



**Cities & Towns Advisory Committee**  
 Sonoma County Community Development Commission

**Regular Meeting Concurrent with the  
 Community Development Committee**

Wednesday, May 18, 2022

10:00 am – 12:00 pm

*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 comments*

**MEMBERS MAY NOT ATTEND THIS MEETING IN PERSON**

**General public meeting access\*\*:**

<https://sonomacounty.zoom.us/j/94720026846?pwd=RXZVbXhFMk1ia3NsZzFrMGRjVk1PdZ09>

**Webinar ID: #947 2002 6846**

**Passcode: 689958#**

**Phone: 669 900 9128**

***Closed captioning is available (see instructions on Page 2)***

*\*\*CTAC members will receive unique Zoom links  
 the day before the meeting to participate*

**AGENDA**

**1. Call to Order and Roll Call (5 minutes)**

**2. Public Comment on Items Not on the Agenda (5 minutes)**

**3. Approve Meeting Minutes of April 20, 2022 (5 minutes)**

The Committee will review, discuss, and may take action to approve the meeting minutes or may recommend changes.

- Committee Questions/Discussion
- Public Comments
- Motion
- Roll Call Vote

*Recommended Action: Approve minutes*

**Interim Executive Director's Report (5 minutes) - Dave Kiff**

*Information only - No Action Item*

**4. Process for Making Recommendations Related to Federal ESG Funds (10 minutes)**

Staff (Rhonda Coffman, Community Development Assistant Manager)

- Staff Presentation
- Committee Questions
- Public Comments
- Committee Discussion

*Discussion only – No Action Item*

**5. Items Board Members Would Like Placed on a Future Agenda**

**6. Adjournment**

**Next Regular Meeting: TBD**

**TO ENABLE CLOSED CAPTIONING:** At the bottom of your screen, click on the words *Live Transcript* then click on *Show subtitles*.

**PUBLIC COMMENTS PRIOR TO THE COMMITTEE MEETING:** May be submitted via email to [Veronica.Ortiz-DeAnda@sonoma-county.org](mailto:Veronica.Ortiz-DeAnda@sonoma-county.org).

**PUBLIC COMMENT DURING THE BOARD MEETING:** Members of the public who join the Zoom 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.

Any writings or documents presented to a majority of the Community Development Committee regarding any item on this agenda may be requested by email.

**DISABLED ACCOMMODATION:** If you have a disability that requires an accommodation, an alternative format, or requires another person to assist you while attending this meeting, please contact the Section 504 Coordinator 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, please contact the Section 504 Coordinator at (707) 565-7520.

Servicios de idiomas se pueden proveer para esta junta. Para más información o para solicitar servicios de traducción llame al (707) 565-7520 por lo menos 48 horas (2 días) antes de la fecha de la junta.



**Towns Advisory Committee**  
 Sonoma County Community Development Commission

**Regular Meeting & Concurrent Public Hearing**

**DRAFT Meeting Minutes**

Wednesday, April 20, 2022

10:00 a.m. - 12:00 p.m.

**Meeting Recording:**

<https://www.youtube.com/watch?v=HLuJvqkjbM>

**1. Call to Order and Roll Call**

The meeting was called to order at 10:00 a.m.

Community Development Commission (CDC) staff initiated roll call:

Committee Members Present

- Noah Housh (Cotati)
- Stephen Sotomayor (Healdsburg)
- Jenna Garcia (Rohnert Park)
- Kari Svanstrom (Sebastopol)
- David Storer (Sonoma)
- Patrick Streeter (Windsor)

Committee Member Absent

- Kevin Thompson (Cloverdale)

CDC Staff Present

- Dave Kiff, Interim Executive Director
- Kathleen Kane, Interim Assistant Executive Director
- Martha Cheever, Housing Authority Manager
- Michael Gause, Community Development Manager
- Marc Chandler, Community Development Acting Manager
- Rhonda Coffman, Community Development Assistant Manager
- Maria Contreras, Community Development Associate
- Chris Raschke, Administrative Aide
- Krista Fotou, Senior Community Development Specialist
- Veronica Ortiz-De Anda, Community Development Associate
- Valerie Johnson, Community Development Associate
- Madison Murray, Senior Community Development Specialist
- Matthew Burns, Administrative Aide
- Susan Vahlstrom, Executive Secretary

**2. Public Comments for Items Not on the Agenda**

There were no public comments.

**3. Approval of November 17, 2021, February 16, 2022, and March 16, 2022, Meeting Minutes**

There was no discussion or correction to the minutes. Committee Member David Storer moved to approve the minutes; Committee Member Stephen Sotomayor seconded the motion.

Ayes

Noah Housh (Cotati)  
Stephen Sotomayor (Healdsburg)  
Jenna Garcia (Rohnert Park)  
Kari Svanstrom (Sebastopol)  
David Storer (Sonoma)  
Patrick Streeter (Windsor)

Absent

Kevin Thompson (Cloverdale)

***Motion passed***

**4. Interim Director's Report**

An ERAP update will be presented separately.

**5. Substantial Amendments to FY 2019-20 and FY 2020-21 Action Plans**

Kathleen Kane, Interim Assistant Executive Director, summarized the changes to the two Action Plans. In order to submit the formal action plan amendments to HUD, the Committee's recommendation is needed before it goes to the Board of Commissioners for their approval.

Public comments: None at this time.

Committee Member Kari Svanstrom moved that the Committee recommend approval of the substantial amendments to the FY 2019-20 and FY 2020-21 Action Plans to the Board of Supervisors with an addendum reflecting concerns raised by our Committee about the process, through which DHS and CDC staff moved quickly to address the evolving pandemic needs and did not consult with the Committee or the Continuum of Care Board before making changes in the use of funds; Committee Member Stephen Sotomayor seconded the motion. There was a friendly amendment made by Committee Member David Storer to add the word **conditional** before the word **approval**. Committee members Kari Svanstrom and Stephen Sotomayor accepted the amendment.

Ayes

Noah Housh (Cotati)  
Stephen Sotomayor (Healdsburg)  
Jenna Garcia (Rohnert Park)  
David Storer (Sonoma)  
Patrick Streeter (Windsor)

Noes

Kari Svanstrom (Sebastopol)

Absent

Kevin Thompson (Cloverdale)

***Motion passed***

**6. FY 2022-23 Action Plan and Substantial Amendment to FY 2021-22 Action Plan, including CDBG, CDBG-CV, HOME, and ESG Final Funding Recommendations**

Rhonda Coffman, Community Development Assistant Manager, requested the Committee's approval of the FY 2022-23 Action Plan, including the authorizations for staff adjustments to the CDBG, HOME, and ESG funding amounts based on the actual HUD grant allocations, and the FY 2021-2022 Action Plan Substantial Amendment.

Public comments: Two written public comments were received and sent to Committee members via email. Steve Schneider with Homes 4 the Homeless, and Efren Carrillo with Burbank Housing, provided public comments.

Committee Member Kari Svanstrom moved the Committee recommends that the Board of Supervisors approve the FY 2022-23 Action Plan and the Substantial Amendment to the 2021-22 Action Plan, and if adjustments to the award amounts as presented by staff are necessary because of a change in funding amounts that the potential adjustments to the CDBG, HOME, and ESG funding for projects reflect recommendations by staff. Committee Member Noah Housh seconded the motion.

Ayes

Noah Housh (Cotati)  
Stephen Sotomayor (Healdsburg)  
Jenna Garcia (Rohnert Park)  
Kari Svanstrom (Sebastopol)  
Patrick Streeter (Windsor)

Absent

Kevin Thompson (Cloverdale)  
David Storer (Sonoma)

***Motion passed***

**7. Emergency Rental Assistance Program Update**

Marc Chandler, Community Development Acting Manager, gave a presentation on ERAP funds that were allocated and disbursed to date, number of pending cases, and amount of estimated shortfall. The PowerPoint presentation will be sent to the Committee members and posted on the CDC webpage.

**8. Items Board Members Would Like Placed on a Future Agenda**

Chair Garcia would like to discuss the process for federal ESG funding and the recommendation process for those funds before it goes to the Board of Supervisors.

Susan Vahlstrom thanked the Committee members for submitting their Statement of Economic Interests (Form 700).

The meeting was adjourned at 11:31 a.m.



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

*Members of the  
Commission*

**James Gore**  
Chair

**Chris Coursey**  
Vice Chair

**Susan Gorin**  
**Lynda Hopkins**  
**David Rabbitt**

**Dave Kiff**  
Interim Executive  
Director

## MEMORANDUM

Date: May 18, 2022

To: Community Development Committee & Cities and Towns Advisory Committee

From: Kathleen H. Kane, Interim Executive Director

Subject: Emergency Solutions Grants (ESG) Planning and Funding Processes

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The U.S. Department of Housing and Urban Development (HUD) oversees the distribution and use of federal funding through the Community Development Block Grant (CDBG), HOME Investment Partnerships Act (HOME), and Emergency Solutions Grants (ESG) programs. Following the approval of the federal budget each year, HUD calculates the amount of CDBG, HOME, and ESG funds that will be allocated to eligible entitlement jurisdictions throughout the country using a complex formula set forth in Section 106 of the Housing and Community Development Act of 1974. The formula allocations are based on a determination of the relative need of each jurisdiction by comparing the size of their populations and their rates of poverty, housing overcrowding, growth lag, and age of housing. Each funding program also includes a minimum formula allocation amount. If a jurisdiction's calculated allocation would be less than that minimum for any of the funding programs, those funds are instead allocated to the state in which the jurisdiction is located. The jurisdiction must apply through their state's competitive funding process for that program, rather than receiving a direct grant from HUD.

A city must have a population of at least 50,000 residents, and a county must have a population of at least 200,000, to be considered an eligible "formula allocation" entitlement entity. In Sonoma County, only the cities of Petaluma and Santa Rosa qualify as independent entitlement cities. However, the two cities do not receive direct allocations under all three funding programs because, in some instances, their formula allocations fall below the minimum amounts. Santa Rosa qualifies to receive CDBG and HOME funds, and Petaluma qualifies to receive only CDBG funds. Neither city receives a formula ESG allocation. The cities may apply for funds through the state small cities programs to receive funds that they do not receive through direct grants from HUD.

The cities of Cloverdale, Cotati, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and the of Town Windsor, as well as the unincorporated county, all fall below the population threshold to qualify as entitlement jurisdictions. However, by joining together through a Joint Powers Agreement (JPA) as allowed by HUD rules, these seven cities and the county effectively combine their population numbers to qualify as an entitlement known as an "Urban County".



To date, the Urban County has qualified to receive annual formula allocations under all three funding programs: CDBG, HOME and ESG. The jurisdictions participating in the Urban County JPA are therefore not allowed to apply to the state small cities program for additional funds.

Because the HUD grants are based on the relative needs of each jurisdiction, the regulations require that the grants must be spent on activities that benefit their own residents. Under the CDBG and HOME programs, the funds may be used outside of the geographic boundaries of the entitlement jurisdiction only in very limited circumstances. The ESG regulations allow a bit more flexibility, but still require a jurisdiction to ensure that its own residents will benefit from funds spent within another area. In no event may the formula allocation of CDBG, HOME, or ESG funds be used by another jurisdiction.

Under the local JPA, “the manner in which such (HUD-funded) activities are implemented shall be mutually determined” by the county and the participating cities. The Board of Supervisors (BOS) holds final decision-making authority, and the Cities and Towns Advisory Committee (CTAC) represents the seven cities in advising the BOS regarding those decisions. The CTAC Bylaws state that its purpose is “To review and make recommendations on matters related to the distribution of federal funds available to Sonoma County for Community Development activities related to housing and community development, public works and economic development that serve the Urban County as may come before the Sonoma County Community Development Commission. All activities of the Committee are to take place prior to Commission action.”

Pursuant to the Ordinance that established the CDC, and as governed by California Health and Safety Code requirements for formation of community development commissions, the Community Development (CD) Committee represents the unincorporated county and housing authority tenants in advising the BOS regarding policies and use of funds. The Community Development Commission (CDC) is the designated fiscal agent and administers all aspects of the Urban County program using these funds from HUD.

The ESG regulations also require an entitlement jurisdiction to consult with each Continuum of Care (CoC) that serves its area when determining how to allocate ESG funds each year. Until recently, the CDC staff performed this consultation process with the CoC and then used that input in making recommendations to the CTAC and CD Committee. Beginning in FY 2019-2020, the CoC consultation process was changed so that the CoC made ESG funding recommendations directly to the BOS. This procedural change is contrary to the JPA and CTAC Bylaws and makes it difficult for CDC staff to administer the required HUD planning, funding, and reporting tasks in keeping with all applicable program regulations.

To remedy this situation, the CDC will revert to its prior practice of first consulting with the CoC regarding use of ESG funds to benefit Urban County residents, and then forwarding the CoC’s input on to the CTAC and CD Committee for their consideration prior to making their recommendations to the BOS. CDC staff will draft revisions to the Urban County’s Funding Policies to detail this procedure for the future.