

COUNTY OF SHASTA COMMUNITY ACTION BOARD (CAB)



CAB AGENDA

Wednesday, April 21, 2021 via teleconference
1:30 – 3:00 pm

Please join my meeting from your computer, tablet or smartphone.

You can also dial in using your phone.

United States: [+1 \(646\) 749-3122](tel:+16467493122)

Access Code: 941-691-877

<https://www.gotomeet.me/khanson/community-action-board-meeting>

Community Action Board
1450 Court Street, Ste.
108
Redding, CA 96001
Telephone (530) 225-5160
Fax (530) 527-4365

Chairperson

Jessaca Lugo

Vice-Chairperson

Shah'ada Shaban Anderson

Members

Joe Chimenti
Patrick Jones*
Kristen Schreder
Pamelyn Morgan
Missy McArthur
Stan Neutze
Dan Waldrup
Susan Wilson
Patrick Moriarty
Carrie Noah
Bobbi Sawtelle
Jacob Krumenacker*

Housing & CAA

Director

Jaclyn Disney

Housing & CAA

Program Manager

Hollie Zander

Housing Programs

Specialist

Kristi Hanson

1. **Call to Order and Roll Call (Establishment of a quorum)**
2. **Public Comment Period:** *This time is set aside for citizens to address the Tripartite Board on any item of interest to the public that is within the subject matter jurisdiction of the Tripartite Board. No action may be taken on any item not appearing on the agenda unless the action is otherwise authorized by Government Code Section 54954.2(b) (typically, this applies to items meeting criteria as an off-agenda emergency). The Chair reserves the right to limit each speaker to three (3) minutes. Disclosure of a speaker's identity is purely voluntary during the public comment period.*
3. **Action Items**
 - a. Approval of February 17, 2021 & March 9, 2021 Minutes (Attachment A)
 - b. Board Vacancy/Membership
 - i. Dan Waldrop term expired 3/31/2021 (Attachment B)
 - ii. Matt Doyle appointed by Pam Morgan for Shasta Lake
4. **CSD Requirements/CSBG Administration -Staff**
 - a. CSBG amendment A1 to contract - Attachment C
 - b. CSBG discretionary Workplan \$ Budget \$28,250 - Attachment D
 - c. Eviction Prevention and Economic Assistance Program (EPEA) update Attachment E
 - d. Organizational Standards –https://www.co.shasta.ca.us/docs/libraries/housing-docs/csbg-org-standards.pdf?sfvrsn=619ad689_0
 - e. CNA/CAP plan update
5. **Board Member Jurisdiction/Sector Updates**
 - a. Low-Income/Public/Private Sector
 - b. Covid-19 updates
6. **Confirmation of Next Board Meeting**
 - a. Next Meeting Date: June 16, 2021
 - b. Agenda Items for next meeting
7. **Adjournment**

*Denotes Alternates

<https://www.co.shasta.ca.us/index/housing-community/community-action-board-meetings>

ASSISTANCE FOR THE DISABLED:

Agendas and records are available in alternative formats upon requests. Contact the Community Action Board staff at (530) 225-5160 with questions or to request a disability-related accommodation. To the extent reasonably possible, requests for accommodation or assistance should be submitted at least 24 hours in advance of the meeting so that arrangements may be made.



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Community Action Board Teleconference Special Meeting Minutes

Wednesday, February 17, 2021
1:30pm – 3:00pm via Teleconference

Board Members Present: Bobbi Sawtelle, Joe Chimenti, Kristen Shreder, Missy McArthur, Stan Neutze, Susan Wilson, Patrick Moriarty, Shah'ada Shaban Anderson and Carrie Noah.

Additional Attendees: Lucy Hernandez, Tonya Willock, Jaclyn Disney, Caedy Minoletti, Jacob Krumenacker and Wendy Taylor.

Board Members Absent:

Larry Farr (deceased), Pamelyn Morgan, Dan Waldrop, and Jessaca Lugo.

1. Call to Order and Roll Call: (Establishment of a quorum)

The Community Action Board meeting was called to order at 1:32pm by Bobbi Sawtelle. Quorum was established.

2. Public Comments: (limited to 3 mins. per comment)

No Public Comments were received.

3. Action Items- Bobbi Sawtelle:

a. Appoint Chairperson and Vice Chairperson.

- a. Patrick Moriarty made a motion to accept Jessica Lugo's offer of continuing as Chairperson. Seconded by Misty McArthur. Patrick Moriarty made a motion to nominate Shah'ada Shaban Anderson as Vice Chairperson. Seconded by Joe Chimenti. Roll call vote was taken, all approved, none opposed for both appointments.

b. Approval of January 15, 2020 Minutes- Attachment A

- b. Shah'ada Shaban Anderson made a motion to approve January 15, 2020 as presented. Seconded by Kristen Schreder. Roll call vote was taken, all approved, none opposed.

4. Administration Business- Bobbi Sawtelle

a. Announcements/ Information.

1. Medea Henderson no longer working with Lead Agency. Wendy Taylor will be filling in for Medea as meeting note taker. Please forward CAB correspondence to Wendy Taylor or Caedy Minoletti. Lead Agency hopes to introduce a new HMIS team member in April.

b. Board Vacancy/ Membership.

1. Appoint New Members (Pamelyn Morgan for Larry Farr and alternate Patrick Jones for Steve Morgan)

- I. Acknowledge Pamelyn Morgan as a new CAB board member on behalf of the public sector.
II. Acknowledge Patrick Jones as an alternate for Steve Morgan on behalf of the public sector.

2. Board Terms- Attachment B

- I. Jaclyn Disney reviewed board member terms.
II. Caedy Minoletti reviewed typos on attachment B. Susan Wilson's reappointment date is 2022 not 2020. Dan Waldrop's position needs to be reappointed or will become vacant by next meeting. Communication is needed from Dan Waldrop regarding his continuation as board member. Review on attendance rules is expressed by attending the board members.

5. CSD Requirements/ CSBG Administration- Jaclyn/ Caedy

- a. Eviction Prevention Response Program- Attachment C
 1. CSBG Cares Act Funding (CSBG-CV) Update.
 - I. Draft of CARES Program overview is presented for review. The CARES Program will assist eligible Shasta County residents with rent, mortgage payments and utilities due to the COVID-19 pandemic. Income-qualification is based on 200% of the Federal poverty guidelines and the number of people in the household. Assistance is based on availability of funds. Program guidelines are still being created.
 2. CSBG Cares Discretionary Funding.
 - I. Expires in May 2022 and can be utilized in Shasta County including in the Redding city limits. Eligible uses include assistance with rental back-payment, deposit assistance, utility payments, substance abuse treatment, counseling & education services and a Service Coordinator.
 - II. A chart of other available program options is requested by board members to help as a visual for eligibility guidelines.
 - III. Discussion was brought forth to consider legal tenant and landlord protections in regard to eviction prevention while the guidelines for the CARES Program are being developed.
- b. CSBG DR
 1. Workplan updates:
 - I. Estimated \$68,000 in funds remaining for those affected by the Carr fire. Assistance with clearance of trees and brush have been identified as additional needs outside of deposit and rent assistance.
 - II. Authorized by the State to utilize CalHome funding to assist those who lost their home due to the Carr fire with mortgage assistance in a manufactured home. Would like to advertise the program to market the availability of assistance.
- c. Community Needs Assessment- Caedy
 1. Lucy Hernandez presented the Community Action Plan 2022-2023 Project Overview & Timeline. Deadline of June 30, 2021 and is a requirement to be completed every two years.
 2. Community Needs Assessment (CNA) survey is needed to gather input from the community within Shasta County (includes residents and partners/providers) to help identify greatest community needs. This process must be open for no less than 15 days. If possible 30 days yields best results/responses.
 3. February 19, 2021 is the first planning meeting to coordinate project tasks and deliverables for CAP (includes CNA).
 4. April 2nd, 2021 is the projected deadline to present the draft CAP 2022-2023 to the CAB for review and approval.
 5. June 8, 2021 is the projected deadline to present the CAP 2022-2023 to the BOS for review and approval.

6. Board Member/Sector Updates – Bobbi Sawtelle

- a. Low-Income/Public/Private Sector
 - a. Communication from Dan Waldrop is needed regarding his continuation as board member or replacement/ vacancy of his position.

7. Confirmation of Next Board Meeting – Bobbi Sawtelle



a. Next Meeting Date: April 21, 2021

8. Adjournment – Bobbi Sawtelle

a. Motion to adjourn meeting made by Bobbi Sawtelle at 3:05pm.

Acronyms

*CAB – Community Action Board
CAA – Community Action Agency
CESH – California Emergency Solutions and Housing
HHAP – Homeless Housing Assistance and Prevention Program
CoC – Continuum of Care
CSBG – Community Development Services Block Grant
CSD – Community Services Development
CAP – Community Action Plan
NOFA – Notice of Funding Availability
HUD – Housing Urban and Development
SB2- California Senate Bill 2
AB101- California Assembly Bill 101
PIT- Point-in-Time*

Community Action Board Teleconference Special Meeting Minutes
Tuesday, March 9, 2021
12:00pm – 1:00pm via Teleconference

Board Members Present: Jessica Lugo, Bobbi Sawtelle, Joe Chimenti, Kristen Shreder, Missy McArthur, Stan Neutze, Susan Wilson, Patrick Moriarty, Shah'ada Shaban Anderson and Patrick Jones (alternate).

Additional Attendees: Jaclyn Disney, Caedy Minoletti, Hollie Zander, Wendy Taylor and Kristi Hanson.

Board Members Absent: Carrie Noah, Dan Waldrop, Jacob Krumenacker (alternate) and Pamelyn Morgan.

1. Call to Order and Roll Call: (Establishment of a quorum)

The Community Action Board meeting was called to order at 12:02pm by Jessica Lugo. Quorum was established.

2. Public Comments: (limited to 3 mins. per comment)

No Public Comments were received.

3. Action Items:

- a. Review and Approve CSBG DRSF and CSBG CARES Resolution Amendment - Attachment A.
 1. Proposal to utilize the remaining portion of the funding to subcontract with outside vendors to further assist Carr Fire disaster victims with direct assistance presented by Caedy Minoletti and Jaclyn Disney (Lead Agency).
 2. Motion to approve made by Kristen Shreder, seconded by Stan Neutze. Roll call vote conducted, all approved, none opposed.
- b. Review and Approve proposed project with Shasta Builder's Exchange.
 1. PowerPoint presentation on Shasta Builder's Exchange Funding presented by Kristi Hanson (Lead Agency). SBE will coordinate bidding and cover the cost of construction for these projects pending reimbursement. SBE is happy to sign a contract with Shasta County for this project and accept ACH payments for reimbursement. SBE will coordinate with NVCSS on verifying the income limits for each client. SBE understands and will finish all work by the end of August, 2021.
 2. Motion to approve made by Stan Neutze, seconded by Kristen Shreder. Roll call vote conducted, all approved, none opposed.

4. Adjournment:

- a. Motion to adjourn meeting made by Jessica Lugo at 12:19pm.

Acronyms

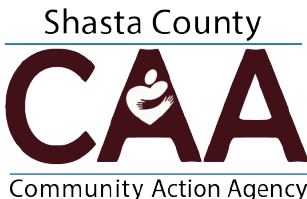
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PIT- Point-in-Time

DRAFT



Shasta County Housing and Community Action Agency
 1450 Court Sreet, Suite 108
 Redding, CA 96001
 P: 530.225.5160 | F: 530.225.5178

Jaclyn Disney, Director
 Community Action Agency
 Housing Authority

TO: Dan Waldrop, Community Action Board Member
FROM: Jessaca Lugo, Community Action Board Chairperson
DATE: April 16, 2021

SUBJECT: Notice of Board Term Expiration

The Shasta County Community Action Board is updating its Board Roster. Your term of membership will expire on March 31, 2021. I would appreciate the return of this memo by March 31, 2021 if you desire to continue to serve in this capacity, please remit the enclosed member application. If you chose not to continue to serve, please sign, and date this memo, and return to: Jessaca Lugo P.O. Box 777, Shasta Lake, CA 96019

As a reminder, Private Sector CAB Board Members who accumulate two consecutive absences without contacting the Community Action Agency ("unexcused"), may be removed for good cause from the CAB upon agreement of a two-thirds majority present at a CAB meeting.

We appreciate your participation in serving the Shasta County Community Action Board. **Please note: Failure to respond to this memo by March 31, 2021 may result in a Board removal.** Should you have any questions, please feel free to contact me at (530) 275-7464. Thank you for your cooperation in this matter.

_____ I desire to **remain** on the Community Action Board and will submit my application.

_____ I desire to **resign** from the Community Action Board.

Signature

Date

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT - AMENDMENT

STD. 213A (Rev. 10/2019) CSD Rev (12/2019)

AGREEMENT NUMBER 21F-4044	AMENDMENT NUMBER 1	PURCHASING AUTHORITY NUMBER (if applicable)
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1. This Agreement is entered into between the State Agency and the Contractor named below

STATE AGENCY NAME

Department of Community Services and Development

CONTRACTOR NAME

Shasta County Community Action Agency

2. The term of this Agreement is : January 1, 2021 through May 31, 2022

3. The maximum amount of this Agreement is: Total \$308,749.00

4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

- A. Articles 1, 2, 3, 4, 5, 6, 8, and 9 are deleted in their entirety and replaced with the attached Articles 1, 2, 3, 4, 5, 6, 8, and 9.

All other terms and conditions shall remain the same.

All documents can be accessed at <https://agencies.csd.ca.gov/>

All other terms and conditions shall remain the same.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR				CALIFORNIA Department of General Services Use Only	
CONTRACTOR NAME <i>(If other than an individual, state whether a corporation, partnership, etc.)</i>					
Shasta County Community Action Agency					
CONTRACTOR BUSINESS ADDRESS, CITY, STATE ZIP					
1450 Court Street, Ste 108, Redding, CA 96001					
PRINTED NAME OF PERSON SIGNING			TITLE		
CONTRACTOR AUTHORIZED SIGNATURE			DATE SIGNED		
STATE OF CALIFORNIA					
CONTRACTING AGENCY NAME					
Department of Community Services and Development					
CONTRACTING AGENCY ADDRESS		CITY	STATE	ZIP	
2389 Gateway Oaks Drive, Suite 100		Sacramento	CA	95833	
PRINTED NAME OF PERSON SIGNING		TITLE			
Chris Vail		Chief Financial Officer			
CONTRACTING AGENCY AUTHORIZED SIGNATURE			DATE SIGNED		
<input type="checkbox"/> Exempt per _____					

I hereby certify that all conditions for exemption have been complied with, and the document is exempt from the Department of General Services approval.

Article	Section	CURRENT 2021 CSBG Contract Language	2021 A1 CSBG Contract Language
1	1.2.3	Extension Period. The extension period provided by this Agreement is available upon approval by CSD from January 1, 2022 through May 31, 2022 to those contractors who will not fully expend 100 percent of the Agreement amount by the end of the performance period.	Extension Period. The extension period provided by this Agreement is available upon approval by CSD from January 1, 2022 through May 31, 2022 to those contractors who will not fully expend 100 percent of the Agreement amount by the end of the performance period. Requests for extensions must be received no later than November 16, 2021.
1	1.5.4	at https://providers.csd.ca.gov	on the Local Agencies Portal at https://agencies.csd.ca.gov/ .
2	2.1.2	at https://providers.csd.ca.gov	on the Local Agencies Portal at https://agencies.csd.ca.gov/ .
2	2.1.4	at https://providers.csd.ca.gov	on the Local Agencies Portal at https://agencies.csd.ca.gov/ .
2	2.1.5	at https://providers.csd.ca.gov	on the Local Agencies Portal at https://agencies.csd.ca.gov/ .
3	3.1.3	Extension Period. If Contractor identifies that they will not fully expend 100 percent of the Agreement amount by the end of the period of performance, then Contractor shall submit written notification to their assigned Field Representative on CSD Form 425b, Justification for Contract Amendment/Modification, no later than 45 calendar days prior to the expiration of the Agreement term. The CSD Form 425b shall include:	Extension Period. If Contractor identifies that they will not fully expend 100 percent of the Agreement amount by the end of the period of performance, then Contractor shall submit written notification to their assigned Field Representative on CSD Form 425b, Justification for Contract Amendment/Modification, no later than 45 calendar days prior to the expiration of the <u>period of performance on December 31, 2021, or by November 16, 2021.</u> The CSD Form 425b shall include:
3	3.1.4	at https://providers.csd.ca.gov	on the Local Agencies Portal at https://agencies.csd.ca.gov/ .
4	4.2	Training and Quarterly CSBG Provider's Meetings (CPM) Contractors shall make every effort to attend all trainings and quarterly CSBG Providers' meetings associated with CSD.	Training and Quarterly CSBG <u>Service Provider (CSP)</u> Meetings Contractors shall make every effort to attend all trainings and quarterly <u>CSP</u> meetings associated with CSD.
4	4.9.1	at https://providers.csd.ca.gov	on the Local Agencies Portal at https://agencies.csd.ca.gov/ .
4	4.9.3	4.9.3 Data exchanged between CSD and Contractor via email communication must have all personally identifying information (PII) and other sensitive information redacted before the document is sent. Alternately, Contractor is to encrypt any attachments that have sensitive data using encryption tool and configurations as required by CSD.	4.9.3 Data exchanged between CSD and Contractor via email communication must have all personally identifying information (PII) and other sensitive information redacted before the document is sent. Alternately, Contractor is to encrypt any attachments that have sensitive data using encryption <u>tools</u> and configurations as required by CSD.
4	4.19.6	CSD Lease/Purchase Pre-Approval Requirements. To ensure that significant procurement transactions are conducted in an open and freely competitive manner, Contractor shall obtain prior written approval from CSD of capital expenditures for equipment with a unit cost of \$5,000 or more through the submission of a Request for Purchase/Lease Pre-Approval (form CSD 558) to CSD at least 15 calendar days prior to execution of the transaction. Transactions without CSD's prior written approval may be disallowed.	CSD Lease/Purchase Pre-Approval Requirements. To ensure that significant procurement transactions are conducted in an open and freely competitive manner, Contractor shall obtain prior written approval from CSD of capital expenditures for equipment with a unit cost of <u>\$10,000</u> or more through the submission of a Request for Purchase/Lease Pre-Approval (form CSD 558) to CSD at least 15 calendar days prior to execution of the transaction. Transactions without CSD's prior written approval may be disallowed.
4	4.21.2	at https://providers.csd.ca.gov	on the Local Agencies Portal at https://agencies.csd.ca.gov/ .
5	5.4.1	Contractor may liquidate the advance at any time through offsets against CSD-approved reimbursement requests; however, CSD shall initiate repayment of the advance through offsets of approved expenditures when the first of either of the following occurs: 1 Contractor has expended 75 percent of the maximum amount of this Agreement.; or 2 the beginning of the seventh monthly reporting period of the contract term.	Contractor may liquidate the advance at any time through offsets against CSD-approved reimbursement requests; however, CSD shall initiate repayment of the advance through offsets of approved expenditures when the Contractor has expended 75 percent of the maximum amount of this Agreement.
6	6.1.1	at https://providers.csd.ca.gov	on the Local Agencies Portal at https://agencies.csd.ca.gov/ .
6	6.2.1	Contractor shall complete and submit all CSD close-out forms when funds are 100 percent expended and according to the timelines below. The close out report must be submitted for both the CSBG and Discretionary portions of the contract amount and according to the following Period of Performance timeline:	Contractor shall complete and submit all CSD close-out forms when funds are 100 percent expended and according to the timelines below. The close out report must be submitted according to the following Period of Performance timeline:
6	6.2.2	at https://providers.csd.ca.gov	on the Local Agencies Portal at https://agencies.csd.ca.gov/ .
6	6.2.7	If CSD grants Contractor a term extension, regardless of the extension period, Contractor must submit all required close-out documents, without exception, no later than June 30, 2021.	If CSD grants Contractor a term extension, regardless of the extension period, Contractor must submit all required close-out documents, without exception, no later than June 30, 2022.
6	6.3.2	at https://providers.csd.ca.gov	on the Local Agencies Portal at https://agencies.csd.ca.gov/ .

State of California
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
 Discretionary Grant Work Plan/Final Report
 CSD 626 (Rev. 3/2019)

Work Plan
 Final Report

Agency Name: Shasta County Community Action Agency	Agency/Project Representative: Hollie Zander
Contract Number: 21F-4445	Contract Term: Jun 1, 2021- May 31, 2022
Email: hjzander@co.shasta.ca.us	Telephone Number: (530) 245-6438
Date: 04/13/2021	Signature:

Work Plan (Please provide all information requested)

Project Name:	Shasta County CAA Housing Expansion
Project Domain (Select <u>one</u> domain from the list below that aligns with your project. Domains align with the annual report).	Project Type (Select <u>one</u> project type that best fits your project. Note: ,A response isn't required if you selected Agency Capacity Building in the "Project Domain" section).
<input type="checkbox"/> Employment <input type="checkbox"/> Education and Cognitive Development <input type="checkbox"/> Income and Asset Building <input checked="" type="checkbox"/> Housing <input type="checkbox"/> Health and Social Behavioral Development <input type="checkbox"/> Civic Engagement and Community Involvement <input type="checkbox"/> Agency Capacity Building <ul style="list-style-type: none"> <input type="checkbox"/> Strategic Planning <input type="checkbox"/> Data Management and Reporting <input type="checkbox"/> Software/IT <input type="checkbox"/> Grant/Resource Development 	<input checked="" type="checkbox"/> New Program <input type="checkbox"/> Program Expansion of an existing program <input checked="" type="checkbox"/> Program Enhancement such as improving services

Projected Activities/Services to be performed:
The Shasta County Community Action Agency will utilize the CSD Discretionary 2021 funds to aid in the housing crisis faced in Shasta County due to an increase in homeless residents. The following activities will be provided: -Hire an Assistant Social Worker to support homeless residents with securing housing, assist with applications with landlords, connecting clients to resources and assist in enrollment to permanent housing programs. This position will assist homeless or at-risk of being homeless residents.
Expected Outcome(s) to be achieved (included the projected number of participants to be served):
Outcomes expected: -Hire an Assistant Social Worker during this contract term -Increase community outreach efforts with partners -Assist 20 households to obtain permanent housing -Enroll households to permanent housing programs (ex: Housing Choice Voucher, Tenant Based Rental Assistance and HUD Partners in Housing II)
Provide a brief timeline of the project activities (include start date, key milestones, and end date):
-Hire Assistant Social Worker –July 2021 -Housing services provided to Shasta County homeless or at-risk of being homeless residents- July 2021 - May 2022 -Community Outreach & Partner development- July 2021-May 2022

<input checked="" type="checkbox"/> Work Plan <input type="checkbox"/> Final Report
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Fiscal Spending Plan

Enter your proposed expenditure plan below. For each bimonthly reporting period, enter the percentage of your expected expenses in the % Expended row. For planning purposes, enter the "Year-to-date (YTD)" expected expenditures in the YTD % row *(as a cumulative percentage)* for each period. The expected expenditures should reflect your project timeline; as the YTD % row can reach 100% before the end of the contract term.

Reporting Period	June-July	Aug-Sept	Oct-Nov	Dec-Jan 2020	Feb-Mar	Apr-May
% Expended	8%	19%	19%	19%	19%	16%
YTD % Expended	8%	27%	46%	65%	84%	100%

Advance Payments

Per contract Agreement, contractors are allowed up to a 25% advance of the total discretionary allocation. Contractors are required to submit a written request to CSD. **Will your agency submit a written request for an advance?**
 Yes No

FINAL REPORT

(The Final Report shall be completed and submitted to CSD no later than 30 days after the contract term or upon completion of the project.)

Activities/Services:
Actual Outcome(s) Achieved <i>(include the number of participants who achieved the outcome):</i>
Success Story <i>(include if applicable, attach additional sheets as necessary):</i>

CSD Use Only

Date Received by Field Representative: _____ Date Application Accepted: _____