



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

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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

