



December 13, 2023

## Agenda

**1. Welcome and Introductions**

**2. Additions to the Agenda**

**3. Project Updates:**

- a. **PATH Plaza** - PATH
- b. **Permanent Housing** – Travis Lyon
- c. **Stakeholders' Collaborative** – Heather Henderson
- d. **HMIS/CES** – Andrea Curry

**4. Executive Council Meeting Scheduling**

- a. **2024 Monthly Meeting Schedule**

**5. CoC Coordination and Strategic Planning**

Andrea Curry

- a. **Financial Report**

**6. Capacity Building**

Andrea Curry

**a. Homeless Housing, Assistance and Prevention (**HHAP**) Round 5**

**i. Housing Tools Proposal Revision to include HHAP-5 Activities**

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

**b. Local Project Funding**

**i. Tehama CoC Homelessness Assistance and Response Program (HARP)**

*RFP To be released December 15, 2023*

**ii. Requests to Allocate Funds:**

**1. TCDE Practical Supports for Homeless Students**

*Suggested Action(s):* Authorize award of \$25,000 in HealthNet HHIP funds to Tehama County Department of Education Foster/Homeless Program to support practical supports for students experiencing homelessness in Tehama County.

**2. Compensating People with Lived Experience**

*Suggested Action(s):* Authorize award of \$16,000 in HHAP and/or HealthNet HHIP funds to compensate people with lived experience for participation in Lived Experience Advisory Board (LEAB) participation and/or "Speak Up" opportunities.

# Tehama CoC Financial Report December 2023

As of November 30, 2023:

## Open Funding Awards:

	CESH 2018	CESH 2019	HHAP-1 (CoC)	HHAP-2 (CoC)	HHAP-3 (Joint)	HHAP-4 (Joint)	TCDE (x3)	HHIP (ABC)	HHIP (HealthNet)	Total
Initial Award	\$855,637	\$484,550	\$500,084	\$250,000	\$833,358	\$749,744	\$40,545	\$367,288	\$266,712	<b>\$4,347,918</b>
Expended to date	\$823,173	\$137,523	\$438,039	\$213,275	\$500,048	\$0	\$0	\$83,028	\$115,592	<b>\$2,310,678</b>
Remaining in Award	<b>\$32,464</b>	<b>\$347,027</b>	<b>\$62,045</b>	<b>\$36,725</b>	<b>\$333,310</b>	<b>\$749,744</b>	<b>\$40,545</b>	<b>\$284,260</b>	<b>\$151,120</b>	<b>\$2,037,240</b>

## Anticipated Funding Award(s):

	HHIP - HN (additional)	Total
Amount	\$118,000	<b>\$118,000</b>

## Open Subgrantee Agreements:

	Total Award	Expended to Date	Remaining
Empower Tehama Emergency Shelter	\$596,268	\$574,866	\$21,402
NCCDI Home Address Project	\$234,961	\$191,383	\$43,578
First Christian Church Corning	\$33,700	\$27,377	\$6,323
City of Red Bluff - Samuel Ayers Park	\$14,000	\$7,340	\$6,660
PATH Day Center	\$916,400	\$908,173	\$8,227
PATH Street Outreach	\$513,338	\$480,977	\$32,361
PATH Sale House	\$169,017	\$85,558	\$83,459
PATH Non-Congregate Shelter (FW)	\$51,000	\$47,497	\$3,503
PATH Rapid Rehousing	\$298,121	\$265,570	\$32,551
PATH Plaza Development	\$1,313,130	\$1,072,164	\$240,966
<b>Total</b>	<b>\$4,139,935</b>	<b>\$3,660,906</b>	<b>\$479,029</b>

## CoC Coordination, Grant Administration and HMIS:

	Total Budget	Expended to Date	Remaining
FY2023-24 Grant Administration	\$85,148	\$42,051	\$43,097
FY2023-24 CoC Coordination	\$100,000	\$35,660	\$64,340
FY2023-24 HMIS	\$70,126	\$61,754	\$8,372
FY2024-25 Grant Administration	\$42,000	\$0	\$42,000
FY2024-25 CoC Coordination	\$50,000	\$0	\$50,000
FY2024-25 HMIS	\$30,000	\$0	\$30,000
<b>Total</b>	<b>\$377,274</b>	<b>\$139,465</b>	<b>\$237,809</b>

Tehama CoC Financial Report December 2023, continued:

**Summary:**

	<b>Current</b>	<b>Anticipated</b>	<b>Total</b>
Assets	<i>\$2,037,240</i>	<i>\$118,000</i>	<b>\$2,155,240</b>
Liabilities	<i>\$716,838</i>	-	<b>\$716,838</b>
		<b>Balance</b>	<b>\$1,438,402</b>

STAFF REPORT:

Housing Tools Proposal Revision to include HHAP-5 Activities (Agenda Item 6.a.I)

## Housing Tools Proposal Revision to include HHAP-5 Activities

On July 26, 2023, the Tehama CoC Executive Council authorized The Vitality Project to enter into an agreement with Housing Tools to provide consulting services from 2023 to 2026. The Scope of Work approved for this contract included work in the following categories, shown below along with the corresponding anticipated cost for each:

Original Scope of Work Summary:

Activity 1: Annual Gaps/Racial Disparities Analysis (2024 and 2025)	\$24,000
Activity 2: CoC and Stakeholders' Collaborative Technical Assistance	\$12,000
Activity 3: General Technical Assistance	\$10,000
Contract Total:	\$46,000

Funds available through HHAP-3 and HHAP-4 would have supported all of activities 1-3 shown above.

On September 29, 2023, the California Interagency Council on Homelessness (Cal ICH) released a Notice of Funding Availability (NOFA) for Regionally Coordinated Homeless Housing, Assistance and Prevention (HHAP) Program Round 5 (HHAP-5) grant funding, through which both Tehama CoC and the County of Tehama are eligible for allocations of funds. The County of Tehama plans to redirect its HHAP-5 funds to the CoC to be administered, as it has with its HHAP-3 and HHAP-4 funding. It is Tehama CoC's responsibility to respond to the HHAP-5 NOFA.

Responding to the HHAP-5 NOFA requires each jurisdiction to develop a Regionally Coordinated Homelessness Action Plan (RCHAP), using a format prescribed in the HHAP-5 NOFA. This activity includes several sub-activities, including complex data analysis to identify needs and gaps in services, developing objectives and goals, and conducting no fewer than three public meetings to solicit input from the CoC membership, the community, and people with lived experience of homelessness.

Recognizing that Housing Tools has developed a deep understanding of the homeless response system in Tehama County through its initial involvement in the development of the Tehama County 10-Year Plan to End Homelessness and the subsequent Update to the plan, Tehama CoC's response to the HHAP-3 NOFA, and management of the County of Tehama's Permanent Local Housing Allocation (PLHA) funds, CoC staff requested that Housing Tools propose changes to the Scope of Work for the agreement authorized on July 26, 2023 to include HHAP-5 activities. Housing Tools has proposed amending the Scope of Work as follows:

Proposed Amended Scope of Work Summary:

Activity 1: Annual Gaps/Racial Disparities Analysis (2025)	\$12,000
Activity 2: CoC and Stakeholders' Collaborative Technical Assistance	\$10,350
Activity 3: General Technical Assistance	\$10,000
Activity 4: HHAP-5	\$28,900
Contract Total:	\$61,250

Funds are available through HHAP-3, HHAP-4 and HHAP-5 to support all of activities 1-4 shown above.

Tehama CoC staff requests authorization from the Tehama CoC Executive Council to execute the proposed amendment to the current agreement with Housing Tools.

Attachment(s): 23-26 SOW Proposal\_Tehama CoC\_HT\_11162023 Amendment\_Redline.pdf

~~June 8, 2023~~ [November 16, 2023](#)

Andrea C. Curry  
Coordinator, Tehama County Continuum of Care  
[The Vitality Project](#)  
[P.O. Box 9189](#)  
[Red Bluff, CA 96080](#)  
~~[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. [This amendment in redline track changes reflects conversations between our staff in the fall of 2023 regarding the HHAP-5 funding program.](#) 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
- [Activity 4: HHAP-5 \(Homeless Housing, Assistance and Prevention Program Round 5\)](#)

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.~~



Activity/Task	Scope of Work	Schedule	Proposed Budget
<b>Activity 1: Annual Gaps/Racial Disparities Analysis <del>(2024 and 2025)</del></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 <del>2025</del> meeting <del>s in 2024 for the 1<sup>st</sup> annual analysis and 2025 for the 2<sup>nd</sup> annual analysis.</del>	May – July <del>in 2024 and 2025</del>	<u>\$1,000</u> <del>\$2,000</del> (\$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 <del>in 2024 and 2025</del>	<u>\$2,000</u> <del>\$4,000</del> (\$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 <del>in 2024 and 2025</del>	<u>\$3,000</u> <del>\$6,000</del> (\$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 <del>in 2024 and</del> 2025	<del>\$2,500</del> <del>\$5,000</del> ( <del>\$2,500 per annual analysis for a total of two annual analyses</del> )
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 <u>2026</u> meeting, <del>s in 2025 for the 1<sup>st</sup> annual analysis and 2026 for the 2<sup>nd</sup> annual analysis.</del>	November – January <del>in 2024/25 and</del> 2025/26	<del>\$2,000</del> <del>\$4,000</del> ( <del>\$2,000 per annual analysis for a total of two annual analyses</del> )
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 <u>2026</u> meeting, <del>s in 2025 for the 1<sup>st</sup> annual analysis and 2026 for the 2<sup>nd</sup> annual analysis.</del>	February – April <del>in 2025 and</del> 2026	<del>\$1,500</del> <del>\$3,000</del> ( <del>\$1,500 per annual analysis for a total of two annual analyses</del> )
<b>Activity 1 Total</b>			<del>\$12,000</del> <del>\$24,000</del>
<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	<del>July-June 2024 2023</del> – June 2026	<del>\$4,950</del> <del>\$6,600</del> ( <del>\$550 per quarter for 12-9 quarters</del> )



	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>\$10,350</b>
<b>Activity 3: General Technical Assistance</b>			
Task 3.1: <a href="#">Ad-Hoc Technical Assistance</a>	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>Activity 4: HHAP-5 (Homeless Housing, Assistance and Prevention Program Round 5)</b>			
<a href="#">Task 4.1: Cal ICH Webinars and Office Hours</a>	<a href="#">Housing Tools will attend and take notes on the three Cal ICH webinars on HHAP-5 and system performance measures (SPM) as well as the ongoing twice monthly office hours (estimating to attend 15 office hours).</a>	<a href="#">September 2023 – April 2024</a>	<a href="#">\$2,200 (20 hours)</a>
<a href="#">Task 4.2: NOFA and Application Materials</a>	<a href="#">Housing Tools will review and take notes on the Cal ICH published NOFA and additional application materials such as the application template, MOU template, FAQs, and webinar slides.</a>	<a href="#">September – December 2023</a>	<a href="#">\$550 (5 hours)</a>





<p><a href="#">Task 4.3: Housing Element</a></p>	<p><a href="#">Housing Tools will review the draft Tehama County Housing Element expected to be published in December 2023. In particular, Housing Tools will review the Adequate Sites Inventory and Housing Program to assess impacts to and compatibility with HHAP-5, such as development of affordable and permanent supportive housing. In other words, ensuring that the Housing Element and HHAP-5 have similar overarching goals for Tehama County.</a></p>	<p><a href="#">December 2023 – January 2024</a></p>	<p><a href="#">\$960 (8 hours)</a></p>
<p><a href="#">Task 4.4: CoC, County, and City Planning Meetings</a></p>	<p><a href="#">Housing Tools (lead) and the CoC (support) will facilitate two planning meetings between representatives from the CoC, County, and Cities to discuss the development of the Regionally Coordinated Homelessness Action Plan (RCHAP) and the Memorandum of Understanding (MOU), as well as the public meetings. Housing Tools will prepare meeting materials and co-facilitate the meeting with the CoC. The CoC will obtain the venue for the identified date/time and invite the representatives.</a></p>	<p><a href="#">November 2023 – February 2024</a></p>	<p><a href="#">\$1,760 (8 hours per meeting for two meetings)</a></p>
<p><a href="#">Task 4.5: Public Meetings</a></p>	<p><a href="#">Housing Tools (lead) and the CoC (support) will hold the three required meetings connected to the preparation of the RCHAP. Housing Tools will prepare meeting materials and co-facilitate the meeting with the CoC. The CoC will obtain the venue for the identified date/time, invite the Cal ICH required stakeholders, and maintain documentation of the meetings.</a></p> <p><a href="#">It is anticipated that the joint session of the Board of Supervisors and City Councils, the Stakeholders’</a></p>	<p><a href="#">November 2023 – February 2024</a></p>	<p><a href="#">\$3,960 (12 hours per meeting for three meetings)</a></p>



	<u>Collaborative, and the CoC Executive Council will serve as the three public meetings.</u>		
<u>Task 4.6: Lived Experience Advisory Board Meeting</u>	<u>The CoC (lead) and Housing Tools (support) will engage the Lived Experience Advisory Board to obtain their input and feedback on the draft RCHAP. Housing Tools will prepare meeting materials and co-facilitate the meeting with the CoC. The CoC will obtain the venue for the identified date/time.</u>	<u>January – February 2024</u>	<u>\$880 (8 hours)</u>
<u>Task 4.7: Regionally Coordinated Homelessness Action Plan (RCHAP)</u>	<u>Housing Tools (lead) and the CoC (support) will prepare the RCHAP. This includes the following components 1) roles and responsibilities of participating jurisdictions, 2) performance measures/improvement plan, 3) equity improvement plans, 4) exits from institutional settings, 5) use of local, state, and federal funding, and 6) connections to benefit programs. Details can be found in Part II of Cal ICH’s application template.</u>	<u>November 2023 – January 2024</u>	<u>See subtask totals below.</u>
<u>Subtask 4.7.1 Data Gathering</u>	<u>Housing Tools (lead) and the CoC (support) will gather the quantitative and qualitative data needed to complete the RCHAP. This may include 1) Reviewing previous plans and applications; and 2) Conducting interviews with and/or developing questionnaires for CoC, County, City, and service provider staff.</u>	<u>November – December 2023</u>	<u>\$2,200 (20 hours)</u>
<u>Subtask 4.7.2 Data Analysis</u>	<u>Housing Tools (lead) and the CoC (support) will analyze the data gathered in Subtask 4.6.1. This includes analyzing the HDIS data from Cal ICH on the System Performance Measures.</u>	<u>December 2023</u>	<u>\$3,300 (30 hours)</u>
<u>Subtask 4.7.3 Draft Responses</u>	<u>Housing Tools (lead) and the CoC (support) will draft responses to include in the RCHAP. Importantly, draft</u>	<u>January 2024</u>	<u>\$4,400 (40 hours)</u>



	<a href="#">actions will be developed with input from CoC, County, and City representatives via the planning meetings, and the public via the public meetings.</a>		
<a href="#">Task 4.8: Memorandum of Understanding (MOU)</a>	<a href="#">Housing Tools (lead) and the CoC (support) will prepare the MOU using the template provided by Cal ICH. Per statue, the MOU will include the RCHAP.</a>	<a href="#">January – February 2024</a>	<a href="#">\$550 (5 hours)</a>
<a href="#">Task 4.9: Funding Plan</a>	<a href="#">The CoC (lead) will prepare the Funding Plan with consultation and review from Housing Tools (support).</a>	<a href="#">January – February 2024</a>	<a href="#">\$550 (5 hours)</a>
<a href="#">Task 4.10: Complete Draft Application</a>	<a href="#">Housing Tools will compile all components of the application together into a cohesive, complete draft application for review by the CoC staff.</a>	<a href="#">February 2024</a>	<a href="#">\$550 (5 hours)</a>
<a href="#">Task 4.11: CoC, County, and City Review and Adoption of RCHAP and MOU</a>	<a href="#">Housing Tools (lead) and the CoC (support) will provide the draft of the RCHAP and MOU to the CoC, County, and Cities for their review and incorporate their feedback as appropriate into the final drafts. The CoC and Housing Tools will then assist in facilitating the adoption of the MOU at each of the governing bodies’ meetings (e.g. providing language for a staff report and/or resolution template, but not attending the meeting).</a>	<a href="#">February – March 2024</a>	<a href="#">\$2,200 (20 hours)</a>
<a href="#">Task 4.12: Application Submission</a>	<a href="#">Housing Tools will review, proofread, finalize, and organize all application materials and provide them to the CoC to submit to Cal ICH.</a>	<a href="#">March 2024</a>	<a href="#">\$1,100 (10 hours)</a>
<a href="#">Task 4.13: Ongoing Coordination Meetings</a>	<a href="#">Housing Tools will facilitate twice monthly coordination meetings with the CoC. This helps to communicate about HHAP-5 upcoming tasks,</a>	<a href="#">November 2023 – April 2024</a>	<a href="#">\$2,640 (4 hours per month for 6 months)</a>



	<a href="#">timelines, next steps, and provide an opportunity for problem solving any issues that arise.</a>		
<a href="#">Task 4.14: Requested Edits from Cal ICH (Optional)</a>	<a href="#">As an optional task, Housing Tools can assist the CoC with requested edits from Cal ICH for the HHAP-5 Application.</a>	<a href="#">April – June 2024</a>	<a href="#">\$1,100 (10 hours)</a>
<b><a href="#">Activity 4 Total</a></b>			<b><a href="#">\$28,900</a></b>
<b>OVERALL TOTAL</b>			<b><a href="#">\$46,000 \$61,250</a></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~~ November 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	<u>\$12,000</u> <del>\$24,000</del>
Activity 2	<u>\$10,350</u> <del>\$12,000</del>
Activity 3	\$10,000
<u>Activity 4</u>	<u>\$28,900</u>
<b>Total</b>	<b><u>\$46,000</u> <del>\$61,250</del></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

STAFF REPORT:

TCDE Practical Supports for Homeless Students (Agenda Item 6.b.ii.1)

## **TCDE Practical Supports for Homeless Students**

Tehama County Department of Education's current Education for Homeless Children and Youth (EHCY) program serves all 13 school districts by providing a wide array of services to the designated Homeless Liaisons at individual schools and directly to students experiencing homelessness, as described in the attached correspondence from Barbara Weaver, Foster/Homeless Youth Program Specialist.

For the 2021-2024 period, TCDE received one-time funding through the American Rescue Plan - Homeless Children and Youth (ARP-HCY) program that allowed them to include providing clothing for students McKinney-Vento identified homeless youth throughout Tehama County in their service menu. The need for this service was significant enough, though, that the ARP-HCY funding supporting has already been fully expended. TCDE is seeking funding through other sources to continue to meet this need.

As a result of having met its initial goals and all reporting obligations under the Housing and Homelessness Incentive Program (HHIP) program, Tehama CoC has been notified of its eligibility to receive additional HHIP funding through HealthNet, the parent company of Medi-Cal Managed Care Plan California Health and Wellness. Upon request from CoC staff, HealthNet has agreed to include a new line item in the budget for these funds that allocates \$25,000 to providing practical supports for students experiencing homelessness. The description of the budget line item will read:

*Practical supports for students experiencing homelessness (including unaccompanied homeless youth and children in families experiencing homelessness) to be administered through the local school district and/or local schools, including clothing, hygiene supplies and other items that allow the students to maintain their health and safety and continue attending school while their housing crisis is being resolved.*

Based on the specificity of the budget line item description, CoC staff requests authorization to award the entirety of the \$25,000 in HealthNet HHIP funds to TCDE's Education for Homeless Children and Youth (EHCY) program to fill the gap left when ARP-HCY were exhausted, and if needed, to fill any other need identified that is consistent with the line item description.

Attachment(s): *Correspondence Barbara Weaver 12-11-23.pdf*

## Andrea Curry

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**From:** Barbara Weaver <bweaver@tehamaschools.org>  
**Sent:** Monday, December 11, 2023 4:30 PM  
**To:** Andrea Curry  
**Subject:** Description of Tehama County Department of Education Homeless Program

Dear Andrea,

Tehama County Department of Education's current Education for Homeless Children and Youth (EHCY) program serves all 13 school districts by providing:

- Training
- Professional Development
- Referral Information
- Transportation Resources
- Early Childhood Education referral services to State Preschool, Head Start, Early Head Start and School Readiness Programs
- Student program opportunities including Elevate Youth Solutions, Bridge to College and Career (B2CC), and Solutions for Youth Fund
- Activities related to social emotional support via Elevate Youth Solutions referral to Lassen Counseling
- Referrals to Tehama County Behavioral Health Services "Nurturing Parenting" and "Triple P" parenting classes
- Program referrals and activities related to domestic violence via Empower Tehama
- Availability of space/supplies at local PATH (Poor and the Homeless) Day Center.
- Referrals for emergency needs and services to attend school or extracurricular activities
- Referrals to CAA (Community Action Agency) for no cost certified birth certificates, rental deposit assistance, energy assistance, and tailgate food giveaway/emergency food.
- Access after school/summer programs Via SERRF (Safe Education & Recreation for Rural Families) after school program, Elevate Solutions for Youth program, and PAL (Police Activity League) Mentoring Program
- School supplies
- Hygiene supplies
- Timely transfer of school records
- Parent education of educational rights and support materials
- Facilitate coordination between schools and agencies
- Technical support
- Program development assistance
- County and state resource information and referrals

We were awarded the ARP-HCY (American Rescue Plan -Homeless Children and Youth) funding for the 2021-2024 period, but we spent all of it in two years. That funding allowed us to buy clothing for 98 McKinney-Vento identified homeless youth throughout Tehama County. We also provided clothing for McKinney-Vento unaccompanied youth who are no longer able to remain in their homes.

The Education for Homeless Children and Youth (EHCY) funding allows for the purchase of shoes and under garments, but not clothing. We would like to secure additional funding to purchase clothing for the McKinney-Vento identified homeless youth who are in need of clothing due to losing their home to a disaster or just having to flee their home for a variety of reasons. Any help that we can receive in this area would be greatly appreciated.

Thank you,

--

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STAFF REPORT:

Compensating People with Lived Experience (Agenda Item 6.b.ii.2)

## Compensating People with Lived Experience

As part of Tehama CoC's participation in Phase 2 of the California Racial Equity Action Lab (Cal REAL), a Core Team of diverse co-creators has been convened to develop and execute a Racial Equity Improvement Project Plan. The Core Team has identified as its "Grand Challenge" to "Develop a racially equitable system for incorporating the voices of people with lived experience in system design." To meet this challenge, the Core Team has identified two primary activities:

- Developing a framework for a Lived Experience Advisory Board (LEAB), which will consist of people with lived experience of homelessness and housing insecurity and whose role will include evaluating the local system for addressing homelessness and providing input on system design.
- Developing alternative opportunities for people with lived experience to provide input on system design, through surveys, focus groups, and other methods.

Both of these activities will include asking people with lived experience to commit their time and share their expertise. The Core Team shares the viewpoint of the Cal REAL initiative and its sponsor, the California Interagency on Homelessness (Cal ICH) that people with lived experience should be compensated appropriately for these commitments.

In its most recent meeting, the Core Team developed a plan and budget for this compensation, as follows:

Activity	Compensation	Estimated 12-month cost
Lived Experience Advisory Board	\$50 per meeting attended, including monthly LEAB meetings, Stakeholders' Collaborative meetings, CoC Executive Council and General Collaborative meetings, with a per LEAB member maximum of 3 meetings per month.	\$9,000
"Speak Up" opportunity participation	\$10-\$20 and/or in-kind gifts (i.e., meals, etc.) per instance of participation in surveys, focus groups, stakeholder interviews	\$5,000
Consulting fees	To provide informational services CoC staff and/or to people with lived experience receiving compensation regarding income tax applicability and/or potential impact on public benefits eligibility.	\$2,000
Total		\$16,000

Funds are available through HHAP and/or HHIP awards to support these costs. Compensation will be provided in the form of gift cards and/or in-kind gifts, contingent on guidance from Cal REAL coaches and/or funding agencies.

CoC staff requests authorization for The Vitality Project, as the Administrative Entity for Tehama CoC, to allocate a total of \$16,000 for this purpose, and to administer the funds as described above.

Attachments: *Tehama CoC Improvement Project Plan Map Dec 2023.pdf*

# Racial Equity Improvement Project Plan

## Grand Challenge:

Develop a racially equitable system for incorporating the voices of people with lived experience in system design.

## Vision (Long-Term Impact):

A homelessness response system in which every voice matters, where people experiencing homelessness and people with lived experience of homelessness and housing insecurity are not just heard but actively engaged in shaping solutions.

## Strategy: SMARTIE Goal

Develop a framework for a racially equitable system for incorporating the voices of people with lived experience (PLE) in system design, including a compensated Lived Experience Advisory Board (LEAB) and alternative opportunities for people with lived experience of homelessness to provide input.

The LEAB will consist of no fewer than 6 people with lived experience of homelessness. At least one of these seats will be reserved for a Hispanic/Latino member, at least one seat will be reserved for an Indigenous/Native American member, at least one seat will be reserved for a survivor of domestic violence, and at least one seat will be reserved for a person with lived experience of unsheltered homelessness.

Alternative opportunities for people with lived experience to provide input (i.e., surveys, focus groups, informal consultations, etc.) will be designed in collaboration with the LEAB and will include targeted outreach to BIPOC people with lived experience.

Development of the framework will include strategies for ensuring that the LEAB holds decision-making power within the CoC and related planning processes.

### Timeline:

Framework to be completed by January 2024

LEAB members will be recruited and the LEAB will begin meeting no later than May 2024

## Diverse Co-Creators (Partners needed to achieve SMARTIE Goal)

Cal REAL Core Team

CoC/Stakeholders' Collaborative

Lived Experience Engagement Coordinator

Service providers with existing relationships with historically marginalized groups

People with Lived Experience of homelessness and housing insecurity

PATH staff with lived experience

Street Outreach Team

Housing Tools (Planning, data analysis, etc.)

Colleagues from other communities that have successfully implemented LEABs and are willing to share their experience, successes, challenges

Funders

## Transformation/ Focus Areas:

Develop Framework for Lived Experience Advisory Board

Design Alternative Opportunities for Input from People with Lived Experience

Evaluation/Accountability Plan

Implementation

# Racial Equity Improvement Project: Ideating Solutions and Prototyping

## Transformation/Area of Focus 1: Develop Framework for LEA Board

Action Steps	Considerations for Equity	Responsible Partner	Lead	Timeline	Progress
Create "map" of LEAB member representation that reflects population being served, with a focus on elevating voices from underserved/marginalized group	<p>Be on the lookout for "holes" in data and work to correct them.</p> <p>Drill down where possible to identify sub-groups that might have unique needs (avoid stereotypes)</p>	<p>Core Team</p> <p>Housing Tools (their data, at least)</p> <p>Service providers with existing relationships</p> <p>CoC Coordinator (Andrea)</p>	CoC Coordinator (Andrea)	November 2023	<p>Demographic data included in update to 10-year plan currently in draft phase</p> <p>HHAP-5 baseline data expected soon, will use for additional details and confirmation</p>
Develop inclusive, working definition of "lived experience of homelessness or housing insecurity" to include Ed definition(s), unsafe at home due to DV, SA, HT, etc.	Consider cultural factors and practices that may influence how homelessness "looks" from the outside - citizenship/residency issues, doubled-up, hesitancy to report	<p>NCCDI (Jennifer)</p> <p>Empower Tehama (Xóchitl)</p> <p>LEE Coordinator (Haley)</p> <p>CoC Coordinator (Andrea)</p>	CoC Coordinator (Andrea)	November 2023 (Core Team meeting and/or small group meeting)	Preliminary discussions took place at Core Team meetings, needs further refinement
Develop plan for compensating LEAB members (and other PLE) for their time and expertise	Offer a range of cash and/or gift/gas card options	<p>Core Team</p> <p>CoC Executive Council</p>	<p>Grant Administrator (Heather)</p> <p>CoC Coordinator (Andrea)</p>	<p>Draft proposed compensation plan: December 2023</p> <p>Get CoC Executive Council approval: January 2024</p>	<p>Connected with Mishaun in Santa Ana who shared their process for budgeting funds for compensating PLE</p> <p>Discussed w Core Team; \$14,000 annual budget</p>

# Racial Equity Improvement Project: Ideating Solutions and Prototyping

## Transformation/Area of Focus 1(continued): Develop Framework for LEA Board

Action Steps	Considerations for Equity	Responsible Partner	Lead	Timeline	Progress
Review culturally appropriate methods and approaches and integrate these into LEAB framework	Consider groups and subgroups present in local community to determine focus	Core Team Sharon Brisolara LEE Coordinator (Haley)	Sharon Brisolara	December 2023	Sharon has offered to provide training
Develop outline to guide LEAB work, including high-level goals/objectives and practical "checklist"; include open spaces to allow LEAB to add/revise plan	Make materials available in both English and Spanish (plus any other languages spoken, as needed)  Consider ranges of literacy	Core Team CoC Coordinator (Andrea) LEE Coordinator (Haley) Beatriz (Translator)	LEE Coordinator (Haley)	November 2023 - January 2024	
Create space for LEAB within CoC structure, establish expectations and "back and forth" structure (if there are barriers to implementing LEAB suggestions, they get to h	Language barriers, mitigate cultural and class barriers	CoC Coordinator (Andrea) CoC Executive Council Stakeholders' Collaborative	CoC Coordinator (Andrea)	Begin discussions with CoC Executive Council: October 2023  Introduce as subcommittee at January 2024 Stakeholders' meeting	Introduced LEAB concept to CoC Executive Council in October; council will integrate role of LEAB and other input from PLE into Governance Charter, other reg docs during 2024 review

# Racial Equity Improvement Project: Ideating Solutions and Prototyping

## Transformation/Area of Focus 2: Develop Alternative Input Opportunities

Action Steps	Considerations for Equity	Responsible Partner	Lead	Timeline	Progress
Consult people with lived experience to identify preferences, level of interest	<p>Track demographics of people consulted</p> <p>Be intentional about consulting a diverse mix</p> <p>Elevate alternative methods that are culturally responsive</p>	<p>Core Team - develop interview questions/survey</p> <p>LEE Coordinator (Haley) - conduct interviews/survey</p> <p>CoC Coordinator (Andrea) - compile results</p>	LEE Coordinator (Haley)	November 2023 - June 2024	
Leverage existing tools and opportunities (i.e., PATH Day Center suggestion box, SAP weekly meetings, Street Outreach and/or Case Management interactions)	<p>Make materials available in both English and Spanish (plus any other languages spoken, as needed)</p> <p>Consider ranges of literacy</p>	<p>PATH Day Center Staff</p> <p>PATH Street Outreach Staff</p> <p>Beatriz (Translator)</p>	LEE Coordinator (Haley)	November 2023 - June 2024	
Develop plan for compensating PLE for limited-term and one-time participation	Offer a range of cash and/or gift/gas card options	<p>CoC staff</p> <p>Core Team</p> <p>CoC Executive Council</p>	<p>Grant Administrator (Heather)</p> <p>CoC Coordinator (Andrea)</p>	<p>Draft proposed compensation plan: December 2023</p> <p>Get CoC Executive Council approval: January 2024</p>	On October CoC Executive Council agenda

# Racial Equity Improvement Project: Ideating Solutions and Prototyping

## Transformation/Area of Focus 3: Develop Evaluation/Accountability Plan

Action Steps	Considerations for Equity	Responsible Partner	Lead	Timeline	Progress
Quantitative data - measure improvement (or lack thereof) in equitable access (demographics of population accessing services should resemble that of larger population)	Standard "intake" questions not likely capturing all relevant data points.  Finding the line between gathering data and not being invasive (like, what's none of our business?)	Core Team - establish baseline and metrics  CoC and HMIS Staff - adjust data collection, pull reports	CoC Coordinator (Andrea) in partnership with HMIS Administrator (Lowell) and Housing Tools	January 2024 - May 2024	
Qualitative data - develop framework and materials for conducting open-ended interviews, soliciting feedback from people engaged in services, with focus on BIPOC participants	Elevate alternative methods that are culturally responsive	Core Team  Sharon Brisolar  Housing Tools  Beatriz (Translator)	CoC Coordinator (Andrea)	January 2024 - May 2024	

# Racial Equity Improvement Project: Ideating Solutions and Prototyping Transformation/Area of Focus 4: Implementation

Action Steps	Considerations for Equity	Responsible Partner	Lead	Timeline	Progress
Recruit LEAB members	<p>Per framework developed and SMARTIE Goal, LEAB will include:</p> <p>no fewer than 6 people with lived experience of homelessness. At least one of these seats will be reserved for a Hispanic/Latino member, at least one seat will be reserved for an Indigenous/Native American member, at least one seat will be reserved for a survivor of domestic violence, and at least one seat will be reserved for a person with lived experience of unsheltered homelessness.</p>	<p>LEE Coordinator (Haley)</p> <p>Core Team</p> <p>Service providers with existing relationships with historically marginalized gr</p>	LEE Coordinator (Haley)	February 2024 - May 2024	
<p>Provide training to LEAB:</p> <p>How CoC system works, Funding dynamics, Cultural competency</p>	<p>Make materials available in both English and Spanish (plus any other languages spoken, as needed)</p> <p>Consider ranges of literacy</p>	<p>CoC Coordinator (Andrea)</p> <p>Grant Administrator (Heather)</p> <p>Sharon Brisolara</p>	CoC Coordinator (Andrea)	Beginning at first LEAB meeting (no later than May 2024) and continuing as needed into the future	
Provide/offer administrative support to LEAB as needed/requested - notetakers, document design, tech support		<p>Grant Administrator (Heather)</p> <p>CoC Coordinator (Andrea)</p>	Grant Administrator (Heather)	Support for planning and framework activities through January 2024; for recruitment and further development through May 2024, and as needed moving forward	



# Parking Lot

A space for notes, maybes, ideas that haven't found a home yet, etc.

Include and involve the people who will be doing the ongoing work (i.e., line staff)

Elevate voices of families who are living in situations that might not fall within HUD's narrow definition of "homeless" (Includes couch surfing, living in homes of others, intended to protect education rights)

Include individuals and families with a range immigration statuses; look at unique needs of people who are undocumented.

Include both tribal community members and other indigenous folks

Include representation from other historically marginalized groups - LGBTQ+, people with disabilities, survivors of domestic and sexual violence, sex workers

\*\*Making sure PLE suggestions are taken seriously:

- Include LEA "Report Outs" to CoC/Stakeholders meetings, similar to other committee report outs - what they're focusing on right now, etc. to prep groups for hearing suggestions that come from LEAB.

- Provide administrative support if LEAB wishes (note-takers, document design, tech support, etc.) that takes direction from LEAB to ensure they can present their ideas professionally

- Prioritize (for funding) programs that commit to implementing suggestions

- Prioritize (for funding) programs that integrate ongoing input opportunities into their own programs

- Set up so that it's a "conversation", not just a slate of suggestions that get a "yes" or a "no" - if there are concerns or fears, give LEAB opportunities to address/resolve/dispel concerns/objections

Important to be open about timeframe of changes, explain why certain questions are being asked (building a case - the more people bring up a certain thing that needs to change, the stronger the case)

\*\*Alternative opportunity ideas:

- Suggestion box at PATH Day Center (with or without pointed questions)

- Leisure activities with casual conversations (i.e., bowling, cookouts, hiking, etc.)

- "Design a Program" workshops (i.e., if you could start a program, what would it look like?)

- Yelp-style program reviews

- Flash polls