



February 14, 2024

## Agenda

1. **Welcome and Introductions**
2. **Adoption of [January 10, 2024 Meeting Minutes](#)**
3. **Additions to the Agenda**
4. **HHAP-5 Regionally Coordinated Homeless Action Plan (RCHAP)**  
Introduction: Andrea C. Curry
  - a. **Public Comment**
  - b. **Informational Presentation**  
Jessica Candela, Housing Tools
5. **Project Updates:**
  - a. **PATH Plaza** - PATH
  - b. **Permanent Housing** – Travis Lyon
  - c. **Stakeholders' Collaborative** – Heather Henderson
  - d. **HMIS/CES** – Andrea Curry
6. **CoC Coordination and Strategic Planning**  
Andrea Curry
  - a. **[Financial Report](#)**
7. **Capacity Building**  
Andrea Curry
  - a. **Local Project Funding**
    - i. **2024 TESH RFP Awards and Local Allocation of HHAP-5 Funds**
      1. [2024 TESH RFP Proposals Received and Awarded](#)
      2. [HHAP-5 Funds Availability](#)
      3. [Additional Funding Needs](#)
      4. [Allocation of HHAP-5 Funds](#)

*Suggested Action(s):* Authorize the Rating and Ranking Committee, in consultation with CoC staff, and where needed, consultation with 2024 TESH applicants, to allocate the \$613,809.40 available for direct services activities through HHAP-5 to activities proposed through the 2024 TESH RFP process and/or to support increased costs associated with the development of the PATH Plaza Navigation Center.

# Tehama County Continuum of Care Executive Council Meeting



## Meeting Minutes

January 10, 2024

Meeting held via Zoom

COUNCIL ATTENDANCE:	PRESENT	EXCUSED
<b>Johnna Jones</b> , Chairperson	X	
<b>Jim Southwick</b> , Vice-Chair; Tehama County Department of Education	X	
<b>Jayne Boffke</b> , Tehama County Health Services Agency		X
<b>Candy Carlson</b> , Tehama County Board of Supervisors		X
<b>Kris Deiters</b> , Red Bluff City Council		X
<b>Gail Locke</b> , General Collaborative Chairperson		X
<b>Travis Lyon</b> , Tehama County Health Services	X	
<b>David Madrigal</b> , Tehama County Community Action Agency	X	
<b>Kimberlee Monroe</b> , Empower Tehama	X	

Guest(s): Cole McClure, Homeless Liaison Officer, Red Bluff Police Department

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

Notes by: **Heather Henderson**

Meeting called to order at 1:33 P.M.

- 1. Welcome and Introductions**
- 2. Adoption of December 13, 2023 Meeting Minutes**

None.

- 3. Additions to the Agenda**

The minutes and agenda from the Executive Council meeting held on December 13, 2023 were made available prior to this meeting for review. David motioned that the minutes be accepted as emailed. Jim seconded. Motion passed.

- 4. Project Updates:**

- a. PATH Plaza Update**

PATH did not have a representative at this meeting to provide an update. Andrea provided a summary based on recent reports provided at other meetings. Polishing and sealing of the concrete floors, which was removed from the construction plan during the value engineering phase has been added back into the plan to ensure that the floors will last and that they can be sanitized. PATH has also determined that the rooms designated as the men's and women's dorm need to be switched due to the proximity of the entrance to one of the dorms to the men's restroom. Council members asked about the possibility of scheduling a walk-through of the facility prior to its opening. Andrea and Heather will coordinate with PATH to schedule this once the floors are sealed.

- b. Permanent Housing Update**

Travis Lyon

Travis reported that the two projects planned for Red Bluff (Palm Villas at Red Bluff and The Bluffs Community Housing) are still on track for 2025.

**c. Stakeholders' Collaborative**

*Heather Henderson*

Heather reported that the last meeting was held on January 3. At that meeting, Jess Candela from Housing Tools facilitated gathering input from the collaborative on the HHAP-5 Regionally Coordinated Homeless Action Plan and Wendy Longwell from Disability Action Center (DAC) gave a presentation on DAC services, which have recently been expanded in Tehama County. The next HHSC meeting is scheduled for April 3, 2024 at 2:00 PM. Heather noted that this is a new start time for this meeting.

**d. HMIS/CES**

**CES:** Andrea reported that the migration of the CES from the old system to the new system is underway. Call Agents at the new call center for 2-1-1 Tehama have been trained on entering assessments into the new system, as have PATH staff. The migration will be completed once TCHSA has identified tenants for the two units at Olive Grove.

**HMIS:** Andrea provided an update on the matter that was discussed at December's meeting regarding the CoC's HMIS vendor experiencing issues with updating its system to the HUD's 2024 HMIS Data Standards. The issues have been largely resolved. Andrea has been able to pull the HUD LSA report and anticipates being able to pull the required HMIS CSV Export for the Cal ICH HDIS by the upcoming February 12 deadline.

**5. Introduction - City of Red Bluff Homeless Liaison Officer**

*Cole McClure, Homeless Liaison Officer, Red Bluff Police Department*

Cole McClure recently joined the Red Bluff Police Department (RBPd) as the new Homeless Liaison Officer. Cole introduced himself and reported that he has recently completed orientation and has begun conducting outreach to unsheltered individuals as well as service providers and community partners. He has met with PATH and has already had opportunity to coordinate with them to assist individuals experiencing homelessness. He has met with TCDE's Foster/Homeless program and plans to meet with the Veterans Services Office soon. Jim invited Cole to contact him to coordinate presenting to Rotary.

**6. Executive Council Meeting Scheduling**

**a. Monthly Meeting Schedule**

A proposed meeting schedule for 2024 was provided to councilmembers ahead of this meeting for review, with the Council's monthly meeting scheduled for the second Tuesday of each month at 1:30 PM. The Council agreed that this time/day appears to be working and decided to move forward with it with the option to revisit in the future, if needed.

**7. CoC Coordination and Strategic Planning**

*Andrea Curry*

**a. Financial Report**

Andrea provided an update on the grant funding being administered by the CoC through its Administrative Entity and currently open subgrants as of December 31, 2023. Andrea noted that the \$700,000 earmarked for award to local projects through the 2024 TESH RFP has been included in the Open Subgrantee Agreements section to present an accurate picture of the CoC's financial position, however, those funds have not yet been awarded.

**b. Special Joint Meeting, Thursday, January 11, 2024, 2:00 PM**

Andrea reported that a Special Joint Meeting of Tehama County Board of Supervisors and City Councils from cities of Red Bluff, Corning and Tehama will be held on January 11, 2024 at 2:00 PM in the Board Chambers at Tehama County Administration. The purpose of this

meeting will be to update these boards on several topics related to addressing homelessness, including the draft of the Update to the 10-Year Plan to End Homelessness, the HHAP-5 Regionally Coordinated Homeless Action Plan, and the Permanent Local Housing Allocation funding. A presentation on the results of the 2023 Point in Time Count will also be included.

## **8. Capacity Building**

*Andrea Curry*

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

#### **i. Regionally Coordinated Homelessness Action Plan**

Andrea reported that Jessica from Housing Tools will be presenting on HHAP-5, including the required Regionally Coordinated Homeless Action Plan, at the Council's February 14 meeting.

### **b. Encampment Resolution Funding 3-R (ERF-3-R)**

Andrea noted that there is a typographical error in the agenda and that the repeated reference to Regionally Coordinated Homeless Action Plan should not have been included under this agenda item. This item should simply have been listed as item 8.b.

She provided an update on the progress on the CoC's proposal for ERF-3-R funds. The proposal is on track to be submitted on or before January 31, 2024 to meet Cal ICH's requirement for being considered in the first "window" for this round of ERF funding.

### **c. Local Project Funding**

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

*RFP To be released December 15, 2023*

Andrea reported that the Request for Proposals for ongoing funding through grants administered by the CoC is currently open. Proposals must be submitted on or before January 23 to be considered for funding. Once proposals have been submitted, they will be screened and all proposals that meet the Minimum Qualifications described in the RFP will then be sent to the Rating and Ranking Committee for evaluation. This RFP's Evaluation Matrix also includes a Performance History section that evaluates applicants based on past performance with awards made through the CoC. CoC staff will complete the evaluations of the Performance History and Financial Capabilities sections (combined total maximum points: 30) prior to sending the evaluation packets to the Rating and Ranking Committee to evaluate the proposals on the remaining 5 factors (combined total maximum points: 70). Once scoring is complete, proposals will be grouped according to Eligible Activity type and ranked within those groups based on total score to determine awards.

**Meeting adjourned at 3:05 PM.**

**The next meeting is scheduled for Wednesday, February 14, 2024 at 1:30 PM and will be held via Zoom.**

# Tehama CoC Financial Report February 2024

As of January 31, 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	\$855,637	\$292,784	\$443,990	\$217,480	\$518,492	\$2,604	\$0	\$92,420	\$133,382	<b>\$2,556,789</b>
Remaining in Award	<b>\$0</b>	<b>\$191,766</b>	<b>\$56,094</b>	<b>\$32,520</b>	<b>\$314,866</b>	<b>\$747,140</b>	<b>\$40,545</b>	<b>\$274,868</b>	<b>\$133,330</b>	<b>\$1,791,129</b>

## Anticipated Funding Award(s):

	HHIP - HN (additional)	HHAP-5 (Estimated)	Total
Amount	\$118,000	\$856,555	<b>\$974,555</b>

## Open Subgrantee Agreements:

	Total Award	Expended to Date	Remaining
Empower Tehama Emergency Shelter	\$596,268	\$596,268	\$0
NCCDI Home Address Project*	\$191,383	\$191,383	\$0
First Christian Church Corning	\$33,700	\$30,916	\$2,784
City of Red Bluff - Samuel Ayers Park	\$14,000	\$12,502	\$1,498
PATH Day Center	\$965,093	\$965,093	\$0
PATH Street Outreach	\$515,900	\$515,900	\$0
PATH Sale House	\$85,558	\$85,558	\$0
PATH Non-Congregate Shelter (FW)	\$51,000	\$51,000	\$0
PATH Rapid Rehousing	\$305,006	\$305,006	\$0
PATH Plaza Development	\$1,313,130	\$1,088,022	\$225,108
TCDE - Practical Supports (MOU)	\$25,000	\$0	\$25,000
TO BE AWARDED - 2024 TESH RFP	\$700,000	\$0	\$700,000
TO BE AWARDED - Youth RFQ - Spring 2024	\$320,196	\$0	\$320,196
<b>Total</b>	<b>\$5,116,235</b>	<b>\$3,841,649</b>	<b>\$1,274,586</b>

## CoC Coordination, Grant Administration and HMIS:

	Total Budget	Expended to Date	Remaining
FY2023-24 Grant Administration	\$120,000	\$63,828	\$56,172
FY2023-24 CoC Coordination	\$95,000	\$50,087	\$44,913
FY2023-24 HMIS	\$145,000	\$94,929	\$50,071
FY2024-25 Grant Administration	\$120,000	\$0	\$120,000
FY2024-25 CoC Coordination	\$95,000	\$0	\$95,000
FY2024-25 HMIS	\$145,000	\$0	\$145,000
<b>Total</b>	<b>\$720,000</b>	<b>\$208,844</b>	<b>\$511,156</b>

Tehama CoC Financial Report February 2024, continued:

**Summary:**

As of January 31, 2023:

	<b>Current</b>	<b>Anticipated</b>	<b>Total</b>
Funds Available	<b>\$1,791,129</b>	<b>\$974,555</b>	<b>\$2,765,684</b>
Funds Committed	<b>\$1,785,742</b>	<b>-</b>	<b>\$1,785,742</b>
		<b>Balance</b>	<b>\$979,942</b>

## 2024 TESH RFP Awards and Local Allocation of HHAP-5 Funds

### 2024 TESH RFP Proposals Received and Awarded

Tehama CoC released the 2024 TESH RFP on January 5, 2024, with submissions due on or before January 23, 2024. The intent of the RFP was to identify and select local projects to fund using approximately \$700,000 in funds available to the CoC through 3 originating sources:

Funding Source:	Project Type			Total By Source
	Rental Assistance	Interim Sheltering	Street Outreach	
CESH 2019	\$155,741.39			\$155,741.39
HHIP (Anthem)	\$29,258.61		\$505.40	\$29,764.01
HHAP-4		\$335,000.00	\$179,494.60	\$514,494.60
<b>Total by Project Type</b>	<b>\$185,000.00</b>	<b>\$335,000.00</b>	<b>\$180,000.00</b>	<b>\$700,000.00</b>

The CoC received a total of six proposals requesting a combined total of \$1,241,768.27. The total amount requested exceeded the amount available in each project type category:

Funding Source:	Project Type			Total By Available/ Requested
	Rental Assistance	Interim Sheltering	Street Outreach	
Funding Available:	\$185,000.00	\$335,000.00	\$180,000.00	\$700,000.00
Funding Requested:	\$333,042.00	\$534,368.27	\$374,358.00	\$1,241,768.27
<b>Shortfall by Project Type</b>	<b>(\$148,042.00)</b>	<b>(\$199,368.27)</b>	<b>(\$194,358.00)</b>	<b>(\$541,768.27)</b>

All six proposals submitted met the Minimum Qualifications required by the RFP and were evaluated by each of three members of the Tehama CoC Rating and Ranking Committee. An average of the scores from the three evaluators for each proposal is shown below as the project's "Rating". The proposals were then ranked, in descending order based on score, within each project type, as shown below in the "Ranking" column.

#### Interim Sheltering

Applicant/Project	Type	Rating	Ranking
PATH Day Center	Continuing	93.67	1
Help Our Homeless Family	Continuing	93.00	2
Faith Works in Tehama County	Continuing	81.67	3

### Street Outreach

Applicant/Project	Type	Rating	Ranking
PATH Street Outreach	Continuing	93.00	1

### Rental Assistance

Applicant/Project	Type	Rating	Ranking
PATH Rapid Rehousing	Continuing	91.33	1
NVCSS Tehama Deposit Assistance Program	New	88.67	2

Based these results, the funds made available in each project type category through this RFP, the known needs within the community, and with an eye towards ensuring equitable access to services, the following initial awards were made:

### Interim Sheltering

Applicant/Project	Requested	Awarded	Shortfall
PATH Day Center	\$325,311	<b>\$197,000</b>	<b>(\$128,311)</b>
Help Our Homeless Family	\$87,767	<b>\$87,767</b>	\$0
Faith Works in Tehama County	\$121,290	<b>\$50,000</b>	<b>(\$71,290)</b>
<b>Total Interim Sheltering</b>	<b>\$534,368</b>	<b>\$334,767</b>	<b>(\$199,601)</b>

### Street Outreach

Applicant/Project	Requested	Awarded	Not Awarded
PATH Street Outreach	\$374,358	<b>\$180,000</b>	<b>(\$194,358)</b>
<b>Total Street Outreach</b>	<b>\$374,358</b>	<b>\$180,000</b>	<b>(\$194,358)</b>

### Rental Assistance

Applicant/Project	Requested	Awarded	Not Awarded
PATH Rapid Rehousing	\$253,042	<b>\$185,000</b>	<b>(\$68,042)</b>
NVCSS Tehama Deposit Assistance Program	\$80,000	<b>\$0</b>	<b>(\$80,000)</b>
<b>Total Rental Assistance</b>	<b>\$333,042</b>	<b>\$185,000</b>	<b>(\$148,042)</b>

### **Grand Total, all Project Types**

<b>\$1,241,768</b>	<b>\$699,767</b>	<b>(\$542,001)</b>
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**NOTE:** The difference of \$232.73 between the total Funds Available (\$700,000) shown on page 2 and the Total Funds Awarded (\$699,767) exists only due to an effort to keep partial funding awards to whole, rounded numbers.

## **HHAP-5 Funds Availability**

At the time of the 2024 TESH RFP's release, Cal ICH had not yet released the anticipated allocations for HHAP Round 5 (HHAP-5) funds, so they were not included in the total funds available through the RFP. These allocations have since been released and are available at [https://bcsh.ca.gov/calich/documents/hhap5\\_allocations.pdf](https://bcsh.ca.gov/calich/documents/hhap5_allocations.pdf). Through



STAFF REPORT:

2024 TESH RFP Awards and Local Allocation of HHAP-5 Funds (Agenda Item 7.a.i)

HHAP-5, a total of \$856,554.82 (made up of \$437,149.04 allocated directly to Tehama CoC + \$419,405.78 allocated to Tehama County, which is being redirected to Tehama CoC to administer locally).

The CoC has the option to add awards and/or increase partial awards made through the 2024 TESH RFP funds using HHAP-5 funds, as it is anticipated that these funds will be disbursed to Tehama CoC around July 2024. Allocating these funds now would also assist the CoC with accurately completing the HHAP-5 funding plan that must be included with its application for HHAP-5 funds.

After accounting for the HHAP-5 set aside requirements and allowances that support grant administration, HMIS, and systems support, **\$613,809.40 of the HHAP-5 award is available for allocating to direct services.**

These funds can be added to the initial \$700,000 made available through the 2024 TESH RFP to augment initial awards and/or award proposals not funded in the initial award round.

### **Additional Funding Needs**

Development costs for PATH Plaza Navigation Center have increased due to inflation and change orders. Over the past few years, funds originally allocated to Navigation Center operations by the CoC have been re-allocated to development costs, and additional CDBG/CDBG-CV funds made available to the county and cities of Red Bluff, Corning and Tehama have also been secured to contribute to these increased costs, however, there remains a shortfall of over \$500,000. Additional CDBG-CV funds are currently being sought by the county, with help from Adams Ashby, however, it is not anticipated that funds available through this avenue will be sufficient to shore up the budget shortfall.

Costs associated with the development of the Navigation Center are eligible under HHAP eligible use categories.

### **Allocation of HHAP-5 Funds**

**Staff Recommendation:**

It is CoC staff's recommendation that the Executive Council authorize the Rating and Ranking Committee, in consultation with CoC staff, and where needed, consultation with 2024 TESH applicants, to allocate the \$613,809.40 available for direct services activities through HHAP-5 to activities proposed through the 2024 TESH RFP process and/or to support increased costs associated with the development of the PATH Plaza Navigation Center.