

COUNTY OF SHASTA COMMUNITY ACTION BOARD (CAB)



CAB AGENDA

Wednesday, December 21, 2022

1:30-3:00pm

Shasta County Administration Building
1450 Court St, Personnel Training Room 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 please sign up by emailing Susan Thamvongkham at sthamvongkham@co.shasta.ca.us. The Board can receive comments in the following ways (1) In person; (2) You may also submit your public comment via email that will be read into the record.

**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

Members
Joe Chimenti
Kristen
Schreder
Matt Doyle
Missy McArthur
Stan Neutze
Susan Wilson
Janice Powell
Carrie Noah
Hope Seth
Bill Jostock
*Patrick Jones
*Marlyn Winsen
*Katie Swartz
*Denotes
Alternates

**Executive
Director**
Jaclyn Disney

**Housing & CAA
Program
Manager**
Hollie Zander

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

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

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. Public Appointee Transitions

- City of Shasta Lake
- City of Redding
- Shasta County

4. Action Items

- Review and approve the October 19, 2022, Meeting Minutes (Attachment A)
- Acknowledge and Approve Missy McArthur's Resignation (Attachment B)
- Review and Approve the 2023 Community Action Board Calendar (Attachment C)
- Review and Approve the BOS Resolution Regarding the 2023 CSBG Grant Funding (Attachment D)

Standard 8.9: Financial Operations and Oversight

The tripartite board/ advisory body has input as allowed by local governmental procedure into the CSBG budget process.

5. Customer Satisfaction Survey Highlights Provided by Susan Thamvongkham **Standard 1.3: Consumer Input and 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.

6. CSD CSBG Desk Review Update (Attachment E) Provided by Jaclyn Disney **Standard 8.4: Financial Operations and Oversight**

The department's tripartite board/ advisory body is notified of any findings related to CSBG funding.

7. Director's Dashboard Report (Attachment F) Update Provided by Jaclyn Disney

Standard 5.9: Board Governance

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

Standard 8.7: Financial Operations and Oversight

The tripartite board/ advisory body receives financial reports at each regular meeting, for those program (s) the body advises, as allowed by local government procedure.

8. Board Member Jurisdiction / Sector Update

a. Low-Income/Public/Private Sector

9. Confirmation of Next Board Meeting

a. Tentative: February 15, 2023

10. Adjournment

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

ASSISTANCE FOR THE DISABLED:

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.





Community Action Board Meeting Minutes

Wednesday, October 19, 2022

1:30pm – 3:00pm

Shasta County Administration Building
1450 Court St, Personnel Training Room 352
Redding, CA 96001

Board Members Present: Jessaca Lugo, Joe Chimenti, Carrie Noah, Kristen Schreder, Missy McArthur, Bill Jostock, Hope Seth, and Stan Neutze.

Staff Present: Jaclyn Disney, Hollie Zander, Keith Anderson, Paul Tunison and Susan Thamvongkham

Members of the Public: Barry Tippin, City of Redding

Board Members

Chairperson

Jessaca Lugo
Low-Income
Sector

Vice-Chairperson

Shah'ada Shaban
Low-Income
Sector

Public Sector

Joe Chimenti
Kristen Schreder
Stan Neutze
Matt Doyle
*Patrick Jones

Private Sector

Hope Seth
Missy McArthur
Susan Wilson
Bill Jostock
*Marlyn Winsen

Low-Income Sector

Carrie Noah
Patrick Moriarty
*Katie Swartz

*denotes alternates

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

The Community Action Board ("CAB") meeting was called to order by Jessica Lugo, Chairperson, at 1:33pm. Quorum was established.

The ("CAB") mission statement was read by Jessica Lugo.

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

Barry Tippin, City of Redding shared updates on current projects including micro shelters and his concerns of encampments on private property.

3. Action Items

a. Review and Approval of the August 17, 2022, Meeting Minutes

Bill Jostock noted that the next meeting date was incorrect. Katie Swartz made a motion to approve the August 17, 2022, meeting minutes as modified; seconded by Joe Chimenti. Roll call vote was taken, all approved, and none opposed.

b. Acknowledge and Accept Patrick Moriarty's Letter of Resignation

Katie Swartz made a motion to accept Patrick Moriarty's letter of resignation with regret; seconded by Joe Chimenti. Roll call vote was taken, all approved, and none opposed.

4. Community Engagement Updates
Standard 2.1: Community Engagement

a. Mill Fire LAC, Siskiyou County

Hollie Zander shared that the Shasta County Housing Authority is also Siskiyou County's Housing Authority and attended the LAC as a supporter. We were able assist 9 applicants\ families who lost their homes due to the fire and agency staff will be working on attaining them a housing voucher.

b. McKinney Fire LAC, Siskiyou County

Hollie Zander shared that the Shasta County Housing Authority attended the LAC and were able assist 27 applicants\ families who lost their homes due to the fire and agency staff will be working on attaining them a housing voucher.

5. Customer Satisfaction Survey Highlights
Standard 1.3: Consumer Input and Involvement

Susan Thamvongkham shared brief highlights of the Customer Satisfaction Surveys received. Since the last board meeting our agency has received a total of 86 surveys with a satisfaction rate of 90% of the surveyors who indicated that they either "strongly agreed" or "agreed" to the survey questions. Some positive feedback from the surveyors and those interested in the advisory board was shared. The survey can also be accessed on our county website.

6. HMIS/ Coordinated Entry Presentation

Staff member Paul Tunison shared heartfelt HMIS/ Coordinated entry success stories. Jaclyn Disney shared brief upcoming HMIS/ Coordinated entry projects and outcomes. Shasta County's Housing Choice Voucher waitlist plans to open December 1st, 2022.

7. Director's Dashboard Report Update
Standard 5.9: Board Governance
Standard 8.7: Financial Operations and Oversight

Jaclyn Disney shared program data updates in the areas of homeless planning and response, housing development, tenant assistance programs and special projects and economic assistance. The Director's Report also included a financial update on the CSBG 2022 and CSBG 2022 Discretionary grants which funds those programs the CAB advises.

8. Board Member Jurisdiction / Sector Updates

a. Low-Income/Public/Private Sector

Bill Jostock shared the board of leadership Redding is now their own nonprofit which will open the nonprofit to new ideas which in the past have been restricted. He shared their alumni program will now include a volunteer component. He encourages the CAB to reach out to the nonprofit for any needed volunteers for community events.

Katie Swartz shared micro shelter project updates and expresses her thanks to the city management. She is excited they are moving forward with plans to fundraise then work on the operations aspect of the project.

Joe Chimenti shared he has four meetings on the Board of Supervisors left. He is working with Pathways to Housing on a revision which he hopes to champion regarding the homelessness crisis to the best of his ability with the time he has left on the board of supervisors by advocating to empower law enforcement and to evaluate the process to determine what the homelessness population needs.

Hope Seth shared her attendance of the Good New Rescue Mission's Harvest of Hope gala. She expressed how inspirational the event was and the showcasing of their successes and micro shelter project.

Stan Neutze shared his concerns of the cost of building materials and how that affects contractors and affordable housing in the area.

Missy McArthur shared that this meeting was going to be her last on the CAB. She expressed her joy of working with the group on poverty related issues. She gave a brief recap on her work with the HMIS system regarding HIPAA throughout the years and her observation of the positive changes.

Jessica Lugo shared her appreciation of the Agency staff for their work on HMIS\CE and preparing the presentation. She encourages continued collaboration and sharing of ideas. She observed many faith-based organizations in Shasta Lake with hopes to encourage their involvement in HMIS.

9. Confirmation of Next Board Meeting

- a. Next Meeting Date: December 21, 2022.

10. Adjournment

Jessica Lugo made a motion to adjourn the meeting at 3:08pm.

Acronyms

CAA – Community Action Agency

CAB – Community Action Board

CalCAPA – California Community Action Partnership Association

CAP – Community Action Plan

CAPLAW- Community Action Programs Legal Services, Inc.

CSD- California Department of Community Services and Development

CDBG – Community Development Block Grant

CSBG- Community Services Block Grant

CESH – California Emergency Solutions and Housing

CNA- Community Needs Assessment

CoC – Continuum of Care

EFSP – Emergency Food and Shelter Program

ESG – Emergency Solutions Grant

FUP – Family Unification Program

HHAP – Homeless Housing Assistance and Prevention Program

HUD – Housing Urban and Development

NASCAP- National Association for State Community Services Programs NCAF- National Community Action Foundation

NCAP- National Community Action Partnership

NOFA – Notice of Funding Availability

TBRA – Tenant Based Rental Assistance

VASH – Veterans Affairs Supportive Housing



TO: Missy McArthur, Community Action Board Member
FROM: Susan Thamvongkham, Staff Services Analyst
BOARD SECTOR: Private
SUBJECT: **Confirmation of Continued Board Membership**

The Shasta County Community Action Agency is currently updating its Community Action Board Roster and our records indicate that your current term expired on February 20, 2022. Please indicate if you desire to remain on the Community Action Board or desire to resign from the Community Action Board by checking the appropriate response below along with your signature by **October 24, 2022**.

Please note: Failure to respond to this memo by October 24, 2022, may result in a Board removal.

We appreciate your participation in serving the Shasta County Community Action Board. Should you have any questions, please feel free to contact me at (530) 229-8336.

Thank you for your cooperation in this matter.

I desire to **remain** on the Community Action Board.

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

DocuSigned by:

 142A29096EC0480...
 Signature

10/17/2022 | 7:47 PM PDT

 Date



Shasta County Community Action Board Meeting Calendar



2023

January						
Su	Mo	Tu	We	Th	Fr	Sa
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Scheduled Meeting Holiday Observed

RESOLUTION NO. 2023 - _____

**A RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF SHASTA
APPROVING AN AGREEMENT WITH THE CALIFORNIA DEPARTMENT OF COMMUNITY
SERVICES AND DEVELOPMENT
FOR COMMUNITY SERVICES BLOCK GRANT FUNDING**

WHEREAS, the State of California Department of Community Services and Development (“CSD”) has made available Community Services Block Grant (“CSBG”) funds; and

WHEREAS, CSD has offered CSBG Agreement Number 23F-4044 (“the Agreement”) to the Shasta County Community Action Agency; and

WHEREAS, the Board of Supervisors of the County of Shasta has determined that there is a need for anti-poverty programs and is willing to accept the aforementioned agreement.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Shasta hereby:

- (1) Accepts the terms and conditions of the Agreement; and
- (2) Authorizes the Director to sign the Agreement with CSD in an amount not to exceed \$295,200 for the time period January 1, 2023 through May 31, 2024; and
- (3) Certifies that all uses of funds will be in compliance with CSD regulations, guidelines, and agreement provisions; and
- (4) Authorizes the Director, or his or her designee, to sign and submit all required CSBG forms, certifications, and reports, agreement amendments, subcontracts, and all CSBG-required documents, including retroactive, as long as they do not result in a substantial or functional change to the original intent of the agreement, do not increase maximum compensation more than 10%, and otherwise comply with Administrative Policy 6-101, Shasta County Contracts Manual.

DULY PASSED AND ADOPTED this 10th day of January 2023, by the Board of Supervisors of the County of Shasta by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:
RECUSE:

XXXXXXXXXX, CHAIRPERSON
Board of Supervisors
County of Shasta
State of California

ATTEST:

PATRICK J. MINTURN
Clerk of the Board of Supervisors

By: _____
Deputy

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

AGREEMENT NUMBER

PURCHASING AUTHORITY NUMBER (if applicable)

STD. 213 (Rev 03/2019) CSD (Rev 07/2019)

23F-4044

1. This Agreement is entered into between the Contracting Agency and the Contractor named below

CONTRACTING AGENCY NAME

Department of Community Services and Development

CONTRACTOR NAME

Shasta County Community Action Agency

2. The term of this Agreement is: January 1, 2023 through May 31, 2024

3. The maximum amount of this Agreement is: Total \$295,200.00

4. The parties agree to comply with the terms and conditions of the following exhibits that are by this reference made a part of the Agreement:

Preamble

Article 1 - Scope of Work

Article 2 - Contract, Administration, Procedure

Article 3 - Agreement Changes

Article 4 - Administrative Policies and Procedures

Article 5 - Program Budget Requirements and Payments

Article 6 - Financial Reporting

Article 7 - CSBG Terms, Conditions, Programmatic Provisions, and Reporting

Article 8 - Compliance Policies and Procedures

Article 9 - Federal and State Policies and Provisions

Article 10 - Addendum B: Contractor Security

Definitions

Table of Forms and Attachments

These documents can be accessed at <https://providers.csd.ca.gov/>.**IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO**

CONTRACTOR		California Department of General Services Approval (or exemption, if applicable)	
CONTRACTOR NAME <i>(If other than an individual, state whether a corporation, partnership, etc.)</i> Shasta County Community Action Agency		I hereby certify that all conditions for exemption have been complied with, and the document is exempt from the Department of General Services approval.	
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 2389 Gateway Oaks Drive, Suite 100	CITY Sacramento	STATE CA	ZIP 95833
PRINTED NAME OF PERSON SIGNING Chris Vail	TITLE Chief Financial Officer		
CONTRACTING AGENCY AUTHORIZED SIGNATURE	DATE SIGNED		

SHASTA COUNTY



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

As outlined in the **CSBG Organizational Standard 8.4 Financial Operations and Oversight**, the department’s tripartite board/ advisory body is to be notified of any findings related to CSBG funding.

By signing below, I, _____, am acknowledging the Shasta County Community Action Agency has notified and provided me a copy of the **Department of Community Services and Development Community Services Division – CSBG Desk Review (8/7/2022)** completed, September 12, 2022, which identifies the result of the report as “Finding(s): N/A”. I am also acknowledging I have read and understand the information provided.

Signature

Date



Department of Community Services and Development
Community Services Division - CSBG Desk Review (8/7/2022)

Agency & Report Information

Agency Name	Shasta County Community Action Agency
Agency Type	Community Action Agency-Private
Report #	C-22-053
Field Representative	Patrick Kane
Desk Review Analyst	Patrick Kane
Initial Contact with Agency	5/6/2022
Desk Review Completed	9/12/2022

Desk Review Documentation- Open Contract and Expenditure Progress Review

1. Review of each open contract.

<ul style="list-style-type: none"> Contract #: 22F-5044 Term of Contract: 1/1/2022-12/31/2022 Contract Amount: \$307,734 Percent Expended to date: 53.47% Type of Contract: Regular CSBG 	<ul style="list-style-type: none"> Contract #: 22F-5044 Term of Contract: 6/15/2022-5/31/2023 Contract Amount: \$31,000 Percent Expended to date: 0% Type of Contract: Discretionary
<ul style="list-style-type: none"> Contract #: 21F-4044 Term of Contract: 1/1/2021-5/31/2022 Contract Amount: \$310,843 Percent Expended to date: 100% Type of Contract: Regular CSBG This contract has been closed. 	<ul style="list-style-type: none"> Contract #: 21F-4445 Term of Contract: 6/15/2021-5/31/2022 Contract Amount: \$28,250 Percent Expended to date: 100% Type of Contract: Discretionary This contract has been closed.
<ul style="list-style-type: none"> Contract #: 20F-3683 Term of Contract: 3/27/2020-8/31/2022 Contract Amount: \$418,727 Percent Expended to date: 100% Type of Contract: CARES 	<ul style="list-style-type: none"> Contract #: 20F-3683 Term of Contract: 3/27/2020-8/31/2022 Contract Amount: \$40,370 Percent Expended to date: 100% Type of Contract: CARES Discretionary

Prior Monitoring

2. Review prior year's monitoring report and follow-up.

- Type of Monitoring Report: Modified On-Site
- Date of Report: 9/28/2021
- Report #C-21-053

List any Recommendation(s)/Observation(s)/Finding(s) if appropriate or

Status of the Recommendation(s)/Observation(s)/Finding(s):

- There were no compliance issues identified in prior year’s monitoring report

Board Composition

3. Assessment of the composition of the Agency’s board of directors.

- Agency’s bylaws dated 10/5/2021 require the board of directors to have 12 members and define a quorum as at least 51% of the total membership.
- Board Roster dated 8/11/2022 indicates there are no vacancies.

Board Meeting Minutes

4. Review of the Board Minutes

Review of the Board Minutes for timeliness and to assess the board’s involvement in the development, planning, and implementation, and evaluation of the agency’s programs, and to determine if a quorum was met at the meetings.

- The three most recent Board/Council meetings:

Date of Board Meeting	Date Minutes Approved by the Board	Date Minutes Submitted to CSD	Minutes submitted within 30-day requirement (Y/N)	Minutes reflect Board Involvement (Y/N)	Quorum? (Y/N)
6/15/2022	8/17/2022	8/19/2022	Y	Y	Y
4/20/2022	6/15/2022	6/16/2022	Y	Y	Y
2/16/2022	4/20/2022	4/21/2022	Y	Y	Y

Expenditure Reporting.

5. Expenditure Activity Reporting System (EARS) monthly reports.

A review of the Expenditure Activity Reporting System (EARS) monthly reports, indicated the expenditure reports have not been submitted in a timely manner. Expenditure activity reports were submitted after the due date for the following contract(s):

Contract #	Expenditure Report Period	Due Date	Certify date	No of days late
22F-5044	4/1/22-4/30/22	5/25/22	5/26/22	1
	5/1/22-5/31/22	6/25/22	6/27/22	4
	6/1/22-6/30/22	7/25/22	7/28/22	3
	7/1/22-7/31/22	8/25/22	8/30/22	5
20F-3683 CARES	3/1/22-3/31/22	4/25/22	5/31/22	36
	4/1/22-4/30/22	5/25/22	5/31/22	6
	5/1/22-5/31/22	6/25/22	6/29/22	4
	6/1/22-6/30/22	7/25/22	7/26/22	1
	7/1/22-7/31/22	8/25/22	8/30/22	5
20F-3683 CARES Disc.	5/1/22-5/31/22	6/25/22	6/29/22	4
	6/1/22-6/30/22	7/25/22	7/26/22	1

Please note: CPN-C-22-01 published March 7, 2022, requires all expenditure activity reports be submitted on or before the 25th calendar day following the reporting period. (CPN-C-22-01, 1.0 CSBG Reimbursement Policies and Procedures, 1.1 Financial Reporting - EARS Invoice Due Date).

6. Contract Execution and Deliverables Submission

As a private agency, Shasta County Community Action Agency is required to complete contract execution and deliverable submission within 30 days of receipt (2022 CSBG Contract Agreement Article 2.1.1).

- The Agency 2022 CSBG annual contract 22F-5204 and associated programmatic deliverables were due to CSD on or before December 7, 2021.
- A review of the contract and deliverable submission tracking for this contract indicated the contract and programmatic deliverables were submitted in a timely manner.
- The Agency 2022 CSBG discretionary contract 22F-5204 and associated programmatic deliverables were due to CSD on or before July 15, 2022.

- A review of the contract and deliverable submission tracking for this contract indicated the contract and programmatic deliverables were submitted in a timely manner.

A review of the contract deliverables indicated the required documents have been submitted in a timely manner.

Programmatic Reporting

7. Programmatic Reporting

- A. Review of Annual Reports for timely submission.
 - The 2021 CSBG Annual Report was due to CSD on or before February 15, 2022
 - Agency submitted the most current CSBG Annual Report to CSD on time 2/15/2022
 - The 2021 CSBG CARES Annual Report was due to CSD on or before February 15, 2022
 - Agency submitted the most current CSBG CARES Annual Report to CSD on time 2/15/2022
- B. Review of the most current Organizational Standards state assessment report.
 - The agency's 2021 score is at 100%, the 2022 Organizational Standards assessment was due to CSD on August 31, 2022. The agency submitted their 2022 assessment to CSD on 8/28/2022.
- C. The Field Representative is currently reviewing the 2022 Organizational Standards state assessment.

Programmatic Performance and Alignment

8. Review the most current Community Action Plan, Work Plan(s), and the Annual Report for program performance and alignment.

The agency's current work Plan is in alignment with the most recent CAP and the projections reported in eGov.

CSBG CARES Enhanced Fiscal Review Update

9. Review of CARES Expenditures:

- Review of the results of the monthly review EARS expenditure reports for CSBG CARES from March 2020 through July 2022 indicates 100% or \$418,723.34 of \$418,724 has been expended. The agency has fully expended their CARES contract.

- The results of the monthly review EARS expenditure reports for CSBG CARES Discretionary from March 2020 through July 2022 indicates 100% or \$40,370 of \$40,370 has been expended. The agency has fully expended their CARES Contract.
- According to the most recent quarterly review August 2022, the Field Representative selected Subcontractor/Consultant Services. The Analyst reviewed the general ledger, subcontractor invoices, and verified that the documentation supported the transactions sampled from expenditures reported in (EARS).
- List any issues requiring follow-up during the Enhanced Quarterly Fiscal Review:
 - There were no compliance issues identified during the Enhanced Fiscal Review Process

Finding(s), Observation(s), and Recommendation(s)

Finding(s): N/A

Observation(s): N/A

Recommendation(s): Recommendation 1: Untimely Expenditure Reporting

Expenditure activity reports were submitted after the due date for the following contract(s):

Contract #	Expenditure Report Period	Due Date	Certify date	No of days late
22F-5044	4/1/22-4/30/22	5/25/22	5/26/22	1
	5/1/22-5/31/22	6/25/22	6/27/22	4
	6/1/22-6/30/22	7/25/22	7/28/22	3
	7/1/22-7/31/22	8/25/22	8/30/22	5
20F-3683 CARES	3/1/22-3/31/22	4/25/22	5/31/22	36
	4/1/22-4/30/22	5/25/22	5/31/22	6
	5/1/22-5/31/22	6/25/22	6/29/22	4
	6/1/22-6/30/22	7/25/22	7/26/22	1
	7/1/22-7/31/22	8/25/22	8/30/22	5
20F-3683 CARES Disc.	5/1/22-5/31/22	6/25/22	6/29/22	4
	6/1/22-6/30/22	7/25/22	7/26/22	1

Agency should perform an evaluation of its internal accounting and expenditure reporting practices to determine the cause for the untimely submission of monthly expenditure reports and identify efficiencies that will allow for the timely submission of future expenditure reporting.



SHASTA COUNTY HOUSING & COMMUNITY ACTION AGENCY

Director's Report Dashboard and CSBG Financial Report
Community Action Board Meeting
December 21, 2022

Organizational Standard 5.9
Organizational Standard 8.7

Homeless Planning and Response

- Exits from Coordinated Entry into a Permanent Housing Destination
 - ❖ Shasta: 173
 - ❖ Lassen: 47
 - ❖ Del Norte: 96
 - ❖ Siskiyou: 51
 - ❖ Sierra: 1
 - ❖ Modoc: 0
 - ❖ Plumas: 12

Housing Development

- **Burney Commons:** 30 Units of Affordable Housing
- **Shasta Lake Apartments:** 50 Units of Affordable Housing; mixed use development
- **Rural Communities Housing Development:** 50 Units of affordable senior housing in the City of Anderson
- **Shasta Lake Veteran's Village:** 30 Units of Affordable Housing for Veterans

Tenant Assistance Programs

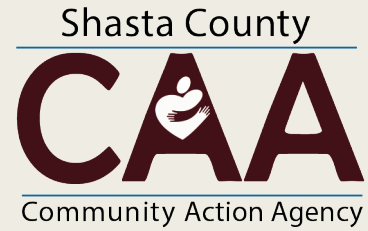
- **Housing Choice Voucher (HCV, FYI, FUP, & Mainstream)**
 - ❖ 653 leased, 43 issued, 3 set aside for VHDC
- **Veterans Affairs Supportive Housing (VASH)**
 - ❖ 37 leased, 11 issued, 27 set aside for VHDC
- **Family Self Sufficiency (FSS)**
 - ❖ 20 participants, 1 pending enrollment, 3 graduates
- **Tenant Based Rental Assistance (TBRA)**
 - ❖ 37 leased, 22 issued
- **Partners II**
 - ❖ 3 leased, 7 issued
- **Emergency Housing Voucher (EHV) (Shasta, Trinity, Modoc and Siskiyou)**
 - ❖ 15 Leased, 11 issued

Special Projects and Economic Assistance

- **CDBG CV2/CV3 (\$876,371)**
- **Down-Payment Assistance**
 - ❖ Approved/Eligible Applications: 1
 - ❖ Pending Applications: 4
 - ❖ Loans Closed Out: 2
 - ❖ Waitlist: 32
- **Shasta County/City of Anderson Housing Rehabilitation**
 - ❖ Approved/Eligible Applications: 5
 - ❖ Active Projects: 2
 - ❖ Loans Closed: 3
- **Shasta Lake Housing Rehabilitation**
 - ❖ Approved/Eligible Applications: 5
 - ❖ Active Projects: 1
 - ❖ Loans Closed: 4
 - ❖ Waitlist: 35

CSBG FINANCIAL REPORT

Grant Name	Grant #	Grant Amount	Year-to-date Expended
2022 CSBG	22F-5044	\$307,734	\$243,220.54
2022 CSBG Discretionary	22F-5044	\$31,000	\$3,177.18

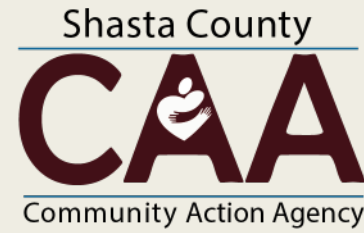


Shasta County Community Action Agency Community Action Board Meeting

Report & Updates
December 2022

Projects & Tasks Update

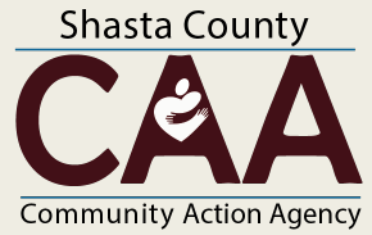
- Community Services Block Grant (CSBG) 2023 Contract Package & Deliverables
 - *Reduced Award ---new amount \$295,200*
 - *Requirements for new contract*
 - *Program & workplan*
 - *Fiscal & budget*
- Preparation to close-out 2022 & Annual Report
- CAP Plan 2024/2025
 - *Community Needs Assessment 2023*
 - *Community Action Plan Deliverables*
 - *Next Steps*



Action Plan

- My role to support the projects
- Team approach
- Vision for next steps—Alignment of:
 - *Community needs assessment*
 - *Strategic Planning Goals*
 - *Performance*

Questions & Answers



Thank you

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