

Budget

Tehama County Continuum of Care Contract Amount	
Activity 1: Prepare the Local Homelessness Action Plan for HHAP-3	\$22,560
Activity 2: Prepare an addendum to the 2018 Tehama County 10-year Plan to Address Homelessness	\$31,800
Total	\$54,360

The Budget amounts include travel and all other costs associated with the work, with the exception of reimbursables for items requested separately by the Client, such as printing, shipping, and/or equipment. We can modify the scope of work if necessary based on your budget constraints. We wanted to provide you with the full range of options for your review.

We appreciate this opportunity to work with the Tehama County CoC on your community's housing needs. Please contact me with any questions at jcoles@housing-tools.com, or at 530-513-3116.

Sincerely,



James Coles, Principal

Article IV: Executive Council

Section A: Purpose

1. **Description:** The main decision-making body of the TCCoC.
2. **Function:** The Tehama County Continuum of Care Executive Council (Executive Council) provides administrative oversight to the General Collaborative, tracks progress of the Collaborative in meeting its goals, monitors accountability of grantees by reviewing quarterly performance status reports, annually reviews and approves recommended revisions to the Tehama County Continuum of Care Plan, reviews and approve the decisions of the Rating and Ranking Committee and serves as an appeals board for agencies wishing to appeal a decision made by the Rating and Ranking Committee.

Section B: Membership

1. The Executive Council is to be comprised of no fewer than seven (7) Active Level members of the General Collaborative appointed by the current Executive Council for staggered three (3) year terms.
2. Efforts shall be made to ensure fair distribution of appointment across organizational affiliations and representation of all relevant homeless subpopulations as outlined in the Executive Council Member Consideration Matrix (Exhibit B).
3. Active Level Members wishing to receive an appointment to the Executive Council must complete and submit an Executive Council Member Application.
 - a. Hard copy applications (Exhibit C) are available by request from the Chairperson at any General Collaborative meeting. Completed applications may then be submitted to the Chairperson at any General Collaborative Meeting.
 - b. A Digital Application can be accessed and submitted at <http://www.tehamacoc.org/executive-council-application.html>.
4. Executive Council Applications will be reviewed and decided by the Executive Council quarterly at a regularly scheduled Executive Council meeting, or, if so moved, at any meeting of the Executive Council.
5. Members of the Executive Council may be re-appointed for no more than three (3) consecutive three (3) year terms. Following one (1) year or more off of the Executive Council, a member may be re-appointed to serve on the Executive Council, provided he or she is eligible, as an Active Level Member of the General Collaborative, to receive such an appointment.
6. Executive Council members may share organizational affiliation(s), however, each represented organization is entitled to only one vote on any motion.
7. With the exception of local governing bodies made up of elected officials, any organization represented by an Executive Council member may designate, in advance, an alternate delegate who can vote in that member's stead. Local governing bodies made up of elected officials may send another member of the same governing body as an alternate delegate without providing advance notice.

Section C: Meetings

1. Meetings of the Executive Council will be held at least six times per year or as needed.
2. A quorum is defined as having fifty percent (50%) plus one (1) of the Executive Council membership in attendance in-person and/or via audio/video conference. Voting members who are not present for three consecutive meetings and organizational members for whom no organizational representative has attended three consecutive meetings will be deemed inactive and will not count towards the quorum.
3. Notice of meetings will be transmitted at least 72 hours in advance.
4. While meetings of the TCCoC Executive Council are not subject to the Ralph M. Brown Act, the council operates transparently. Agendas for upcoming meetings will be posted to the Executive Council page of the TCCoC website at least 48 hours prior to each scheduled meeting. Minutes of all meetings shall be promptly recorded and a copy provided to each member by email prior to the next regularly scheduled meeting. Records of attendance, reports and the names of motion makers will be included in the minutes.
5. Voting may occur by voice vote, in writing or electronically.

Section D: Officers

1. **Designation of Officers:** The officers of the Executive Council shall be Chairperson, Vice Chairperson and Secretary.
2. **Nomination of Officers:** The current Executive Council Chairperson shall appoint a special Nominating Committee comprised of non-designated officers to present a slate of officers to the Executive Council at the monthly meeting in July of each year. Nominations may also be made from the floor.
3. **Election and Term of Officers:** The Executive Council shall elect from the Executive Council Membership the above listed officers during the month of August, each year. Nominations shall be announced by email as an attachment to the meeting's agenda, at least 72 hours prior to election meeting. All officers shall be elected for a two-year term and shall serve until their successors are elected and seated. Terms of office begin at the monthly meeting held in September of each year. Officers may serve two consecutive terms or more if elected.
4. **Vacancies:** If an office becomes vacant during the year the Chairperson shall appoint a special committee to nominate candidates from which the Executive Council may elect a successor. Nominations may also be made from the floor.
5. **Powers of Duties of Officers:**
 - a. **Chairperson:** The Chairperson of the Executive Council shall preside at all meetings of the Executive Council and shall have such other powers and duties consistent with this Governance Charter.
 - b. **Vice Chairperson:** In the absence or disability of the Chairperson, the Vice Chairperson shall perform the duties of the Chairperson and shall perform other duties as are designated by the Chairperson.

- c. **Secretary:** All minutes of the meetings of the Executive Council shall be recorded by the Secretary. Minutes shall be distributed electronically to all Executive Council members prior to the next scheduled meeting. Secretary shall also distribute Agendas for upcoming meetings prior to the date of each meeting, shall maintain a roster of current Executive Council Members, their appointment dates and history of Executive Council service, and shall have other powers and duties consistent with this Governance Charter.
- 6. **Resignation:** Any officer may resign at any time by delivering a written resignation to the Tehama County Continuum of Care. The acceptance of such resignation shall not be necessary to make the resignation effective.
- 7. **Removal:** Any officer may be removed from office by a two-thirds (2/3) majority vote of those in attendance. Proper notice specifying the proposed removal shall be given one week prior to any meeting which removal shall be considered.
- 8. **Authorized Representative Designation:** The Chairperson shall act as the duly authorized representative of the Executive Council on all matters. In the event that the Chairperson is unavailable or has a conflict of interest, any member of the Executive Council may act as the Authorized Representative in the Chairperson's stead, provided the member does not have a conflict of interest in the matter.

Section E: Committees

1. Rating and Ranking Committee

- a. **Function:** Review grant proposals and prioritize for inclusion in the Tehama County Continuum of Care's Annual Application to HUD for Tehama County Continuum of Care funding; sub-recipient competitions for Emergency Solutions Grant funding of TCCoC member organizations, and any funding opportunities that may be available through TCCoC.
- b. **Membership:** Rating & Ranking Committees are to be comprised of three (3) to five (5) Active Level members appointed by the Executive Council for one (1) year terms. Membership should be comprised of a distribution determined by the Executive Council to best represent the current matrix of organization types represented in the General Collaborative and/or to reflect the makeup of the current populations and subpopulations of individuals and families experiencing homelessness in the geographical area. Under no circumstances shall a representative of an organization with a funding request in current competition be appointed to the Rating & Ranking Committee during the period in which such request will be reviewed by the panel. Members may serve multiple consecutive terms if appointed.
- c. Meets as needed to perform rating and ranking duties as described

2. HMIS/Coordinated Entry Committee

- a. **Function:** Coordinate operation of the HMIS and serve as point-of-contact between the CoC, the HMIS Lead Agency, including reviewing CoC-wide and program-specific data quality, identifying of training opportunities, providing peer support to HMIS users; evaluating the effectiveness of TCCoC's HMIS policies,

reviewing community-wide HMIS reports prior to submission to HUD or other funding agencies, or presentation to the General Collaborative, the Executive Council or other audiences as needed. Develop and coordinate the TCCoC's Coordinated Entry System (CES) through working together to create a system in which participants can initiate receipt of assistance through any Point of Entry; to develop close collaborative relationships between service providers to ensure that complete wraparound care is provided across agencies; to evaluate and refine the Vulnerability Assessment employed by the CES; to recruit key partners in the community in order to strengthen the reach and effectiveness of the CES; to review and develop the TCCoC's Coordinated Entry Policies.

- b. **Membership:** Made up of representatives of member organizations that participate in or are interested in participating in the CoC-wide Homeless Management Information System (HMIS) and/or the Coordinated Entry System (CES)
 - c. **Meetings:** Quarterly or as needed
3. **Ad-Hoc Committees / Workgroups**
- a. **Description:** Mission-specific committees may be created at the discretion of the Executive Council. All such committees shall cease to exist when their specified tasks have been completed. Each of these committees will provide a monthly update to the Executive Council during the committee's duration.
 - b. **Function:** To complete specified tasks related to special events or other short-term activities.
 - c. **Membership:** Executive Council members
 - d. **Meetings:** As needed to perform the specified tasks for which each committee is formed.

Section F: Code of Conduct

1. The Executive Council recognizes that members represent interests of organizations who may ultimately receive benefits from the CoC Program. To ensure that individuals and organizations that best serve the needs of the community will not be denied funds because of their active participation on the Executive Council, and to confirm that members serve the needs of the community and not the interests of any organization or entity, conflicts of interest will be clearly stated after introduction of the agenda item. Conflicts may also be stated prior to voting the Executive Council feels it is necessary.
2. No member shall vote upon or participate in the discussion of any matter, which shall have direct financial bearing on the organizations the member represents. Conflict of interest and even the appearance of a conflict of interest must be avoided. Members shall report conflict of interest and recuse themselves from voting on issues where a conflict of interest is apparent or identified.
3. No member should vote on a question in which he or she has a direct personal or pecuniary interest not common to other members of the organization. A conflict of interest is any situation in which financial or other personal considerations may unduly influence Executive Council judgment.

4. **Recusal Procedure:** In any case in which an Executive Council member has a personal interest in the outcome of the vote (an interest not shared by other board members), the interested board member should leave the meeting room so the remaining council members can freely discuss and vote on the issue. (California's Fair Political Practices Act, Calif. Code of Reg. §18702.5.) Once the vote is taken, the recused council member may return to the meeting.

Article V: Collaborative Applicant

Section A. Description

The Collaborative Applicant is the entity designated by the Continuum of Care to submit the annual CoC Registration and all parts of the CoC Program Consolidated Application to the Department of Housing and Urban Development (HUD) on behalf of the CoC.

Section B. Appointment

The Collaborative Applicant shall be an agent of local government or a non-profit organization and will be appointed annually by passing motion by the Executive Council prior to the close of the CoC Registration period. An agency or organization that accepts appointment as Collaborative Applicant may follow the CoC's processes for submitting a request for CoC Program Funds, including Planning Funds, which includes a Rate and Rank process and approval of the CoC Executive Council.

Section C. Responsibilities

1. **CoC Registration:** The Collaborative Applicant (or designated agent) shall coordinate completion of the annual CoC Registration in eSnaps prior to the deadline established by HUD and immediately provide the Executive Council members with either a *.pdf or hard copy of the Registration Confirmation page from eSnaps.
2. **CoC Application:** The Collaborative Applicant (or designated agent) shall coordinate completion of the annual CoC Application and its submission in eSnaps as prior to the deadline established by HUD and immediately distribute confirmation of such submission the Executive Council members.

Article VI: Homeless Management Information System (HMIS)

Section A. Appointment

The HMIS Lead Agency shall be an agent of local government or a non-profit organization and will be appointed by a passing motion by the Executive Council.

Section B. HMIS Operation

The HMIS Lead Agency or designated agent shall coordinate operation of the CoC-wide HMIS System as outlined in the Memorandum of Understanding between the Collaborative Applicant and the CoC. (Exhibit D)