Cities & Towns Advisory Committee
Sonoma County Community Development Commission

Public Meeting and Workshop
Concurrent with Community Development Committee
Wednesday, February 19, 2020
10:00am-11:30PM
SCCDC Hearing Room
1440 Guerneville Road
Santa Rosa, California 95403

Agenda

1. Call to Order and Roll Call

2. Public Comments for Items Not on the Agenda

3. Approval of Minutes from October 16, 2019 Meetings
   The Committee will discuss and may take action to approve the minutes from October 16, 2019 or may recommend changes to these minutes.

4. Staff Update: Continuum of Housing

5. FY2020-21 HOME and CDBG for Capital Projects Workshop
   a. HOME proposals
      Staff will present summaries of each eligible HOME proposal. Following staff summaries, all applicants will be invited to respond to questions from members of both committees.
   b. CDBG proposals
      Staff will present summaries of each eligible CDBG proposal. Following staff summaries, all applicants will be invited to respond to questions from members of both committees.

6. Wrap-up
   Staff will summarize committee feedback and identify themes and priorities. Staff will incorporate committee work into recommendations to be brought to the Community Development Committee at the March 18, 2020 Public Meeting, and ultimately incorporated into the draft Action Plan and Five-Year Consolidated Plan to present to the public and the Community Development Committee and Cities and Towns Advisory Committee at the April 15, 2020 Public Hearing.

7. Adjournment

Next Meeting
Cities & Towns Advisory Committee
Sonoma County Community Development Commission

Concurrent with Cities & Towns Advisory Committee
March 18, 2020
10:00 am
Public Hearing Room
1440 Guerneville Road
Santa Rosa, CA

Any writings or documents presented to a majority of the Community Development Committee regarding any item on this agenda will be made available for public inspection in the Sonoma County Community Development Commission office located at 1440 Guerneville Road, Santa Rosa, CA 95403 during normal business hours.

DISABLED ACCOMMODATION: If you have a disability which requires an accommodation, an alternative format, or requires another person to assist you while attending this meeting, please contact the Administrative Services Officer at (707) 565-7520, as soon as possible to ensure arrangements for accommodation.
Language services available upon request
Servicios de idiomas se pueden consultar previa solicitud
Cities & Towns Advisory Committee
Sonoma County Community Development Commission

Public Meeting
Wednesday, October 16, 2019

Minutes

1. Call to Order and Roll Call
Joe Irvin called the meeting to order at 10:08am and roll was called:
CTAC Committee Members Present: Kevin Thompson, City of Cloverdale; Noah Housh, City of Cotati; Joe Irvin, City of Healdsburg; Jenny Garcia, City of Rohnert Park; Henry Mikus, City of Sebastopol
CD Committee Members Absent: City of Sonoma, Town of Windsor
CDC Staff Present: Geoffrey Ross, Executive Director; Felicity Gasser, Federal Funding Administrator; Benjamin Wickham, Affordable Housing Director; Holly Kelley, Senior Community Development Specialist;
Guests:
Lasette Sewell, Catholic Charities
Matt Graves, Eden Housing
Mark Irving, UHC
Riley Weissenborn, MidPen Housing
Jim Wallen, PEP Housing
Mikhaela Alcasabas, MidPen Housing
Mary Stompe, Pep Housing
Andrea Osgood, Eden Housing

2. Public Comments for Items Not on the Agenda
No comments were made.

3. Approval of Minutes from April 17, 21019 and September 18, 2019 Meetings
City of Cloverdale moved to approve the April 17, 2019 and September 18 minutes. City of Sebastopol seconded:
Ayes: City of Cloverdale, City of Cotati, City of Healdsburg, City of Rohnert Park, City of Sebastopol
Noes: None
Abstain: None
Absent: City of Sonoma, Town of Windsor

4. Selection of New Chair and Vice Chair
Committee members voted to appoint a new City or Town representative to act as chair and vice chair for the next 24 months per the Cities & Towns Advisory Committee
Cities & Towns Advisory Committee  
Sonoma County Community Development Commission

bylaws. The term will begin February 2020 and end February 2022.

City of Cotati moved to appoint City of Healdsburg to the position of Chair, City of Sebastopol seconded this motion.  
Ayes: City of Cloverdale, City of Cotati, City of Healdsburg, City of Rohnert Park, City of Sebastopol  
Noes: None  
Abstain: None  
Absent: City of Sonoma, Town of Windsor

City of Healdsburg moved to appoint City of Rohnert Park to the position of Vice Chair. City of Sebastopol seconded this motion

Ayes: City of Cloverdale, City of Cotati, City of Healdsburg, City of Rohnert Park, City of Sebastopol  
Noes: None  
Abstain: None  
Absent: City of Sonoma, Town of Windsor

5. Update on Housing Authority Waitlist
Cynthia Meiswinkel, Intake and Occupancy Supervisor, presented the latest information on the new Housing Choice Voucher waitlist process, the number of applications, and how many households made it onto the multiple lists available. Committee members asked about the different lists, the percentage of households on the waitlist that represent protected classes, and how determinations were made between how many Housing Choice and Project Based vouchers are made available.

6. Approval of FY 2020-2021 Federal Funding Policies
Felicity Gasser, Federal Funding Administrator, presented marked-up FY 2020-2021 Funding Policies showing the changes from last year’s policies and ask the committee to review their use for the FY 2020-2021 Funding Cycle. Committee members had questions regarding the prioritization of applications, geographic equity, and how funds were allocated to each City.

City of Healdsburg entertained a motion to approve the Federal Funding Policies with the addition of a report-out from staff whenever changes are made to conditional funding awards by the CDC Executive Director in the middle of a funding cycle. City of Sebastopol moved to approve with the addition, and City of Cotati seconded the motion.  
Ayes: City of Cloverdale, City of Cotati, City of Healdsburg, City of Rohnert Park, City of Sebastopol
Noes: None
Abstain: None
Absent: City of Sonoma, Town of Windsor

7. Public Hearing: Action Plan Amendment
Felicity Gasser, Federal Funding Administrator, presented a proposed amendment to the Action Plan to reprogram $900,000 from delayed projects to shovel-ready projects in need of additional funds to meet the CDBG timeliness requirements and take comments from the public. The Committees had already approved the recommendation to make an amendment in September, this was the formal public hearing as part of the noticing process.

Public Comment
None

8. Adjournment
Joe Irvin adjourned the meeting at 11:16AM.

Respectfully Submitted,

Holly Kelley, Senior Community Development Specialist
MEMORANDUM
Date: February 19, 2020

To: Community Development Committee & Cities and Towns Advisory Committee

From: Holly Kelley, Equity and Compliance Program Specialist

Subject: Item 5: FY 2020-2021 HOME and CDBG for Capital Projects Workshop

The goal for today is for Community Development and Cities & Towns Advisory Committees to be introduced to each proposed project for FY 2020-2021 CDBG and HOME funds and identify shared values and priorities that will inform recommendations for projects to include in the FY 2020-2021 Action Plan.

Staff Role in Assessing CDBG & HOME Capital Projects
Staff’s role is to ensure project/program compliance with statutory and regulatory requirements and to underwrite (i.e. evaluate risk) each project by verifying feasibility of the proposed timeline, evaluating past performance of the applicant, reviewing program design, and right-sizing the award.

Committees’ Role
It is the Committees’ role to:
• Set policies that result in desired outcomes
• Make tough value judgements about which projects should be prioritized when funding is limited
• Remain accountable to community residents and the Board of Supervisors.

At this meeting, you will not be asked to make funding decisions, but to hear from staff and applicants about the projects that have applied for funding and ask questions to get as clear a picture as you can as to whether these projects align with the policies and priorities you set in September and October of last year. Those priorities include:
• Preference for projects that create or preserve affordable housing
• Preference for infrastructure or public facilities that support creation or preservation of affordable housing
• Preference for infrastructure or public facilities that support low or moderate-income populations
• Preference for projects that demonstrate ability to spend grant funding within the applicable timeliness provisions.
• Preference for projects that demonstrate need with evidence.
• For Non-Housing Projects: preference for projects that leverage public funds to the greatest extent possible or projects that meet a particular community need that cannot be met by other funding sources.
• Preference for projects that prevent displacement in high opportunity areas.
• Preference for housing projects with deep income targeting and special needs populations.
• Preference for projects that alleviate the impact of climate change on low-income populations.

Project Applications Summary

Attached are project summaries for the following applications that were submitted through the competitive 2020-21 Notice of Funding Availability.

<table>
<thead>
<tr>
<th>HOME – Amount Anticipated: $605,000</th>
<th>Amount Requested:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burbank Housing – Caritas Homes Phase I</td>
<td>$500,000</td>
</tr>
<tr>
<td>Bridge Housing – Cotati Station</td>
<td>$605,000</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>CDBG – Amount Anticipated: $1,200,000</th>
<th>Amount Requested:</th>
</tr>
</thead>
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<tr>
<td>Bridge Housing – Cotati Station</td>
<td>$900,000</td>
</tr>
<tr>
<td>Catholic Charities – Caritas Center</td>
<td>$300,000</td>
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<tr>
<td>City of Cotati – W. School Street Pathway Phase II</td>
<td>$160,000</td>
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<tr>
<td>City of Healdsburg – ADA Ramp Project</td>
<td>$175,000</td>
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<tr>
<td>City of Rohnert Park – Essential Workforce Housing Program</td>
<td>$350,000</td>
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<tr>
<td>City of Sebastopol – ADA Upgrades to Sebastopol Youth Annex</td>
<td>$180,000</td>
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<tr>
<td>City of Sebastopol – ADA Upgrades to Sebastopol City Hall</td>
<td>$120,000</td>
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<tr>
<td>Sweetwater Springs District – Sweetwater Spring Water District Project</td>
<td>$115,920</td>
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<tr>
<td>Center for Social and Environmental Stewardship-Windsor Center</td>
<td>$504,477</td>
</tr>
</tbody>
</table>

In addition to these projects, the Committees will also consider funding the following programs projects that are run by the Commission:

1. HOME funded Tenant Based Rental Assistance Program
2. CDBG funded Housing Rehabilitation Program

Next Steps

March 18, 2020
• Based on the Committees’ guidance, staff will present a recommendation with “right sized” award amounts for priority projects that are determined eligible and ready to proceed, along with a list of alternate projects that would be next in line in the event that conditionally awarded funds need to be reprogrammed. Committees will be asked for feedback, review, and a decision on whether to recommend staff’s proposal to the Board of Supervisors or make changes.
• Staff will take Committees recommendation from this meeting and incorporate into the draft One-Year Action Plan

April 15, 2020
• Staff will present a draft FY 2020-2021 Action Plan and 2020-2025 Consolidated Plan to the CD Committee, Cities and Towns Advisory Committee and the public.
• The Action Plan will include the projects receiving federal funds recommended by the CD Committee in addition to the Homeless Services awards and Fair Housing awards which are receiving second year funding for existing contracts in FY 2020-2021.
• Staff will ask the CD Committee and CTAC to recommend approval of the FY 2020-2021 Action Plan and 2020-2025 Consolidated Plan to the Board of Supervisors
Project: Caritas Homes (HOME)

Sponsor: Burbank Housing

1. Where is the property located/service area?

Caritas Homes is located in Downtown Santa Rosa, on 3 parcels along Morgan Street and 7th Street. The project, part of the larger development known as Caritas Village, will create 64 units (1 manager unit) of affordable rental housing.

2. Who are the beneficiaries of the project?

The project will benefit a range of different target populations by creating 15 studios, 10 1-bedrooms and 5 2-bedrooms for extremely low-income individuals; 9 studios, 4 1-bedrooms and 2 2-bedrooms for very low-income individuals; and 7 studios, 9 1-bedrooms and 2 2-bedrooms for individuals who earn no more than 60% of annual medium income.

3. What is the history of the project?

The Caritas Homes project is part of the larger project known as Caritas Village. Caritas Village began implementation in 2014, acquiring most of the 2.24-acre property in downtown Santa Rosa.

4. What is the General Readiness?

Project application states a design completion set for October 2020 and a construction completion of 2022.

5. What is being leveraged by the project?

The Caritas Home project has multiple sources of funding. Currently, they report $10,020,744 in committed funds, which includes $6,210,620 in No Place Like Home (NPLH) development funds. Additionally, the project is leveraging previous County awards of $1,000,000 from Partnership Health Plan and $571,918 from the County of Sonoma.

Project Narrative

Burbank is currently seeking $500,000 of HOME funds for their project, Caritas Homes, which is part of the larger project Caritas Village. The project will not only provide affordable, permanent rental housing, but will also help the most at-risk members of our County through units dedicated to chronically homeless individuals.

With its downtown location, the project will be part of an unprecedented push in our county towards centralized services. The first phase will result in much needed housing for over 100 residents.
Environmental Review Assessment
Caritas Homes is currently in the environmental assessment and pre-entitlement stage. A full CEQA Environmental Impact Report is currently under development and is scheduled to be certified in March 2020.

Due Diligence in Progress
- Standard due diligence to confirm eligibility of proposed use of funds, status of entitlements, other funding commitments, timeline for use of funds and project completion.
Project: Cotati Station Apartments (HOME)

Sponsor: BRIDGE Housing Corporation

1. Where is the property located/service area?

   Cotati Station is located in the city of Cotati, south of the intersection of East Cotati Avenue and Santero Way.

2. Who are the beneficiaries of the project?

   Project will provide a total of 74 units, made up of approximately 37 low-income and 37 very low-income units. Additionally, the project will provide two commercial spaces and a .5 acre community park.

3. What is the history of the project?

   The City of Cotati has been working on developing this area for many years. This is an infill project developing vacant parcels. BRIDGE Housing has been working on the pre-development of this project and the project has completed an Environmental Impact Report (EIR) and has approved plans for the development.

4. What is the General Readiness?

   Project application states an acquisition of the property by April 1, 2020. The project is fully entitled. The application states that the project is shovel ready. BRIDGE Housing anticipates construction completion by April 1, 2022.

5. What is being leveraged by the project?

   The total project development cost is just over $47 million. The site acquisition cost is $7,225,000 for five parcels of which three parcels will be used to develop the affordable housing project. The City of Cotati has committed $750,000 of funds for this project.

   BRIDGE Housing is applying for $605,000 of FY 2020-21 HOME funds. They are also currently applying for CDBG funds and planning to apply for County Funds for Housing (CFH) and CDBG Disaster Recovery funds. The majority of the development will be funded by tax credit financing.

Project Narrative

Cotati Station Apartments is an eager, ready-to-action project. The developer, BRIDGE Housing Corporation, is looking to bring a large number of affordable housing units to the city of Cotati, who in turn, is supportive of the project. The project will provide 74 units, 184 parking spaces, two commercial spaces, a fitness center and a half-acre community park. They are planning to serve low- (80% AMI) to very low-income (60% AMI) populations.
Located near amenities and Sonoma State with access to mass transportation the complex will provide upward mobility and opportunity to the residents. BRIDGE will also be building a park, which will prove a benefit to the entire surrounding area.

**Environmental Review Assessment Results**

According to the application a Phase I environmental report, California Environmental Quality Act (CEQA) review and Environmental Impact Report (EIR) have been completed. The Phase I assessment revealed no evidence of recognized environmental conditions in connection with the property.

**Due Diligence in Progress**

- Standard due diligence to confirm eligibility of proposed use of funds, status of entitlements, other funding commitments, timeline for use of funds and project completion.
Project: Cotati Station Apartments (CDBG)

Sponsor: BRIDGE Housing

1. Where is the property located/service area?

A few hundred feet south of the Cotati SMART station are three vacant parcels that BRIDGE Housing would like to acquire in order to develop an affordable housing project.

2. Who are the beneficiaries of the project?

This application is for the acquisition of a site for a 74-unit affordable housing project. The project would serve low- and very low-income populations.

3. What is the history of the project?

The City of Cotati has been working on developing this area for many years. This is an infill project developing vacant parcels. BRIDGE Housing has been working on the pre-development of this project and the project has completed an Environmental Impact Report (EIR) and has approved plans for the development.

4. What is the General Readiness?

Project application states an acquisition of the property by April 1, 2020. The project is fully entitled. The application states that the project is shovel ready. BRIDGE Housing anticipates construction completion by April 1, 2022.

5. What is being leveraged by the project?

The total project development cost is just over $47 million. The site acquisition cost is $7,225,000 for five parcels of which three parcels will be used to develop the affordable housing project. The City of Cotati has committed $750,000 of funds for this project.

BRIDGE Housing is applying for $900,000 of FY 2020-21 CDBG funds. They are also currently applying for HOME funds and planning to apply for County Funds for Housing (CFH) and CDBG Disaster Recovery funds. The majority of the development will be funded by tax credit financing.

Project Narrative

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Located near amenities and Sonoma State with access to mass transportation the complex will provide upward mobility and opportunity to the residents. BRIDGE will also be building a park, which will prove a benefit to the entire surrounding area.

**Environmental Review Assessment**
According to the application a Phase I environmental report, California Environmental Quality Act (CEQA) review and Environmental Impact Report (EIR) have been completed. The Phase I assessment revealed no evidence of recognized environmental conditions in connection with the property.

A NEPA review will need to be completed.

**Due Diligence in Progress**
- Standard due diligence to confirm eligibility of proposed use of funds, project details, status of entitlements, other funding commitments, timeline for use of funds, and project completion.
Project: Caritas Center

Sponsor: Catholic Charities of the Diocese of Santa Rosa

1. Where is the property located/service area?
The project site is bordered by A Street, Morgan Street, 6th Street, and 7th Street (the block) northwest of the Santa Rosa Plaza mall.

2. Who are the beneficiaries of the project?
This project will benefit extremely low- to very low-income homeless families and individuals.

3. What is the history of the project?
Caritas Center will centralize Catholic Charities’ services and expand its capacity to help with emergency housing for families, homeless individuals and its Nightingale Respite Program consolidating these services all into a single facility.

4. What is the General Readiness?
The project is moving along gradually, final environmental review and project design are expected to be completed within the next three months. Catholic Charities expects the Center to launch construction November of 2020 and be completed May of 2022.

5. What is being leveraged by the project?
The project is leveraging from previous County awards, FY17/18 $200,000 & FY19/20 $300,000 of CDBG allocation.

Funding for the project consists of private donations, loans, tax credits and equity. $38,000,000 of the funding is committed or counted. The remaining funds will be campaigned total sum of $5,000,000.

Project Narrative

Catholic Charities of the Diocese of Santa Rosa is requesting $300,000 in Capital Projects CDBG funding for eligible predevelopment costs for the Caritas Center project. The Center is part of a larger project called Caritas Villas which consists of two (2) separate developments: Caritas Homes (a Burbank Housing project); and, Caritas Center (the “Project” by Catholic Charities) for which the use of CDBG funding is requested.

The planned Caritas Center campus is scaled to expand by over 50% the current number of unsheltered participants served daily. It will include a new three-story structure containing approximately 46,000 square feet, and include new homeless services and housing placement services. The Family Shelter will consist of 50 private family rooms, the emergency shelter would add a medical clinic to provide outpatient physical and mental health services to children and adults expecting to serve 90 patients daily. The Nightingale respite program will increase the number of beds from 26 to 40, they will also have a drop-in center and transitional housing units.
Environmental Review Assessment Results
The project is near completion of the Environmental Review process as the EIR is scheduled to be completed and certified by April 2020. Building permits will be submitted to the City of Santa Rosa in May with a turnaround time by October right before launching construction.

Due Diligence in Progress
- Evaluation of the project timeline based on current status of funding commitments, entitlements and ability to complete construction work within the proposed timeline.
- Possible delay and burden due to the project’s location being in a Historical Preservation neighborhood
Project: West School Street Pathway Phase 2

Sponsor: City of Cotati

1. Where is the property located/service area?
   Project property is located in the City of Cotati from Clifford Lane to the back entrance to Thomas Page School.

2. Who are the beneficiaries of the project?
   Project will provide a ADA accessible community walking pathway for people with disabilities using this route.

3. What is the history of the project?
   The project has been phased over a number of years to complete a continuous and safe pathway for use by members of the community with disabilities to access Thomas Page Elementary School.

4. What is the General Readiness?
   This project is ready to go and just needing the funds requested to proceed. All environmental and design work has been completed.

5. What is being leveraged by the project?
   The Total project cost is $426,131. The City of Cotati General Fund has allocated $72,595 toward the project. There are 2 previous CDBG awards being used to fund this project as well FY 16/17 $110,000 and FY 18/19 $85,000. The City is requesting the remaining $160,000 to finish the project.

Project Narrative
West of the 101 in the outskirts of the City of Cotati, Thomas Page Elementary School is home to approximately 450 students. The streets leading to the school do not have sidewalks. This means that people with disabilities are unable to travel on this existing path of travel. This project will provide a safe passage from the rear of the school to the adjacent neighborhoods for community members with disabilities in the area. The project proposes to construct 800 linear feet of sidewalk.

Environmental Review Assessment Results
The project has a completed NEPA environmental review completed July 2018

Due Diligence in Progress
   - Applicant indicated that the National Objective is an area benefit, staff needs to verify that the service area for the project is in fact 51% or more Low to Moderate income. The project is more than likely Low/Mod Limited Clientele, providing ADA accessibility on an existing path of travel.
Project: City of Healdsburg – ADA Ramp Project 2020-2021

Sponsor: City of Healdsburg

1. Where is the property located/service area?
Multiple locations which serve the Low and Moderate Income census block group 1539021 in the City of Healdsburg.

2. Who are the beneficiaries of the project?
Project will benefit a service area in which 56.68% of residents are low to moderate-income residents, qualifying the area as CDBG eligible.

3. What is the history of the project?
Project will replace existing concrete sidewalks with Americans with Disabilities Act (ADA) compliant ramps helping people with disabilities safely transition from the street to the sidewalk.

4. What is the General Readiness?
The project is anticipated to start immediately following the completion of the environmental review.

5. What is being leveraged by the project?
There are no other funds committed or expected. However, this project brings the level of service of this older neighborhood up to a level similar to that of other areas of the city. CDBG funds leverage existing amenities by increasing accessibility and connectivity for residents in this Low-Moderate Income neighborhood.

Project Narrative
The City of Healdsburg is seeking $175,000.00 in CDBG funds to remove 14 existing concrete sidewalk ramps at street intersections and replace them with ADA compliant ramps. The work will happen at the intersections of Vine and Matheson Street, Grove and Matheson Street, Grove Street and North Street, Grove and City Hall and Foss Creek Circle and Grove Street.

The proposed project will greatly benefit individuals with special needs, increase pedestrian travel and encourage physical activities.

Environmental Review Assessment Results
A portion of the CDBG funding received will be directed toward commissioning a NEPA environmental review which will analyze the potential environmental impacts of the anticipated ADA ramps to be constructed and determine whether the construction of these ramps meet the criteria for categorical exclusion.

Due Diligence in Progress
• This project is ready to start immediately upon completion of the NEPA environmental review. Funds should be substantially expended within the year funded.
Project: Rohnert Park Essential Workforce Housing Program

Sponsor: City of Rohnert Park

1. Where is the property located/service area?
   Project is located within the city limits of Rohnert Park; funding will be used to assist with the purchase of two single-family residences which will be set aside for families with incomes below 80% of AMI.

2. Who are the beneficiaries of the project?
   Families with incomes 80% or below of AMI will be eligible to purchase these homes.

3. What is the history of the project?
   Rohnert Park will work with Housing Land Trust of Sonoma County (HLT) to steward these homes. HLT has done extensive market research to establish purchase prices that will be affordable to families or individuals at 80% or below of AMI.

4. What is the General Readiness?
   The project to acquire two single-family residences will begin July 1, 2020. Project completion is slated for June 30, 2021, which means that low/moderate income families will have closed on financing and will have taken possession of the subject property.

5. What is being leveraged by the project?
   Rohnert Park has already committed $200,000 to this project; in addition, HLT is using $300,000 in funds previously awarded by Sonoma County in 2017. This will be combined with mortgage funds obtained by the families who will occupy these homes. Since these are existing homes, the project leverages existing housing stock to create affordable for-sale homes.

Project Narrative

With current Sonoma County median home prices over $625,000, most households making below 80% of area median income can never hope to buy a home of their own. According to US Census data, close to 50% of the population in Rohnert Park is at or below 80% of AMI. Currently, HLT has over 350 households in their applicant pool.

This program will provide stability for low-income families. There are no rent increases for these families once they have closed on a purchase, which results in less moves and improved quality of life for these families. They have access to better schools and services as they integrate into existing middle-income neighborhoods. Because children do not have to change schools frequently, they have a better opportunity to achieve positive educational outcomes.

The community as a whole benefits as members of the essential workforce (those working in education, public safety, health care, etc.) maintain stability.
Environmental Review Assessment Results
This project is an expansion of an existing city program that subsidizes for-sale homes to make the affordable to moderate- and low-income households. Exact project locations will be determined after program launch. The program should qualify as exempt.

Due Diligence in Progress
- Review City process for approving homes prior to purchase.
Project: ADA Upgrades to Sebastopol Youth Annex

Sponsor: City of Sebastopol

1. Where is the property located/service area?
The property is the City owned Youth Annex in Sebastopol located at 425 Morris St. The location serves the City of Sebastopol and West County.

2. Who are the beneficiaries of the project?
The project will provide improved ADA access to the Youth Center Annex recreational classes and City Council meetings. The primary beneficiaries will be residents of the City of Sebastopol and West County residents who have disabilities.

3. What is the history of the project?
The Youth Annex is one of two buildings that makes up the Sebastopol Community Cultural Center. Despite the name, the Youth Annex provides space for community events, educational and recreational classes for people of all ages, social and cultural services and rental use for the Sebastopol City Council meetings.

4. What is the General Readiness?
If awarded, the project anticipates receiving permits within 4 months, beginning constructions about a year after the award and completing the project in September 2021

5. What is being leveraged by the project?
The application request is the project budget. The Youth Annex building is an existing structure and is already owned by the applicant.

6. Project Narrative
The City of Sebastopol is seeking $180,000 in CDBG funding for ADA site improvements at the Youth Annex Building, which serves as the site for City Council meetings and several recreational and cultural activities. The improvements would entail correct striping and signage at accessible parking, one curb cut with ADA-compliant warnings, construction of a compliant path from the sidewalk to the entrance of the building, and upgrading entrance and other exterior doors to maximum force and closing time. The project would also install side rail on the exposed side of the drinking fountain and replace with either a Hi/Low model or a model with a cup dispenser. Bathrooms on site will also be upgraded so as to be ADA compliant.

7. Environmental Review Assessment Results
This property was included in an environmental review done in January 2014, however, it will likely need to be refreshed or redone due to a five-year lifespan of reports. The project is in a floodplain but is already elevated above flood level on concrete piers.
8. Due Diligence in Progress

- No National objective marked in the application. The area, be it measured by the Census Tract of the project or surrounding tracts, is not a low-mod benefit area. This is eligible for CDBG as a Low/Mod Limited Clientele Benefit or Public Facility Improvement/Benefit.

- Evaluation of the project timeline is based on current status of funding commitments, entitlements and ability to complete construction work within the proposed timeline. The evaluation will include assessment of whether the construction work is dependent on dry weather or could proceed during the rainy season.

- The Environmental Coordinator is determining whether a new environmental review is required or if the 2014 review can be refreshed.
Project: ADA Upgrades to the Sebastopol City Hall

Sponsor: City of Sebastopol

1. Where is the property located/service area?
   Project property is located on 7120 Bodega Avenue in Sebastopol.

2. Who are the beneficiaries of the project?
   Project will provide improved ADA access to the Sebastopol City Hall for all persons with disabilities.

3. What is the history of the project?
   The City of Sebastopol completed the Accessibility Review of City owned buildings in April 2013. City Hall was one of the locations designated as needing accessibility upgrades.

4. What is the General Readiness?
   Design work is expected to be completed by December 2020 with a project completion of October 2021.

5. What is being leveraged by the project?
   The application request is for $120,000, there are no other funds. The City Hall building is an existing structure and is already owned by the applicant.

Project Narrative
The residents of Sebastopol benefit from having access to all public buildings free of barriers. The City Hall Building has barriers that begin in the parking lot. This project proposes to identify and eliminate barriers in the path of travel from the parking lot to the entrance of the building.

In addition, the project will provide upgrades to signage and height adjustments to water fountains and dispenser with in the building lobby and restrooms.

Environmental Review Assessment Results
An environmental review was completed in January 2014 and included all of the locations in the accessibility study. Environmental reviews are typically good for 5 years, so this project will likely need to be refreshed or redone.

Due Diligence in Progress
- No National objective marked in the application. Staff recommends a Low/Mod Limited Clientele national objective
- Staff will inquire on a refresher of the Environmental review previously completed.
- The employee break room is not a public area in the building so CDBG funds cannot be used on moving the break room.
Project: Old River Road and Woodland Drive Water Line Improvements Project

Sponsor: Sweetwater Springs Water District

1. Where is the property located/service area?
   This project serves census block group 1537044. It includes replacement of an existing water line on Old River Road from the intersection of River Road and Hwy 116 to the intersection of Old River Road and Morningside Drive as well as replacement of existing water line on Woodland Road from the intersection of Woodland Road and Armstrong Woods Road to approximately 14200 Woodland Road.

2. Who are the beneficiaries of the project?
   Project will serve approximately 60 households in Census Block Group 1537044. Within this census block group, 56.16% of households are low and moderate income.

3. What is the history of the project?
   This is a new project to replace aged infrastructure in poor condition.

4. What is the General Readiness?
   Currently, the project is in its early stages. The applicant has scoped the work and is applying for Phase I work, which would include engineering and environmental review.

5. What is being leveraged by the project?
   Sweetwater Springs Water District is proposing to pay for the project design phase of this work with 20% of the project costs funded by the District, and the balance being paid for by CDBG. Once the project begins construction, it is proposing to use 50% District funds and 50% CDBG funds.

   Additionally, this project makes improvements to existing infrastructure, in existing right-of-way to improve water service delivery and water quality for low-income households living in existing housing stock. These improvements to existing infrastructure extend the longevity of existing infrastructure systems and improve quality of life for low-income community residents.

Project Narrative

This project replaces old undersized water lines with new improved water lines serving approximately 60 households in the unincorporated rural area just north of Guerneville. This will increase water pressure and improve reliability of the system. The project removes leaded joints from the water system, which will improve water quality. Importantly in this fire-prone area, this project also installs fire hydrants every 300 feet, which with the additional water pressure added to the area, will meet minimum standards. Currently, water tender fire trucks have to be used in the case of fire, because there are not enough hydrants, and water flow from those that are installed is too low to be effective.
Environmental Review Assessment Results

The environmental review has not yet commenced for this project. The application proposes completing the environmental review in the predevelopment first phase of this project, to be completed in the coming year.

Due Diligence in Progress

- Staff will need to understand the feasibility of this project if phased over many years as well as the potential for the project to leverage other funding once predevelopment is completed using CDBG funds.
Project: Windsor Center

Sponsor: The Center for Social and Environmental Stewardship is requesting $500,000.

1. Where is the property located/service area?
   Project property is located on 9619 Old Redwood Hwy and 201 Jesse Ray Place in Windsor, CA.

2. Who are the beneficiaries of the project?
   Project will provide 32 transition-aged youths with affordable and supportive housing. The project additionally includes one managers unit.

3. What is the history of the project?
   Project is currently owned by the sponsor and is used primarily for office space and storage. It is located next to The Center’s Environmental Program, where participants begin their workday. Workers in the Environmental Program are provided transportation to job sites and paid a living wage.

4. What is the General Readiness?
   Currently, the project is in early stages and the request will fund pre-development work.

5. What is being leveraged by the project?
   At this time, the project has no committed funds.

Project Narrative
Windsor Center will house Transition Age Youth exiting publicly funded institutions or systems of care. The Center plans to expand existing services that specifically target Transition Age Youth residents with an aim toward community stewardship and self-sustainability.

Each participant will have an individual lease. They will learn life skills like housekeeping, financial management, and negotiating shared living environments. Youth served by the program are at or below 80% AMI, rents will be set to be affordable at between 40% to 50% AMI levels.

This development will be the first housing development for The Center for Social and Environmental Stewardship. In order to build The Center’s capacity for housing, MidPen Housing will act as turnkey developer of the housing, including managing all aspects of predevelopment, local approvals, and working with the design team as selected by The Center. MidPen will not act as a partner or be part of the ownership structure of the Windsor Center. A third-party property manager will provide property management services for Windsor Center.

Environmental Review Assessment Results
The Center for Social and Environmental Stewardship owns the 1.1 acres site comprised of two parcels. The applicant plans to demolish three under-utilized auxiliary buildings. The applicant intends to renovate an existing office structure in the future to facilitate the increase of services to the residents of the Windsor Center. In addition to the demolition of the auxiliary structures, there will be new utility connections to connect to Town of Windsor sewer and water services, new parking, site work, and new
sidewalks. The project design will be completed with the idea that construction may be undertaken in phases.

**Due Diligence in Progress**

- Staff is reviewing application to determine if project is best suited for CDBG or HOME funding.
- Appraisal of property is pending as of the application date.
- Phase I environmental is in process as of the application date.
- Staff is reviewing debt service projections.