

Sonoma County Community Development Committee



Human Services Dept. Representative: Oscar Chavez (Chair), Tenant Representatives: Stephanie Hiller, Jessica Vega
1st Dist: Betzy Chavez (Vice Chair) 2nd Dist: Michael Regan 3rd Dist: Vacant 4th Dist: Willie Lamberson 5th Dist: Linda Garcia
Interim Executive Director: Barbie Robinson, CHC, JD, MPP

Special Meeting
Wednesday, June 3, 2020
10:00am-11:30am

This meeting will be held virtually to comply with the Governor's Executive Order N-29-20. Please see page 2 for instructions on making public comment

MEMBERS MAY NOT ATTEND THIS MEETING IN PERSON

Webex: <https://bit.ly/comdev603>

Phone: (408) 418-9388 Access Code: 961 782 140

Agenda

1. **Call to Order and Roll Call**
2. **Public Comments for Items Not on the Agenda**
3. **Public Hearing: Amendment to the 2019-2020 Action Plan and Citizen Participation Plan**
Staff will provide an overview of the substantial amendment to the 2019 Action Plan and changes to the Citizen Participation Plan to receive CARES Act supplemental CDBG-CV and ESG-CV funding and take comments from the public
 - a) Open public hearing
 - b) Close public hearing
 - c) Committee Discussion
 - d) Make Motion or Change Recommendation
4. **Project-Based Voucher RFP**
The Housing Authority manager will seek Committee's review and recommendation on the award of 100 Project Based Vouchers (PBV) to multiple housing developments throughout Sonoma County.
5. **Housing Authority CARES Act Administrative Fees**
The Housing Authority manager will seek Committee's review and recommendation to utilize funding made available through the CARES Act
6. **Proposed Changes to the CD Committee Ordinance and Bylaws**
7. **Adjournment**



Telephone (707) 565-7500
FAX (707) 565-7583 • TDD (707) 565-7555



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Next Regular Meeting

July 15, 2020

10:00 am

Location TBD

PUBLIC COMMENT PRIOR TO THE COMMITTEE MEETING: Public Comment may be submitted via email to Holly.Kelley@sonoma-county.org

PUBLIC COMMENT DURING THE BOARD MEETING: PUBLIC COMMENT USING WEBEX: Members of the public who join the Webex meeting, either through their web browser online or by calling in, will be able to provide live public comment at specific points throughout the meeting. One may also email public comment to holly.kelley@sonoma-county.org throughout the meeting. All emailed public comments will be read into the record.

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

DISABLED ACCOMMODATION: If you have a disability which requires an accommodation, an alternative format, or requires another person to assist you while attending this meeting, please contact the Administrative Services Officer at (707) 565-7520, as soon as possible to ensure arrangements for accommodation.

Language Services are available upon request if made at least 48 hours in advance of the meeting to help ensure availability. For more information or to request services: Contact (707) 565-7520

Servicios de idiomas se pueden consultar previa solicitud si se solicita por lo menos 48 horas antes de la reunión. Para más información o para solicitar servicios, de traducción llame al (707) 565-7520.



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

*Members of the
 Commission*

Susan Gorin
 Chair

Lynda Hopkins
 Vice Chair

David Rabbitt
Shirlee Zane
James Gore

MEMORANDUM

Date: June 3, 2020

To: The Sonoma County Community Development Committee and Cities & Towns Advisory Committee

Barbie Robinson
MPP, JD, CHC
 Interim Executive
 Director

From: Felicity Gasser, Equity and Compliance Manager

Subject: Item #3 - Amendment to the 2019-2020 Action Plan and Citizen Participation Plan

The Department of Housing and Urban Development is disbursing \$5 billion in CDBG-CV money and \$4 billion to Continuums of Care in ESG-CV through the CARES Act. Sonoma County has been allocated \$1,109,159 in CDBG-CV and \$564,000 in ESG-CV. Funding must be used to prevent, prepare for, and respond to the coronavirus pandemic, including mitigation of economic impacts that have resulted from business closures. Examples of eligible uses for CDBG-CV funds include, but are not limited to:

- Providing short term emergency assistance to low-income households;
- Providing grants or revolving loan funds for small and medium enterprises;
- Supporting community non-profits performing essential services;
- Developing workforce and training services for displaced workers;
- Retrofitting community facilities for medical or quarantine uses;
- Essential supply deliveries to elderly and other vulnerable populations; and
- Supporting various interrupted or at-risk core governmental functions.

In order to receive this funding, the Community Development Commission must submit to HUD a substantial amendment to its 2019-2020 Action Plan. The attached amendment outlines broad funding categories that staff recommends focusing on to respond to the COVID-19 crisis in Sonoma County. Solicitation(s) in the form of a Notice of Funding Availability and/or Request for Proposals will be released upon approval by the Board of Supervisors to solicit proposals for projects that fall under these categories.

Requested Action

Staff requests that the Committee recommend the Substantial Amendment attached here for approval by the Board of Supervisors on June 9, 2020.



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County of Sonoma

State of California

Date: June 9, 2020

Item Number: _____
Resolution Number: _____

4/5 Vote Required

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, and the Board of Commissioners of the Sonoma County Community Development Commission

Whereas, as a condition of receiving housing and community development funds from the U.S. Department of Housing and Urban Development, the Board approved the 2015 Consolidated Plan on May 5, 2015 which describes the community development priorities for the County, and

Whereas, the Board of Commissioners approved the One Year Action Plan for FY 2019-2020 on April 30, 2019 that provides community development funding to be invested in activities that directly support the adopted priorities in the 2015 Consolidated Plan, and

Whereas, the Federal Government passed the *Coronavirus Aid, Relief and Economic Security Act* (CARES Act) in response to the COVID-19 pandemic, which was declared a national emergency by President Trump on March 13, 2020 and,

Whereas, through the CARES Act, the Department of Housing and Urban Development has made available an additional \$1,109,159 in supplemental Community Development Block Grant (CDBG) funding to the County of Sonoma for grants that may be used to prevent, prepare for, and respond to coronavirus (CDBG-CV grants); and

Whereas, the CARES Act also made available to the County of Sonoma an additional \$564,000 in Emergency Solutions Grant (ESG-CV) funding for the benefit of unsheltered homeless, sheltered homeless, and those at risk of homelessness;

Now, Therefore, Be It Resolved

The Board of Supervisors of the County of Sonoma and Board of Commissioners of the Sonoma County Community Development Commission approve the proposed FY 2019-20 Amended One Year Action Plan, including the authority to award \$1,109,159 in CARES Act CDBG grant funding and \$564,000 in ESG funds to eligible projects that meet the intent and purpose set forth by HUD for this funding and abides by the funding policies of the Community Development Commission.

Resolution #

Date:

Page 2

Projects to be funded include:

Emergency Solutions Grant – Coronavirus (ESG-CV):

Administration: \$56,400

COVID-19 Homelessness Prevention Short Term Rental Assistance Program: \$507,600

TOTAL \$564,000

Community Development Block Grant (CDBG-CV):

Administration and Planning

TOTAL **Up to \$221,831**

Eligible activities to prevent, prepare for, and respond to the coronavirus pandemic, including, but not limited to:

COVID-19 Related Short Term Emergency Assistance for Low-Income Households

COVID-19 Response Services such as contact tracing, legal assistance

COVID-19 Related Homeless Services

COVID-19 Related Economic Development & Business Assistance

COVID-19 Related Public Facility Improvements

COVID-19 Related Public Facility Acquisition

TOTAL **Up to \$887,328**

GRAND TOTAL **\$1,109,159**

Supervisors:

Gorin:

Rabbitt:

Zane:

Hopkins:

Gore:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.

Quick Guide to CDBG Eligible Activities to Support Coronavirus and Other Infectious Disease Response

REVISED April 6, 2020

Grantees should coordinate with local health authorities before undertaking any activity to support state or local pandemic response. Grantees may use Community Development Block Grant (CDBG) funds for a range of eligible activities that prevent and respond to the spread of infectious diseases such as the coronavirus.

Examples of Eligible Activities to Support Coronavirus and Other Infectious Disease Response

<i>For more information, refer to applicable sections of the Housing and Community Development Act of 1974 (for State CDBG Grantees) and CDBG regulations (for Entitlement CDBG grantees).</i>	
Buildings and Improvements, Including Public Facilities	
Acquisition, construction, reconstruction, or installation of public works, facilities, and site or other improvements. <i>See section 105(a)(2) (42 U.S.C. 5305(a)(2)); 24 CFR 570.201(c).</i>	Construct a facility for testing, diagnosis, or treatment.
	Rehabilitate a community facility to establish an infectious disease treatment clinic.
	Acquire and rehabilitate, or construct, a group living facility that may be used to centralize patients undergoing treatment.
Rehabilitation of buildings and improvements (including interim assistance). <i>See section 105(a)(4) (42 U.S.C. 5305(a)(4)); 24 CFR 570.201(f); 570.202(b).</i>	Rehabilitate a commercial building or closed school building to establish an infectious disease treatment clinic, e.g., by replacing the HVAC system.
	Acquire, and quickly rehabilitate (if necessary) a motel or hotel building to expand capacity of hospitals to accommodate isolation of patients during recovery.
	Make interim improvements to private properties to enable an individual patient to remain quarantined on a temporary basis.
Assistance to Businesses, including Special Economic Development Assistance	
Provision of assistance to private, for-profit entities, when appropriate to carry out an economic development project. <i>See section 105(a)(17) (42 U.S.C. 5305(a)(17)); 24 CFR 570.203(b).</i>	Provide grants or loans to support new businesses or business expansion to create jobs and manufacture medical supplies necessary to respond to infectious disease.
	Avoid job loss caused by business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low- and moderate-income persons.
Provision of assistance to microenterprises. <i>See section 105(a)(22) (42 U.S.C. 5305(a)(22)); 24 CFR 570.201(o).</i>	Provide technical assistance, grants, loans, and other financial assistance to establish, stabilize, and expand microenterprises that provide medical, food delivery, cleaning, and other services to support home health and quarantine.

Provision of New or Quantifiably Increased Public Services	
<p>Following enactment of the CARES Act¹, the public services cap² has no effect on CDBG-CV grants and no effect on FY 2019 and 2020 CDBG grant funds used for coronavirus efforts.</p> <p><i>See section 105(a)(8) (42 U.S.C. 5305(a)(8)); 24 CFR 570.201(e).</i></p>	Carry out job training to expand the pool of health care workers and technicians that are available to treat disease within a community.
	Provide testing, diagnosis or other services at a fixed or mobile location.
	Increase the capacity and availability of targeted health services for infectious disease response within existing health facilities.
	Provide equipment, supplies, and materials necessary to carry-out a public service.
	Deliver meals on wheels to quarantined individuals or individuals that need to maintain social distancing due to medical vulnerabilities.
Planning, Capacity Building, and Technical Assistance	
<p>States only: planning grants and planning only grants.</p> <p><i>See section 105(a)(12).</i></p>	Grant funds to units of general local government may be used for planning activities in conjunction with an activity, they may also be used for planning only as an activity. These activities must meet or demonstrate that they would meet a national objective. These activities are subject to the State's 20 percent administration, planning and technical assistance cap.
<p>States only: use a part of to support TA and capacity building.</p> <p><i>See section 106(d)(5) (42 U.S.C. 5306(d)(5)).</i></p>	Grant funds to units of general local government to hire technical assistance providers to deliver CDBG training to new subrecipients and local government departments that are administering CDBG funds for the first time to assist with infectious disease response. This activity is subject to the State's 3 percent administration, planning and technical assistance cap.
<p>Entitlement only: data gathering, studies, analysis, and preparation of plans and the identification of actions that will implement such plans. <i>See 24 CFR 570.205.</i></p>	Gather data and develop non-project specific emergency infectious disease response plans.

Planning Considerations

Infectious disease response conditions rapidly evolve and may require changes to the planned use of funds:

- CDBG grantees must amend their Consolidated Annual Action Plan (Con Plan) when there is a change to the allocation priorities or method of distribution of funds; an addition of an activity not described in the plan; or a change to the purpose, scope, location, or beneficiaries of an activity (24 CFR 91.505).
- If the changes meet the criteria for a “substantial amendment” in the grantee’s citizen participation plan, the grantee must follow its citizen participation process for amendments (24 CFR 91.105 and 91.115).
- Under the CARES Act, CDBG grantees may amend citizen participation and Con Plans concurrently in order to establish and implement expedited procedures with a comment period of no less than 5-days.

Resources

The Department has technical assistance providers that may be available to assist grantees in their implementation of CDBG funds for activities to prevent or respond to the spread of infectious disease. Please contact your local CPD Field Office Director to request technical assistance from HUD staff or a TA provider.

- Submit your questions to: CPDQuestionsAnswered@hud.gov
- Coronavirus (COVID-19) Information and Resources: <https://www.hud.gov/coronavirus>
- CPD Program Guidance and Training: <https://www.hudexchange.info/program-support/>

¹ On March 27, 2020, President Trump approved the Coronavirus Aid, Relief, and Economic Security Act (Public Law 116-136) (CARES Act). The CARES Act makes available \$5 billion in CDBG coronavirus response (CDBG-CV) funds to prevent, prepare for, and respond to coronavirus.

² Section 105(a)(8) of the HCD Act caps public service activities at 15 percent of most CDBG grants. Some grantees have a different percentage cap.



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Shirlee Zane
James Gore

Barbie Robinson,
MPP, JD, CHC
Interim Executive
Director

MEMORANDUM

Date: June 3, 2020
To: Community Development Committee
From: Martha Cheever, Housing Authority Manager

Subject: Item #4 - Award of Project Based Vouchers

The U.S. Department of Housing and Urban Development (HUD) allows Housing Authorities to attach up to 20% of its Section 8 Housing Choice Voucher program funding to specific housing units by project-basing vouchers. In contrast to the tenant-based voucher program, project-based housing subsidy remains with the unit after a tenant moves out. Project-Based Vouchers (PBV) are an important resource providing predictable operating revenue to new and existing affordable multifamily rental housing ensuring the most vulnerable members of our community have stable, affordable housing. In order to be eligible for Project Based Vouchers, the owner of a project must agree to rent the unit to eligible tenants for the duration of the Housing Assistance Payments (HAP) contract, which is often up to twenty years.

In keeping with the Board of Commissioners' goal to expand opportunities for affordable housing in Sonoma County, the Housing Authority released a Request for Proposals (RFP) making up to 100 Project-Based Vouchers available to property owners and developers. In response to the RFP, 12 applications were received for a total of 128 project based vouchers.

A panel of three Sonoma County Community Development Commission (SCCDC) employees and one Housing Authority manager from the City of Santa Rosa reviewed and ranked the proposals in accordance with the criteria outlined in the RFP. Of the 12 applications received, two did not meet minimum threshold standards for accessibility and a third is not being recommended based upon the review panel's ranking of applications.

Collectively, the projects recommended for award meet the goals of increasing the affordable housing stock within the County, providing affordable housing in areas outside of poverty concentration, and providing housing in areas that are transit oriented.

Staff are requesting the Committee's review and recommendation of award of PBVs to the projects listed in this memo. If awarded, the Housing Authority will have committed 12% of its Housing Choice Voucher program (348 vouchers) as PBVs.



Recommended Projects are listed in alphabetical order.

Project	Developer	Number of PBVs	Unit Type	Location	Project Type
414 Petaluma	Midpen	16	6 PSH Units; 10 Family	Petaluma	New Construction
Cherry Creek	Kingdom Development	23	PSH - Homeless Dedicated	Cloverdale	New Construction
Cotati Station	Bridge Housing	8	Family Units	Rohnert Park	New Construction
Healdsburg Scattered Site	Burbank	8	Homeless Dedicated	Healdsburg	Substantial Rehab
Lindberg Senior Apartments	PEP Housing	5	Senior	Petaluma	Preservation
Mill District Lot 7	Eden Housing	8	Homeless Dedicated	Healdsburg	New Construction
North Quarry Apartments	Burbank	12	Family Units	Petaluma	New Construction
River City Senior Apartments	PEP Housing	15	Senior Homeless Dedicated	Petaluma	New Construction
Village Green II	Burbank	5	Senior	Sonoma	Substantial Rehab

Recommended Action: Approve staff recommendation of on the award of 100 Project Based Vouchers and direct staff to present the recommendation to the Board of Commissioners at the June 9, 2020 meeting.



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MEMORANDUM

Date: June 3, 2020

To: Community Development Committee

From: Martha Cheever, Housing Authority Manager

Subject: Item #5 - Housing Authority CARES Act Administrative Fees

On May 4, 2020, the Housing Authority received \$619,318 from the CARES Act. This funding is specifically designated for uses associated with Housing Authority Administrative needs in response to the COVID-19 pandemic. The funds must be expended by December 31, 2020 or HUD will require the Housing Authority to return the funds.

The CARES Act Administrative Fees will largely be used to cover payroll costs, to upgrade Housing Authority software, to have staff participate in required trainings and to fund other minor costs associated with telework i.e. postage paid envelopes, etc.

In addition to the uses listed above, staff are requesting the Committee's approval for the following uses of CARES Act funding:

1. Engage a consultant to perform initial eligibility appointments and recertification exams
2. Shift the funding of the landlord incentive program (\$150,000) authorized by this Committee on February 19, 2020 to the CARES Act funding.
3. Expand the landlord signing bonus program to provide all property owners who lease to a Housing Authority client a \$500 signing bonus dating back to May 1, 2020. This program would exclude affordable housing developments and Project Based Voucher units. Note: The program approved by this Committee in February, 2020 was only applicable for Housing Authority clients exiting homelessness.

Recommended action:

1. Authorize CARES Act funding to be used for landlord signing bonuses of \$500 per new lease beginning May 1, 2020
2. Authorize the Housing Authority to engage a consulting firm to assist with initial eligibility appointments and annual reexaminations

