

Sonoma County Community Development Committee



Human Services Dept. Representative: Oscar Chavez (Chair), Tenant Representatives: Stephanie Hiller, Jessica Vega
1st Dist: Betzy Chavez 2nd Dist: Vacant 3rd Dist: Karin Davis 4th Dist: Willie Lamberson 5th Dist: Linda Garcia
Executive Director: Margaret Van Vliet

**Concurrent Regular Meeting & Public Hearing
Wednesday, September 19, 2018**

10:00am-12:30pm

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 August 15, 2018 Meeting (Page 3)**
The Committee will discuss and may take action to approve the minutes from August 15, 2018 or may recommend changes to these minutes.
- 4. Public Hearing (Concurrently with the Technical Advisory Committee) (Page 6)**
 - A. FY 17-18 Consolidated Annual Performance and Evaluation Report (CAPER)**
Staff will present an overview and highlights from the draft Consolidated Annual Performance and Evaluation Report for CDBG, HOME, and ESG funds.
 - B. Draft FY 19-20 Federal Funding Policies for Capital Projects (Page 40)**
Staff will present proposed changes to the past year's Federal Funding Policies for consideration and discussion by the committee.
 - i. Open Public Hearing**
 - ii. Close Public Hearing**
 - iii. Joint CD Committee/TAC Discussion**
 - iv. Recommendations for staff regarding FY 19-20 Federal Funding Policies to be adopted at the October 17, 2018**
- 5. Shelter Crisis Declaration – A requirement to access Homeless Emergency Aid Program (HEAP)**
Staff will discuss the anticipated availability of up to \$12 million in one-time assistance from the State of California to address the homelessness crisis in Sonoma County. To access funds, cities and counties must make a shelter crisis declaration. Staff will discuss what this entails.
TAC Adjourns.
- 6. Review Bylaws (Page 82)**
Committee members will review the current bylaws and make a determination if any changes are needed at this time given the revised role of the committee following the

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Homeless System Redesign. Staff has provided questions for committee consideration.

7. Election of Officers

Per the Committee bylaws, a chair and vice chair should be elected annually. Terms for officers are 12 months long.

8. Affordable Housing Director's Report on County Fund For Housing (CFH) Applicants

Staff will provide a preview of what the Committee can anticipate at the October Public Hearing for County Fund for Housing. Staff will discuss how applications will be ranked in terms of how they meet the CFH Funding Policies. Committee will be encouraged to examine how each project meets the CFH policy and the rigor of staff analysis.

9. Adjournment

Next Regular Meeting

October 17, 2018

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.

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Public Meeting
Wednesday, August 15, 2018

Minutes

1. Call to Order and Roll Call

Oscar Chavez called the meeting to order at 10:05 am and roll was called

CD Committee Members Present: Oscar Chavez, Willie Lamberson, Linda Garcia, Stephanie Hiller, Jessica Vega, Karin Davis (arrived at 10:24am)

CD Committee Members Absent: Betzy Chavez

CDC Staff Present: Margaret Van Vliet, Executive Director; Geoffrey Ross, Assistant Executive Director; Benjamin Wickham, Affordable Housing Director; Felicity Gasser, Policy and Communications Liaison; Chuck Mottern, Public Services and Funding Coordinator; Stacey McLaughlin, Assistant to the Director; Holly Trujillo, Senior Community Development Specialist; Darrin O’Hara, Affordable Housing Administrative Aide; Shelley Ticehurst, Construction Services Administrative Aide.

Guests Present

Caryl Sherman, Rohnert Park Senior Advisory Commission
Sally Walker, SAY
Shelley Clark, Legal Aid
Debbie McKay, resident

2. Public Comments for Items Not on the Agenda

Caryl Sherman shared that she has been on the Section 8 HUD program for 16 years, prior to which she was homeless for two years. She has lived in low income senior housing for the past 11 years and is worried that there are no accountability mechanisms for property managers. Residents are frightened to speak with authorities about senior issues including accessibility for fear of retaliation such as eviction. The Rohnert Park City Council has said they’ve met their quota for affordable housing but that’s not enough.

3. Approval of Minutes from the July 18, 2018 meeting

Linda Garcia moved to approve the minutes, Jessica Vega seconded
Ayes: Oscar Chavez, Stephanie Hiller, Willie Lamberson,

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Nays: None

Abstain: None

Absent: Karin Davis, Betzy Chavez

4. Housing Authority Update

Geoffrey Ross gave an update on the Housing Authority's administrative updates, moves toward updating the waitlist, and additions of the Housing Navigator and Housing Locator positions. These actions are all moving the Housing Authority to align with the homeless system redesign.

5. Presentation of PSWRC-NAHRO Hero of Assisted Housing Award

Margaret Van Vliet presented a plaque recognizing Jessica Vega for her successful nomination of Hero of Assisted Housing awarded by the Pacific Southwest Regional Council - National Association of Housing and Redevelopment Organizations (PSWRC-NAHRO) at the May 2018 Annual Conference.

6. Homeless System Redesign

Geoffrey Ross presented an update on the progress of the Sonoma County Homeless Ad Hoc to develop a new governance structure for the Continuum of Care and seat a new nine-member council by November in anticipation of \$12 million in emergency services funding coming to the county from the State. The redesign would also include a 25-member technical advisory committee consisting of members of specific service provider groups. Funding decisions for public services will no longer be decided by the CD Committee, but by this new board. Commission staff encouraged members of the CD Committee to apply to be part of the technical advisory committee of the new CoC Board.

7. Development of FY 2019-20 Funding Policies

Felicity Gasser went over the memo given to Committee members in their agenda packet outlining the proposed changes to the fiscal year funding policies. Many of the updates were policy changes granted by the disaster waivers which will allow unspent Capital funds to be put towards housing. Another update would divvy annual dollars between jurisdictions and look at anticipated funding over a five year period rather than a one year. Committee members expressed concern that certain regions in the County (e.g. Windsor) would be less inclined to spend funds on affordable housing.

8. Assistant Executive Director's Report

Margaret Van Vliet presented an update on the County's draft recovery framework plan which

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includes five elements: Housing, Emergency Preparedness, Economic Recovery, Natural Environments and Watersheds, and Safety Net Services. Plan and framework is being publically vetted through community meetings and is still receiving comments. The Board of Supervisors will hear and adopt the plan on the 25th of September. Also, the Federal Register containing the guidelines for how CDBG-DR funds are to be distributed was released on August 14th, and the Board of Supervisors will be given a briefing on how this money can and cannot be spent on September 18th. Committee members will be apprised of this meeting at their regularly scheduled hearing on September 19th.

9. Adjournment

Oscar Chavez adjourned the meeting at 11:46am.

Respectfully Submitted,
Holly Trujillo
Senior Community Development Specialist



Sonoma County Community Development Commission
Sonoma County Housing Authority
1440 Guerneville Road, Santa Rosa, CA 95403-4107

*Members of the
Commission*

James Gore
Chair

David Rabbitt
Vice Chair

Susan Gorin
Shirlee Zane
Lynda Hopkins

Margaret Van Vliet
Executive Director

MEMORANDUM

Date: September 19, 2018
To: Community Development Committee & Technical Advisory Committee
From: Holly Trujillo, Senior Community Development Specialist
Subject: Item 4a: FY 17-18 Consolidated Annual Performance and Evaluation Report

Each year, the Community Development Commission (CDC) submits a Consolidated Annual Performance and Evaluation Report (CAPER) to the US Department of Housing and Urban Development (HUD). The CAPER describes accomplishments made using funding from HUD programs that the Commission administers on behalf of the County of Sonoma, including the HOME Investments Partnership Program (HOME), Community Development Block Grant (CDBG), and Emergency Solutions Grant (ESG).

The CAPER categorizes its achievements into three areas: affordable housing, homelessness, and non-housing capital improvements. In order for an accomplishment to be recorded, the service rendered, units built or facility completed must have occurred within the fiscal year (July 1, 2017 to June 30, 2018). It is important to note that the results only include information about accomplishments made using these Federal funding sources: they do not include the entirety of Commission program accomplishments for the year.

The Public Review Draft of the FY 17-18 CAPER is now available for public comment and is available online at <http://sonomacounty.ca.gov/CDC/News/FY17-18-CAPER-Public-Review-Draft/>

The Commission will present the draft CAPER and accept public comments orally at the Committee's public hearing on Wednesday, September 19th, 2018.

Written comments can also be submitted until September 21, 2018 at holly.trujillo@sonoma-county.org or mailed to the Sonoma County Community Development Commission, 1440 Guerneville Road, Santa Rosa, CA 95403.

A comprehensive and concise Annual Report which includes all Commission accomplishments for the year will be presented to the Committee before the end of the year.



Sonoma County

Consolidated Annual Performance and Evaluation Report (CAPER)

Fiscal Year 2017-2018

Public Review Draft

Prepared by:



Sonoma County Community Development Commission

Sonoma County Housing Authority

1440 Guerneville Road, Santa Rosa, CA 95403-4107

This document was prepared using the HUD Integrated Disbursement & Information System

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CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan.

91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The Sonoma County Community Development Commission administers funds on behalf of the HUD-designated Urban County entitlement jurisdiction—the County of Sonoma, Town of Windsor, and cities of Cloverdale, Cotati, Healdsburg, Rohnert Park, Sebastopol, and Sonoma. In FY 17-18, the Commission addressed the goals and objectives outlined in the 2015 Consolidated Plan, either directly or through funding provided to other governmental or nonprofit agencies that assisted lower-income households. The 2015 Consolidated Plan organized community priorities for the use of CDBG, HOME, and ESG funds into three broad goals: Affordable Housing, Homelessness, and Non-Housing Community Development.

During FY 17-18, Year Three of the 2015 Consolidated Plan, the Commission made significant progress toward these goals, despite the significant loss of housing and resident displacement that resulted from the October 2017 wildfires. Preliminary data suggests that over 20,000 individuals residing in Sonoma County are precariously housed and without significant intervention, homelessness will likely increase over the next few years as disaster-related resources are expended. The Commission remains committed to its mission of providing safe, affordable housing for those who need it and is bolstering its capacity and leveraging policy changes to address the new influx of need.

In the area of Affordable Housing, construction of the HOME-funded Sonoma Springs Mixed Use project was completed in FY17-18, providing 11 (three HOME Low and eight HOME High) rental units and 60 total units. The construction for CDBG- and HOME-funded Crossroads development was also completed shortly after the end of the fiscal year and will provide 11 (three HOME Low and eight HOME High) units and a total of 79 units to be reported in FY18-19. The HOME-funded Robinson Road acquisition and rehabilitation project was funded in September 2015 and will provide seven (five HOME Low and two HOME High) rental units. The project is currently awaiting bids for the interior rehabilitation work and project completion is anticipated by the end of 2018. The Commission made 20 housing rehabilitation loans and grants to low-income homeowners: 2 with CDBG funds and 18 with state and local funds. More than 2,600 households received housing assistance in the form of tenant-based rental assistance; 2,825 through the Housing Choice Voucher Program and 27 through the HOME tenant-based rental assistance program.

Under the direction of the Board of Supervisors in response to the October 2017 wildfires, the Commission is spearheading initiatives to leverage its work funded with CDBG, HOME, and ESG and spur production of affordable rental housing by engaging developers and cities, collaborating with other County departments, updating funding policies, leveraging County owned property, proactively setting a production agenda and developing a housing pipeline for anticipated disaster recovery funding.

In the area of Homelessness, the Commission formally launched the Coordinated Entry program in September of 2017. Coordinated Entry is a countywide approach that prioritizes people living outdoors

who are the most vulnerable. Since its launch, Coordinated Entry has enrolled 1,694 people, as of the time this report was written 609 of the enrollees have been placed in shelter and 204 of whom have exited to permanent housing. The Commission has also been at the forefront of redesigning the County's homeless system of care to improve the efficiency of service delivery.

Across all programs and over the course of the entire year, 3,037 households were supported with rental assistance including 359 homeless households. Additionally, 2,661 persons were provided with emergency or transitional shelter, and 1,087 persons exited homelessness to permanent housing (41%), a significant increase from FY16-17. Rapid re-housing assistance ended homeless episodes for 493 households, out of 550 households served (90%). A total of 2,835 households were assisted using a combination of coordinated entry (once launched), street outreach, and day services; 46% of them accessed temporary or permanent housing through those services. Homeless Prevention funding was continued utilizing local, nonfederal, funding and therefore no accomplishments for this activity appear in the chart below. CDBG and ESG funds provided emergency or transitional housing for 779 of these persons, and rapid rehousing assistance which ended homeless episodes for 86 households.

To ensure alignment with the Homeless System of Care, the Sonoma County Housing Authority focused on increasing its lease-up rates by updating the wait list preferences, which was brought before its advisory committee in June 2018. The updated preferences included: in-place preferences for applicant households; an allocation to support individuals and families' successfully moving to permanent housing from permanent supportive housing; nine vouchers for formerly incarcerated individuals or families; and a reduced criminal background check look-back period from five to three years. These administrative changes were approved by the Board of Supervisors in July 2018.

In the area of Non-Housing Community Development, 17 businesses received assistance. Additionally, seven capital improvement projects that improve accessibility for people with limited mobility were completed in the last year, and 17 more are underway throughout the Urban County.

Fair Housing Advocates of Sonoma (FHAS) processed intakes from 161 Sonoma County households made up of 320 individuals. Of those completing intakes, 92 alleged fair housing complaints received referrals to attorneys/housing counselors. During Fiscal Year 17-18, FHAS assisted clients with disabilities in making 14 reasonable accommodation requests, 11 of which were granted, one was withdrawn by the client, and two were denied. Of the two accommodation requests denied, FHAS has drafted housing discrimination complaints and will be filing said complaints shortly upon the clients' approval and representing the clients throughout the complaint process.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the

grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Affordable Housing	Affordable Housing	CDBG: \$ / HOME: \$ / ESG: \$0 / Competitive McKinney-Vento Homeless Assistance Act: \$0 / Section 8: \$	Rental units constructed ¹	Household Housing Unit	40	11	28.50%	0	11	100%
Affordable Housing	Affordable Housing	CDBG: \$ / HOME: \$ / ESG: \$0 / Competitive McKinney-Vento Homeless Assistance Act: \$0 / Section 8: \$	Rental units rehabilitated	Household Housing Unit	20	116	580.00%	0	0	-
Affordable Housing	Affordable Housing	CDBG: \$223,901.31 / HOME: \$0 / ESG: \$0 / Competitive McKinney-Vento Homeless Assistance Act: \$0 / Section 8: \$	Homeowner Housing Rehabilitated ²	Household Housing Unit	50	71	142.00%	31	7	22.58%
Affordable Housing	Affordable Housing	CDBG: \$ / HOME: \$ / ESG: \$0 / Competitive McKinney-Vento Homeless Assistance Act: \$0 / Section 8: \$	Direct Financial Assistance to Homebuyers	Households Assisted	10	2	20.00%	0	0	-
Affordable Housing	Affordable Housing	CDBG: \$0 / HOME: \$372,136 / ESG: \$0 / Competitive McKinney-Vento Homeless Assistance Act: \$982,892 / Section 8: \$29,099,641	Tenant-based rental assistance / Rapid Rehousing ³	Households Assisted	2,820	2,678	94.96%	2,852	2,678	0.00%
Affordable Housing	Affordable Housing	CDBG: \$ / HOME: \$ / ESG: \$0 / Competitive McKinney-Vento Homeless Assistance Act: \$0 / Section 8: \$	Housing for Homeless added	Household Housing Unit	10	0	0.00%	0	0	-

¹ IDIS activity 1031 Midpen Housing – Sonoma Springs

² IDIS activities 1073 and 1100 – SCCDC Housing Rehabilitation and 1067 DSLC Housing Access Modification

³ IDIS activities 1083 and 1098 SCCDC – Tenant Based Assistance

Homelessness	Homeless	CDBG: \$ / ESG: \$ / Competitive McKinney-Vento Homeless Assistance Act: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	-	-	-	3,800	-	0.00%
Homelessness	Homeless	CDBG: \$ / ESG: \$ / Competitive McKinney-Vento Homeless Assistance Act: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	3,477	-	0	0	-
Homelessness	Homeless	CDBG: \$ / ESG: \$ / Competitive McKinney-Vento Homeless Assistance Act: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0	-	234	0	0.00%
Homelessness	Homeless	CDBG: \$ / ESG: \$67,438 / Competitive McKinney-Vento Homeless Assistance Act: \$2,986,734	Tenant-based rental assistance / Rapid Rehousing ⁴	Households Assisted	150	276	184.00%	30	86	287.00%
Homelessness	Homeless	CDBG: \$92,292.68/ ESG: \$70,686/ Competitive McKinney-Vento Homeless Assistance Act: \$	Homeless Person Overnight Shelter ⁵	Persons Assisted	750	2,963	395.07%	1274	780	61.00%
Homelessness	Homeless	CDBG: \$ / ESG: \$ / Competitive McKinney-Vento Homeless Assistance Act: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0	-	0	0	
Homelessness	Homeless	CDBG: \$ / ESG: \$ / Competitive McKinney-Vento Homeless Assistance Act: \$	Homelessness Prevention	Persons Assisted	250	56	22.40%	0	0	

⁴ 1092 ESG 17 Rapid Re Housing (Catholic Charities and Social Advocates for Youth Rapid Re Housing)

⁵ IDIS activities 1086 CAP Harold's House; 1087 Sloan Shelter; 1088 COTS Mary Isaak Center; 1090 YWCA Safe House; 1091 Family Support Center

Homelessness	Homeless	CDBG: \$71,660.91 / ESG: \$ / Competitive McKinney-Vento Homeless Assistance Act: \$	Other ⁶	Other	0	5400	100%	2,000	2,565	128.00%
Non-Housing Community Development	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$284,293.68 / HOME: \$0 / ESG: \$0 / Competitive McKinney-Vento Homeless Assistance Act: \$0 / Section 8: \$0	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit ⁷	Persons Assisted	5000	57064	1141.28%	63,457	9,329	15.00%
Non-Housing Community Development	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$54,045/ HOME: \$0 / ESG: \$0 / Competitive McKinney-Vento Homeless Assistance Act: \$0 / Section 8: \$0	Public service activities other than Low/Moderate Income Housing Benefit ⁸	Persons Assisted	100	320 ⁹	320.00%	50	320	640.00%
Non-Housing Community Development	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$0/ HOME: \$0 / ESG: \$0 / Competitive McKinney-Vento Homeless Assistance Act: \$0 / Section 8: \$0	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	100	3,537	0.00%	0	0	-
Non-Housing Community Development	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$ / HOME: \$0 / ESG: \$0 / Competitive McKinney-Vento Homeless Assistance Act: \$0 / Section 8: \$0	Homeless Person Overnight Shelter	Persons Assisted	0	0	-	0	0	-
Non-Housing Community Development	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$0 / HOME: \$0 / ESG: \$0 / Competitive McKinney-Vento Homeless Assistance Act: \$0 / Section 8: \$0	Businesses assisted ¹⁰	Businesses Assisted	75	68	90.67%	48	0	0.00%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

⁶ IDIS activities 1085 Catholic Charities – Homeless Service Center and 1093 – Catholic Charities Coordinated Intake/HOST

⁷ IDIS activities 1036 Cloverdale – Pedestrian Safety Improvements; 1069 Rohnert Park – ADA Transition Plan; 1071 – Russian River Recreation & Park District – JK Wright Park; 1076 Regional Parks – Helen Putnam Park ADA; 1077 Windsor Starr Rd Sidewalk Phase 3

⁸ IDIS activity 1089 Fair Housing Advocates of Sonoma County – Fair Housing

⁹ Originally Fair Housing was counted as a Public service activity for low/moderate income housing benefit. It is now being counted as Public service activity other than low/moderate income housing benefit.

¹⁰ IDIS activity 1021 – Sonoma County Economic Development Board - MicroEnterprise

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

The Commission exceeded its goal of producing new rental housing units for Fiscal Year 2017-18. Eleven HOME-funded units were completed and occupied in the Fetters Apartments Development in the Sonoma Valley, three of which are for low-income households (30%-50% AMI) and eight for moderate (50%-80%AMI). Fetters is a 60-unit apartment complex affordable to extremely low- and very-low income households. Construction of Crossroads, a 79-unit apartment complex in Southwest Santa Rosa, was also completed in July 2018. It includes 11 more HOME-Funded units, which will be recorded in FY18-19 accomplishments. Increasing housing stock that is affordable, safe, and accessible for low-, very low-, and extremely low-income families and individuals remains a key strategy for the Urban County.

The Urban County did not meet its strategic plan goals for homeownership or rental rehabilitation during FY 17-18, but continues to prioritize the preservation of affordable housing stock in a market where there is very little new affordable housing being developed. Five owner-occupied housing rehabilitation projects and two housing modifications for special-needs residents were completed. The Commission leverages other funding in its housing rehabilitation program, and in FY 17-18, using state and local funds, rehabilitated eighteen owner-occupied homes.

Tenant-based rental assistance, both from the Housing Choice Voucher program and from HOME Tenant Based Rental Assistance are serving approximately the expected number of households and these programs remain a high priority in order to subsidize rent in the Urban County’s high-cost housing market.

Goals for outreach to unsheltered persons, overnight shelter, and rapid re-housing were all exceeded during the reporting period. The use of funds for promoting effective and proven strategies for homelessness prevention and interventions county-wide remain a high priority.

Goals for creating and/or replacing infrastructure systems and public facilities were not met during the reporting period, though efforts have exceeded the goals of the five-year Consolidated Plan.

Other than Fair Housing services, there were no non-homeless public services provided during FY 17-18 using FY 17-18 CDBG funds. However, non-federal funds were used to provide key services. Since 2011 the Continuum of Care has had a standing Workforce Development Committee that partners with Sonoma County JobLink to identify employment development opportunities for extremely low-income homeless persons, and promulgates best practices in developing homeless clients’ employability. The County’s involvement in the Continuum of Care process, Section 3 compliance, SonomaWORKS, Job Link, Upstream Investments, Health Action, and the actions of the Local Workforce Investment Board will all foster greater economic opportunities for the lower-income residents of Sonoma County.

Additionally, through a substantial amendment the Board of Supervisors reallocated \$47,178 of Housing and Commercial Rehabilitation Loan Program funds for emergency shelter expenses incurred in the immediate aftermath of the wildfires, to fund a \$10,000 one-week emergency operation of a consolidated disaster shelter to ensure all persons had a safe exit, and to augment winter shelter contracts with COTS and Social Advocates for Youth by a total of \$37,178 to accommodate persons leaving the disaster shelter. Catholic Charities of the Diocese of Santa Rosa dedicated its Homeless Outreach Service Team full-time, first to staff a Housing Navigation Center from February 27, 2018 through April 2, 2018, and then following closure of the Housing Navigation Center, to provide outreach and housing placement to approximately 114 homeless persons who had camped at the Roseland Village redevelopment site.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG	HOME	ESG
White	10,047	26	218
Black or African American	450	1	52
Asian	506	0	9
American Indian or American Native	338	2	111
Native Hawaiian or Other Pacific Islander	105	1	13
Total	11,446	30	403
Hispanic	1,914	11	219
Not Hispanic	10,703	27	250

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

It should be noted that the table above does not include all racial categories that are reported in the HUD Integrated Disbursement Information System (IDIS) for CDBG- and ESG-funded accomplishments, therefore, the total provided is reflective of both the listed categories and the categories that were not included. For CDBG, the following additional racial categories were represented among those served: Asian & White: 9 persons; American Indian/Alaskan Native & White: 173 persons; Black/African American & White: 17 persons; American Indian/Alaskan Native & Black/African American: 12 persons. In addition to the reported categories, there were 960 persons who reported as Other Multi-racial.

According to the 2012-2016 American Community Survey 5-Year Estimates, the CDBG, HOME, and ESG programs are, for the most part, serving low-income households of a minority racial and ethnic make-up in similar proportion to the Urban County population at large. White households are served in an equal a higher proportion by CDBG (80 percent), and lower in HOME (68 percent) and ESG (46 percent) than they make up in the Urban County at large (80 percent). Black households (one percent of the total Urban County population) were four percent of those served by CDBG, three percent of those served by

HOME, and eleven percent of those served by ESG. Asian households (three percent of the total Urban County population), were four percent of those served by CDBG, zero percent of those served by HOME, and two percent of those served by ESG. American Indian or Alaskan Native households (one percent of the total Urban County population), were three percent of those served by CDBG, five percent of those served by HOME, and twenty-four percent of those served by ESG. Native Hawaiian or other Pacific Islander households (less than one percent of the total Urban County population), were one percent of those served by CDBG, three percent of those served by HOME, and three percent of those served by ESG.

The Commission is dedicated to using Federal funds for fair housing and equal opportunity for protected classes. Through the Assessment of Fair Housing (AFH) that the Commission anticipates preparing in 2019, comprehensive data on race, ethnicity, access to opportunity and concentrations of poverty will become available and guide future distribution of funding.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG	4,280,098	1,552,461
HOME	HOME	682,305	472,041.14
ESG	ESG	149,323	149,323
Competitive McKinney-Vento Homeless Assistance Act	Competitive McKinney-Vento Homeless Assistance Act	2,986,734	2,986,734
Section 8	Section 8	28,995,388	29,099,641

Table 3 - Resources Made Available

Narrative

For CDBG, Table 3 – Resources Made Available matches the PR-26 Report which included the FY 17-18 CDBG award from HUD (\$2,313,106.54) plus unexpended funds from the end of last year (\$1,695,117) plus CDBG Program Income (\$271,875). CDBG “Amount Expended During Program Year” matches the PR-26 report.

For HOME, the “Resources Made Available” was edited to match the actual amount awarded to subrecipients in FY 17-18, as submitted in the FY 17-18 Action Plan. The HOME “Amount Expended During Program Year” is the sum of \$372,136 in TBRA (IDIS activities 1083 and 1098), \$12,773.37 on Rapid Re Housing activities (IDIS activity 1099) \$24,930.28 for Community Housing Sonoma County Operating costs (IDIS activity 1097), and \$62,201 spent on HOME Administration. No applications were submitted for the \$102,346 CHDO allocation. Following the October 2017 declared disaster, the Commission received a waiver of the 15% CHDO set-aside requirement. The Commission anticipates submitting a substantial plan amendment in late Fall 2018 describing how these funds will be used for new affordable housing construction.

For ESG, the table matches the amount of the FY 17-18 ESG award to the Urban County. ESG “Amount Expended During Program Year” reflects the amount spent in FY 17-18.

An additional \$108,253 in Section 8 funds from FY 16-17 were added to and expended in the FY 17-18 allocation.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Urban County	100%	100%	

Table 4 – Identify the geographic distribution and location of investments

Narrative

The FY 17-18 One-Year Action Plan encompassed activities undertaken by the County of Sonoma, as well as the seven municipalities comprising the HUD entitlement Urban County: Cloverdale, Cotati, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and Windsor. Sonoma County does not dedicate funds to target areas. One hundred percent of funds are used in the Urban County.

The Urban County jurisdictions share CDBG funds for capital projects and economic development programs in similar proportion to the number of residents living in each area. Beyond an initial allocation of available CDBG funds intended to assist capital projects and microenterprise economic development programs in incorporated and unincorporated areas, the jurisdictions do not pre-determine the locations where CDBG, HOME, and ESG funding are to be used in Sonoma County.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

As detailed throughout this report, the Commission utilized CDBG, HOME, ESG, Continuum of Care Program, County General Fund, and County Fund for Housing funds, along with funds from other public and private sources, to administer programs providing street outreach, coordinated entry, homelessness prevention, emergency shelter, transitional housing, rapid re-housing, permanent housing, and supportive services for the low-income residents of Sonoma County, including special needs populations who are not homeless but who require supportive housing.

The County of Sonoma has invested more than \$18.8 million of local dollars into affordable housing production over the past three years and is expected to contribute \$8-\$10 million in the final two years of the plan. These resources provide gap financing for affordable rental development projects that often use federal Low Income Housing Tax Credits and a standard combination of other private debt and equity sources. The Altamira Apartments development in Sonoma received an allocation of local gap financing during the FY 17-18 funding round. This 48-unit affordable project is currently applying for 9%

Tax Credits and will be under construction early next year. Another project, Roseland Village in Santa Rosa, received an allocation of local gap lending in FY 16-17. This project is close to being fully entitled, with initial construction beginning in 2019. Local resources also help fund a variety of services designed to mitigate homelessness. For example, a local non-profit agency, Catholic Charities, collaborated with the Veterans Administration Supportive Housing Program in renting a 104-room motel in the Urban County. County General Funds were allocated to the project's operational costs, which could not be funded with any of their existing funding streams.

The County of Sonoma increasingly is considering ways to use its own property to support housing development. Currently, the County has contracted with nonprofit developers to build more than 100 new housing units and community facilities on two County-owned properties in combination with an investment of local funds. In 2016 the Board of Commissioners committed to the use of land adjacent to its main administration center to house a pilot project involving the use of "tiny homes" for veterans, and selected a local non-profit agency to develop and manage the project. Going forward, the County intends to offer select owned parcels of land for development of affordable housing. In the next five years, three additional county-owned properties may be offered that could result in up to 1,200 mixed income housing units.

Continuum of Care funds were used to administer the Countywide Homeless Management Information System (HMIS), launch the Countywide Coordinated Entry program, and for numerous Continuum of Care Rental Assistance programs.

Several federal funding sources, including HOME and McKinney-Vento funds, provide administration funding in amounts less than actual administration costs. The Sonoma County Board of Supervisors annually appropriates County General Funds to the Commission to augment these administration funds. In addition, Sonoma County General Funds provided operational resources for the Samuel Jones Homeless Shelter, a collaborative street outreach effort, matching funds for the HMIS and Coordinated Entry project, and the Continuum of Care Coordination function. In addition, the Homeless Census and Survey is supported with Sonoma County General Funds and contributions from the county's nine cities.

For affordable housing projects in general, local government is often looked to as a "gap" financier, providing funds to achieve fiscal feasibility for projects that have acquired commercial mortgage and tax credit equity commitments and, perhaps, other public sources of debt or grant funding. The Commission routinely fills these development *pro forma* "gaps," allowing projects to move forward, and by doing so, leverages five to ten dollars for every dollar of "gap" financing. Having an award of HOME funds often enables the project sponsor to be more competitive in seeking funding from other sources, because an award of local public dollars can be demonstrated.

Similarly, with regard to public services funding, service provider agencies invariably cobble together a number of private and public sources of funding in order to deliver program services; the Commission is typically one of many funders for each public service program awarded grant funding. The level of service delivery taking place is far greater than the commensurate level of financial support provided through Commission funding alone, due to this mutual leveraging of funds with other funders.

Table 11f in CR-75 delineates the source and amount of matching funds utilized in carrying out the ESG projects in FY 2015-16, FY 2016-17, and FY 2017-18. Table 5 below delineates matching funds for HOME projects.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	3,899,157.40
2. Match contributed during current Federal fiscal year	0
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	3,899,157.40
4. Match liability for current Federal fiscal year	387,811
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	3,511,346.40

Table 5 – Fiscal Year Summary - HOME Match Report

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match

Table 6 – Match Contribution for the Federal Fiscal Year

HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period	Amount received during reporting period	Total amount expended during reporting period	Amount expended for TBRA	Balance on hand at end of reporting period
\$	\$	\$	\$	\$
9,308	41,961.80	9,308	9,308	41,961.80

Table 7 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period

	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Number	2	0	0	0	0	2
Dollar Amount	\$691,573	0	0	0	0	\$691,573
Sub-Contracts						
Number	51					51
Dollar Amount	\$14,755,435					\$14,755,435
	Total	Women Business Enterprises	Male			
Contracts						
Number	2		2			
Dollar Amount	\$691,573		\$691,573			
Sub-Contracts						
Number	51		51			
Dollar Amount	\$14,755,435		\$14,755,435			

Table 8 - Minority Business and Women Business Enterprises

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number						
Dollar Amount						

Table 9 – Minority Owners of Rental Property

Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired						
Businesses Displaced						
Nonprofit Organizations Displaced						
Households Temporarily Relocated, not Displaced						
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number						
Cost						

Table 10 – Relocation and Real Property Acquisition

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	62	15
Number of Non-Homeless households to be provided affordable housing units	20	23
Number of Special-Needs households to be provided affordable housing units	11	38
Total	93	76

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	62	58
Number of households supported through The Production of New Units	0	11
Number of households supported through Rehab of Existing Units	31	7
Number of households supported through Acquisition of Existing Units	0	0

	One-Year Goal	Actual
Total	93	76

Table 12 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

Several affordable housing goals were not met during the reporting period, but it is anticipated that in the area of “Number of households supported through the Production of New Units,” the Strategic Plan goal of 10 new units will be exceeded during the next fiscal year, as it is expected that at least one HOME-funded project has already been completed. It is also anticipated that Strategic Plan goals will be exceeded in the area of “Number of households supported through Rehab of Existing Units,” being that 19 rehabilitations have already been completed with CDBG dollars within the first two months of FY18-19.

The number of non-homeless households provided affordable housing units is made up of 43 households assisted through the Sonoma County Housing Authority Tenant-Based Rental Assistance program, and five homeowners assisted through the Sonoma County Housing Rehabilitation Program.

The number of homeless households supported through rental assistance is made up of the 15 households assisted through the Sonoma County Housing Authority Tenant-Based Rental Assistance program.

The number of special needs households consists of 36 assisted through Housing Authority’s Tenant-Based Rental Assistance program and two through Disability Services and Legal Center housing modifications to provide accessibility.

Please note that, in order to follow HUD’s instruction that the numbers reported in this section are consistent with the accomplishments reported at the Activity Level in IDIS, the results only include CDBG and HOME results. ESG accomplishments are reported in CR-05 and SAGE.

Discuss how these outcomes will impact future annual action plans.

It is anticipated that future action plans will continue to reflect the affordable housing goal set in the Consolidated Plan, which emphasizes the construction and preservation of affordable rental housing.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	2	20
Low-income	3	9
Moderate-income	2	9
Total	7	38

Table 13 – Number of Households Served

Narrative Information

The extremely low-income households reported include two recipients of CDBG Housing Rehabilitation loans or grants (IDIS activity 1073) and 20 recipients of HOME Tenant-Based Rental Assistance (IDIS activity 1083). The low-income households reported include three recipients of CDBG Housing Rehabilitation loans or grants, six Tenant-Based Rental Assistance recipients and three HOME-funded units from the Sonoma Springs complex (IDIS activity 1031). The moderate income households include two CDBG-funded DSLC Housing Access Modifications (IDIS activity 1067) one Tenant-Based Rental Assistance recipient and eight of the new HOME units at Sonoma Springs.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction’s progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

In FY 2017-18, the Sonoma County Community Development Commission continued the County-wide Homeless Outreach Services Team (HOST) that began in 2015. The project works in cooperation with the Continuum of Care’s implementation of Coordinated Entry. The HOST street outreach teams utilize the same evidence-based screening tools that are used by Coordinated Entry and aim to connect participants directly with Coordinated Entry for housing placement, as well as with benefits and health resources. The standard screening and assessment tools prioritize resources to the persons with critical health needs and the longest periods of homelessness. In FY 17-18, the HOST project assessed 133 unsheltered individuals and placed 23 households in safe housing (ES) and 16 into permanent housing, directly off the street.

Additionally, the Commission diverted unused rehabilitation funds to staff a Housing Navigation Center from February 27, 2018 through April 2, 2018 to assess the individuals needs of members of a homeless encampment which formed at the Roseland redevelopment site after the fires. This project provided outreach to approximately 114 homeless persons, an unspecified number of whom were fire victims and all of whom were impacted the increase of rental costs following the loss of more than 5,000 housing units.

Addressing the emergency shelter and transitional housing needs of homeless persons

The focus of Sonoma County’s emergency shelter and transitional housing programs is establishing safety through trauma-informed care, to stabilize and quickly house participants. In FY 17-18, CDBG funds supported 100 emergency shelter beds at Committee on the Shelterless’ Mary Isak Center and 18 homeless families at Committee on the Shelterless’ Family Transitional Housing program. ESG funds were used to support 138 family emergency shelter beds at Catholic Charities’ Family Support Center.

Also, local funds supported emergency shelters and transitional housing throughout the Urban County, including Cloverdale, Guerneville, and Sonoma, as well as a women's shelter and a domestic violence safe house located in Santa Rosa which serves the entire region.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The County, cities, and local nonprofit agencies offer a range of programs that provide financial and other assistance to those who are at-risk of becoming homeless due to financial emergencies, loss of existing dwelling units through inaccessibility by persons with mobility impairments, natural disasters, or unabated deterioration.

In FY 17-18, the Sonoma County Community Development Commission allocated local funds for a Homelessness Prevention & Diversion program operated by Catholic Charities that assisted 185 households to avoid homelessness through connection with resources aimed at improving housing stability. In addition, the Commission allocated local funds for staffing for the HCA Family Funds (a rental assistance program operated by Community Action Partnership which served 86 households in FY 17-18), and for Eviction Defense provided by Legal Aid of Sonoma County (which served 407 households countywide).

The Commission also allocated local funds to homeless diversion and prevention projects targeting the Lower Russian region. In FY2017-2018, 73 residents of the Lower Russian River who had received pay-or-quit notices received homeless prevention services through these combined services. Those served include 18 transition-age youth and at least 5 children.

The loss of 5,300 units in the October 2017 wildfires and the rippling impacts of displacement and increasing housing prices played a significant role in a six percent increase in homelessness as recorded in the 2018 Homeless Count. The number of people experiencing their first homeless episode increased from 24 percent in 2017 to 37 percent in 2018. The damage caused by the October 2017 fires further limits housing options available for Sonoma County's population experiencing homelessness countywide.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

In FY 17-18, the Sonoma County Community Development Commission allocated ESG funds for two rapid re-housing programs that served 69 households comprised of 122 family members and supplemented local matching funds to support these and one additional rapid re-housing program targeting transitional-aged youth. Local funds additionally paid for the cost of services and housing operations at three separate properties operating as permanent supportive housing. These include 24 units in Rohnert Park, where the Commission funds supportive services provided by COTS; case management services provided by Community Support Network for 8 formerly homeless transition aged youth at Sanctuary House in Cotati, and housing operations at the Palms Inn's 104 units for veterans and chronically homeless persons.

The Commission also allocated local funds supporting homelessness prevention, homeless outreach, and rapid re-housing in the Lower Russian River focusing on formerly homeless individuals. In FY17-18, the Lower Russian River projects moved 36 individuals from homelessness into housing.

In FY 17-18, the Sonoma County Continuum of Care continued system-wide training in the Seeking Safety evidence-based practice to give traumatized clients the tools to address life challenges before challenges become a trigger for relapse and a return to homelessness. Also, refinement of the System-wide Performance Measures have clarified baseline recidivism information: Between FY16-17 and FY17-18, the rate of homeless individuals returning to homelessness after 2 years decreased from 27% to 20%.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The Urban County does not operate public housing. The County primarily focuses resources on rental housing development and preservation. As opportunities arise, the County also devotes resources to affordable homeownership opportunities for lower-income first-time homebuyers.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

The Urban County does not own or operate public housing units. The Sonoma County Community Development Committee (the advisory board to the Sonoma County Community Development Commission and the Sonoma County Housing Authority) includes two Section 8 participants and serves as the Housing Authority's resident advisory board.

Actions taken to provide assistance to troubled PHAs

Not applicable. The Sonoma County Housing Authority has been designated as a High Performing Agency for 18 consecutive years.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the

return on residential investment. 91.220 (j); 91.320 (i)

The Commission ensures compliance with the Federal Fair Housing Act and Section 504 of the Rehabilitation Act of 1973 for all new housing construction projects. This includes that, at a minimum, five percent of the total dwelling units or at least one unit in a multifamily housing project, whichever is greater, shall be made accessible for persons with mobility impairments. A unit that is on an accessible route and is adaptable and otherwise in compliance with the standards set forth in §8.32 is accessible for purposes of this section. An additional two percent of the units (but not less than one unit) in such a project shall be accessible for persons with hearing or vision impairments.

In addition, the Commission requires all projects receiving HOME funds to adhere to the requirements of 24 CFR 92.351 and to follow its affirmative marketing procedures and requirements for rental and homebuyer projects containing 5 or more HOME-assisted housing units. Affirmative marketing steps consist of actions to provide information and otherwise attract eligible persons in the housing market area to the available housing without regard to race, color, national origin, sex, religion, familial status or disability.

In May 2017, the Commission reformed its local County Fund for Housing policies to enable more proactive use of dollars outside of the regular application cycle. Using the allowances of this new policy, the Commission purchased County-owned land in July 2017 using CFH money to redevelop into mixed use and affordable housing. Additionally, a Tiny Home project for homeless veterans is slated to break ground in the winter.

The Sonoma County Community Development Commission in partnership with the City of Santa Rosa and Sonoma Clean Power has developed the Renewal Enterprise District (RED): a Joint-Powers' Authority designed to streamline and incentive the production of resilient and affordable housing. The RED will have a shared governance structure to develop a countywide vision, facilitate the pooling and leveraging of financing, and increase regulatory certainty for projects that meet the RED goals which include incentivizing higher density, infill, and transit-oriented housing in Priority Development Areas; promoting zero net energy development and resiliency; and ensuring affordability and equity in housing development. The JPA would have the power to pool and leverage public and private financing and explore the most strategic and advantageous use of city- and county-owned land.

Furthermore, Sonoma County Permit and Resource Management Department, known as Permit Sonoma, uses a number of tools to remove barriers to affordable housing. In April 2018, Permit Sonoma proposed allowing 1 bedroom/640 square ft accessory dwelling units on rural 1 acre parcels, delay the collection of permitting fees for affordable housing projects until they are near occupancy, allow transitional and supportive housing in all zones that would allow a single family dwelling, provide density bonuses for housing units for foster youth, veterans and homeless, allow small single room occupancy (SRO) projects as a permitted use and allow them to be larger than 30 rooms with a use permit.

The Urban County and Cities of Santa Rosa and Petaluma have commenced preparation of an Analysis of Fair Housing (AFH). Part of the AFH includes setting Fair Housing Goals and Priorities. These new goals and priorities will be reflected in the 2020 Consolidated Plan.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

In response to Sonoma County's overheated housing market, low vacancy rates for rental housing, high cost of home ownership, a much higher than normal percentage of homeless residents needing housing in our jurisdiction, and the post-fire recovery needs impacting our community, the Commission has a more important charge than ever to meet the needs of those who are underserved in our community.

All of the projects funded in the FY 17-18 Action Plan addressed one or more of the obstacles to meeting underserved needs delineated in the 2015 Consolidated Plan. In addition, the Community Development Commission committed local Low-Moderate Income Housing Asset Funds to rapid re-housing and homelessness prevention programs, and the County of Sonoma committed County General Funds to support programs that serve the needs of the most vulnerable in the community and underserved regions in the County through the Community Services Fund (CSF) and the County Fund for Housing (CFH). Funded affordable housing projects were based on readiness to proceed and innovative approaches to overcoming regulatory barriers and provide or preserve both rental and homeownership housing opportunities for lower-income persons. Funded emergency rental assistance and family self-sufficiency activities enabled lower-income individuals and families to obtain and retain rental housing in the high-priced market in Sonoma County. As the high cost of housing and the ongoing effects of the wildfires are contributing factors in the County's homeless population, the funded emergency shelter, coordinated entry, permanent supportive housing, and rapid re-housing assistance activities assisted those in need to move as quickly as possible towards the goal of attaining stable, permanent housing.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

Making housing lead safe is the most effective strategy to protect children from lead poisoning. The Sonoma County Community Development Commission addresses this through proactively disseminating printed information concerning lead-based paint hazards to all residents of housing rehabilitation and rental assistance programs. The Commission's Housing Quality Standards (HQS) Inspectors have received training in visual assessment of lead-based paint hazards and are observant of the existence of this hazard during their property inspections, thereby preventing exposure to lead hazards by identifying the risks before families with children under six years of age move into rental units that are assisted by the Housing Authority.

The Commission's Rehabilitation Specialists are trained in the identification of lead hazards, proper methods of paint stabilization, interim control, abatement procedures, and testing/clearance reports to ensure compliance with all lead hazard reduction requirements during rehabilitation activities. Any dwellings not exempt from HUD's lead hazard reduction provisions (single-room occupancy, dedicated senior housing, and housing constructed after 1978) renovated under the Housing Rehabilitation Program undergo a lead hazard risk assessment by a state-certified Risk Assessor prior to the

formulation of the project's scope of work. Any identified lead hazards are addressed in the scope of work and a certified clearance is obtained before the project is considered complete.

The Commission also ensures compliance with lead hazard reduction requirements by sub-recipients of CDBG, HOME, and ESG funding used to acquire and/or renovate existing buildings for housing or to undertake residential and re-housing service activities through regular monitoring of those activities. None of the seven owner-occupied homes rehabilitated in FY 17-18 fell under the category for testing.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The Urban County works to reduce the number of poverty-level families by targeting CDBG, HOME, ESG, and local funds to projects that provide services to foster self-sufficiency, in conjunction with the provision of housing, shelter, and other public facilities. The Sonoma County Community Development Commission implements the Section 8 Housing Choice Voucher Program and numerous Continuum of Care Rental Assistance Programs. Rental assistance enables lower-income individuals and families to obtain and retain rental housing in the high-priced market in Sonoma County. These households face severe obstacles to obtaining safe, affordable, local housing and cannot afford market-rate rental housing in Sonoma County. The Commission and Santa Rosa Housing and Community Services had a market survey conducted which resulted in HUD adjusting the Fair Market Rents effective for October 2017 to align with the rental market in Sonoma County. This allowed the Housing Authority to establish Payment Standards more in line with the rental market in Sonoma County. In February 2018, the Housing Authority increased the Payment Standards established in October 2017 from 110% to 115% of the Fair Market Rent for studio, one, two and three bedroom dwellings. This aided applicants and participants in being able to afford the higher rents that have occurred in Sonoma County since the fires of October 2017 and better compete for available spaces in a tight market. The Commission made CDBG and ESG funding available to various nonprofit agencies to operate programs that work to reduce the number of persons living below the poverty level through various services for low income and homeless residents, including shelter and rapid re-housing programs. The Commission also made CDBG funding available to support micro-enterprises that build wealth and create jobs for low-income households. Among the activities supported are individual development accounts, micro-lending assistance, and classes and individualized coaching on a number of topics including starting a business, budgeting, and creating marketing plans.

The County's involvement in the Continuum of Care process, Section 3 compliance, SonomaWORKS, Job Link, Upstream Investments, Health Action, and the actions of the Local Workforce Investment Board all foster greater economic opportunities for the lower-income residents of Sonoma County. The Commission also funded micro-enterprise activities and supported economic development with the goal of establishing, stabilizing, and expanding small businesses and therefore creating new employment opportunities for low-income residents.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The Commission worked in conjunction with multiple County departments, the seven Urban County municipalities, and various nonprofit agencies receiving CDBG, HOME, and ESG funding to carry out the activities during the FY 17-18 year. The Commission also worked closely with Santa Rosa and Petaluma, cities not part of the Urban County but which operate similar programs. A concerted effort has been made to create County-wide partnership and coordination and institutional structure. Work with the Continuum of Care and our Homeless Services Outreach Team (HOST) which works with these other jurisdictions are examples of this. The Sonoma County Housing Authority maintains service provider agreements with local supportive service agencies to provide services to its Family Self-Sufficiency participants.

The County encourages collaboration between housing and service providers with the intention of fostering development of more supportive housing options. The County's leading nonprofit housing developers successfully collaborate with other local nonprofit agencies to develop and operate affordable housing projects with specific set-asides of permanent supportive housing units for persons with disabilities.

The Commission continued to host and staff the ongoing Continuum of Care planning process, which facilitates increased collaboration among the County, Santa Rosa, Petaluma, the County departments of Health and Human Services, and housing and homeless service providers throughout the County. Continuum of Care meetings help forge new connections and working relationships with many participants as well as responding to the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act requirements.

The Commission staffed the Continuum of Care Board in addressing the goals and action steps required under the HEARTH Act regulations and the Emergency Solutions Grant program, including reducing and ending homelessness through:

- Expanded street outreach and system-wide coordinated assessment;
- Shortening lengths of stay while addressing the key needs of people in emergency and transitional housing, especially their health and income needs;
- Reducing returns to homelessness from permanent housing;
- Helping homeless persons access permanent housing;
- Helping low-income persons avoid homelessness;
- Implementing a “no wrong door approach” through expansion of Coordinated Entry; and
- Increasing income through employment and accessing mainstream resources.

In FY 2017-18, the Commission engaged HomeBase, a national technical assistance provider for the U.S. Department of Housing and Urban Development (HUD) to assess the governance structure of the CoC. A subsequent report identified that Sonoma County's decision-making process for funding and implementing best practices for ending homelessness is so fragmented that a significant restructuring is required. As a result of the HomeBase study and ten subsequent months of group meetings and individual discussions among county government, nonprofit, faith-based, and private sector stakeholders committed to ending homelessness, Sonoma County is implementing a true homeless system of care that will yield positive results. To implement this redesigned homeless system of care,

the county will establish a new leadership structure that will set a vision, make decisions, and measure results for ending homelessness throughout the county.

This new 9 member governing board will be seated by December 2018 and will include elected officials from the 3 HUD entitlement jurisdictions (City of Santa Rosa, City of Petaluma, and the Urban County) with a goal of achieving functional zero in homelessness and aligning funding streams and overall policy/planning.

The partnership between the Commission and the Continuum of Care grew through the execution of a Memorandum of Understanding for the purpose of consulting and collaborating on the allocation and administration of ESG funds for non-entitlement communities within Sonoma County, on behalf of the California Department of Housing and Community Development.

The Continuum of Care continued to host working groups to implement its 10-Year Homeless Action Plan 2014 Update. Working groups such as “RENT Sonoma” (addressing landlord engagement), a Workforce Development Committee, a SOAR Disability Income Initiative, and “Best Practices in Integrative Health” working group have undertaken key goals under the 10-Year Plan’s Housing, Income, and Health rubric. The 2017 application for Continuum of Care funds also addressed the homeless needs in Sonoma County and can be accessed by contacting the Sonoma County Community Development Commission.

Finally, the Commission began work with LeSar Consultants to develop a Strategic Plan which is designed to increase the capacity of the Commission to fulfill its disaster recovery role and for the long-term housing needs of the County.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The Community Development Commission has on-going interaction with many public and private entities to further the objectives set forth in the 2015 Consolidated Plan and the FY 17-18 Action Plan. The Commission is an agency of County government and is charged by the Board of Supervisors with closely collaborating with other relevant County government departments including, but not limited to the Department of Health Services and the Human Services Department. With these two agencies and other County departments, the Commission is engaged in a comprehensive Safety Net Initiative to improve service delivery to County residents who are shared clients.

The Commission embarked in July on a comprehensive Data Management and Technology Infrastructure upgrade project to identify and implement modern, secure, collaborative, responsive and efficient data and technology solutions in direct support of housing delivery services. This project encompasses cloud-based data platforms fully integrated with other County systems. This work will foster increased collaboration with other county departments, non-profit partners and state and federal government partners for improved delivery of services.

The Commission routinely works closely with the City of Santa Rosa Housing and Community Services Department and Housing Authority. Over the past year, the County has undertaken a redesign of its homeless system of care. The County and the City of Santa Rosa have formed a joint Homeless System of Care Redesign Ad Hoc Committee. Improved coordination with lead agencies for health and mental health will be one of the outcomes of the homeless system redesign.

Currently, the Commission stages annual competitions for federal and local homeless and public services funding which are informed by its ongoing relationships with a large percentage of community-based non-profit agencies providing homeless services and affordable housing.

The Commission has regular contact with the County of Sonoma's planning and land use department, Permit Sonoma, to enhance affordable housing program coordination. Additionally, the Commission cooperates with the Economic Development Board and the Workforce Investment board as members of the county-wide initiatives: Health Action and Upstream Investments.

Furthermore, in an effort to engage new landlords and strengthen existing landlord relationships, the Housing Authority has continued the programs implemented last year. The Housing Authority currently works with 977 landlords with active tenants. Staff continues to host the Landlord Educational Series, which invites current and potential landlords for informal sessions on topics such as rent portion, inspections, and the Housing Authority waiting list. These sessions provide an excellent opportunity for prospective landlords to ask any questions they might have about the voucher program, and form relationships with key Housing Authority staff. The Housing Authority also launched a new Housing Choice Voucher tenant education program in FY17-18 to work directly with clients on how to be good tenants and present themselves to landlords. Lastly, staff of the Housing Authority continue to participate in the North Bay Association of Residential Property Managers, the California Apartment Association, and the North Bay Association of Realtors.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

In response to Sonoma County's 2011 Analysis of Impediments to Fair Housing Choice report which cited the lack of affordable housing as a barrier to fair housing choice, the Community Development Commission continues to use its CDBG, ESG, and HOME funding to support projects that increase the supply and improve the conditions of affordable housing for lower-income persons. The Housing Authority has added a Housing Access and Reentry Pilot Program which allows formerly incarcerated individuals to rejoin their family in assisted households and 9 vouchers for formerly incarcerated persons working with supportive services. The Commission annually allocates funds for a Fair Housing program and has begun planning towards its first Assessment of Fair Housing (AFH) Plan under the new Affirmatively Furthering Fair Housing Rule, which is expected to commence in the fall.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs

involved, including minority business outreach and the comprehensive planning requirements

All subrecipients receiving CDBG Public Services and ESG funds are regularly monitored through the submittal of quarterly reports to Commission staff. Each report provides statistics on program participants and a narrative on the activities undertaken during the reporting period. Each subrecipient also submits an annual report at the end of the contract term summarizing their accomplishments for the year. The information that is provided to Commission staff is entered into HUD's Integrated Disbursement and Information System. Periodically as defined in the funding agreement, subrecipients submit reimbursement requests including proof of payment for all expenses. Commission staff reviews the financials and program records of each subrecipient annually; a selection of these reviews are done on-site, and the remainder are desktop reviews.

Both CDBG Public Services and ESG-funded projects are subject to annual on-site monitoring visits. Prior to the on-site monitoring, subrecipients complete questionnaires and ensure policies required to be on file are up to date. Commission staff conducts a review of the current agreement, quarterly reports, reimbursement requests, and two years of financial audits. The overall focus of monitoring visits is technical assistance and quality improvement. Commission staff helps subrecipients understand regulations and avoid compliance issues. Following the site visit, Commission staff sends a letter to the subrecipient describing any findings. Once the organization has responded to the findings, Commission staff evaluates the response and follows up as required.

For capital improvement projects, the Commission collects income/asset verifications, demographic data, verification of insurance, and ownership verification, as applicable. Projects are inspected during construction to ensure all work is within the original scope. Projects must obtain National Environmental Policy Act clearance prior to incurring costs, executing agreements, or expending any funds on the project. Commission staff determines the appropriate level of environmental review required when project proposals are submitted. Finally, for all projects subject to Davis-Bacon Labor Standards, the Commission staff locks in the wage rate applicable to the project, verifies the contractor is eligible and not debarred from federal contracts, conducts in-house desk reviews of Certified Payroll Reports, and performs on-site interviews to ensure wage compliance of all contractors.

For HOME or CDBG housing projects, long-term affordability controls are recorded with funding documents. Commission staff conducts compliance reviews as required by regulations or as necessary. In addition, subrecipients are subject to federal audit requirements. The Commission has monitoring and compliance procedures in place to ensure that any deficiencies or findings are handled consistently. For HOME- or CDBG-funded rental projects, Commission staff conducts regular reporting and compliance monitoring. For HOME projects, quarterly reporting includes: household size; household income; whether the household receives rental assistance; unit size; rent charged; maximum rent; and household's recertification date. HOME units are subject to regular on-site monitoring per regulations.

On an annual basis, the Commission submits the CDBG and HOME Minority Owned and Women Owned Business Report to HUD. The Commission encourages participation from minority and women business

enterprises, by providing bid solicitation notices, newspaper advertisements, and contract clauses requiring contractors, to the greatest extent feasible, to provide opportunities for training and employment for minority- and women-owned business enterprises.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

To ensure that all citizens, public agencies, and other interested parties have the opportunity to review and comment on performance reports on housing and community development activities and the use of CDBG, HOME, and ESG funds, the Commission ensures that the public is provided with reasonable and timely access to meetings, information, and records. A draft of the Consolidated Annual Performance and Evaluation Report (CAPER) is made available for public review for 15 days prior to submission to HUD and a notice of availability is published in the local newspaper. Public service announcements, describing the CAPER's contents and its availability for comment, were distributed to local English- and Spanish-language radio stations. The draft is posted on the Commission's website in a format accessible to persons with disabilities. Hard copies are made available in the Community Development Commission lobby, in the Board of Supervisors lobby, and at the main branch of the Sonoma County Public Library. The draft CAPER is also distributed via email to interested parties and no-cost copies of the documents are provided to interested citizens that do not have Internet access, upon request. A public hearing to discuss the CAPER is held during the public comment period. A public notice of the hearing is published at least two weeks prior to the hearing date in English and Spanish. The hearing is held in the Community Development Commission Hearing Room. The meeting space is accessible by public transportation and is wheelchair accessible. Special accommodations for persons with visual or hearing impairments are made upon request. In cases where a significant number of non-English speaking residents are expected to attend the public hearing, the Commission supplies an interpreter.

Written comments will be accepted at cdc@sonoma-county.org until September 21, 2018 (please include "CAPER Public Comment" in the subject line). Oral comments will be received during the Community Development Committee public hearing on September 19, 2018 at 10:00am at the Commission's Hearing Room at 1440 Guerneville Road, Santa Rosa 95403.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

There were no changes in Sonoma County's program objectives during FY 17-18. The Commission was granted waivers to add flexibility to ways that CDBG could be used in order to respond to the October 2017 wildfires. Using these waivers, \$147,178 in FY 17-18 funding was reallocated for outreach and housing placement and emergency shelter services to serve persons displaced or otherwise impacted by the disaster. The Commission will be able to use FY 18-19 CDBG funds and FY 19-20 CDBG funds for new

construction, and up to 40% for public services with a direct nexus to serving households impacted by the fire.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No.

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

Not applicable.

CR-50 - HOME 91.520(d)

Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

During FY 17-18, the Commission's Affordable Housing staff visited the following HOME-assisted rental housing developments that were due to be inspected. These were:

- Canyon Run Apartments (11 HOME Units)
- Fife Creek (5 HOME Units)
- Valley Oak Homes (5 HOME Units)
- Sonoma Gardens (11 HOME Units)
- Springs Village (11 HOME Units)
- Parkland Senior Apartments (11 HOME Units)
- Sea Ranch I (8 HOME Units)

Each HOME site visit included an interview with the resident manager, a review of the files for all HOME-assisted units, inspections of several HOME-assisted units pursuant to the regulatory requirements, and inspection of the common areas and grounds. All HOME-assisted developments were found to be well managed and well maintained. The site visits did not reveal any findings or significant concerns.

Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)

All recipients of HOME and CDBG funds are required to submit Minority Business Enterprise/Woman Owned Business Enterprise (MBE/WBE) outreach, affirmative marketing, and Section 3 Plans as applicable to their projects, and Commission staff monitors subrecipients on an on-going basis to ensure that they implement such plans and are in compliance with all related laws and regulations.

The Sonoma County Community Development Commission requires all projects receiving HOME funds to adhere to the requirements of 24 CFR 92.351 and to follow its affirmative marketing procedures and requirements for rental and homebuyer projects. Affirmative marketing steps consist of actions to provide information and otherwise attract eligible persons in the housing market area to the available housing without regard to race, color, national origin, sex (including sexual orientation and gender identity), religion, familial status, or disability.

Projects receiving HOME funds must annually assess the success of affirmative marketing at balancing applicants and residents with the demographics of the jurisdiction at large. Commission staff review this annual assessment and determine if corrective actions are needed.

Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

The HOME program started off FY 17-18 with \$9,308 in program income. Over the reporting period, \$41,961.80 in program income was generated. Program income used during the reporting period was \$9,308, all of which was used for the Sonoma County Community Development Commission Tenant-Based Rental Assistance program. Twenty-seven households were assisted, 20 of which were extremely low-income, 6 of which were very low-income, and 1 of which was moderate-income. Of these households, 23 were white.

Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)

In FY 17-18, 11 units were constructed using HOME funds when the Fetters apartments (aka Sonoma Springs) were completed. The complex included a total of 60 units. Additionally, another 11 HOME units were completed shortly after the end of the fiscal year at Crossroads, which will be reported in the FY2018-2019 CAPER and Robinson Road Transitional Housing, which includes a total of 14 units, 7 of which are HOME units, in Sebastopol is slated to be completed at the end of 2018.

CR-60 - ESG 91.520(g) (ESG Recipients only)

**ESG Supplement to the CAPER in *e-snaps*
For Paperwork Reduction Act**

1. Recipient Information—All Recipients Complete

Basic Grant Information

Recipient Name	SONOMA COUNTY
Organizational DUNS Number	080126444
EIN/TIN Number	946000539
Identify the Field Office	SAN FRANCISCO

Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance

Santa Rosa/Petaluma/Sonoma County CoC

ESG Contact Name

Prefix Mr
First Name Geoffrey
Middle Name
Last Name Ross
Suffix
Title Assistant Executive Director

ESG Contact Address

Street Address 1 1440 Guerneville Rd
Street Address 2
City Santa Rosa
State CA
ZIP Code 95403-4107
Phone Number 7075657508
Extension
Fax Number
Email Address Geoffrey.Ross@sonoma-county.org

ESG Secondary Contact

Prefix Ms
First Name Jenny
Last Name Abramson
Suffix
Title Homeless & Community Services Manager
Phone Number 7075657548
Extension
Email Address Jenny.Abramson@sonoma-county.org

2. Reporting Period—All Recipients Complete

Program Year Start Date 07/01/2017
Program Year End Date 06/30/2018

3a. Subrecipient Form – Complete one form for each subrecipient

Subrecipient or Contractor Name: Catholic Charities of the Diocese of Santa Rosa
City: Santa Rosa
State: CA
Zip Code: 95403
DUNS Number: 847356318
Is subrecipient a victim services provider: N
Subrecipient Organization Type: Other Non-Profit Organization
ESG Subgrant or Contract Award Amount: \$110,122

Subrecipient or Contractor Name: Individuals NOW, Inc. Social Advocates for Youth
City: Santa Rosa
State: CA
Zip Code: 95405
DUNS Number: 839617594
Is subrecipient a victim services provider: N
Subrecipient Organization Type: Other Non-Profit Organization
ESG Subgrant or Contract Award Amount: \$28,002

CR-65 - Persons Assisted

Starting in 2017, ESG recipients no longer complete CR-65, but instead submit all data via SAGE.

CR-70 – ESG 91.520(g) - Assistance Provided and Outcomes

10. Shelter Utilization

Number of New Units – Rehabbed	0
Number of New Units – Conversion	0
Total Number of bed - nights available	130,853
Total Number of bed - nights provided	111,864
Capacity Utilization	85%

Table 24 – Shelter Capacity

11. Project Outcomes Data measured under the performance standards developed in consultation with the CoC(s)

Rapid Re-Housing: The Continuum of Care has established “retention of permanent housing at exit” as the performance measure for rapid re-housing projects. The two ESG-funded rapid re-housing programs served 103 households with 165 family members during FY 17-18. During the reporting period, 71 persons exited the program, 68 (96 percent) of persons who exited were permanently housed at exit.

Family Support Center: The Continuum of Care has established “exit to permanent housing” as the performance measure for emergency shelters. The Family Support Center served 119 households comprised of 383 persons during FY 17-18. Of the 279 persons who exited the program, 75 (27 percent) exited to a permanent housing destination.

CR-75 – Expenditures

11. Expenditures

11a. ESG Expenditures for Homelessness Prevention

	Dollar Amount of Expenditures in Program Year		
	2015	2016	2017
Expenditures for Rental Assistance	7,846	0	0
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	0	0
Expenditures for Housing Relocation & Stabilization Services - Services	0	0	0
Expenditures for Homeless Prevention under Emergency Shelter Grants Program	0	0	0
Subtotal Homelessness Prevention	7,846	0	0

Table 25 – ESG Expenditures for Homelessness Prevention

11b. ESG Expenditures for Rapid Re-Housing

	Dollar Amount of Expenditures in Program Year		
	2015	2016	2017
Expenditures for Rental Assistance	19,780	0	\$39,436
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	22,220	0	0
Expenditures for Housing Relocation & Stabilization Services - Services	22,000	72,857	0
Expenditures for Homeless Assistance under Emergency Shelter Grants Program	0	0	0
Subtotal Rapid Re-Housing	64,000	72,857	39,436

Table 26 – ESG Expenditures for Rapid Re-Housing

11c. ESG Expenditures for Emergency Shelter

	Dollar Amount of Expenditures in Program Year		
	2015	2016	2017
Essential Services	61,502	64,212	70,686
Operations	0	0	0
Renovation	0	0	0
Major Rehab	0	0	0
Conversion	0	0	0
Subtotal	61,502	64,212	70,686

Table 27 – ESG Expenditures for Emergency Shelter

11d. Other Grant Expenditures

	Dollar Amount of Expenditures in Program Year		
	2015	2016	2017
Street Outreach	0	0	0
HMIS	0	0	0
Administration	10,812	11,114	13,459

Table 28 - Other Grant Expenditures

11e. Total ESG Grant Funds

Total ESG Funds Expended	2015	2016	2017
441,666	144,160	148,183	149,323

Table 29 - Total ESG Funds Expended

11f. Match Source

	2015	2016	2017
Other Non-ESG HUD Funds	96,460	0	0
Other Federal Funds	0	0	0
State Government	40,000	0	0
Local Government	59,154	577,674	148,753
Private Funds	443,231	0	259,885
Other	0	0	0
Fees	0	0	0
Program Income	0	0	10,0990
Total Match Amount	638,845	577,674	504,394

Table 30 - Other Funds Expended on Eligible ESG Activities

11g. Total

Total Amount of Funds Expended on ESG Activities	2015	2016	2017
1,941,145	783,005	725,857	432,283

Table 31 - Total Amount of Funds Expended on ESG Activities



Sonoma County Community Development Commission
Sonoma County Housing Authority
1440 Guerneville Road, Santa Rosa, CA 95403-4107

*Members of the
Commission*

James Gore
Chair

David Rabbitt
Vice Chair

Susan Gorin
Shirlee Zane
Lynda Hopkins

Margaret Van Vliet
Executive Director

MEMORANDUM

Date: September 19, 2018
To: Community Development Committee & Technical Advisory Committee
From: Felicity Gasser, Policy and Communications Liaison
Subject: Item 4b: FY 19-20 Funding Policies

Staff is presenting a number of changes to the Federal Funding Policies for discussion by your committees. The goal of today's discussion is for committee members to provide feedback to staff on the proposed changes. Staff will take committee feedback into consideration, and prepare a draft for adoption by both committees at subsequent separate meetings in October. Below are the proposed changes summarized and explained.

1. Use of Disaster Waivers to Add Flexibility

In light of the October 2017 wildfires, which were a federally declared disaster, HUD granted waivers and suspensions of specific requirements for entitlement jurisdictions to facilitate more flexible use of these dollars to respond to the community's recovery needs. The FY 19-20 Funding Policies are reflective of how the Community Development Commission plans to utilize these waivers to respond to the housing crisis which was exacerbated by the disaster. **Sections 1 & 2, Pages 1-3**

2. Focus on Housing as a Key Driver of Economic Development

The post-fire report from the Economic Development Board stated that "addressing housing needs is a top strategic economic priority that, if left unaddressed, will constrain future growth and create social and economic instabilities." Furthermore, affordable housing new construction is in itself a substantial economic driver. A 2011 study by the Center for Housing Policy stated that for every 100 units of affordable housing development 80 short term jobs are created by new construction, 42 jobs are supported during construction by locally earned wages, and 30 long term jobs are supported by the households occupying new affordable homes. Over the past four years, funding for microenterprise development from CDBG has yielded a small impact on the community – 81 businesses assisted over 4 years. There are other private, local, state and federal resources dedicated to economic development that are better targeted to directly serving local businesses. Given these factors, staff is proposing that Economic Development – Microenterprise Assistance be



suspended as an eligible use for the FY 19-20 funding cycle. This will focus funding on the highest and best use of limited dollars – ready to proceed capital improvement projects. **Section 2.3, pages 4-5**

3. Using a Competitive Process to Ensure Highest and Best Use of Funds

Staff is proposing consolidating all previously delineated categories into single competitive category in which all projects compete. There will no longer be specific geographic or program area set-asides, except for those mandated by federal regulation. Projects will be ranked according to the Selection Criteria in the Policies and awards will be made based on the highest and best use of funds, with an emphasis on creation or preservation of housing and infrastructure and public facilities in support of housing. **Section 3, pages 5-7**

4. Adding Language to Reflect Parameters for Awards Made As Grants

Staff will insert language to reflect the parameters of awards made as grants to recipients or subrecipients. **Section 6, pages 9**

5. Tightening Timeliness Provisions

Staff is proposing that timelines for spending both HOME and CDBG funds are shortened to ensure expeditious use of scarce resources. **Section 7.1, page 9-10**

6. Ensuring all Projects Affirmatively Further Fair Housing

In recognition of the County's AFFH obligations, the FY 19-20 Funding Policies specifically call out that each project must demonstrate how it will meet goals required by the Fair Housing Act for all projects funded with HUD dollars. The policies lay out this expectation and the Notice of Funding Availability and funding application will provide additional guidance and examples. It is important to note that along with new affordable housing development and affordable housing rehabilitation; projects that improve path of travel, ensure connectivity to resources, and increase access to amenities are also important to affirmatively further fair housing. **Section 7.13, Page 14**

7. A Concurrent Hearing to Review All Projects

Because the CD Committee and the Technical Advisory Committee together represent the constituent base that these funds benefit, it is appropriate that the two bodies work together to make decisions about the best use of these funds. While in the best case scenario, the committees will be able to work together to come to consensus to make recommendations to the Board of Supervisors, it is possible that a tie-breaker may be needed. Staff will devise a tie-breaker that looks at fair-share by jurisdiction and/or Supervisorial District and will present this at the Committees' October meetings. **Section 8.3, page 16**

8. Streamlined Selection Criteria

Staff is proposing streamlining of the selection criteria to identify the priorities for all federally-funded projects, non-housing projects, and housing projects. The goal of the revisions are to ensure that the policies are an enduring framework for decision-making while the Notice of Funding Availability can be a nimble vehicle by which staff can align CDBG and HOME funds to be responsive to requirements of other funding sources or initiatives that may vary in priority from year to year. **Section 10, page 19-20**

9. Multi-Year approach to Geographic Equity

Geographic equity remains an important factor for distribution of CDBG and HOME funds. Determining whether there is a concentration or deficit of projects per geographic area will need to be considered holistically over the Consolidated Planning period by staff and by both advisory committees to ensure that funding is being targeted where needed and distributed countywide.

This changed distribution methodology should allow each jurisdiction to plan for its share of available funding and ensure that applicants do not apply for funds until a project is truly ready to proceed. This will allow for more strategic use of scarce resources, and positions the County to better meet its “timeliness test” each year. Some variance from a strict proportional allocation per jurisdiction would be allowed at the discretion of the advisory committees.

As part of the planning process for the next Consolidated Planning Period, the committees will need to identify a methodology for geographic allocations of the funds. A division of funds could weigh various factors such as condition of housing stock, overcrowding, poverty levels, low-income population, etc. Staff will return to the committees with recommendations for this methodology at a later date.

SONOMA COUNTY
COMMUNITY DEVELOPMENT COMMISSION

FY 20198-202019 Capital Projects and Economic
Development Federal Funding Policies

Federal CDBG and HOME Funding Programs

Discussion Draft

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1. **OVERVIEW**

The County of Sonoma, as well as the seven municipalities of Cloverdale, Cotati, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and Windsor comprise the Urban County, an entity recognized by [the U.S. Department of Housing and Urban Development \(HUD\)](#) as an entitlement jurisdiction eligible for formula grant funding under the CDBG, HOME, and other HUD programs. The cities of Santa Rosa and Petaluma, although located within the boundaries of Sonoma County, each qualify as separate entitlement jurisdictions and administer their respective HUD funding allocations. The references made in this document to “County” refer to the eight-jurisdiction Urban County.

This document, the FY ~~2018~~~~2019~~-~~2019~~-~~2020~~ Funding Policies, provides the policy framework to guide the allocation and administration of CDBG and HOME funds, consistent with federal rules, statutes, and regulations, as well as local priorities.

The Sonoma County Community Development Commission (Commission) is the designated local administrative body for each of the federal funding programs.

1.2.1.1. HUD Funding Programs

1.2.1.1.1. Community Development Block Grant Program (CDBG)

The CDBG Program, as created by the federal Housing and Community Development Acts of 1974, as amended, has as its primary objective the development of viable communities through the provision of decent housing, a suitable living environment, and the expansion of economic opportunities, primarily for low- and moderate-income persons. At least 70 percent of Sonoma County’s CDBG funds must be used for activities that benefit low- and moderate-income persons (i.e., persons earning less than 80 percent of the area median income). Any programs or projects allocated CDBG funding must meet one of the following National Objectives:

- Benefit low- and moderate-income persons
- Prevent or eliminate slums and blight
- Meet an urgent need

APPLICABLE SUSPENSION/WAIVER FOR FY 2019-20

Suspension and waiver of the CDBG requirements that disallow new construction of affordable housing as an eligible activity. The suspension and waiver permit to County to use CDBG funds for new construction. Effective through October 10, 2019.

1.2.3.1.1.2. HOME Investment Partnership Program (HOME)

The Cranston-Gonzalez National Affordable Housing Act created the HOME Program in 1990. The HOME Program provides funding to local jurisdictions to increase the stock of

housing affordable to very low- and low-income households. In 1991, HUD designated Sonoma County a Participating Jurisdiction under the HOME Program.

APPLICABLE SUSPENSION/WAIVER FOR FY 2019-20

Suspension and waiver of the HOME requirement that requires a 15% set aside of the annual allocation for Community Housing Development Organizations (CHDOs). This requirement is reduced to 0%. The purpose of this suspension and waiver is to relieve the County of requirements that may impede use of funds to provide housing to persons displaced by the wildfire. Effective for FY 2017, 2018, 2019 allocations.

Suspension of the per unit dollar limitations established for HOME. The cost of new construction of affordable housing will escalate due to the extensive damage caused by the wildfire. These high costs could exceed the maximum per unit subsidy limit for HOME-assisted projects. The suspension provides the County the needed flexibility to assist low-income individuals and families. Effective through March 27, 2020.

1.3.1.2. Other Funding Programs

The Urban County also administers HUD funding for public services, in the form of a 15-percent set-aside of CDBG funds and the federal Emergency Solutions Grant (ESG) program.

As part of its annual funding cycle, the Sonoma County Community Development Commission (Commission) also administers the locally funded County Community Services Funding (CSF), the Low- and Moderate-Income Housing Asset Fund (LMIHAF), and an allocation of State ESG funds. Per Board direction, the award process for these funds is integrated with the CDBG Public Services and ESG funding processes to the extent possible. The CSF, LMIHAF-Services, and State ESG programs will follow the priorities set forth in the Consolidated Plan.

Policies related to CDBG Public Services, CSF, LMIHAF-Services, and federal and State ESG funding are available in a separate document, Policies for Public Services Funding.

1.4.1.3. Consolidated Plan

The Consolidated Plan is a five-year plan required by HUD in order for Sonoma County to receive federal housing and community development funds under the CDBG, HOME, and the ESG programs. The Plan, including the goals and specific objectives for the five-year period, also includes the County's One-Year Action Plans for use of CDBG, HOME, and local ESG funds during each fiscal year.

The goals and objectives are developed through a citizen participation process conducted concurrently with the first Action Plan's CDBG, HOME, and ESG funding approval process of each Consolidated Plan. The current Consolidated Plan covers the period from July 1, 2015 to June 30, 2020.

The Consolidated Plan serves the following four functions:

1. A planning document for Sonoma County, which builds on a participatory process.

2. A strategy to be followed in carrying out HUD programs
3. An action plan that provides a basis for assessing performance
4. A required element of the annual application for federal funds under HUD's CDBG, HOME, and ESG programs

The Sonoma County Consolidated Plan encompasses activities undertaken by the Urban County. The cities of Santa Rosa and Petaluma each establish an individual Consolidated Plan for their sole jurisdiction.

2. FUNDING GOALS AND OBJECTIVES

These FY 2018–2019 Funding Policies are based on the goals and objectives identified in the Sonoma County 2015 Consolidated Plan. The Consolidated Plan organizes community priorities for the use of HUD funds by the Urban County by grouping said priorities into three categories: affordable housing, homelessness, and non-housing community development.

The 2015 Consolidated Plan goals are closely aligned with the Strategic Priorities set by the Sonoma County Board of Supervisors on April 4, 2017, particularly “Securing our Safety Net” and “Housing for All”. Sonoma County is currently preparing a Recovery and Resiliency Framework that sets a vision for community recovery following the October 2017 fires. The Community Development Commission assisted in the development of this framework. It includes 5 strategy areas, three of which are closely aligned with and build upon the Consolidated Plan goals: Housing, Economy, and Safety Net Services. These multi-year priorities drive the Commission’s work plans and dovetail with the Consolidated Plan goals and objectives and the selection criteria for funding projects.

The County has identified the following as priority objectives for the use of CDBG and HOME funds. These objectives will be used in the evaluation of proposals for the use of these funds.

2.1. Affordable Housing

2.1.1. Goal

To promote the well-being and economic integration of lower income persons, increase and preserve the housing stock that is affordable, safe, and accessible for extremely low-, very low-, and low-income families and individuals, including those with special needs and those who are homeless or at imminent risk of homelessness

2.1.2. Objectives

2.1.2.1. Develop new rental and ownership housing units that are affordable and available to extremely low-, very low-, and low-income households, some with special needs. Give preference to applications for residential developments requesting CDBG or HOME funds that set aside homes for persons or households experiencing homelessness or who are at imminent risk of becoming homeless within 14 days.

2.1.2.2. Develop new housing units with appropriate supportive services that are affordable, accessible, and available to extremely low-, very low-, and low-income special needs households.

2.1.2.3. Provide tenant-based rental subsidies to make market-rate housing units affordable to very low-income and low-income households, some with special needs, with a preference for extremely low-income households and those experiencing or at risk of experiencing homelessness.

2.1.2.4. Provide comprehensive rehabilitation and targeted hazard mitigation assistance to make needed repairs and improvements to conventional single- and multi-family housing and mobile homes owned and/or occupied by extremely low-, very low-, and low-income households, some with special needs.

2.1.2.5. Provide loans to eligible entities to acquire and/or rehabilitate existing multi-family housing affordable, accessible and available to extremely low-, very low-, and low-income households at risk of becoming market rate housing. The occupants of some of these assisted housing units will include special needs households.

2.1.2.6. Provide direct fair housing education and mediation services to low- and moderate-income renter households, some with special needs. Guidelines on applying for funds to meet this objective found separately in the Policies for Public Services Funding.

2.2. Homelessness (NOTE: Funding for homelessness-related public services are found separately in the Policies for Public Services Funding.)

2.2.1. Goal

Promote effective and proven strategies for homelessness prevention and intervention county-wide.

2.2.2. Objectives

2.2.2.1. Reduce the number of episodes of homelessness experienced by residents of Sonoma County.

2.2.2.2. Provide a platform of stable housing with supportive services to persons who are living “on the streets” or to persons leaving emergency shelters, some with special needs.

2.2.2.3. For residential developments requesting CDBG or HOME funds, give preference to applications that set aside homes for persons or households experiencing homelessness or who are at imminent risk of becoming homeless within 14 days.

2.3. Non-Housing Community Development

2.3.1. Goals

2.3.1.1. Assist in creating and/or replacing infrastructure systems and public facilities that meet the needs of lower income people, people with disabilities, and other special needs subpopulations county-wide.

~~2.3.2.0. Promote the well-being and economic integration of lower income persons through non-housing services, self-sufficiency programs, job training, and economic development assistance for micro-enterprises to increase job opportunities in the Urban County.~~

2.3.3-2.3.2. Objectives

~~2.3.3.1-2.3.2.1. Preserve low- and moderate-income neighborhoods and improve the quality of neighborhood-based living, including construction or reconstruction of storm/flood drain improvements, water and sewer improvements (connecting water and sewer lines to new or existing affordable housing developments, sewer mains, and rural water facilities), streets, streetlights, sidewalks, and curbs and gutters (either non-existent or in need of repair or upgrade).~~

~~2.3.3.2-2.3.2.2. Construct, renovate, or install access modifications to reduce or eliminate architectural barriers to meet the special needs of persons with disabilities and the elderly in accordance with the American with Disabilities Act (ADA) in public facilities, including but not limited to public parks, restrooms, youth centers, senior centers, fire stations, libraries, and community recreation facilities.~~

~~3.0.0.0. Facilitate economic integration and self-sufficiency for lower income persons through self-sufficiency programs and through job training and economic development assistance for microenterprises to increase job opportunities.~~

4.3. FUNDING ALLOCATIONS

4.1-3.1. CDBG Allocation

CDBG Funds shall be allocated per the table below. Unless otherwise indicated, the percentage of funding in each category is set by the Board of Supervisors, not by federal regulation.

<i>Community Development Block Grant (CDBG) Allocation Categories</i>	<i>Percentage of Funding</i>	<i>Notes</i>
Community Development Commission Housing Rehabilitation Program Set-Aside	15%	These funds will be allocated as a set-aside and will not be subject to a competitive process.
County-Sponsored Projects, Countywide/Unincorporated Area Projects, City/Town Projects	40.65%	These funds will be allocated in a competitive process to fund projects located in the Urban County sponsored by CDBG eligible recipients and subrecipients. County Departments and Agencies. Eligible projects are described in Appendix A. If this funding category is undersubscribed, any unallocated funds will be awarded to the Community Development Commission Housing Rehabilitation Program.
Countywide / Unincorporated Area Projects	9.5%	These funds will be allocated in a competitive process to fund projects operating county-wide or located in and serving an unincorporated

		area of the County. Eligible projects are described in Appendix A. If this funding category is undersubscribed, any unallocated funds will be awarded to the Community Development Commission Housing Rehabilitation Program.
City/Town Projects	30.5%	These funds will be allocated in a competitive process to fund projects located within the incorporated limits of Cloverdale, Cotati, Healdsburg, Rohnert Park, Sebastopol, Sonoma or Windsor. Eligible projects are described in Appendix A. If this funding category is undersubscribed, any unallocated funds will be awarded to the Community Development Commission Housing Rehabilitation Program.
Public Services Projects	15%	Percentage limited by CDBG federal regulations. The process for awarding these funds is described in a separate document, called Policies for Public Services Funding.
Program Administration	20%	Percentage limited by CDBG federal regulations.

4.2.3.2. CDBG Program Income and Reprogrammed Funds Allocation

CDBG Program Income and Reprogrammed Funds shall be allocated per the table below. Unless otherwise indicated, the percentage of funding in each category is set by the Board of Supervisors, not by federal regulation.

Community Development Block Grant (CDBG) Allocation Categories	Percentage of Program Income	Notes
Community Development Commission Housing Rehabilitation Program and Homebuyer Assistance	65%	Program income derived from all CDBG-funded projects will be allocated as follows: Sixty-five percent (65%) will be used for housing rehabilitation and homebuyer assistance and associated direct program delivery costs in either the incorporated or unincorporated areas of the Urban County. Reprogrammed funds from all projects other than public services will be used for housing rehabilitation and homebuyer assistance and associated direct program delivery costs in either the incorporated or unincorporated areas of the Urban County.
Public Services	15%	Fifteen percent (15%) of program income derived from all CDBG-funded projects will be used for Public Services, as allowed under CDBG regulations. The process for awarding these funds is described in a separate

		document, called Policies for Public Services Funding. Reprogrammed funds derived from Public Services will be used for Public Services projects.
Program Administration	Up to 20%	Percentage limited by CDBG federal regulations. Commission will use up to twenty percent of CDBG program income for program administration and operation of the CDBG program.

4.3.3.3. HOME Allocation

New annual allocations of HOME funds shall be allocated per the table below. Unless otherwise indicated, the percentage of funding in each category is set by the Board of Supervisors, not by federal regulation.

<i>HOME Investment Partnership Program Categories</i>	<i>Percentage of Funding</i>	<i>Notes</i>
Community Development Commission Tenant-Based Rental Assistance Program Set-aside	37.5% or \$250,000, whichever is more	These funds will be allocated as a set-aside to the Sonoma County Housing Authority and will not be subject to a competitive process.
Tenant Based Rental Assistance, Development and Preservation of Rental Housing	Up to 37.5 90%	These funds will be allocated in a competitive process to fund projects <u>or programs</u> located in any of the eight Urban County jurisdictions. Eligible projects <u>and programs</u> are described in Appendix A. If this funding category is undersubscribed, any unallocated funds will be awarded to the Community Development Commission Tenant-Based Rental Assistance Program.
Community Housing Development Organizations operational support	Up to 5%	Percentage limited by HOME federal regulations. If no funds are requested in this category, the funds will then be available to the Tenant-Based Rental Assistance and Development and Preservation of Rental Housing category, per the percentages of funding indicated above.
Suspended/Waived for FY 17, FY 18, FY 19 Community Housing Development Organization development or preservation of affordable housing set-aside	At least 15%	Minimum required by HOME federal regulations. Per federal regulation, if this funding category is undersubscribed, any unallocated funds will roll over for allocation in the next fiscal year. Eligible projects are described elsewhere in these policies.
Program Administration	10%	Percentage limited by HOME federal regulations.

4.4.3.4. HOME Program Income and Reprogrammed Funds Allocation

HOME Program Income and Reprogrammed Funds shall be allocated per the table below.

HOME Program Income and Reprogrammed Fund Categories	Percentage of Program Income	Notes
Executive Director's discretion	90%	At the Executive Director's discretion, funds will be reallocated to the Sonoma County Housing Authority's Tenant-Based Rental Assistance Program or rolled forward to the next fiscal year allocation.
CHDO Projects	CHDO reprogrammed funds	<u>At the Executive Director's discretion, funds will be reallocated to the Sonoma County Housing Authority's Tenant-Based Rental Assistance Program or rolled forward to the next fiscal year allocation.</u> <u>Suspended/Waived for FY 17, FY 18, FY 19: CHDO Set Aside funds may only be reprogrammed to eligible CHDO projects.</u>
Program Administration	10%	Percentage limited by HOME federal regulations. Commission will use ten percent of program income for program administration and operation of the HOME program.

5.4. ELIGIBLE APPLICANTS

Individual persons are not eligible to apply for CDBG or HOME funds; however, individuals may apply for assistance from programs assisted with these funds such as housing rehabilitation, first-time homebuyer, or tenant-based rental assistance programs. [See 24 CFR 570.207(b)(4)]

5.1.4.1. CDBG

Eligible applicants for CDBG funding are specified by federal regulations. The type of eligible applicant varies by activity type. Generally, eligible applicants are governmental agencies, private non-profit organizations, and Community Based Development Organizations (CBDOs; see 24 CFR 570.204). ~~In some cases, private for-profit entities can apply for funding for certain economic development activities [see 24 CFR 570.201(o)].~~

5.2.4.2. HOME

Only non-profit and qualifying for-profit organizations and public agencies or local government entities may apply for HOME funding. [See 24 CFR 92.504(c)(3).]

6.5. ELIGIBLE ACTIVITIES

Eligible activities are described in Appendix A.

7.6. TYPES OF ASSISTANCE

7.1.6.1. Form of Assistance – Rental Housing and Public Facility Projects

All financial assistance will be in the form of loans secured by real property except for non-housing projects (i.e. public facility projects) sponsored and owned by units of local government where the assistance will be in the form of a grant. Generally, all loans will be three percent (3%) simple interest with payments deferred for the term of the loans. See Sonoma County Community Development Commission Loan Policies for additional information regarding interest rates and other loan parameters. Upon completion of the project, Commission loans must be fully secured by the post-completion value of the property. The term of the loan will be the longer of thirty (30) years or the longest term of any project financing source.

7.2.6.2. Form of Assistance – Ownership Housing Projects

The interest rate and security requirements for home ownership projects will be the same as those for rental housing developments, as detailed above. The Commission loan to the developer will be for a maximum five-year term and will convert to deferred-payment, subordinate loans to income-eligible buyers at the time of first sale of each unit in the ownership project. The total amount of these loans will be sufficient to recapture the initial amount of Commission loan, plus any interest accrued on the Commission loan as of the date of conversion.

7.3.6.3. Loan Documents and Close of Escrow

The Commission will execute a Subrecipient or Developer Agreement and Promissory Note with each developer and record a Deed of Trust with a Rider in evidence of the Commission loan commitment and obligations.

7.4.6.4. Alternate Loan Terms

The Commission will consider alternate loan terms that the applicant may request for coordination with other sources of project financing. On a case-by-case basis, the Commission staff may approve requests to assign the Subrecipient or Developer Agreement and/or Commission loan to a partnership or other assignee in compliance with HUD regulations.

6.5. Grants

Placeholder – language to be inserted before recommendations come to the committees for adoption

8.7. FUNDING CONDITIONS AND PROGRAM REQUIREMENTS

8.1.7.1. Timeliness

All projects shall proceed in a timely manner as detailed below. Extensions may be granted for good cause at the discretion of the Executive Director and must be consistent with the funding source regulations.

8.1.1.7.1.1. Program Operations—Economic Development

Program Operations are non-capital projects, i.e., “Economic Development.” Funds for Program Operations must be expended within the 12 months of the fiscal year associated with the award. Program Operations funding that is unexpended after the agreement term will be reprogrammed. NOT APPLICABLE for FY 19-20. Program operations will not be eligible use of funds.

8.1.2.7.1.2. Site Acquisition

Site Acquisition funds must be spent within 18 months of the start of the fiscal year associated with the funding. The applicant must satisfy all conditions of approval that are set forth in the Commission Loan Policies as prerequisite to the CDC offering the Subrecipient or Developer Agreement for execution within 12 months of the start of the fiscal year associated with the award. If the site acquisition is not complete within 18 months of the start of the fiscal year associated with the award, the funds will be reprogrammed.

8.1.3.7.1.3. Affordable Housing Development

Disbursement of funds for all affordable housing projects, including hard and soft costs of new development, renovation, rehabilitation, and reconstruction projects (but excluding site acquisition costs, which are governed by 7.1.2 above), must be initiated within 24-18 months of start of the fiscal year associated with the award. The applicant must satisfy all conditions of approval that are set forth in the Commission Loan Policies as prerequisite to the CDC offering the Subrecipient or Developer Agreement for execution within 12 months of the start of the fiscal year associated with the award. All funds must be disbursed within 30-24 months after the start of the fiscal year associated with the award. Funds that are unexpended after this deadline will be reprogrammed.

8.1.4.7.1.4. Public Facilities and Public Improvements

Funds for all Public Facilities and Public Improvement projects (excluding site acquisition costs, which are governed by 7.1.2 above), must be expended within 18-24 months of the date on which the Subrecipient Agreement is offered for execution. Funds that are unexpended after this deadline will be reprogrammed.

8.1.5.7.1.5. Tenant-Based Rental Assistance

Funds for tenant-based rental assistance programs must be committed to specific households within 24-12 months of, and expended within 48-36 months of, the start of the fiscal year associated with the award. Funds that are unexpended after this deadline will be reprogrammed.

8.2.7.2. Site Control

In order to demonstrate project readiness and facilitate compliance with the CDBG stress test [24 CFR 570.902(a)] and the HOME timeliness provisions [92.205(e)(2)], capital project proposals must demonstrate site control at the time funding is made available to the County by HUD (generally August of the new fiscal year). An executed long-term lease, signed option or purchase agreement or equivalent, legally enforceable instrument may satisfy this

requirement. If site control is not in force at the time HUD makes the funding available to the County, the funding approval will be rescinded and the funds will be reprogrammed.

8.3.7.3. Environmental Review

All CDBG- and HOME-funded projects must comply with federal environmental regulations. [24 CFR part 58 National Environmental Policy Act of 1969 (NEPA) and 24 CFR 570.604 (CDBG) and 24 CFR 92.352 (HOME)]

Funding agreements may not be offered for execution until the required federal environmental conditions have been met.

8.3.1-7.3.1. Certifying Officer, Roles, and Responsibilities

The Commission's Executive Director is designated by the Board of Supervisors as the Certifying Officer for all National Environmental Policy Act (NEPA) environmental review of CDBG- and HOME-funded projects. Therefore, the Commission will determine and complete, or cause to be completed, the appropriate level of NEPA environmental review, the cost of which shall be the responsibility of the awardee and may be paid from the awarded grant or loan funds. The awardee must provide all requested information pertinent to completing the environmental review in a timely manner. Failure to do so will result in the reprogramming of the allocated funds to another project.

The applicant must provide the Commission with documentation verifying the satisfaction of any required environmental impact mitigation measures. [See 24 CFR part 58 Subpart B Section 58.13]

8.3.2-7.3.2. CEQA Compliance

If applicable, all projects must receive local environmental clearance in accordance with the requirements of the California Environmental Quality Act (CEQA). The Commission will request the CEQA status from Permit and Resource Management Department (Permit Sonoma) when reviewing the funding application. The applicant must submit a copy of the CEQA clearance to the Commission prior to a funding commitment being made. [See Cal. Code Regs. Tit. 14. Section 15000 et seq.;

8.4.7.4. Section 3

All CDBG and HOME funded projects must comply with the provisions of Section 3 of the Housing and Urban Development Act of 1968, as amended, and with the implementing regulations set forth in 24 CFR Part 135. Any funded entity shall comply with these Section 3 requirements and with the Section 3 Affirmative Action Plan of the Community Development Commission at the time that the funding agreement is executed.

8.5.7.5. Federal Labor Standards

Federal Labor Standards requirements include the Davis-Bacon Act, Copeland "Anti-Kickback Act," and Contract Work Hours and Safety Standards Act, Usually these requirements are referred to as "Davis-Bacon and Related Acts" or DBRA.

CDBG-funded construction or rehabilitation of properties with eight (8) or more total residential units trigger DBRA. [See 24 CFR part 570.603]

Any eligible use of HOME funds – including land acquisition, in which there are twelve (12) or more HOME-assisted units in the same project trigger DBRA. [See 24 CFR part 92.354 & HUD Handbook 1344.1]

8.6.7.6. Reasonable Cost of Real Estate Acquisition

For CDBG- and HOME-funded acquisition projects, the Commission must determine that the cost of the property is reasonable.

A property appraisal carried out by a licensed real estate appraiser, or other evidence of valuation acceptable to the Commission, must be provided to the Commission prior to the Commission offering a funding agreement for execution. Funds for direct site acquisition will not be provided if the purchase price exceeds the documented “reasonable cost” of the real property.

As defined in OMB Circular A-87, *Cost Principles for State, Local and Indian Tribal Governments*, and A-122, *Cost Principles for Non-Profit Organizations*, “A cost is reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.”

Funds for related transaction costs (e.g., title, soils tests, Phase I reports, etc.) may be allowed above the reasonable cost.

8.7.7.7. Land Use Approvals

In order to demonstrate project readiness and facilitate compliance with the CDBG stress test [24 CFR 570.902(a)] and the HOME timeliness provisions [92.205(e)(2)], all CDBG- and HOME-funded projects that require land use approvals must be consistent with the General Plan of the jurisdiction in which they are located. A certification of the project’s consistency with the applicable General Plan, signed by an authorized representative of the jurisdiction, must be submitted with the project application.

8.8.7.8. Compliance with Disabled Access Requirements

All CDBG- and HOME-funded projects must be able to comply with the Architectural Barriers Act of 1968 (PL 90-480) and with 24 CFR Part 8 entitled “Nondiscrimination Based on Handicapped Status in Federally Assisted Programs and HUD Activities.”

24 CFR Part 8 states that no qualified individual with disabilities shall, solely on the basis of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance from the Department of Housing and Urban Development.

Disabled access must be provided to the greatest extent feasible in non-housing as well as housing facilities. Proposed projects that do not provide access for the disabled may not be considered for funding. In addition, all local and State disability access guidelines must be followed.

8.9.7.9. Building Standards

All capital projects (housing and non-housing) must be constructed and maintained in compliance with all applicable federal, State, and local codes, standards, and ordinances.

For HOME owner-occupied housing rehabilitation, unit must meet all applicable local codes, rehabilitation standards, ordinances, and zoning ordinances at the time of project completion. HOME funds may not be used for emergency or small home repairs. [See 24 CFR 92.251]

8.10.7.10. Relocation and One-for-One Replacement

All CDBG- and HOME-funded projects must follow the relocation and one-for-one replacement procedures outlined in 24 CFR 570.606 (CDBG) and 24 CFR 92.353 (HOME) and in HUD's Uniform Relocation and Real Property Acquisition Act.

Projects requiring permanent displacement of families, individuals, and/or businesses must also comply with the Sonoma County Residential Anti-Displacement and Relocation Assistance Plan.

8.11.7.11. Change in Use

8.11.1.7.11.1. Requirements for Urban County Jurisdictions

All properties acquired and/or improved by the County of Sonoma or participating municipalities that comprise the Urban County entitlement jurisdiction, using CDBG funds must comply with the CDBG regulations at 24 CFR 570.505, which require that the use of the property (including the beneficiaries of such use) cannot be changed from that for which the acquisition or improvement was made unless the jurisdiction in which the project is located provides affected citizens with reasonable notice of, and opportunity to comment on, any proposed change, and either: (1) the new use of such property qualifies as a CDBG-eligible activity; or (2) if the jurisdiction determines, after consultation with affected citizens, that it is appropriate to change the use of the property to a use which does not qualify for CDBG funding, the jurisdiction reimburses the Sonoma County CDBG Program in the amount of the then current fair market value of the property, less any portion of the value attributable to expenditures of non-CDBG funds for acquisition of, and improvements to, the property. This requirement shall be in effect until five (5) years after the Urban County is no longer participating in the CDBG Program. For County-owned or controlled properties, compliance with this requirement shall be secured through an annual certification.

8.11.2.7.11.2. Requirements for All Other Entities

All properties acquired and/or improved by local government entities other than those described in the above paragraph and by non-profit agencies using CDBG funds must comply with the CDBG regulations at 24 CFR 570.503(7)(i) & (ii), which require that the property be used to meet one of the national objectives in 24 CFR 570.208 until five (5) years after expiration of the CDBG Subrecipient Agreement, or for such longer period of time as determined to be appropriate by the Commission; and that if the property is not used to meet one of the national objectives during this time period, the applicant shall pay to the Sonoma County CDBG Program an amount of the then current fair market value of the

property, less any portion of the value attributable to expenditures of non-CDBG funds for acquisition of, or improvement to, the property. Compliance with this requirement shall be secured by a deed restriction recorded on title to the acquired or improved property.

8.12.7.12. Demonstrating Benefit to Low- and Moderate-Income Persons

If a project proposes to meet the National Objective of providing a benefit to low- and moderate-income persons, the project must be able to demonstrate that at least 51 percent of households qualify as low- or moderate-income. [See 24 CFR 570.208]

7.13. Affirmatively Furthering Fair Housing

The Fair Housing Act reflects the federal requirement that HUD “use its grant programs to end discrimination and segregation, to the point where the supply of genuinely open housing increases.” As such, the Affirmatively Furthering Fair Housing rule requires fair housing planning to connect housing and community development policy and investment planning with meaningful actions that achieve material, positive changes in outcomes for protected classes: families with children, people with disabilities, and people of different races, colors and national origins. To be eligible for funding, a project must demonstrate what actions it takes to achieve material, positive changes that advance one of these four goals:

1. Decrease residential segregation
2. Eliminate racially and ethnically concentrated areas of poverty
3. Reduce unequal access to important community assets, including quality schools, job centers, and transit
4. Narrow gaps that result in disproportionate housing needs for people in protected classes.

8.13.7.14. Affordability Restrictions for Housing Projects

The following provisions identify the minimum affordability requirements for new housing development and rehabilitation of existing rental housing developments. Projects that provide greater and/or longer affordability than the minimums shown will receive a higher priority.

8.13.1.7.14.1. Income Limits

One hundred percent of CDBG and HOME funds will be used to assist units occupied by households with incomes of no more than eighty percent (80%) of the Sonoma County area median income (AMI), adjusted for household size.

At least eighty percent (80%) of the units assisted with HOME funds must initially be occupied by households with incomes of no more than sixty percent (60%) of Sonoma County AMI, adjusted for household size. Subsequently, these units may be occupied by households with incomes of up to eighty percent (80%) of Sonoma County AMI, adjusted for household size.

At least twenty percent (20%) of the units assisted with HOME funds must be occupied by households with incomes of no more than fifty percent (50%) of the Sonoma County AMI, adjusted for household size.

8.13.2.7.14.2. Rent and Purchase Price Limits

Units assisted with CDBG or HOME funds may be sold or rented to income-eligible households at affordable prices and rents, as determined by the Commission in accordance with HUD regulations.

8.13.3.7.14.3. Term of Income and Price Restrictions

Upon completion or acquisition of a housing project, the assisted units must remain affordable for the longer of fifty-five (55) years or the longest affordability term required by other financing in the project. In no case shall the period of affordability be less than the original term of the loan.

8.14.7.15. Match Requirements

Per federal regulation, the expenditure of HOME funds will accrue a match obligation equal to twenty five percent (25%) of the amount of the HOME funds expended. The Commission looks to each project receiving HOME funds to generate eligible match funds during the same fiscal year in which the HOME funds are expended. However, the Commission may cite previously reported match funds to satisfy HOME match requirements in subsequent years.

8.15.7.16. Other Federal Requirements

In addition to the requirements outlined in this document, all awardees are required to adhere to federal rules, statutes, policies, and regulations associated with the underlying source of federal funds. Primary federal regulatory citations for the two funding sources (CDBG and HOME) are listed below:

1. CDBG: 24 CFR Parts 91 and 570
2. HOME: 24 CFR Parts 91 and 92

9.8. PROJECT SELECTION

9.1.8.1. Proposal Submission Process

Details regarding the application requirements and time lines are included in the Notice of Funding Availability (NOFA) released in late-October to mid-November of each year for the fiscal year that begins the following July.

All applicants should attend a Technical Assistance Session for interested applicants to be held on the date listed on the Funding Application Process Timetable. Any applicant who cannot attend the scheduled Sessions should contact the Commission staff as soon as possible.

Applicants must submit funding applications to the Commission by 5:00 p.m. on the date listed on the Funding Application Process Timetable. Project applications must be complete by the deadline date to be considered eligible for funding. Required application contents differ by allocation category; please refer to the NOFA for specific requirements.

Applications which do not include ~~a required Resolution from the Board of Directors, a~~

~~required Certification of Consistency with the jurisdiction's General Plan, a required City Council Resolution endorsing a Public Service project, a current operating budget, a copy of the applicant's most recent audit, or all applicable requested documents or complete answers to all applicable questions, will be deemed ineligible for funding.~~

Proposals may not be revised and/or submitted after the deadline date. In addition, once a proposal is awarded funding by the Commission it cannot be materially revised prior to contract execution.

~~9.2. City/Town Local Priority Ranking~~

~~Each municipality will review the proposals to be located within its jurisdiction and will assign priorities for funding.~~

~~Any affordable housing project determined to meet threshold criteria and score well under the selection criteria for CDBG funds shall be prioritized above other proposed projects for funding. This provision shall apply to all projects located in any of the seven municipalities, regardless of applicant.~~

~~All proposals from the municipalities must be submitted to the Commission together with city/town council resolutions adopting priority rankings by the deadline date shown in the Funding Application Process Timetable.~~

9.6.8.2. Selection Process

9.6.1-8.2.1. Community Development Committee and Technical Advisory Committee

The Sonoma County Community Development Committee (CD Committee) appointed by the Board of Supervisors and the Technical Advisory Committee comprised of one appointed representative from each of the seven incorporated jurisdictions in the Urban County are responsible will assume responsibility for reviewing all proposals concurrently, except those competing in the "City/Towns Projects" category.

The CD Committee and Technical Advisory Committee conducts an one or more concurrent annual public hearings ss to take testimony regarding proposals submitted under the the competitive fundingse categories. See the Funding Application Process Timetable for the CD Committee's public hearing dates. The CD Committee and Technical Advisory Committee will formulate a funding recommendation to the Board of Supervisors for each program year. <<INSERT TIEBREAKER LANGUAGE>> The CD Committee' and Technical Advisory committee's joint recommendation will include a list of projects recommended for funding, the recommended award amount, and conditions to be satisfied prior to funding, if any. The CD Committeecommittees will not recommend funding for any project unless a representative from the applicant agency is present at the hearing to answer questions about the proposed project.

9.7.0. Technical Advisory Committee

~~The Technical Advisory Committee (TAC), comprised of one appointed representative from each of the seven incorporated jurisdictions included in the Urban County, is responsible for reviewing all proposals submitted in the city/town project category.~~

~~The TAC will conduct an annual public hearing on the date shown in the Funding Application Process Timetable to take testimony regarding proposals submitted to the TAC. At the conclusion of its hearing, the TAC will develop its funding recommendation to the Board of Supervisors for each program year. The TAC's recommendation will include a list of projects recommended for funding, the level of funding recommended, and conditions to be satisfied prior to funding, if any. The TAC may decide not to recommend funding for any project if a representative of the jurisdiction or applicant is not present at the hearing to answer questions about the proposed project.~~

9.10.8.3. Action Plan – One-Year Use of Funds

The Commission will use the CD Committee and TAC recommendations to prepare the “Action Plan: One Year Use of Funds” to be included in the relevant Sonoma County Consolidated Plan. The Consolidated Plan Summary will be published/disseminated in accordance with HUD regulations and the Sonoma County Citizen Participation Plan. Per the Citizen Participation Plan, a review draft of the Consolidated Plan will be made available to the public for thirty days allowed for written comments to be submitted to the Commission. See the Funding Application Process Timetable for the publication dates and the end of the comment period.

9.11.8.4. Board of Supervisors and Board of Commissioners Final Approval

The Commission will submit the CD Committee and TAC recommendations, along with all written comments received during the Action Plan comment period and supplementary Commission staff comments, to the Board of Supervisors / Board of Commissioners for approval. The Board is the final decision-maker for determining CDBG and HOME awards. See the Funding Application Process Timetable for the Board's public meeting date.

10.9. THRESHOLD CRITERIA FOR PROJECT EVALUATION

Applications must meet the following criteria to be eligible for consideration:

1. Is the application complete?
2. Is the proposed project an eligible activity per CDBG or HOME regulations?
3. If applying for CDBG funds, does the proposed project meet a CDBG National Objective?
4. Is the applicant an eligible applicant/sub-recipient/recipient per CDBG/HOME regulations?
- 4.5. Does the applicant demonstrate administrative capacity or request the assistance of the Community Development Commission to effectively deliver the proposed project? If the project requests assistance from the Commission, does the Commission make a determination that it can effectively deliver the required assistance to deliver the project while meeting the timeliness provisions in these policies?
6. *For homelessness-related projects only:* Will the project significantly impact HEARTH system-wide performance measures? Will it shorten the length of homeless episodes, decrease returns to homelessness, or increase placements in permanent housing?

7. For homelessness-related projects only: Does the project adhere to the principles of Housing First and participate in Coordinated Entry? If a homeless-serving housing project, does it accept referrals from Coordinated Entry?

5.8. For CDBG, does the project serve the Urban County? For HOME affordable housing development, is the project located in a member jurisdiction of the HOME consortium?

11.10. SELECTION CRITERIA

The following criteria will be used in the evaluation of eligible applications and will influence the Commission's funding recommendations to the CD Committee. ~~A total of 100 points are available, however, only projects that meet the housing and homelessness criteria can receive full points.~~

10.1. Selection Criteria – All Projects

10.1.1. Funding Priorities: Projects will be ranked in how well they meet the following priorities, ranked in the order listed below:

10.1.1.1. Creation or Preservation of Affordable Housing

10.1.1.2. Infrastructure or Public Facility Supporting creation or preservation of affordable housing

10.1.1.3. Infrastructure or Public Facility supporting low or moderate income populations

10.1.2. Readiness to Proceed: Applicant demonstrates that proposed project can spend grant funding within the applicable timeliness provisions (See Section 7.1). Requirements will vary by project type but may include demonstration of site control, completion of environmental review, approval of entitlements, etc.

10.1.3. Need: Applicant describes the need for the project/program and demonstrates with applicable evidence (e.g. waiting list, census data, documentation of deteriorated conditions, etc.).

10.1.4. Adherence to a competitive procurement process: Applicant adheres to a process wherein conversations outside an adopted competitive procurement process with members of either the Community Development Committee or Technical Advisory advocating for funding of applicant project or program will result in recusal of those members from the decision making process or ineligibility of that applicant project

10.1.5. Financial Feasibility: Project adheres to guidance set out in the Notice of Funding Availability

10.1.6. Outcomes: Applicant demonstrates that the project/program will result in outcomes that are clearly defined, measurable, and directly related to alleviation of the stated problem

10.1.7. Affirmatively Furthering Fair Housing: The project will affirmatively further fair housing and facilitate and further fair housing principles; specifically, fully comply with the applicable provisions of Title VI of the Civil Rights Act of 1964, the Fair Housing Act, E.O. 11063, and HUD regulations issued pursuant thereto.

10.2. Selection Criteria – Housing Projects

10.2.1. Priority will go to projects that leverage public funds to the greatest extent possible.

10.3. Selection Criteria – Non-Housing Projects

10.3.1. Priority will go to 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.

<i>Selection Criteria</i>
Administrative and Financial Capacity
<i>If applicant was previously awarded grant funds: All required documentation, work products, and reimbursement requests were submitted in a complete, accurate, and timely manner, in compliance with all applicable policies, rules, and regulations.</i>
<i>If applicant was previously awarded grant funds: Previously awarded grant funds were expended in a timely manner.</i>

<i>Selection Criteria</i>
<i>If applicant has not been previously awarded grant funds:</i>
<ol style="list-style-type: none"> 1. Applicant demonstrates a record of administrative and programmatic capacity using federal, state, local, and private grant funds from other sources. 2. Organization's financials (audited if applicable) show that the agency is in good financial health (does not apply to recipients, i.e., County departments/agencies and TAC members).
<i>Demonstration of Need</i>
Applicant describes the need for the project/program and demonstrates with applicable evidence (e.g. waiting list, census data, documentation of deteriorated conditions, etc.).
<i>Funding Request and Project Budget</i>
Applicant demonstrates leveraging of other funds, in-kind contributions, and/or land donation or discount. Funds must be committed at the time of application to be considered as leveraged funds.
Applicant demonstrates that the proposed budget is realistic.
<i>Outcomes</i>
Applicant demonstrates that the project/program will result in outcomes that are clearly defined, measurable, and directly related to alleviation of the stated problem.
The project would facilitate and further fair housing principles; specifically, full compliance with the applicable provisions of Title VI of the Civil Rights Act of 1964, the Fair Housing Act, E.O. 11063, and HUD regulations issued pursuant thereto.
<i>Housing and Homelessness</i>
<i>Applications for housing or for homeless-related projects will be prioritized. For both housing and homelessness projects, a separate set of criteria will be used to score for additional points that are not available to non-housing, non-homelessness projects. The following criteria is how these projects will be prioritized.</i>
Housing
The proposed project would provide rental housing.
<p>Project targets extremely low-, very low- and low-income families and special needs populations, the households given priority in the Consolidated Plan.</p> <p>The project's level of affordability targeting will be scored. <u>A rent per bedroom figure will be calculated by staff (monthly GPR/total number of bedrooms).</u></p> <p>The project will be scored on whether it serves special needs households</p>

<i>Selection Criteria</i>
The percentage of restricted units is greater than the minimum required by HOME or CDBG program regulations.
Project adds new units to the County's permanent affordable housing stock, either through new construction or through conversion of non-housing existing facilities. Projects designed to preserve affordability of housing units which would otherwise revert to market rate during the current fiscal year will be counted as adding new housing units.
Homelessness
The project sets aside homes for persons or households experiencing homelessness or who are at imminent risk of becoming homeless within 14 days.
For permanent supportive housing projects, has the applicant identified a service provider?
The applicant has committed to accepting referrals from Coordinated Entry and/or to lowering barriers to potential tenants to entering permanent housing
Project maintains current capacity for serving homeless population.

12.11. DEFINITIONS

Community Development Block Grant Program (CDBG): Created under the Housing and Community Development Act of 1974, this program provides grant funds to local and state governments to develop viable urban communities by providing decent housing with a suitable living environment and expanding economic opportunities to assist low- and moderate-income residents.

Community Housing Development Organization (CHDO): As defined by HUD, A private nonprofit, community-based organization that has staff with the capacity to develop affordable housing for the community it serves. In order to qualify for designation as a CHDO, the organization must meet certain requirements pertaining to their legal status, organizational structure, and capacity and experience.

Continuum of Care (CoC): The Continuum of Care (CoC) Program is designed to promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments.

Emergency Shelter Grant (ESG) Program: A federal grant program designed to assist homeless persons through five activity types including Street Outreach, Emergency Shelter, Homeless Prevention, Rapid Re-housing, and HMIS.

Fair Housing Act: 1968 act (amended in 1974 and 1988) providing the HUD Secretary with fair housing enforcement and investigation responsibilities. A law that prohibits discrimination in all facets of the homebuying process on the basis of race, color, national origin, religion, sex, familial status, or disability.

Fair Market Value: The amount of money that would probably be paid for a property in a sale between a willing seller, who does not have to sell, and a willing buyer, who does not have to buy.

HOME (HOME Investment Partnerships Program): Provides formula grants to states and localities that communities use—often in partnership with local nonprofit groups—to fund a wide range of activities that build, buy, and/or rehabilitate affordable housing for rent or homeownership, or to provide direct rental assistance to low-income people.

Homeless: An individual who lacks a fixed, regular, and adequate nighttime residence; as well an individual who has a primary nighttime residence that is a supervised publicly or privately operated shelter designed to provide temporary living accommodations, an institution that provides a temporary residence for individuals intended to be institutionalized; or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act: Amended and reauthorized the earlier McKinney-Vento Homeless Assistance Act with substantial changes in 2009. It consolidated HUD's Continuum of Care grant programs and changed HUD's definition of homelessness and chronic homelessness.

Homeless Prevention: Activities or programs designed to prevent the incidence of homelessness, including, but not limited to: (1) short-term subsidies to defray rent and utility arrearages for families that have received eviction or utility termination notices; (2) security deposits or first month's rent to permit a homeless family to move into its own apartment; (3) mediation programs for landlord-tenant disputes; (4) legal services programs that enable representation of indigent tenants in eviction proceedings; (5) payments to prevent foreclosure on a home; and (6) other innovative programs and activities designed to prevent the incidence of homelessness.

Household: All the people who occupy a housing unit. A household includes the related family members and all the unrelated people, if any, such as lodgers, foster children, wards, or employees who share the housing unit. A person living alone in a housing unit, or a group of unrelated people sharing a housing unit such as partners or roomers, is also counted as a household.

Housing Stock: The number of existing housing units based on data compiled by the United States Bureau of the Census and referable to the same point or period in time.

HUD: The federal Department of Housing and Urban Development.

Income Limit: Determines the eligibility of applicants for HUD's assisted housing programs.

Lead-Based Paint: Paint or other surface coatings that contain lead equal to or exceeding 1.0 milligram per square centimeter or 0.5 percent by weight or 5,000 parts per million (ppm) by weight.

Lease: A written agreement between an owner and a family for the leasing of a decent, safe, and sanitary dwelling unit to the family.

Low and Moderate Income Housing Asset Fund (LMIHAF): Sonoma County's Low-and Moderate-Income Housing Asset Fund (assets from County of Sonoma, Cities of Sonoma and Sebastopol Redevelopment Successor Agencies).

Market Value: The most probable price that a property should bring in a competitive and open market, provided that all conditions requisite to a fair sale are present, the buyer and seller are knowledgeable and acting prudently, and the price is not affected by any undue stimulus.

Microenterprise: A commercial enterprise that has five or fewer employees, one or more of who owns the enterprise.

Manufactured Home or Mobile Home: A structure, transportable in one or more sections, which in the traveling mode is 8 body feet or more in width, or 40 body feet or more in length, or which when erected onsite is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained in the structure. This term includes all structures that meet the above requirements except the size requirements and with respect to which the manufacturer voluntarily files a certification pursuant to 24 CFR 3282.13 and complies with the construction and safety standards set forth in this 24 CFR 3280. The term does not include any self-propelled recreational vehicle. Calculations used to determine the number of square feet in a structure will include the total of square feet for each transportable section comprising the completed structure and will be based on the structure's exterior dimensions measured at the largest horizontal projections when erected onsite. These dimensions will include all expandable rooms, cabinets, and other projections containing interior space, but do not include bay windows. Nothing in this definition should be interpreted to mean that a manufactured home necessarily meets the requirements of HUD's Minimum Property Standards (HUD Handbook 4900.1) or that it is automatically eligible for financing under 12 U.S.C. 1709(b).

Special Needs Subpopulations: Include, but are not limited to: 1) elderly households, 2) persons with physical, mental or developmental disabilities, 3) persons with HIV/AIDS and their families, 4) large families, 5) single-headed households, and 6) farm workers.

Uniform Relocation Act (URA): The Uniform Act (or "Uniform Relocation Act"), passed by Congress in 1970, is a federal law that establishes minimum standards for federally funded programs and projects that require the acquisition of real property (real estate) or displace persons from their homes, businesses, or farms. The Uniform Act's protections and assistance apply to the acquisition, rehabilitation, or demolition of real property for federal or federally funded projects.

13-12. MORE INFORMATION

Visit the Commission's website to find more information: <http://www.sonoma-county.org/cdc>

APPENDIX A: ELIGIBLE USES OF FUNDS

CDBG Eligible Activities

Consolidated Plan Goal Met	National Objective Code	CDBG Eligible Activity	Eligible Applicants
Homelessness	LMC - homeless persons	All uses below as they relate to construction or rehabilitation of facilities to serve homeless households	Governmental Agency or Non-profit
Homelessness	LMC - homeless persons	Acquisition of Property	Governmental Agency or Non-profit
Homelessness	LMC - homeless persons	Disposition of property assisted with CDBG	Governmental Agency or Non-profit
Homelessness	LMC - homeless persons	Rehabilitation	Governmental Agency or Non-profit
Homelessness	LMC - homeless persons	Solid Waste Disposal Improvements	Governmental Agency or Non-profit
Homelessness	LMC - homeless persons	Flood Drainage Improvements	Governmental Agency or Non-profit
Homelessness	LMC - homeless persons	Water/Sewer Improvements	Governmental Agency or Non-profit
Homelessness	LMC - homeless persons	Street Improvements	Governmental Agency or Non-profit
Homelessness	LMC - homeless persons	Sidewalks	Governmental Agency or Non-profit
Homelessness	LMC - homeless persons	Tree Planting	Governmental Agency or Non-profit
Homelessness	LMC - homeless persons	Homeless Facilities	Governmental Agency or Non-profit
Homelessness	LMC - homeless persons	Health Facilities	Governmental Agency or Non-profit
Homelessness	LMC - homeless persons	Shelter for persons with special needs	Governmental Agency or Non-profit
Homelessness	LMC - homeless persons	Group homes for people with developmental delays	Governmental Agency or Non-profit
Homelessness	LMC - homeless persons	Battered Spouse Shelters	Governmental Agency or Non-profit
Homelessness	LMC - homeless persons	Abused or Neglected Children Facilities	Governmental Agency or Non-profit
Homelessness	LMC - homeless persons	Facilities for AIDS Patients	Governmental Agency or Non-profit
Homelessness	LMC - homeless persons	Asbestos Removal	Governmental Agency or Non-profit
Homelessness	LMC - homeless persons	Clearance, Demolition and Remediation	Governmental Agency or Non-profit
Homelessness	LMC - homeless persons	Cleanup of Contaminated Sites	Governmental Agency or Non-profit
Homelessness	LMC - homeless persons	Relocation	Governmental Agency or Non-profit
Homelessness	LMC - homeless persons	Rehabilitation Administration	Governmental Agency or Non-profit

Consolidated Plan Goal Met	National Objective Code	CDBG Eligible Activity	Eligible Applicants
Homelessness	LMC - homeless persons	Nonprofit Capacity Building - provision of technical assistance to public or nonprofit entities to increase the capacity of such entities to carry out eligible neighborhood revitalization or economic development activities. (The recipient must determine, prior to the provision of the assistance, that the activity for which it is attempting to build capacity would be eligible for CDBG assistance.	Governmental Agency or Non-profit
Homelessness	LMC - homeless persons	Assistance to Higher Education Institutions - any eligible activity can be provided to an institution of higher education when the grantee determines that such an institution has demonstrated a capacity to carry out activities that fall under one or more for the basic eligibility categories under the CDBG program	Governmental Agency or Non-profit
Homelessness	LMC - homeless persons	Operation and Repair of Foreclosed Property	Governmental Agency or Non-profit
Affordable Housing: Increase and preserve the housing stock that is affordable, safe, and accessible for low-, very low-, and extremely-low income families and individuals, including those with special needs and those who are homeless or at imminent risk of homelessness.	LMH	New housing construction - only as "are clearly needed to address a lack of affordable housing accessible to existing or planned jobs"	Community Based Development Organization (CBDO)
Affordable Housing	LMH	Homeownership Assistance - can include subsidizing interest rates, financing acquisition, mortgage insurance premiums, closing costs, down payment assistance	Governmental Agency or Non-profit
Affordable Housing	LMH	Housing Rehabilitation - Single family: repair directed toward an accumulation of deferred maintenance, replacement of principal fixtures and components of existing structures, installation of security devices, including smoke detectors and dead bolt locks, and renovation through alterations, additions to, or enhancements of existing structures and improvements, abatement of asbestos hazards (and other contaminants) in buildings and improvements that may be undertaken singly or in combination.	Governmental Agency or Non-profit
Affordable Housing	LMH	Housing Rehabilitation - Multi-family: repair directed toward an accumulation of deferred maintenance, replacement of principal fixtures and components of existing structures, installation of security devices, including smoke detectors and dead bolt locks, and renovation through alterations, additions to, or enhancements of existing structures and improvements, abatement of asbestos hazards (and other contaminants) in buildings and improvements that may be undertaken singly or in combination.	Governmental Agency or Non-profit

Consolidated Plan Goal Met	National Objective Code	CDBG Eligible Activity	Eligible Applicants
Affordable Housing	LMH	Acquisition for Rehabilitation of Housing	Governmental Agency or Non-profit
Affordable Housing	LMH	Housing Rehabilitation Administration - Rehabilitation services, such as rehabilitation counseling, energy auditing, preparation of work specifications, loan processing, inspections, and other services related to assisting owners, tenants, contractors, and other entities, participating or seeking to participate in rehabilitation activities.	Governmental Agency or Non-profit
Affordable Housing	LMH	Lead Based Paint/Hazards Test/Abatement	Governmental Agency or Non-profit
Affordable Housing	LMH	Housing Services - costs in support of activities eligible for funding under the HOME program. This includes services such as housing counseling in connection with TBRA and Affordable housing projects, energy auditing, preparation of work specifications, loan processing, inspections, tenant selection, management of TBRA, other services related to assisting owners, tenants, contractors and other entities participating or seeking to participate in the HOME program. Such assistance must also meet HOME income targeting requirements.	Governmental Agency or Non-profit
Affordable Housing	LMH	All Uses below as they relate to construction or rehabilitation of housing affordable to low-income households:	
Affordable Housing	LMH	Acquisition of Real Property	Governmental Agency or Non-profit
Affordable Housing	LMH	Disposition of property assisted with CDBG	Governmental Agency or Non-profit
Affordable Housing	LMH	Solid Waste Disposal Improvements	If publicly owned land or to support rehab: Governmental Agency or Non-profit; if private to support new construction: CBDO only
Affordable Housing	LMH	Flood Drainage Improvements	If publicly owned land or to support rehab: Governmental Agency or Non-profit; if private to support new construction: CBDO only
Affordable Housing	LMH	Water/Sewer Improvements	If publicly owned land or to support rehab: Governmental Agency or Non-profit; if private to support new construction: CBDO only
Affordable Housing	LMH	Street Improvements	If publicly owned land or to support rehab: Governmental Agency or Non-profit; if private to support new construction: CBDO only

Consolidated Plan Goal Met	National Objective Code	CDBG Eligible Activity	Eligible Applicants
Affordable Housing	LMH	Sidewalks	If publicly owned land or to support rehab: Governmental Agency or Non-profit; if private to support new construction: CBDO only
Affordable Housing	LMH	Tree Planting	If publicly owned land or to support rehab: Governmental Agency or Non-profit; if private to support new construction: CBDO only
Affordable Housing	LMH	Clearance, Demolition and Remediation	Governmental Agency or Non-profit
Affordable Housing	LMH	Cleanup of Contaminated Sites	Governmental Agency or Non-profit
Affordable Housing	LMH	Relocation	Governmental Agency or Non-profit
Affordable Housing	LMH	Rental Income Loss - Payments to housing owners for losses of rental income incurred in holding, for temporary periods, housing units to be used for the relocation of individuals and families displaced by CDBG eligible activities.	Governmental Agency or Non-profit
Affordable Housing	LMH	Energy Efficiency Improvements - includes installation of storm windows and doors, wall and attic insulation, and conversion, modification or replacement of heating and cooling equipment, including the use of solar energy equipment.	Governmental Agency or Non-profit
Affordable Housing	LMH	Residential Historic Preservation - authorizes the costs of preserving or restoring properties of historic significance that will be used for housing for low-income households.	Governmental Agency or Non-profit
Affordable Housing	LMH	Nonprofit Capacity Building - provision of technical assistance to public or nonprofit entities to increase the capacity of such entities to carry out eligible neighborhood revitalization or economic development activities. (The recipient must determine, prior to the provision of the assistance, that the activity for which it is attempting to build capacity would be eligible for CDBG assistance.	Governmental Agency or Non-profit
Affordable Housing	LMH	Assistance to Higher Education Institutions - any eligible activity can be provided to an institution of higher education when the grantee determines that such an institution has demonstrated a capacity to carry out activities that fall under one or more of the basic eligibility categories under the CDBG program	Governmental Agency or Non-profit
Affordable Housing	LMH	Operation and Repair of Foreclosed Property - authorizes activities necessary to make essential repairs and payment of operating expenses needed to maintain habitability of housing units acquired through tax foreclosure proceedings in order to prevent abandonment and deterioration of such housing in primarily low income neighborhoods.	Governmental Agency or Non-profit

Consolidated Plan Goal Met	National Objective Code	CDBG Eligible Activity	Eligible Applicants
Non-Housing Community Development - Infrastructure systems and public facilities	various	Disposition of property assisted with CDBG	Governmental Agency or Non-profit
Non-Housing Community Development - Infrastructure systems and public facilities	various	Public Facilities or Improvements	Governmental Agency or Non-profit
Non-Housing Community Development - Infrastructure systems and public facilities	various	Senior Centers	Governmental Agency or Non-profit
Non-Housing Community Development - Infrastructure systems and public facilities	various	Handicapped Centers	Governmental Agency or Non-profit
Non-Housing Community Development - Infrastructure systems and public facilities	various	Youth Centers	Governmental Agency or Non-profit
Non-Housing Community Development - Infrastructure systems and public facilities	various	Neighborhood Facilities	Governmental Agency or Non-profit
Non-Housing Community Development - Infrastructure systems and public facilities	various	Parks, Recreational Facilities	Governmental Agency or Non-profit
Non-Housing Community Development - Infrastructure systems and public facilities	various	Parking Facilities	Governmental Agency or Non-profit
Non-Housing Community Development - Infrastructure systems and public facilities	various	Solid Waste Disposal Improvements	Governmental Agency or Non-profit
Non-Housing Community Development - Infrastructure systems and public facilities	various	Flood Drainage Improvements	Governmental Agency or Non-profit
Non-Housing Community Development - Infrastructure systems and public facilities	various	Water/Sewer Improvements	Governmental Agency or Non-profit
Non-Housing Community Development - Infrastructure systems and public facilities	various	Street Improvements	Governmental Agency or Non-profit
Non-Housing Community Development - Infrastructure systems and public facilities	various	Sidewalks	Governmental Agency or Non-profit
Non-Housing Community Development -	various	Child Care Centers	Governmental Agency or Non-profit

Consolidated Plan Goal Met	National Objective Code	CDBG Eligible Activity	Eligible Applicants
Infrastructure systems and public facilities			
Non-Housing Community Development - Infrastructure systems and public facilities	various	Tree Planting	Governmental Agency or Non-profit
Non-Housing Community Development - Infrastructure systems and public facilities	various	Fire Station/Equipment	Governmental Agency or Non-profit
Non-Housing Community Development - Infrastructure systems and public facilities	various	Health Facilities	Governmental Agency or Non-profit
Non-Housing Community Development - Infrastructure systems and public facilities	various	Abused or Neglected Children Facilities	Governmental Agency or Non-profit
Non-Housing Community Development - Infrastructure systems and public facilities	various	Asbestos Removal	Governmental Agency or Non-profit
Non-Housing Community Development - Infrastructure systems and public facilities	various	Facilities for AIDS Patients	Governmental Agency or Non-profit
Non-Housing Community Development - Infrastructure systems and public facilities	various	Clearance, Demolition and Remediation	Governmental Agency or Non-profit
Non-Housing Community Development - Infrastructure systems and public facilities	various	Cleanup of Contaminated Sites	Governmental Agency or Non-profit
Non-Housing Community Development - Infrastructure systems and public facilities	various	Relocation	Governmental Agency or Non-profit
Non-Housing Community Development - Infrastructure systems and public facilities	various	Rental Income Loss - Payments to housing owners for losses of rental income incurred in holding, for temporary periods, housing units to be used for the relocation of individuals and families displaced by CDBG eligible activities.	Governmental Agency or Non-profit
Non-Housing Community Development - Infrastructure systems and public facilities	various	Privately Owned Utilities - acquire, construct, reconstruct, rehabilitate or install distribution lines and facilities of privately owned utilities, including the placing underground of new or existing distribution facilities and lines.	Governmental Agency or Non-profit
Non-Housing Community Development - Infrastructure systems and public facilities	various	Rehabilitation of Public or Privately Owned Commercial/Industrial buildings - some limitations for buildings owned by private for-profit business	Governmental Agency or Non-profit
Non-Housing Community Development -	various	Rehabilitation Administration: Rehabilitation services, such as rehabilitation counseling, energy	Governmental Agency or Non-profit

Consolidated Plan Goal Met	National Objective Code	CDBG Eligible Activity	Eligible Applicants
Infrastructure systems and public facilities		auditing, preparation of work specifications, loan processing, inspections, and other services related to assisting owners, tenants, contractors, and other entities, participating or seeking to participate in rehabilitation activities.	
Non-Housing Community Development - Infrastructure systems and public facilities	various	Non-Residential Historic Preservation - authorizes the costs of preserving or restoring properties otherwise eligible as Public Facilities	Governmental Agency or Non-profit
Non-Housing Community Development - Infrastructure systems and public facilities	various	Renovation of closed buildings - such as closed school buildings, for use as an eligible public facility	Governmental Agency or Non-profit
Non-Housing Community Development - Infrastructure systems and public facilities	LMA or, if not applicable: LMC	Public Facility or improvements access projects that remove of material or architectural barriers that limit the accessibility of elderly persons or adults with severe disabilities	Governmental Agency or Non-profit
Non-Housing Community Development - Infrastructure systems and public facilities	LMA, LMJ, or, if neither apply: LMC	Rehabilitation of a privately owned nonresidential building or improvement that removes material or architectural barriers that limit the accessibility of elderly persons or adults with severe disabilities	Governmental Agency or Non-profit
SUSPENDED FOR FY 19-20 Non-Housing Community Development - Micro-enterprise	various	Micro-Enterprise Assistance: providing credit, including, but not limited to grants, loans, loan guarantees, and other forms of financial support, for the establishment, stabilization and expansion of microenterprises; providing technical assistance, advice and business support services to owners of microenterprises and persons developing microenterprises; providing general support including but not limited to peer support programs, counseling, childcare, transportation and other similar services to owners of microenterprises and persons developing microenterprises.	Governmental Agency, Non-profit or for-profit
Non-Housing Community Development - Infrastructure systems and public facilities/ Non-Housing Community Development - microenterprise	various - must match eligible use	Nonprofit Capacity Building: provision of technical assistance to public or nonprofit entities to increase the capacity of such entities to carry out eligible neighborhood revitalization or economic development activities. (The recipient must determine, prior to the provision of the assistance, that the activity for which it is attempting to build capacity would be eligible for CDBG assistance.	Governmental Agency or Non-profit
Non-Housing Community Development - Infrastructure systems and public facilities/ Non-Housing Community Development - microenterprise	various - must match eligible use	Assistance to Higher Education Institutions - any eligible activity can be provided to an institution of higher education when the grantee determines that such an institution has demonstrated a capacity to carry out activities that fall under one or more for the basic eligibility categories under the CDBG program	Institution of Higher Education (Secondary and above)

HOME Eligible Activities

Consolidated Plan Goal Met	HOME Eligible Activity	Eligible Applicants
Affordable Housing and possibly Homelessness	Rental Assistance (Assistance to Developers of Rental Housing).	Non-profit or for-profit organization that will own, develop or sponsor a HOME-assisted project, including Community Housing Development Organizations
Affordable Housing and possibly Homelessness	Minimum set-aside of 15% for CHDOs. All development or TBRA expenses are eligible.	Community Housing Development Organizations
Affordable Housing and possibly Homelessness	New Construction: costs to meet applicable new construction standards	Non-profit or for-profit organization that will own, develop or sponsor a HOME-assisted project, including Community Housing Development Organizations
Affordable Housing and possibly Homelessness	Rehabilitation: To meet minimum property standards or to make essential improvements, including energy-related repairs or improvements, improvements necessary to permit use by persons with disabilities and the abatement of lead-based paint hazards. Rehabilitation includes conversion within the existing footprint of a building.	Non-profit or for-profit organization that will own, develop or sponsor a HOME-assisted project, including Community Housing Development Organizations
Affordable Housing and possibly Homelessness	Demolition of existing structures, associated with both new construction and rehabilitation	Non-profit or for-profit organization that will own, develop or sponsor a HOME-assisted project, including Community Housing Development Organizations
Affordable Housing and possibly Homelessness	Utility connections including off-site connections from property line to adjacent street, associated with both new construction and rehabilitation	Non-profit or for-profit organization that will own, develop or sponsor a HOME-assisted project, including Community Housing Development Organizations
Affordable Housing and possibly Homelessness	Improvements to project site in keeping with improvements of surrounding standard projects including on-site roads, and sewer and water lines.	Non-profit or for-profit organization that will own, develop or sponsor a HOME-assisted project, including Community Housing Development Organizations
Affordable Housing and possibly Homelessness	Refinancing for rehabilitation projects to permit continued affordability	Non-profit or for-profit organization that will own, develop or sponsor a HOME-assisted project, including Community Housing Development Organizations
Affordable Housing and possibly Homelessness	Acquisition: May use HOME funds to cover the costs of acquiring improved or unimproved real property	Non-profit or for-profit organization that will own, develop or sponsor a HOME-assisted project, including Community Housing Development Organizations
Affordable Housing and possibly Homelessness	Project Related Soft Costs reasonable and necessary costs associated with financing or development of new construction, rehab or acquisition including: Architectural, engineering or related services, costs to process or settle financing, cost of a project audit, costs to provide information services, cost of funding an initial operating deficit reserve, PJ staff and overhead costs directly related to carrying out the project, developer impact fees, costs of environmental review	Non-profit or for-profit organization that will own, develop or sponsor a HOME-assisted project, including Community Housing Development Organizations
Affordable Housing and possibly Homelessness	Relocation associated with development or rehabilitation of units	Non-profit or for-profit organization that will own, develop or sponsor a HOME-assisted project,

Consolidated Plan Goal Met	HOME Eligible Activity	Eligible Applicants
		including Community Housing Development Organizations
Affordable Housing and likely Homelessness	Tenant-Based Rental Assistance	Public agency or nonprofit organization
Affordable Housing and possibly Homelessness	CHDO Operating Costs - An individual CHDO may be used for operating costs of CHDO(s). An individual CHDO may receive no more than the lesser of 50% of its total operating costs or \$50,000. These funds are not part of the CHDO Set-Aside. These funds may be used for general operating assistance and may not be used or costs eligible under the CHDO Set-Aside.	Community Housing Development Organizations

APPENDIX B: INCOME LIMITS <<UPDATE>>

Effective April 11, 2017

These income limits apply to HOME Investment Partnership Program (HOME) and Community Development Block Grant Program (CDBG) projects and programs, and apply only to Sonoma County Community Development Commission-assisted projects or programs. They are not to be used as a guide for programs regulated by any agency other than the Sonoma County Community Development Commission. It is up to each property owner to determine which regulations preside if a program is regulated by more than one program.

Persons in Household	30% AMI*	Very Low Income 50% AMI (HOME Low)	60% AMI	Low Income 80% AMI (HOME High)
1	18,550	30,850	37,020	49,350
2	21,200	35,250	42,300	56,400
3	23,850	39,650	47,580	63,450
4	26,450	44,050	52,860	70,500
5	28,600	47,600	57,120	76,150
6	30,700	51,100	61,320	81,800
7	32,800	54,650	65,580	87,450
8	34,950	58,150	69,780	93,100

**Area Median Income (AMI) for a 4-person household: \$83,900*

APPENDIX C: RENT LIMITS <<UPDATE>>

Effective April 11, 2017

These rent limits apply to HOME Investment Partnership Program (HOME) and Community Development Block Grant Program (CDBG) projects and programs, and apply only to Sonoma County Community Development Commission-assisted units. They are not to be used as a guide for projects regulated by any agency other than the Sonoma County Community Development Commission. It is up to each property owner to determine which regulations preside if a unit is regulated by more than one program.

Property owners must subtract from the maximum rent the approved utility allowance for any utilities that the tenant pays in addition to the rent. Confirm the appropriate utility allowance with the Sonoma County Community Development Commission.

Rent Level	Studio	One-bedroom	Two-bedroom	Three-bedroom	Four-bedroom
Low (Very Low-Income, 50% AMI*)	771	826	991	1,145	1,277
High (Low-Income, 65% AMI)	1,020	1,094	1,316	1,511	1,666

**Area Median Income (AMI) for a 4-person household: \$83,900*



Sonoma County Community Development Commission
Sonoma County Housing Authority
1440 Guerneville Road, Santa Rosa, CA 95403-4107

*Members of the
Commission*

James Gore
Chair

David Rabbitt
Vice Chair

Susan Gorin
Shirlee Zane
Lynda Hopkins

Margaret Van Vliet
Executive Director

MEMORANDUM

Date: September 19, 2018
To: Community Development Committee & Technical Advisory Committee
From: Felicity Gasser, Policy and Communications Liaison
Subject: Item 6: Committee Bylaws

The Community Development Committee bylaws were last substantially updated in January 2013. Given the upcoming changes to the role of the CD Committee in light of the new leadership council for the new Homeless System Redesign, the committee requested an opportunity to review the bylaws and ensure their continued relevancy. Staff marked up the existing bylaws with some changes for committee consideration and discussion. Some notable changes for discussion include:

- Changes to the purpose of the Committee to reflect a change in role resulting from the creation of new governance bodies.
- Changes to the way in which tenant representatives are nominated to align with the nomination process for other Committee members. By the current process, tenants are nominated by their fellow committee members, giving them an unequal position on the committee. Staff proposes that tenant members should either be nominated by the governing body of the Housing Authority – the Board of Commissioners, by staff, or by fellow tenants of the Housing Authority.
- Changes to the treatment and response to public testimony to align with the Citizen Participation Plan
- Adjustment to the rule regarding unexcused absence to allow for notice to be given until 5pm on the day of the meeting. This provides flexibility to committee members who may be unable to attend do to unforeseen circumstances which occur on the day of a hearing.
- Changes to the timing of the elections of chair and vice chair to coincide with end-of-year reporting and activities.

Included in the agenda packet is a marked up version of the bylaws with proposed changes. The Committee is invited to make a determination if any other changes are needed, and ratify all changes that the committee determines are necessary.





BYLAWS OF THE SONOMA COUNTY COMMUNITY DEVELOPMENT COMMITTEE

ARTICLE I PURPOSE

Section 1.

- (a) To review and make recommendations on all matters to come before the Sonoma County Community Development Commission prior to Commission action, except: emergency matters; matters involving the Sonoma County Successor Agency Consolidated Oversight Board and the leadership council for the Homeless System of Care Russian River Redevelopment Oversight Committee, and Sonoma Valley Redevelopment Advisory Committee; and matters which the Committee by resolution or other action excludes from Committee review and recommendation.
- (b) To perform such other functions as the Board of Supervisors or the Commission may, by ordinance, resolution or minute order delegate to it.
- (c) To perform other functions as the Board of Supervisors or Commission may delegate to it.

ARTICLE II ORGANIZATION

Section 1. The Committee shall be composed of eight (8) voting members. Seven (7) members shall be appointed by the Board of Supervisors, two of whom shall be tenants of the Sonoma County Housing Authority. One such tenant shall be at least 62 years of age. One member shall be appointed by the Sonoma County Human Services Department Director. Each member of the Board of Supervisors shall nominate one person from his or her Supervisorial district. The tenant members of the Committee shall be nominated by the six members first appointed by the Board and Human Services Director the Sonoma County Board of Commissioners/Commission staff/fellow tenants of the Housing Authority. Each tenant member shall, subject to conditions prescribed by law, serve for a term of two years or until a successor is appointed and qualified. Each of the other five (5) Board-appointed members of the committee shall serve at the pleasure of the Board of Supervisors, provided that unless sooner terminated by the Board, the term of each such member shall be coterminous for the term of the supervisor by whom he or she was nominated and until his or her successor is appointed and qualified. The Human Services Department Director appointee shall serve at the pleasure of the Department Director.

ARTICLE III MEETINGS

Section 1. Regular Meetings. There shall be one (1) regular meeting each month. The meeting shall be held on the third (3rd) Wednesday of the month. Whenever it is necessary

to alter this schedule, the public shall be notified through mailings and notices to all media. The meetings will commence at 10:00 a.m.

Section 2. Special Meetings.

- (a) Special meetings shall be held on the call of the Chairperson of the Committee or upon the call of the majority of the group or upon the request of the Board of Supervisors following 48-hour written notice to each member of the Committee.
- (b) The Committee shall receive public testimony at a series of public hearings annually. The purpose of these hearings shall be to ~~aid the Committee in setting priorities for the Consolidated Plan~~obtain the public's views and to respond to proposals and questions, and to review housing and community development needs, proposed policies and procedures and past program performance, per the requirements of the Community Development Commission's Citizen Participation Plan.

Section 3. Notification--Regular Meetings. Each member shall be notified of the time and place of each regular meeting. Said notice shall be given by the staff and shall be served in writing, emailed, mailed or hand-delivered to the last known address of each member or deposited in the post office at least three days prior to the date appointed for the meeting.

Section 4. Notification--Special Meetings. Each Committee member shall be notified of the time, place and purpose of each special meeting. Said notice shall be given by the staff and shall be served personally or in writing at least 48 hours before the time appointed for each meeting.

Section 5. Quorum. A quorum shall be required for official actions of the Committee. A majority of the voting members of the Committee shall constitute a quorum. If a Committee member's seat is vacant, it shall not be counted either way. Actions of the Committee shall be determined by a majority vote of the quorum present at any duly constituted meeting.

Section 6. Adjournment. The Committee may adjourn from time to time, absentees being notified thereof, and in event there shall be no quorum present on the day fixed for a regular, adjourned or special meeting, the Committee members present may adjourn from time to time until a quorum is obtained.

Section 7. State Laws. All provisions of the Government Code (including Sections 54950-54960, the Ralph M. Brown Act) shall be followed in the scheduling, notification and conduct of all meetings of the Committee.

Section 8. Unexcused Absences: After three unexcused absences from any 12 month period, written notice shall be sent to the appointing Supervisor(s) by the Executive Director. An unexcused absence is defined as when the person is absent without notifying the Community Development Commission ~~in advance~~, by no later than 5 o' clock in the afternoon on the day of the meeting.

ARTICLE IV
OFFICERS

Section 1. The officers of the Sonoma County Community Development Committee shall consist of a Chairperson and a Vice-Chairperson, elected by a majority vote of the committee.

Section 2. Election of Officers. Election of officers shall take place annually on the ~~second Tuesday of June~~ ~~third Wednesday of September~~ or the next closest date on which the Committee meets. The elected officers will assume their positions beginning ~~immediately with the second Tuesday of July~~ or the next closest date on which the Committee meets.

Section 3. Term of Office. The officers shall hold office for twelve (12) months until their successors are appointed and qualify.

Section 4. Duties. The Chairperson shall chair the meetings. In the absence of the Chairperson, the Vice-Chairperson shall chair the meetings. In the absence of the Vice-Chairperson, a volunteer from among the Committee members present shall chair the meeting.

ARTICLE V
CONDUCT OF BUSINESS

Section 1. Business at Special Meetings. No business shall be transacted at any special meeting other than that named in the call thereof.

Section 2. Meeting Attendance and Records. The staff shall be responsible for keeping a record of those Committee members present and those absent, and for recording the events of the meetings in the form of minutes.

Section 3. Meetings shall be conducted according to Robert's Rules of Order.

ARTICLE VI
AMENDMENTS

Section 1. Amending Bylaws. These Bylaws may be added to or amended at any regular meeting on motion, duly seconded and carried by at least five of the eight Committee members.

DULY ADOPTED AND PASSED by the Sonoma County Community Development Committee the 26th day of October 1993; amended the 27th day of February 1996; as further amended on the 24th day of August 1999; as further amended on the 14th day of September 1999; as further amended on the 8th day of November, 2005; as further amended on the 15th day of January 2013; as further amended on the 18th day of April 2018.

SO ORDERED.