

COUNTY OF SHASTA COMMUNITY ACTION BOARD (CAB)



CAB Board Meeting Agenda
April 17, 2024
1:30 pm to 3:00 pm
1450 Court Street, Suite 352
Redding, CA 96001

To Address the Board: Members of the public may address the Board on any agenda item. Pursuant to the Brown Act (Govt. Code section 54950, et seq.) Board action or discussion cannot be taken on non-agenda matters but the Board may briefly respond to statements or questions. Persons wishing to address the Board on agenda items or during public comment may sign up by emailing Lisa Towns at lrtowns@co.shasta.ca.us. The Board can receive comments in person or via email. Emailed comments will be read into the record.

1. Call to Order/Quorum Established/Introductions

Mission Statement: Shasta County Community Action Agency provides leadership, advocacy, and services to mitigate poverty by empowering economically disadvantaged persons to achieve self-sufficiency.

2. Approval of Meeting Minutes

- I. Board members will review and approve minutes from the February 21, 2024, CAB Meeting.
(Attachment A)

3. Public Comments

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.

4. Presentation

Burney Commons Development - Daniel Knott, Executive Officer for K2 Development Companies

Community Action Board

2600 Park Marina Drive
Redding, CA 96001
Phone (530) 225-5160
Fax (530) 527-4365

Chairperson
Jessaca Lugo

Vice-Chairperson
Shah'ada Shaban

Members
Tim Garman
Mark Mezzano
Stan Neutze
Susan Wilson
Janice Powell
Joshua Johnson
Katie Swartz
Bill Jostock
Kristen Schreder
Hope Seth

Alternates
Mary Rickert
Marlyn Winsen

Executive Director
Laura Burch

Deputy Director
Emily Kerr

**Housing & CAA
Program Manager**
Melissa Nave

Staff Services Analyst

5. CSD Requirements/CSBG Administration

I. Action Items

- a. Review and approve final updated CAB Bylaws. (Attachment B)
- b. Select and approve Nominating Committee. Committee consisting of three voting members.

II. Discussion Items

- a. CSBG Annual Report. (Attachment C)
- b. Deputy Director's Report update provided by Deputy Director Emily Kerr. (Attachment D)
- c. Programmatic Dashboard Report update provided by Program Manager Melissa Nave. (Attachment E)
- d. Customer Satisfaction Survey Update
Standard 1.3: Consumer Input Involvement
The department has a systematic approach for collecting, analyzing and reporting customer satisfaction data to the tripartite board/advisory body which may be met through broader local government processes. (Attachment F)

6. Board Member Jurisdiction/Sector Update

- I. Low-Income/Public/Private Sector

7. Next Board Meeting Confirmation

- I. June 19, 2024, 1:30 pm to 3:00 pm.

8. Adjournment

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



COUNTY OF SHASTA COMMUNITY ACTION BOARD (CAB)



If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. You may contact the Shasta County Housing and Community Action Agency at 530-225-5160 for disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meeting. 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.

DRAFT

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To Address the Board: Members of the public may address the Board on any agenda item. Pursuant to the Brown Act (Govt. Code section 54950, et seq.) Board action or discussion cannot be taken on non-agenda matters but the Board may briefly respond to statements or questions. Persons wishing to address the Board on agenda items or during public comment may sign up by emailing Lisa Towns at lrtowns@co.shasta.ca.us. The Board can receive comments in person or via email. Emailed comments will be read into the record.

1. Call to Order/Quorum Established/Introductions

Mission Statement: Shasta County Community Action Agency provides leadership, advocacy, and services to mitigate poverty by empowering economically disadvantaged persons to achieve self-sufficiency.

Meeting was called to order at 1:32pm by Chari Jessaca Lugo. Quorum was established.

Board Members Present: Jessaca Lugo, Shah'ada Shaban, Katie Swartz, Kristen Schreder, Bill Jostock, Tim Garman, Janice Powell, Stan Neutze, Mary Rickert

Shasta County Staff Present: Christy Coleman, Dwayne Green, Emily Kerr, Sarah Brown, Melissa Nave, Lisa Towns

Members of the Public Present: Annelise Pierce, Shasta Scout, and Megan Owens, Pilgrim Congregational Church.

2. Public Comments

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No public comments.

Community Action Board

2600 Park Marina Drive
Redding, CA 96001
Phone (530) 225-5160
Fax (530) 527-4365

Chairperson
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Vice-Chairperson
Shah'ada Shaban

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Mary Rickert
Marlyn Winsen

Executive Director
Laura Burch

Deputy Director
Emily Kerr

Housing & CAA Program Manager
Melissa Nave

Staff Services Analyst
Lisa Towns



3. Approval of Meeting Minutes

- I. Board members will review and approve minutes from the December 20, 2023, CAB Meeting. (Attachment A)

Reviewed meeting minutes. No updates needed. Motion made by Katie Swartz to approve meeting minutes. Second by Shah'ada Shaban. Roll call vote taken. All approved. Tim Garman and Mary Rickert abstained.

4. CSD Requirements/CSBG Administration

I. Action Items

- a. Finalized report of the Bylaws Committee with recommendations to complete the review and approve update of the CAB Bylaws. (Attachment B)

Update provided by Katie Swartz. Katie Swartz, Bill Jostock and Hope Seth met 1/17/2024 to update language of By-Laws to reflect organization.

Two categories highlighted as updates.

Article 5, Section 2 to be updated to two-year term for Chair and Vice-Chair with Vice-Chair moving to Chair automatically. This change deemed necessary for continuity in the Board.

Section 9 1A, frequency of meetings to be kept as is with meetings held every other month. Requirement is to meet quarterly, but Board agreed bi-monthly meetings best option going forward in the event a meeting needs to be cancelled the quarterly requirement will still be met without the need to reschedule a bi-monthly meeting.

Requests made to Agendize Nominating Committee at next CAB meeting. Committee to be made up of three voting members.

Motion made by Katie Swartz to approve By-Laws updates with Chair/Vice-Chair updates. Second by Bill Jostock. Roll call vote taken. All approved.

II. Discussion Items

- a. Discuss and determine potential activities for expenditure of CSBG funding provided by Christy Coleman, Agency Assistant Director

Update provided by Christy Coleman. Shasta County has committed to keeping the CAB as is and not transferring Board responsibilities to non-profit as discussed in previous meeting. Katie Swartz had follow-up questions on the history of CAB being held by Shasta County. Christy Coleman did not have historical information on why the CAB is with the County.

- b. Deputy Director's Report update provided by Deputy Director Emily Kerr. (Attachment C)

Discussion regarding move-ins and process for Burney Commons. Discussion regarding credit assistance and Alternate Information in place of credit reviews for tenants.

Melissa Nave to provide more information on application process to CAB and Shah'ada Shaban.

Shah'ada iterated that there was a recent legislative update regarding credit score completely disregarded in lieu of Alternate Information. Credit score should not be used for calculation as part of the Alternate Information per Legislation.

Tim Garman and Mary Rickert requested information sent to them regarding preference categories for HCV applications.

- c. Programmatic Dashboard Report update provided by Program Manager Melissa Nave. (Attachment D)

Kristen Schreder requested discussion on CSBG reporting and the reasoning on why it goes to CAB after submitted. Our office will refer to past meeting minutes and Board roles and responsibilities for reasoning.

Sarah Brown and Kristen Schreder discussed status of HMIS MOU with United Way. Sarah indicated that State is aware of HMIS delay to keep County in compliance with data entry. Upon approval, data entry will be very quickly updated. Janice Powell shared that At-Home Committee is very adamant that CES and HMIS data be current and updated. Emily Kerr updated that MOU was returned 2/20/2024 and is currently with County Counsel. Anticipated to go to BOS meeting 3/12/2024.

Melissa Nave provided Stingey Lane address for Anderson PBV. Stan Neutze iterated that location was not appropriate for the 48 units PBV. Too small with Fire Safety concerns.

Kristen Schreder had questions about CSBG Grant amounts and spending dates. Requested to see the entire amounts and positions included. Concerned numbers don't add up. CSBG salary questions. An update was provided to Board 3/31/2023 and Kristen requests format provided similar to that report with updated information.

Agendize for meeting 4/17/2024.

Shah'ada Shahban had questions regarding costs of fringe benefits.

d. Customer Satisfaction Survey Update provided by Lisa Towns
Standard 1.3: Consumer Input Involvement

The department has a systematic approach for collecting, analyzing and reporting customer satisfaction data to the tripartite board/advisory body which may be met through broader local government processes. (Attachment E)

Update provided by Lisa Towns. Discussion regarding keeping the responders interested in volunteering engaged by contacting them. Our office will contact interested volunteers and discuss Board openings. If parties are agreeable, contact information for volunteers will be forwarded to Board Nominating Committee.

5. Board Member Jurisdiction/Sector Update

I. Low-Income/Public/Private Sector

Stan Neutze reiterated concerns over location of Anderson PBV project on Southwest corner of Stingey Lane. Stan would like additional information for footprint size and fire access. Perhaps project will require reduced number of units.

Janice Powell updated the Veteran's Village may be unable to move forward due to length of time in process. Mary Rickert thanked Janice for effort involved in trying to keep project moving forward.

Tim Garman expressed happiness to be part of this Board and feels it's an opportunity to make a difference.

Kristen Schreder shared that GNRM received approval for Navigation Center. Kristen would also like additional information provided for understanding list of available rentals and process for approval for HCV.

Shah'ada Shaban seeing an increase in clients moving from sheltered to homeless in community. Observing the expiration of many vouchers due to lack of available housing.

Bill Jostock expressed approval of using surveys to contact possibly low-income Board participants.

6. Next Board Meeting Confirmation

I. April 17, 2024, 1:30 pm to 3:00 pm.



7. Adjournment

Motion made by Shah'ada Shaban to adjourn meeting. Seconded by Katie Swartz. Roll call vote taken. All approved. Meeting adjourned at 2:53pm.

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

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Shasta County
**Health & Human
Services Agency**



**Shasta County
Community Action Board (CAB)**



Bylaws

**Administered by
Shasta County Health & Human Services Agency (HHS)/
Shasta County Community Action Agency
2600 Park Marina Drive
Redding, CA 96001
Telephone: 530-225-5160**

Amended and Approved by Community Action Board on 2/21/2024

Shasta County Community Action Board

**BYLAWS
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ARTICLE I: Name

The name of this Board shall be the Shasta County Community Action Board ("CAB").

ARTICLE II: Purpose

The purpose of the CAB shall be the following:

- A. To act as the advisory board to the Shasta County Board of Supervisors ("Governing Body") in matters regarding the Shasta County Community Action Agency ("CAA") administered by Shasta County Health & Human Services Agency (HHSA).
- B. To increase community awareness of problems related to poverty in Shasta County.
- C. To improve the level of community participation in providing its own resources and skills in resolving these problems.
- D. To develop both long-term and annual plans to alleviate or reduce the effects of poverty.
- E. To propose a series of action-oriented programs, evaluate their impact, and recommend modifying them as necessary.
- F. To suggest new and creative ways of handling the problems of poverty through existing structures as economically as possible while preserving the rights and dignity of individuals involved.

ARTICLE III: Area of Service

The area of service shall be Shasta County.

ARTICLE IV: Organization

Section 1. Organization

The CAB shall consist of a tripartite board with twelve members as follows:

- A. Public Sector - One-third of the members of the CAB shall be elected officials, currently holding office, or their appointed representative.
- B. Low-Income Sector - One-third of the members shall be representatives of the low-income sector, chosen in accordance with procedures as outlined in Section 2.B. of this Article.
- C. Private Sector - One-third of the members shall be representatives of business, industry, labor, religious, welfare, education, or law enforcement organizations chosen in accordance with CAB procedures as outlined in Section 2.C. of this Article.

Section 2. Selection Procedures

- A. Public Sector - The Shasta County Board of Supervisors and the City Councils of Anderson, Redding, and Shasta Lake ("the Appointive Body") may each appoint one representative from eligible elected public officials or appointed public officials. Elected public officials are defined to include current members of the Board of Supervisors or City Councils.

Appointed public officials are defined to include current employees of the jurisdiction. If no appointment is made by a City Council, the Shasta County Board of Supervisors shall appoint an additional representative from eligible appointed public officials.

- B. Low-Income Sector - Low-Income Sector representatives must be able to represent the interests of individuals actively experiencing poverty-related problems. Representatives shall be selected from multiple areas of Shasta County to ensure equitable input.

1. A representative candidate need not qualify under current "Poverty Level" guidelines but must be eighteen years of age and must be affiliated through service or other means to the low-income sector of Shasta County.
2. Any individual who lives or works in Shasta County may present to the CAB nominating committee one low-income nominee. A candidate for each vacant position in the low-income sector will then be selected by the nominating committee for presentation to the Board for interview and selection. If no nominee is presented at the time of a Low-Income Sector vacancy, then all CAB members will be responsible for recruiting nominees until the position has been filled.

- C. Private Sector - Representatives of the private sector will be selected by the full CAB as follows:

1. CAA staff will post a public notice of vacancy in appropriate locations requesting notification of interest from individuals seeking to serve on the CAB.
2. CAA staff shall utilize media resources and direct mailing techniques to notify and solicit participation from private organizations.
3. CAB members may assist in the recruitment of interested individuals through personal contact with those individuals with whom they are acquainted.
4. The Nominating Committee shall present to the CAB their selected nominee from among those who have submitted a complete application indicating an interest in participation. An attempt will be made to maintain a representative cross section of community interest such as business, education, industry, labor, religious, law enforcement, welfare, or other private groups.

Section 3. Term of Office

- A. Public Sector - Elected public officials shall serve only while they are in office and at the pleasure of the Appointive Body for a minimum term of one-year. Appointed public officials shall serve only while they are current employees of the jurisdiction and at the pleasure of the Appointive Body.
- B. Low-Income Sector - Representatives of the low-income sector shall serve a three-year term. At the end of the three-year term, if there is not another interested candidate, the representative of the low-income sector may be appointed to an additional three-year term.
- C. Private Sector - Representatives of the private sector shall serve a three-year term. At the end of the three-year term, if there is not another interested candidate, the most recent private sector representative may be appointed to an additional three-year term.

Section 4. Removal

- A. Public Sector representatives may be removed from the CAB only by the Appointive Body or the Shasta County Board of Supervisors. The CAB can make a recommendation to an Appointive Body to replace a member should there be good cause as outlined in Section 4.C.
- B. Representatives of the low-income and private sector representatives may be removed for good cause from the CAB upon agreement of a two-thirds majority present at a CAB meeting.
- C. Good cause may include but is not limited to the following conduct:
 - 1. Accumulating two consecutive absences without contacting the Community Action Agency ("unexcused").
 - 2. Refusing to participate in CAB functions and responsibilities.
 - 3. Engaging in activities not authorized by the CAB that are disruptive of staff effectiveness.
 - 4. Participating in activities determined to be a conflict of interest.
- D. In all cases, before removal shall be implemented, the CAB member subject to removal shall:
 - 1. Receive written notice from the Chairperson of the Board, at least fifteen days prior to the date of discussion, stating the grounds for removal including dates, times, and places that may be applicable.
 - 2. Receive an opportunity to be heard by the CAB prior to a vote on the removal issue.

Section 5. Vacancies

- A. There is a vacancy on the CAB when the term of a member has expired, when a member notifies the CAB of his/her resignation, when a public sector representative leaves office or is removed by the Appointive Body, or when a member has been notified of his/her removal by action of the CAB for cause.
- B. Public Sector Representation - When the seat of a Public Sector Representative is vacant, the

CAB shall ask the Appointive Body to select a replacement.

- C. Low-Income Representation - When the seat of a representative of the low-income is vacant, the CAB shall select a replacement in accordance with the provisions of Article IV, Section 2.B.
- D. Private Sector Representation - When the seat of a private organization representative is vacant, the CAB shall select a replacement in accordance with the provisions of Article IV, Section 2.C.

Section 6. Quorums

- A. The quorum for meetings of the CAB shall be at least 51% of the total membership of the CAB.
- B. The quorum for meetings of committees shall be 51% of the total membership of the committee.

Section 7. Alternates

In the absence of the elected Community Action Board member, the Alternate shall perform the duties of the Representative and will keep said Board member informed as to the decisions of the Board during absence. An Alternate is a person named to take the place of another Board Member in their absence or whenever necessary and holds all voting privileges.

Each sector may have one alternate. Each alternate may substitute for only one Board Member at a time from within the sector in which they were elected or appointed as an Alternate.

- A. Public Sector - The Board of Supervisors from the County and the City Council from the cities will select their alternates for the public sector members and alternates will serve only in their absence.
- B. Low-Income Sector - The alternate representatives for the Board low-income sector shall be selected in the same manner as the principal low-income representatives are selected. The low-income alternate will serve only during the absence of a low-income seated board member and have voting rights during their absence.
- C. Private Sector - The alternate representatives for the Board private sector shall be selected in the same manner as the principal private sector representatives are selected. The alternate will serve only during the absence of a private sector representative and have voting rights during their absence.

ARTICLE V: Officers of the Board

Section 1. Designation of Officers

The officers of the CAB shall be Chairperson and Vice-Chairperson.

Section 2. Election and Term of Officers

When required by vacancies, the Chairperson and Vice-Chairperson shall be elected by the CAB at the first meeting of the calendar year and shall assume the duties of such office at that meeting. All officers shall be elected for a two-year term and shall serve until their successors are elected and seated. Vice-Chair shall automatically ascend to Chair after serving two years as Vice-Chair to provide Board Leadership consistency. The next Vice-Chair shall be elected upon a majority vote of the CAB members present.

Section 3. Vacancies

Upon resignation or removal of the Chairperson during the calendar year, the Vice-Chairperson shall ascend to the office of Chairperson for the unexpired portion of the term. An election for the vacant office of Vice-Chairperson shall be conducted to fill the unexpired portion of the term.

Section 4. Powers and Duties of Officers

- A. Chairperson - The Chairperson shall preside at all meetings of the CAB and shall be an ex-officio member of all committees. In addition, the Chairperson shall have other power consistent with these Bylaws and as required to conduct the business of the CAB.
- B. Vice-Chairperson - In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson and shall perform other duties as are designated by the Chairperson. In the absence of both the Chairperson and the Vice-Chairperson at a CAB meeting, members present shall appoint a member to preside over the meeting.

ARTICLE VI: Board Member Policies & Regulations

Section 1. Conflict of Interest

Board members shall not financially profit in any way in their outside employment or business interests from their association with the Community Action Agency or Community Action Board.

Elected officials and public employees who make or influence governmental decisions are required to submit the Form 700, Statement of Economic Interest. This contributes to transparency and accountability in government.

Section 2. Compensation

Board members shall serve without any salary for their service.

Section 3. Nepotism

No person shall serve on the Board or any other Committee of the Community Action Agency if he/she or a member of his/her immediate family is a member of the Community Action Board. Immediate family shall be defined as; mother, father, husband, wife, natural or adopted son or daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, or grandchild of the member.

A Board member shall not be present or participate in any discussion or vote on any action of the Board which will directly or indirectly affect a relative including discussions and/or evaluations of anyone in his/her supervisory chain of command including the Executive Director.

ARTICLE VII: Committees of the Board

Section 1. Committee Membership, Appointments, and Vacancies

The Chairperson of the Board, with recommendations from the full Board, shall establish membership on standing committees. The Chairperson shall add to the membership or fill vacancies on established committees as needed, with the approval of the Board. The Chairperson may utilize non-board members as Technical Resources Assistants for specific assignments and/or projects, subject to approval of the Board.

Each committee may adopt rules for its own governance consistent with these bylaws or with rules adopted by the Board. Fifty-one percent (51%) of the members of a committee shall constitute a quorum for the transaction of business. The act of a majority of the members present at a meeting at which quorum is present shall be the act of such committee. Unless duly authorized by these bylaws, the Board committees may not act on behalf of the CAB, or bind it to any action, but shall make recommendations to the CAB.

Committees may be created or dissolved by a two-thirds or majority of the Board present at a meeting of the Board at which a quorum is present. Every effort shall be made to include representation from each of the three sectors of the Board.

Section 2. Authorized Committees

The following committees are authorized:

- A. Nominating Committee - The CAB shall establish a nominating committee, consisting of at least three voting members of the CAB. This standing committee is responsible for selection of nominees for the Low-Income Sector and Private Sector Representatives for selection by the CAB.
- B. Ad Hoc Committees - Ad Hoc committees may be established as deemed appropriate by the CAB and shall be appointed by the Chairperson. Ad Hoc committees shall be for a specified purpose and a specific length of time.
- C. Other Standing Committees - Other standing committees may be established as deemed appropriate by the CAB.

ARTICLE VIII: Compensation

All CAB members shall serve without any salary for their services.

ARTICLE IX: Meetings

Section 1. Schedule and Notice of Meetings

- A. The CAB shall meet a minimum of four and up to six times a year. The meetings shall be scheduled for the convenience of its members and of the general public.
- B. An agenda stating the date, time, and location of each meeting will be posted on the Shasta County webpage at https://www.co.shasta.ca.us/index/housing_index.aspx at least 72 hours in advance of the meeting.
- C. All CAB meetings shall be governed by the provisions of the Ralph M. Brown Act.

Section 2. Special Meetings

Special meetings will be held at a time and place designated by the CAB in the event that a special meeting is called by the Chairperson for a specific purpose or by vote of one-third of the CAB members.

Section 3. Minutes

The Community Action Board Staff Liaison shall keep, or cause to be kept, for each meeting, written minutes, which include a record of votes on all motions. Minutes of the previous meeting shall be posted on the Shasta County webpage at https://www.co.shasta.ca.us/index/housing_index.aspx.

Section 4. Cancellation of Meetings

Any future meeting of the Board may be canceled in advance by the Board. The chair (or vice-chair when the chair is absent or unable to act) may also cancel a future meeting under the following circumstances:

- A. When a majority of the members of the Board have confirmed, either in open session at a previous meeting or independently in writing, their unavailability to attend a future meeting.
- B. When staff advises the chair that there are five or fewer items requesting action by the Board to be scheduled on the proposed agenda for a future meeting.

ARTICLE X: Amendments to Bylaws

The CAB may approve amendments to these Bylaws at any regular CAB meeting for subsequent submission to the Shasta County Board of Supervisors for approval. Proposed revisions to these Bylaws shall be submitted to the Shasta County Board of Supervisors as a Shasta County HHSA / Community Action Programs agenda item for consideration at a regularly scheduled meeting.

It is the intent of the CAB to maintain compliance with current State of California Department of Community Services and Development Community Services Block Grant requirements related to the legal responsibilities of the CAB through revision of these Bylaws as necessary.

ARTICLE XI: Governing Body Responsibilities

The Shasta County Board of Supervisors is the Governing Body of the Shasta County Community Action Agency. The Board of Supervisors shall:

- A. Make the final determination of major personnel, fiscal, administrative, and program policies.
- B. Make all final decisions, including but not limited to those regarding grant proposals, budget, and matters requiring legal action.
- C. Retain authority to remove without cause any member of the CAB by a majority vote of the Shasta County Board of Supervisors.
- D. Approve the Bylaws for the CAB.
- E. Retain authority to expand, contract, alter, or amend any of the powers or responsibilities delegated to the CAB.

DULY APPROVED this 5th day of October, 2024, by the Board of Supervisors of the County of Shasta by the following vote:

AYES: Supervisor XXX, XXX, XXX, XXX, and XXX

NOES:

ABSENT:

ABSTAIN:

RECUSE:

Joe Chimenti¹, Chair
Board of Supervisors
County of Shasta County
State of California

ATTEST:
MATTHEW P. PONTES
Clerk of the Board of Supervisors
By: _____
Deputy

Approved as to form:

RUBIN E. CRUSE, JR
County Counsel

Alan B. Cox
Deputy County Counsel III

DRAFT Bylaws 1.17.2024

Presented to CAB on 2.21.2024 by the Bylaws Ad Hoc Committee
Bill Jostock, Hope Seth, Katie Swartz

¹ Supervisor and County Staff names and positions will be updated at the time of submission to the Board of Supervisors.

CSBG Eligible Entity Management Accomplishments

The Shasta County Community Action Agency (SCCAA) formerly its own department in the county, was transitioned under Shasta County Health & Human Services officially on April 27, 2023. The consolidation was decided by the County Board of Supervisors to ensure sustainability for the CAA department and leverage additional safety-net services offered under the HHSA umbrella. The consolidation led to the hiring of a new Program Manager to manage, coordinate, and supervise community-based programs and to assist in the transition process. A CAA consultant has been supporting leadership in compliance requirements and working directly with staff to provide T. TA and project consulting. Internal continuous learning has been made a priority during the transition of new leadership. At this time, SCCAA is fully consolidated with HHSA and can increase services for the community under the new organizational structure.

Innovative Solutions Highlights

In 2023, due to the consolidation of Shasta County CAA under Shasta Co. HHS there were internal priorities that were identified to support a seamless transition and be strategic on what services CAA will offer under the new administration. A priority was to relinquish the administration of the Continuum of Care (CoC) for the region (administration of 7-county COC) and the Homeless Management Information System (HMIS) and notified in the Summer of 2023 to all CoC partners and the regional collaborative that SCCAA will no longer administer and coordinate the COC as of January 2024. This provided an RFQ process and an opportunity for two local partners to step into the administration role, as the partners have the capacity to sustain the CoC and HMIS administration to expand services in the region. United Way of America in Far Northern CA is the new administrator of HMIS and the City of Redding is the new CoC administrator, both partners are long-standing organizations serving residents and have the ability to leverage new opportunities for the region. SCCAA lead the transition of the administrator duties and provided all documents and training necessary to assist with the transition to the new providers. This innovative approach allows for SCCAA to utilize CSBG to build internal capacity as a direct housing service provider and expand housing programs/services locally, instead of leading the administration for the region. SCCAA has limited staff and the priority is to focus on compliance, grant management of current programs and establishing new opportunities under the Economic Mobility Division under HHSA. New leadership and new funding opportunities will leverage CSBG and strengthen the CAA movement for the county.

State and CSBG Eligible Entity Continuous Improvement

Being administered by Shasta Co. HHS has improved the Shasta County Community Action Agency, in which they had to assess priorities of services in alignment with the CAP Plan 2024/2025 and as indicated by the results of the Community Needs Assessment 2023. SCCAA is no longer serving as the administrator of the Regional 7-County Continuum of Care (CoC) and for the Homeless Management Information System (HMIS), to focus on quality services and compliance with local programs. The goal for SCCAA is to focus primarily on developing housing and capital development projects in Shasta County. Thus, in 2023 a total of four capital development projects were launched to increase affordable housing for low-income and vulnerable residents, as follows:

- 1) Burney Commons Housing: 29 units of affordable housing; Waitlist opened April 2023 and date of completion October 2023.
- 2) Cascade Village Housing: 48 units of affordable housing; mixed-use development; currently in pre-development stages.
- 3) Sunrise Cottages: 44 units of affordable senior housing in the City of Anderson, CA; 44 units will be PBV; in pre-development stages.
- 4) Shasta Lake Veteran's Village: 30 units of affordable housing for veterans.

The housing projects will be ready for the community in 2024/2025, in response to the community needs assessment priority—a need for affordable housing. SCCAA is coordinating these projects, will manage the waitlist, and be involved in the approval of tenants.

A.1.	CSBG Eligible Entity Reporting Period	Date Range
	Reporting Period	1/1/2023 - 12/31/2023

A.2.	CSBG Expenditures Domains	CSBG Funds
A.2a.	Employment	\$0.00
A.2b.	Education and Cognitive Development	\$2,800.00
A.2c.	Income, Infrastructure, and Asset Building	\$41,250.00
A.2d.	Housing	\$103,475.00
A.2e.	Health and Social/ Behavioral Development(includes nutrition)	\$10,800.00
A.2f.	Civic Engagement and Community Involvement	\$68,500.00
A.2g.	Services Supporting Multiple Domains	\$46,213.00
A.2h.	Linkages(e.g.partnerships that support multiple domains)	\$0.00
A.2i.	Agency Capacity Building(detailed below in Table C)	\$37,204.00
A.2j.	Other(e.g.emergency management / disaster relief)	\$0.00
A.2k.	Total CSBG Expenditures (auto-calculated)	\$310,242.00
A.3.	Of the CSBG funds reported above, report the total amount used for Administration. For more information on what qualifies as Administration, refer to IM37.	\$12,733.00

A.4.	Details on Agency Capacity Building Activities Funded by CSBG:	Selected
1.	Please identify which activities were funded by CSBG as reported under A.2i Agency Capacity in Table A.2.	
	Community Needs Assessment	X
	Data Management & Reporting	X
	Strategic Planning	
	Training & Technical Assistance	X
	Other *	X
	*Below please specify Other Activities funded by CSBG under Agency Capacity:	
	CAA Consultant provided-Board Governance & Ethics training; new board on-boarding and CAA History/CSBG act for all staff.	

B.1.	CSBG Eligible Entity Reporting Period	Date Range
	Reporting Period	1/1/2023 - 12/31/2023

B.2.	Hours of Agency Capacity Building	Hours
B.2a.	Hours of Board Members in capacity building activities	566
B.2b.	Hours of Agency Staff in capacity building activities	816

B.3.	Volunteer Hours	Hours
B.3a.	Total number of volunteer hours donated to the agency	100
B.3a.1.	Of the above, the total number of volunteer hours donated by individuals with low incomes	0

B.4.	The number of staff who hold certifications that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following:	Number
B.4a.	Number of Nationally Certified ROMA Trainers	1
B.4b.	Number of Nationally Certified ROMA Implementers	0
B.4c.	Number of Certified Community Action Professionals(CCAP)	1
B.4d.	Number of Staff with a child development certification	0
B.4e.	Number of Staff with a family development certification	0
B.4f.	Number of Pathways Reviewers	0
B.4g.	Number of Staff with Home Energy Professional Certifications	3
B.4g.1.	Number of Energy Auditors	0
B.4g.2.	Number of Retrofit Installer Technicians	0
B.4g.3.	Number of Crew Leaders	0
B.4g.4.	Number of Quality Control Inspectors(QCI)	3
B.4h.	Number of LEED Risk Certified assessors	0
B.4i.	Number of Building Performance Institute(BPI) certified professionals	0
B.4j.	Number of Classroom Assessment Scoring System(CLASS) certified professionals	0
B.4k.	Number of Certified Housing Quality Standards(HQS) Inspectors	3
B.4l.	Number of American Institute of Certified Planners(AICP)	0
B.4m.	Other (Please specify others below):	

B.5.	Number of organizations, both public and private, that the CSBG Eligible Entity actively works with to expand resources and opportunities in order to achieve family and community outcomes:	Number
B.5a.	Non-Profit	47
B.5b.	Faith Based	102
B.5c.	Local Government	42
B.5d.	State Government	6
B.5e.	Federal Government	10
B.5f.	For-Profit Business or Corporation	23
B.5g.	Consortiums / Collaborations	14

B.5h.	School Districts	22
B.5i.	Institutions of Post-Secondary Education/ Training	4
B.5j.	Financial / Banking Institutions	0
B.5k.	Health Service Organizations	10
B.5l.	Statewide Associations or Collaborations	10

C.1.	CSBG Eligible Entity Reporting Period	Date Range
	Reporting Period	1/1/2023 - 12/31/2023

C.2.	Amount of FY 2023 CSBG allocated to reporting entity	Amount
C.2.	Amount	\$327,019.00

C.3.	Federal Resources Allocated (Other than CSBG)	Amount
C.3a.	Weatherization (DOE) (include oil overcharge \$\$)	\$0.00
C.3b.	Health and Human Services (HHS)	
C.3b.1.	LIHEAP - Fuel Assistance (include oil overcharge \$\$)	\$0.00
C.3b.2.	LIHEAP - Weatherization (include oil overcharge \$\$)	\$0.00
C.3b.3.	Head Start	\$0.00
C.3b.4.	Early Head Start	\$0.00
C.3b.5.	Older Americans Act	\$0.00
C.3b.6.	Social Services Block Grant (SSBG)	\$0.00
C.3b.7.	Medicare/Medicaid	\$0.00
C.3b.8.	Assets for Independence (AFI)	\$0.00
C.3b.9.	Temporary Assistance for Needy Families (TANF)	\$0.00
C.3b.10.	Child Care Development Block Grant (CCDBG)	\$0.00
C.3b.11.	Community Economic Development (CED)	\$0.00
C.3b.12.	Other HHS Resources (Please specify others below):	
C.3b.13.	Total Other HHS Resources	\$0.00
C.3c.	Department of Agriculture (USDA)	
C.3c.1.	Special Supplemental Nutrition for Women, Infants, and Children (WIC)	\$0.00
C.3c.2.	All USDA Non-Food programs (e.g. rural development)	\$0.00
C.3c.3.	All other USDA Food programs	\$0.00
C.3d.	Department of Housing and Urban Development (HUD)	
C.3d.1.	Community Development Block Grant (CDBG) - Federal, State, and Local	\$759,410.00
C.3d.2.	Section 8	\$5,344,450.00
C.3d.3.	Section 202	\$0.00
C.3d.4.	Home Tenant-Based Rental Assistance (HOME TBRA)	\$250,000.00
C.3d.5.	HOPE for Homeowners Program (H4H)	\$0.00
C.3d.6.	Emergency Solutions Grant (ESG)	\$701,475.00
C.3d.7.	Continuum of Care (CoC)	\$131,072.00
C.3d.8.	All other HUD programs, including homeless programs	\$103,529.00
C.3e.	Department of Labor (DOL)	
C.3e.1.	Workforce Innovation and Opportunity Act (WIOA) *previously WIA	\$0.00
C.3e.2.	Other DOL Employment and Training programs	\$0.00
C.3e.3.	All other DOL programs	\$0.00
C.3f.	Corporation for National and Community Service (CNCS) programs	\$0.00
C.3g.	Federal Emergency Management Agency (FEMA)	\$0.00
C.3h.	Department of Transportation	\$0.00

C.3i.	Department of Education	\$0.00
C.3j.	Department of Justice	\$0.00
C.3k.	Department of Treasury	\$0.00
C.3l.	<i>Other Federal Resources (Please specify others below):</i>	
C.3m.	Total Other Federal Resources (auto-calculated)	\$0.00
C.3n.	Total: Non-CSBG Federal Resources Allocated (auto-calculated)	\$7,289,936.00

C.4.	State Resources Allocated	Amount
C.4a.	State appropriated funds used for the same purpose as Federal CSBG funds	\$0.00
C.4b.	State Housing and Homeless programs (include housing tax credits)	\$5,762,778.00
C.4c.	State Nutrition programs	\$0.00
C.4d.	State Early Childhood Programs (e.g. Head Start, Day Care)	\$0.00
C.4e.	State Energy programs	\$0.00
C.4f.	State Health programs	\$0.00
C.4g.	State Youth Development programs	\$0.00
C.4h.	State Employment and Training programs	\$0.00
C.4i.	State Senior programs	\$0.00
C.4j.	State Transportation programs	\$0.00
C.4k.	State Education programs	\$0.00
C.4l.	State Community, Rural and Economic Development programs	\$759,800.00
C.4m.	State Family Development programs	\$0.00
C.4n.	<i>Other State Resources (Please specify others below):</i>	
C.4o.	Total Other State Resources (auto-calculated)	\$0.00
C.4p.	Total: State Resources Allocated (auto-calculated)	\$6,522,578.00
C.4q.	If any of these resources were also reported under Item 15 (Federal Resources), please estimate the amount.	\$0.00

C.5.	Local Resources Allocated	Amount
C.5a.	Amount of unrestricted funds appropriated by local government	\$0.00
C.5b.	Amount of restricted funds appropriated by local government	\$880,500.00
C.5c.	Value of Contract Services	\$78,220.00
C.5d.	Value of in-kind goods/services received from local government	\$0.00
C.5e.	Total: Local Resources Allocated (auto-calculated)	\$958,720.00
C.5f.	If any of these resources were also reported under Item 15 (Federal Resources), please estimate the amount.	\$0.00

C.6.	Private Sector Resources Allocated	Amount
C.6a.	Funds from foundations, corporations, United Way, other nonprofits	\$0.00
C.6b.	Other donated funds	\$0.00
C.6c.	Value of other donated items, food, clothing, furniture, etc.	\$0.00
C.6d.	Value of in-kind services received from businesses	\$0.00
C.6e.	Payments by clients for services	\$0.00
C.6f.	Payments by private entities for goods or services for low income clients or communities	\$0.00

C.6g.	Total: Private Sector Resources Allocated (auto-calculated)	\$0.00
C.6h.	If any of these resources were also reported under Item 15, 17, or 20 (Federal, State or Local Resources), please estimate the amount.	\$0.00

C7/C8	Total Resources Allocated	Amount
C.7.	Total Non-CSBG Resources Allocated: (Federal, State, Local & Private)	\$14,771,234.00
C.8.	Total Resources in CSBG Eligible Entity (including CSBG)	\$15,098,253.00

Agency	Shasta County Community Action Agency
Does this include CSBG funds?	Yes
Does this include CSBG CARES Supplemental funds?	No
Does this include CSBG Disaster Supplemental funds?	No
Reporting Status:	Previously Submitted
1. Initiative Name	Availability & Access to safe & affordable housing
2. Initiative Year	2
3. Problem Identification	Families and individuals need safe and affordable housing. There is a limited supply of affordable housing in our community. The 2023 Community Needs Assessment priority is to increase access to affordable housing in Shasta County, and aligns with the CAP Plan 2024/2025 priorities.
4. Goal / Agenda	To improve the utilization of tenant assistance programs; assist low-income households in purchasing or maintaining safe, affordable housing; to improve access to housing programs for those who are homeless or at-risk of homelessness; and to partner with developers to increase the stock of affordable housing units.
5. Issue / CSBG Community Domains AND 6. Ultimate	
Domain: Housing	CNPI 4a Number of safe and affordable housing units developed in the identified community (e.g. built or set aside units for people with low incomes).
Domain: Housing	CNPI 4z Other Count Of Change: (please specify)
7. Identified Community	County
8. Expected Duration	3 years
9. Partnership Type	CAA is the core organizer of multi-partner Initiative
10. Partners	Continuum of Care and Housing Developers; Shasta CoC member agencies; County Board of Supervisors; City councils; local elected officials; City of Redding; Non-profit Housing organizations; Shasta County local government and agencies.
11. Strategy(ies)	
Domain: Housing	STR 4a End Chronic Homelessness Campaign
12. Progress on Outcomes/ Indicators	Interim Outcomes
13. Impact of Outcomes	SCCAA has developed and launched the following projects in 2023 and will complete by 2025. Burney Commons 29 units of affordable housing; waitlist opened April 2023; October 2023 tentative project completion date. Cascade Village 8 Units of Affordable Housing; mixed-use development; in pre-development stages. Sunrise Cottages 4 Units of affordable senior housing in the City of Anderson; 44 will be PBV; in pre-development stages. Shasta Lake Veteran's Village 0 Units of Affordable Housing for Veterans.
14. Outcomes / Indicators to Report	

Domain: Housing

CNPI 4a Number of safe and affordable housing units developed in the identified community (e.g. built or set aside units for people with low incomes).
CNPI 4z Other
Count Of Change:
(please specify)
Initiative Active

Domain: Housing
15.Final Status

The Shasta Co. Community Action Agency has relinquished their administrative role as the CoC Lead Agency for the region and focused on the development of affordable housing in Shasta County. SCCAA is currently developing and completing four housing development projects that will increase 151 new affordable units.

16.Lessons Learned

Counts of Change for Indicators	I.) Identified Community	II.) Target	III.) Actual Results	IV.) Performance target accuracy
CNPI 1a Number of jobs created to increase opportunities for people with low incomes in the identified community.				
CNPI 1b Number of job opportunities maintained in the identified community.				
CNPI 1c Number of "living wage" jobs created in the identified community*.				
CNPI 1d Number of "living wage" jobs maintained in the identified community*.				
CNPI 1e Number of jobs created in the identified community with a benefit package.				
CNPI 1z Other Count Of Change: (please specify)				
CNPI 1z Count of businesses that increased the minimum wage				

Counts of Change for Indicators	I.) Identified Community	II.) Target	III.) Actual Results	IV.) Performance target accuracy
CNPI 2a Number of accessible and affordable early childhood or pre-school education assets or resources added to the identified community.				
CNPI 2b Number of accredited or licensed affordable child care facilities added in the identified community.				
CNPI 2c Number of new Early Childhood Screenings offered to children (ages 0-5) of families with low-incomes in the identified community.				
CNPI 2d Number of accessible and affordable education assets or resources added for school age children in the identified community. (e.g., academic, enrichment activities, before/after school care, summer programs)				
CNPI 2e Number of accessible and affordable post secondary education assets or resources added for newly graduating youth in the identified community. (e.g. college tuition, scholarships, vocational training, etc.)				
CNPI 2f Number of accessible and affordable basic or secondary education assets or resources added for adults in the identified community. (e.g. literacy, ESL, ABE/GED, etc.)				
CNPI 2z Other Count Of Change: (please specify)				

Rates of Change for Indicators	I.) Identified Community	II.) Baseline existing starting point used for comparisons	III.) Target(#)	IV.) Expected % change from baseline	V.) Actual Results (#)	VI.) Actual % change from baseline	VII.) Performance target accuracy
CNPI 2g Percent increase of children in the identified community who are kindergarten ready.							
CNPI 2h Percent increase of children in the identified community at (or above) the basic reading level.							
CNPI 2i Percent increase of children in the identified community at (or above) the basic math level.							
CNPI 2j Percent increase in high school (or high school equivalency) graduation rate in the identified community.							
CNPI 2k Percent increase of the rate of youth in the identified community who attend post-secondary education.							
CNPI 2l Percent increase of the rate of youth in the identified community who graduate from post-secondary education.							
CNPI 2m Percent increase of adults in the identified community who attend post-secondary education.							
CNPI 2n Percent increase of adults in the identified community who graduate from post-secondary education.							
CNPI 2o Percent increase in the adult literacy rate in the identified community.							
CNPI 2z Other Rate Of Change: (please specify)							
GeneralComment							

Counts of Change for Indicators	I.) Identified Community	II.) Target	III.) Actual Results	IV.) Performance target accuracy
CNPI 3a.1 Commercial				
CNPI 3a.2 Financial				
CNPI 3a.3 Technological/ Communications (e.g. broadband)				
CNPI 3a.4 Transportation				
CNPI 3a.5 Recreational (e.g. parks, gardens, libraries)				
CNPI 3a.6 Other Public Assets/Physical Improvements				
CNPI 3b.1 Commercial				
CNPI 3b.2 Financial				
CNPI 3b.3 Technological/ Communications (e.g. broadband)				
CNPI 3b.4 Transportation				
CNPI 3b.5 Recreational (e.g. parks, gardens, libraries)				
CNPI 3b.6 Other Public Assets/Physical Improvements				
CNPI 3z Other Count Of Change: (please specify)				
CNPI 3a Number of new accessible assets/resources created in the identified community:				
CNPI 3b Number of existing assets/resources made accessible to the identified community:				

Rates of Change for Indicators	I.) Identified Community	II.) Baseline existing starting point used for comparisons	III.) Target(#)	IV.) Expected % change from baseline	V.) Actual Results (#)	VI.) Actual % change from baseline	VII.) Performance target accuracy
CNPI 3c Percent decrease of abandoned or neglected buildings in the identified community.							
CNPI 3d Percent decrease in emergency response time measured in minutes in the identified community. (EMT, Police, Fire, etc.).							
CNPI 3e Percent decrease of predatory lenders and/or lending practices in the identified community.							
CNPI 3f Percent decrease of environmental threats to households (toxic soil, radon, lead, air quality, quality of drinking water, etc.) in the identified community.							
CNPI 3g Percent increase of transportation services in the identified community.							
CNPI 3z Other Rate Of Change: (please specify)							
GeneralComment							

Counts of Change for Indicators	I.) Identified Community	II.) Target	III.) Actual Results	IV.) Performance target accuracy
CNPI 4a Number of safe and affordable housing units developed in the identified community (e.g. built or set aside units for people with low incomes).	County	151	151	100
CNPI 4b Number of safe and affordable housing units maintained and/or improved through WAP or other rehabilitation efforts in the identified community.				
CNPI 4c Number of shelter beds created in the identified community.				
CNPI 4d Number of shelter beds maintained in the identified community.				
CNPI 4z Other Count Of Change: (please specify)	County	151	29	19.20529801

Rates of Change for Indicators	I.) Identified Community	II.) Baseline existing starting point used for comparisons	III.) Target(#)	IV.) Expected % change from baseline	V.) Actual Results (#)	VI.) Actual % change from baseline	VII.) Performance target accuracy	
CNPI 4e Percent decrease in the rate of homelessness in the identified community.								
CNPI 4f Percent decrease in the foreclosure rate in the identified community.								
CNPI 4g Percent increase in the rate of home ownership of people with low incomes in the identified community.								
CNPI 4h Percent increase of affordable housing in the identified community.								
CNPI 4i Percent increase of shelter beds in the identified community.								
CNPI 4z Other Rate Of Change: (please specify)	County		0	151	0	29	0	19.20529801
GeneralComment								

Counts of Change for Indicators	I.) Identified Community	II.) Target	III.) Actual Results	IV.) Performance target accuracy
CNPI 5a Number of accessible and affordable physical health assets or resources created in the identified community.				
CNPI 5b Number of accessible and affordable behavioral and mental health assets or resources created in the identified community.				
CNPI 5c Number of public safety assets and resources created in the identified community.				
CNPI 5d Number of accessible and affordable healthy food resources created in the identified community.				
CNPI 5e Number of activities designed to improve police and community relations within the identified community.				
CNPI 5z Other Count Of Change: (please specify)				

Rates of Change for Indicators	I.) Identified Community	II.) Baseline existing starting point used for comparisons	III.) Target(#)	IV.) Expected % change from baseline	V.) Actual Results (#)	VI.) Actual % change from baseline	VII.) Performance target accuracy
CNPI 5f Percent decrease in infant mortality rate in the identified community.							
CNPI 5g Percent decrease in childhood obesity rate in the identified community.							
CNPI 5h Percent decrease in adult obesity rate in the identified community.							
CNPI 5i Percent increase in child immunization rate in the identified community.							
CNPI 5j Percent decrease in uninsured families in the identified community.							
CNPI 5k Percent decrease in the teen pregnancy rate in the identified community.							
CNPI 5l Percent decrease in unplanned pregnancies in the identified community.							
CNPI 5m Percent decrease in substance abuse rate in the identified community.(e.g. cigarettes, prescription drugs, narcotics, alcohol).							
CNPI 5n Percent decrease in domestic violence rate in the identified community.							
CNPI 5o Percent decrease in the child abuse rate in the identified community.							
CNPI 5p Percent decrease in the child neglect rate in the identified community.							
CNPI 5q Percent decrease in the elder abuse rate in the identified community.							

CNPI 5r Percent decrease in the elder neglect rate in the identified community.
CNPI 5s Percent decrease in recidivism rate in the identified community.
CNPI 5t Percent decrease in non-violent crime rate in the identified community.
CNPI 5u Percent decrease in violent crime rate in the identified community.
CNPI 5v Percent decrease in teens involved with the juvenile court system in the identified community.
CNPI 5z Other Rate Of Change: (please specify)
GeneralComment

Rates of Change for Indicators	I.) Identified Community	II.) Baseline existing starting point used for comparisons	III.) Target(#)	IV.) Expected % change from baseline	V.) Actual Results (#)	VI.) Actual % change from baseline	VII.) Performance target accuracy
<p>CNPI 6 G2a Percent increase of donated time to support the CSBG Eligible Entity's delivery of services and/or implementation of strategies to address conditions of poverty in the identified community.</p>							
<p>CNPI 6 G2b Percent increase of donated resources to support the CSBG Eligible Entity's delivery of services and/or implementation of strategies to address conditions of poverty in the identified community.</p>							
<p>CNPI 6 G2c Percent increase of people participating in public hearings, policy forums, community planning, or other advisory boards related to the CSBG Eligible Entity's delivery of service and/or implementation of strategies to address conditions of poverty in the identified community.</p>							
<p>CNPI 6 G3a Percent increase of people with low incomes who support the CSBG Eligible Entity's delivery of service and/or implementation of strategies to address conditions of poverty in the identified community.</p>							
<p>CNPI 6 G3b Percent increase of people with low incomes who acquire and maintain leadership roles with the CSBG Eligible Entity or other organizations within the identified community.</p>							

CNPI 6 G2z Other Rate Of Change:
(please specify)

CNPI 6 G3z Other Rate Of Change:
(please specify)

GeneralComment

Indicators	I.) Number of Individuals Served	II.) Target	III.) Actual Results	IV.) Percentage Achieving Outcome	V.) Performance Target Accuracy
FNPI 1a. The number of unemployed youth who obtained employment to gain skills or income.	0	0	0	0	0
FNPI 1b. The number of unemployed adults who obtained employment (up to a living wage)	0	0	0	0	0
FNPI 1c. The number of unemployed adults who obtained and maintained employment for at least 90 days (up to a living wage).	0	0	0	0	0
FNPI 1d. The number of unemployed adults who obtained and maintained employment for at least 180 days (up to a living wage).	0	0	0	0	0
FNPI 1e. The number of unemployed adults who obtained employment (with a living wage or higher).	0	0	0	0	0
FNPI 1f. The number of unemployed adults who obtained and maintained employment for at least 90 days (with a living wage or higher).	0	0	0	0	0
FNPI 1g. The number of unemployed adults who obtained and maintained employment for at least 180 days (with a living wage or higher).	0	0	0	0	0
FNPI 1h. The number of employed participants in a career-advancement related program who entered or transitioned into a position that provided increased income and/or benefits.	0	0	0	0	0
FNPI 1h.1. the number of employed participants who increased income from employment through wage or salary amount increase.	0	0	0	0	0
FNPI 1h.2. the number of employed participants who increased income from employment through hours worked increase.	0	0	0	0	0
FNPI 1h.3. the number of employed participants who increased benefits related to employment.	0	0	0	0	0
FNPI 1z. Number of youth who maintained employment for 90 days.	0	0	0	0	0
FNPI 1z. The number of individuals: (please specify)	0	0	0	0	0
FNPI 1z. Number of employed individuals at risk of losing employment who maintained employment as a result of CAA interventions.	0	0	0	0	0
GeneralComment					

Indicators	I.) Number of Individuals Served	II.) Target	III.) Actual Results	IV.) Percentage Achieving Outcome	V.) Performance Target Accuracy
FNPI 2a. The number of children (0 to 5) who demonstrated improved emergent literacy skills.	0	0	0	0	0
FNPI 2b. The number of children (0 to 5) who demonstrated skills for school readiness.	0	0	0	0	0
FNPI 2c. The number of children and youth who demonstrated improved positive approaches toward learning, including improved attention skills. (auto total).	0	0	0	0	0
FNPI 2c.1. Early Childhood Education (ages 0-5)	0	0	0	0	0
FNPI 2c.2. 1st grade-8th grade	0	0	0	0	0
FNPI 2c.3. 9th grade-12th grade	0	0	0	0	0
FNPI 2d. The number of children and youth who are achieving at basic grade level (academic, social, and other school success skills). (auto total).	0	0	0	0	0
FNPI 2d.1. Ages 0-5 in Early Childhood Education	0	0	0	0	0
FNPI 2d.2. 1st grade-8th grade	0	0	0	0	0
FNPI 2d.3. 9th grade-12th grade	0	0	0	0	0
FNPI 2e. The number of parents/caregivers who improved their home environments.	0	0	0	0	0
FNPI 2f. The number of adults who demonstrated improved basic education.	0	0	0	0	0
FNPI 2g. The number of individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma.	0	0	0	0	0
FNPI 2h. The number of individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.	0	0	0	0	0
FNPI 2i. The number of individuals who obtained an Associate's degree.	0	0	0	0	0
FNPI 2j. The number of individuals who obtained a Bachelor's degree	0	0	0	0	0
FNPI 2z. The number of individuals: (please specify)	0	0	0	0	0
FNPI 2z. Number of individuals who obtained and moved from a high school diploma and/or equivalent to post-secondary education (of any kind).	0	0	0	0	0
GeneralComment					

Indicators	I.) Number of Individuals Served	II.) Target	III.) Actual Results	IV.) Percentage Achieving Outcome	V.) Performance Target Accuracy
FNPI 3a. The number of individuals who achieved and maintained capacity to meet basic needs for 90 days.	216	216	216	100	100
FNPI 3b. The number of individuals who achieved and maintained capacity to meet basic needs for 180 days.	91	91	91	100	100
FNPI 3c. The number of individuals who opened a savings account or IDA.	0	0	0	0	0
FNPI 3d. The number of individuals who increased their savings.	27	19	27	100	142.1052632
FNPI 3e. The number of individuals who used their savings to purchase an asset.	1	1	1	100	100
FNPI 3e.1. the number of individuals who purchased a home.	0	0	0	0	0
FNPI 3f. The number of individuals who improved their credit scores.	1	1	1	100	100
FNPI 3g. The number of individuals who increased their net worth.	2	2	2	100	100
FNPI 3h. The number of individuals engaged with the Community Action Agency who report improved financial well-being.	2	2	2	100	100
FNPI 3z. Number of individuals who reduced their reliance on public subsidies.	3	3	3	100	100
FNPI 3z. Number of individuals who reduced debt.	1	1	1	100	100
FNPI 3z. Number of individuals who increased their income from a non-employment source.	0	0	0	0	0
FNPI 3z. Number of individuals who maintained their own business for 180 days.	0	0	0	0	0
FNPI 3z. Number of individuals who started their own business.	0	0	0	0	0
FNPI 3z. The number of individuals: (please specify)	0	0	0	0	0
GeneralComment					

Indicators	I.) Number of Individuals Served	II.) Target	III.) Actual Results	IV.) Percentage Achieving Outcome	V.) Performance Target Accuracy
FNPI 4a. The number of individuals experiencing homelessness who obtained safe temporary shelter.	216	100	216	100	216
FNPI 4b. The number of individuals who obtained safe and affordable housing.	1388	1388	1388	100	100
FNPI 4c. The number of individuals who maintained safe and affordable housing for 90 days.	1388	700	1388	100	198.2857143
FNPI 4d. The number of individuals who maintained safe and affordable housing for 180 days.	91	91	91	100	100
FNPI 4e. The number of individuals who avoided eviction.	0	0	0	0	0
FNPI 4f. The number of individuals who avoided foreclosure.	0	0	0	0	0
FNPI 4g. The number of households who experienced improved health and safety due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon monoxide and/or fire hazards or electrical issues, etc).	5	5	5	100	100
FNPI 4h. The number of individuals with improved energy efficiency and/or energy burden reduction in their homes.	0	0	0	0	0
FNPI 4z. Number of individuals who obtained utilities.	1388	1388	1388	100	100
FNPI 4z. Number of individuals who avoided a utility shut-off.	1388	5	1388	100	27760
FNPI 4z. Number of individuals whose energy service was restored after disconnection	0	0	0	0	0
FNPI 4z. Number of individuals whose inoperable home energy equipment was repaired or replaced	0	0	0	0	0
FNPI 4z. Number of individuals who improved physical access in their living space (wheel chair ramps, grab bars etc.).	0	0	0	0	0
FNPI 4z. The number of individuals: (please specify)	0	0	0	0	0
GeneralComment					

Indicators	I.) Number of Individuals Served	II.) Target	III.) Actual Results	IV.) Percentage Achieving Outcome	V.) Performance Target Accuracy
FNPI 5a. The number of individuals who demonstrated increased nutrition skills (e.g. cooking, shopping, and growing food).	0	0	0	0	0
FNPI 5b. The number of individuals who demonstrated improved physical health and well-being.	0	0	0	0	0
FNPI 5c. The number of individuals who demonstrated improved mental and behavioral health and well-being.	0	0	0	0	0
FNPI 5d. The number of individuals who improved skills related to the adult role of parents/ caregivers.	0	0	0	0	0
FNPI 5e. The number of parents/caregivers who demonstrated increased sensitivity and responsiveness in their interactions with their children.	0	0	0	0	0
FNPI 5f. The number of seniors (65+) who maintained an independent living situation.	0	0	0	0	0
FNPI 5g. The number of individuals with disabilities who maintained an independent living situation.	0	0	0	0	0
FNPI 5h. The number of individuals with chronic illness who maintained an independent living situation.	0	0	0	0	0
FNPI 5i. The number of individuals with no recidivating event for six months.	0	0	0	0	0
FNPI 5i.1. Youth (ages 14-17)	0	0	0	0	0
FNPI 5i.2. Adults (ages 18+)	0	0	0	0	0
FNPI 5z. Number of individuals with increased safety from domestic abuse in their homes.	0	0	0	0	0
FNPI 5z. The number of individuals: (please specify)	0	0	0	0	0
FNPI 5z. Number of individuals who discontinued drug/alcohol use.	0	0	0	0	0
FNPI 5z. Number of individuals who remained drug/alcohol free for 180 days.	0	0	0	0	0
FNPI 5z. Number of individuals who secured emergency protection from physical and/or emotional abuse.	0	0	0	0	0
FNPI 5z. Number of individuals who increased social inclusion.	0	0	0	0	0
FNPI 5z. Number of individuals whose lives were saved by opioid overdose reversals.	0	0	0	0	0
FNPI 5z. Number of individuals who obtained health insurance.	0	0	0	0	0

FNPI 5z. Number of individuals who reported a better sense of food security.	0	0	0	0	0
FNPI 5z. Number of individuals who remained drug/alcohol free for 90 days.	0	0	0	0	0
GeneralComment					

Indicators	I.) Number of Individuals Served	II.) Target	III.) Actual Results	IV.) Percentage Achieving Outcome	V.) Performance Target Accuracy
FNPI 6a. The number of Community Action program participants who increased skills, knowledge, and abilities to enable them to work with Community Action to improve conditions in the community.	37	37	37	100	100
FNPI 6a.1. the number of Community Action program participants who improved their leadership skills.	12	12	12	100	100
FNPI 6a.2. the number of Community Action program participants who improved their social networks.	0	0	0	0	0
FNPI 6a.3. the number of Community Action program participants who gained other skills, knowledge and abilities to enhance their ability to engage.	0	0	0	0	0
FNPI 6z. The number of individuals: (please specify) Point-In-Time Count Volunteers participating in the 2023 COC/HUD Project to capture local homeless count(s). Shasta County COC project.	25	25	25	100	100
GeneralComment					

Indicators	I.) Number of Individuals Served	II.) Target	III.) Actual Results	IV.) Percentage Achieving Outcome	V.) Performance Target Accuracy
FNPI 7a. The number of individuals who achieved one or more outcomes as identified by the National Performance Indicators in various domains.	1388	1388	1388	100	100
FNPI 7z. The number of individuals: (please specify)	0	0	0	0	0
FNPI 7z. Number of individuals who received bundled services and achieved one or more outcomes.	0	0	0	0	0
FNPI 7z. Number of individuals who transitioned out of poverty.	0	0	0	0	0
FNPI 7z. Number of households for whom both adult and child outcomes were observed and documented.	0	0	0	0	0
GeneralComment					

1 Services	Unduplicated Number of Individuals Served
SRV 1a. Vocational Training	0
SRV 1b. On the Job and other Work Experience	0
SRV 1c. Youth Summer Work Placements	0
SRV 1d. Apprenticeship/Internship	0
SRV 1e. Self Employment Skills Training	0
SRV 1f. Job Readiness Training	0
SRV 1g. Workshops	0
SRV 1h. Coaching	0
SRV 1i. Coaching	0
SRV 1j. Resume Development	0
SRV 1k. Interview Skills Training	0
SRV 1l. Job Referrals	0
SRV 1m. Job Placements	0
SRV 1n. Pre employment physicals, background checks, etc.	0
SRV 1o. Coaching	0
SRV 1p. Interactions with employers	0
SRV 1q. Employment Supplies	0
GeneralComment	

2 Services	Unduplicated Number of Individuals Served
SRV 2a. Early Head Start	0
SRV 2b. Head Start	0
SRV 2c. Other Early Childhood (0 5 yr. old) Education	0
SRV 2d. K-12 Education	0
SRV 2e. K-12 Support Services	0
SRV 2f. Financial Literacy Education	0
SRV 2g. Literacy/English Language Education	0
SRV 2h. College Readiness Preparation/Support	0
SRV 2i. Other Post Secondary Preparation	0
SRV 2j. Other Post Secondary Support	0
SRV 2k. School Supplies	20
SRV 2l. Before and After School Activities	0
SRV 2m. Summer Youth Recreational Activities	0
SRV 2n. Summer Education Programs	0
SRV 2o. Behavior Improvement Programs (attitude, self-esteem, Dress for Success, etc.)	0
SRV 2p. Mentoring	0
SRV 2q. Leadership Training	0
SRV 2r. Adult Literacy Classes	0
SRV 2s. English Language Classes	0
SRV 2t. Basic Education Classes	0
SRV 2u. High School Equivalency Classes	0
SRV 2v. Leadership Training	0
SRV 2w. Parenting Supports (may be a part of the early childhood programs identified above)	0
SRV 2x. Applied Technology Classes	0
SRV 2y. Post Secondary Education Preparation	0
SRV 2z. Financial Literacy Education	0
SRV 2aa. College applications, text books, computers, etc.	0
SRV 2bb. Scholarships	0
SRV 2cc. Home Visits	0
General Comment	

3 Services	Unduplicated Number of Individuals Served
SRV 3a. Financial Capability Skills Training	0
SRV 3b. Financial Coaching/Counseling	0
SRV 3c. Financial Management Programs (including budgeting, credit management, credit repair, credit counseling, etc.)	0
SRV 3d. First time Homebuyer Counseling	0
SRV 3e. Foreclosure Prevention Counseling	0
SRV 3f. Small Business Start Up and Development Counseling Sessions/Classes	0
SRV 3g. Child Support Payments	0
SRV 3h. Health Insurance	0
SRV 3i. Social Security/SSI Payments	0
SRV 3j. Veteran's Benefits	0
SRV 3k. TANF Benefits	0
SRV 3l. SNAP Benefits	0
SRV 3m. Saving Accounts/IDAs and other asset building accounts	27
SRV 3n. Other financial products (IRA accounts, MyRA, other retirement accounts, etc.)	0
SRV 3o. VITA, EITC, or Other Tax Preparation programs	0
SRV 3p. Micro loans	0
SRV 3q. Business incubator/business development loans	0
GeneralComment	

4 Services	Unduplicated Number of Individuals Served
SRV 4a. Financial Capability Skill Training	0
SRV 4b. Financial Coaching/Counseling	0
SRV 4c. Rent Payments (includes Emergency Rent Payments)	827
SRV 4d. Deposit Payments	8
SRV 4e. Mortgage Payments (includes Emergency Mortgage Payments)	0
SRV 4f. Eviction Counseling	0
SRV 4g. Landlord/Tenant Mediations	7
SRV 4h. Landlord/Tenant Rights Education	0
SRV 4i. Utility Payments (LIHEAP includes Emergency Utility Payments)	24
SRV 4j. Utility Deposits	0
SRV 4k. Utility Arrears Payments	0
SRV 4l. Level Billing Assistance	0
SRV 4m. Temporary Housing Placement (includes Emergency Shelters)	220
SRV 4n. Transitional Housing Placements	47
SRV 4o. Permanent Housing Placements	187
SRV 4p. Rental Counseling	0
SRV 4q. Home Repairs (e.g. structural, appliance, heating systems. etc.) (Including Emergency Home Repairs)	2
SRV 4r. Independent living Home Improvements (e.g. ramps, tub and shower grab bars, handicap accessible modifications, etc.)	2
SRV 4s. Healthy Homes Services(e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc.)	2
SRV 4t. Energy Efficiency Improvements (e.g. insullation, air sealing, furnace repair, etc.)	2
GeneralComment	

5 Services	Unduplicated Number of Individuals Served
SRV 5a. Immunizations	0
SRV 5b. Physicals	0
SRV 5c. Developmental Delay Screening	0
SRV 5d. Vision Screening	0
SRV 5e. Prescription Payments	0
SRV 5f. Doctor Visit Payments	0
SRV 5g. Maternal/Child Health	0
SRV 5h. Nursing Care Sessions	0
SRV 5i. In Home Affordable Seniors/Disabled Care Sessions (Nursing, Chores, Personal Care Services)	0
SRV 5j. Health Insurance Options Counseling	0
SRV 5k. Coaching Sessions	0
SRV 5l. Family Planning Classes	0
SRV 5m. Contraceptives	0
SRV 5n. STI/HIV Prevention Counseling Sessions	0
SRV 5o. STI/HIV Screenings	0
SRV 5p. Wellness Classes (stress reduction, medication management, mindfulness, etc.)	0
SRV 5q. Exercise/Fitness	0
SRV 5r. Detoxification Sessions	0
SRV 5s. Substance Abuse Screenings	0
SRV 5t. Substance Abuse Counseling	0
SRV 5u. Mental Health Assessments	0
SRV 5v. Mental Health Counseling	0
SRV 5w. Crisis Response/Call In Responses	0
SRV 5x. Domestic Violence Programs	0
SRV 5y. Substance Abuse Support Group Meetings	0
SRV 5z. Domestic Violence Support Group Meetings	0
SRV 5aa. Mental Health Support Group Meeting	0
SRV 5bb. Adult Dental Screening/Exams	0
SRV 5cc. Adult Dental Services (including Emergency Dental Procedures)	0
SRV 5dd. Child Dental Screenings/Exams	0
SRV 5ee. Child Dental Services (including Emergency Dental Procedures)	0
SRV 5ff. Skills Classes (Gardening, Cooking, Nutrition)	0
SRV 5gg. Community Gardening Activities	0
SRV 5hh. Incentives (e.g. gift card for food preparation, rewards for participation, etc.)	0
SRV 5ii. Prepared Meals	0

SRV 5jj. Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries)	1200
SRV 5kk. Family Mentoring Sessions	0
SRV 5ll. Life Skills Coaching Sessions	0
SRV 5mm. Parenting Classes	0
SRV 5nn. Kits/boxes	1200
SRV 5oo. Hygiene Facility Utilizations (e.g. showers, toilets, sinks)	0
GeneralComment	

6 Services	Unduplicated Number of Individuals Served
SRV 6a. Voter Education and Access	0
SRV 6b. Leadership Training	12
SRV 6c. Tripartite Board Membership	12
SRV 6d. Citizenship Classes	0
SRV 6e. Getting Ahead Classes	0
SRV 6f. Volunteer Training	25
General Comment	

7 Services	Unduplicated Number of Individuals Served
SRV 7a. Case Management	0
SRV 7b. Eligibility Determinations	0
SRV 7c. Referrals	285
SRV 7d. Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair, including emergency services)	0
SRV 7e. Child Care subsidies	0
SRV 7f. Child Care payments	0
SRV 7g. Day Centers	0
SRV 7h. Birth Certificate	0
SRV 7i. Social Security Card	0
SRV 7j. Driver's License	0
SRV 7k. Criminal Record Expungements	0
SRV 7l. Immigration Support Services (relocation, food, clothing)	0
SRV 7m. Legal Assistance	0
SRV 7n. Emergency Clothing Assistance	19
SRV 7o. Mediation/Customer Advocacy Interventions	827

GeneralComment

A. Total unduplicated number of all INDIVIDUALS about whom one or more characteristics were obtained		Total
Total		1388

B. Total unduplicated number of all HOUSEHOLDS about whom one or more characteristics were obtained		Total
Total		827

C. INDIVIDUAL LEVEL CHARACTERISTICS

1. Gender	Number of Individuals
a. Male	525
b. Female	849
c. Other	0
d. Unknown/not reported	14
e. Total	1388

2. Age	Number of Individuals
a. 0-5	93
b. 6-13	188
c. 14-17	104
d. 18-24	59
e. 25-44	228
f. 45-54	126
g. 55-59	84
h. 60-64	145
i. 65-74	252
j. 75 +	106
k. Unknown / not reported	3
l. Total	1388

3. Education Levels	Number of Individuals ages 14-24	Number of Individuals ages 25+
a. Grades 0-8	3	11
b. Grades 9-12/Non-Graduate	27	49
c. High School Graduate	9	56
d. GED/Equivalency Diploma	6	24
e. 12 grade + Some Post-Secondary	14	73
f. 2 or 4 years College Graduate	5	38
g. Graduate of other post-secondary school	0	11

h. Unknown/not reported	99	679
i. Total	163	941

4. Disconnected Youth	Number of Individuals
a. Youth ages 14-24 who are neither working or in school <input type="checkbox"/>	0

5. Health	Number of Individuals Yes	Number of Individuals No	Number of Individuals Unknown
a. Disabling Condition	608	777	3
b. Health Insurance *	1384	4	0

c. Health Insurance Sources	Number of Individuals
c.1. Medicaid	108
c.2. Medicare	113
c.3. State Children's Health Insurance Program	30
c.4. State Health Insurance for Adults	49
c.5. Military Health Care	4
c.6. DirectPurchase	0
c.7. Employment Based	4
c.8. Unknown/not reported	1080
c.9. Total	1388

6. Ethnicity	Number of Individuals
a.1. Hispanic, Latino or Spanish Origins	140
a.2. Not Hispanic, Latino or Spanish Origins	1245
a.3. Unknown/not reported	3
a.4. Total	1388

6. Race	Number of Individuals
b.1. American Indian or Alaska Native	71
b.2. Asian	30
b.3. Black or African American	117
b.4. Native Hawaiian and Other Pacific Islander	19
b.5. White	1129
b.6. Other	2
b.7. Multi-race (two or more of the above)	17
b.8. Unknown/not reported	3
b.9. Total	1388

7. Military Status	Number of Individuals
a. Veteran	22
b. Active Military	0
c. Never Served in the Military	7

d. Unknown/not reported	971
e. Total	1000

8. Work Status (Individuals 18+)	Number of Individuals
a. Employed Full Time	13
b. Employed Part Time	16
c. Migrant or Seasonal Farm Worker	0
d. Unemployed (Short Term, 6 months or less)	4
e. Unemployed (Long Term, more than 6 months)	70
f. Unemployed (Not in Labor Force)	0
g. Retired	101
h. Unknown/not reported	796
i. Total	1000

D. HOUSEHOLD LEVEL CHARACTERISTICS

9. Household Type	Number of Households
a. Single Person	556
b. Two Adults NO Children	63
c. Single Parent Female	131
d. Single Parent Male	13
e. Two Parent Household	39
f. Non-related Adults with Children	2
g. Multigenerational Household	23
h. Other	0
i. Unknown/not reported	0
l. Total	827

10. Household Size	Number of Households
a. Single Person	556
b. Two	123
c. Three	71
d. Four	41
e. Five	15
f. Six or more	21
g. Unknown/not reported	0
h. Total	827

11. Housing	Number of Households
a. Own	0
b. Rent	827
c. Other permanent housing	0
d. Homeless	0
e. Other	0
f. Unknown/not reported	0
g. Total	827

12. Level of Household Income	Number of Households
a. Up to 50%	75
b. 51% to 75%	101
c. 76% to 100%	362
d. 101% to 125%	135
e. 126% to 150%	70
f. 151% to 175%	42
g. 176% to 200%	25
h. 201% to 250%	11

i. 251% and over	6
j. Unknown/not reported	0
k. Total	827

13. Sources of Household Income	Number of Households
a. Income from Employment Only	0
b. Income from Employment and Other Income Source	0
c. Income from Employment, Other Income Source, and Non Cash Benefits	48
d. Income from Employment and Non-Cash Benefits	59
e. Other Income Source Only	11
f. Other Income Source and Non-Cash Benefits	675
g. No Income	0
h. Non Cash Benefits Only	34
i. Unknown/not reported	0
j. Total	827

14. Other Income Source	Number of Households
a. TANF	89
b. Supplemental Security Income (SSI)	634
c. Social Security Disability Income (SSDI)	16
d. VA Service-Connected Disability Compensation	0
e. VA Non-Service Connected Disability Pension	0
f. Private Disability Insurance	1
g. Worker's Compensation	0
h. Retirement Income from Social Security	0
i. Pension	14
j. Child Support	55
k. Alimony or other Spousal Support	1
l. Unemployment Insurance	17
m. EITC	0
n. Other	0
o. Unknown/not reported	0

15. Non Cash Benefits	Number of Households
a. SNAP	0
b. WIC	0
c. LIHEAP	0
d. Housing Choice Voucher	781
e. Public Housing	0
f. Permanent Supportive Housing	0
g. HUD-VASH	46
h. Childcare Voucher	0
i. Affordable Care Act Subsidy	0

j. Other	0
k. Unknown/not reported	0

E. Number of Individuals May or May Not be Included

a. Unduplicated number of INDIVIDUALS served in Program Number of Individuals

F. Number of Households May or May Not be Included

a. Unduplicated number of HOUSEHOLDS served in Program Number of Households



Shasta County



DEPARTMENT OF HOUSING AND COMMUNITY ACTION PROGRAMS

2600 Park Marina Dr
Redding, CA 96001
Phone: (530) 225-5160 Fax: (530) 225-5178

Laura Burch, Director
Housing Authority
Community Action Agency

Community Action Board Deputy Director Report

Project Name: Community Services Block Grant

Location: Shasta County Community Action Agency

Time Period Reported: 2/1/2024 – 3/31/2024.

Partnership Updates:

- Burney Commons Apartments: There are a total of 29 Project Based Vouchers for Burney Commons. We currently have 12 leases and 4 ready for briefing, with a goal of 100% lease up by 4/30/2024. Group briefing schedule on 4/18/2024 onsite at Burney Commons.

Outcomes and Successes:

- HOME grant application was approved to be applied for by the Board of Supervisors and was applied for on 4/9/2024. This grant will be used for First-time Homebuyers Acquisition and/or Owner-Occupied Rehabilitation.

New Items:

- The Housing Authority will begin updating the administrative plan in April 2024 to reflect HOTMA and NSPIRE changes.
- April is Fair Housing month.

Upcoming items:

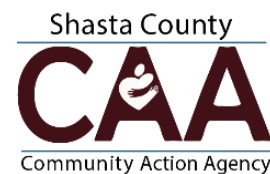
- May is Community Action month. There will be a proclamation presentation at the board of supervisors meeting on May 7, 2024. 2024 marks the 60th anniversary of Community Action.
- We are working with CSD to complete our Annual Monitoring. They will be here to do on-site monitoring May 14th-16th.



Shasta County
**Health & Human
Services Agency**



Shasta County



DEPARTMENT OF HOUSING AND COMMUNITY ACTION PROGRAMS

2600 Park Marina Dr
Redding, CA 96001
Phone: (530) 225-5160 Fax: (530) 225-5178

Laura Burch, Director
Housing Authority
Community Action Agency





Shasta County Housing & Community Action Agency

**Programmatic Dashboard Report and
CSBG Financial Report
Community Action Board Meeting
April 17, 2024**

Organizational Standard 5.9 Board Governance
Organizational Standard 8.7 Financial Operations and
Oversight



YTD Housing Development

•Burney Commons

- ❖ 29 units of affordable housing; 29 Project Based Vouchers. Currently in process of completing contracts for move ins.

•Cascade Village

- ❖ 48 Units of Affordable Housing; mixed use development. 48 Project Based Vouchers.
- ❖ Coordination with Shasta Lake City for street access and utility logistics for building to begin.

•Sunrise Cottages

- ❖ 44 Units of affordable senior housing in the City of Anderson; 44 will be PBV; in pre-development stages.

•Shasta Lake Veteran's Village

- ❖ 30 Units of Affordable Housing for Veterans. 30 Project Based Vouchers.

YTD Housing Assistance Programs

•Housing Choice Voucher (HCV, FYI, FUP, & Mainstream)

- ❖ 703 leased, 37 issued, 153 set aside for Project Based Vouchers

•Veterans Affairs Supportive Housing (VASH)

- ❖ 45 leased, 7 issued, 27 set aside for VHDC

•Family Self Sufficiency (FSS)

- ❖ 24 participants, 0 YTD graduates (increased savings)

•Tenant Based Rental Assistance (TBRA)

- ❖ 25 leased, 0 issued (funding has ended)

•Partners II

- ❖ 6 leased, 0 issued

•Emergency Housing Voucher (EHV) (Shasta, Trinity, Modoc and Siskiyou)

- ❖ 21 Leased, 0 issued (funding has ended)

•YTD Housing Quality Standards Inspections: 71

•YTD Utility Payment Assistance: 23

•YTD Landlord Incentives: 6

YTD Housing Assistance Programs

Clients Enrolled

- ❖ Housing Support Program (HSP): 10
- ❖ Bringing Families Home (BFH): 2
- ❖ Unsheltered Adult (UA): 3
- ❖ Home Safe (HSAFE): 4
- ❖ CalAIM: 6

•Clients Carried over from Previous Month:

- ❖ Housing Support Program (HSP): 70
- ❖ Bringing Families Home (BFH): 13
- ❖ Unsheltered Adult (UA): 31
- ❖ Home Safe (HSAFE): 17
- ❖ CalAIM: 37

•Families/Households housed during the month

- ❖ Housing Support Program (HSP): 5
- ❖ Bringing Families Home (BFH): 1
- ❖ Unsheltered Adults (UA): 0
- ❖ Home Safe (HSAFE): 0
- ❖ CalAIM: 0

SCHCAA – Program Dashboard 2024

Organizational Standard 5.9 Board Governance

The department's tripartite board/advisory body receives programmatic reports at each regular board/advisory meeting.

Economic Assistance	Economic Assistance	Economic Assistance
<ul style="list-style-type: none"> • CDBG CV2/CV3 (\$876,371) <ul style="list-style-type: none"> ❖ Businesses Assisted: 7 • Down-Payment Assistance- <ul style="list-style-type: none"> ❖ State reactivation of HOME funds. ❖ Waitlist: 30 ❖ Updating Marketing Materials • Shasta County Housing Rehabilitation <ul style="list-style-type: none"> ❖ Active Projects: 1 ready for Request for Proposal, 1 in for Environmental Protection Agency review, 2 in eligibility, 3 new applications. ❖ Marketing Materials updated and available online • City of Anderson Housing Rehabilitation <ul style="list-style-type: none"> ❖ Updated Marketing Materials ❖ Marketing Blitz on hold ❖ Completed Projects: 0 ❖ 3 Applications in Progress ❖ 1 Project in Progress • Shasta Lake Housing Rehabilitation <ul style="list-style-type: none"> ❖ Finalization of Projects/Funds Depleted ❖ Completed Projects: 1 	<ul style="list-style-type: none"> • Emergency Food and Shelter Program (EFSP) Phase 40 • Shasta County Allocation: \$72,026 • Anderson Cottonwood Christian Assistance-\$13,293 • FaithWorks - \$17,226 • Good News Rescue Mission - \$19,870 • Hill Country Community Clinic - \$10,233 • Shasta Health and Community Wellness Center - \$4,060 • Shingletown Medical Center-\$6,344 • Tri Counties Community Network-\$1,000 • The spending period of December 30, 2024, was selected as the end date to allow agencies as much time as possible to spend down their awards. 	<ul style="list-style-type: none"> • Emergency Food and Shelter Program (EFSP) Phase 41 • Shasta County Allocation: \$81,519 • EFSP Phase 41 Allocation: Application deadline has passed, and 6 applications were received. • Board meeting to be scheduled.

SCHCAA – Program Dashboard 2024 Continued

Organizational Standard 5.9 Board Governance

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CSBG Grants Financial Report

Grant #	Grant Amount	Contract Term	Expenditure Category	Budget Per Category	YTD Expended	% Used
23F-4044	\$298,008	01/01/2023- 05/31/2024	Administrative Costs			
			Salaries and Wages (GRS.)	\$ 7,739.00	\$ 7,739.00	100.00%
			Fringe Benefits	\$ 4,994.00	\$ 4,994.00	100.00%
			Program Costs			
			Salaries and Wages (GRS.)	\$ 45,193.00	\$ 38,512.15	85.22%
			Fringe Benefits	\$ 29,159.00	\$ 25,018.28	85.79%
			Operating Expenses	\$ 169,834.00	\$ 169,834.00	100.00%
			Subcontractor/ Consultant Services	\$ 41,089.00	\$ 41,089.00	100.00%
Grant #	Grant Amount	Contract Term	Expenditure Category	Budget Per Category	YTD Expended	% Used
23F-4044	\$26,000	06/15/2023- 05/31/2024	Program Costs			
			Operating Expenses	\$ 20,000.00	\$ 20,000.00	100.00%
			Out-of-State Travel	\$ 6,000.00	\$ 6,000.00	100.00%

SCHCAA – Program Dashboard 2024 Continued

Organizational Standard 5.9 Board Governance

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Board Governance by Program Area

Administrative Roles of Boards by Program

- **Community Action Board (CAB)**
- Tripartite Advisory Board Representing Low-Income, Private, and Public Sectors Providing Oversight of CSBG Program and CAA Activities
- **Public Housing Authority (PHA) Board**
- DeFacto Board of Supervisors Acting as Governing Entity over PHA Four-County Region



Administrative Role of Shasta County Board of Supervisors by Program

- **Board of Supervisors**
- Acting as administrative approving entity
- **Board of Supervisors**
- Acting as administrative approving entity and representing the interests of the PHA throughout the 4-county PHA Region

SCHCAA – Program Dashboard 2024 Continued

Organizational Standard 5.9 Board Governance

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