



Office of Homeless Services
 560 E. Hospitality Lane, Suite 200 • San Bernardino, CA 92408-0044
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**Agenda of the
 Continuum of Care (CoC) Board Meeting**

Meeting date, time, and place Date: **January 22, 2025**
 Time: **9:00 am – 11:00 am**
 Location: **San Bernardino County Government Center – Sage/Manzanita Room**
 385 N. Arrowhead Ave., San Bernardino, CA 92415
 CoC Board members must attend the meeting in person.

The public may observe the meeting online on Teams:

[**Join the meeting now**](#)

Meeting ID: 266 749 451 985 Passcode: 68ST3FK9

Dial in by phone

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Note: Please remember to MUTE your phones. DO NOT place this call on hold should you get another call. Hang up and then rejoin the meeting.

To address the Continuum of Care (CoC) Board regarding an item on the agenda, or an item within its jurisdiction but not on the agenda, please complete and submit a Public Comment Request form or if you are joining us virtually, indicate by typing “Public Comment” in the chat box. Requests must be submitted before the item is called for consideration. Speakers may address the CoC Board for up to three (3) minutes total on the Consent agenda, up to three (3) minutes on each item on the Discussion agenda, and up to three (3) minutes total on Public Comment.

		Time
Call to Order	Chair or Designee will call the meeting to order	9:00 – 9:01 am
Invocation & Pledge	Chair or Designee will lead the Invocation and Pledge of Allegiance	9:01 – 9:03 am
Introductions	Chair or Designee will lead the Introductions of the CoC Members by roll call.	9:03 – 9:05 am

Agenda Items: The following items are presented for informational, consent, and discussion purposes.

Public Comment	Any member of the public may address the Interagency Council on Homelessness (ICH) Board on any matter not on the agenda that is within the subject matter jurisdiction of the ICH Board.
	<u>Consent</u>
	Action on Consent agenda - The motions and votes for Consent agenda items are taken as a single action. If the Board directs that an item listed on the Consent agenda be held for



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	further discussion, the item will be addressed under “Deferred Items” listed on the Discussion agenda	
1	Approve Minutes of the November 7, 2024, Special ICH Meeting - Diana Alexander, Vice Chair	9:05 – 9:10 am <i>Pg. 4 - 14</i>
Discussion / Information Sharing		
2	Any Deferred Items from the Consent agenda	
3	Welcome New Board Members and Review Chapter Three of the Governance Charter – Roles and Responsibilities - Diana Alexander, Vice Chair	9:10 – 9:20 am <i>Pg. 15 - 31</i>
4	Presentation of Acknowledgement of Service for Outgoing Board Members -Diana Alexander, Chair & Jessica Alexander	9:20 – 9:35 am
5	Office of Homeless Services Update -Annette Florez, Office of Homeless Services	9:35 – 9:45 am <i>Pg. 32</i>
6	CoC Voting Recap - Paul Fournier, CoC Board Member at Large	9:45 – 9:55 am <i>Pg. 33</i>
7	Point In Time Count (PITC) Update - Erkia Lewis-Huntley, CoC Board Member at Large	9:55 – 10:05 am <i>Pg. 34</i>
8	Request to Activate By-Laws Committee to review and revise the current By-Laws and the Rules and Procedures to adhere to the Governance Charter. -Diana Alexander, Vice Chair	10:05 – 10:15 am
9	Request by the City of San Bernardino to reallocate Homeless Housing, Assistance and Prevention Program (HHAP) 3 funds from operations to pre-development and construction. -Marcus Dillard, Office of Homeless Services	10:15 – 10:30 am
10	Authorize the Office of Homeless Services (OHS) to apply on the behalf of the Continuum of Care, for the Emergency Solutions Grant total estimated allocation for San Bernardino County of \$1,248,208 to be disbursed over 3 funding cycles. -Christopher Salazar, Office of Homeless Services	10:30 – 10:40 am <i>Pg. 35 - 61</i>
11	Continuum of Care Board Chair and Vice-Chair Vote - Diana Alexander, Vice Chair	10:40 – 10:50 am



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ICH Board Member Comments		
	Individual board member comments. Each board member is given 3-minutes to make comments.	10:50 – 11:00 am
Adjournment		
Next CoC Meeting	<p>The next regularly scheduled Interagency Council on Homelessness meeting is scheduled for:</p> <p style="text-align: center;">Wednesday, February 26, 2025 9:00 – 11:00 a.m. San Bernardino County Tax Collector 268 W Hospitality Ln First Floor, San Bernardino, CA 92408</p>	

Mission Statement

The mission of the San Bernardino County Homeless Partnership is to provide a system of care that is inclusive, well planned, coordinated, and evaluated and is accessible to all who are homeless and those at-risk of becoming homeless.

The Continuum Of Care Board Meetings Are Accessible To Persons With Disabilities. If Assistive Listening Devices Or Other Auxiliary Aids Or Services Are Needed In Order To Participate In The Public Meeting, Requests Should Be Made Through The Office Of Homeless Services At Least Three (3) Business Days Prior To The Meeting. The Office Of Homeless Services Telephone Number Is (909) 501-0610 And The Office Is Located At 560 E. Hospitality Lane, Suite 200, San Bernardino, Ca 92408-0044. <https://Sbchp.Sbcounty.Gov/> Agenda And Supporting Documentation Can Be Obtained At 560 E. Hospitality Lane, Suite 200, San Bernardino, Ca 92408-0044.



**Minutes for San Bernardino County Homeless Partnership
Interagency Council on Homelessness (ICH) Meeting**
November 7, 2024, from 9:00 a.m. – 11:00 a.m.

Minutes Recorded and Transcribed by Jalen Cleveland, Office of Homeless Services

TOPIC	PRESENTER	ACTION/OUTCOME
Call to Order	Jessica Alexander, Chair	The meeting was called to order at 9:02 a.m.
ICH Board Members Present	Jessica Alexander, Chair	<p>The Chair recognized Marcus Dillard to conduct the ICH Member roll call. Members of the public are not introduced. There was over 20 members of the public who joined the ICH meeting in person, via Zoom and/or telephoned in.</p> <p>The following ICH members or their alternates were present for the meeting:</p> <ul style="list-style-type: none"> • Joe Baca Jr., Erika Lewis-Huntley, Sandra Ibarra, Curtis Yakimow, Jerry Gutierrez, Carrie Harmon, Diane Rundles, Maria Razo, Leslie Earl, Don Smith, Jessica Alexander, Wayne Hamilton <p>Members arriving late:</p> <ul style="list-style-type: none"> • Acquanetta Warren (9:08am), Paul Fournier (9:07am), Tyrese Crawford (9:09am), Sue Walker (9:10am) <p>Absent:</p> <ul style="list-style-type: none"> • Paul Anthony Courtney, Georgina Yoshioka, Ruben Mendoza
PUBLIC COMMENTS	PRESENTER	ACTION/OUTCOME
	Jessica Alexander, Chair	<p>The Chair opened the floor to Public Comments</p> <p>No public comments were made</p> <p>The Chair closed Public Comment.</p>
CONSENT	PRESENTER	ACTION/OUTCOME
Approve Minutes of the October 7, 2024, ICH Meeting	Jessica Alexander, Chair	<p>The Chair opened the consent calendar portion of the agenda.</p> <p>Joe Baca Jr. made a motion to approve the consent calendar and was seconded by Sandra Ibarra.</p> <p>The Chair opened the items for comments by the public. No public comments were made.</p> <p>The Chair opened the items for comment by the ICH Board members. No Discussion ensued.</p>

		<p>Vote was taken:</p> <ul style="list-style-type: none"> • 13 members were in favor: Joe Baca Jr., Erika Lewis-Huntley, Sandra Ibarra, Curtis Yakimow, Jerry Gutierrez, Carrie Harmon, Diane Rundles, Maria Razo, Leslie Earl, Don Smith, Jessica Alexander, Wayne Hamilton, Paul Fournier • Absent: Acquanetta Warren, Tyrese Crawford, Sue Walker, Paul Anthony Courtney, Georgina Yoshioka, Ruben Mendoza <p>The motion was approved.</p>
DEFERRED ITEMS	PRESENTER	ACTION/OUTCOME
<p>Ratify the action of the Chair to Approve a Letter of Support for Administrative Entity for State Emergency Solutions Grant 2023-24 Continuum of Care Funding Application</p>	<p>Jessica Alexander, Chair</p>	<p>The Chair opened item #3 and asked board members needing to recuse themselves to please step out:</p> <ul style="list-style-type: none"> • Joe Bace Jr. • Acquanetta Warren • Carrie Harmon • Diane Rundles <p>Curtis Yakimow made the motion to approve item #3 and was seconded by Maria Razo.</p> <p>The Chair opened the items for comments by the public. No Public comments were made.</p> <p>Discussion and Questions from the Board: No comments made</p> <p>Vote was taken:</p> <ul style="list-style-type: none"> • 12 members were in favor: Erika Lewis-Huntley, Sandra Ibarra, Curtis Yakimow, Jerry Gutierrez, Maria Razo, Leslie Earl, Don Smith, Jessica Alexander, Wayne Hamilton, Paul Fournier, Tyrese Crawford, Sue Walker. • 4 members recused themselves. • 0 members were opposed. <p>The motion was approved.</p>
DISCUSSION / INFORMATION SHARING	PRESENTER	ACTION/OUTCOME
<p>Update on the Continuum of Care Board Transition</p>	<p>Dr. Pat Leslie, Urban Initiatives</p>	<p>The Chair opened item #4 and recognized Dr. Pat Leslie to give an update on the charter transition timeline and process.</p> <p>Dr. Pat Leslie provided the following updates:</p>

- An updated timeline was provided per the previous ICH meeting
- Released the notice and call for applications, extended the due date, and sent reminders with details about the process.
- OHS is responsible for collecting and screening applicants for eligibility and providing applicants to the nominating committee.
- The nominating committee has met twice since 10/7/24.
- Ballots are being prepared reflecting applicants' choice of category and eligibility.
- The nominating committee and OHS decided to include all eligible applicants in the categories they selected for the first round. A name may appear more than once on the ballot.
- Voting session will occur on 11/18/24 and goal is the release voting results within 1 day.
- Newly selected board members will be given an orientation in December.
- New board will take effect 1/1/25 and first meeting will be 1/22/25.
- Approximately 24 applications received, voters have a diverse group to choose from in many categories.

The Chair opened the items for comments by the public.
No Public comments were made.

Discussion and Questions from the Board:

- Don Smith – Stated he did not receive an updated timeline.
- Dr. Pat Leslie – Timeline was issued to OHS for distribution, due date for applications was announced on multiple dates.
- Don Smith – Mentioned the timeline was not sent out. Requested more details regarding the voting process.
- Marcus Dillard – There will be a meeting with the nominated individuals. Voting comes from the CoC membership. Clarification will be given.
- Don Smith – Mentioned that there is an ongoing process to confirm CoC Membership. Further questioned voting process.
- Claudia Doyle – Email was sent out with final notice for applications and provided information regarding the voting process. More information will be sent out and call for applications with CoC membership sent out by end of day. Deadline for CoC membership 11/13/24.
- Don Smith – Reiterated he did not receive notice with information.
- Jessica Alexander – Mentioned there were several meetings to ensure everyone who was able to participate were informed.
- Marcus Dillard – Stated an email with all relevant information was sent out.
- Paul Fournier – Recalled the email being sent out 10/30/24 but would not have noticed it as part of the voting process.
- Jessica Alexander – Stated she is available to ensure everyone understands the process.
- Paul Fournier – Recommends a different titled email be sent out.
- Don Smith – Mentioned he expected more regarding the election.

		<ul style="list-style-type: none"> • Marcus Dillard – Clarified this process has been ongoing for a year and has been discussed in multiple meetings. • Jessica Alexander – Stated OHS and Dr. Leslie were working overtime on this process. • Wayne Hamilton – Expressed confusion on who is representing the Morongo Basin. • Jessica Alexander – Will investigate who will represent Morongo Basin. <p>Being no other questions, The Chair closed item #4.</p>
2025 Point In Time Count (PITC) Update	Erika Lewis-Huntley	<p>The Chair opened item #5 and Recognized Erika Lewis-Huntley for an update on the 2025 PITC:</p> <p>Erika Lewis-Huntley provided the following updates:</p> <ul style="list-style-type: none"> • A full-bodied group is working to ensure this is “our best count ever”. • The event takes place January 23, 2025, volunteer registration is open. • Each City deployment center will be supported by an OHS staff. • OHS will provide volunteer training starting in January. • Hygiene kits this year will be impressive. <p>Being no other questions, The Chair closed item #5.</p>
Homeless Housing, Assistance and Prevention (HHAP) 5 Grant Update	Marcus Dillard, Office of Homeless Services	<p>The Chair opened item #6 and recognized Marcus Dillard for an update on the HHAP 5 Grant:</p> <p>Marcus Dillard provided the following updates:</p> <ul style="list-style-type: none"> • HHAP 5 application has been approved. • The county has received \$11.8 million, distribution will be between County and CoC. • There will be a kick-off meeting to discuss HHAP 5 and make submissions to be ready once the letter from the state senate is received. <p>Discussion and Questions from the Board:</p> <ul style="list-style-type: none"> • Paul Fournier – Questioned if kick-off meeting will be December 5th. <ul style="list-style-type: none"> ○ Marcus Dillard – Clarified that date is correct. <p>The Chair opened the items for comments by the public: No Public comments were made.</p> <p>Being no other questions, The Chair closed item #6.</p>
Approve the request to change the East Valley Regional Steering Committee name to East Desert Regional Steering Committee	Curtis Yakimow, City of Yucaipa	<p>The Chair opened item #7 and recognized Curtis Yakimow for background information</p> <p>Curts Yakimow provided the following information:</p> <ul style="list-style-type: none"> • Name change has been an item of discussion for many years for the East Valley Reginal Steering Committee.

		<ul style="list-style-type: none"> • East Valley name was designated at the conception of the committee. There have been conversations that East Valley isn't the best name for the Morongo Basin. • Valley typically designates East or West within the valley itself. • The Steering Committee discussed various alternatives. • Request is to be named as the East Desert Regional Steering Committee. <p>Joe Baca Jr. made a motion to approve item #7 was seconded by Erika Lewis-Huntley.</p> <p>The Chair opened the items for comments by the public. No public comments were made.</p> <p>Discussion and Questions from the Board: No comments were made.</p> <p>Vote was taken:</p> <ul style="list-style-type: none"> • 16 Members were in favor: Joe Baca Jr., Erika Lewis-Huntley, Sandra Ibarra, Curtis Yakimow, Jerry Gutierrez, Carrie Harmon, Diane Rundles, Maria Razo, Leslie Earl, Don Smith, Jessica Alexander, Wayne Hamilton, Acquanetta Warren, Paul Fournier, Tyrese Crawford, Sue Walker • 0 members recused themselves • 0 members were opposed. • Absent: Paul Anthony Courtney, Georgina Yoshioka, Ruben Mendoza <p>The motion was approved.</p>
<p>Approve the 2025 schedule of regular meetings for the Interagency Council on Homelessness (ICH) Board</p>	<p>Jessica Alexander, Chair</p>	<p>The Chair opened item #8</p> <p>Acquanetta Warren made a motion to approve item #8 was seconded by Tyrese Crawford.</p> <p>The Chair opened the items for comments by the public. No public comments were made.</p> <p>Discussion and Questions from the Board: No comments were made.</p> <p>Vote was taken:</p> <ul style="list-style-type: none"> • 16 Members were in favor: Joe Baca Jr., Erika Lewis-Huntley, Sandra Ibarra, Curtis Yakimow, Jerry Gutierrez, Carrie Harmon, Diane Rundles, Maria Razo, Leslie Earl, Don Smith, Jessica Alexander, Wayne Hamilton, Acquanetta Warren, Paul Fournier, Tyrese Crawford, Sue Walker • 0 members recused themselves • 0 members were opposed. • Absent: Paul Anthony Courtney, Georgina Yoshioka, Ruben Mendoza

		<p>The motion was approved.</p>
<p>Approve the Continuum of Care Coordinated Entry System Policy</p>	<p>William Lamas, City of Victorville</p>	<p>The Chair opened item #9 and recognized William Lamas to present in Sharon Greens Absence on the CoC CES Policy</p> <p>William Lamas presented the following:</p> <ul style="list-style-type: none"> • The Outreach and Coordinated Entry Committee approved the CES Policies on Thursday October 10, 2024. • Policies were updated to comply with the United States Department of Housing and Urban Development requirements for implementation of CES. • The Outreach and Coordinated Entry Committee and OHS have continually met to make updates as prior versions of the policies included recommendations on how to implement the CES in the county. • Upon approval of the CES Polices, OHS and SoCal United Way 211, the CES lead agency, will provide trainings on an ongoing basis. • Will start with a large-scale virtual training specific to each type of entity on the following dates: • Community members, nonprofits and county organizations, Thursday November 14, 2024, from 9am to 11am. • For cities, on Thursday November 21, 2024, from 9am to 11am. • All entities can request individual trainings or additional larger scale trainings virtually or in-person if needed. <p>The Chair opened the items for comments by the public. No public comments were made.</p> <p>Discussion and Questions from the Board:</p> <ul style="list-style-type: none"> • Don Smith – Stated he did not see any references to regional hubs in the policy. • Marcus Dillard – Regional hubs are referenced in the outreach strategy. • Don Smith – Recommends a summary that defines what the CES is how the structure works. • Marcus Dillard – Trainings are meant to provide individualized settings as each on will have different questions and agrees it is a lot of information that needs to be broken down. • William Lamas – Page 19 of 82 discusses geographic coverage and a reginal approach with sub-regional components. • Carrie Harmon – Stated if you receive HHAP Funds, Emergency Solutions Grant Funds or County of San Bernardino Housing Development Grant funds, you are required to participate in the CES system and comply with CES Policies. <p>Joe Baca Jr. made a motion to approve item #9 and was seconded by Curtis Yakimow.</p> <p>Vote was taken:</p> <ul style="list-style-type: none"> • 16 Members were in favor: Joe Baca Jr., Erika Lewis-Huntley, Sandra Ibarra, Curtis Yakimow, Jerry Gutierrez, Carrie Harmon, Diane Rundles, Maria Razo, Leslie Earl, Don Smith, Jessica Alexander,

		<p>Wayne Hamilton, Acquanetta Warren, Paul Fournier, Tyrese Crawford, Sue Walker</p> <ul style="list-style-type: none"> • 0 members recused themselves • 0 members were opposed. • Absent: Paul Anthony Courtney, Georgina Yoshioka, Ruben Mendoza <p>The motion was approved.</p>
<p>Approve Victor Valley Family Resource Center's (VVFRC) request to amend the scope of work submitted in response to Request for Applications (RFA) OHS 23-01, redirecting Homeless Housing, Assistance and Prevention (HHAP) Round 3 funds awarded for the acquisition of 16045 Chiwi Road Apple Valley, CA 92307 to the acquisition a property located at 15990 Yucca Street Hesperia, CA 92345 because the owner removed the property off the market.</p>	<p>Jessica Alexander, Chair</p>	<p>The chair opened item #10 and asked that Board Members needing to recuse themselves to please step out:</p> <ul style="list-style-type: none"> • Paul Fournier, • Leslie Earl <p>Jessica Alexander provided the following updates:</p> <ul style="list-style-type: none"> • Request for the Victor Valley Family Resource Center to amend their scope work that was submitted in response to OHS's call for applications. • The request for HHAP 3 funds were awarded for acquisition of a property at 16045 Chiwi Road, Apple Valley CA 92307 to be amended to 15990 Yucca Street Hesperia CA 92345. • Whenever property needs changing, it must come to the board with a full address. • Carrie Harmon – Property is specifically identified in the application and any substitution must go back to the regional steering committee then back to the board. • Jessica Alexander – High Desert Regional Steering Committee approved this request and sent it back to the board <p>Discussion and Questions from the Board:</p> <ul style="list-style-type: none"> • Joe Baca Jr. – Confirmed this the 3rd location change request within a year. • Marcus Dillard – Clarified this is the 3 time but there have been issues with acquisition. • Joe Baca Jr. – Voiced concern about the flow of services and there is no interruption of services as the site continues to move. • Jessica Alexander – Clarified these funds must be used by June 2025 and questioned how soon this will come back to the board if not completed. • Marcus Dillard – Stated the need to consider the time it takes to get a proposition done and factor that into the expenditure deadline. If funds need to be reallocated, the next entity needs time to expend the funds. • Jessica Alexander – This item is something the new board may take up in January. • Acquanetta Warren – Questioned which location had issues with water contamination. <ul style="list-style-type: none"> ○ Marcus Dillard - Confirmed it was this location. • Acquanetta Warren – Questioned whether the city approval is required and if that approval has been obtained. <ul style="list-style-type: none"> ○ Jessica Alexander – Does not have an answer but clarifies the process goes to the city and the community can voice their concerns. • Acquanetta Warren – Voiced concern over the location moving three times.

- Jessica Alexander – Responded the city held meetings for public comment regarding this and it has now come back to the board.
- Carrie Harmon – It is at the boards discretion to impose additional conditions. This application did not require project readiness. The board must ensure time sensitive money is spent appropriately.

The Chair opened the items for comments by the public.

Public comments were made:

- Kevin Mahany
- Nettie Jackson

Discussion and Questions from the Board continued:

- Acquanetta Warren – Stated the project is 6 beds and does not require a conditional use permit. Paperwork needs to be specific to ensure the property isn't turned into rental units.
- Don Smith – Clarified the HAAP 3 deadline is 2026. Acknowledged the concerns of Mayor Warren but states the Victor Valley Family Resource Center has provided services for decades.
- Tyrese Crawford – Understands the caution but hopes the board is working with removing barriers in mind and helping people in the High Desert.
- Carrie Harmon – Clarified that contract comes with a 15 regulatory use agreement and that everyone on the board understands the need and the oversight body has to the capacity to execute a project. The Housing Development Fund has received over 20 applications totaling over \$70 million in request and 75% could not be funded due to project readiness.
- Acquanetta Warren – Acknowledged the need for resources. Stated the board must be sure those who need it most are served.
- Joe Baca Jr. – Stated everyone is in support of more capacity and the biggest challenge is policy. The board should adopt in policy for distributing HHAP funds to train applicants. The intent is to protect the interest of the funds and give people an opportunity to use the money, not to prevent anyone from using it.
- Maria Razo – Concurs with Carrie regarding project readiness, questioned how long it will take because the board is withholding funds until this is finished. Questioned if the Desert Region Steering Committee had other applicants who were ready.
 - Jessica – Clarified they were the only applicant awarded.

Diane Rundles made a motion to condition to enter escrow within 6 months and was seconded by Don Smith.

- Don Smith - questioned if there will be any contract issues that will delay the process.
 - Marcus Dillard – Answered there will be no delays.

Vote was taken:

- 14 Members were in favor: Joe Baca Jr., Erika Lewis-Huntley, Sandra Ibarra, Curtis Yakimow, Jerry Gutierrez, Carrie Harmon, Diane Rundles, Maria Razo, Don Smith, Jessica Alexander, Wayne Hamilton, Acquanetta Warren, Tyrese Crawford, Sue Walker
- 2 members recused themselves
- 0 members were opposed.
- Absent: Paul Anthony Courtney, Georgina Yoshioka, Ruben Mendoza

		<p>The motion was approved with conditions. Discussion and Questions from the Board continued:</p> <ul style="list-style-type: none"> • Marcus Dillard – OHS will make a note to bring back discussion on the topic Carrie Harmon mentioned in January. • Joe Baca Jr. – Clarified that a recommendation is needed so the policy is clear moving forward. • Carrie Harmon – States project readiness needs to be reviewed as well. • Marcus Dillard – States readiness has been made a part of the RFP Process. <p>Being no other questions, The Chair closed item #10</p>
<p>Approve the Evaluation Panel's recommendation for the Continuum of Care Builds Program Competition</p>	<p>Scott Neeri, Community Development and Housing</p>	<p>The Chair opened item #11 and asked that Board Members needing to recuse themselves to please step out:</p> <ul style="list-style-type: none"> • Carrie Harmon • Diane Rundles • Joe Baca Jr. • Acquanetta Warren <p>The Chair recognized Scott Neeri for presentation on the Evaluation Panel's recommendation for the CoC Builds Program Competition.</p> <p>Scott Neeri presented the following:</p> <ul style="list-style-type: none"> • CoC builds is a new grant program administered by HUD aiming to reduce homelessness by adding new units of permanent supportive housing by conduction, acquisition or rehabilitation. • Only collaborative applicants can apply and there is a 25% match. • \$175,000,000 is available nation wide and HUD is expected to make 25 awards. \$65,000,000 is targeted to states with 2.5 million people or less. • On September 19, OHS issued a request for applications seeking projects that could be submitted to HUD. • 3 Applications received. • 4 members of the CoC reviewed the applications using the scoring guideline criteria and determined "Pacific Village Campus" would be recommended to the ICH Board for approval to submit to HUD. • The Pacific Village Campus consist of 28 permanent supportive housing units. • If approved, this Item will be submitted to the County Board of Supervisors, who will submit on behalf of the ICH Board, to HUD on November 19th. • Application is due to HUD November 21st by 8pm. <p>Discussion and Questions from the Board ensued:</p> <ul style="list-style-type: none"> • Don Smith – Stated Pacific Village has had funding allocated since 2020 and questioned how many occupants are currently in permanent beds and inquired about what the funding will go towards. • Scott Neeri – CDH is requesting funding for 28 supportive housing units. <p>The Chair requested Carrie Harmon to come back in, not as a Board Member to speak at the public podium to</p>

		<p>answer a Board question.</p> <ul style="list-style-type: none"> Carrie Harmon – San Bernardino County acquired the property from The Salvation army for \$2,000,000. The ICH Board allocated HEAP funds to the project and additional HHAP funds were awarded to the county to support operations. There are 28 interim beds, and 32 individuals have been housed through the CES system. Phase two seeks to convert 28 units to 20 permanent supportive housing units with 8 interim units. Also included in phase two 32 recuperative beds, 16 substance use treatment units, 30 beds of permanent supportive housing units for older adult homeless. It is a \$40,000,000 project and this application seeks to replace tentatively allocated HHAP funding with the federal funds. <p>The Chair excused Carrie Harmon</p> <p>Tyrese Crawford made a motion to approve and was seconded by Don Smith.</p> <ul style="list-style-type: none"> Erika Lewis-Huntly – Complemented the writing of the grant application and recommended those who wrote it host a workshop. Paul Fournier – Complemented the writing of the grant application and thinks it will stand a good chance. <p>Vote was taken:</p> <ul style="list-style-type: none"> 12 Members were in favor: Erika Lewis-Huntley, Sandra Ibarra, Curtis Yakimow, Jerry Gutierrez, Maria Razo, Leslie Earl, Don Smith, Jessica Alexander, Wayne Hamilton, Paul Fournier, Tyrese Crawford, Sue Walker 4 members recused themselves 0 members were opposed. Absent: Paul Anthony Courtney, Georgina Yoshioka, Ruben Mendoza <p>The motion was approved.</p>
BOARD MEMBER COMMENTS	PRESENTER	
		<p>The Chair opened the floor for comment from the ICH Board members.</p> <p>Discussion ensued:</p> <ul style="list-style-type: none"> Sandra Ibarra – Proposed the idea of seeking developers willing to build smaller, more affordable units. Paul Fournier – Stated the community needs to become very good at grant writing. Encouraged looking into capacity building and grant writing for the county. Curtis Yakimow – Stated he is amazed by the board and agencies provide to the community. Thanked everyone on behalf of the Yucca valley and it has been an honor. Maria Razo – Shared they continue to not pull from the Housing Choice Voucher Program Waitlist due to the 2024 funding and operating under a national continuing resolution for 2025 federal funding. Stated Arrowhead Grove has entered phase 4 and submitted the loan comp housing tax credit application for an additional 92 units of affordable housing, awards will be announced in

		<p>December. Request for proposals open through early December for the Community Resource Center. The National Association of Housing and Development granted her agency with two awards, one for the annual scholarship program and one regarding the emergency Housing Voucher Program. Thanked thee Chair and Vice Chair for their time and effort.</p> <ul style="list-style-type: none"> • Acquanetta Warren – Fonata City Link has opened and looking at housing as the next phase. There are 20 trailers already and hope to open this month. Looking to build 30 units and have an advisory office on the same lot. The path has been open for 2 months and 7 individuals have graduated into permanent housing. The city closed escrow on an apartment building with an additional 70 units and will use that for graduates to have a permanent place to go. The goal is to have a total of 300 beds in Fontana by the end of 2025. Thanked Carrie and Marcus on behalf of herself and her supervisor. Attempting to meet with congress on efforts at the city level on more housing. HUD no longer forces veterans to choose between their disability checks and housing. • Malandra Johnson – Thanked the board for their support. • Tyrese Crawford – Stated the last data confirmation survey confirmed San Bernardino County has over 30,000 homeless youth. They are working with many partners to house youth. The County Commission Superintendent of schools is planning to sponsor over 250 youth for the holidays. Working in partnership with Jane C Ramo, The San Manuel Band Mission Indians, Molina Healthcare, Think Wise Credit union, and Highland Congregational Church to give over 330 turkeys and meals. • Sue Walker – Thanked the board for their mentorship. • Wayne Hamilton – Stated the School District was granted approval to move forward on a Community School project and are in planning phase to apply for a grant. • Diana Alexander – Thanked the board and OHS and is happy to have had a chance to work with all of them. Thanked Jessica Alexander, Carrie Harmon and Marcus Dillard for their work. Advised the board to spend to develop a contingency plan if funding is cut. • Jessica Alexander – Thanked Maria Razo and Sharon Green. Acknowledged the steps taken to make the board more unified. Thanked to the Non-Profit Leadership Caucus and Don Smith. Thanked Diana Alexander. Thanked San Bernardino County staff including the lawyers and the OHS team. Thanked fellow ICH Board members and the Continuum of Care. Thanked The Board of Supervisors. Acknowledged and thanked her family and staff.
Adjournment		Being no further business, the meeting was adjourned at 10:46 a.m.
Next Meeting		<p>The next ICH meeting will be held as follows:</p> <p style="text-align: center;">Wednesday, January 25, 2025 9:00 am – 11:00 am</p> <p style="text-align: center;">San Bernardino County Government Center – Sahe/Manzanita 385 N. Arrowhead Ave., San Bernardino, CA 92415</p>

San Bernardino City and County

Continuum of Care

CA 609

Governance Charter

Adopted July 24, 2024

CHAPTER 3 only

CHARTER REVISION TRACKING PAGE

Version	Date	Sections Edited	Level of Change
7.2024	7.17.2024	Chap. 2,3, 8	Substantive updates to Brown Act compliance.
7.2024.1	7.24.2024	Chap. 3, pg.4	Number of Service Provider Seats 5 or 6.
7.2024.1	7.24.2024	CoC Charter	Adopted, as follows.

Note: Chapters are designed to address each area, and are paginated separately.

Chapter 3 CoC Board

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Introduction

Continuums of Care (CoCs) have various operational responsibilities as mandated by regulation. A core responsibility is to adopt and follow a written process to establish a Board to act on behalf of the CoC. This written process must be reviewed, updated, and approved by the CoC at least once every five (5) years. CoC Boards must be representative of the relevant organizations and projects serving persons who are homeless, as well as include homeless or formerly homeless individuals.

This chapter addresses the roles, responsibilities, protocols, and practices related to the CoC Board.

References

The following references are applicable to the information in this chapter:

- 24 CFR 578.7(a)(3). Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH Act): Continuum of Care Program, 77 Fed. Reg. 45422, July 31, 2012 (codified at 24 CFR §578) (referred to as the CoC Program Interim Rule).
- Ralph M. Brown Act: California Government Code § 54950, 1953.

CoC Governance and Oversight

The San Bernardino City and County Continuum of Care (SB CoC) governance structure will consist of the following:

- General Membership
- CoC Board
- CoC Collaborative Applicant
- Coordinated Entry System (CES) Lead Entity
- Homeless Management Information System (HMIS) Lead Agency
- Associated Standing and Ad Hoc committees, and workgroups

Together, these structures must accomplish the community responsibilities defined in the CoC Program Interim Rule. Additionally, the Ralph M. Brown Act in California (Brown Act) governs local agencies, legislative bodies of local government agencies created by state or federal law and any standing committee of a covered board or legislative body, and governing bodies of non-profit corporations formed by a public agency. The intent of the Brown Act is to ensure transparency and inclusion in actions taken by legislative bodies. The CoC Membership body is a community-based forum, not a legislative body, therefore it is not subject to the Brown Act. The CoC Board, however, is a legislative body as defined in the Brown Act and must comply with the provisions of the Brown Act with regard to public notice, meeting protocols and voting rules.

The SB CoC will strive to ensure broad geographic coverage on the CoC Board and committees. Governance representatives should consist of stakeholders with diverse backgrounds, responsibilities, experiences, and identities so as to include the opinions and insights of various parties.

Because of the geographic size of the SB CoC, representation on the CoC Board needs to reflect the geographic regions. The regions are designated as follows:

Region	Cities/Communities		
Desert	<ul style="list-style-type: none"> ● Adelanto ● Apple Valley 	<ul style="list-style-type: none"> ● Barstow ● Hesperia 	<ul style="list-style-type: none"> ● Victorville
Central Valley	<ul style="list-style-type: none"> ● Colton ● Fontana ● Grand Terrace ● Highland 	<ul style="list-style-type: none"> ● Highland ● Loma Linda ● Redlands 	<ul style="list-style-type: none"> ● Rialto ● San Bernardino ● Yucaipa
East Valley	<ul style="list-style-type: none"> ● Needles 	<ul style="list-style-type: none"> ● Twentynine Palms 	<ul style="list-style-type: none"> ● Yucca Valley
Mountains	<ul style="list-style-type: none"> ● Big Bear Lake ● Crestline* 	<ul style="list-style-type: none"> ● Lake Arrowhead* 	<ul style="list-style-type: none"> ● Running Springs*
West Valley	<ul style="list-style-type: none"> ● Chino ● Chino Hills 	<ul style="list-style-type: none"> ● Montclair ● Ontario 	<ul style="list-style-type: none"> ● Rancho Cucamonga ● Upland

Note: Regions include each city’s surrounding unincorporated communities.

* = Unincorporated communities isolated from cities.

CoC Board Purpose

The role of the CoC Board is to represent the CoC membership by guiding efforts to ensure community-wide commitment to preventing and ending homelessness. The CoC Board will serve as the primary decision-making body for the SB CoC. To this end, the CoC Board will approve and oversee policy and direction in accordance with the responsibilities delegated to it by the CoC membership.

CoC Board Composition and Selection

The CoC Board is composed of persons selected via the authorized process to represent the CoC stakeholders and participate as the CoC Board as required by the CoC Program Interim Rule. There are two basic processes for nomination of Board Candidates for selection by the CoC Membership and establishing CoC Board Membership:

1. Appointment into a designated seat and ratification.
2. Recommendation, review, and election for all other seats.

The CoC Board is composed of no less than 17 and not more than 21 members, consisting of 19 voting seats and two (2) non-voting seats. Seats will be held by members representing service providers, local investors, government, consumers, and other community stakeholders whose interests and experiences relate to homeless services and housing systems within the geographic boundaries of the SB CoC.

The two non-voting seats will include a high-ranking representative from the Collaborative Applicant and the immediate past Chair (in good standing). The role of the ex-officio Chair is to provide context and continuity to inform the CoC Board and will serve for a one-year term following the completion of their term of service. The organization chosen as the Collaborative Applicant will also serve in the role of the Secretary and is responsible for assigning a staff person to fulfill this role.

No more than one staff person and/or CoC Board Member of a single agency/organization may be an elected member of the CoC Board, excluding persons who are elected under the “homeless or formerly homeless” CoC Board seat. This seat will not be counted as a representative of a particular service provider.

The seated CoC Board must equitably represent the identified geographic regions. Equitable representation does not require an equal number of representatives for each region. The Nominating Committee Review process will evaluate the balance of factors included on the Board Matrix Form as well as environmental factors such as level of homelessness in each region.

CoC Board Seats will be categorized as one of the following:

- At-Large Representatives
- At-Large Consumer Representatives
- Governmental Agencies
- Service Providers

Voting Board Membership will consist of the following:

- Six (6) Governmental designated seats
- One (1) appointed seat
- No less than ten (10) and no more than 12 elected seats, consisting of:
 - Not less than five (5) and no more than six (6) At-Large representative seats
 - Not less than five (5) and no more than six (6) Service Provider seats

There are two basic processes for selecting Board Candidates by the CoC Membership:

- Appointment into a designated seat with ratification by the CoC Membership or
- Election through a Nominating Committee process of review, creation of a ballot of candidates, and election by the CoC Membership.

At-Large Representatives

At-Large representatives are professionals who work in systems that interact with the homeless response system such as (but not limited to) health care, mental health, school districts, child welfare, workforce development, criminal justice, business, faith community, victims service providers, housing developers, advocacy agencies, and landlords. The role of the At-Large Representative is to assist the CoC in leveraging mainstream funding from, and making positive changes within, those systems for the benefit of people experiencing homelessness in our region. The Director of a Housing Authority in the San Bernardino CoC area will be included in this group of representatives. Members representing At- Large Representative seats will be elected through the nominations and selection process.

Consumer Representative

At-Large Consumer representatives are people who have lived experience with homelessness and/or housing instability, and/or have received services through a homeless assistance program. One of the At-Large Consumer representative seats will be dedicated to a member appointed by the Youth Action Board (YAB). The second At-Large Consumer seat should be considered for persons of color, LGBTQ+ persons, persons with HIV+ diagnosis, survivors of domestic violence, or those with a history of chronic homelessness. The member representing the second seat will be selected by the

CoC from a list of candidates reviewed by the Nominating Committee. Members representing At- Large Service Provider seats will be elected.

The role of the At-Large Consumer representative is to help ensure that CoC Board decisions include the perspective of people that have experienced homelessness firsthand. Persons filling these seats who have experienced homelessness within the past 2 years will be compensated for their work with the CoC. The value of compensation is set by the CoC Board as supported by available CoC funds.

Governmental Representatives

The six (6) governmental designated seats will consist of the following persons:

- Elected Member from the San Bernardino County Board of Supervisors, or designee
- Elected Leader from a Key Stakeholder City⁵, or designee
- Senior Leader from San Bernardino County Community Revitalization
- Senior Leader from San Bernardino County Human Services
- Senior Leader from the San Bernardino County Superintendent of Schools or Board of Education
- Government Representative elected through the CoC Nominating process

The role of the Governmental Representative is to assist in elevating the CoC by ensuring accountability, countywide strategy alignment, coordination of investment planning, and amplification of CoC activities. Each Board Member appointed to a governmental seat should have the fiscal and/or program authority of the organization they represent to ensure decision making ability. The appointing entity is encouraged to fill the seat with a person who possesses a strong level of understanding about the operations of the CoC's homeless system of care. At least one member of the Board will be from a direct recipient of the Emergency Solutions Grant (ESG) funds.

Members representing the Governmental seats will be filled through appointment by the entity represented on the CoC Board. The appointees will be included on the slate of Board candidates selected through the nominations process and presented to the CoC Membership. The combined results of the appointments and the representatives selected by election will be presented to the CoC Membership for ratification.

Service Providers

Service Provider representatives are people who work for organizations that provide services for people experiencing homelessness. Representatives should be from a mix of state or federally funded homeless programs and non-funded agencies. Board Members selected under the Service Provider Seats represent one or both of the types of direct service outlined below:

- Crisis Response System - Includes emergency and transitional shelter, homelessness prevention, outreach, navigation, coordinated access, day services and crisis response services.
- Permanent Housing - Includes permanent housing provision (PSH/RRH) and/or services for people in permanent housing.

Board Member Alternates

Board Members may assign a designee to participate or vote on their behalf. The alternate or designee will be identified at the time of the Board Member election. Since

seats are representative of various constituencies, alternates should represent the Board Seat designation/constituency, rather than an individual agency.

Eligibility to the CoC Board

To be considered for an CoC Board seat, all appointees and nominees will affirm they:

- Accept the appointment/nomination to represent the interests of the appointing/nominating entity;
- Commit to active participation in at least one committee or work group; and
Commit to participate in CoC Board training and onboarding, which may include shadowing/mentoring/buddy system with an existing member at the request of the new member.

The CoC Membership will annually convene an ad hoc Nominating Committee⁶ for the purposes of:

- Reviewing the Board matrix;
- Identifying under-represented sectors;
- Recruiting prospective members;
- Reviewing applications;
- Putting forward to the CoC membership a ballot of candidates for election that describes the potential representation of each of the targeted constituencies and geographies;
- Calling for the vote for the election of COC Board Members;
- Tallying the votes and preparing a slate of a candidates receiving the highest number of votes in each representative category, or appointed by into the government-dedicated seats.

Additional factors to be considered in the selection of potential Board Members include the individual's commitment to the purposes of the CoC Board, as well as personal and professional qualifications including interest and capacity, leadership and collaboration skills, knowledge, vision, and depth of connection to the CoC membership and the broader community responding to homelessness. The Nominating Committee will use the Board Matrix to suggest a slate of candidates that best ensures inclusion of each key stakeholder group (characteristic).

Specific consideration will be given to the region from which the nominee identifies. No single entity may be represented by more than two members on the CoC Board while no more than one staff person and/or Board Member of a single agency/organization may be an Elected Member of the CoC Board. Individuals seeking a competitive seat on the CoC Board are not eligible to participate on the Nominating Committee.

Solicitation for Open Board Positions

Solicitation for open Board positions will begin no less than six weeks before the annual meeting in which elections will occur. The Collaborative Applicant, on behalf of the Nominating Committee will broadly circulate a "Call for Applications" to the appropriate organizations and parties. The Call for Applications will set forth the:

- Criteria for appointment to the CoC Board; and
- ~~Deadline for the receipt of said applications.~~

⁶ See Charter Chapter: Committees for more information on the Nominating Committee.

Any individual CoC member in good standing may apply for an open Board position by responding to the Call for Applications and submitting, by the posted deadline, a/an:

- Completed application;
- Brief biographical summary;
- Personal statement summarizing the perspective(s) that the nominee would bring to the CoC Board; and
- Letter of Recommendation from a SB CoC member organization or individual.

A member is considered in good standing if they have:

- At least two years of experience working or volunteering in the homeless sector or within the SB CoC;
- Been a regular participant in CoC related committees/meetings; and
- Had a track record of a commitment to working to alleviate homelessness in the region.

The Collaborative Applicant will collect and conduct a threshold validation of the submitted applications and provide to the Nominating Committee the full list of applicants with an indication as to if the candidate meets the minimum threshold requirements. The Nominating Committee will further review the list of applicants against the list of Board Member priorities and determine a slate of qualified applicants. The summaries (including candidate biographies, applications, personal statements, and letters of recommendation) of each of the qualified applicants will be forwarded to the full CoC membership no later than two (2) weeks prior to the meeting at which the election of new or reelected Board members will occur.

Elections

Board Members will be elected/re-elected individually by the SB CoC voting membership present at the designated meeting. Ballots will be arranged by Service Providers, At-large Representatives and At-large Consumer Representatives categories.

In the event of a contested seat, the highest vote-getter(s) will be elected. In the event of a tie vote for one or more available seats, the CoC Board will select a nominee from the tie-getting candidates. An emphasis will be placed on the promotion of diversity in terms of expertise, experience, race, ethnicity, cultural affiliation, gender, sex, gender identity, sexual orientation, disability, and other relevant factors such as subregional representation.

Board Members recommended for appointment, including those to hold the governmental seats and the youth At-Large Consumer seat, will be presented as a slate by the Nominating Committee for ratification by the full membership.

Terms

The membership body elects Board Members to a two-year term beginning January 1

and ending December 31 of the following year. Elections will be held at the annual meeting of the full membership or in a specially called meeting, as necessary. Note, during the first year of transition, the elections may be held anytime during the calendar year at a meeting identified for this purpose by the CoC Membership.

Both elected and appointed Board Members are eligible to serve up to two (2) consecutive terms, subject to CoC selection process approval. The selection process for second term Board Members will include submission of an updated resume/biographical summary to allow the Nominating Committee to create a current Board Matrix. Elected Member terms will be staggered such that approximately one third (less one) of the elected Board Members will be elected each year. After completing two (2) consecutive elected terms, an individual/organizational Board member must wait one (1) year before serving another elected term on the CoC Board.

Attendance and Quorum

Board Members may not miss more than two consecutive or three total, unexcused CoC Board meetings during their term year. The presence of a majority of Board Members will be a quorum and sufficient to conduct business at CoC Board meetings.

Meeting Procedures and Decision Making

The SB CoC Rules of Decorum, founded on the principles of Roberts Rules of Order, will be followed to open, and close each meeting and to bring a motion to the floor. The CoC Board will operate on a consensus decision-making model. If consensus cannot be achieved, a decision will be made by a majority vote of those attending the meeting in which a quorum was initially present. Each Board Member with designated voting authority is eligible to vote on decisions being made when present at the meetings. Virtual participation will be allowed in accordance with the Brown Act. A majority of a quorum of the Board members present is necessary for resolutions or votes to pass.

The CoC Board may take an action without meeting the majority of a quorum when the Rule of Necessity is invoked. The common law Rule of Necessity (Rule) can be applied to Brown Act meetings. The Rule is codified in Government Code section 87101 to allow legally required participation when a quorum is lost due to conflicts of interest¹. The need for the Rule may be verified and invoked by Board Officers (Chair, Vice Chair, and Secretary/Collaborative Applicant). A record of the reason the Rule had to be invoked, and each action taken using the Rule will be created by the CoC Board and maintained by the Secretary/Collaborative Applicant. Use of the Rule should be rare. If invoked more than three (3) times in a calendar year, the Board will research the factors leading to the lack of an eligible voting quorum and will recommend actions to remedy the repeated need for invoking the Rule.

A record of each action taken without a CoC Board meeting will be created by the CoC Board and maintained by the Collaborative Applicant/Secretary.

Vacancies and Removal

Resignation by a member from the CoC Board must be in writing or via email and received by the Board Chair and the Collaborative Applicant. An announcement will be made

¹ See reference in County Counsel email of March 22, 2024.

regarding the open position at the next CoC Board and General Membership Meeting requesting nominations.

Expected vacancies occur through Board Seat rotation at the end of a representative's full term. When a representative resigns or is removed from the CoC Board and cannot serve a full term, the vacancy will be filled as quickly as possible. In the case of an appointed representative vacating a seat, the authority making the appointment will appoint a new representative. In the case of an elected representative vacating a seat, the Board Chair will nominate, and the CoC Board ratify by majority vote, his/her replacement to fill the unexpired portion of the term. The CoC Board should maintain a focus on promoting Board diversity as new members are added. After completing the partial term, the newly elected Board Member will be eligible to serve up to two consecutive terms of two (2) years each.

Board Members may be removed from the CoC Board for:

- Violations of the:
 - Code of Conduct;
 - Conflict-of-Interest policy; or
 - Attendance policy;
- Failure to:
 - Perform CoC Board duties; or
 - Comply with this Charter and/or applicable policies; or
- Other violations of the policies and procedures of the SB CoC.

Consideration of member removal will begin with a review of the potential violation by the CoC Chair, Vice Chair and Secretary. If the member under review is an officer (Chair, Vice Chair, or Secretary), they will recuse themselves from the review process. Upon completion of the review and consensus that the removal is warranted, the Board Member subject to removal will have the opportunity to resign and forego bringing the issue to the full Board for a vote. If the Board Member declines to resign, the Board Officers will present the issue to the CoC Board for review and vote. Removal of a Board Member requires a 2/3 vote of active Board Members, not including the vote of the member who is the subject of the removal proceedings. The process for replacement of a Member that is removed will follow paragraph one of this section above. If the Board Chair is removed, the Vice Chair will nominate the replacement and the CoC Board will ratify.

Duties and Responsibilities of CoC Board Members

In accepting the appointment or election to the CoC Board, members acknowledge they understand the role and responsibilities they are committing to and agree to make their Board Membership a priority. They further commit to:

- Support the Mission, Vision, and Goals as established in the CoC action plans;
- Offer their expertise to help ensure the success of the CoC system implementation;
- Work collaboratively with the other Board Members to ensure an understanding of all current agenda items and issues to be addressed to actualize system improvements;
- Ensure accountability, transparency, and responsiveness to community needs;
- Productively engage with jurisdictional/governmental stakeholders for cross-system leadership;
- Attend a majority of CoC-related community meetings to hear from and communicate

with the membership and stakeholders, and to help determine and track progress on goal achievement.

- Actively participate in at least one CoC Board committee or work group; and
- Adhere to the CoC Board's Code of Conduct, Conflict of Interest, and Confidentiality and Privacy policies.

Board Officers

The SB CoC Board will consist of three officers – Chair, Vice-Chair and Secretary. The Board of Directors will elect the Chair and Vice Chair, as needed, to fill a vacant seat at their first regular meeting of the fiscal year. The Chair and Vice Chair may not represent the same organization. The selected officers should possess strong leadership ability and personal characteristics that will lead to the greatest success in their roles. The CoC Board will strive to elect Officers who represent different sectors/constituencies. It is preferable that one position represents an agency that does not receive CoC funding, including recipients or subrecipients. The Secretary position will be a non-voting ex-officio and filled by a member of the Collaborative Applicant staff to provide administrative continuity.

The Collaborative Applicant will promptly announce election results to the membership by email.

Officer Terms

All Board Members can be elected to serve up to two consecutive two-year terms. Board Officers will be elected for a two (2) year term and are eligible to serve up to two consecutive terms within their term limits. The Board Chair and Vice Chair may complete their current term as an officer if their term as a Board member is reached while in office. After completing two (2) consecutive terms, an officer must wait one (1) year before serving another elected term as an officer of the CoC Board except in the case of the Vice-Chair, who is eligible to serve up to one additional consecutive term in the role of Chair regardless of that officer's Board term limit. An individual waiting a year from an officer position may, if elected and otherwise eligible, chair a committee during the interim year. An outgoing Board Chair may remain on the CoC Board for up to one year as a non-voting emeritus member regardless of term limits.

Duties

Chair

The Chair of the CoC Board is responsible for ensuring that the Board meets as scheduled and that the CoC Membership Facilitator convenes the Membership at least three (3) times annually. The Chair presides at the CoC Board meetings. The Chair will sign required and/or necessary documents on behalf of the SB CoC, except as provided elsewhere in the Charter for the Collaborative Applicant/Administrative Entity, the HMIS Lead Agency, and the CES Lead. In collaboration with the Vice Chair and Secretary and in consultation with the Board Members, the Chair is responsible for setting the Board meeting agenda. The Chair will provide direction and leadership, along with the Board, to ensure that all functions of the SB CoC are carried out. The Chair will ensure meaningful participation and adequate time for presenters to share information and members to process the information and seek clarity. The Chair has the responsibility for holding Board Members accountable for their individual roles and commitments.

They also act as a liaison to the Public Entity Stakeholder's Advisory Committee **or** other governmental stakeholder groups. The Chair will be authorized to speak, or assign someone to speak, publicly on behalf of the CoC.

Vice-Chair

The Vice Chair will support the Chair. In the absence of the Chair, the Vice Chair assumes the Chair's duties. The Vice Chair will perform other duties as designated by the CoC.

Secretary

The Secretary is responsible for keeping accurate records of the acts, proceedings, and attendance of all meetings of the CoC Board and full membership meetings. Responsibilities include recording actions taken without a meeting. They will have (or designate) the responsibility for giving notice of meeting dates, times, and locations, managing the attendance rolls, maintaining the roll of eligible voters, and collecting the official minutes of other CoC related meetings, including standing and ad hoc committees. The Secretary is responsible for ensuring the meeting minutes are posted on the CoC website in a timely manner. The Secretary will provide support to the Board Chair and Vice Chair as necessary and may chair CoC meetings in the absence of both the Chair and the Vice Chair. This position will be assigned by a senior leader from the Collaborative Applicant entity and is a non-voting Board Member.

Vacancies and Removal (Officers)

When the elected CoC Board Chair or Vice Chair resigns or cannot serve a full term for any reason, the remaining Board Members will call a special election to fill the unexpired term.

In the rare instance that a Board Members may be removed for cause, a Board Member removal process will be invoked. This process will begin with internal CoC Board action to remedy the cause, before elevating the issue to the Membership, Counsel, or law enforcement as warranted.

Roles and Responsibilities

Roles and responsibilities of the CoC Board include the following:

- **Regulatory Roles and Responsibilities:** Identified through federal and state regulation.
- **Locally Defined Roles and Responsibilities:** Delegated by the Membership.

There are three basic levels of responsibility:

- **Authority/Oversight:** Provides authority or oversight of a specific activity. Authority indicates the group with a formal vote as the responsible/approving body. Oversight indicates that reports and information will be provided to this body by another component.
- **Lead:** Charged with leading the action to implement the responsibility in accordance with the HUD regulations, CoC policies, and procedures. The Lead works closely with support structures to realize the vision for CoC system of care. The Lead works collaboratively within the structure to coordinate and operationalize the area of responsibility.
- **Support:** Is consulted and/or an active participant in carrying out a HUD regulation in

collaboration with other structures and systems. These entities join the Lead in taking the action by providing expertise, information, and/or commitment to implementation.

Roles and Responsibilities of the CoC Board

The following table identifies **Regulatory Roles and Responsibilities** of the CoC Membership as per Title 24 of the Code of Federal Regulations (CFR), and is organized by Level of Responsibility:

Level of Responsibility	Activity	Implementation/Operation
Authority/ Oversight	Hold meetings of the full Membership with published agendas at least semi-annually §578.7(a)(1)	<ul style="list-style-type: none"> Ensures Membership meetings are scheduled by the CoC Facilitator. Collaborates with Membership leaders regarding meeting agendas.
	Make an invitation for new members to join publicly available at least annually §578.7(a)(2)	<ul style="list-style-type: none"> Ensures the Membership makes a public call for members at least annually.
	Appoint committees, subcommittees, or workgroups as deemed necessary §578.7(a)(4)	<ul style="list-style-type: none"> Appoints groups in accordance with established policies to accomplish responsibilities. Receives/oversees Board subcommittee reports.
	Consult with the Collaborative Applicant and HMIS Lead Agency to develop, follow, and annually update a Governance Charter that includes all HUD-required components §578.5(a)(5)	<ul style="list-style-type: none"> Consults with the Collaborative Applicant and HMIS Lead to develop the Charter. Ensures the Charter meets all HUD requirements. Announces the results of the CoC Charter actions to the Board.
	Consult with CoC recipients and subrecipients to establish performance targets, monitor performance, evaluate outcomes, and take action against poor performers	<ul style="list-style-type: none"> Oversees consultation with CoC recipients and sub recipients. Uses subcommittees or standing committees in collaboration with the Collaborative Applicant to set

	§578.5(a)(6)	<p>standards and performance monitoring requirements.</p> <ul style="list-style-type: none"> • Votes to adopt the results of the consultation process.
	<p>Consult with recipients of ESG program funds to establish and operate a Coordinated Entry System (CES) in accordance with HUD standards §578.5(a)(8)</p>	<ul style="list-style-type: none"> • Oversees the consultation with the HMIS Lead and ESG recipient jurisdictions. • Votes to establish the CES system design, policies, and procedures. • Receives CES reports. • Oversees the required annual review. • Assesses the operation by the CES Lead in partnership with the Collaborative Applicant. • Develops the CES Lead MOU in consultation with Collaborative Applicant.
	<p>Designate an eligible applicant to manage the HMIS, referred to as the HMIS Lead Agency §578.5(b)(2)</p>	<ul style="list-style-type: none"> • Selects the HMIS Lead Agency in accordance with procurement and established policies. • Receives HMIS reports and data standards from the HMIS Lead. • Oversees HMIS Lead Agency performance as described in the HMIS MOU).
	<p>Ensure consistent participation in HMIS by CoC, ESG and State-funded CoC project recipients and subrecipients §578.5(b)(4)</p>	<ul style="list-style-type: none"> • Receives reports, data, and HMIS standards and policies from the HMIS Lead Agency. • Ensure participants are supported by the Collaborative Applicant and ESG recipient jurisdictions.
	<p>Ensure HMIS is administered in compliance with HUD standards and policies §578.5(b)(5)</p>	<ul style="list-style-type: none"> • Assesses HMIS implementation. • Reviews compliance with HUD standards. • Develops and authorizes an MOU with the HMIS Lead Agency (supported by Collaborative Applicant).
	<p>Coordinate the implementation of a housing and services system, including at a minimum:</p> <ul style="list-style-type: none"> • Outreach, engagement, and assessment • Shelter, housing, and support services • Prevention strategies §578.5(c)(1) 	<ul style="list-style-type: none"> • Establishes policies. • Oversees system design. <p>The Membership is responsible for implementation and is supported by the Collaborative Applicant.</p>
	<p>Plan and conduct a Point-In-Time (PIT) Count throughout the CoC geographic area at least biennially §578.5(c)(2)</p>	<ul style="list-style-type: none"> • Authorizes the PITC and implementation plan. • Collaborates with HMIS Lead for submittal in HUD Data Exchange (HDX).
	<p>Conduct an annual gaps analysis of needs and services in the CoC geographic area §578.5(c)(3)</p>	<p>Authorizes and plans the gaps analysis.</p>
	<p>Provide information required to complete the Consolidated Plan(s) in the CoC geographic area §578.5(c)(4)</p>	<ul style="list-style-type: none"> • Ensures compliance with HUD requirements. • Implements the process of providing information the jurisdictions through

		the Collaborative Applicant, supported by subcommittees and others as needed to gather and report data.
	Consult with State and local government ESG program recipients to plan the allocation of funds and report on and evaluate the performance of subrecipients §578.5(c)(5)	<ul style="list-style-type: none"> • Implements through the Collaborative Applicant. • Receives information. • Approves release of data. • Supported by ESG area representatives.
Authority/ Oversight (in collaboration with ESG recipients)	Consult with recipients of ESG program funds to establish and consistently follow written standards for providing assistance §578.5(a)(9)	<ul style="list-style-type: none"> • Oversees consultation with the ESG recipient jurisdiction(s) • Votes on written standards (including policies and procedures) for setting system level priorities and providing assistance in compliance with regulation.
	<ul style="list-style-type: none"> • Evaluate outcomes of projects funded by CoC and ESG, as well as State-funded CoC homelessness projects • Make reports to the funding source as necessary §578.5(a)(7)	<ul style="list-style-type: none"> • Establishes the project evaluation process. • Ensures project implementation through the Collaborative Applicant and Subcommittee Lead; Consults with the ESG recipient jurisdiction(s) as necessary. • Reports results to the funding source.
Lead	Establish the Continuum of Care §578.5(a)	<ul style="list-style-type: none"> • Collaborates with the Membership to establish a regionwide membership. • Reviews the membership roster for inclusion of relevant/required stakeholders.
	Establish a CoC Board that: <ul style="list-style-type: none"> • Is representative of the relevant organizations and of projects serving homeless subpopulations, and • Includes homeless or formerly homeless individuals. §578.5(b)	<ul style="list-style-type: none"> • Collaborates with the Membership to ensure annual review of the Board Membership to ensure inclusive representation using the processes identified in the Charter. • Ensures the Membership reviews the selection process at least once every five (5) years.
	Comply with HUD Conflict of Interest Requirements §578.95 (b)	Ensures implementation of CoC Policy with support from the Collaborative Applicant.

The following table identifies **Locally Defined Roles and Responsibilities** of the CoC Membership:

Level of Responsibility	Activity	Implementation/Operation
Authority/ Oversight	Review the performance of HMIS and CES	Annually review the performance of HMIS and CES based on the terms of the written MOUs and HUD guidance, as applicable.
	Consult with the public entity/ governmental advisory group and ESG recipients to establish and consistently follow written standards for providing assistance	Ensure on-going consultation with ESG recipients with the Collaborative Applicant as the Lead Entity.

Lead	Ensure review the performance of the Collaborative Applicant	Annually ensures the review of the performance of the Collaborative Applicant and Administrative Entity in accordance with the MOU.
	MOU with CES, Collaborative Applicant, Administrative Entity	Establish through an MOU, the authorities delegated to the CoC Lead Agency to act as the Collaborative Applicant and Administrative Entity.
	Memorandum of Understanding	Designate an HMIS Lead Agency that is ratified by the CoC Membership.
	Consult with State and local government ESG recipients to plan the allocation of funds and report on and evaluate performance of subrecipients.	Partner with HMIS, CES, the Collaborative Applicant and ESG recipients to plan, review, and evaluate performance of recipients of CoC-allocated ESG and State funds. (Upon request, may support ESG recipients review of CoC direct fund recipient agencies.)
Support	CoC Committees and Workgroups	Supports committees and workgroups as identified and requested by the CoC.



Office of Homeless Services

560 East Hospitality Lane, Suite 200 • San Bernardino, CA 92415-0044

Phone: (909) 501-0610 • Fax: (909) 501-0622

Email: homelessrfp@hss.sbcounty.gov • Website: <http://www.sbcounty.gov/sbchp>

Report Name

Date January 22, 2025

Presenter Annette Florez

Announcements OHS Updates

Announcements

Request for Proposal (RFP) OHS 23-04 Continuum of Care Financial Management Development and Technical Assistance

On October 11, 2024, OHS released an RFP for financial management development and technical assistance services to homeless services providers.

A total of three submissions were received. Evaluations for the RFP have concluded and the evaluation committee has selected TDA Consulting, Inc.

Next steps will include providing the vendor a tentative and conditional award notice and beginning contract negotiations.

New Programs funded by accrued interest on the California Emergency Solutions and Housing and Homeless Assistance and Prevention Funds

On December 17, 2024, Board of Supervisors approved and authorized \$1,004,697 in accrued interest to fund the following programs:

- Housing Stability and Landlord Partnership Program – allocate \$779,465 for this program aimed at encouraging landlords to rent to individuals and families experiencing or at risk of homelessness by offering financial incentives and support. Incentives include a signing bonus, eviction prevention funds, security deposit assistance, a rent guarantee fund, damage mitigation funds, and vacancy loss payments.
- Transportation Initiative – allocate \$50,000 for this initiative. The program aims to connect homeless individuals with essential resources, including housing agencies, shelter locations, medical services, Social Security offices, job placement centers, and assistance with transportation to return to their home communities if necessary.
- Reentry and Restitution Program – allocate \$25,000 for this program that will help reduce housing barriers for the homeless and focus on addressing outstanding court fines and debts that prevent individuals from securing stable housing.
- Pet Foster and Sheltering Program – allocate \$25,000 for this program to provide temporary, safe housing for pets while their owners transition from homelessness into stable housing. The program would work in collaboration with animal shelters, foster homes, and local animal advocacy organizations to ensure that pets are cared for during this critical period.



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Report Name

Date January 22, 2025

Presenter Paul Fournier

Announcements New CoC Board Updates

Category	CoC Board Member
Board of Supervisors	Supervisor Joe Baca Jr.
Community Revitalization	Carrie Harmon
Dept. Human Services	Diana Alexander
Superintendent of Schools	Tyrese Crawford
Government Seat appointment	Acquanetta Warren
Stakeholder City Representative	David Rabindranath
Member At-Large - Consumer	Eunice Abel
Member At-Large - Consumer	Wayne Hamilton
Member At Large	Erika Lewis-Huntley
Member At Large	Paul Fournier
Member At Large	Sandra Ibarra
Member At Large	Shanikqua Freeman
Member At Large	Karen Young-Lowe
Member At Large	Mike Jones
Service Provider	Sue Walker
Service Provider	Antoinette Jackson
Service Provider	Lakita Johnson
Service Provider	Marisela Manzo
Service Provider	Kameron Grosvenor



**County of San Bernardino
Office of Homeless Services**

Item# 7

560 E. Hospitality Lane, Suite 200 • San Bernardino, CA 92415-0044
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2025 Point In Time Count (PITC) Update

Date January 22, 2025

Presenter Erika Lewis-Huntly, Chair, PITC Oversight Committee

Announcements The table below lists the announcements for today’s meeting.

Announcements	
<ul style="list-style-type: none"> • The command center for the PITC will be at the County Government Center. • PITC Volunteer trainings were completed as of January 21. In total OHS with ITD conducted 19 trainings (14 virtual trainings, 5 in-person training). • More than 4,000 hygiene backpacks, 500 vests were boxed and distributed to the cities and agencies for the PITC. • Volunteers – As of today we have over 600 registered volunteers. Registration closed on January 21. 	
<p>Breakdown of registered volunteers as of 1/15/2025 **Final volunteer numbers will be totaled for each city after the count is conducted and sign-in sheets are returned.</p>	
<ul style="list-style-type: none"> • Adelanto - 9 • Apple Valley - 16 • Barstow - 5 • Bloomington - 2 • Chino - staff • Chino Hills - staff • Colton - 13 • Fontana - 73 • Grand Terrace – staff • Hesperia – staff • Highland - Staff • Loma Linda – staff • Montclair – staff • Needles - staff 	<ul style="list-style-type: none"> • Muscoy - 6 • Ontario - 61 • Rancho Cucamonga – doing their own recruitment. • Redlands - 98 • Rialto - 37 • San Bernardino - 181 • Twenty-nine Palms - 10 • Unincorporated Mountain Communities - 11 • Upland - 27 • Victorville - 63 • Yucaipa – 10 • Yucca Valley – 23
<p>OHS will be conducting a volunteer survey in February for feedback on the experience of volunteering for the PITC.</p>	

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF FINANCIAL ASSISTANCE**

651 Bannon Street, Suite 400
Sacramento, CA 95811
(916) 263-2771
www.hcd.ca.gov



December 31, 2024

MEMORANDUM FOR: All Potential Applicants

FROM: Jenny Cho, Deputy Director
Division of Federal Financial Assistance

SUBJECT: **Emergency Solutions Grants Program
2024 Notice of Funding Availability**

The California Department of Housing and Community Development (Department/HCD) is pleased to announce the availability of approximately \$39 million in federal funds for the Emergency Solutions Grants (ESG) program, of which approximately \$12 million will be available with FY2024 funds; approximately \$12 million may be available with estimated FY2025 funds; approximately \$12 million may be available with estimated FY2026 funds; and approximately \$3 million in disencumbered funds. Funding for this NOFA is made available pursuant to Subtitle B of Title IV of the McKinney-Vento Homeless Assistance Act.

ESG funding is awarded to Eligible Applicants recommended by local Continuums of Care and may be used for five program components: Street Outreach, Emergency Shelter, Homelessness Prevention, Rapid Rehousing, and Homeless Management Information System (HMIS); as well as Administrative Activities, as defined in the ESG Program Final Guidelines and NOFA.

Complete applications and required documentation must be received by the Department no later than **5:00 P.M. Pacific Daylight Time (PDT) on Friday, March 28, 2025**. Any application received after this time will not be accepted. Applications that do not meet the filing deadline will not be eligible for funding. Applications under this NOFA must be completed through the eCivis portal webpage (https://gn.ecivis.com/GO/gn_redir/T/vyjsqf2kekyx). Paper binder applications will no longer be accepted or required.

Applicants are encouraged to set up profiles in the eCivis Grants Management System portal located at <https://portal.ecivis.com/#/login> as early as possible. Profile set-up instructions can be found in the eCivis Grants Management System, External User Manual on the ESG webpage at <https://www.hcd.ca.gov/grants-funding/active-funding/esg.shtml>. If you have trouble logging into the portal or have questions on how to complete the online application, please contact the Department at ESGNOFA@hcd.ca.gov.

To receive ESG FAQs and other program information and updates, please subscribe to the Federal Programs listserv at https://www.hcd.ca.gov/i-am/sub_email.shtml.

For questions, or assistance, please email ESGNOFA@hcd.ca.gov.

Federal Emergency Solutions Grants Program 2024 Notice of Funding Availability



**Gavin Newsom, Governor
State of California**

**Tomiquia Moss, Secretary
Business, Consumer Services and Housing Agency**

**Gustavo Velasquez, Director
California Department of Housing and Community Development**

651 Bannon Street, Suite 400, Sacramento, CA 95811
ESG Program Email: ESGNOFA@hcd.ca.gov

December 31, 2024

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1. Overview

A. Notice of Funding Availability

The California Department of Housing and Community Development (Department/HCD) receives funding from the United States Department of Housing and Urban Development (HUD) for the Emergency Solutions Grants (ESG) program and allocates funds to eligible Continuum of Care (CoC) service areas. This Notice of Funding Availability (NOFA) includes approximately \$39 million in federal ESG funds, of which approximately \$12 million will be available with FY2024 funds; approximately \$12 million may be available with estimated FY2025 funds; approximately \$12 million may be available with estimated FY2026 funds; and approximately \$3 million in disencumbered funds. Funding will be allocated to eligible CoC service areas listed in [Appendix A](#).

Applicants are responsible for administering ESG funds in collaboration with the local CoC for its respective CoC service area. This NOFA also provides documentation requirements for Service Providers approved to administer available ESG funding.

All references to the “State” are references to the State of California. All references to ESG funding reference federal ESG funds administered by the Department, unless otherwise noted.

The ESG Program provides funding for the following objectives:

- Engaging individuals and families experiencing homelessness.
- Improving the number and quality of Emergency Shelters (ES) for individuals and families experiencing homelessness by helping to operate these shelters and by providing essential services to shelter residents.
- Rapidly re-housing individuals and families experiencing homelessness.
- Preventing families/individuals from becoming homeless.

B. Authorizing Legislation and Regulation Authority

This NOFA should be read in conjunction with the following regulations, statutes, and plans, which establish state and federal ESG requirements, all of which may be amended from time to time:

- Federal Emergency Solutions Grants, as amended, 42 U.S.C.11371-11378 *et. seq.*
<https://uscode.house.gov/view.xhtml?path=/prelim@title42/chapter119&edition=prelim>;
- Federal ESG Regulations (24 C.F.R. Part 576)
<https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-576/subpart-B/section-576.102>;

- Annual Action Plan Requirements (24 C.F.R. Part 91) <https://www.ecfr.gov/current/title-24/subtitle-A/part-91>;
- Environmental Reviews (24 C.F.R. Part 58) <https://www.ecfr.gov/current/title-24/subtitle-A/part-58>;
- [ESG Program Interim Rule](#);
- [Chronically Homeless Definition Final Rule](#);
- [Homeless Definition Final Rule](#);
- [2 C.F.R. Part 25, Appendix A to Part 25](#), relating to Office of Management and Budget (OMB) award requirements;
- ESG Program Final Guidelines, as may be amended from time to time; and
- State of California 2024-2025 Annual Action Plan <https://www.hcd.ca.gov/policy-and-research/plans-and-reports>

Other helpful resources, including HUD policy guidance for the ESG Program can be found at <https://www.hudexchange.info/programs/esg/>.

Several of the terms used in the ESG NOFA have specific meanings defined by state guidelines and/or federal regulations. When reviewing this NOFA and the application forms, carefully review the regulations for further defined terms. If state or federal statutes or regulations, or other laws, policies, or procedures governing ESG or its funding are modified by Congress, HUD, the State Legislature, or the Department prior to completion of work to be done pursuant to awards made in connection with this NOFA, the changes may become effective immediately and apply to funded activities. Any inconsistencies between this NOFA and state guidelines or federal regulations will be resolved in favor of applicable regulations.

The Department reserves the right at its sole discretion to suspend, amend, and/or supplement the provisions of this NOFA from time to time. If such action occurs, the Department will notify interested parties through the Department's ESG Listserv (<https://www.hcd.ca.gov/contact-us/email-signup>).

Awards made under this NOFA are also contingent upon the Department receiving an annual grant agreement from HUD.

C. Program Timeline

The following table summarizes the anticipated ESG Program timeline. The Department reserves the right to modify the projected timeline at any time. Any changes to the timeline will be communicated through the Department's ESG Listserv (<https://www.hcd.ca.gov/contact-us/email-signup>).

ESG Program Final Guidelines Release Date	December 10, 2024
2024 ESG NOFA Release Date	December 31, 2024
Application Release Date Acceptance Period Begins	January 31, 2025
Application Deadline	March 28, 2025 (5:00 P.M. PDT)
Award Announcements	Approximately July 2025
Standard Agreement Amendment #1¹ (2025 – 2027)	Approximately October 2026
Standard Agreement Amendment #2² (2026 – 2028)	Approximately October 2027
2027 ESG NOFA Release Date	Approximately October 2027

D. New ESG Guidelines and Summary of Major Changes

Senate Bill 197 (2021-2022) and Assembly Bill 1978 (2021-2022) include amendments to the Health and Safety Code [HSC 50899.1 - 50899.8], giving the Department new authorizations, including, but not limited to, the ability to adopt program guidelines for the federal ESG Program (replacing the existing ESG State Regulations).

Three-Year Estimated Amount of Funding and Multi-Year Contracts

The State anticipates that HUD will continue to allocate ESG funding to the Department on an annual basis. Once HUD signs the grant agreement with the Department, the 24-month period of performance begins. Prior to the publication of the ESG Program Final Guidelines, the Department issued two annual NOFAs (Continuum of Care and Balance of State allocations), two applications and two Standard Agreements for each Annual Funding Cycle.

Moving forward, the Department now plans on issuing one ESG NOFA every three years, capturing all three years of estimated HUD funding in one application and Standard Agreement. Applicants awarded under this 2024 ESG NOFA will enter into one Standard Agreement (contract) that identifies the following Annual Funding Cycles:

¹ Conditioned upon receipt by the State of potential future funding from HUD for the specified 2025 funding year.

² Conditioned upon receipt by the State of potential future funding from HUD for the specified 2026 funding year.

- 1st Annual Funding Cycle (initial contract) – 2024 – 2026
Please note that the initial Annual Funding Cycle has an expenditure period of 21 months instead of the regular 24 months.
- 2nd Annual Funding Cycle (subsequent amendment) – 2025 – 2027
- 3rd Annual Funding Cycle (subsequent amendment) – 2026 – 2028

For each Annual Funding Cycle under this NOFA, the Department will execute a Standard Agreement (or amendment for subsequent years) and will:

- Request updates to the Authorizing Resolution included with the Contractor’s 2024 application;
- Issue an award identifying the Contractor’s annual allocation for the Annual Funding Cycle;
- Require signed acceptance (or rejection) of the new annual allocation by the entity/person identified in the original or revised Authorizing Resolution; and
- Require completion of a new budget for each new Annual Funding Cycle and allocation.

Amendments for Subsequent Annual Funding Cycles

Funding for each subsequent Annual Funding Cycle under the Standard Agreement will be completed through a contract amendment process. Subrecipients with active contracts under this NOFA will receive notification from the Department for the updated allocations for the Annual Funding Cycles 2025 – 2027 and 2026 – 2028, once HUD has signed the grant agreement with the Department. Section 300 of the ESG Program Final Guidelines further details requirements for Standard Agreements and subsequent amendments. Pursuant to Section 306 of the ESG Program Final Guidelines, a Contractor may request to change the selected Service Provider and/or line-item changes (must be less than 25 percent of the awarded budget), which will be captured through a contract amendment process.

Method of Distribution

Prior to the publication of the ESG Program Final Guidelines, the Department issued two annual NOFAs separated into three types of funding: Continuum of Care allocation, Balance of State (BoS) allocation and Balance of State competitive allocations. This 2024 ESG NOFA’s method of distribution will reflect the following changes:

- Removal of BoS and Continuum of Care NOFAs allocations;
- Removal of BoS competitive and non-competitive funding pools; and
- Removal of the three Geographic Regions (Bay Area, Central and Southern/Imperial)

Instead, one allocation will be used to calculate the estimated funding for each of the 40 eligible Continuums of Care (CoCs). NOTE: This allocation does not include San Francisco, Pasadena, Glendale, and Long Beach.

The formula allocation will be calculated using the current annual funding year and multiplied by three (3) to arrive at the estimated funding amount. The formula allocation will be calculated using the formula factors outlined in Section 200(b) of the ESG Program Final Guidelines. Pursuant to Section 200(b)(3) of the ESG Program Final Guidelines, the Department may adjust the weighting of these factors for the first Annual Funding Cycle, to provide a transitional adjustment period for CoCs. In addition, the Department may cap funds available to a Service Area (Los Angeles) in order to achieve a greater geographic balance of the funds among all eligible CoCs in the State.

The formula allocation will be calculated for the three Annual Funding Cycles in this NOFA:

- Annual Funding Cycle #1 (2024 – 2026);
- Annual Funding Cycle #2 (2025 – 2027); and
- Annual Funding Cycle #3 (2026 – 2028)

NOTE: Year 2029 is added to this NOFA to allow time for Contractors to clear monitoring findings identified under this Standard Agreement, which has a term of five (5) years.

Emergency Shelter – Night-by-Night Shelters

Effective with this 2024 ESG NOFA, the Department will no longer fund ES (Night-By-Night/“NBN”) projects (with minimum or maximum lengths of stay). NBN shelters are typically high-volume shelters where a large proportion of clients spend one night at the shelter on an as needed or irregular basis. The ESG Program will continue to fund ES projects that require or strongly encourage a continuous stay while a client resolves their experience of homelessness.

A one-time waiver to this prohibition may be granted, only in the event that an ES (NBN) project is a community’s only shelter available. There must be a plan to convert the ES (NBN) into an ES (Entry/Exit) project in the near future. The Department reserves the right to review any waiver requests on a case-by-case basis and make a final determination at the Department’s sole discretion.

An Emergency Shelter Manual has been developed and is available to all ESG CoCs and Stakeholders for guidance on operating ES programs. Please see the ESG Webpage (Resources): <https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/esg/esg-emergency-shelter-policy.pdf>

Environmental Review for Units of General-Purpose Local Government (Sections 205 and 207(d) of the ESG Program Final Guidelines)

According to the requirements in the HUD Grant Agreement, Applicants for assistance that are units of general local government must agree to assume responsibility for environmental review, decision-making, and action under 24 C.F.R. Part 58, “Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities” and shall comply with the environmental requirements of 24 C.F.R. Part 58, including 24 C.F.R. § 58.4 “Assumption Authority.” If awarded funding, the obligation of funds and incurring of costs will be conditioned upon Applicants’ compliance with 24 C.F.R. Part 58, and completion by

the Department of all applicable review and approval requirements as specified in 24 C.F.R. § 58.18.

The Applicant, its Service Providers, and any Subcontractors of the Applicant or its Service Provider, may not acquire, rehabilitate, convert, lease, repair, dispose of, demolish, or construct property for a project, or commit or expend ESG or local funds for eligible activities under this part, until the Applicant has performed an environmental review under 24 C.F.R. Part 58 and the Applicant has received Department approval if required by the level of environmental review.

In accordance with 24 C.F.R. § 58.22, "Limitations on activities pending clearance" neither an Applicant nor any Service Provider in the development process, including public or private nonprofit or for-profit entities, or any of their Contractors, may commit HUD assistance under a program listed in 24 C.F.R. § 58.1(b) on an activity or project until the environmental review process is complete and if required, the Department has approved the Applicant's HUD Form 7015.5 "Request for Release of Funds and Certification" (RROF) and issued HUD Form 7015.16, "Authority to Use Grant Funds."

Neither the Applicant nor any Service Provider in the development process may commit non-HUD funds or undertake an activity or project that would have an adverse environmental impact or limit the choice of reasonable alternatives. Upon completion of environmental review, the Department shall notify Applicant. HUD funds shall not be utilized before this requirement is satisfied. Violation of 24 C.F.R. Part 58 may result in disapproval, modification, or cancellation of the ESG Grant.

If awarded funding and if a project or activity is exempt under 24 C.F.R. § 58.34, "Exempt activities" or is categorically excluded (except in extraordinary circumstances) under 24 C.F.R. § 58.35(b) "Categorical exclusions not subject to 24 C.F.R. § 58.5," no RROF is required, and the Applicant may undertake the activity immediately after providing documentation to the Department of its determination that each activity or project is exempt or categorically excluded. The Applicant remains responsible for carrying out any applicable requirements under 24 C.F.R. § 58.6, "Other Requirements" and must provide documentation to the Department at the time of grant monitoring of its compliance with this section of 24 C.F.R. Part 58.

If awarded funds, the Applicant is also subject to the provisions of the California Environmental Quality Act (CEQA). The Standard Agreement will require that the Contractor assumes responsibility to fully comply with CEQA's requirements.

Environmental Review for Non-Profits (Sections 205 and 207(d) of the ESG Program Final Guidelines)

The Applicant shall comply with the environmental requirements of 24 C.F.R. Part 58. The obligation of funds and incurring of costs is hereby conditioned upon compliance with 24 C.F.R. Part 58 and completion by the Department and HUD of all applicable review and approval requirements.

The Applicant shall supply all available, relevant information for its activities as well as the activities of all Service Providers, Subrecipients (Subrecipient) and/or Subcontractors, necessary for the Department to perform the appropriate level of environmental review as required under 24 C.F.R. Part 58. The Applicant shall also

carry out any required environmental mitigation measures which result from the environmental review and provide documentation to the Department to demonstrate that the mitigation measures have been fully implemented. HUD may eliminate from consideration any application that would require an Environmental Impact Statement (EIS).

The Applicant, its Service Providers, or any Subcontractor of the Applicant or its Service Provider, may not acquire, rehabilitate, convert, lease, repair, dispose of, demolish, or construct property for a project, or commit or expend ESG or local funds for eligible activities under this part, until the Department has completed, and HUD has approved, if required by the level of review, the environmental review under 24 C.F.R. Part 58 and until HUD has issued HUD Form 7015.16 "Authority to Use Grant Funds" based on the Department's submission of HUD Form 7015.15, "Request for Release of Funds."

In accordance with 24 C.F.R. § 58.22, neither an Applicant nor any Service Provider in the development process, including public or private nonprofit or for-profit entities, or any of their Contractors, may commit HUD assistance under a program listed in 24 C.F.R. § 58.1(b) on an activity or project until completion of the environmental review.

Neither an Applicant nor any Service Provider in the development process may commit non-HUD funds or undertake an activity or project that would have an adverse environmental impact or limit the choice of reasonable alternatives. Upon completion of environmental review or receipt of environmental clearance, the Department shall notify Applicant. HUD funds shall not be utilized before this requirement is satisfied. Violation of the provisions of 24 C.F.R. Part 58 may result in disapproval, modification, or cancellation of the ESG Grant.

If awarded funding and if a project or activity is exempt under 24 C.F.R. § 58.34, "Exempt activities" or is categorically excluded (except in extraordinary circumstances) under 24 C.F.R. § 58.35(b) "Categorical exclusions not subject to 24 C.F.R. § 58.5", no RROF is required, and the recipient may undertake the activity immediately after the Applicant has been notified by the Department of its determination that each activity or project is exempt or categorically excluded and a funding award has been made. The Applicant remains responsible for carrying out any applicable requirements under 24 C.F.R. § 58.6, "Other Requirements" and must provide documentation to the Department prior to commitment of HUD funds for any activity of compliance with 24 C.F.R. § 58.6.

If awarded funding, the Standard Agreement is subject to the provisions of the California Environmental Quality Act (CEQA) and the Applicant agrees to assume responsibility to fully comply with CEQA's requirements.

Match Policy (24 C.F.R. § 576.201; Sections 209 and 210 of the ESG Program Final Guidelines)

Awardees must make matching contributions in an amount that equals the amount of federal ESG funds awarded. The Department will request documentation as part of its monitoring to determine the sources and amounts used to meet the federal ESG matching requirement. The only exception allowed is outlined in Section 210 of the ESG Program Final Guidelines.

Applicants interested in applying for the match exemption must submit the request and required documentation at the time of application submission via eCivis.

NOTE: The exemption request is only valid for the term of the Standard Agreement; no other funding year(s) will apply under this application. Information noted below is not all inclusive. For specific details on the Department ESG match policy, please read the ESG Program Final Guidelines and the “ESG Match Policy” document (<https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/esg/cahcd-esg-match-policy.pdf>) on the Department’s webpage.

Match Exemption Score

Under each fiscal year’s (FY’s) annual ESG allocation, the Department is not required to match the first \$100,000 allocated. The Department is required to pass this benefit to the Subrecipient or Subrecipients who are least able to provide match.

The Department uses its annual Subrecipient ESG application process to determine which Subrecipient(s) will receive the match exemption via the following process. Each Subrecipient’s application will receive a “Match Exemption Score” (up to a maximum of 10 points), which is calculated as follows:

Points	Category
2 points	<p>Subrecipients, which are considered rural and therefore disproportionately likely to be under-resourced:</p> <p>Marin County CoC; Napa City & County CoC; Vallejo/Solano County CoC; Watsonville/Santa Cruz City & County; Davis/Woodland/Yolo County CoC; El Dorado County CoC; Imperial County CoC; Inyo, Mono, Alpine Counties CoC; Merced City & County CoC; Roseville/Rocklin/Placer County CoC; Santa Maria/Santa Barbara County CoC; Visalia, Kings, Tulare Counties CoC; Nevada County CoC; Amador, Calaveras, Tuolumne, and Mariposa Counties CoC; Chico/Paradise/Butte County CoC; Colusa, Glenn, Trinity Counties CoC; Humboldt County CoC; Lake County CoC; Mendocino County CoC; Redding/Shasta, Siskiyou, Lassen, Plumas, Del Norte, Modoc, Sierra Counties CoC; Tehama County CoC; Yuba City & County/Sutter County CoC</p> <p>The Department reserves the right to amend this list at its discretion.</p>
3 points	<p>Subrecipients that meet either of the following criteria:</p> <ul style="list-style-type: none"> • During the annual monitoring process, the Department reported a concern or

	<p>finding related to the Subrecipient's difficulty producing the necessary level of match; or</p> <ul style="list-style-type: none"> • During the previous year, the Subrecipient provided 75% or less of its match requirements.
Up to 5 points	<p>Subrecipients who indicate as part of the application that they would like to receive the match exemption; points will be awarded based on a short narrative in which Subrecipients will be asked to explain the circumstances that qualify them as unable to meet the match requirement, with more points being allocated to Subrecipients reporting greater relative need.</p>

If one Subrecipient receives the highest 'match exemption score,' that Subrecipient will receive the full \$100,000 match exemption. If multiple Subrecipients receive the highest 'match exemption score,' the match exemption will be split evenly among the highest-scoring Subrecipients at the Department's discretion.

The Department has final decision on which Subrecipient(s) benefit from the match exemption.

Approved Policies and Procedures (P&Ps) for all Awarded Activities

All Subrecipients are required to develop, implement, and submit written P&Ps at the time of application. Subrecipient P&Ps must fully detail how the program will be administered. All P&Ps will be reviewed and approved by the Department prior to submission of the first Request for Funds for reimbursement.

At minimum, P&Ps must include the following content pieces:

- Participant Triage
- Written Standards;
- Coverage Area;
- Coordinated Entry Integration;
- Participant Eligibility;
- Suite of Services;
- Staffing Patterns;
- Housing Problem-Solving;
- Diversion (Street Outreach and Emergency Shelter);
- Rapid Exit (Street Outreach and Emergency Shelter);
- Other Requirements;

- Termination and Appeals; and
- General Operations

Street Outreach Manual

<https://www.hcd.ca.gov/sites/default/files/2022-07/ESG-Street-Outreach-Policy.pdf>

Emergency Shelter Manual

<https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/esg/esg-emergency-shelter-policy.pdf>

Rapid Rehousing Manual

<https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/ESG-Rapid-Rehousing-Manual.pdf>

Homelessness Prevention Manual

<https://www.hcd.ca.gov/sites/default/files/docs/grants-and-funding/esg/cahcd-esg-homelessness-prevention-policy.pdf>

Milestones

Applicants that are awarded funding under this NOFA will be required to meet the following expenditure milestones. These performance milestones will be further outlined in the Standard Agreement. Section 200 of the ESG Program Final Guidelines details penalties for failure to meet deadlines, including expenditure deadlines.

Annual Funding Cycle 2024 - 2026	
Commitment of ESG Funds (Standard Agreement Execution)	Approximately August 2025
Expenditure Deadline (75%)	August 27, 2026 Maximum Recapture (as a percentage of total award) is the difference between 75% of the total award and the amount drawn in IDIS as of August 28, 2026.
Expenditure Deadline (100%)	September 26, 2026 Requests for reimbursement can occur until November 25, 2026. Maximum Recapture (as a percentage of total award) is the difference between 100% of the total award and the amount drawn in IDIS as of November 25, 2026.
Contract Deadline	5 years from Standard Agreement Execution

Annual Funding Cycle 2025 - 2027	
Commitment of ESG Funds (Standard Agreement Amendment #1 Execution)	Approximately 90 days from HUD-Department FY2025 Grant Agreement Execution
Expenditure Deadline (75%)	TBD (60 days before 100% expenditure deadline)
Expenditure Deadline (100%)	TBD (24 months from HUD-Department Grant Agreement Execution)
Contract Deadline	5 years from Standard Agreement Execution

Annual Funding Cycle 2026 - 2028	
Commitment of ESG Funds (Standard Agreement Amendment #2 Execution)	Approximately 90 days from HUD-Department FY2026 Grant Agreement Execution
Expenditure Deadline (75%)	TBD (60 days before 100% expenditure deadline)
Expenditure Deadline (100%)	TBD (24 months from HUD-Department Grant Agreement Execution)
Contract Deadline	5 years from Standard Agreement Execution

Advancing Racial Equity

Pursuant to direction from HUD, as provided at the links below, Contractors should prioritize the advancement of racial equity at all levels of the homeless response system. The Department asks Contractors to be leaders in their homeless response systems, facilitating partnerships among service organizations and promoting racial equity practices. Contractors must respond to disproportionality in access to services, service provision and outcomes. Contractors cannot simply rely on delivering a standardization of services to address equity. Contractors have the responsibility to examine their data to ensure all eligible persons receive equitable services, support,

and are served with dignity, respect, and compassion regardless of circumstances, ability, or identity.

When applying for ESG funds, Applicants should address:

- What are your community's racial demographics and the demographics of those within your homeless response system?
- In your community's captured data, what are the outcomes of the homeless response system based on race? What are your requirements for all Service Providers to analyze data to determine racial disparities and then put a plan in place to address them?
- How do underserved and marginalized communities learn about and enter ESG programming? What marketing and communication strategies are used to increase equitable access to ESG programming?
- How does your grant making process include prioritization for programs that are addressing the disproportionate impacts that homelessness has on communities of color, particularly Black, Latinx, Asian, Pacific Islander, and Native and Indigenous communities?
- How are the voices of Black, Latinx, Asian, Pacific Islander, Native and Indigenous communities, and those with lived experience of homelessness being centered in a meaningful, sustained way in creating effective approaches to reducing and ending homelessness? How are they involved in the funding decision-making process?
- How are these funds accessible to smaller and non-traditional organizations that have historically been serving communities of color but may not have previously participated formally in the CoC or be a part of the homeless Service Provider community, and how would these funds address the organizational capacity of organizations that are led by Black, Latinx, Asian, Pacific Islander, and Native and Indigenous people that support the goal of making homelessness rare, brief, and non-recurring?
- List your partner organizations that are addressing racial equity in the housing and homeless response system and how do you partner with them?

The Department will require Applicants to submit related racial and ethnic data metrics of the homeless population and those served by the COC service area from their Homeless Management Information System (HMIS) on a quarterly reporting basis.

The Department recommends that Contractors refer to and utilize the Racial Equity Tools available on the HUD Exchange to inform efforts to advance racial equity within the homeless response system. The tools are available at the following link: <https://www.hudexchange.info/resource/5787/coc-analysis-tool-race-and-ethnicity/>.

The Department also encourages Contractors to refer to the Increasing Equity in the Homeless Response System through Expanding Procurement Tool from the

HUD Exchange to help guide practices in this area at the following link:
<https://www.hudexchange.info/resource/6083/covid19-homeless-system-response-increasing-equity-in-the-homeless-response-system-through-expanding-procurement/>.

For more information, please refer to the Advancing Racial Equity and Fair Housing Learning Brief from the HUD Exchange at the following link:
<https://www.hudexchange.info/resource/6774/advancing-racial-equity-and-fair-housing-learning-brief/>.

II. **Program Requirements**

A. Eligible Applicants

An Eligible Applicant/organization means a Private Nonprofit Organization or a Unit of General-Purpose Local Government that provides or contracts with Private Nonprofit Organizations to provide Eligible Activities, as defined in 24 C.F.R. § 576.2. Eligible Applicants must meet all requirements as outlined in the ESG Program Final Guidelines.

Continuum of Care Applicant Selection Process

Each CoC may recommend up to two (2) eligible Applicants to apply for each NOFA. CoCs must submit the *HCD Recommendation Form*, located within a complete application that identifies the CoCs recommended Applicants, requested activities and amount of funding.

Pursuant to the ESG Program Final Guidelines, Section 202(b), Continuums of Care shall select up to two Eligible Applicants through a process that is consistent with the following requirements:

- Is a fair and open competition that avoids conflicts of interest;
- Follows the applicable procurement requirements of 2 C.F.R. Part 200;
- Evaluates provider capacity and experience, including the ability to deliver services in non-entitlement areas;
- Evaluates eligibility pursuant to Section 202(b) of the ESG Program Final Guidelines;
- Evaluates adherence to Housing First practices pursuant to Section 317 of the ESG Program Final Guidelines;
- Utilizes data and considers community input to identify unmet needs;
- Prioritizes activities that address the highest unmet need, considering other available funding and system wide performance measures;
- Considers project-level performance measures when evaluating proposals; and
- Collaborates with the local CoC.

B. Eligible Activities (24 C.F.R. § 576.101 - 576.107)

ESG funds may be used for five program components: Street Outreach, Emergency Shelter, Homelessness Prevention, Rapid Rehousing, and Homeless Management Information System (HMIS), in addition to Administrative Activities. Eligible Activities that may be funded under each component are set forth in 24 C.F.R. § 576.101 through 24 C.F.R. § 576.107.

A minimum of 40 percent of all Contractor's awarded contract/budget must include the Rapid Rehousing component.

Homelessness Prevention will be limited to no more than 10 percent of any awarded contract/budget and will not be awarded as a standalone activity.

ESG Shelter Operations funds may be used for maintenance activities that do not materially add to the value of the building/property; do not appreciably prolong the useful life of the building/property; and do not adapt the building/property to new uses. Examples of maintenance activities could include activities such as replacing a few shingles on a leaky roof; patching leaking pipes or plumbing; replacing a broken window; fixing a crack in a sidewalk; and filling potholes in a parking lot. Please note, the requirements of the [Build America, Buy America Act \(the Act/BABA\)](#) may apply to minor repairs. See Section IV of this NOFA for more information about BABA.

NOTE: Rental assistance payments provided as part of an RRH or HP activity under 24 C.F.R. § 576.106 cannot exceed HUD's Fair Market Rent (FMR) as provided under 24 C.F.R. Part 888 unless a waiver is granted by HUD and must comply with HUD's standard for rent reasonableness as established under 24 C.F.R. § 982.507.

The Department has asked HUD for a waiver of 2025 FMR and will notify applicants awarded funds if the waiver is granted. It is the Department's intent to request a waiver each year if there is a disparity between FMR and average rents in California's Continuum of Care service areas.

C. Amounts Available for Continuum of Care Activities

Eligible Administrative Activities are set forth in 24 C.F.R. § 576.108. The Department will share one percent of federal funds for all those awarded for direct administrative costs.

D. Eligible Costs

Contractors and recommended Service Providers must follow all Office of Management and Budget (OMB) Cost Principles and Generally Accepted Accounting Principles (GAAP), as listed in 2 C.F.R. Part 200. Costs charged to the ESG Program must be *allowable*, *allocable*, and *reasonable*. Shifting costs between awards to overcome funding deficiencies is not permitted.

Allowable costs must conform to any limitations or exclusions set forth in the federal

cost principles. Additionally, the ESG NOFA allowable costs must comply with the policies and procedures afforded all activities within the Contractor or Service Provider's organization and be treated consistently (whether as a direct or indirect cost). Finally, allowable costs must comply with the GAAP and the costs must be adequately documented.

Allocable costs are those treated consistently with other costs incurred for the same purpose in like circumstances. These costs must meet the requirements listed in 2 C.F.R. § 200.405.

Reasonable costs do not exceed in nature or amount of costs that would be incurred by a prudent person under the same or similar circumstances prevailing at the time a decision was made to incur the cost.

Eligible costs may be direct or indirect. These costs must be incurred for the same purpose in like circumstances and must be treated consistently as either direct or indirect costs.

Direct costs are those costs that can be identified specifically with a particular final cost objective (such as the ESG award) and can be directly assigned to an activity relatively easily with a high degree of accuracy.

Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective or activity. Contractors that allow Service Providers to seek reimbursement for indirect costs must comply with all OMB requirements, including 2 C.F.R. § 200.403 and Part 200 Appendix 4. Contractor records must include evidence of the modified total direct cost calculations, indirect cost limits, and supporting documentation for actual direct cost billing.

All eligible costs incurred after the date of the ESG award letter issued by the Department are reimbursable after full execution of the state Standard Agreement. Contractors shall not plan to expend any state ESG funds requiring reimbursement prior to the award letter. In addition, no funds shall be expended until any required environmental review process has been completed, if required under 24 C.F.R. Part 58.

E. Service Providers

The Department will monitor Contractors that have contracted with Service Providers to administer awarded activities to ensure the number of awards made are effectively managed. Monitoring of program performance is further outlined in Section 304 of the ESG Program Final Guidelines.

F. Threshold Requirements

An application must meet the following threshold requirements to be eligible for funding:

- Applicant must follow instructions in both the ESG Program Final Guidelines, this NOFA, and the online application. Failure to follow instructions will result in disqualification.
- The ESG application and all required attachments must be submitted to the Department through the eCivis Portal located at <https://portal.ecivis.com/#/login>. Applications must include all required information to be submitted.
- The application must be complete and received by the deadline specified in this NOFA.
- The Applicant is eligible as described in the ESG Program Final Guidelines and this NOFA.
- Proposed Activities are eligible pursuant to the ESG Program Final Guidelines and this NOFA.
- For any application proposing an ES Activity as set forth in 24 C.F.R. § 576.408, Applicants must have adequate and documented site control (as defined in the ESG Program Final Guidelines).
- The application must include a completed Authorizing Resolution (AR) on an acceptable Department-approved resolution template and approved by the Applicant's governing board as described in Section V of the NOFA. Failure to provide this complete Authorizing Resolution on an acceptable Department-approved resolution template by the application due date will result in the immediate disqualification of the application.
- All Applicants must demonstrate to the satisfaction of the Department that it is following the financial management requirements of 2 C.F.R. Part 200. If applicable, the Applicant must provide the Department with its most recent single audit (as submitted to the State Controller's Office), as well as the most recent year's Form 990. If the Applicant has any open single audit findings and does not have a plan or an agreement to remediate those findings, the Applicant will be deemed ineligible for funding through the state ESG Program until the findings are resolved or a remediation plan or agreement is established.
- Pursuant to 24 C.F.R. § 576.201, Applicants must have identified dollar-for-dollar match for the federal ESG funding with funds from other public or private sources.
- Pursuant to this NOFA, Applicants must submit written Policies and Procedures (P&Ps) at the time of application submission.

An application may be deemed ineligible if the application does not meet the threshold requirements, if the application is incomplete, or if the Department cannot

determine compliance with the threshold requirements.

III. **State Overlays**

It is the duty and responsibility of each Applicant to review the provisions, requirements, and limitations of all funding sources applied for and obtained for a particular project, program, or activity in order to ensure that each and every requirement of those funding sources is compatible with all Department program requirements and restrictions. Incompatibility of funding sources will result in the denial or cancellation of an award or may result in the placement of conditions or limitations on an award, all as determined by the Department in its sole and absolute discretion.

IV. **Federal Requirements**

The requirements in [24 C.F.R. Part 5, subpart A](#) are applicable, including the nondiscrimination and equal opportunity requirements found at [24 C.F.R. § 5.105\(a\)](#). Section 3 of the HUD Act of 1968 and implementing regulations at [24 C.F.R. Part 75](#) apply, except that homeless individuals have priority over other Section 3 residents in accordance with [24 C.F.R. § 576.405\(c\)](#).

24 C.F.R. Part 576

- [§ 576.400](#) Area-wide systems coordination requirements.
- [§ 576.401](#) Evaluation of program participant eligibility and needs.
- [§ 576.402](#) Terminating assistance.
- [§ 576.403](#) Shelter and housing standards.
- [§ 576.404](#) Conflicts of interest.
- [§ 576.405](#) Homeless participation.
- [§ 576.406](#) Equal participation of faith-based organizations.
- [§ 576.407](#) Other federal requirements.
- [§ 576.408](#) Displacement, relocation, and acquisition.
- [§ 576.409](#) Protection for victims of domestic violence, dating violence, sexual assault, or stalking.
- [§576.500](#) Recordkeeping and reporting requirements.
- [§576.501](#) Enforcement.

Contractors must be able to meet all federal requirements relative to the ESG Program, specifically those concerning equal opportunity and fair housing, affirmative marketing, environmental review, displacement, relocation, acquisition, labor, lead-based paint, asbestos, conflict of interest, debarment, and suspension. Pertinent federal requirements are noted in federal ESG regulations and ESG Standard Agreements. All Applicants should be aware that, if funded, these requirements would apply.

Build America, Buy America

On November 15, 2021, the Build America, Buy America Act (the Act/BABA) was enacted as part of the Infrastructure Investment and Jobs Act (IIJA) ([Pub. L. 117-58](#)). BABA requires that all iron, steel, manufactured products, and construction materials used for federally funded infrastructure projects are produced in the United States, unless otherwise exempt or subject to an approved waiver. This requirement is known as the “Buy America Preference (BAP)” and the specific requirements are codified in [2 C.F.R. Part 184](#).

Starting August 23, 2024, new awards of federal financial assistance from a program for infrastructure, as defined below, and any of those funds obligated by the grantee, are covered under the BABA provisions of the Act, [41 U.S.C. 8301](#).

The following should be included in all contracts and agreements with Subrecipients, contractors, developers and subgrantees, and in any procurement bid/contract documents to ensure BABA compliance by subgrantees, developers and/or contractors:

The parties to this contract must comply with the requirements of the Build America, Buy America (BABA) Act, [41 U.S.C. 8301](#) note, and all applicable rules and notices, as may be amended, if applicable to the Grantee’s infrastructure project. Pursuant to HUD’s Notice, “Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance” (88 Financial Report 17001), any funds obligated by HUD on or after the applicable listed effective dates, are subject to BABA requirements, unless excepted by a waiver.*

*The term “infrastructure project,” in this context, is defined in [2 C.F.R. § 184.3](#) and means any activity related to the construction, alteration, maintenance, or repair of infrastructure in the United States regardless of whether infrastructure is the primary purpose of the project.

[2 C.F.R. Part 184](#) and HUD’s [Notice CPD-23-12: CPD Implementation Guidance for the Build America, Buy America Act's Domestic Content Procurement Preference as Part of the Infrastructure Investment and Jobs Act - HUD Exchange](#) provides further guidance on the implementation of BABA. Additional details on fulfilling the BABA requirements can be found on [HUD’s website Build America, Buy America \(BABA\)](#) and [HUD’s website BABA Quick Guide: ESG](#).

V. Application Submission Requirements

The online 2024 ESG application link is available on the ESG webpage at <https://www.hcd.ca.gov/grants-funding/active-funding/esg.shtml>. Applications under this NOFA must be completed through the eCivis portal webpage (https://gn.ecivis.com/GO/gn_redir/T/vyjsqf2kekyx). Paper binder applications will no longer be accepted or required.

Complete applications and required documentation must be received by the Department no later than **5:00 P.M. Pacific Daylight Time (PDT) on Friday, March 28, 2025**. Any application received after this time will not be accepted. Applications that do not meet the filing deadline will not be eligible for funding.

Applicants are encouraged to set up profiles in the eCivis Grants Management System portal located at <https://portal.ecivis.com/#/login> as early as possible. Profile set-up instructions can be found in the eCivis Grants Management System, External User Manual on the ESG webpage at <https://www.hcd.ca.gov/grants-funding/active-funding/esg.shtml>.

If you have trouble logging into the portal or have questions on how to complete the online application, please contact the Department at ESGNOFA@hcd.ca.gov.

A. Authorizing Resolution Requirements

The Applicant must submit a completed Authorizing Resolution using the required Department-approved template, which has been duly adopted and approved by the Applicant's governing board. The Authorizing Resolution designates a person or persons responsible for, and authorized to, execute and deliver all documents related to the application of ESG funds and, if awarded, the execution of a Standard Agreement with the Department. Please see the ESG webpage (<https://www.hcd.ca.gov/grants-funding/active-funding/esg.shtml>) for the Department-approved Authorizing Resolution template, as well as instructions on how to complete it.

NOTE: If a governing body must prepare a separate resolution concurrently that conforms to its local standard, it may do so in addition to preparing the Authorizing Resolution approved by the Department.

A complete Authorizing Resolution on an acceptable Department-approved resolution template must be received by the Department no later than 5:00 P.M. PDT on Friday, March 28, 2025. Failure to provide this complete Authorizing Resolution on an acceptable Department-approved resolution template by this deadline will result in the immediate disqualification of the application.

VI. Appeals

A. Basis of Appeals

1. Applicants may appeal the Department's written determination that an application is incomplete, has failed threshold review, or has otherwise been determined to provide an insufficient basis for an award.
2. At the sole discretion of the Department, the Department's written determination may include a request for clarifying and/or corrective information. For purposes of this section, "clarifying information" includes information and/or documentation that resolves ambiguities in any application materials that will inform the Department's determinations.

3. No Applicant shall have the right to appeal a decision of the Department relating to another Applicant's application (e.g., eligibility, award, etc.).
4. Any request to appeal the Department's decision regarding an application shall be reviewed for compliance with the Policies and Procedures and this NOFA. All decisions rendered shall be made by the Program Manager or his/her designee. The decision shall be final, binding, and conclusive, and shall constitute the final action of the Department.
5. The appeal process provided herein applies solely to decisions of the Department made pursuant to this NOFA.

B. Appeal Process and Deadlines

1. Process: To file an appeal, Applicants must submit to the Department, by the deadline set forth below, a written appeal which states all relevant facts, arguments, and evidence upon which the appeal is based. Furthermore, the Applicant must provide a detailed reference to the area or areas of the application that provide clarification and substantiation for the basis of the appeal. No new or additional information will be considered if this information would result in a competitive advantage to an Applicant. Once the written appeal is submitted to the Department, no further information or materials will be accepted or considered thereafter. Appeals are to be submitted to the Department at ESGNOFA@hcd.ca.gov according to the deadline set forth in the Department's written determination letters.
2. Filing Deadline: Appeals must be received by the Department no later than five (5) business days from the date of the Department's written determination letter made in response to the application.

VII. Appendix A: 2024 ESG NOFA Estimated Allocations

CoC #	CoC Name	Initial Estimate for Annual Funding Cycle #1 ³ (Based on Method of Distribution)	Estimate for Annual Funding Cycle #1 ⁴	Estimate for Annual Funding Cycle #2 ⁵	Estimate for Annual Funding Cycle #3 ⁶	2024 ESG NOFA Total Estimated Allocation
526	Amador, Calaveras, Tuolumne, and Mariposa Counties CoC	\$ 170,939	\$ 308,546	\$ 170,939	\$ 170,939	\$ 650,424
604	Bakersfield/Kern Co CoC	\$ 369,761	\$ 394,725	\$ 369,761	\$ 369,761	\$ 1,134,247
519	Chico/Paradise/Butte County CoC	\$ 289,895	\$ 309,467	\$ 289,895	\$ 289,895	\$ 889,257
523	Colusa, Glenn, Trinity Counties CoC	\$ 253,167	\$ 397,162	\$ 253,167	\$ 253,167	\$ 903,496
512	Daly/San Mateo Co CoC	\$ 167,576	\$ 188,054	\$ 167,576	\$ 167,576	\$ 523,206
521	Davis/Woodland/Yolo County CoC	\$ 298,525	\$ 318,680	\$ 298,525	\$ 298,525	\$ 915,730
525	El Dorado County CoC	\$ 144,832	\$ 359,633	\$ 144,832	\$ 144,832	\$ 649,297

³ This initial estimate demonstrates how much funding each CoC would have received for the first Annual Funding Cycle with the standard method of distribution, using the formula factors outlined in Section 200(b) of the ESG Program Final Guidelines. Pursuant to Section 200(b)(3) of the ESG Program Final Guidelines, the Department has adjusted the method of distribution for the first Annual Funding Cycle, using disencumbered funds to provide a transitional adjustment period for CoCs. This column is informational only; please refer to the second column for an actual estimate for funding.

⁴ Annual Funding Cycle #1 – The amounts reflect approximately \$12 million in ESG funding for the 2024 funding year, plus approximately \$3 million in disencumbered funds.

⁵ Annual Funding Cycle #2 – Conditioned upon receipt by the State of potential future funding from HUD for the specified 2025 funding year. The amounts reflect the Department anticipating approximately \$12 million in ESG funding for the 2025 funding year.

⁶ Annual Funding Cycle #3 – Conditioned upon receipt by the State of potential future funding from HUD for the specified 2026 funding year. The amounts reflect the Department anticipating approximately \$12 million in ESG funding for the 2025 funding year.

CoC #	CoC Name	Initial Estimate for Annual Funding Cycle #1 ³ (Based on Method of Distribution)	Estimate for Annual Funding Cycle #1 ⁴	Estimate for Annual Funding Cycle #2 ⁵	Estimate for Annual Funding Cycle #3 ⁶	2024 ESG NOFA Total Estimated Allocation
514	Fresno/Madera Co CoC	\$ 410,027	\$ 437,710	\$ 410,027	\$ 410,027	\$ 1,257,764
522	Humboldt County CoC	\$ 301,404	\$ 321,753	\$ 301,404	\$ 301,404	\$ 924,561
613	Imperial County CoC	\$ 327,682	\$ 393,294	\$ 327,682	\$ 327,682	\$ 1,048,658
530	Inyo/Mono/Alpine Counties CoC	\$ 163,289	\$ 174,313	\$ 163,289	\$ 163,289	\$ 500,891
529	Lake County CoC	\$ 262,747	\$ 280,486	\$ 262,747	\$ 262,747	\$ 805,980
600	Los Angeles City & Co CoC	\$ 1,163,371	\$ 1,241,915	\$ 1,163,371	\$ 1,163,371	\$ 3,568,657
507	Marin County CoC	\$ 137,847	\$ 462,495	\$ 137,847	\$ 137,847	\$ 738,189
509	Mendocino County CoC	\$ 248,213	\$ 264,971	\$ 248,213	\$ 248,213	\$ 761,397
520	Merced City & County CoC	\$ 295,319	\$ 315,257	\$ 295,319	\$ 295,319	\$ 905,895
517	Napa City & County CoC	\$ 128,787	\$ 207,965	\$ 128,787	\$ 128,787	\$ 465,539
531	Nevada County CoC	\$ 155,979	\$ 166,510	\$ 155,979	\$ 155,979	\$ 478,468
502	Oakland/Alameda Co CoC	\$ 377,185	\$ 402,650	\$ 377,185	\$ 377,185	\$ 1,157,020
611	Oxnard/San Buenaventura/Ventura Co CoC	\$ 198,854	\$ 212,279	\$ 198,854	\$ 198,854	\$ 609,987
516	Redding/Shasta, Siskiyou, Lassen, Plumas, Del Norte, Modoc, Sierra Counties CoC	\$ 243,030	\$ 261,041	\$ 243,030	\$ 243,030	\$ 747,101

CoC #	CoC Name	Initial Estimate for Annual Funding Cycle #1 ³ (Based on Method of Distribution)	Estimate for Annual Funding Cycle #1 ⁴	Estimate for Annual Funding Cycle #2 ⁵	Estimate for Annual Funding Cycle #3 ⁶	2024 ESG NOFA Total Estimated Allocation
505	Richmond/Contra Costa Co CoC	\$ 232,628	\$ 304,250	\$ 232,628	\$ 232,628	\$ 769,506
608	Riverside City & Co CoC	\$ 359,313	\$ 383,572	\$ 359,313	\$ 359,313	\$ 1,102,198
515	Roseville/Rocklin/Placer County CoC	\$ 140,114	\$ 149,696	\$ 140,114	\$ 140,114	\$ 429,924
503	Sacramento City & Co CoC	\$ 436,849	\$ 466,342	\$ 436,849	\$ 436,849	\$ 1,340,040
506	Salinas/Monterey, San Benito Counties CoC	\$ 208,156	\$ 271,366	\$ 208,156	\$ 208,156	\$ 687,678.00
609	San Bernardino City & Co CoC	\$ 406,912	\$ 434,384	\$ 406,912	\$ 406,912	\$ 1,248,208
601	San Diego City and Co CoC	\$ 591,605	\$ 631,547	\$ 591,605	\$ 591,605	\$ 1,814,757
500	San Jose/Santa Clara City & Co CoC	\$ 348,306	\$ 593,433	\$ 348,306	\$ 348,306	\$ 1,290,045
614	San Luis Obispo Co CoC	\$ 192,313	\$ 205,297	\$ 192,313	\$ 192,313	\$ 589,923
602	Santa Ana/Anaheim/Orange Co CoC	\$ 450,882	\$ 702,586	\$ 450,882	\$ 450,882	\$ 1,604,350
603	Santa Maria/Santa Barbara County CoC	\$ 231,972	\$ 247,633	\$ 231,972	\$ 231,972	\$ 711,577
504	Santa Rosa/Petaluma/Sonoma Co CoC	\$ 180,423	\$ 202,323	\$ 180,423	\$ 180,423	\$ 563,169
511	Stockton/San Joaquin Co CoC	\$ 263,485	\$ 281,274	\$ 263,485	\$ 263,485	\$ 808,244

CoC #	CoC Name	Initial Estimate for Annual Funding Cycle #1 ³ (Based on Method of Distribution)	Estimate for Annual Funding Cycle #1 ⁴	Estimate for Annual Funding Cycle #2 ⁵	Estimate for Annual Funding Cycle #3 ⁶	2024 ESG NOFA Total Estimated Allocation
527	Tehama County CoC	\$ 281,154	\$ 418,598	\$ 281,154	\$ 281,154	\$ 980,906
510	Turlock/Modesto/Stansislaus Co CoC	\$ 245,387	\$ 357,500	\$ 245,387	\$ 245,387	\$ 848,274
518	Vallejo/Solano County CoC	\$ 174,687	\$ 186,481	\$ 174,687	\$ 174,687	\$ 535,855
513	Visalia/Kings/Tulare Counties CoC	\$ 348,338	\$ 426,127	\$ 348,338	\$ 348,338	\$ 1,122,803
508	Watsonville/Santa Cruz City & County CoC	\$ 209,478	\$ 299,232	\$ 209,478	\$ 209,478	\$ 718,188
524	Yuba City & County/Sutter County CoC	\$ 223,285	\$ 351,674	\$ 223,285	\$ 223,285	\$ 798,244
TOTAL ESTIMATED FUNDING AVAILABILITY		--	\$ 14,332,221	\$11,633,716	\$11,633,716	\$37,599,653