



Cities & Towns Advisory Committee

Sonoma County Community Development Commission

Regular Meeting with the Community Development Committee

PLEASE NOTE: This is a hybrid meeting and will be held in-person and online. The meeting will be held in the Hearing Room of the Sonoma County Community Development Commission located at 1440 Guerneville Road, Santa Rosa, CA, 95403.

The Zoom webinar may be accessed at the following link:

<https://sonomacounty.zoom.us/j/96914050771?pwd=d3VMNmIvKzRoRjNSUzFNdnc2RDVpdz09>

Telephone Option: (669) 444-9171

Webinar ID: 969 1405 0771

Passcode: 013093

Wednesday, February 14, 2023

10:00 am – 12:00 pm

AGENDA

1. **Call to Order and Roll Call**
2. **Public Comment on Items Not on the Agenda**
3. **Approve Meeting Minutes from September 20, 2023 and November 15, 2023 Meetings**
The Committee will review, discuss, and may take action to approve the meeting minutes or may recommend changes.

Recommended Action: Approve both sets of minutes as drafted by staff

4. **Fiscal Year 2024-2025 Annual Action Plan: Preliminary Funding Recommendations**
Valerie Johnson and Veronica Ortiz-De Anda, Community Development Associates

Recommended Action: Approve funding recommendations

5. **Affirmatively Furthering Fair Housing**
Staff will provide an update on the Affirmatively Furthering Fair Housing assessment.
Veronica Ortiz-De Anda, Community Development Associate

Information Only – No action needed

6. Items to be Placed on a Future Agenda

7. Adjournment

Next Regular Meeting:
Wednesday, March 20, 2024, 10:00 am – 12:00 pm

PUBLIC COMMENTS PRIOR TO THE COMMITTEE MEETING: Public comments may be submitted via email to CDC-8130-Public-Comment@sonoma-county.org. Virtual attendees are encouraged to submit their comments via email before the meeting.

PUBLIC COMMENTS DURING THE COMMITTEE MEETING: Any member of the audience desiring to address the Committee on a matter on the agenda, please complete a **Speaker Card**, and hand it to the Recording Secretary prior to the beginning of the meeting. When called by the Chair, please walk to the **Public Comments** table, state your name, and make your comments. Please be brief and limit your comments to the subject matter under discussion. Virtual attendees may raise their hand using Zoom, or dial *9 to raise their hand by telephone and will be directed to speak by the Chair. Each person is granted 3 minutes to speak; time limitations are at the discretion of the Chair.

MEETING DOCUMENTS: The associated documentation is available on the website at <https://sonomacounty.ca.gov/development-services/community-development-commission/boards-commissions-and-committees/community-development-committee>. Any changes to the date of the meeting, or any other updates, will be noticed on the above website.

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.

COMENTARIOS PÚBLICOS ANTES DE LA REUNIÓN DEL COMITÉ: Pueden enviarse por correo electrónico a Veronica.Ortiz-DeAnda@sonoma-county.org.

COMENTARIOS DEL PÚBLICO DURANTE LA REUNIÓN DEL COMITÉ: Cualquier miembro de la audiencia que desee dirigirse al Comité sobre un asunto de la agenda, complete una Tarjeta de Orador y entréguela al Secretario de Actas antes del comienzo de la reunión. Cuando lo llame el presidente, diríjase a la mesa de comentarios públicos, diga su nombre y haga sus comentarios. Para que todas las partes interesadas tengan la oportunidad de hablar, sea breve y limite sus comentarios al tema en discusión. Generalmente a cada persona se le conceden 3 minutos para hablar; Las limitaciones de tiempo quedan a discreción del Presidente.

DOCUMENTOS DE LA REUNIÓN: La documentación asociada está disponible en el sitio web en <https://sonomacounty.ca.gov/development-services/community-development-commission/boards-commissions-and-committees/community-development-committee>. Cualquier cambio en la fecha de la reunión, o cualquier otra actualización, se notificará en el sitio web mencionado anteriormente.

ALOJAMIENTO PARA DISCAPACITADOS: Si tiene una discapacidad que requiere un alojamiento, un formato alternativo o requiere que otra persona lo ayude mientras asiste a esta reunión, comuníquese con el Coordinador de la Sección 504 al (707) 565-7520 lo antes posible para garantizar los arreglos para alojamiento.

Los servicios lingüísticos están disponibles previa solicitud si se realizan al menos 48 horas antes de la reunión para ayudar a garantizar la disponibilidad. Para obtener más información o solicitar servicios, comuníquese con el Coordinador de la Sección 504 al (707) 565-7520.



Cities & Towns Advisory Committee
 Sonoma County Community Development Commission

DRAFT Meeting Minutes

Wednesday, September 20, 2023
 1440 Guerneville Road, Santa Rosa, CA 95403
 10:0 a.m. - 12:00 p.m.

Meeting Recording

1. Call to Order and Roll Call

The meeting was called to order at 10:05 a.m. by Chair Svanstrom;
 Community Development Commission (CDC) staff initiated the roll call:

Committee Members Present

- Kevin Thompson (Cloverdale)
- Stephen Sotomayor (Healdsburg)
- Jenna Garcia (Rohnert Park)
- Kari Svanstrom, Chair (Sebastopol)

Absent

- Noah Housh (Cotati)
- Patrick Streeter, Vice Chair (Windsor)

Vacant Seat

- Sonoma

CDC Staff Present

- Michelle Whitman, Executive Director
- Rhonda Coffman, Community Development Manager
- Martha Cheever, Housing Authority Manager
- Valerie Johnson, Community Development Associate
- Veronica Ortiz-De Anda, Community Development Associate
- Madison Murray, Senior Community Development Specialist
- Laurie Dinwiddie, Community Development Specialist
- Matthew Burns, Administrative Aide
- Susan Vahlstrom, Executive Secretary

2. Public Comments for Items Not on the Agenda

None

3. Approval of August 16, 2023, Meeting Minutes

Public comments:

None

Kevin Thompson moved to approve the minutes as submitted; seconded by Jenna Garcia.

Ayes

Chair Svanstrom
Kevin Thompson
Stephen Sotomayor
Jenna Garcia

Absent

Noah Housh
Patrick Streeter

Motion passed

4. Executive Director's Report

Michelle Whitman reported the Request for Proposals for Permanent Supportive Housing Project Based Vouchers closed on September 15. Another Request for Proposals is still open for Project-Based Vouchers with extra points for projects serving the homeless. The Housing Voucher lottery will be open October 1 through October 31, 2023, for 750 vouchers that must be used within 2 years. There is also a Request for Proposals out for Tierra de Rosas demolition that is expected to start before the end of the year. CDC staff attended a ribbon cutting at The Randall Apartments in Healdsburg. An updated Mobile Home Rent Stabilization Ordinance will be presented to the Board of Supervisors on October 24. Project Homekey projects are continuing for permanent supportive housing. She provided a handout of allocations for BAFHA. Rhonda Coffman shared the sad news of the sudden passing of Maria Contreras, Community Development Associate.

Public comments:

Teddie Pierce, Chris Borr, Jake Mackenzie

5. PUBLIC HEARING: Fiscal Year 2022-23 Consolidated Annual Performance and Evaluation Report

Valerie Johnson, Community Development Associate, shared a presentation and answered questions from Committee members.

Public comments:

Jake Mackenzie, Chris Borr, Teddie Pierce

6. PUBLIC HEARING: Fiscal Year 2024-25 Federal Funding Policies

Veronica Ortiz-De Anda, Community Development Associate, shared a presentation and answered questions from Committee members.

Public comments:

Chris Borr, Teddie Pierce

Chair Svanstrom moved to approve the Fiscal Year 2024-25 Federal Funding Policies with the following amendments: 8.2.2 remove ESG and LMIHAF reference and instead add *any projects addressing homelessness*; and 10.1 add a bullet that states *projects and services that emphasize self-sufficiency of agencies and/or life skills of residents shall be prioritized*; seconded by Jenna Garcia.

Ayes

Chair Svanstrom
Kevin Thompson
Stephen Sotomayor
Jenna Garcia

Absent

Noah Housh
Patrick Streeter

Motion passed

7. Items Board Members Would Like Placed on a Future Agenda

Kevin Thompson requested that progress on the County's Mobile Home Rent Stabilization Ordinance be included in the monthly Executive Director's Report.

The meeting was adjourned at 11:00 a.m.



Cities & Towns Advisory Committee
 Sonoma County Community Development Commission

DRAFT Meeting Minutes

Wednesday, November 15, 2023
 1440 Guerneville Road, Santa Rosa, CA 95403
 10:00 a.m. - 12:00 p.m.

1. Call to Order and Roll Call

The meeting was called to order at 10:02 a.m. by Vice Chair Streeter; Community Development Commission (CDC) staff initiated the roll call:

Committee Members Present

- Kevin Thompson (Cloverdale)
- Stephen Sotomayor (Healdsburg)
- Jenna Garcia (Rohnert Park)
- Patrick Streeter, Vice Chair (Windsor)

Absent

- Noah Housh (Cotati)
- Kari Svanstrom, Chair (Sebastopol)
- Jennifer Gates (Sonoma)

CDC Staff Present

- Michelle Whitman, Executive Director
- Rhonda Coffman, Community Development Manager
- Martha Cheever, Housing Authority Manager
- Valerie Johnson, Community Development Associate
- Veronica Ortiz-De Anda, Community Development Associate
- Madison Murray, Senior Community Development Specialist
- Laurie Dinwiddie, Community Development Specialist
- Matthew Burns, Administrative Aide

2. Public Comments for Items Not on the Agenda

There was no public comment.

3. Approval of September 20, 2023, Meeting Minutes

Public comments:

There was no public comment.

Vice Chair Streeter was not present for the September meeting, therefore CTAC did not have a quorum and was unable to approve the minutes. The committee agreed to table the minutes until the next committee meeting. Jenna Garcia requested a revision to the minutes and asked staff to update the language to reflect specific amendments made to Item #6, the FY24-25 Federal Funding Policies, at the September meeting.

4. Bay Area Housing Finance Authority Presentation

Kate Hartley gave a presentation on an upcoming regional bond measure related to affordable housing. The measure will be on the 2024 ballot, and if approved, could provide hundreds of millions of dollars for affordable housing across the state of California.

Public comments:

There was no public comment.

5. Executive Director’s Report

Michelle Whitman provided an update to the committee regarding the Housing Choice Voucher lottery, Mobile Home Rent Stabilization Ordinance, and a webinar provided to county staff regarding down payment assistance and other first-time homebuyer programs. Michelle also spoke about a variety of ongoing projects and other Commission business.

Public comments:

There was no public comment.

6. Approve Letter to Susan Vahlstrom

The committee reviewed a thank-you letter to Susan Vahlstrom, the former recording secretary for the Community Development Committee and Cities and Towns Advisory Committee. Vice Chair Streeter moved to approve the letter, seconded by Jenna Garcia.

Action

- Ayes: Jenna Garcia, Stephen Sotomayor, Vice Chair Streeter, Kevin Thompson
- Noes: None
- Abstain: None
- Absent: Chair Svanstrom, Noah Housh, Jennifer Gates

7. Annual Notice of Funding Availability – Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), Home Investments Partnership Program (HOME), HOME-American Rescue Plan (HOME-ARP) and Low-Moderate Income Housing Asset Fund (LMIHAF)

Rhonda Coffman and Valerie Johnson gave a presentation to the committee regarding a Notice of Funding Availability for the following sources: Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), HOME Investment Partnership Program (HOME), HOME-American Rescue Plan (HOME-ARP) Low-Moderate Income Housing Asset Fund (LMIHAF). Staff explained the amount of funds available for each funding source, eligible activities for each source, selection criteria, and other pertinent information related to the application cycle. The presentation ended with an overview of the timeline for the Notice of Funding Availability.

Public comments:

Gregory Fearon commented that staff’s presentation should be shared with the Continuum of Care committee and asked that staff promptly upload the recording of the committee meeting.

8. Future Agenda Items

None.

The meeting was adjourned at 11:17 a.m.

MEMORANDUM

Date: February 14, 2024

To: Community Development Committee (CD Committee)
Cities and Towns Advisory Committee (CTAC)

From: Valerie Johnson and Veronica Ortiz-De Anda, Community Development Associates

Subject: Fiscal Year (FY) 2024-2025 Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Emergency Solutions Grant (ESG), Low- and Moderate-Income Housing Asset Fund (LMIHAF), and FY 2021-2022 HOME American Rescue Plan (HOME-ARP) Funding Recommendations

Summary of FY 2024-2025 and FY 2021-2022 Funding Recommendations

The Sonoma County Community Development Commission (CDC) received thirty-one funding requests in response to the CDBG, HOME, ESG, LMIHAF and HOME-ARP Notice of Funding Availability (NOFA), published in November 2023. Staff conducted a review and evaluation of each application received to determine eligibility for the funding requested and conformance with the Funding Policies and Consolidated Plan goals. Staff prepared a written report for each application deemed eligible and complete and made initial recommendations for funding as shown below in the tables below.

At the request of the Committees, applications requesting funding for homelessness related activities were presented to the Homeless Coalition Board on January 24, 2024. The Homeless Coalition Board supported the recommendations as presented by staff and commented that there is a need to support programs offering services to transitional aged youth. The tables below reflect these funding recommendations for HOME-ARP, ESG, and LMIHAF homelessness services applications.

The following affordable housing, non housing capital projects, fair housing, and public services awards will: 1) support furthering the priorities approved in the FY 2024-2025 Funding Policies (Funding Policies) approved by the Board of Supervisors on November 7, 2023 for the FY 2024-2025 funding cycle; 2) meet the five-year Consolidated Plan goals; and 3) reflect projects that will be able to comply with all regulatory requirements, especially meeting defined objectives and eligibility criteria of each funding source, and timely expenditure of funds awarded.

CDBG – Estimated Funds Available From This Source: \$1,109,144

Applicant Non-Housing Capital and Economic Development Projects	Proposed Project	Requested Amount	Staff Funding Commendation
City of Cloverdale	Scout Hut ADA Improvements	\$250,000	\$250,000
WeeCare, Inc (DBE Upwards)	BOOST (Economic development)	\$240,000	\$0
Community Child Care Council of Sonoma County	Build Up Childcare	\$180,390	\$180,390
	Total	\$670,390	\$430,390

Applicant Housing Projects	Proposed Project	Requested Amount	Staff Funding Commendation
Disability Services & Legal Center (DSLCL)	Housing Access Modifications	\$75,000	\$75,000
Sonoma County Community Development Commission	Countywide Housing Rehabilitation Programs	\$250,000	\$250,000
Mid-Peninsula The Farm	Summer Oaks		\$353,754*
	Total	\$325,000	\$678,754

*The Mid-Peninsula The Farm – Summer Oaks project is a FY 2023-24 contingency project for CDBG funds

CDBG Public Service Estimated Set Aside Available: \$255,956

Applicant Public Services Set Aside	Proposed Project	Requested Amount	Staff Funding Commendation
Fair Housing Advocates of Northern California	Fair Housing Education and Enforcement	\$130,000	\$100,000
Legal Aid of Sonoma County	HOME – Housing Justice Project	\$255,956	\$155,956
	Total	\$385,956	\$255,956

HOME – Estimated Funds Available From This Source: \$643,871

Applicant Housing Projects	Proposed Project	Requested Amount	Staff Funding Commendation
Burbank Housing	Elderberry Commons Permanent Supportive Housing in Sebastopol	\$650,000	\$203,871

CommonSpace Community Land Trust	Cooper Road Affordable Housing in County Jurisdiction	\$52,000	\$0
Jamboree Housing Corporation	Saggio Hills Phase I Affordable Housing in Healdsburg	\$643,871	\$340,000
The Society of St. Vincent de Paul District Council of Sonoma County	Gravenstein Commons Affordable Housing in Sebastopol	\$1,000,000	None – contingency project
Sonoma County Housing Authority	Tenant Based Rental Assistance	\$100,000	\$100,000
	Total	\$2,445,871	\$643,871

HOME-CHDO Set Aside – Estimated Available Funds From This Source: \$128,775

Applicant	Proposed Project	Requested Amount	Staff Funding Commendation
Burbank Housing Neighborhood Revitalization Corporation	Elderberry Commons Permanent Supportive Housing in Sebastopol	\$135,000	\$128,775
	Total	\$135,000	\$128,775

ESG – Estimated Funds Available From This Source: \$140,231

Applicant	Proposed Project	Requested Amount	Staff Funding Commendation
Homeless Action Sonoma (HAS)	Home and Safe Center	\$137,280	\$0
Sonoma Applied Village Services (SAVS)	Sonoma Valley Outreach	\$62,068	\$0
Sonoma Applied Village Services (SAVS)	Water Protection Outreach Program	\$81,318	\$0
Living Room Center Inc	The Living Room Homelessness Prevention Program	\$50,000	\$50,000
West County Community Services	Homelessness Prevention	\$60,000	\$30,231** contingency project
West County Community Services	West County Outreach	\$80,000	\$60,000** contingency project
	Total	\$470,666	\$140,231

** If ESG funds become available West County Community Services can receive up to their full request.

LMIHAF – Funds Available From This Source: \$250,000

Applicant	Proposed Project	Requested Amount	Staff Funding Commendation
Housing and Economic Rights Advocates	Homelessness Prevention Sonoma County	\$20,000	\$0
TLC Child and Family Services	TLC Transition Age Youth Rapid Re-Housing Program	\$250,000	\$0 contingency project
Living Room Center Inc	Homelessness Prevention Program	\$150,000	\$150,000
West County Community Services	Homelessness Prevention	\$58,500	\$0
West County Community Services	West County Outreach	\$200,000	\$100,000
Reach For Home	Rapid Rehousing	\$50,000	\$0
Scopa Has A Dream dba Corazón Healdsburg	Family Resource Center	\$50,000	\$0
	Total	\$778,500	\$ 250,000

HOME-ARP Total Funds Available From This Source: \$2,542,785

- **Maximum Available for Supportive Services: \$1,196,604.80**
- **Maximum Available for Non-Congregate Shelters: \$747,878**
- **Maximum Available for Affordable Housing: \$598,302.40**

Applicant	Proposed Project	Requested Amount	Staff Funding Commendation
City of Rohnert Park	Rohnert Park Peoples Services Center -Supportive Services	\$160,000	\$160,000
Reach For Home	Homelessness Prevention - Supportive Services	\$145,000	Ineligible
West County Community Services	George's Hideaway Service Navigation Center - Supportive Services	\$402,854	Ineligible
Linc Housing	Heritage Park Affordable Housing in Windsor	\$600,000	\$598,302

Spectrum Affordable Housing Corporation	Redwood Glen Affordable Housing In Windsor	\$1,000,000	\$0 Contingency Project for HOME-ARP Affordable Housing
	Total	\$2,307,854	\$758,302

CDBG Funds

The eligible activities for the CDBG program include affordable housing projects, non-housing capital projects, and microenterprise assistance. The estimated amount available for FY 2024-25 is \$1,109,144.

CDBG - Fair Housing Set Aside

CDBG regulations allow a maximum of 15% of the annual CDBG grant award from (HUD) to be set aside for Public Services activities. The Funding Policies, as approved by the Committees, designate this set aside for Fair Housing Services and Housing Justice Programs. The estimated amount available for FY 2024-25 is \$255,956.

HOME Funds

Eligible activities for HOME funds include development or preservation of affordable housing and tenant-based rental assistance. The estimated amount available for FY 2024-25 is \$643,871.

HOME Community Housing Development Organization (CHDO) Set Aside

The HOME program requires 15% of the HOME annual grant award from HUD to be set aside for use by a CHDO. To be certified as a CHDO, the development sponsor must meet specific criteria in accordance with HUD regulations. Staff received one application for HOME-CHDO funds. The CHDO application submittal was reviewed by staff and meet the CHDO certification requirements. The estimated amount available for FY 2024-2025 is \$128,775.

ESG & LMIHAF Funds

Eligible activities for ESG funds include homelessness related services, emergency shelter, and rapid rehousing, while eligible activities for LMIHAF include homelessness prevention and rapid rehousing. The estimated amount of ESG funds available is \$140,231 and LMIHAF funds available are \$250,000. Per HUD regulations, the maximum of ESG funds that can be awarded for outreach services and emergency shelter is 60% of the allocation, which is approximately \$84,000 of the estimated ESG available.

HOME-ARP Funds

Eligible activities for HOME-ARP funds include development or preservation of affordable housing, non-congregate housing, and provision of supportive services for the four qualifying populations:

- homeless;
- at-risk of becoming homeless;

- persons fleeing or victims of domestic violence, human trafficking, and stalking;
- other vulnerable populations requiring assistance to prevent homelessness.

All HOME-ARP funds must be expended by September of 2030. Funds not awarded in this Annual Action Plan for FY 2024-2025 will be available in the next NOFA process.

Ineligible / Incomplete Applications

All applications for funding must be for activities that comply with HUD regulations and be a CDBG, HOME, ESG, LMIHAF or HOME-ARP eligible activity. Applications are also required to include all information and attachments to be deemed complete, including all required signatures. As stipulated in the Funding Policies, incomplete or ineligible applications will not be considered for funding. Applicants are made aware of these requirements through the NOFA, the public technical assistance workshops, and individual technical assistance meetings with CDC staff.

Funding Recommendations

As noted in the tables above, several funding requests did not receive a funding recommendation, as the funds requested exceeded the funds available. Staff notified these applicants prior to this meeting. Other factors included strategic investments of very limited fund sources available for homelessness related activities and services, awards recommended as close to the full request as possible, to better support organizations in effective service delivery. Additionally, beyond meeting the threshold criteria and funding priorities, consideration was given to geographic equity investments, based on where services are delivered, population to be served, and the total number of beneficiaries proposed to be served by the funds requested.

Contingency Projects

The requests for funding exceed the grant funds available. Projects that most closely met the criteria outlined in the NOFA, Funding Policies and Consolidated Plan were recommended for funding awards. Some other project applicants were deemed eligible, but were not recommended for funding due to the lack of funds available. Some of these projects are recommended to be included in the FY 2024-2025 Action Plan as “contingency projects”. A contingency project can be awarded funding if another project does not proceed within the required time period, and funds become available. These projects must still meet all eligibility requirements.

Program Income and Recaptured Funds

CDBG and HOME related revenue is received through the repayment of principal and interest on loans, which is defined as “program income”. CDBG and HOME program income can be used to support CDBG and HOME eligible activities. Recaptured funds are funds that become available if a project does not proceed within the required time period, or if a project does not use the full

award. CDBG and HOME program income and recaptured funds are recommended to support eligible contingency projects.

Brown Act

All Commission and Board members are subject to the Brown Act and must publicly disclose any and all communications related to the business of the Committees or Board, which includes any communications with applicants or applicant sponsors. All applicants should be advised and reminded of this disclosure, which will occur at the public meetings.

CD Committee and CTAC Workshop

The staff reports, applications and supplemental materials are attached to this report for the CD Committee and CTAC review in advance of the workshop. At the workshop the committees will review staff analyses of proposals submitted under the competitive funding categories, take testimony from the public and applicants, and provide feedback to staff that will be integrated into the draft FY 2024-2025 Action Plan and FY 2021-2022 Action Plan Substantial Amendment funding recommendations. All applicants must be present at the public workshop to be considered for funding.

Requested Action

Approve funding recommendations that will be integrated into the draft FY 2024-2025 Action Plan and FY 2021-2022 Action Plan Substantial Amendment, which will be published for a 30-day comment period and presented to the committees at concurrent public hearings of the committees on March 20, 2024.

Table of Contents: Staff Reports

Affordable Housing

- **Burbank Housing and Development Corporation – Elderberry Commons**
- **Community Development Commission – Countywide Housing Rehabilitation Programs**
- **CommonSpace Community Land Trust – Cooper Road**
- **Disability Services and Legal Center – Housing Access Modifications**
- **Jamboree Housing Organization – Saggio Hills Phase 1**
- **Linc Housing – Heritage Park Apartments**
- **The Society of Saint Vincent de Paul District Council of Sonoma County – Gravenstein Commons**
- **Sonoma County Housing Authority – Tenant-Based Rental Assistance Program**
- **Spectrum Affordable Housing Organization – Redwood Glen**

Economic Development

- **Community Child Care Council of Sonoma County – Build Up Child Care**
- **WeeCare (Doing Business As “Upwards”) - BOOST**

Fair Housing

- **Fair Housing Advocates of Northern California – Fair Housing Education and Enforcement**
- **Legal Aid of Sonoma County – Housing Justice Program**

Non-Housing Capital Projects

- **City of Cloverdale – Cloverdale Scout Hut ADA Improvements**

Public Services

- **City of Rohnert Park – Supportive Services**
- **Corazon Healdsburg – Family Resource Center**
- **Homeless Action Sonoma – Home and Safe Center**
- **Housing and Economic Rights Advocates – Homelessness Prevention Sonoma County**
- **Reach for Home – Rapid Rehousing**
- **Sonoma Applied Village Services – Sonoma Valley Outreach**
- **Sonoma Applied Village Services – Water Protection Outreach**
- **The Living Room – The Living Room Homelessness Prevention Program**
- **TLC Child and Family Services – TLC Parenting Transitional-Age Youth Rapid Rehousing Project**
- **West County Community Services – Homeless Prevention**
- **West County Community Services – West County Outreach**

HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)
HOME COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (HOME-CHDO)
AFFORDABLE HOUSING PROJECT STAFF REPORT

Organization Name: Burbank Housing Development Corporation (BHDC)

Project Name: Elderberry Commons

Project Description:

Applicant-Provided Summary Description from Submitted Application:

“Conversion of an existing county-owned hotel most recently used as temporary housing for homeless individuals to 29 units of permanent supported housing for homeless individuals, plus one manager's unit. This entails adding kitchenettes to all units, reconfiguring office and community spaces, other physical renovations and upgrades, establishment of typical capitalized reserves associated with affordable housing projects, and various customary soft cost.”

Amount Requested: \$785,000

Type of Funds Requested: HOME and HOME Community Based Housing Development (CHDO)

Proposed Use of Funds:

Construction hard costs, associated project soft costs, and capitalization of operating and replacement reserves.

FUNDING POLICIES

Does the applicant demonstrate capacity to effectively deliver the proposed project?

Yes, BHDC has 43 years of experience developing and managing affordable housing, including rental and homeownership communities.

Does the developer demonstrate consistent success in obtaining federal tax credits and / or other federal and state funding to develop housing within the last seven years?

Yes, BHDC successfully secured funding for over 70 affordable rental housing projects, utilizing local, state, and federal government funds, Low-Income Housing Tax Credits (LIHTC's), and private philanthropic sources.

Does the project address one of the following funding priorities?

1) Creating or preserving affordable housing:

2) Building infrastructure or public facilities that support creation or preservation of affordable housing,

- 3) Building infrastructure or public facilities that support low-income communities,**
- 4) Promoting effective and proven strategies for homelessness prevention and intervention county-wide that align with Continuum of Care Strategic Plan goals:**
- 5) Emphasizing self-sufficiency of agencies and or life skills for beneficiaries?**

The project creates 29 studio units of Permanent Supportive Housing (PSH). The production of permanent supportive housing is one of the high priority goals of Sonoma County’s “5 Year Strategic Plan to Prevent and End Homelessness”, adopted by the Sonoma County Homeless Coalition Board (also serves as the Continuum of Care) in December 2022. BHDC will enter a Memorandum of Understanding (MOU) with West County Community Services (WCCS) to provide wrap-around supportive services and case management for Elderberry Commons residents.

If the application is for acquisition and/or preservation, are the units at risk of becoming market rate housing without additional CDC funding?

Not applicable. The Sonoma County Community Development Commission (CDC) currently owns the now vacant project formerly known as the Sebastopol Inn and will transfer ownership to BHDC as Developer. BHDC will oversee the rehabilitation of the project, lease up, and property management, and contract with WCCS to provide supportive services.

Does the project set aside units for persons or households experiencing homelessness or who are at imminent risk of becoming homeless?

Yes, the project is 100% Permanent Supportive Housing (PSH) for persons or households experiencing homelessness or are at imminent risk of becoming homeless (defined as chronically homeless).

Will the project provide units for special needs populations?

Yes, the Chronically Homeless population is considered special needs, therefore, 100% of the units will serve special needs populations. The project will also include accessible units and common areas.

Project type, number and size of units, income levels to be served:

Rehabilitation of hotel into PSH, 29 studio units, extremely low-income (30% below Area Median Income [AMI])

SELECTION CRITERIA

How do the proposed outcomes of the project/activity align with the goals of the Five-Year Consolidated Plan?

Homeless-dedicated housing is a top priority for all Sonoma County jurisdictions as a critical resource to reduce, and ultimately end, local homelessness. This project will provide 29 units of new permanent supported homeless housing (and one manager's unit) in the severely underserved West County region.

The proposed outcomes align with the 2020 5-Year Consolidated Plan by providing chronically homeless individuals transition to permanent housing and independent living. PSH is noted in the Plan as being “the key service intervention for chronically homeless persons and for ensuring they do not become homeless again. Permanent supportive housing is also the Sonoma County system of care’s greatest need, and therefore the homeless services competitive funding cycle prioritizes permanent supportive housing capital development, services, and operations above all other uses, as long as these are eligible expenses.”

If applicable, does the proposed number of units exceed the minimum per unit HOME requirements?

Yes, the project exceeds the minimum HOME requirements, by providing more than 90% of its units to households earning below 60% AMI. Elderberry Commons will provide 29 units of PSH for households earning at or below 30% AMI.

If applicable, are the proposed rents below the maximum rents allowed by the HOME requirements?

Yes, proposed rents will be 30% of household adjusted income, with all units supported by Project Based Vouchers already awarded.

Does the project demonstrate advanced readiness via (a) entitlements; (b) financing commitments; (c) building permits, (d) environmental review?

Yes, a fully transferable building permit has been issued by the City of Sebastopol, and a Disposition and Development Agreement (DDA) between BHDC and the CDC to transfer ownership of the property is pending final approval by the Board of Supervisors in late February or early March 2024. Environmental reviews including CEQA and NEPA have been completed.

For HOME funding requests, does the application indicate how the HOME match requirement will be satisfied?

Yes, the HOME match requirements include \$1.9M in Whole Person Care funds (grant). BHDC also has an application pending for grant funding from Providence in the amount of \$1,411,319.

If applicant receives the funding requested in this proposal, each \$1 of HOME funds would leverage \$6 from other sources. The full amount of HOME funds requested would be \$157,000 per HOME-assisted unit.

HOME units: $\$785,000/\$173,011 = 4.53$ (5)

HOME funds per unit: $\$785,000/5 = \$157,000$

HOME funds per unit subsidy maximum: $1000 \times 5 = \$5,000$

The proposed number of units (5) exceeds the minimum per unit subsidy HOME requirements and does not exceed HOME per unit subsidy maximums.

Will the requested funds for the project be leveraged against total development costs at least 7:1?

No, the leveraging ratio is calculated as 5:1. (Resolved in Funding Recommendations, below)

ESTIMATED PREDEVELOPMENT AND CONSTRUCTION FINANCING

<u>Funding Source</u>	<u>Amount</u>	<u>Commitment Status</u>
Whole Person Care (CDC)	\$1,900,000	Committed
Providence	\$1,411,319	Pending
HOME	\$650,000	Pending
HOME – CHDO	\$135,000	Pending
TOTAL	\$4,096,319	

ESTIMATED PERMANENT FINANCING

<u>Funding Source</u>	<u>Amount</u>	<u>Commitment Status</u>
Whole Person Care	\$1,900,000	Committed
Providence	\$1,411,319	Pending
HOME	\$650,000	Pending
HOME CHDO	\$135,000	Pending
TOTAL	\$4,096,319	

Does the applicant have adequate provisions for long-range maintenance and operations?

Pending financing sources are intended to support long-range maintenance and operations, and BHDC has demonstrated ability to secure additional funding sources, if needed. BHDC was also awarded Project Based Vouchers for all the units, which supports operational expenses.

Does the project affirmatively further fair housing?

Yes, the PSH project will be leased up via referrals from Coordinated Entry utilizing a Housing First approach. The applicant considers the project location as a high opportunity/resource area resulting in increased access to affordable housing with supportive services for special needs populations.

Does the project demonstrate existing support from the jurisdiction in which it is located via letters of support, funding commitments, etc.?

Yes, the project demonstrates support from the CDC and the City of Sebastopol, that include an active Exclusive Rights to Negotiation Agreement between CDC and BHDC, approved plans and fully transferrable permits secured from the City of Sebastopol.

Self-Sustaining Financial Viability:

If the operational reserve is adequately funded, along with the Project Based Vouchers awarded, the 30-year cash flow demonstrates the project’s financial viability.

Additional Information:

None.

Consequences of Partial or No Funding:

Consequences of partial or no funding recommended could delay the start of construction and potentially increase construction costs as BHDC would be unable to secure contractor bids that are subject to cost increases. However, BHDC has a pending application for a grant and is considering a construction loan that can be used to fund any gaps.

Staff Recommendation:

Funding is recommended at \$332,646, for both HOME and HOME CHDO applications combined. Funds requested in HOME application for \$650,000 do not meet 7:1 leveraging ratio required per CDC loan policies, however, cumulative HOME and HOME CHDO recommended funds of \$332,646 are leveraged 12:1. CDC recommends BHDC consider reducing its developer fee accordingly so that the project moves forward to construction as expeditiously and cost effectively, as possible.

Preliminary Condition(s) of Approval

Allocated funding will be a loan.

1. All loans for Affordable Housing Acquisition, Predevelopment, Construction, Multi-family Housing Rehabilitation, and Community Facilities are subject to the provisions of the Sonoma County Community Development Commission (CDC) Loan Policies, the FY 24/25 Funding Policies, and the HOME Final Rule.
2. Developer must demonstrate site control at the time HOME funding is made available to the County by HUD.
3. HOME funds will be used to reimburse allowable construction hard and soft costs only.
4. A NEPA environmental review must be completed before Developer can be offered a Development Agreement. HOME funds will not be used to prepare the NEPA.
5. In compliance with Section 504 of the federal Rehabilitation Act of 1973, developer must design and construct 5 percent of the dwelling units, or at least one unit, whichever is greater, to be accessible for persons with mobility disabilities. An additional 2 percent of the dwelling units, or at least one unit, whichever is greater, must be accessible for persons with hearing or visual disabilities.
6. The CDC will make the HOME loan to Burbank Housing Development Corporation as the Developer. A subsequent assignment to a limited partnership must comply with federal regulations. Notwithstanding this requirement, Developer may assign the loan to a limited partnership prior to project completion and occupancy of the development.
7. Developer will be required to submit evidence that all required construction and permanent financing has been committed prior to being offered a Developer Agreement.
8. Developer will be required to submit an acceptable post-construction appraisal prior to receiving final approval to expend HOME funds for construction costs. The CDC will require the HOME loan to record in a sufficiently senior lien position to ensure that the value of the completed development will fully secure the loan.
9. The level of HOME funding allocated to the development cannot exceed the amount that a federal subsidy layering analysis would permit. The CDC must complete a federal subsidy layering analysis prior to final loan approval. Developer will be required to submit an updated Sources and Uses Table that breaks out the estimated cost of any community building or other non-housing components, as well as other required data to enable the CDC to complete this analysis.
10. Approval of the requested HOME funds will require a match obligation equal to 25% of any HOME award. Any property tax waiver will qualify as sources to satisfy the match obligation. When the sources are known, the CDC can calculate their match value and confirm whether the project will comply with this HOME Program requirement.
11. Prior to final approval of the HOME funds, Developer must demonstrate sufficient Article 34 authority for the affordable units if they exceed forty-nine percent of the total

affordable units or submit a written legal opinion describing why Article 34 authority is not required.

12. Developer must satisfy all regulatory requirements and all conditions of approval that are set forth in the SCCDC Loan Policies as prerequisite to the CDC offering the Developer Agreement for execution within 12 months of the start of the fiscal year associated with the award. Disbursement of funds must be initiated within 24 months of the date on which the Developer Agreement is offered for execution. All funds must be disbursed within 36 months of the date on which the Developer Agreement is offered for execution. Funding awards that do not meet these deadlines will be reprogrammed.
13. The project must be completed within four years of the date on which the Developer Agreement is offered for execution. Project completion will be documented by the submission of a temporary or permanent certificate of occupancy for HOME funded units. HOME assisted rental units must be occupied by income-eligible households within 12 months of project completion.
14. To ensure compliance with file set-up, preparation of reimbursement requests, reporting of outcomes, and timely spend-down of funds, Applicant must attend a technical assistance session provided by CDC staff after a funding agreement is executed.

Attachment A: Link to Funding Applications - <https://share.sonoma-county.org/link/LY4CRw3rX-U/>

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
AFFORDABLE HOUSING PROJECTS STAFF REPORT

Organization Name: Community Development Commission (CDC)

Project Name: Countywide Housing Rehabilitation Programs

Project Description:

Applicant-Provided Summary Description from Submitted Application:

CDBG funds will be utilized for low interest loans made through the Housing Rehabilitation Loan Program (HRLP) for improvements to legally sited mobile homes, single family dwellings, and multifamily residential properties located in the unincorporated County as well as within the boundaries of the cities/towns of Cloverdale, Cotati, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and Windsor. All owner-occupied properties must be occupied by income-eligible households at or below 80% of the area median income (AMI). Rental properties must be occupied by at least 51% of tenants at or below 80% of the AMI to qualify. Loans to owner-occupants will either be deferred-payment or amortized, depending on the homeowner's ability to repay. All loans to owners of rental properties will be fully amortized and carry long-term affordability restrictions. The CDBG funds may also be used to provide grants through the Earthquake Resistant Bracing System Program (ERBS) to low-income owners of mobile homes.

Amount Requested: \$ 250,000

Type of Funds Requested: CDBG

Proposed Use of Funds:

Loans or grants to provide housing rehabilitation and hazard mitigation, and Community Development Commission (CDC) direct program delivery costs.

FUNDING POLICIES

Does the applicant demonstrate capacity to effectively deliver the proposed project?

Yes, the CDC has the capacity to complete approximately 18 HRLP projects and 37 ERBS projects per year. According to the Housing Element report, from 2007-2014, 191 HRLP projects and 139 ERBS project were completed. For 2014 -2021, 70 HRLP projects and 385 ERBS projects were completed. This gives a 14-year average of 18 HRLP projects and 37 ERBS projects completed per year. Staff conduct intake and process property owners' applications, prepare and process all loan/grant documents, conduct the competitive bidding process, and assist the owner in the control, supervision and direction of the work to be performed under the contract to ensure all required work is performed per plan/scope and that work is complete prior to payment being made. The CDC has successfully implemented the HRLP program using a variety of funding sources since 1978 and the ERBS Program since 1995, assisting hundreds of households with repairs and mitigation projects necessary to maintain safe, decent and affordable housing.

Does the developer demonstrate consistent success in obtaining federal tax credits and / or other federal and state funding to develop housing within the last seven years?

Not applicable to this type of project.

Does the project address one of the following funding priorities?

- 1) Creating or preserving affordable housing,**
- 2) Building infrastructure or public facilities that support creation or preservation of affordable housing,**
- 3) Building infrastructure or public facilities that support low-income communities,**
- 4) Promoting effective and proven strategies for homelessness prevention and intervention county-wide that align with Continuum of Care Strategic Plan goals,**
- 5) Emphasizing self-sufficiency of agencies and or life skills for beneficiaries?**

Yes, the project addresses the preservation of affordable housing.

If the application is for housing acquisition and/or preservation, are the units at risk of becoming market rate housing without additional CDC funding?

No, the units assisted are not necessarily affordable units upon application to the program. While the units may be occupied by households that pay rent or mortgage costs that are affordable to them, there are no deed restrictions or other mechanisms to ensure affordability. However, once assisted with an HRLP loan or grant, affordability restrictions are placed on rental units for a term of 55 years for substantial rehabilitation or 20 years for non-substantial rehabilitation, restricting occupancy to low- and very low-income households. This program requirement thereby preserves and increases the affordable rental housing stock in the Urban County, helping lower income households maintain their existing affordable housing and remain in place in a safe and habitable unit.

Does the project set aside units for persons or households experiencing homelessness or who are at imminent risk of becoming homeless?

Not applicable.

Will the project provide units for special needs populations?

The HRLP program provides improvements to assist qualified homeowners and rental property owners with modifications to assist with access and mobility for the occupants within the existing homes. These improvements can include, but are not limited to, replacement of a bathtub-shower with a shower stall to provide easier access, grab bar installations, and replacement of fixtures with new fixtures having handles that are easy to grip.

Project type, number and size of units, income levels to be served:

Housing rehabilitation to provide health, safety, and code related improvements, to help preserve existing affordable housing. The HRLP and ERBS programs will serve approximately 54 households at or below 80% AMI with the requested funding.

SELECTION CRITERIA

How do the proposed outcomes of the project/activity align with the goals of the Five-Year Consolidated Plan?

The project benefits persons who have incomes at or below 80% of the AMI. Under the Low/Mod (L/M) Limited Clientele National Objective, the project has income eligibility requirements that limit the activity exclusively to L/M income persons. , The HRLP program ensures that lower-income households maintain the ability to remain in their homes.

If applicable, does the proposed number of units exceed the minimum HOME requirements?

Not applicable.

If applicable, are the proposed rents below the maximum rents allowed by the HOME requirements?

Not applicable.

Does the project demonstrate advanced readiness via (a) entitlements; (b) financing commitments; (c) building permits, (d) environmental review?

Yes, the HRLP and ERBS programs are of a scattered site nature and the CDC provides loans or grants to the property owners who apply to the programs. Building permits are obtained as each project is approved. Environmental review is a multi-tiered review type and the first tier has been completed and the required Authority to Use Grant Funds was received from the United States Department of Housing and Urban Development (HUD) by the CDC on January 28, 2022. A tier II site-specific review will be completed for each individual property rehabilitated prior to work commencement.

For HOME funding requests, does the application indicate how the HOME match requirement will be satisfied?

Not applicable.

If applicant receives the funding requested in this proposal, each \$1 of HOME funds would leverage \$_____ from other sources. The full amount of HOME funds requested would be \$_____ per HOME-assisted unit.

Not applicable.

Will the requested funds for the project be leveraged against total development costs at least 7:1?

Not applicable. Housing rehabilitation programs administered by the CDC are not subject to leveraging requirements. Funds are used to directly administer the rehabilitation programs.

ESTIMATED PREDEVELOPMENT AND CONSTRUCTION FINANCING

<u>Funding Source</u>	<u>Amount</u>	<u>Commitment Status</u>
CDC CDBG	\$250,000	uncommitted
TOTAL	\$250,000	

Does the applicant have adequate provisions for long-range maintenance and operations?

The terms of the loan agreements with each property owner require the property owner to provide fire, flood, and other insurance as required, and to keep said property in good condition and repair for the term of the loan or in the case of a rental property the affordability period (20-55 years).

Does the project affirmatively further fair housing?

Yes, the HRLP and ERBS programs affirmatively further fair housing by making low interest loans available to extremely low, very low- and low-income households, including special needs populations, which help preserve existing housing that is affordable to homeowners. Marketing and outreach is conducted through flyers containing program information in English and Spanish. These flyers for HRLP have been distributed by staff in mobile home parks with large Latino populations including Roseland and the Boyes Hot Springs communities, which have very concentrated low-income populations. CDC is currently updating flyers and working to update the website to enhance and expand the information available to residents who are limited in English proficiency.

Does the project demonstrate existing support from the jurisdiction in which it is located via letters of support, funding commitments, etc.?

Yes, the HRLP and ERBS programs are two of the “programs” that carry out the important work included in the Sonoma County General Plan Housing Element (HE) adopted on 08-22-2023. On page HE-34, Goal 1 states: “continue existing CDC efforts and programs, specified in the Sonoma County Consolidated Plan, to use CDBG and other sources to provide comprehensive rehabilitation loans, to complete flood and earthquake hazard mitigation measures, to eliminate health hazards by connecting properties to public water and/or sewer systems, and to carry out access modifications for units occupied by persons with disabilities, when those units are owned and/or occupied by extremely low-, very low-, and low-income households.

Funding may be provided for conventional single and multifamily housing, for mobile homes, and for special needs and/or accessible housing units.”

Self-Sustaining Financial Viability:

The HRLP and ERBS programs were established by the CDC. The five members of the Sonoma County Board of Supervisors, acting in their capacity as Commissioners, form the governing body for the CDC. The Commissioners have adopted the HRLP and ERBS Program Designs containing the policies that form the framework for the programs and have provided county Reinvestment & Revitalization funds for both programs.

Additional Information:

None.

Consequences of No Funding:

The CDC would seek other funding as available. However, if no other funding sources are available, the program may not be able to assist any new applicants to the program.

Staff Recommendation:

Staff recommends full funding for this request in the amount of \$250,000.

Preliminary Condition(s) of Approval

Allocated funding will be a grant a loan

1. All grants are subject to the provisions of the Sonoma County Community Development Commission FY 2024-2025 Funding Policies and the CDBG Regulations.
2. A NEPA environmental review must be completed before applicant can be offered a Grant Agreement.

Attachment A: Link to Funding Applications - <https://share.sonoma-county.org/link/LY4CRw3rX-U/>

NOTE: This program is already administered by the Community Development Commission, therefore a funding application was not submitted. The link above can be used to review any of the other funding applications submitted for the FY24-25 Annual Action Plan.

HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)
AFFORDABLE HOUSING STAFF REPORT

Organization Name: CommonSpace Community Land Trust (CSCLT)

Project Name: Cooper Road

Project Description:

Applicant-Provided Summary Description from Submitted Application:

“1809 Cooper has a single-family residence which we will divide into two units: the new JADU unit will be one bedroom and the existing house will be one bedroom. The new third unit ADU will be a detached two bedroom. This project illustrates the 1=3 concept by increasing the density from 1 unit to 3 units at lower overall cost than LIHTC projects. The ADU and JADU will be rented at 60% AMI. The existing home will be rented at market rate. CSCLT was awarded \$112,489 from the Community Development Commission (CDC) for 2022-2023 for the 1=3 Project. Due to rising interest rates, operating expenses including insurance, along with the NEPA report and FEMA Letter of Map amendment, CSCLT requests \$52,000 to close the project funding gap.”

Amount Requested: \$52,000

Type of Funds Requested: HOME

Proposed Use of Funds:

Funds will be used to upgrade the existing on-site wastewater system; construct the 750 square foot detached Accessory Dwelling Unit (ADU); and remodel the existing single-family home to create the Junior Accessory Dwelling Unit (JADU).

FUNDING POLICIES

Does the applicant demonstrate capacity to effectively deliver the proposed project?

Applicant received \$112,489 in HOME funding in Fiscal Year (FY) 2022-2023 and is currently still working on the environmental review process as parts of this property were included in a flood zone.

The CSCLT has been managing 2 units for over 6 years and received a grant in 2021 from Catholic Campaign for Human Development (CCHD) to fund staff time. These funds assisted in hiring a Community Engagement Coordinator responsible for developing the Community Space Land Trust (CSLT) Home Ownership Outreach & Engagement program. CSCLT staff has continued to grow.

At this time, all permits of the construction of this project have been approved, including the creek setback.

Does the developer demonstrate consistent success in obtaining federal tax credits and / or other federal and state funding to develop housing within the last seven years?

Applicant received their full HOME funding request from the Commission in the mid-year FY 22/23 Notice of Funding Availability (NOFA) process. Applicant notes that due to rising interest rates, operating expenses, Federal Emergency Management Agency (FEMA) Letter Map amendment that a funding gap was created, and this request is to close the gap.

Does the project address one of the following funding priorities?

- 1) Creating or preserving affordable housing,**
- 2) Building infrastructure or public facilities that support creation or preservation of affordable housing,**
- 3) Building infrastructure or public facilities that support low-income communities,**
- 4) Promoting effective and proven strategies for homelessness prevention and intervention county-wide that align with Continuum of Care Strategic Plan goals,**
- 5) Emphasizing self-sufficiency of agencies and or life skills for beneficiaries?**

The proposed project is to add two units to an existing single family home property. While the existing single-family home will be rented at market rate, this project demonstrates the 1=3 concept

The project will also feature a home-grown organic garden, allowing residents the opportunity to learn to grow their own organic good.

If the application is for acquisition and/or preservation, are the units at risk of becoming market rate housing without additional CDC funding?

This application is not for acquisition or preservation.

Does the project set aside units for persons or households experiencing homelessness or who are at imminent risk of becoming homeless?

This project does not set aside units for households experiencing or at risk of experiencing homelessness.

Will the project provide units for special needs populations?

This project does not have any special need set aside units.

Project type, number and size of units, income levels to be served:

Construction of two HOME assisted units:

1 2BR ADU @ 60% Area Median Income (AMI)

1 1BR JADU @60% AMI

1 single family home at market rate rent (not HOME restricted)

SELECTION CRITERIA

How do the proposed outcomes of the project/activity align with the goals of the Five-Year Consolidated Plan?

The proposed project is to add two affordable units to a 3-acre property that already hosts a single-family home.

If applicable, does the proposed number of units exceed the minimum HOME requirements?

The proposed project would require one HOME assisted unit; this application proposes two HOME units meeting the minimum HOME requirements.

If applicable, are the proposed rents below the maximum rents allowed by the HOME requirements?

The rents that are proposed in the itemized budget are within HOME limits for the 1BR JADU and the 2BR ADU.

Does the project demonstrate advanced readiness via (a) entitlements; (b) financing commitments; (c) building permits, (d) environmental review?

The project demonstrates readiness in three categories: the applicant currently owns the property and includes a grant deed; while a funding gap has come up, all other aspects of project are currently funded; lastly, the applicant has included information for all building and septic permits.

The applicant also included the FEMA Letter of Map Amendment (LOMA) Determination Document that indicates the structure is removed from the Special Flood Hazard Area (SFHA). Applicant submitted the letter proposal from LACO for the NEPA Environmental review, but project description notes that this funding request is to fill gap in part creating by NEPA report and FEMA LOMA.

For HOME funding requests, does the application indicate how the HOME match requirement will be satisfied?

The development budget submitted as part of the application does not include total project costs and financing.

Budget submitted estimates predevelopment and construction financing at \$67,717 and estimated permanent financing at \$474,597. Permanent and predevelopment/construction financing do not balance out.

Application budget does not include the entire project budget included in FY 22/23 HOME application.

If applicant receives the funding requested in this proposal, each \$1 of CDBG and/or HOME funds would leverage \$ 4.9 from other sources. The full amount of HOME funds requested would be \$ 56,244.50 per HOME-assisted unit.

Will the requested funds for the project be leveraged against total development costs at least 7:1?

No, based on estimated permanent financing requested funds will be leveraged 4.4:1.

Total Project cost: \$718,879, total HOME requests: \$112,489

$\$718,879/\$112,489 = 4.37$

ESTIMATED PREDEVELOPMENT AND CONSTRUCTION FINANCING

<u>Funding Source</u>	<u>Amount</u>	<u>Commitment Status</u>
CommonSpace	\$67,717	Approved and spent
TOTAL	\$67,717	

ESTIMATED PERMANENT FINANCING

<u>Funding Source</u>	<u>Amount</u>	<u>Commitment Status</u>
LISC CDFI	\$310,108	In process
CDC	\$164,489	\$112,489 approved; \$52,000 applied for
TOTAL	\$474,597	

Does the applicant have adequate provisions for long-range maintenance and operations?

Yes, based on information in the application, the applicant has adequate provisions for long-range maintenance and operations. The project plans to maintain affordable units in perpetuity via the Housing Trust model. The applicant includes Static Pro Forma and notes a Net Operating Income.

Does the project Affirmatively Further Fair Housing?

The applicant notes that this project affirmatively furthers fair housing by providing affordable housing in an area of opportunity to combat segregation and integration. This is done primarily by creating affordable units in rural Sebastopol, a desirable and expensive community to live in.

Does the project demonstrate existing support from the jurisdiction in which it is located via letters of support, funding commitments, etc.?

The project is located in unincorporated Sonoma County, outside of Sebastopol. Project has received ministerial planning and zoning approval from Permit Sonoma.

Self-Sustaining Financial Viability:

Applicant notes that CSCLT has provided predevelopment equity to the project to cover construction documents, permit fees, and the NEPA reports. Community Development Financial Institution (CDFI) should provide a construction loan after NEPA report is completed. This loan would convert to a mini-perm loan. Redwood Credit Union has also expressed support for providing long-term mortgage after the mini-perm is completed, Long-term financial stability would include refinancing the CFI construction loan with a long-term mortgage lender.

Additional Information:

The project is a three-acre rural community property that is a short walk to a bus stop and would offer the opportunity for community living in rural Sebastopol.

Consequences of Partial or No Funding:

If the project received partial or no funding, the work could be done in phases. First phase would include building the 2BR ADU and second phase would be to build the 1BR JADU.

Staff Recommendation:

Staff does not recommend project for funding. The submitted budget indicates a 4.4:1 dollar ratio as opposed to the required 7:1 leverage.

Attachment A: Link to Funding Applications - <https://share.sonoma-county.org/link/LY4CRw3rX-U/>

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
AFFORDABLE HOUSING PROJECTS STAFF REPORT

Organization Name: Disability Services & Legal Center (DSLCL)

Project Name: Housing Access Modifications (HAM)

Project Description:

Applicant-Provided Summary Description from Submitted Application:

“Disability Services & Legal Center (DSLCL) seeks the Community Development Block Grant (CDBG) support to empower low-income residents and people with disabilities to remain safely at home. The Home Access Modifications (HAM) program, addresses essential home adjustments, reducing falls, enhancing accessibility, and increasing energy efficiency. Targeting the Santa Rosa area, DSLCL collaborates with health professionals, social workers, and other community agencies, ensuring a holistic approach. With a focus on owner-occupied and rental units, the program aims to improve the quality of life for aging adults and people with disabilities, through comprehensive home safety assessments, modifications, and assistive technology integration. CDBG funding will cover materials, outreach, and evaluation, anticipating positive outcomes in safety, accessibility, and energy efficiency for the aging and disability populations.”

Amount Requested: \$75,000

Type of Funds Requested: CDBG

Proposed use of funds:

Funds will be used to provide housing accessibility modifications for up to seven low-income seniors and special needs households, the program works with both owner-occupied and rental units (with permission of property owner).

FUNDING POLICIES

Does the applicant demonstrate capacity to effectively deliver the proposed project?

This program has operated successfully for over 25 years with CDBG funding assistance from the Community Development Commission (CDC)

Does the developer demonstrate consistent success in obtaining federal tax credits and / or other federal and state funding to develop housing within the last seven years?

Not applicable to this type of project.

Does the project address one of the following funding priorities?

1) Creating or preserving affordable housing,

- 2) Building infrastructure or public facilities that support creation or preservation of affordable housing,**
- 3) Building infrastructure or public facilities that support low-income communities,**
- 4) Promoting effective and proven strategies for homelessness prevention and intervention county-wide that align with Continuum of Care Strategic Plan goals,**
- 5) Emphasizing self-sufficiency of agencies and or life skills for beneficiaries?**

The HAM program addresses the high priority of preserving affordable housing by ensuring low-income households with disabilities maintain the ability to remain in their homes by adding temporary modifications that make homes accessible.

If the application is for acquisition and/or preservation, are the units at risk of becoming market rate housing without additional CDC funding?

Not applicable.

Does the project set aside units for persons or households experiencing homelessness or who are at imminent risk of becoming homeless?

Not applicable

Will the project provide units for special needs populations?

Not applicable.

Project type, number and size of units, income levels to be served:

One hundred percent of households served by DSLC’s HAM program will be at or below 80 percent of area median income (AMI). , which is defined as low income.

SELECTION CRITERIA

How do the proposed outcomes of the project/activity align with the goals of the Five-Year Consolidated Plan?

The project benefits persons who have incomes at or below 80% of the AMI. Under the Low/Mod (L/M) Limited Clientele National Objective, the project has income eligibility requirements that limit the activity exclusively to L/M income persons. , The HAM program ensures that lower-income households with disabilities maintain the ability to remain in their homes by adding modifications that make homes accessible.

If applicable, does the proposed number of units exceed the minimum HOME requirements?

Not applicable.

If applicable, are the proposed rents below the maximum rents allowed by the HOME requirements?

Not applicable.

Does the project demonstrate advanced readiness via (a) entitlements; (b) financing commitments; (c) building permits, (d) environmental review?

A federal environmental review is conducted by CDC staff for each project as they are identified by DSLC, under the tiered review process.

For HOME funding requests, does the application indicate how the HOME match requirement will be satisfied?

Not applicable.

If applicant receives the funding requested in this proposal, each \$1 of HOME funds would leverage \$_____ from other sources. The full amount of HOME funds requested would be \$_____ per HOME-assisted unit.

Not applicable.

Will the requested funds for the project be leveraged against total development costs at least 7:1?

DSLC does not demonstrate leveraging of any other fund sources. The applicant's request is 100% of the total budget for this program.

ESTIMATED PREDEVELOPMENT AND CONSTRUCTION FINANCING

<u>Funding Source</u>	<u>Amount</u>	<u>Commitment Status</u>
CDC CDBG	\$75,000	uncommitted
TOTAL	\$75,000	

Does the applicant have adequate provisions for long-range maintenance and operations?

The HAM program provides modifications to homes that can be removed when no longer needed. All work is completed by contractors and is under warranty.

Does the project affirmatively further fair housing?

Yes. The project increases accessibility for individuals with protected characteristics to existing affordable housing throughout the Urban County including higher opportunity areas and allows people with disabilities to remain in their homes, providing stability, affordability, and continued participation in their community.

Does the project demonstrate existing support from the jurisdiction in which it is located via letters of support, funding commitments, etc.?

Not applicable for a housing accessibility program that provides temporary modifications. However, the CDC has supported the program with CDBG funding for over 25 years.

Self-Sustaining Financial Viability:

To ensure the long-term financial sustainability of the HAM program, DSLC is actively exploring diverse funding sources, such as grants and partnerships, community fundraising, and other government funding.

Additional Information:

The budget information submitted in the application by DSLC was incomplete and did not include a project budget. Funds will only be available to reimburse the cost of the accessibility modifications (and other eligible project delivery costs), as in past year grants.

Consequences of Partial or No Funding:

DSLCL's Home Access Modification (HAM) projects are able to proceed if phased or partial funding is provided, however the scope and impact may be affected. The effect of phasing or partial funding on the project's ability to move forward includes potential delays in completing all planned modifications, limiting the number of beneficiaries served, and potentially reducing the overall impact on the community.

Staff Recommendation:

Staff recommends full funding of \$75,000.

Preliminary Condition(s) of Approval

Allocated funding will be a grant a loan

1. All grants are subject to the provisions of the Sonoma County Community Development Commission FY 2024-2025 Funding Policies and the CDBG Regulations.
2. A NEPA environmental review must be completed before applicant can be offered a Grant Agreement.
3. To ensure compliance with file set-up, preparation of reimbursement requests, reporting of outcomes, and timely spend-down of funds, Applicant must attend a technical assistance session provided by CDC staff after a funding agreement is executed.
4. Funds for affordable housing projects must be expended within 18 months of the date on which the Funding Agreement is offered for execution.
5. Applicant will be required to submit a complete program budget before a funding agreement can be offered.

Attachment A: Link to Funding Applications - <https://share.sonoma-county.org/link/LY4CRw3rX-U/>

HOME INVESTMENT PARTNERSHIPS (HOME)
AFFORDABLE HOUSING PROJECT STAFF REPORT

Organization Name: Jamboree Housing Organization

Project Name: Saggio Hills Phase 1

Project Description

Applicant-Provided Summary Description from Submitted Application:

Saggio Hills Phase I involves the development of: 1) a three-story building containing 48 residential units in a mix of studios and one-, two- and three-bedroom units; 2) a one-story community building including a community room, teen room, property management offices, a playground and other outdoor amenities; and 3) associated public improvements. Specifically, the project includes 6 studio units, 18 one-bedroom units, 12 two-bedroom units and 12 three-bedroom units. All units will be deed restricted for use by households at income tiers between 30 - 60 percent of area median income (AMI). 12 of the units will be reserved for households with intellectual or developmental disabilities (I/DD units). The surface parking lot will provide 60 parking stalls.

Amount Requested: \$643,871 of HOME funds

Type of Funds Requested: HOME Investment Partnerships Program (HOME)

Proposed Use of Funds: The requested funding will be used for construction costs associated with the proposed housing project.

FUNDING POLICIES

Does the applicant demonstrate capacity to effectively deliver the proposed project?

Jamboree has a great deal of experience handling federal, state, local, and private grant funding. The organization has also fostered relationships with a variety of commercial banking institutions in order to secure additional funding for a variety of projects. The agency has raised hundreds of millions of dollars through tax credit benefits and bond financing, and they have also been awarded over \$30M in HOME funds. The applicant further notes that they have not experienced any challenges while administering these different sources of funding.

Does the developer demonstrate consistent success in obtaining federal tax credits and / or other federal and state funding to develop housing within the last seven years?

Yes, the applicant has received tax credits in addition to other federal and state funding over the last seven years. In fact, the applicant reports that the organization has raised \$420 million using only tax credit equity. Applicant has received funds from a myriad of sources, including the Community Development Block Grant (CDBG), No Place Like Home (NPLH), and Homekey, among others.

Does the project address one of the following funding priorities?

- 1) Creating or preserving affordable housing,**
- 2) Building infrastructure or public facilities that support creation or preservation of affordable housing,**
- 3) Building infrastructure or public facilities that support low-income communities,**
- 4) Promoting effective and proven strategies for homelessness prevention and intervention county-wide that align with Continuum of Care Strategic Plan goals,**
- 5) Emphasizing self-sufficiency of agencies and or life skills for beneficiaries?**

This project supports the following funding priority: 1) creating or preserving affordable housing. The applicant's proposal involves construction of 48 deed-restricted affordable housing units in the city of Healdsburg, which will increase the amount of affordable housing stock available within Sonoma County.

If the application is for acquisition and/or preservation, are the units at risk of becoming market rate housing without additional CDC funding?

The proposed project does not involve acquisition or preservation – it is a new construction project.

Does the project set aside units for persons or households experiencing homelessness or who are at imminent risk of becoming homeless?

No, this project does not have a set-aside of units specifically for households experiencing homelessness or at risk of homelessness.

Will the project provide units for special needs populations?

Yes, this project will provide twelve units (six studio units, six one-bedroom units) that will be reserved for households that include persons with intellectual or developmental disabilities.

Project type, number and size of units, income levels to be served:

This project involves new construction of 47 deed-restricted affordable housing units, including: 6 studio units, 17 one-bedroom units, 12 two-bedroom units, and 12 three-bedroom units. There will be an additional one-bedroom unit that will function as the resident manager's unit. This housing will be available to households earning 30-60% of the area median income (AMI).

SELECTION CRITERIA

How do the proposed outcomes of the project/activity align with the goals of the Five-Year Consolidated Plan?

The proposed outcomes of the project align with the following goal of the Consolidated Plan: 1) Increase and preserve the housing stock that is affordable, safe, and accessible for low-, very low-, and extremely-low families and individuals, including those with special needs and those who are homeless or at imminent risk of homelessness. All units of the proposed project will be income-restricted, and there is also a set-aside of units for people with disabilities. This project supports the goals of the Consolidated Plan as described.

If applicable, does the proposed number of units exceed the minimum HOME requirements?

The applicant did not indicate the number of HOME-assisted units included in the project. The required number of HOME units for this project would be: four studios, four one-bedrooms, three two-bedrooms, and three three-bedrooms. If awarded funds, CDC staff would review the number of HOME units prior to execution of a loan agreement to ensure compliance with the program's underwriting requirements.

If applicable, are the proposed rents below the maximum rents allowed by the HOME requirements?

Yes, the maximum projected rent is within the HOME limits. The proposed project will only serve clients making 30-60% of the area median income, therefore some of the projected rent values are well below the high and low HOME limit.

Does the project demonstrate advanced readiness via (a) entitlements; (b) financing commitments; (c) building permits, (d) environmental review?

The project has received entitlements and a number of financing commitments. Applicant notes that the project had an environmental impact review (EIR) certified in 2011. Additionally, an initial study/addendum was prepared at the beginning of last year that states no further CEQA action is needed. However, the project is still awaiting approval on building permits and the environmental review at the federal level is not yet complete.

For HOME funding requests, does the application indicate how the HOME match requirement will be satisfied?

The proposed project has already received funding commitments totaling millions of dollars in private and public funding. Given that the funding request in the application totals \$643,871 in HOME funds, the match requirement will be satisfied.

If applicant receives the funding requested in this proposal, each \$1 of HOME funds would leverage \$61 from other sources. The full amount of HOME funds requested would be \$214,624 per HOME-assisted unit (3 units eligible for HOME assistance).

Will the requested funds for the project be leveraged against total development costs at least 7:1?

Yes, the funding will be leveraged at a ratio of approximately 63:1. Applicant has received funding commitments totaling nearly \$40M dollars. If awarded full HOME funding in the amount of \$643,871, the proposed project would far exceed the typical leverage requirement.

ESTIMATED PREDEVELOPMENT AND CONSTRUCTION FINANCING

<u>Funding Source</u>	<u>Amount</u>	<u>Commitment Status</u>
Raymond James	\$3,263,400	Committed
Citibank Tax Exempt Bonds	\$18M	Committed
Citibank Taxable Bonds	\$12,348,994	Committed
City of Healdsburg	\$1,151,170	Committed
County of Sonoma	\$643,871	Uncommitted
Deferred Developer Fee	\$1,100,000	Committed
Deferred Reserves	\$266,663	Committed
Land Donation	\$3,535,736	Committed
TOTAL	\$40,309,834	

ESTIMATED PERMANENT FINANCING

<u>Funding Source</u>	<u>Amount</u>	<u>Commitment Status</u>
Raymond James	\$16,316,999	Committed
Citibank Tax Exempt Bonds	\$5,163,621	Committed
City of Healdsburg	\$1,151,170	Committed
County of Sonoma	\$643,871	Uncommitted
State of California	\$13,498,436	Uncommitted
Land Donation	\$3,535,736	Committed
TOTAL	\$40,309,833	

Does the applicant have adequate provisions for long-range maintenance and operations?

The applicant notes a debt service coverage rate of 1.15, which will ensure steady and continued cash flow for the project. There is also an operating reserve of nearly \$200,000 with a five-year operating deficit guarantee. Applicant states there is already a replacement reserve totaling \$1000 per unit, and the organization will contribute approximately \$500 per unit to the reserve balance on an annual basis.

Does the project affirmatively further fair housing?

Yes, the proposed project provides affordable housing in an area of economic opportunity in the pursuit of combating segregation while promoting integration. Furthermore, the location of the proposed housing has been designated as a “high opportunity area” by the California Tax Credit Allocation Committee for 2024.

Does the project demonstrate existing support from the jurisdiction in which it is located via letters of support, funding commitments, etc.?

Applicant submitted a resolution from the City of Healdsburg that approved a disposition and development agreement (DDA) between the city and the developer. The applicant also submitted: a letter of funding commitment from Citi Community Capital, a copy of the full DDA with City of Healdsburg that documents a permanent loan and land donation related to the project, and the terms of a syndication agreement with Raymond James Affordable Housing Investments. The DDA names Freebird Development Organization, which is an affordable

housing development and consulting firm that has partnered with Jamboree for the purposes of this application.

Self-Sustaining Financial Viability:

Applicant states that their financial narrative demonstrates their effectiveness as a leader in affordable housing development. The organization has received over \$600 million in tax credit equity over the last seven years, with over \$30M in HOME funding as well.

Additional Information:

If HOME funding is obligated on or after August 23, 2024 by the U.S. Department of Housing and Urban Development, this project will be subject to the Build America, Buy America Act (BABA). BABA requires that specific construction materials be purchased from American manufacturers, and in general, this may add to the overall cost of the project. The application indicates that supportive services would be offered to the project residents. Specifically, the applicant has partnered with North Bay Housing Coalition and North Bay Regional Center to provide services to residents with intellectual and developmental disabilities. The applicant has also partnered with LifeSteps to provide other services at the site.

Consequences of Partial or No Funding:

The proposed project is the first phase of a development called Saggio Hills, which will include a total of 118 income-restricted units. If applicant does not receive funding, or is partially funded, the organization will likely have to seek additional funding from a different source. In addition, the commitment of County funds will help the organization compete for additional funding from the state of California.

Staff Recommendation:

Staff recommends partial funding of the request totaling \$340,000 in HOME funds. Applicant requested the full amount of HOME funds available for this NOFA, but staff decided it was best to partially fund the project at this time. There will be two proportional HOME funding awards for the FY2024-2025 Annual Action Plan, which will help to ensure these monies are utilized by as many beneficiaries as possible.

Preliminary Condition(s) of Approval

SAMPLE LANGUAGE FOR HOUSING DEVELOPMENT & PRESERVATION PROJECTS

Allocated funding will be a grant a loan

1. All loans for Affordable Housing Acquisition, Predevelopment, Construction, Multi-family Housing Rehabilitation, and Community Facilities are subject to the provisions of the Sonoma County Community Development Commission (CDC) Loan Policies, the FY 2024-2025 Funding Policies, and the HOME Final Rule.
2. Developer must demonstrate site control at the time HOME funding is made available to the County by HUD.
3. HOME funds will be used to reimburse allowable construction costs only.
4. A NEPA environmental review must be completed before Developer can be offered a Development Agreement. HOME funds are not planned to pay for NEPA work: Evidence that sufficient funds for this purpose are available from another source to pay for this work must be provided.
5. In compliance with Section 504 of the federal Rehabilitation Act of 1973, developer must design and construct 5 percent of the dwelling units, or at least one unit, whichever is greater, to be accessible for persons with mobility disabilities. An additional 2 percent of the dwelling units, or at least one unit, whichever is greater, must be accessible for persons with hearing or visual disabilities.
6. The CDC will make the HOME loan to Jamboree Housing Corporation as the Developer. A subsequent assignment to a limited partnership must comply with federal regulations. Notwithstanding this requirement, Developer may assign the loan to a limited partnership prior to project completion and occupancy of the development.
7. Developer will be required to submit evidence that all required construction and permanent financing has been committed prior to being offered a Developer Agreement.
8. For awards involving site acquisition and/or predevelopment costs only: Developer will be required to submit an acceptable site appraisal that demonstrates that the "as is" value of the property will fully secure the loan prior to receiving a funding commitment. The CDC will require the HOME loan to record in a sufficiently senior lien position to ensure that the value of the completed development will fully secure the loan.
9. For awards involving construction costs: Developer will be required to submit an acceptable post-construction appraisal prior to receiving final approval to expend HOME funds for construction costs. The CDC will require the HOME loan to record in a sufficiently senior lien position to ensure that the value of the completed development will fully secure the loan.
10. The level of HOME funding allocated to the development cannot exceed the amount that a federal subsidy layering analysis would permit. The CDC must complete a federal subsidy layering analysis prior to final loan approval. Developer will be required to

submit an updated sources and uses table that breaks out the estimated cost of any community building or other non-housing components, as well as other required data to enable the CDC to complete this analysis.

11. Approval of the requested HOME funds will require a match obligation equal to 25% of any HOME award. Any property tax waiver will qualify as sources to satisfy the match obligation. When the sources are known, the CDC can calculate their match value and confirm whether the project will comply with this HOME Program requirement.
12. Prior to final approval of the HOME funds, Developer must demonstrate sufficient Article 34 authority for the affordable units if they exceed forty-nine percent of the total affordable units, or submit a written legal opinion describing why Article 34 authority is not required.
13. Developer must satisfy all regulatory requirements and all conditions of approval that are set forth in the SCCDC Loan Policies as prerequisite to the CDC offering the Developer Agreement for execution within 12 months of the start of the fiscal year associated with the award. Disbursement of funds must be initiated within 24 months of the date on which the Developer Agreement is offered for execution. All funds must be disbursed within 36 months of the date on which the Developer Agreement is offered for execution. Funding awards that do not meet these deadlines will be reprogrammed.
14. The project must be completed within four years of the date on which the Developer Agreement is offered for execution. Project completion will be documented by the submission of a temporary or permanent certificate of occupancy for HOME funded units. HOME assisted rental units must be occupied by income-eligible households within 12 months of project completion.
15. To ensure compliance with file setup, preparation of reimbursement requests, reporting of outcomes, and timely spend-down of funds, applicant must attend a technical assistance session provided by CDC staff after a funding agreement is executed.
16. Prior to execution of a Developer Agreement, Developer shall submit a 30-year operating budget with cash flow for review and approval by CDC along with proposed rents of the project.

Attachment A: Link to Funding Applications - <https://share.sonoma-county.org/link/LY4CRw3rX-U/>

HOME AMERICAN RESCUE PLAN (HOME-ARP)
HOME INVESTMENT PARTNERSHIPS (HOME)
AFFORDABLE HOUSING PROJECT STAFF REPORT

Organization Name: Linc Housing

Project Name: Heritage Park Housing Apartments

Project Description:

Applicant-Provided Summary Description from Submitted Application:

“Heritage Park is a "shovel ready" project for very-low and low-income families and individuals. It consists of 33 housing units in one elevator building. While 10% of the units are fully accessible, all units are adaptable. There are 4 one-bedroom units; 20 two-bedroom units and 8 three-bedroom units. A community room, laundry room, management offices as well as storage and maintenance are on the ground floor. The community room includes a non-commercial kitchen and a computer area with high speed internet. Sixty-three parking spaces are provided, including 36 that are covered carports. Additional amenities include a tot lot for younger children, a teen workout area and an outdoor BBQ lounge area.”

Amount Requested: \$600,000

Type of Funds Requested: HOME American Rescue Plan (HOME-ARP) and Home Investment Partnerships (HOME)

Proposed use of funds:

The application indicates that the funds would be used for construction of the project.

FUNDING POLICIES

Does the applicant demonstrate capacity to effectively deliver the proposed project?

Yes, the application indicates that Linc Housing is a 40-year old non-profit housing provider in California, with experience in state and federal low income housing tax credit projects and taxable bonds, including federal Home Investment Partnerships (HOME) and Community Development Block Grant (CDBG) funding programs as well as projects with Section 8 housing vouchers.

Does the developer demonstrate consistent success in obtaining federal tax credits and / or other federal and state funding to develop housing within the last seven years?

The application indicates that Linc Housing will be working with WJ Investments to develop the project, however, the application does not address experience and successes in obtaining federal or state funding grants by WJ Investments nor Linc Housing, but as mentioned above, Linc Housing has experience in working with governmental grants and managing affordable housing sites.

Does the project address one of the following funding priorities?

- 1) Creating or preserving affordable housing,**
- 2) Building infrastructure or public facilities that support creation or preservation of affordable housing,**
- 3) Building infrastructure or public facilities that support low-income communities,**
- 4) Promoting effective and proven strategies for homelessness prevention and intervention county-wide that align with Continuum of Care Strategic Plan goals,**
- 5) Emphasizing self-sufficiency of agencies and or life skills for beneficiaries?**

Yes, the project supports the creation of affordable housing as well as the Homeless Coalition Strategic Plan goals. The project will create new affordable housing targeting households with incomes up to 80% of the Area Median Income (AMI) with at least eight units designated for homeless households as well as offer supportive services to the tenants. Reach for Home is the proposed provider for the supportive services aspect of the project.

If the application is for acquisition and/or preservation, are the units at risk of becoming market rate housing without additional CDC funding?

The funding request is not for acquisition and or preservation of affordable housing. It is for new construction.

Does the project set aside units for persons or households experiencing homelessness or who are at imminent risk of becoming homeless?

The project has set aside at least eight units for homeless households and the rest will be available to large families and other households, which may include households at-risk of becoming homeless as well as victims of domestic violence, stalking, and or human trafficking.

Will the project provide units for special needs populations?

Yes, aside from having designated units for homeless households, the project will also provide accessible units as required by the building code and provide housing to low-income veterans.

Project type, number and size of units, income levels to be served:

The project proposes the following income levels and has the following size of units:

Extremely Low-Income households (up to 30% AMI) – four 1-bedroom units

Very Low-Income (up to 40% AMI) – four 2-bedroom, four 3-bedroom units

Very Low-Income (up to 50% AMI) – six 2-bedroom units

Very Low Income (up to 60% AMI) – zero proposed
Low Income (up to 70% AMI) – nine 3-bedroom
Low Income (up to 80% AMI) – five 2-bedroom
Manager Unit - One 2-bedroom unit

SELECTION CRITERIA

How do the proposed outcomes of the project/activity align with the goals of the Five-Year Consolidated Plan?

The 2020 Consolidated Plan identifies affordable housing, addressing homelessness, and non-housing urban development as the highest priority needs. The proposed project supports the first two needs by creating new affordable housing, designating units for homeless households, and preventing homelessness by housing at-risk of homelessness households.

If applicable, does the proposed number of units exceed the minimum HOME requirements?

The application is seeking funds from either HOME-ARP or the HOME program. The HOME-ARP program does not have a requirement for a minimum number of units designated as “HOME-ARP units”, however, the HOME program does have the requirement.

The application does not state the proposed number of HOME units. However, under the HOME program, the following number of HOME units would be required (or a combination thereof, which does not exceed the maximum subsidy limit per unit and HOME loan amount) if the requested funds are awarded:

One bedroom units: $\$600,000$ (requested)/ $\$198,331$ (maximum per unit HOME subsidy allowed) = 3 units

Two bedroom units: $\$600,000/\$241,176$ (“) = 3 units

Three bedroom units: $\$600,000/\$312,005$ (“) = 2 units

If the project is awarded HOME funds, the applicant would be required to provide the proposed number of HOME units, which would then be reviewed and approved by staff.

If applicable, are the proposed rents below the maximum rents allowed by the HOME requirements?

The applicant is proposing the following rents:

Extremely Low-Income households (up to 30% AMI) – \$708 for 1-bedroom units

Very Low-Income (up to 40% AMI) - \$1,133 for 2-bedroom units; \$1,308 for 3-bedroom units

Very Low-Income (up to 50% AMI) – \$1,416 for 2-bedroom units

Very Low Income (up to 60% AMI) – not noted in the application

Low Income (up to 70% AMI) - \$2,289 for 3-bedroom units

Low Income (up to 80% AMI) - \$2,266 for 2-bedroom units

If awarded funds, a preliminary condition would be imposed for CDC to review and approve the proposed income levels and rents to ensure compliance with HOME or HOME-ARP underwriting requirements.

Does the project demonstrate advanced readiness via (a) entitlements; (b) financing commitments; (c) building permits, (d) environmental review?

The project has planning approvals from the Town of Windsor and the state and federal level environmental review is complete. The application states that the building permit review process has begun, however, the project only has approximately \$3.1million of committed funding at this time.

For HOME funding requests, does the application indicate how the 25% HOME match requirement will be satisfied?

While the application does not state how the HOME match requirement will be satisfied, the project does have more than \$2million of committed funds from the Town of Windsor that may be used for this purpose.

As provided by the applicant, the proposed budget by funding source is noted in the tables below for predevelopment and permanent financing:

ESTIMATED PREDEVELOPMENT AND CONSTRUCTION FINANCING

<u>Funding Source</u>	<u>Amount</u>	<u>Commitment Status</u>
Town of Windsor	\$2,477,000	Committed
Construction Lender	\$15,925,000	Uncommitted
CalHFA Mixed Income Program	\$1,600,000	Uncommitted
Tax Credit Equity	\$4,702,176	Uncommitted
Deferred Developer Fee	\$716,237	Committed
Cost Deferred Until Conversion	\$1,574,417	Not noted
Accrued Interest	\$155,945	Not noted
<i>HOME-ARP or HOME Sonoma County Construction</i>	\$600,000	Uncommitted
TOTAL	27,750,775	

ESTIMATED PERMANENT FINANCING

<u>Funding Source</u>	<u>Amount</u>	<u>Commitment Status</u>
CalHFA	\$6,518,344	Uncommitted
CalHFA Mixed Income Program	\$1,600,000	Uncommitted
State and Federal Equity	\$14,390,356	Uncommitted
Accrued Interest	\$155,945	Not noted
Deferred Developer Fee	\$716,237	Committed
Town of Windsor	\$2,477,000	Committed
<i>HOME-ARP or HOME Sonoma County Construction</i>	\$600,000	Uncommitted
TOTAL	\$26,457,882	

Assuming the project receives all of the funding noted in the tables above, including this request, each \$1 of HOME or HOME-ARP funds would leverage \$43 from other sources. The full amount of funds requested would be the equivalent of assisting \$18,181 per unit in the project. The applicant intends to apply for the housing tax credit applications in April of 2024.

Will the requested funds for the project be leveraged against total development costs at least 7:1?

Yes, assuming all funds requested are awarded and the applicant is able to secure the funding noted in the tables above, the leverage of HOME or HOME-ARP funds against total development costs would exceed the 7 to 1 ratio (44 to 1 actual).

Does the applicant have adequate provisions for long-range maintenance and operations?

Yes, the project may have adequate provisions for long-range maintenance and operations. The application indicates that the project will be funded with tax exempt bond financing as well as low-income housing tax credits, project-based vouchers, and funds from the Town of Windsor. A three-month capitalized reserve of approximately \$78,000 is noted in the sources and uses budget. A preliminary condition has been imposed requiring the applicant to provide a 30-year operating budget with expected cash flow before a funding agreement is executed.

Does the project affirmatively further fair housing?

Yes, the project will affirmatively further fair housing by providing new affordable housing in higher opportunity area with moderately proficient schools and occupants will have access to services that would assist them in maintaining housing and health, thereby supporting a good quality of life and perhaps future independence.

Does the project demonstrate existing support from the jurisdiction in which it is located via letters of support, funding commitments, etc.?

Yes, the Town of Windsor strongly supports the project as indicated in a letter of support from the Town's Community Development Department that was submitted with the application.

Self-Sustaining Financial Viability:

If the operational reserve is funded adequately, along with the Project Based Vouchers awarded by the County of Sonoma Housing Authority, the project obtains all of the funding noted in the table above, and this funding request, the project may be financially sustainable.

Additional Information:

The occupancy of the units must be available to the four qualifying populations under the HOME-ARP program: homeless, at-risk of becoming homeless, victims or persons fleeing domestic violence, human trafficking, and or stalking, as well as other vulnerable at-risk of becoming homeless populations. However, not all units are required to be occupied by these populations. At this time the applicant is still seeking funding from other sources and if awarded HOME-ARP funds, the project cannot use funding sources that exclude any one of the aforementioned populations. In accordance with the U.S. Department of Housing and Urban Development regulations, HOME-ARP funds are not subject to Build America, Buy America Act, but HOME funds are.

Consequences of Partial or No Funding:

The application indicates that the project cannot be phased. The timeline included in the application indicates construction to begin in September of 2024. It is reasonable to assume that if the applicant cannot secure all funding necessary to begin construction, this will delay the project until all funding is obtained.

Staff Recommendation:

Additional affordable housing in the Town of Windsor is needed. Planning approvals have been obtained and the environmental review at the state and federal level is completed. At this time, staff recommends funding the project the full amount available in the HOME-ARP program for affordable housing in the amount of \$598,302.40. Should the applicant not move forward with the HOME-ARP grant award on this project, the funds will be awarded to the designated contingency project for this program.

Preliminary Condition(s) of Approval

Allocated funding will be a grant a loan

1. All loans for Affordable Housing Acquisition, Predevelopment, Construction, Multi-family Housing Rehabilitation, and Community Facilities are subject to the provisions of the Sonoma County Community Development Commission (CDC) Loan Policies, the FY204-2025 Funding Policies, and the HOME Final Rule.
2. Developer must demonstrate site control at the time HOME funding is made available to the County by HUD.
3. HOME funds will be used to reimburse allowable construction costs only.
4. A NEPA environmental review must be completed before Developer can be offered a Development Agreement. Add if the awarded HOME funds are not planned to pay for NEPA work: Evidence that sufficient funds for this purpose are available from another source to pay for this work must be provided.
5. In compliance with Section 504 of the federal Rehabilitation Act of 1973, developer must design and construct 5 percent of the dwelling units, or at least one unit, whichever is greater, to be accessible for persons with mobility disabilities. An additional 2 percent of the dwelling units, or at least one unit, whichever is greater, must be accessible for persons with hearing or visual disabilities.
6. The CDC will make the HOME loan to Linc Housing as the Developer. A subsequent assignment to a limited partnership must comply with federal regulations. Notwithstanding this requirement, Developer may assign the loan to a limited partnership prior to project completion and occupancy of the development.
7. Developer will be required to submit evidence that all required construction and permanent financing has been committed prior to being offered a Developer Agreement.
8. For awards involving site acquisition and/or predevelopment costs only: Developer will be required to submit an acceptable site appraisal that demonstrates that the “as is” value of the property will fully secure the loan prior to receiving a funding commitment. The CDC will require the HOME loan to record in a sufficiently senior lien position to ensure that the value of the completed development will fully secure the loan.
9. For awards involving construction costs: Developer will be required to submit an acceptable post-construction appraisal prior to receiving final approval to expend HOME funds for construction costs. The CDC will require the HOME loan to record in a sufficiently senior lien position to ensure that the value of the completed development will fully secure the loan.
10. The level of HOME funding allocated to the development cannot exceed the amount that a federal subsidy layering analysis would permit. A subsidy layering analysis prior to final loan approval must be completed. Developer will be required to submit an updated Sources and Uses Table that breaks out the estimated cost of any community

building or other non-housing components, as well as other required data to enable the CDC to complete this analysis.

11. Approval of the requested HOME funds will require a match obligation equal to 25% of any HOME award. Any property tax waiver will qualify as sources to satisfy the match obligation. When the sources are known, the CDC can calculate their match value and confirm whether the project will comply with this HOME Program requirement.
12. Prior to final approval of the HOME funds, Developer must demonstrate sufficient Article 34 authority for the affordable units if they exceed forty-nine percent of the total affordable units, or submit a written legal opinion describing why Article 34 authority is not required.
13. Developer must satisfy all regulatory requirements and all conditions of approval that are set forth in the SCCDC Loan Policies as prerequisite to the CDC offering the Developer Agreement for execution within 12 months of the start of the fiscal year associated with the award. Disbursement of funds must be initiated within 24 months of the date on which the Developer Agreement is offered for execution. All funds must be disbursed within 36 months of the date on which the Developer Agreement is offered for execution. Funding awards that do not meet these deadlines will be reprogrammed.
14. The project must be completed within four years of the date on which the Developer Agreement is offered for execution. Project completion will be documented by the submission of a temporary or permanent certificate of occupancy for HOME funded units. HOME assisted rental units must be occupied by income-eligible households within 12 months of project completion.
15. To ensure compliance with file setup, preparation of reimbursement requests, reporting of outcomes, and timely spend-down of funds, applicant must attend a technical assistance session provided by CDC staff after a funding agreement is executed.
16. Developer understands that HOME-ARP funds must only be used to serve the four qualifying populations: homeless, at-risk of becoming homeless, victims or persons fleeing domestic violence, human trafficking, and or stalking, as well as other vulnerable at-risk of becoming homeless populations.
17. Prior to execution of a Developer agreement, Developer shall submit a 30-year operating budget with cash flow for review and approval by CDC along with proposed rents of the project.

Attachment A: Link to Funding Applications - <https://share.sonoma-county.org/link/LY4CRw3rX-U/>

HOME INVESTMENT PARTNERSHIPS (HOME)
AFFORDABLE HOUSING PROJECT STAFF REPORT

Organization Name: The Society of St. Vincent de Paul District Council of Sonoma County (SVdP)

Project Name: Gravenstein Commons

Project Description:

Applicant-Provided Summary Description from Submitted Application:

“The Society of St. Vincent de Paul District Council of Sonoma County (SVdP) is pleased to announce its second permanent supportive housing development project called Gravenstein Commons in Sebastopol, CA. Construction to convert the existing property at 845 Gravenstein Highway into 22 units of affordable rental housing will begin in 2024. Gravenstein Commons will provide permanent supportive housing for very low-income community members, including wraparound support services for resident clients with physical and mental health issues who have been chronically homeless.”

Amount Requested: \$1,000,000

Type of Funds Requested: HOME

Proposed use of funds:

Funds from HOME will be used for construction costs for the Gravenstein Commons project.

FUNDING POLICIES

Does the applicant demonstrate capacity to effectively deliver the proposed project?

Yes, SVdP has more than 60 years of administrative and programmatic capacity including federal, state, local, and/or private grant funds and provides programs for community members experiencing homelessness.

Does the developer demonstrate consistent success in obtaining federal tax credits and / or other federal and state funding to develop housing within the last seven years?

Yes, per the current application, SVdP has received Homeless Emergency Aid Program funding, a Homekey Round Two award, and awards from the Continuum of Care Sonoma County funding. The Sonoma County Community Development Commission (CDC) is also aware of additional local funding sources awarded to SVdP that were not addressed in the application.

Does the project address one of the following funding priorities?

1) Creating or preserving affordable housing

2) Building infrastructure or public facilities that support creation or preservation of affordable housing

3) Building infrastructure or public facilities that support low-income communities

4) Promoting effective and proven strategies for homelessness prevention and intervention county-wide that align with Continuum of Care Strategic Plan goals:

5) Emphasizing self-sufficiency of agencies and or life skills for beneficiaries

Yes, the project will create 21 new Permanent Supportive Housing (PSH) units in West Sonoma County.

SVdP will provide wrap-around services and case management for residents of Gravenstein Commons. The goal of the staff at the Commons is to engage, stabilize, assess, and support participants to retain permanent housing opportunities in Sonoma County.

Behavioral and Mental Health services will be provided by an onsite staff member. Services will include motivation interviewing, harm reduction groups, trauma-informed individual counseling appointments, and coordinated referral to other specialty programs.

SVdP case managers staff will include an SSI/SSDI Outreach Access and Recovery (SOAR) certified benefits counselor to assist in obtaining benefits. SOAR benefits and documentation of assistance will be included in case management services.

If the application is for acquisition and/or preservation, are the units at risk of becoming market rate housing without additional CDC funding?

Not applicable.

Does the project set aside units for persons or households experiencing homelessness or who are at imminent risk of becoming homeless?

Yes, the project creates and provides 21 units of PSH for the chronically homeless.

Will the project provide units for special needs populations?

Yes, chronically homeless individuals are included in the definition of special needs populations.

Project type, number and size of units, income levels to be served:

New construction of 21 junior one (1) bedroom PSH units for households earning below 30% of the Area Median Income (AMI).

SELECTION CRITERIA

How do the proposed outcomes of the project/activity align with the goals of the Five-Year Consolidated Plan?

Unclear; application provides project timeline in response to proposed outcomes question.

If applicable, does the proposed number of units exceed the minimum HOME requirements?

Yes, the project exceeds the minimum HOME requirements, by providing more than 90% of its units to households earning below 60% AMI. Gravenstein Commons will provide 21 units of PSH for households earning at or below 30% AMI.

If applicable, are the proposed rents below the maximum rents allowed by the HOME requirements?

Yes, the proposed rents are below the maximum rents allowable by HOME requirements.

Does the project demonstrate advanced readiness via (a) entitlements; (b) financing commitments; (c) building permits, (d) environmental review?

No, the application did not demonstrate advanced readiness as there is a funding gap of approximately \$573,000. Applicant requested \$1,000,000 of \$643,871 HOME funds available, therefore if awarded all HOME funds available, gap increases by \$356,129, bringing total gap to \$929,129.

Applicant provided evidence of only \$15,000 funds committed.

City of Sebastopol design approval is required and building permits have not yet been approved. Approvals are anticipated by 3/1/2024.

Environmental review provided with the application is not for proposed use (it is for the current use, which is not applicable).

For HOME funding requests, does the application indicate how the HOME match requirement will be satisfied?

Yes, if awarded pending Homekey funds, the applicant would exceed the HOME match requirement.

If applicant receives the funding requested in this proposal, each \$1 of CDBG and/or HOME funds would leverage \$11 from other sources. The full amount of HOME funds requested would be \$160,968 per HOME-assisted unit.

HOME funds available in this NOFA are \$643,871.
 HOME maximum per unit subsidy: \$177,011
 HOME assisted (HA) units: \$643,871/\$177,011 = 4 HA units

\$7,545,462.95 (Total Development Cost) - \$643,871 HOME funds available = \$6,901,592 from other sources. \$6,901,592/\$643,871 = \$10.71

Will the requested funds for the project be leveraged against total development costs at least 7:1?

Yes, the funds (max funds available are \$643,871) leveraged against total development costs (\$7,545,462.95) are 12:1.

ESTIMATED PREDEVELOPMENT AND CONSTRUCTION FINANCING

<u>Funding Source</u>	<u>Amount</u>	<u>Commitment Status</u>
Irwin and Leidy Foundation Grant	\$115,000	Committed
Homekey	\$5,775,520	Pending
HOME (CDC)	\$1,000,000	Pending
TOTAL	\$6,972,520	

ESTIMATED PERMANENT FINANCING

<u>Funding Source</u>	<u>Amount</u>	<u>Commitment Status</u>
Irwin and Leidy Foundation Grant	\$115,000	Committed
Homekey	\$5,775,520	Pending
HOME	\$1,000,000	Pending
TOTAL	\$6,972,520	

(Note: Total Development Cost is indicated on application as \$7,545,463, while above financing sources as provided at application reflect total financing as \$6,972,520, demonstrating funding gap)

Does the applicant have adequate provisions for long-range maintenance and operations?

No, the applicant is relying on operational funds from pending Homekey award for first 3 years of operating, and thereafter relies on award of PBV's and rents received to fund long-range maintenance and operations for a PSH project that will provide case management services.

Does the project affirmatively further fair housing?

The project will provide PSH in an area of high opportunity/resources, to individuals experiencing chronic homelessness, with extremely low incomes. SVdP's policies include

combating segregation and promoting integration by serving those in need regardless of race, religion, sexuality, gender identity/expression, ability, national origin, immigration status, or political affiliation.

Does the project demonstrate existing support from the jurisdiction in which it is located via letters of support, funding commitments, etc.?

Yes, the project demonstrates support from the City of Sebastopol.

Self-Sustaining Financial Viability:

SVdP provided an agency budget that reflects an operating deficit for 2024.

The budget submitted for the Gravenstein Commons project showed a funding gap of approximately \$929,000. Gravenstein Commons' operating income as submitted includes Project Based Voucher income in Year 1, funds not yet applied for nor awarded, and rent income is inconsistent between narrative and 30-year cash flow. Evidence of funds committed amount to \$15,000, with one funding commitment submitted for a different project.

While SVdP has successfully continued its operations over the years, the budgets provided in this application do not sufficiently demonstrate project's financial viability.

Additional Information:

None.

Consequences of Partial or No Funding:

SVdP states they can apply for other funding sources needed, and indicates they have a line of credit available to them to bridge funding gap.

Staff Recommendation:

Currently, this project is not being recommended for funding. The application did not provide sufficient information on the development and long-term operating budgets and has limited funds committed. The construction schedule stated was only 2-4 months from commencement to lease up, which is highly irregular and inconsistent with normal construction in the area. However, this application is being recommended as a contingency project in the Action Plan, if funds become available. To be considered a contingency project, applicant must provide additional documentation that demonstrates it meets the minimum requirements for funding.

Preliminary Condition(s) of Approval

Allocated funding will be a loan.

1. All loans for Affordable Housing Acquisition, Predevelopment, Construction, Multi-family Housing Rehabilitation, and Community Facilities are subject to the provisions of the Sonoma County Community Development Commission (CDC) Loan Policies, the FY 24/25 Funding Policies, and the HOME Final Rule.
2. Developer must demonstrate site control at the time HOME funding is made available to the County by HUD.
3. HOME funds will be used to reimburse allowable construction hard and soft costs only.
4. A NEPA environmental review must be completed before Developer can be offered a Development Agreement. Evidence that sufficient funds for this purpose are available from another source to pay for this work must be provided.
5. In compliance with Section 504 of the federal Rehabilitation Act of 1973, developer must design and construct 5 percent of the dwelling units, or at least one unit, whichever is greater, to be accessible for persons with mobility disabilities. An additional 2 percent of the dwelling units, or at least one unit, whichever is greater, must be accessible for persons with hearing or visual disabilities.
6. The CDC will make the HOME loan to SVdP as the Developer. A subsequent assignment to a limited partnership must comply with federal regulations. Notwithstanding this requirement, Developer may assign the loan to a limited partnership prior to project completion and occupancy of the development.
7. Developer will be required to submit evidence that all required construction and permanent financing has been committed prior to being offered a Developer Agreement.
8. Developer will be required to submit an acceptable post-construction appraisal prior to receiving final approval to expend HOME funds for construction costs. The CDC will require the HOME loan to record in a sufficiently senior lien position to ensure that the value of the completed development will fully secure the loan.
9. The level of HOME funding allocated to the development cannot exceed the amount that a federal subsidy layering analysis would permit. The CDC must complete a federal subsidy layering analysis prior to final loan approval. Developer will be required to submit an updated Sources and Uses Table that breaks out the estimated cost of any community building or other non-housing components, as well as other required data to enable the CDC to complete this analysis.
10. Approval of the requested HOME funds will require a match obligation equal to 25% of any HOME award. Any property tax waiver will qualify as sources to satisfy the match obligation. When the sources are known, the CDC can calculate their match value and confirm whether the project will comply with this HOME Program requirement.

11. Prior to final approval of the HOME funds, Developer must demonstrate sufficient Article 34 authority for the affordable units if they exceed forty-nine percent of the total affordable units or submit a written legal opinion describing why Article 34 authority is not required.
12. Developer must satisfy all regulatory requirements and all conditions of approval that are set forth in the SCCDC Loan Policies as prerequisite to the CDC offering the Developer Agreement for execution within 12 months of the start of the fiscal year associated with the award. Disbursement of funds must be initiated within 24 months of the date on which the Developer Agreement is offered for execution. All funds must be disbursed within 36 months of the date on which the Developer Agreement is offered for execution. Funding awards that do not meet these deadlines will be reprogrammed.
13. The project must be completed within four years of the date on which the Developer Agreement is offered for execution. Project completion will be documented by the submission of a temporary or permanent certificate of occupancy for HOME funded units. HOME assisted rental units must be occupied by income-eligible households within 12 months of project completion.
14. To ensure compliance with file set-up, preparation of reimbursement requests, reporting of outcomes, and timely spend-down of funds, Applicant must attend a technical assistance session provided by CDC staff after a funding agreement is executed.

Attachment A: Link to Funding Applications - <https://share.sonoma-county.org/link/LY4CRw3rX-U/>

HOME INVESTMENT PARTNERSHIP (HOME)
AFFORDABLE HOUSING PROJECTS STAFF REPORT

Organization Name: Sonoma County Housing Authority (Housing Authority)

Project Name: Tenant-Based Rental Assistance Program (TBRA)

Project Description:

Applicant Provided Summary Description:

The Housing Authority provides rental assistance through a variety of TBRA programs which serve low-income populations. A major barrier to clients achieving permanent housing utilizing a rental assistance voucher is access to deposit funds which are frequently equivalent to two months rent. Given the rental prices in Sonoma County, it is not unusual for deposits to be \$4,000. In order to assist in eliminating this barrier, the Housing Authority is seeking funding to provide deposit assistance for 10 households. Assistance will be provided in the form of a one-time grant. The requested funds will also be used to pay monthly rental subsidies of approximately 7 households, if not required for deposit assistance.

Amount Requested: \$100,000

Type of Funds Requested: HOME

Proposed Use of Funds:

Funds will be used to supply low-income Housing Authority clients with deposit assistance grants up to two times the first month's rent. Rental deposits are often a barrier to permanent housing for low-income clients. Providing deposit assistance will help low-income vulnerable populations overcome this barrier.

FUNDING POLICIES

Does the applicant demonstrate capacity to effectively deliver the proposed project?

The Housing Authority has successfully administered a rental deposit grant program since 2020 in which it has assisted approximately 100 formerly homeless clients in achieving permanent housing.

Does the developer demonstrate consistent success in obtaining federal tax credits and / or other federal and state funding to develop housing within the last seven years?

Not applicable.

Does the project address one of the following funding priorities?

- 1) Creating or preserving affordable housing,**
- 2) Building infrastructure or public facilities that support creation or preservation of affordable housing,**

- 3) Building infrastructure or public facilities that support low-income communities,**
- 4) Promoting effective and proven strategies for homelessness prevention and intervention county-wide that align with Continuum of Care Strategic Plan goals,**
- 5) Emphasizing self-sufficiency of agencies and or life skills for beneficiaries?**

The proposed use of HOME funds for TBRA security deposit assistance makes existing market-rate housing units affordable and accessible to very low-income households who would not otherwise be able to pay these up-front costs. This activity creates and preserves affordable housing.

If the application is for acquisition and/or preservation, are the units at risk of becoming market rate housing without additional CDC funding?

Not applicable.

Does the project set aside units for persons or households experiencing homelessness or who are at imminent risk of becoming homeless?

Many of the Housing Authority's rental assistance programs are dedicated to serving clients who are experiencing homelessness or at imminent risk of homelessness.

Will the project provide units for special needs populations?

The TBRA program does not limit assistance to special needs populations; however, many of the Housing Authority program participants are people with special needs, including people with disabilities and seniors.

Project Type, Number and Size of Units, Income Levels to be Served:

TBRA in the form of deposit assistance grants and monthly rental subsidies for up to 17 clients seeking to occupy all sizes of units. Income level of clients to be served will be less than 50% of the area median income (AMI).

SELECTION CRITERIA

How do the proposed outcomes of the project/activity align with the goals of the Five-Year Consolidated Plan?

The project benefits persons who have incomes at or below 80% of the AMI. Under the Low/Mod (L/M) Limited Clientele National Objective, the project has income eligibility requirements that limit the activity exclusively to L/M income persons.

If applicable, does the proposed number of units exceed the minimum HOME requirements?

Not applicable.

If applicable, are the proposed rents below the maximum rents allowed by the HOME requirements?

Not applicable.

Does the project demonstrate advanced readiness via (a) entitlements; (b) financing commitments; (c) building permits, (d) environmental review?

Not applicable.

For HOME funding requests, does the application indicate how the HOME match requirement will be satisfied?

Not applicable

If applicant receives the funding requested in this proposal, each \$1 of HOME funds would leverage \$_____ from other sources. The full amount of HOME funds requested would be \$_____ per HOME-assisted unit.

Not applicable.

Will the requested funds for the project be leveraged against total development costs at least 7:1?

Not applicable.

ESTIMATED PREDEVELOPMENT AND CONSTRUCTION FINANCING

<u>Funding Source</u>	<u>Amount</u>	<u>Commitment Status</u>
CDC HOME	\$100,000	uncommitted
TOTAL	\$100,000	

Does the applicant have adequate provisions for long-range maintenance and operations?

Not applicable.

Does the project Affirmatively Further Fair Housing?

Yes. The TBRA program enables very low-income households to rent homes that are located throughout all areas of the Urban County.

Does the project demonstrate existing support from the jurisdiction in which it is located via letters of support, funding commitments, etc.?

Not applicable

Additional Information:

None.

Consequences of No Funding:

If the requested HOME funds are not provided for the Housing Authority's TBRA program, approximately 17 very low-income households will not be able to pay the up-front costs required to access rental homes on the private market. These households may therefore lose the ability to use their Housing Choice Voucher and other rental subsidy program funds and would remain homeless or housed in potentially substandard or cost-burdened conditions.

Staff Recommendation:

Staff recommends full funding for this request in the amount of \$100,000.

Allocated funding will be a grant a loan

1. All grants for Tenant-based Rental Assistance are subject to the provisions of the Community Development Commission (CDC) FY 2024-25 Funding Policies and the HOME Final Rule.
2. HOME funds will only be used to provide tenant-based rental subsidies and/or deposit assistance to make market rate housing units affordable to extremely low-income households, some with special needs.
3. The required NEPA environmental review must be completed before the Housing Authority can be offered a Subrecipient Agreement.
4. Approval of the requested HOME funds will require a match obligation equal to 25% of any HOME award. This match may be met through use of excess match provided to HOME-funded capital projects.
5. Funds for Tenant-based Rental Assistance must be expended within the 48 months of the fiscal year for which funding is allocated.

Attachment A: Link to Funding Applications - <https://share.sonoma-county.org/link/LY4CRw3rX-U/>

NOTE: This program is already administered by the Community Development Commission, therefore a funding application was not submitted. The link above can be used to review any of the other funding applications submitted for the FY24-25 Annual Action Plan.

HOME AMERICAN RESCUE PLAN (HOME-ARP)
AFFORDABLE HOUSING PROJECTS STAFF REPORT

Organization Name: Spectrum Affordable Housing Corporation (“Spectrum”)

Project Name: Redwood Glen Affordable Housing Apartments

Project Description:

Applicant-Provided Summary Description from Submitted Application:

“Redwood Glen Apartments, located on a 1.54-acre site along Old Redwood Highway in Windsor, CA, will provide 43 affordable family housing units (including one manager unit), with 7 mobility units, 31 adaptable units, and 5 adaptable communication units. All of the 1-3 bedroom units will be for very-low/low income persons and the units will be configured for accessibility in a single elevator-served building. The project will feature residential amenity space including a community center with kitchen, administrative offices, residential services, mail room, laundry rooms, trash and recycling rooms. The all-electric powered building will be energy efficient with energy star appliances, and LED lighting.”

Amount Requested: \$1,000,000 (\$598,302.40 for affordable housing and \$401,697.60 for supportive services).

Type of Funds Requested: HOME American Rescue Plan (HOME-ARP)

Proposed use of funds:

Construction of the project and supportive services to the tenants. Supportive services would be provided by Life Skills Training and Educational Program, Inc.

FUNDING POLICIES

Does the applicant demonstrate capacity to effectively deliver the proposed project?

Yes, the application indicates that Spectrum currently manages various affordable housing apartment sites in California and outside of the state. The applicant also states that they have experience in working with state tax exempt bonds and federal housing tax credits.

Does the developer demonstrate consistent success in obtaining federal tax credits and / or other federal and state funding to develop housing within the last seven years?

The developer for this project will be JCL Development, LLC (“JCL”). The application states that JCL will develop, own, and manage the property in partnership with Spectrum. The application does not address experience and successes in obtaining federal or state funding grants by JCL, but as mentioned above, Spectrum has experience in working with governmental grants and managing affordable housing sites. The property management company for this site will be DOMUS Management Company, which specializes in affordable and supportive housing properties.

Does the project address one of the following funding priorities?

- 1) Creating or preserving affordable housing,**
- 2) Building infrastructure or public facilities that support creation or preservation of affordable housing,**
- 3) Building infrastructure or public facilities that support low-income communities,**
- 4) Promoting effective and proven strategies for homelessness prevention and intervention county-wide that align with Continuum of Care Strategic Plan goals,**
- 5) Emphasizing self-sufficiency of agencies and or life skills for beneficiaries?**

Yes, the project will create new affordable housing targeting households with incomes up to 60% of the Area Median Income (AMI). The application indicates that supportive services will be offered to the tenants by Life Skills Training and Educational Program, Inc. These services will include educational, wellness, and health programs designed to make positive changes in tenants' lives.

If the application is for acquisition and/or preservation, are the units at risk of becoming market rate housing without additional CDC funding?

The funding request is not for acquisition and or preservation of affordable housing. It is for new construction and provision of supportive services.

Does the project set aside units for persons or households experiencing homelessness or who are at imminent risk of becoming homeless?

The project has set aside at least five units for homeless households and the rest will be available to large families and other households, which may include households at-risk of becoming homeless.

Will the project provide units for special needs populations?

Yes, aside from having designated units for homeless households, the project will also provide seven mobility units, five adaptable communication units as well as 31 adaptable units.

Project type, number and size of units, income levels to be served:

The project will serve the following income levels and have the following size of units:

Extremely Low-Income households (up to 30% AMI) – One 1-bedroom, Four 2-bedroom, (11) 3-bedroom units.

Very Low-Income (up to 50% AMI) – (11) 3-bedroom units

Very Low Income (up to 60% AMI) – (15) 3-bedroom units

Manager Unit (unrestricted) - One 1-bedroom unit

SELECTION CRITERIA

How do the proposed outcomes of the project/activity align with the goals of the Five-Year Consolidated Plan?

The 2020 Consolidated Plan identifies affordable housing, addressing homelessness, and non-housing urban development as the highest priority needs. The proposed project supports the first two needs by creating new affordable housing and designating units for homeless households.

If applicable, does the proposed number of units exceed the minimum HOME requirements?

The application is seeking funds from the HOME-ARP program, and not HOME. Therefore, the minimum number of HOME units requirement does not apply to this application.

If applicable, are the proposed rents below the maximum rents allowed by the HOME requirements?

The applicant is proposing the following rents:

Extremely Low-Income households (up to 30% AMI) –

\$1,711 for 1-bedroom ; \$2,252 for 2-bedroom; \$981 for 3-bedroom

Very Low-Income (up to 50% AMI) – \$1,635 for 3-bedroom

Very Low Income (up to 60% AMI) – not noted in the application

Manager Unit (unrestricted) – \$1,308 for 3-bedroom

As proposed, not all rents comply with the maximum limits. If awarded funds, a preliminary condition of approval would be imposed requiring the applicant to revise the rents, so they comply with the applicable limits.

Does the project demonstrate advanced readiness via (a) entitlements; (b) financing commitments; (c) building permits, (d) environmental review?

At this time, the project has planning approvals from the Town of Windsor, however, building permits have not been approved and the environmental review at the federal level is in the early stages. The application indicates that a majority of funding sources for the project are committed.

For HOME funding requests, does the application indicate how the HOME match requirement will be satisfied?

The HOME match requirement does not apply to the HOME-ARP program and therefore, the application is not required to provide it.

The proposed budget by funding source is noted in the tables below for predevelopment and permanent financing:

ESTIMATED PREDEVELOPMENT AND CONSTRUCTION FINANCING

<u>Funding Source</u>	<u>Amount</u>	<u>Commitment Status</u>
Citibank Construction Loan	\$15,921,241	Committed
CDBG Sonoma County Land Acquisition	\$200,000	Committed
Newport Partners, LLC Land Acquisition	\$2,394,744	Committed
HCD Tax Credit Equity Construction	\$7,177,500	Uncommitted
CEC Build Construction	\$522,311	Committed
<i>HOME-ARP Sonoma County Construction & Supportive Services</i>	\$1,000,000	Uncommitted
TOTAL	\$27,215,796	

ESTIMATED PERMANENT FINANCING

<u>Funding Source</u>	<u>Amount</u>	<u>Commitment Status</u>
Citibank Construction	\$2,814,685	Committed
HCD Tax Credit Equity	\$21,750,000	Uncommitted
CDBG Sonoma County	\$200,000	Committed
Newport Partners, LLC	\$206,315	Committed
PLHA Sonoma County	\$222,485	Committed
CEC Build	\$522,311	Committed
Town of Windsor	\$500,000	Committed
<i>HOME-ARP Sonoma County Construction & Supportive Services</i>	\$1,000,000	Uncommitted
TOTAL	\$27,215,796	

Assuming the project receives all of the funding noted in the tables above, including this request of \$1million, each \$1 of HOME-ARP funds would leverage \$26 from other sources. When considering the actual amount available for affordable housing, \$598,302.40, each \$1 of HOME ARP funds would leverage \$44 from other sources. The full amount of HOME-ARP funds requested would be the equivalent of assisting \$23,255 per unit in the project. The application does not indicate when the applicant intends to apply for the housing tax credit funding applications.

Will the requested funds for the project be leveraged against total development costs at least 7:1?

Yes, assuming all \$1million HOME-ARP funds requested are awarded, the leverage of HOME-ARP funds against total development costs would exceed the 7 to 1 ratio (27 to 1 actual). Based on the actual available amount for affordable housing, \$598,302.40, the leverage of HOME-ARP funds against total development costs would still exceed the 7 to 1 ratio (45 to 1 actual).

Does the applicant have adequate provisions for long-range maintenance and operations?

Yes, the project is applying for tax credit equity and the financial plan accounts for 5% vacancy rate, an income and operating budget of \$6,345 per unit, a replacement reserve of \$500 per unit per year, and a three-month capitalized reserve of approximately \$174,000.

Does the project affirmatively further fair housing?

Yes, the project will affirmatively further fair housing by providing new affordable housing in a town with moderately proficient schools and occupants will have access to services that would assist them in maintaining housing and health, thereby promoting a good quality of life and perhaps future independence.

Does the project demonstrate existing support from the jurisdiction in which it is located via letters of support, funding commitments, etc.?

Yes, the project has received planning approvals and was granted an award of \$500,000 to assist in acquisition of the site by the Town of Windsor.

Self-Sustaining Financial Viability:

If the operational reserve is funded adequately, along with the Project Based Vouchers awarded by the County of Sonoma Housing Authority, the project obtains all of the funding noted in the table above, and this funding request, the project may be financially sustainable.

Additional Information:

The occupancy of the units must be available to the four qualifying populations under the HOME-ARP program: homeless, at-risk of becoming homeless, victims or persons fleeing domestic violence, human trafficking, and or stalking, as well as other vulnerable at-risk of becoming homeless populations. However, not all units are required to be occupied by these populations. At this time the applicant is still seeking funding from other sources and if awarded HOME-ARP funds, the project cannot use funding sources that exclude any one of the

aforementioned populations. Per the U.S. Department of Housing and Urban Development regulations, HOME-ARP funds are not subject to Build America, Buy America Act.

Consequences of Partial or No Funding:

The application indicates that the project can proceed with partial funding. The developer fee would be deferred.

Staff Recommendation:

The federal environmental review is in the early stages and staff anticipates the review to be completed in approximately six to nine months. The County of Sonoma has funded the project with Community Development Block Grant funds and Permanent Local Housing Allocation funds in fiscal year 2023-24 totaling \$422,485. At this time, staff does not recommend HOME-ARP funding for this project. Staff is unable to consider funding for the supportive services aspect of the project, because a public services application was not filed by the applicant. This project will be designated as the contingency project in case another project funded with HOME-ARP funds for construction or rehabilitation of affordable housing does not move forward, then this project shall be awarded the HOME-ARP funds for construction.

Attachment A: Link to Funding Applications - <https://share.sonoma-county.org/link/LY4CRw3rX-U/>

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
ECONOMIC DEVELOPMENT STAFF REPORT

Organization Name: Community Child Care Council of Sonoma County (4C's)

Project Name: Build Up Child Care

Project Description:

Applicant-Provided Summary Description from Submitted Application:

“The program consists of two in-person training sessions in Spanish for prospective family childcare providers, Sonoma and in Healdsburg. Six more virtual and in-person sessions at the 4Cs office in Santa Rosa are offered, which are open to participants from all regions of the County. 4Cs then provides follow-up one-on-one support through licensing process and support to retain and expand to current providers.”

Program Type:

The Build Up Child Care Program is classified as a Non-Housing Community Development project- economic development and services for microenterprises.

Amount Requested: \$180,390

Type of Funds Requested: Community Development Block Grant (CDBG)

Proposed use of funds:

Applicant states that the funds will be used for staff time for 4Cs Trainers, the Assistant Director of Provider Services, and the Resource & Referral Director, for a total of \$139,672 in salaries and \$31,100 in benefits. Other items the funds will be used for are mileage reimbursement, Health and safety training, CPR and First Aid Certifications, Community Care Licensing Application fee, and fingerprinting/background checks for all adults in the household for a total of \$7,730.

SELECTION CRITERIA

Does the applicant describe the primary outcome/s of the activity?

The applicant anticipates the outcomes to be:

Completion of 4Cs training: 45

Participants receiving one-on-one support (including licensed providers needing support to retain business): 80

Submission of Child Care License application: 12

Creation of a new licensed Family Child Care Home (FCCH): 10

Expansion of small FCCH License to large FCCH: 2

Does the applicant describe how data and other information will be used as a self-evaluation tool as an outcome measurement?

Because of the applicant’s many years of working with the California Department of Social Services (CDSS), they have well established tracking mechanisms. In addition to the current tracking of milestones achieved and trainings attended with quarterly reporting, they will specifically track the Build Up Child Care program participants with the addition of location within the County to track Urban County participants separately. Program evaluation will be measured against the outcomes.

How do the proposed outcomes of the project/activity align with the goals of the Five-Year Consolidated Plan?

	<u>Proposed</u> number to be served by project in upcoming Fiscal Year	Current number served as of the filing of this application (if project is currently in operation)	Number served by project last Fiscal Year
	July 1, 2024 – June 30, 2025	July 1, 2023 to Current Date	July 1, 2022 - June 30, 2023
Number of microenterprise businesses served	12 (10 new, 2 existing)	Not currently operating	Not currently operating
Number of unduplicated clients served	80		

List the estimated percentage of the target population served in each of the income categories below:

Household Income	List the total estimated percentage of the households served in each of the income categories below	<u>Considering only Urban County residents</u> , list the estimated percentage of households served in each of the income categories below
Extremely Low (Below 30% AMI)	0%	
Very Low (Between 31% - 50% AMI)	10%	
Low (Between 51% -80% AMI)	51%	
Moderate (Over 80% AMI)	39%	

The applicant states that the outreach for this program will be in collaboration with existing programs in the Urban County. La Luz is in the Sonoma Valley (in-person), Corazon Healdsburg (in-person) and River to Coast Children’s Services are in Guerneville.

If there are substantial changes to the past, current, or proposed number of households to be served, does the applicant provide an explanation for the changes?

The Build Up Child Care component is new for the applicant.

Federal regulations require that 51% of participants be low income. Does the applicant describe the method that will be used to verify income eligibility and track other required demographic and quantitative data?

The applicant will modify an existing application form currently used to include the needed income and demographic information.

FUNDING POLICIES (Funding Goals and Objectives):

Does the project address one of the following funding priorities?

- 1) Creating or preserving affordable housing**
- 2) Building infrastructure or public facilities that support creation or preservation of affordable housing**
- 3) Building infrastructure or public facilities that support low-income communities**

4) Promoting effective and proven strategies for homelessness prevention and intervention county-wide that align with Continuum of Care Strategic Plan goals

5) Emphasizing self-sufficiency of agencies and or life skills for beneficiaries

Yes, the applicant’s project falls under item #3. The target group is primarily women, many with low- and moderate-incomes who would like to generate an income while staying at home with their children. Many of these people may already be caring for children informally.

THRESHOLD CRITERIA

For CDBG funding requests, does the project meet at least one National Objective as required under CDBG regulations (24 CFR 570.208)?

Yes, the program activities benefit low-and moderate- income persons.

Does the proposed project or activity meet the eligibility requirements of the program funding source requested? (If not, provide the specific reason)

Yes, the proposed project is an economic development project which is a Community Development Block Grant (CDBG) eligible project.

Does the applicant demonstrate capacity to effectively deliver the proposed project? Does the applicant have experience providing the proposed services?

As the local Child Care Resource & Referral agency, 4Cs has been funded by the California Department of Education and the California Department of Social Services focusing on home-based child care providers for over 30 years. In addition to maintaining a database of all the licensed providers in the service area, 4Cs maintains regular communication with Community Care Licensing (the child care licensing body), regarding new licensees, complaints, and licensing closures. 4Cs is an active member of the California Child Care Resource & Referral Network and administers the food program for licensed family child care providers in Napa, Marin, and Sonoma Counties.

PROJECT BUDGET

Total Organization Budget	\$43,385,155	
Total program budget	\$242,212	%
Percent of program to organization budget	.5%	
Percent of CDBG request of program budget	74%	%
Unduplicated number proposed to be served with program	12 child care providers	80 unduplicated individuals
Program cost per person/household	\$20,184.33	\$3,027.65

CDBG cost per person/ household	\$15,032.50	\$2,254.88
--	-------------	------------

Self-Sustaining Financial Viability:

The applicant has a long-standing track record of funding from the CDSS for many of their programs that they anticipate will be received on an ongoing basis. For this program itself, they will continue to seek additional funding.

Additional Information:

The applicant appears to have carved the Build Up Child Care program out of their existing programs to fit the eligible activities within the CDBG program. The 4Cs are well established in Sonoma County and when accessing the CDSS referral and resource page, only 4Cs and their collaborator, River to Coast Children’s Services, appear.

Consequences of Partial or No Funding:

The applicant states that the program’s scale can be adjusted to fit the availability of funding. The more funding received, the more child care providers assisted, and if lesser funding is received, then less providers will be served.

Staff Recommendation:

Based on the applicant’s ongoing work with State funding, their knowledge of required reporting and accountability support them being able to accommodate the needed documentation that is required with this source of funding. Their longevity in this area of support of low- and moderate- income microenterprise is well established, and they are based locally. Staff recommends full funding in the amount of \$180,390.

Preliminary Condition(s) of Approval

Allocated funding will be a grant.

1. All grants are subject to the provisions of the Sonoma County Community Development Commission FY 2024-2025 Funding Policies and the CDBG Regulations.
2. A NEPA environmental review must be completed before applicant can be offered a Grant Agreement.
3. CDBG funding awarded must be used for eligible expenses during the fiscal year of July 1, 2024, and no later than May 1, 2025. Specific terms will be included in a Funding Agreement, and no costs can be incurred prior to a fully executed funding agreement.
4. To ensure compliance with file set-up, preparation of reimbursement requests, reporting of outcomes, and timely spend-down of funds, Applicant must attend a technical assistance session provided by CDC staff after a funding agreement is executed.

Attachment A: Link to Funding Applications - <https://share.sonoma-county.org/link/LY4CRw3rX-U/>

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
ECONOMIC DEVELOPMENT STAFF REPORT

Applicant Name: WeeCare, Inc., Doing Business As Upwards

Project Name: BOOST

Project Description:

Applicant-Provided Summary Description from Submitted Application:

“Upwards' BOOST Program offers 12-month personalized business & technical support to local in-home childcare providers (<5 employees). BOOST assists small businesses in offering affordable, quality childcare for children 0-5 & up to 13. Through professional guidance & customized digital tools, BOOST coaches providers to build sustainable operational models, meeting community needs & expanding economic opportunities through neighborhood revitalization. Childcare entrepreneurs are empowered to create efficient, community-oriented business plans, & foster growth in the early childhood sector.”

Program Type:

The BOOST Program is classified as a Non-Housing Community Development project- Economic Development and services for microenterprises.

Amount Requested: \$240,000

Type of funds requested: Community Development Block Grant (CDBG)

Proposed use of funds:

Funds will be used for a percentage of 8 positions varying from .01 Full Time Employee (FTE) to .04 FTE. It will also cover non-personnel costs including training materials to support the provider's continuing education and professional development, equipment to enhance program effectiveness, marketing for provider's and the program to educate the public about the program, program administration, and indirect costs.

SELECTION CRITERIA

Does the applicant describe the primary outcome/s of the activity?

Yes, the applicant states that the four objectives of the BOOST program are:

- Increase microenterprise revenue
- Create Low- to Moderate- Income (LMI) jobs
- Equip daycare providers to care for children with special needs
- Support LMI families with access to quality childcare

The outcomes of the objectives will be that each participating daycare will increase their capacity and/or reduce their expenses so that a healthy business model is achieved. They will

also be able to care for more children and thus will need to hire additional staff to serve them. Additionally, daycare providers will have the tools and training to address children with special needs or challenging behaviors. Families with children enrolled in participating daycares will have reliable childcare that matches their unique needs at a price they can afford. This will allow parents to work or attend school with minimal disruption and provide a nurturing environment for their children.

Does the applicant describe how data and other information will be used as a self-evaluation tool as an outcome measurement?

Yes, the applicant states that the objectives will be measured by the following:

Objective 1: Increase daycare revenue

Projected number to be served: 30 daycares/year

Outcome 1: 80% of daycares will increase their capacity and/or reduce their expenses so that a healthy business model is achieved.

Objective 2: Increase the number of daycare providers able to care for children with special needs

Outcome 2: 25% of daycare providers will receive specialized training in behavior management.

Objective 3: Create new LMI Jobs

Projected number to be served: 9 jobs created annually

Outcome 3: Participating daycare providers will be able to care for more children and 30% of them will need to hire additional staff to serve them.

Objective 4: Support families with access to quality childcare

Projected number to be served: 420 households annually

Outcome 4: Of the families with children enrolled in participating daycares, 75% will report having reliable childcare that matches their unique needs.

How do the proposed outcomes of the project/activity align with the goals of the Five-Year Consolidated Plan?

	Proposed number to be served by project in upcoming Fiscal Year	Current number served as of the filing of this application (if project is currently in operation)	Number served by project last Fiscal Year
	July 1, 2024 – June 30, 2025	July 1, 2023 to Current	July 1, 2022 - June 30, 2023
Number of microenterprise businesses served	30	21 (goal 43)	n/a
Number of unduplicated clients served	30	(goal 602)	n/a

List the estimated percentage of the target population served in each of the income categories below:

Household Income	List the total estimated percentage of the households served in each of the income categories below	Considering only Urban County residents, list the estimated percentage of households served in each of the income categories below
Extremely Low (Below 30% AMI)	0	
Very Low (Between 31% - 50% AMI)	8	
Low (Between 51% -80% AMI)	22	
Moderate (Over 80% AMI)	0	

Regarding the Urban County portion of the above table, applicant states, “To certify income for all Urban County beneficiaries, each program participant is required to fill out a comprehensive application that includes details on household size and annual income. Upon intake, income eligibility is initially determined through self-certification by all participants. Furthermore, in

adherence to HUD's CDBG guidelines, source documentation, such as W2 forms and/or bank statements, will be collected from participants to substantiate the income information provided during self-certification.”

If there are substantial changes to the past, current, or proposed number of households to be served, does the applicant provide an explanation for the changes?

Applicant did not provide information regarding the change in number of households served.

Federal regulations require that 51% of participants be low income. Does the applicant describe the method that will be used to verify income eligibility and track other required demographic and quantitative data?

The applicant states that the BOOST program diligently verifies income eligibility and tracks required demographic and quantitative data. This record keeping starts with the application process and goes on to state that although the CDBG goals are for 51% to meet the income threshold, and they believe with their proactive approach they anticipate 100% of the participants to be within qualifying income levels.

FUNDING POLICIES (Funding Goals and Objectives):

Does the project address one of the following funding priorities?

- 1) Creating or preserving affordable housing**
- 2) Building infrastructure or public facilities that support creation or preservation of affordable housing**
- 3) Building infrastructure or public facilities that support low-income communities**
- 4) Promoting effective and proven strategies for homelessness prevention and intervention county-wide that align with Continuum of Care Strategic Plan goals**
- 5) Emphasizing self-sufficiency of agencies and or life skills for beneficiaries**

Yes, this project supports low-income community members. This program addresses the area of non-housing community development, by promoting the well-being and economic integration of lower-income persons through economic development assistance for microenterprises to increase job opportunities in the Urban County.

Childcare is a much-needed service, but paradoxically an under-resourced industry. The cost of caring for young children exceeds what many families can afford to pay. Childcare workers are left to bear the brunt of the disparity and frequently cover the cost of the difference with their salary. The average earning of a childcare worker in Sonoma County is \$18.16 an hour (Zippia, 2022), or about \$37,800 a year, qualifying them as low- and moderate-income persons.

THRESHOLD CRITERIA

For CDBG funding requests, does the project meet at least one National Objective as required under CDBG regulations (24 CFR 570.208)?

Yes, the program will benefit low- and moderate-income clientele up to 80% of area median income (AMI). BOOST will provide crucial business support to create stable, sustainable microenterprise daycares that low- and moderate-income families of Sonoma County can access.

Does the proposed project or activity meet the eligibility requirements of the program funding source requested? (If not, provide the specific reason)

Yes, the proposed project is an economic development project which is a Community Development Block Grant (CDBG) eligible project.

Does the applicant demonstrate capacity to effectively deliver the proposed project? Does the applicant have experience providing the proposed services?

Note: Specific budget information for the overall organization was not provided.

PROJECT BUDGET

Total Organization Budget	\$23,000,000 (stated)	
Total program budget	\$240,000	%
Percent of program to organization budget	.01%	
Percent of CDBG request of program budget	\$240,000	%
Unduplicated number proposed to be served with program	30 unduplicated persons	
Program cost per person/household	\$8,000	
CDBG cost per person/household	\$8,000	

The total program budget is unclear. The applicant states they are requesting \$240,000 which represents 100% of program cost, but then states that they are aware of leveraging expectations/requirements and that they will cover expenses over \$240,000 as needed. Specifically, from the applicant: “Any expenses over \$240,000. The total cost to support each childcare microenterprise for a full year is about \$12,000. However, we only request \$8,000 per microenterprise and if additional funding is needed to hit the program's goals, Upwards will cover any additional expenses with our in-kind matching program.” In a program budget

narrative document, the total budget is listed at \$273,451 since Upwards expects to cover the approximately \$33,000 in indirect costs.

Self-Sustaining Financial Viability:

The applicant, Wee Care (Upwards) pursues diversified public and private funding allowing flexibility to provide post-graduation resources if desired. Those funding areas include:

- Self-sustaining fee revenue from family and employer platform users
- CDGB administrative dollars for ongoing software and program enhancement
- Corporate childcare benefits partnerships

The applicant goes on to explain that this entrepreneurial funding model provides financial durability.

Additional Information:

For funding previously provided during the Fiscal Year 2023-2024 funding process, it should be noted that the execution of a funding agreement was delayed by the applicant, and they have yet to submit a successful reimbursement request (containing sufficient documentation) as of January 2024.

In addition, for this application, many requested/required documents were not provided, but instead applicant submitted statements explaining that due to their for-profit status, they should not be required to provide the information and that confidentiality was needed because of competitive advantage, protection of trade secrets, financial security, and market sensitivity.

Consequences of Partial or No Funding:

The applicant states that their program can be scaled up or down according to the decisions of the governing body. Its operation is not dependent on full award funding and can be adjusted to the desired amount of coverage for the proposed area. If it were to be phased or partially funded, an appropriate number of daycare providers would be accepted into the program.

Staff Recommendation:

Currently, the application is not being considered for CDBG funds due to other competitive requests.

Attachment A: Link to Funding Applications - <https://share.sonoma-county.org/link/LY4CRw3rX-U/>

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
FAIR HOUSING SERVICES STAFF REPORT

Applicant Name: Fair Housing Advocates of Northern California (FHANC)

Project Name: Fair Housing Education and Enforcement

Project Description:

Applicant-Provided Summary Description from Submitted Application:

FHANC will provide full-service fair housing education and enforcement services in Sonoma County, offering advocacy to people protected by federal, state, and local fair housing laws and providing fair housing education to tenants, public and private housing providers, and the larger community. FHANC focuses on the most vulnerable populations – e.g. people with disabilities, people of color, and families with children. FHANC addresses systemic discrimination through testing and other investigative efforts, filing agency complaints or lawsuits when warranted in order to change discriminatory housing policies. In addition, FHANC advocates for legislative policies which will affirmatively further fair housing (AFFH) and offers technical assistance to jurisdictional staff on AFFH matters.

Proposed Use of Funds:

The requested funding will be spent on program operating expenses, which will enable FHANC to offer comprehensive fair housing services to low-income clients. The proposed services include complaint intake, referrals, testing, advocacy, intervention, and enforcement. The requested funding will also support four different staff members that are responsible for overseeing the program.

Fair Housing Project Type:

- Provides education about fair housing laws;
- Provides investigative testing and auditing;
- Advocates for tenants who may be targets of discrimination;
- Enforcement of fair housing laws.

Amount Requested: \$130,000

Funding Source Requested: Community Development Block Grant (CDBG)

THRESHOLD CRITERIA

Does the applicant demonstrate capacity to effectively deliver the proposed project?

FHANC has demonstrated adequate organizational capacity to deliver the proposed project. The applicant has managed a variety of federal, state, and local funding, including multiple CDBG grant awards. FHANC also collaborates with other local organizations, such as Disability Services and Legal Center and Legal Aid of Sonoma County, to help improve service delivery and overall service offerings. The agency has a fair housing counseling and testing program that has been operational for over forty years across Sonoma, Solano, and Marin counties, working with community-based organizations, public housing authorities, and other partners to deliver fair housing education and enforcement.

Does the project Affirmatively Further Fair Housing?

CDBG recipients are required to comply with the requirements of the Fair Housing Act (FHA) and to Affirmatively Further Fair Housing. The proposed project supports HUD's AFFH rule by providing fair housing services to reduce discrimination against protected classes, educating landlords and tenants on fair housing laws, and advocating for legislative policies.

FHANC offers complaint intake, referral services, testing, advocacy, intervention, enforcement, and affirmatively furthers fair housing by:

- Serving clients alleging fair housing concerns, referring to staff attorneys or bilingual housing counselors for advice and/or representation, and assisting tenants with disabilities who need reasonable accommodations. FHANC conducts testing as part of their investigation into allegations of discrimination whenever possible.
- Referring legitimate fair housing complaints to the Department of Housing and Urban Development (HUD) or the Department of Fair Employment and Housing (DFEH) when necessary, often while representing the client throughout the complaint process. HUD and DFEH investigators are not necessarily attorneys; ensuring that clients have legal representation during the administrative process helps to achieve a higher level of advocacy. This higher level of advocacy will ultimately allow clients to better understand the strengths/weaknesses of their case in order to reach the best settlement possible.
- Addressing systemic discrimination through testing and other investigative efforts, filing complaints when testing uncovers evidence of discrimination, resulting in positive policy changes and fewer barriers to housing opportunity.
- Serving protected classes under federal, state, and local fair housing laws, and partnering with community organizations for an integrated referral system. FHANC's attorneys and bilingual housing counselors work to keep people housed, and they also help clients in transition, assisting them with housing needs such as termination notices and reasonable accommodation requests.
- Offering services in English and Spanish and distributing literature in both languages through local service agencies such as Disability Services and Legal Center, Latino Services Project, Catholic Charities, and others, as well as through community meetings and forums.

- Providing fair housing education to private and public housing providers, tenants, social service organizations, government offices, and elected officials.

SELECTION CRITERIA

Does the applicant describe methods it will use to raise awareness of Fair Housing issues in Sonoma County including technical training for housing industry representatives and organizations, education and outreach activities geared to the public, and advocacy campaigns?

FHANC's stated mission is to "ensure equal housing opportunity and to educate the community on the value of diversity in our neighborhoods". The applicant offers technical training to housing providers, including public housing authorities, CDBG/HOME recipients, and entitlement jurisdictions. The agency also provides trainings, upon request, to other government and non-government groups. The applicant is also involved in tenant advocacy on relevant fair housing issues at the local and state level. The applicant states that they will continue to provide related advocacy and support on local and statewide fair housing issues.

Does the applicant describe strategies to provide outreach and education for residents most vulnerable to housing discrimination?

The applicant states that they conduct outreach by contacting other community-based organizations in the area, through literature distribution and social media marketing, and by attending community events to provide fair housing education. FHANC also conducts outreach and education to individual protected classes by phone, letters, emails, brochures and literature, website postings, English and Spanish-language newspaper or social media campaigns, poster distribution, and community presentations. Their literature is published in English and Spanish, and some literature can be translated into additional languages. They indicate that their website is updated regularly and contains pages in Spanish and Vietnamese, featuring relevant links to other fair housing resources.

As for educational seminars, FHANC provides fair housing presentations in English and Spanish to other community-based organizations; they offer assistance to tenant groups and staff at community services agencies to provide education regarding fair housing protections for all protected classes; they hold an annual "Reasonable Accommodations Conference", which is attended by housing providers, advocates, and people with disabilities; and they also participate in housing clinics with other agencies to educate the greater public.

Does the applicant describe their efforts to collaborate with other organizations and project jurisdictions to effectively deliver Fair Housing services?

The applicant has received CDBG funding from the City of Santa Rosa since 2016 and they work closely with the city's housing authority. The agency also collaborates with Legal Aid of Sonoma County (LASC) to provide countywide services – they operate on a referral basis and work together on specific cases when needed. FHANC also meets with LASC staff regularly to discuss housing policy efforts and to support one another's policy campaigns on the local and state level.

Additionally, FHANC partners with Disability Services & Legal Center to assist residents with reasonable accommodation requests. The agency also works with Petaluma People Services Center (PPSC) on a referral basis, which gives clients greater access to services. PPSC staff regularly attend fair housing advocacy meetings hosted by FHANC.

Federal regulations require that 51% of participants be low income. Does the applicant describe the method that will be used to verify income eligibility and track other required demographic and quantitative data?

The applicant states that, whenever a new client (or returning client) contacts their agency, an intake coordinator screens the client and collects information, including current address. This information is added to the organization's Salesforce database. To ensure that CDBG dollars are only used to benefit persons in the Urban County, staff run quarterly reports from the Salesforce database to determine which cases are eligible for CDBG funding - clients are filtered via their address in the Urban County. Staff also collect documentation to support each client's case, including leases, violation notices, and other documents that can help to confirm the client's address.

As for income verification, FHANC's standard intake protocol is as follows:

- The intake counselor asks all clients to disclose their household's income (monthly or annual), as well as the income source (e.g. employment, retirement, social security, disability benefits) when determining the client's fair housing needs.
- The client's income is documented in their database program. Approximately 90% or more of their clients are below 80% AMI. At the intake stage, FHANC currently asks clients to self-certify their income and demographic information. However, prior to noting demographic or income information, intake staff explain that services are available to all clients, regardless of income. This explanation removes any incentive for clients to mis-represent their income.
- Following intake, if the client's income level is otherwise unknown, a FHANC attorney or housing counselor can require the client to provide adequate documentation (e.g. pay stubs or receipt of benefits).
- All clients are required to sign a retainer agreement stating that their cooperation with document requests is required in order to receive representation from FHANC attorneys. The database tracks demographics, income, and other information. The demographic and income classifications are aligned with HUD's classifications for race, ethnicity, and income. The database also tracks the source of the documentation that was used to verify income: self-certification, third party, or primary source.

Does the project/activity support the goals of the Five-Year Consolidated Plan?

Yes, the proposed project supports the following funding priority: 1) promoting effective and proven strategies for homelessness prevention and intervention countywide. FHANC provides fair housing services to low-income people at no cost, and these services help to prevent housing displacement that can occur as a result of discrimination, illegal evictions, and other fair housing violations.

	Proposed number to be served by project in upcoming Fiscal Year	Current number served as of the filing of this application (if project is currently in operation)	Number served by project last Fiscal Year
	July 1, 2024 – June 30, 2025	July 1, 2023 to Current Date	July 1, 2022 - June 30, 2023
Number of households served	160	94	198
Number of persons served	300	180	375

List the estimated percentage of the target population served in each of the income categories below:

Household Income	List the total estimated percentage of the households served in each of the income categories below	Considering only Urban County residents, list the estimated percentage of households served in each of the income categories below
Extremely Low (Below 30% AMI)	48%	61%
Very Low (Between 31% - 50% AMI)	20%	15%
Low (Between 51% -80% AMI)	26%	15%
Moderate (Over 80% AMI)	6%	9%

If there are substantial changes to the past, current, or proposed number of households to be served, does the applicant provide an explanation for the changes?

The applicant notes that the projected number of households served has increased based on a higher need for services in the current fiscal year. The applicant further notes that funding sources related to COVID-19 are closing, which has led to a decrease in resources while there has been an increase in the need for fair housing services throughout the region.

FUNDING POLICIES

Does the project address one of the following funding priorities?

- 1) Creating or preserving affordable housing,
- 2) Building infrastructure or public facilities that support creation or preservation of affordable housing,
- 3) Building infrastructure or public facilities that support low-income communities,
- 4) Promoting effective and proven strategies for homelessness prevention and intervention county-wide that align with Continuum of Care Strategic Plan goals,
- 5) Emphasizing self-sufficiency of agencies and or life skills for beneficiaries?

The project supports the preservation of affordable housing in the Urban County by assisting lower income households with fair housing services. The proposed services allow clients to either remain in their homes or, depending on the circumstances, improve their housing situation. Housing stabilization is an affordable option for low-income households that can help prevent housing disruption. The task of finding an affordable rental elsewhere presents a more substantial burden, whereas these services preserve existing affordable housing. Additionally, by addressing systemic housing discrimination practices, landlords become educated on fair housing laws and may be more likely to abide by them.

If the applicant is requesting CDBG funds, identify at least one National Objective that this project meets as required under CDBG regulations (24 CFR 570.208):

Yes, this project meets the Low/Moderate Income Limited Clientele National Objective. The project focuses on the most vulnerable populations such as persons with disabilities, persons of color, and families with children that are of lower income. CDBG funds must be spent only on direct services to income-documented households, and at least 51% of beneficiaries must reside in the Urban County with an income at or below 80% of the area median income (AMI).

PROJECT BUDGET

Total Organization Budget	\$2,277,176
Total program budget	\$419,444
Percent of program to organization budget	18.4%
Percent of CDBG request to program budget	30.9%
Unduplicated number proposed to be served with program	300
Program cost per person	\$1,398.14

Describe the long-term financial sustainability of the proposed project AND the applicant organization.

Applicant states that the project will be supported with private donations along with local government, state, and federal funding. The organization will solicit grant funding from multiple sources while also conducting donor campaigns.

Additional Information: Applicant has received funding from the Community Development Commission in the past, and they continue to support a healthy, collaborative relationship with the Community Development Commission (CDC).

Consequences of Partial or No Funding: If the applicant is awarded less funding than requested, it may lead to one of two outcomes: less money would be dedicated to outreach which would mean less clientele, or FHANC would offer more limited services.

Staff Recommendation: Due to the limited amount available for fair housing services under the CDBG program, staff recommends partial funding of the request at a total of \$100,000.

Preliminary Condition(s) of Approval

Allocated funding will be a grant a loan

1. A NEPA environmental review must be completed before applicant can be offered a Funding Agreement. The Sonoma County Community Development Commission staff will prepare the NEPA.
2. CDBG funding awarded must be used for eligible expenses during the fiscal year of July 1, 2024 and no later than May 1, 2025. Specific terms will be included in a Funding Agreement, and no costs can be incurred prior to a fully executed funding agreement.
3. To ensure compliance with file setup, preparation of reimbursement requests, reporting of outcomes, and timely spend-down of funds, applicant must attend a technical assistance session provided by CDC staff after a funding agreement is executed.

Attachment A: Link to Funding Applications - <https://share.sonoma-county.org/link/LY4CRw3rX-U/>

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
FAIR HOUSING SERVICES STAFF REPORT

Applicant Name: Legal Aid of Sonoma County (LASC)

Project Name: Housing Justice Program (HJP)

PROJECT DESCRIPTION

Applicant-Provided Summary Description from Submitted Application:

HJP provides legal services to tenants most vulnerable to discriminatory practices, including seniors and monolingual Spanish speakers, in Urban County zones. We help tenants at our offices, and at designated outreach sites across the county, including home visits. HJP provides legal education, negotiations with landlords, preparation of pleadings, and in court representation. HJP assists with eviction defense, reasonable accommodation protections, fair housing issues, Section 8 terminations, habitability, retaliation, relocation, and discrimination issues.

Without legal assistance, tenants facing harassment, discrimination or eviction risk becoming homeless. HJP keeps tenants housed or negotiates extra time for tenants and saves tenants costs they can use toward relocation. HJP combats uninhabitable conditions and unlawful evictions. HJP helps Section 8 tenants preserve their benefits, ensuring these vulnerable tenants retain their housing.

Proposed Use of Funds:

Ninety percent of the requested funding will support personnel, including one full-time staff attorney that will be assigned to the program, a supervising attorney, program manager, and a variety of other case management and front office staff. The remaining 10% of the funding will be used to cover eligible operational costs associated with the proposed project.

Fair Housing Project Type:

- Provides education about fair housing laws;
- Advocates for tenants who may be targets of discrimination;
- Legal services for eviction protection.

Amount Requested: \$255,956

Funding Source Requested: Community Development Block Grant (CDBG)

Does the project Affirmatively Further Fair Housing?

This project serves vulnerable populations, many of which are also protected classes - these include people of color, seniors, and people with disabilities. Project participants will have the opportunity to learn about their housing rights, and they will have access to full legal representation, further empowering clients so that they are able to better understand and enforce their fair housing rights. Project staff will also assist with cases against property owners who violate fair housing laws, thereby helping to reduce discrimination. Additionally, many of Legal Aid's eviction defense cases involve requests for reasonable accommodations under the Americans with Disabilities Act. As described, this project affirmatively furthers fair housing.

SELECTION CRITERIA

Does the applicant describe methods it will use to raise awareness of Fair Housing issues in Sonoma County including technical training for housing industry representatives and organizations, education and outreach activities geared to the public, and advocacy campaigns?

Legal Aid uses advertising to raise awareness of fair housing issues. All tenant complaints filed in a court of law are updated to reflect Legal Aid's contact information. The County, district offices, and other public entities regularly refer clients to LASC. The agency also distributes housing flyers and brochures at organizations throughout the County, including the Family Justice Center (FJC), Kaiser Permanente, county offices, and other non-profits. LASC also participates in numerous coalitions and collaboratives, including the FJC, the Santa Rosa tenants' union, the Elder Justice Coalition, and more – the organization also leverages these partnerships to help market their services. Finally, LASC hosts a website that advertises their services, and there is a separate webpage devoted exclusively to tenants.

Legal Aid does not provide trainings to the housing industry or others on the topic of "fair housing". However, they do provide trainings about housing rights to the public, including tenant groups, non-profit groups, and legislative/government staff. This training covers a large range of topics including tenant rights in the eviction process, rights to repairs, and relocation, rights in Section 8 cases.

Does the applicant describe strategies to provide outreach and education for residents most vulnerable to housing discrimination?

The applicant states that, during the year of 2023, the proposed program provided educational outreach to over 1,100 tenants at 59 events. Legal Aid started their outreach program in 2015 and they have increased the percentage of rural and isolated tenants they serve by over 100%. Legal Aid provides services to vulnerable populations that are most susceptible to eviction and discrimination, including elders, people with disabilities, Spanish speakers, and those who are geographically isolated; they also work with other community-based organizations to increase access to services. Additionally, the applicant provides onsite trainings for their staff and meets with clients at their offices - they also offer presentations to client groups and other fair housing organizations. The organization provides direct client services to over 2,500 low-income people each year.

Does the applicant describe their efforts to collaborate with other organizations and project jurisdictions to effectively deliver Fair Housing services?

The applicant partners with various community organizations such as Petaluma People Services Center and Catholic Charities. Additionally, Legal Aid collaborates with Fair Housing Advocates of Northern California on shared cases and regional policy advocacy. This project is designed to coordinate tenant protection efforts throughout Sonoma County while inviting continued collaboration from other community partners.

Federal regulations require that 51% of participants be low income. Does the applicant describe the method that will be used to verify income eligibility and track other required demographic and quantitative data?

Legal Aid of Sonoma County only serves Sonoma County residents. All participants are asked to document their income status upon entering the program. Once the client has been income-qualified, they are asked to provide proof of income to confirm whether the client is eligible for services or not. If they are accepted as a client, Legal Aid creates a case for them and enters their demographic information, including city of residence and income level, in their database. If a client has been screened over the phone, and later comes into the office to sign court paperwork, that same client must present supporting documentation to verify residency and income as a condition of participation; a copy of this information is then stored within the client's file. Acceptable proof of income documentation includes: copies of an Electronic Benefits Transfer card, recent paystubs, a letter describing benefits, a signed statement by the individual attesting to spousal and/or child support for the potential client, three (3) months of bank statements, or a copy of a recent tax return.

Does the project/activity support the goals of the Five-Year Consolidated Plan?

Yes, the proposed project supports the following funding priority: 1) promoting effective and proven strategies for homelessness prevention and intervention countywide that align with Continuum of Care Strategic Plan goals. LASC provides legal representation to low-income clients at zero cost, and these services prevent illegal evictions which can lead to housing displacement and increased risk of homelessness.

	Proposed number to be served by project in upcoming Fiscal Year	Current number served as of the filing of this application (if project is currently in operation)	Number served by project last Fiscal Year
	July 1, 2024 – June 30, 2025	July 1, 2023 to Current Date	July 1, 2022 - June 30, 2023
Number of households served	200	78	260
Number of persons served	350	137	487

List the estimated percentage of the target population served in each of the income categories below:

Household Income	List the total estimated percentage of the households served in each of the income categories below	Considering only Urban County residents, list the estimated percentage of households served in each of the income categories below
Extremely Low (Below 30% AMI)	48%	40%
Very Low (Between 31% - 50% AMI)	30%	35%
Low (Between 51% -80% AMI)	22%	25%
Moderate (Over 80% AMI)	0%	0%

If there are substantial changes to the past, current, or proposed number of households to be served, does the applicant provide an explanation for the changes?

Applicant notes organizational staff have become more skilled, leading to a higher level of support for clients. Even though there is a notable decrease in the number of clients served, LASC states they are providing a higher quality of service for the clients that are going to be served. The agency was able to serve a higher number of clients last fiscal year due to the availability of Community Development Block Grant-Coronavirus (CDBG-CV) funding, but this source of funds will be expended by next fiscal year.

FUNDING POLICIES

Does the project address one of the following funding priorities?

- 1) Creating or preserving affordable housing,**
- 2) Building infrastructure or public facilities that support creation or preservation of affordable housing,**
- 3) Building infrastructure or public facilities that support low-income communities,**
- 4) Promoting effective and proven strategies for homelessness prevention and intervention county-wide that align with Continuum of Care Strategic Plan goals,**
- 5) Emphasizing self-sufficiency of agencies and or life skills for beneficiaries?**

The project supports the preservation of affordable housing in the Urban County by providing legal representation to low-income clients facing eviction or fair housing discrimination. These services help clients remain in their homes, and in some cases, clients may even be able to improve their housing situation. The proposed services help to foster housing stabilization, which prevents housing disruption and lowers the risk of homelessness for clients served. These services preserve housing for lower income households while addressing a critical need for legal representation among low-income people within Sonoma County.

If the applicant is requesting CDBG funds, identify at least one National Objective that this project meets as required under CDBG regulations (24 CFR 570.208):

Yes, the application indicates that 100% of the clients served by this program are low-income and therefore, this project meets the Low/Moderate Income Limited Clientele National Objective. HUD recipients are required to comply with the requirements of the Fair Housing Act (FHA) and to adhere to the affirmatively further fair housing (AFFH) rule. The proposed project supports HUD’s AFFH rule by providing public services that reduce discrimination to protected classes.

PROJECT BUDGET

Total Organization Budget	\$4,863,512
Total program budget	\$863,745
Percent of program to organization budget	17.75%
Percent of CDBG request of program budget	\$29.6%
Unduplicated number proposed to be served with program	350
Program cost per household	\$2,467.84

Describe the long-term financial sustainability of the proposed project AND the applicant organization.

For the project, applicant will continue to apply for funding through the Community Development Commission (CDC). The project will also leverage funds from the State Bar of California along with private donations. The organization will retain financial backing through fundraising, State Bar funding, and monies from the public and private sector.

Additional Information:

Committee members have expressed concern at the high cost per person associated with this program. However, given the expensive nature of legal services, the cost per person associated with this program is reasonable.

Consequences of Partial or No Funding:

Applicant notes that other COVID-related funding sources will be closing this year, and the organization is facing potential staffing or service cuts. Without the requested CDBG funding, Urban County recipients will be reduced by at least 50%.

Staff Recommendation:

Staff recommends partial funding of the request, totaling \$155,956 in CDBG funds.

Preliminary Condition(s) of Approval

Allocated funding will be a grant a loan

1. A NEPA environmental review must be completed before applicant can be offered a Funding Agreement. The Sonoma County Community Development Commission staff will prepare the NEPA.
2. CDBG funding awarded must be used for eligible expenses during the fiscal year of July 1, 2024 and no later than May 1, 2025. Specific terms will be included in a Funding Agreement, and no costs can be incurred prior to a fully executed funding agreement
3. To ensure compliance with file set-up, preparation of reimbursement requests, reporting of outcomes, and timely spend-down of funds, Applicant must attend a technical assistance session provided by CDC staff after a funding agreement is executed.

Attachment A: Link to Funding Applications - <https://share.sonoma-county.org/link/LY4CRw3rX-U/>

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
NON-HOUSING CAPITAL PROJECTS STAFF REPORT

Applicant Name: City of Cloverdale

Project Name: Cloverdale Scout Hut Americans with Disabilities Act (ADA) Improvements

Project Type: Non-Housing Capital Project

Project Description:

Applicant-Provided Summary Description from Submitted Application:

“The project will eliminate barriers to accessibility for disabled persons in Cloverdale by implementing ADA improvements to Cloverdale’s 2nd Street City Park Scout Hut. The Scout Hut serves the community with meetings and classes space for youth, sports and community clubs throughout the year. The project area is located within HUD-qualified Census tracts with up to 17.5% disabled community members and serves the surrounding area of HUD-qualified Census tracts with substantial (30.5-61.1%) disabled community members. The Scout Hut lacks disabled access to building entry, as well as to inside facilities. Improvements will remove external building accessibility barriers by installing an ADA-compliant sidewalk, ramp, landing, and exterior doors, as well as remove internal accessibility barriers by installing ADA-compliant doors, windows, and bathroom and kitchen facilities improvements.”

Amount Requested: \$250,000

Type of Funds Requested: CDBG

Proposed Use of Funds:

The funds will support the planning, design, and implementation of the ADA barrier removal improvements at the Cloverdale Scout Hut.

SELECTION CRITERIA

Does the applicant have adequate provisions for long-term maintenance and operations?

Long term routine maintenance and operation of the project will be part of the City of Cloverdale’s general park and facilities maintenance program.

Please describe the documented and verifiable need for the project above and beyond existing facilities.

The applicant states that the Scout Hut is the only available recreational community building for the City and surrounding areas. The proposed Scout Hut improvements will provide much needed access to many disabled youth and adults in the community. Nearby census groups experience poverty levels as high as 25% to 45%. Census group median incomes in the park area range mostly from \$12,000 to \$40,000 (extremely low income) per year or \$60,000 to \$80,000 (very low income) per year. With the substantial percentages of disabled community

members (30.5-61.1%) in the surrounding area, the project will provide important access to community events that many disabled community members are currently unable to participate in.

Will the project be expected to have a significant impact on the identified problem and result in one or more measurable indicator?

The Scout Hut is the only available recreational community building for the City and surrounding areas and is used regularly throughout the year by the regional community, youth, and sports groups, including Girl Scouts, Boy Scouts, 4H Harvest Club, and by the Cloverdale Youth Soccer League for board meetings, referee trainings, and league meetings. Clients served by the Scout Hut improvements will include community members, including many youth from the surrounding neighborhoods. The project will provide important access to community events that are currently inaccessible.

Does the project demonstrate advanced readiness via (a) entitlements; (b) financing commitments; (c) building permits, (d) environmental review?

If awarded funding the applicant states the required federal environmental review will be completed by February 2025. The park is zoned for Public Institutional (P-I) land use. If awarded funding a building permit will be obtained prior to construction.

THRESHOLD CRITERIA

Does the applicant demonstrate capacity to effectively deliver the proposed project?

The City of Cloverdale has a history of successful management of similar projects using federal, state, and local funds. As a small city, grants are essential to the city's ability to continue to address the needs of its residents. The city has staff well-experienced in managing grant funds of all sorts, including federal CDBG grants.

Is the project consistent with the General Plan of the jurisdiction in which it is located? (This can be found in the Required Document section)

Yes, the project is consistent with the City's General Plan and meets several of Cloverdale's policies and goals.

Does the project Affirmatively Further Fair Housing?

Improving the accessibility of local parks to provide greater access to disabled persons that live in the area supports affirmatively furthering fair housing.

FUNDING POLICIES

Does the project meet at least one National Objective as required under CDBG regulations (24 CFR 570.208)?

This proposed project (removal of architectural barriers to mobility for elderly persons and severely disabled persons) meets the low- and moderate-income limited clientele-presumed beneficiary national objective of the CDBG program. The project area is located within HUD-qualified Census tracts (1542.01 & 1542.02) with substantial severely disabled (30.5-61.1%) community members, 75% of the population are low- and moderate-income within the census tract.

Does the proposed project or activity meet the eligibility requirements of the CDBG Funding Policies? If no, please explain.

Yes, this project meets the eligibility requirements of the CDBG policies as it proposes to remove architectural barriers that will exclusively benefit clientele that are presumed to be principally low and moderate income, including elderly and severely disabled persons.

Does the project address one of the following funding priorities?

- 1) **Creating or preserving affordable housing,**
- 2) **Building infrastructure or public facilities that support creation or preservation of affordable housing,**
- 3) **Building infrastructure or public facilities that support low-income communities,**
- 4) **Promoting effective and proven strategies for homelessness prevention and intervention county-wide that align with Continuum of Care Strategic Plan goals,**
- 5) **Emphasizing self-sufficiency of agencies and or life skills for beneficiaries?**

Yes, this project addresses building infrastructure or public facilities that support low-income communities.

ESTIMATED PREDEVELOPMENT AND CONSTRUCTION FINANCING

Funding Source	Amount	Commitment Status
City of Cloverdale In kind	\$52,135	Committed
CDBG	\$250,000	Not committed
TOTAL	\$302,135	

Does the project demonstrate existing support from the jurisdiction in which it is located via letters of support, funding commitments, etc.?

The Cloverdale City Council has approved this as a priority project.

Self-Sustaining Financial Viability:

Not applicable, this project is on city owned property.

Additional Information:

None.

Consequences of Partial or No Funding:

The project can proceed if phased or if given partial funding. If partially funded, the project can be broken into phases with exterior access to building and doors, windows and bathroom improvements prioritized.

Staff Recommendation:

Staff recommends full funding for this request in the amount of \$250,000.

Preliminary Condition(s) of Approval

Allocated funding will be a grant a loan

1. CDBG funds will be used to reimburse eligible engineering, design, construction, and project management costs only.
2. A NEPA environmental review must be completed before applicant can be offered a Funding Agreement. Evidence that sufficient funds for this purpose are available from another source to pay for this work must be provided.
3. CDBG funding can be used to pay for ADA improvements only; specifically, the removal of pre-existing architectural barriers. CDBG funds may not be used for construction of new ADA-compliant facilities or improvements.
4. The use of CDBG funds will require the entire construction contract to comply with federal requirements for contract documents, contracting and labor standards. The general contractor and subcontractors performing the work are subject to Davis Bacon Prevailing Wages and must pay federal Davis Bacon prevailing wages for all contract activities.
5. Funds for all public facilities and improvements projects must be expended within 18 months of the date on which the Funding Agreement is offered for execution.

Attachment A: Link to Funding Applications - <https://share.sonoma-county.org/link/LY4CRw3rX-U/>

HOME AMERICAN RESCUE PLAN (HOME-ARP)
PUBLIC SERVICES STAFF REPORT

Applicant Name: City of Rohnert Park

Project Name: Rohnert Park-People Services Center (aka Health and Human Services Hub)

Project Description:

Applicant-Provided Summary Description from Submitted Application:

“The City of Rohnert Park is establishing the city’s first ever “Rohnert Park People Services Center” a drop-in center that will provide health and human services at no cost. There is currently no such drop-in service center in the Rohnert Park and Cotati area, requiring low-income community members to travel to Santa Rosa or Petaluma for services. The Center will be located in city-owned offices next to the city’s Senior Center at 6800 Hunter Drive. The Center will be open to the public during established hours and will benefit low-income individuals and families, including those who are homeless, at-risk of homelessness, fleeing domestic violence, and veterans.”

Amount Requested: \$160,000

Type of Funding Requested: HOME American Rescue Plan Act (HOME-ARP)

Public Services Project Type: Homeless Services, Rapid Re-Housing, Supportive Services

Proposed Use of Funds: Salaries for two full-time service navigators and partial salary of a manager overseeing the program.

	Proposed number to be served by project in upcoming Fiscal Year	Current number served as of the filing of this application (if project is currently in operation)	Number served by project last Fiscal Year
	July 1, 2024 – June 30, 2025	July 1, 2023 to Current Date	July 1, 2022 - June 30, 2023
Number of households served	355	N/A – new program	N/A – new program
Number of households with children	150		
Number of households comprised of unaccompanied	30		

youth under 25 years old			
Number of adults in households served	175		
Number of children in households served	300		

List the estimated percentage of the target population served in each of the income categories below:

Household Income	List the total estimated percentage of the households served in each of the income categories below	<u>Considering only Urban County residents</u> , list the estimated percentage of households served in each of the income categories below
Extremely Low (Below 30% AMI)	20%	20%
Very Low (Between 31% - 50% AMI)	25%	25%
Low (Between 51% -80% AMI)	50%	50%
Moderate (Over 80% AMI)	5%	5%

If there are substantial changes to the past, current, or proposed number of households to be served, does the applicant provide an explanation for the changes?

This is a brand new program and therefore, there is no data to report for past years.

Federal regulations require that 51% of participants are located within the Urban County of Sonoma (excluding the cities of Petaluma and Santa Rosa). Does the applicant describe the method that will be used to verify income eligibility and track other required demographic and quantitative data?

The application does not describe the method that will be used to ensure eligibility compliance of program participants, however, the City residents are a part of the Urban County. The services will be available to residents outside of the city limits. To ensure compliance with program requirements, a preliminary condition has been imposed requiring the applicant to provide a draft of their in-take form to the CDC for review and approval before a funding agreement is executed. CDC staff will review the form to ensure that all information needed is obtained to determine eligibility before services are rendered to the prospective participant.

SELECTION CRITERIA

How do the proposed outcomes of the project/activity align with the goals of the Five-Year Consolidated Plan?

The goals of the 2020-2025 Consolidated Plan identify Affordable Housing, addressing Homelessness, and Non-Housing Community Development as the high priority needs in the Urban County. The applicant notes “homeless prevention and housing retention” as the primary outcome of the project as well as “increased access to health benefits” as a secondary outcome. Both of these outcome identifiers support the goal of addressing Homelessness by keeping persons housed and by providing access to mental health services that could maintain housing stability to a household, which could otherwise become homeless if they do not receive services.

Does the applicant describe the primary outcome/s of the activity?

Yes, the application indicates that the navigation center will be located in a central location in the City, Sections A and B, that are considered lower income residential areas. The project site is located in census tract 151305 and based on HUD’s census information, the estimated number of low-income households (up to 80% AMI) exceeds the number moderate income households (up to 120% AMI). This area is comprised of a large rental population and is more dense than other areas in the City, thereby providing access to services in a location where the need is also located. Persons will be able to seek a variety of services at the navigation center, including but not limited to, senior advisory services, homeless prevention assistance, financial education, services to the homeless, and those experiencing domestic violence.

Does the applicant demonstrate capacity to effectively deliver the proposed project? Does the applicant have experience providing the proposed services?

Yes, the City currently manages different types of grants, including other governmental grant programs. City staff has experience administering grants, including homelessness related grants, and the City also works as a funder by awarding up to \$100,000 a year to programs and services.

The City plans to partner with Petaluma People Services to implement the services at the navigation center. The application indicates that this non-profit organization already works with the City on other homelessness programs and has in depth experience in these types of services.

HOME-ARP REQUIREMENTS

If HOME-ARP funds are being requested in this proposal, the proposed activity must meet the eligibility requirements for the HOME-ARP program (see below).

Does the proposed activity serve all four qualifying populations named in Notice CPD21-10? These populations include:

- Persons or households experience or fleeing domestic violence, human trafficking, or stalking
- Homeless persons or households
- Persons or households **at risk** of homelessness as defined in Section IV(A)(2) of the HUD HOME-ARP Notice: CPD 21-10
- Other populations at risk of becoming homeless as defined in Section IV(A)(4) of the HUD HOME-ARP Notice: CPD 21-10

Notice CPD 21-10 can be accessed here: <https://www.hud.gov/sites/dfiles/OCHCO/>

The application indicates that a menu of services will be provided to the public and the four populations. The homeless will be connected to needed services, whether shelter or supportive services. Households at risk of becoming homeless and other vulnerable populations will be referred to services that provide temporary rental assistance, financial education, and other services designed to maintain housing stability. Victims of domestic abuse, stalking, and or trafficking will be referred to counseling, housing, and appropriate medical services.

Does the applicant describe how data and other information will be used as a self-evaluation tool as an outcome measurement?

Yes, the City, through its service provider partner, plans to conduct surveys that will be followed up at regular intervals. The application indicates that overtime, these surveys will be used to improve the quality of services offered as wells as deduce how the services provided have impacted the lives of clients. The navigation center is planned to open this year and being a pilot program, the City expects that improvements to services offered will be needed.

For Homeless Services applicants, does the activity require participation in Coordinated Entry? If yes, provide an overview of the organization's ability, knowledge, and potential challenges related to participation in Coordinated Entry.

The application indicates that the navigation center will act as an access point to Coordinated Entry eligible participants. Additionally, the City currently funds Catholic Charities Homeless Outreach Services Team (HOST). The team members of HOST conduct mobile homeless outreach throughout the City and enrolls those experiencing homelessness in Coordinated Entry. The City plans to explore offering this service at the navigation center as well.

FUNDING POLICIES (Funding Goals and Objectives):

Does the project address one of the following funding priorities?

- 1) Creating or preserving affordable housing,
- 2) Building infrastructure or public facilities that support creation or preservation of affordable housing,
- 3) Building infrastructure or public facilities that support low-income communities,

4) Promoting effective and proven strategies for homelessness prevention and intervention county-wide that align with Continuum of Care Strategic Plan goals,

5) Emphasizing self-sufficiency of agencies and or life skills for beneficiaries?

Yes, the supportive services offered in the navigation center will connect persons and or households to needed services, such as fiscal education and rental assistance as well as to mental health services, all which assist in preventing homelessness, which is one of the three goals of the Strategic Plan. Additionally, funding supportive services in a navigation center, which acts as a one-stop shop for persons seeking assistance, directly supports the second goal in the strategic plan, which is to strengthen supportive services. City residents will no longer need to travel to Petaluma or Santa Rosa to seek assistance.

THRESHOLD CRITERIA

Does the proposed project or activity meet the eligibility requirements of the program funding source requested? (If not, provide the specific reason)

Yes, the proposed activity and proposed use of funds meet the eligibility requirements of the HOME-ARP program.

Does the project Affirmatively Further Fair Housing?

While the proposed activity is not housing related, as proposed the activity supports the principles of Affirmatively Furthering Fair Housing by providing services to those populations who cannot access them due to financial, geographical, or other type of barrier. The activity will provide lower income households the opportunity to access services that could improve their lives and potentially lead them toward self-sufficiency and breaking the patterns of poverty.

PROJECT BUDGET

Total Organization Budget (city budget)	\$ 139,900,000
Total program budget	\$ 350,000
Total Funds Requested	\$160,000
Percent of program budget to organization budget	.25%
Percent of funds requested to program budget	45%
Unduplicated number of persons and households proposed to be served with program	175 adults, 355 households
Program cost per person/household	\$160,000/175= \$914; \$160,000/355= \$450

ONLY APPLICABLE TO ESG APPLICATIONS: Does the applicant identify non-federal funding sources that will be used to meet the ESG match requirement?

Not applicable as this request is for HOME-ARP funds.

Describe the long-term financial sustainability of the proposed project AND the applicant organization.

The City has an annual budget of almost \$140 million of which approximately \$54.5 million are in general fund dollars. The supportive services within the navigation center are expected to begin in the summer of 2024 and the first year will be a pilot year for the City. The application indicates that as the first anniversary approaches, the City may continue to fund the center and or services and will also seek other funding sources appropriately.

ADDITIONAL INFORMATION:

The services offered in the navigation center will be available for free to all residents, regardless of whether they live in the City of Rohnert Park or not, however, the applicant anticipates that most clients to be City residents. Clients in the 80% AMI income level would not be eligible under the HOME-ARP program.

CONSEQUENCES OF NO OR PARTIAL FUNDING:

The application indicates that if no funding is awarded, the City will have to delay the opening of the navigation center and offering the supportive services until additional funding is secured. However, if partial funding is provided, the City anticipates to reduce the hours of operation of the navigation center and thereby accordingly reduce the number of persons and or households served.

STAFF RECOMMENDATION:

As proposed, the activity and applicant are eligible for HOME-ARP funds. These services will be new to the City and be located in an area of need in the City, thereby facilitating easy access to those who need them. Residents of the City will no longer need to travel to Santa Rosa or Petaluma to seek assistance. Staff recommends funding the full request of \$160,000.

Preliminary Condition(s) of Approval

Allocated funding will be a grant a loan

1. A NEPA environmental review must be completed before applicant can be offered a Funding Agreement. The Sonoma County Community Development CDC staff will prepare the NEPA.
2. HOME-ARP funding awarded must be used for eligible expenses during the first 10 months of fiscal year of July 1, 2024-June 30, 2025. Specific terms will be included in a Funding Agreement, and no costs can be incurred prior to a fully executed funding agreement.

3. Prior to execution of a funding agreement, the Subrecipient shall provide the CDC for review and approval a copy of the in-take forms or such type of form that will be used to determine eligibility of program participants.
4. Subrecipient understands that HOME-ARP funds must only be used to serve the four qualifying populations: homeless, at-risk of becoming homeless, victims or persons fleeing domestic violence, human trafficking, and or stalking, as well as other vulnerable at-risk of becoming homeless populations.
5. Clients in the 80% AMI income level are not eligible under the HOME-ARP program regulations.

Attachment A: Link to Funding Applications - <https://share.sonoma-county.org/link/LY4CRw3rX-U/>

LOW- AND MODERATE- INCOME HOUSING ASSET FUND

PUBLIC SERVICES STAFF REPORT

Applicant Name: Scopa Has a Dream (Doing Business As: Corazon Healdsburg)

Project Name: Family Resource Center

PROJECT DESCRIPTION

Applicant-Provided Summary Description from Submitted Application:

Corazón Healdsburg’s Family Resource Center (FRC) annually addresses the needs of over 500 extremely low-income, largely Latino (95%) families from across Northern Sonoma County through a range of bilingual, culturally responsive services and opportunities. Housing advocacy and assistance are major components of FRC’s work. Staff work with the City Manager and Housing Director to create processes ensuring equitable access for Spanish-speakers to affordable housing and housing services. FRC provides computers, educational workshops, translation and moral support to clients navigating housing applications or interacting with landlords about safety issues; rental assistance to prevent homelessness; and linkages to support rapid rehousing.

Funding Sources Requested: Low-Moderate Income Housing Asset Fund (LMIHAF)

Amount Requested: \$50,000

Public Services Project Type: Homeless Prevention, Homeless Services, Rapid Rehousing

Proposed Use of Funds: The requested funding will support direct financial assistance to clients, and it will also support the salaries of a Family Resource Center manager and two family advocates. Applicant further states that the funding will be used to provide computers, educational workshops, and other client support.

	Proposed number to be served by project in upcoming Fiscal Year	Current number served as of the filing of this application (if project is currently in operation)	Number served by project last Fiscal Year
	July 1, 2024 – June 30, 2025	July 1, 2023 to Current Date	July 1, 2022 - June 30, 2023
Number of households served	160	50	149
Number of persons served	280	170	114

List the estimated percentage of the target population served in each of the income categories below:

Household Income	List the total estimated percentage of the households served in each of the income categories below	Considering only Urban County residents, list the estimated percentage of households served in each of the income categories below
Extremely Low (Below 30% AMI)	100%	100%
Very Low (Between 31% - 50% AMI)	0%	0%
Low (Between 51% -80% AMI)	0%	0%
Moderate (Over 80% AMI)	0%	0%

If there are substantial changes to the past, current, or proposed number of households to be served, does the applicant provide an explanation for the changes?

There are no substantial changes.

Federal regulations require that 51% of participants are located within the Urban County of Sonoma (excluding the cities of Petaluma and Santa Rosa). Does the applicant describe the method that will be used to verify income eligibility and track other required demographic and quantitative data?

The applicant is requesting LMIHAF funding, so the 51% requirement does not apply, and therefore, the program can serve clients in and outside of the Urban County.

SELECTION CRITERIA

How do the proposed outcomes of the project/activity align with the goals of the Five-Year Consolidated Plan?

Corazon provides educational outreach, housing assistance, case management, and other services to low-income clients, the majority of which are Latino. The proposed outcomes of the project include homelessness prevention, housing retention and increased access to health benefits. These proposed outcomes meet multiple goals as outlined in the Five-Year Consolidated Plan: 1) promote effective and proven strategies for homelessness prevention and intervention countywide, 2) Promote the well-being and economic integration of lower income persons.

Does the applicant describe the primary outcome/s of the activity?

Yes, the primary outcomes of the activity include homelessness prevention, housing retention, and increased access to health benefits. Corazon plans to achieve the proposed outcomes through a range of bilingual, culturally informed services, with the ultimate goal of placing clients in permanent housing while also increasing overall well-being through access to healthcare and other services.

Does the applicant demonstrate capacity to effectively deliver the proposed project? Does the applicant have experience providing the proposed services?

Corazon has experience with managing a variety of funding sources, and most of their funding is from private foundations. Applicant has worked with the City of Healdsburg and other local government to administer grant funding in the past, and they also received federal funding during the height of the COVID pandemic. Corazon has been providing these services for over ten years.

Does the applicant describe how data and other information will be used as a self-evaluation tool as an outcome measurement?

Data is collected from clients during the intake/exit process and throughout case management. This data is used by the case management and leadership teams to help improve service offerings based on the needs of the clients served. Client assessments are the only source of programmatic data noted within the application.

For Homeless Services applicants, does the activity require participation in Coordinated Entry? If yes, provide an overview of the organization's ability, knowledge, and potential challenges related to participation in Coordinated Entry.

Yes, the organization participates in Coordinated Entry and will continue to do so.

FUNDING POLICIES (Funding Goals and Objectives):

Does the project address one of the following funding priorities?

- 1) Creating or preserving affordable housing,**
- 2) Building infrastructure or public facilities that support creation or preservation of affordable housing,**
- 3) Building infrastructure or public facilities that support low-income communities,**
- 4) Promoting effective and proven strategies for homelessness prevention and intervention county-wide that align with Continuum of Care Strategic Plan goals,**
- 5) Emphasizing self-sufficiency of agencies and or life skills for beneficiaries?**

This project meets the following funding priority: 1) emphasizing self-sufficiency of agencies and or life skills for beneficiaries. Corazon Healdsburg provides wraparound services for low-income residents within Sonoma County, with a primary focus on the Latino population, to aid in permanent housing placements while improving clients' overall wellbeing.

THRESHOLD CRITERIA

Does the proposed project or activity meet the eligibility requirements of the program funding source requested? (If not, provide the specific reason)

No, the program does not meet the eligibility requirements of the funding source requested. Applicant's proposed use of funds includes educational workshops, technology, and other non-eligible expenses that do not qualify as homeless prevention. While the ultimate goal of the proposed activity is related to homeless prevention, there are still multiple aspects of the project that are not applicable to this funding.

Does the project Affirmatively Further Fair Housing?

Yes, this project affirmatively furthers fair housing because it provides services to low-income clients. The applicant also noted that 95% of their clientele is Latino. The Fair Housing Act prohibits discrimination on the basis of race or national origin, and this project supports that provision of the legislation while also providing fair housing education and resources to a historically underserved population.

PROJECT BUDGET

Total Organization Budget	\$1,815,482.16
Total program budget	\$541,619.62
Percent of program budget to organization budget	28.3%
Percent of funds requested to program budget	9.2%
Unduplicated number proposed to be served with program	280
Program cost per person/household	\$1,934.35

ONLY APPLICABLE TO ESG APPLICATIONS: Does the applicant identify non-federal funding sources that will be used to meet the ESG match requirement?

Applicant is not requesting ESG funding, so the match requirement does not apply.

Describe the long-term financial sustainability of the proposed project AND the applicant organization.

Applicant states that the project has received a large amount of support from private donors and other foundations, and the organization will continue to apply for this kind of funding. Applicant states that the organization maintains a variety of capital, primarily cultivated through private and individual donations. Additionally, Corazon is in the process of hiring a new Development Executive to aid the organization in pursuing all eligible funding opportunities. Applicant notes that this executive will be responsible for the “financial health” of the organization.

Additional Information:

Applicant states that there is no leverage for this project except for the general operating fund held by the organization.

Consequences of No Funding:

Applicant did not provide a detailed answer for this question but did note that rental assistance is a growing need amongst their clientele, especially since the COVID-19 pandemic.

Staff Recommendation:

Staff does not recommend funding this activity at this time because the proposal includes some ineligible expenses that cannot be paid with the requested funding source.

Attachment A: Link to Funding Applications - <https://share.sonoma-county.org/link/LY4CRw3rX-U/>

EMERGENCY SOLUTIONS GRANT (ESG)
PUBLIC SERVICES STAFF REPORT

Applicant Name: Homeless Action Sonoma (HAS)

Project Name: Home and Safe Center (HASC)

Project Description:

Applicant-Provided Summary Description from Submitted Application:

HAS, through its HASC in the Springs, will provide 1)street outreach to 82 unhoused individuals in Sonoma Valley, with the goal of moving everyone into safe temporary housing; 2)temporary housing at HASC for 20 unhoused individuals; 3)wraparound case management in health, finance, and housing for at least 82 unhoused individuals; and 4)Coordinated Entry, ensuring all clients can access all housing resources in Sonoma County and that HASC housing information and services is current in Coordinated Entry/HMIS. All services rendered by HAS and myriad program partners follow Housing First best practices. All program participant information will be entered into HMIS. This grant will enable us to expand our Case Managers from 4 to 7.

Amount Requested: \$137,280

Type of Funds Requested: ESG

Public Services Project Type: Emergency Shelter, Homeless Services, and Street Outreach/Day Center

Proposed Use of Funds: Funds will be used to fund three (new) full time case managers: \$22/hour, 2080 hours annually for a total of \$45,670 each.

	<u>Proposed</u> number to be served by project in upcoming Fiscal Year	Current number served as of the filing of this application (if project is currently in operation)	Number served by project last Fiscal Year
	July 1, 2024 – June 30, 2025	July 1, 2023 to Current Date	July 1, 2022 - June 30, 2023
Number of households served	84	92	56
Number of households with children	2	0	2
Number of households comprised of	2	0	0

unaccompanied youth under 25 years old			
Number of adults in households served	80	92	51
Number of children in households served	2	0	5

List the estimated percentage of the target population served in each of the income categories below:

Household Income	List the total estimated percentage of the households served in each of the income categories below	<u>Considering only Urban County residents</u>, list the estimated percentage of households served in each of the income categories below
Extremely Low (Below 30% AMI)	88%	88%
Very Low (Between 31% - 50% AMI)	12%	12%
Low (Between 51% -80% AMI)	0%	0%
Moderate (Over 80% AMI)	0%	0%

If there are substantial changes to the past, current, or proposed number of households to be served, does the applicant provide an explanation for the changes?

While there is a sharp increase in this Fiscal Year (FY) serving of households, narrative does not include explanation as to why households have almost doubled with only 7 months into this FY.

Federal regulations require that 51% of participants are located within the Urban County of Sonoma (excluding the cities of Petaluma and Santa Rosa). Does the applicant describe the method that will be used to verify income eligibility and track other required demographic and quantitative data?

Project is located in the Sonoma Valley area – urban county. The City of Sonoma is also considered Urban County, so per numbers reported above, 100% of clients are urban county residents. Applicant notes that they are competitive as they are the only homeless shelter serving unhouse individuals in Sonoma, Glen Ellen, Kenwood, the Springs, and other surrounding area.

SELECTION CRITERIA

How do the proposed outcomes of the project/activity align with the goals of the Five-Year Consolidated Plan?

Yes, serving the unhoused in Sonoma County via Coordinated Entry, Housing First methodology, and placement in temporary or permanent housing.

Does the applicant describe the primary outcome/s of the activity?

The first Outcome Identifier for this program is outreach, day centers, or coordinated entry placement in temporary or permanent housing. This will be done via three different programs: Street Outreach, Emergency Shelter, and wrap around case management.

The second Outcome Identifier for this program is Increased access to health benefits. The Street Outreach program is used to distribute food, water, Personal Protective Equipment (PPE), hygiene packs, garbage bags, Narcan, fentanyl test strips, and Covid-19 tests. A nurse practitioner will also accompany Street Outreach Staff to offer wound care, medical advice, and navigating the healthcare system. HAS also works with community partners: Sonoma Valley Hospital, Sonoma Valley Community Health Center, Hanna Center, local dentists, dieticians for nutrition assistance, Pets Lifeline, Micah's Angels.

Does the applicant demonstrate capacity to effectively deliver the proposed project? Does the applicant have experience providing the proposed services?

Agency has been working in Sonoma Valley for over three years offering the Street Outreach assistance. Since inception, agency has placed unhoused individuals in housing, provided 177 individuals with wrap around case management, and conducted Street Outreach using Housing First and other proven methodologies. In 2022, agency purchased a property to house the HASC which includes 20 temporary housing units. Since July 2023, HASC has provided 25 people housing, offered case management to 92 individuals, and moved 27 individuals into housing.

Since the inception, agency has worked to provide increased access to health care services. The partners (mentioned above) provide assistance such as: health services, including mental and behavioral health; connection to health care benefits such as Medi-Cal; dental work, mindfulness and yoga workshops, nutrition assistance, and veterinary care.

In 2023, HAS operated the only warming center in Sonoma Valley.

Does the applicant describe how data and other information will be used as a self-evaluation tool as an outcome measurement?

The application regularly references program statistics including:

- household ethnicity served

- tracking of program participants (by program)

In addition, application notes that agency will develop comprehensive work plan to contextualize objectives and collaborate towards shared goals. The work plan will define short term goals with measurable outcomes to evaluate success as well as identify obstacles and provide proactive solutions.

Agency notes monthly assessments of programs via a Plan, Do, Study, and Act model. In addition to the monthly assessment, they rely on noted program objectives above and collect regular data to ensure they are meeting set metrics.

Agency also relies on participant evaluation of programs by utilizing daily encounter tracking sheets, enrollment and exit interviews, observational data, and meeting with the HASC Residents Council.

For Homeless Services applicants, does the activity require participation in Coordinated Entry? If yes, provide an overview of the organization's ability, knowledge, and potential challenges related to participation in Coordinated Entry.

Agency has participated in Coordinated Entry since the inception to assist in connecting individuals with housing. HASC is an access point for Coordinated Entry and all staff members are trained by HomeFirst. Applicant notes that majority of clients served do not want to relocate outside of Sonoma Valley through Coordinated Entry.

FUNDING POLICIES (Funding Goals and Objectives):

Does the project address one of the following funding priorities?

- 1) Creating or preserving affordable housing,**
- 2) Building infrastructure or public facilities that support creation or preservation of affordable housing,**
- 3) Building infrastructure or public facilities that support low-income communities,**
- 4) Promoting effective and proven strategies for homelessness prevention and intervention county-wide that align with Continuum of Care Strategic Plan goals,**

Applicant notes that HASC will provide non-congregate housing for at least 20 individuals aligning with Housing First. HASC also provides healthcare support to clients with onsite programs that include: nurse, counseling/therapy, medication management.

The street outreach team provides interventions and support to individuals living in encampments or on the streets.

5) Emphasizing self-sufficiency of agencies and or life skills for beneficiaries?

HASC enrolls clients in public benefits and offer employment services and job training.

THRESHOLD CRITERIA

Does the proposed project or activity meet the eligibility requirements of the program funding source requested? (If not, provide the specific reason)

Due to the tiny homes, we cannot fund the emergency shelter for HASC. The Case Management, which is the full financial request, seems to umbrella over the three programs: street outreach, emergency shelter, and day center.

Does the project Affirmatively Further Fair Housing?

While the proposed activity is not housing related, as proposed the activity supports the principles of Affirmatively Furthering Fair Housing by providing services to those populations who cannot access services due to financial, geographical, or other type of barrier. The activity will provide lower income households the opportunity to access services that could improve their lives and potentially lead them toward self-sufficiency and breaking the patterns of poverty.

PROJECT BUDGET

Total Organization Budget	\$849,700	
Total Program Budget	\$855,129	100.1%
Percent of program budget to organization budget	16%	
Percent of funds requested to program budget	100%	
Unduplicated number proposed to be served with program	84 households	
Program cost per person/household	\$1,560	

Project budget information is unclear via application and submitted documents.

ONLY APPLICABLE TO ESG APPLICATIONS: Does the applicant identify non-federal funding sources that will be used to meet the ESG match requirement?

While it is not entirely clear per the submitted documents, revenue notes an additional \$553,004 for the program budget.

Describe the long-term financial sustainability of the proposed project AND the applicant organization.

Applicant notes that they have an ongoing fund development program to: seek secure relationships with donors; research federal grant opportunities and continue to raise funds through fundraising events, individual donors, annual appeal. Applicant notes that HASC employs and pays fair wages to people with lived experience.

Additional Information:

Application notes that agency has had trouble with administering program grants, specifically with the model of reimbursement funding. They also mention difficulty with reporting requirements. The project is designed to both support the emergency shelter and street outreach program. Due to the nature of the emergency shelter (tiny homes) we cannot fund that program. Case management is an eligible activity under Street Outreach.

Applicant was funded for the first time with federal funds in the Mid-Year 2022/2023 Notice of Funding Availability (NOFA) and received additional funding in the 2023/2024 NOFA. Applicant has consistently faced challenges in on time submittal for quarterly reports and for reimbursement requests.

Consequences of No Funding:

Applicant notes that lack of funding would lead to fewer staff and contractors which would decrease number of clients served. Applicant also notes that number served is commensurate with amount awarded: 20% less funding would equal 16 less clients served.

Staff Recommendation:

Staff does not recommend funding for this project. Per the budgets submitted, the project budget is unclear and does not adequately demonstrate financial need. Applicant did not sufficiently demonstrate how the funded case managers would serve the two qualifying services of street outreach and day center, without servicing the emergency shelter. Staff has concern because this funding cannot support the emergency shelter at HASC. The Community Development Commission has historically funded this project \$375,000.

Attachment A: Link to Funding Applications - <https://share.sonoma-county.org/link/LY4CRw3rX-U/>

LOW-MODERATE INCOME HOUSING ASSET FUND
PUBLIC SERVICES STAFF REPORT

Applicant Name: Housing and Economic Rights Advocates (HERA)

Project Name: Homelessness Prevention Sonoma County

Project Description:

Applicant-Provided Summary Description from Submitted Application:

“Housing and Economic Rights Advocates proposes to prevent homelessness of eligible Sonoma County residents through eviction prevention work with tenants to address abuses that force them into eviction. Abuses include but are not limited to harassment, illegal rent increases, illegal eviction notices, habitability problems, roommate problems, and unlawful utility charges. In addition to direct legal services, we will provide free tenants’ rights workshops to Sonoma County residents. We will not provide fair housing or financial stability services under this grant if funded.”

Amount Requested: \$20,000

Type of Funds Requested: LMIHAF

Public Services Project Type: Homelessness Prevention

Proposed Use of Funds:

The applicant states that if funded, the requested funds would be used to pay HERA’s staff attorneys including one HERA Senior Attorney to provide direct services to eligible residents and to supervise staff attorneys on the project.

	<u>Proposed</u> number to be served by project in upcoming Fiscal Year	Current number served as of the filing of this application (if project is currently in operation)	Number served by project last Fiscal Year
	July 1, 2024 – June 30, 2025	July 1, 2023 to Current Date	July 1, 2022 - June 30, 2023
Number of <u>households</u> served	30		
Number of <u>persons</u> served	30		

List the estimated percentage of the target population served in each of the income categories below:

Household Income	List the total estimated percentage of the households served in each of the income categories below	<u>Considering only Urban County residents</u> , list the estimated percentage of households served in each of the income categories below
Extremely Low (Below 30% AMI)	65%	33%
Very Low (Between 31% - 50% AMI)	20%	11%
Low (Between 51% -80% AMI)	14%	8%
Moderate (Over 80% AMI)	1%	1%

If there are substantial changes to the past, current, or proposed number of households to be served, does the applicant provide an explanation for the changes?

No, there are no changes.

Federal regulations require that 51% of participants are located within the Urban County of Sonoma (excluding the cities of Petaluma and Santa Rosa). Does the applicant describe the method that will be used to verify income eligibility and track other required demographic and quantitative data?

The applicant will request income and address verification from clients. Typically, they will use tax returns, pay stubs, and lease agreements to verify income and addresses.

SELECTION CRITERIA

How do the proposed outcomes of the project/activity align with the goals of the Five-Year Consolidated Plan?

HERA’s work perfectly fits in with the county’s strategic goal of strengthening supportive services. With funding from Sonoma County, HERA will be able to increase their capacity to help tenants and homeless residents of the county. This funding will enable HERA to expand services in Sonoma County and increase the number of people they can serve, thereby increasing the number of people in the county that can maintain stable housing.

Does the applicant describe the primary outcome/s of the activity?

The applicant states they will help Sonoma County tenants maintain housing stability and prevent homelessness by providing direct advocacy services on pre-eviction concerns, like landlord-tenant disputes, illegal rent increases, and habitability concerns.

Does the applicant demonstrate capacity to effectively deliver the proposed project? Does the applicant have experience providing the proposed services?

Yes, the applicant has obtained and administered federal, state, and local funding from several cities located in the Bay Area for over 10 years. The application states that they are experienced in providing a range of pre-eviction support for tenants, including illegal rent increases, habitability problems, harassment, failures to reasonably accommodate tenants' disabilities and more.

Does the applicant describe how data and other information will be used as a self-evaluation tool as an outcome measurement?

HERA uses feedback forms from previous cases as an evaluation tool. Hera also uses data to determine what are the greatest needs of their clients, and where the greatest need is located.

For Homeless Services applicants, does the activity require participation in Coordinated Entry? If yes, provide an overview of the organization's ability, knowledge, and potential challenges related to participation in Coordinated Entry.

This program would not require participation in Coordinated Entry.

FUNDING POLICIES (Funding Goals and Objectives):

Does the project address one of the following funding priorities?

- 1) Creating or preserving affordable housing,
- 2) Building infrastructure or public facilities that support creation or preservation of affordable housing,
- 3) Building infrastructure or public facilities that support low-income communities,
- 4) Promoting effective and proven strategies for homelessness prevention and intervention county-wide that align with Continuum of Care Strategic Plan goals,
- 5) Emphasizing self-sufficiency of agencies and or life skills for beneficiaries?

Yes, the program will emphasize self-sufficiency and life skills for beneficiaries.

THRESHOLD CRITERIA

Does the proposed project or activity meet the eligibility requirements of the program funding source requested? (If not, provide the specific reason)

The project description does not meet the Homelessness Prevention eligibility requirements as it appears to be more of a Fair Housing type program.

Does the project Affirmatively Further Fair Housing?

Yes, by addressing a broad range of abuses that tenants face that can force them from their home long before a formal eviction (unlawful detainer) is filed in court.

PROJECT BUDGET

Total Organization Budget	\$3,475,310	
Total program budget	\$31,373	%
Percent of program budget to organization budget	1%	
Percent of funds requested to program budget	64%	
Unduplicated number proposed to be served with program	30	
Program cost per person/household	1,045.77	

Describe the long-term financial sustainability of the proposed project AND the applicant organization.

HERA will continue to need to raise funds to support the project as they are providing our legal services for free to eligible residents. The applicant did not answer how their organization will continue to be financially self-sustaining in the future.

Additional Information:

The amount requested varies in the application and supporting documentation, due to this it is unclear the exact amount that is being requested. Although the applicant states that they will not provide fair housing services the services described by the applicant are already provided by other agencies in the area.

Consequences of No Funding:

The amount requested makes up 64% of the program budget, if there were no funding it is likely the project will not proceed in our area. If less funding is received the project can be scaled down to assist fewer individuals.

Staff Recommendation:

Staff is not recommending funding for this project. With the limited amount of funding available, these services are already being provided by other agencies.

Attachment A: Link to Funding Applications - <https://share.sonoma-county.org/link/LY4CRw3rX-U/>

LOW- AND MODERATE- INCOME HOUSING ASSET FUND

PUBLIC SERVICES STAFF REPORT

Applicant Name: Reach for Home

Project Name: Rapid Rehousing

Project Description:

Applicant-Provided Summary Description from Submitted Application:

Our Rapid Rehousing program provides support to vulnerable individuals in the county as identified by Coordinated Entry. This includes homeless individuals and families. Our program helps participants identify and overcome barriers that prevent them from retaining housing and provides short term rental assistance. Participants are assigned a case manager who works with them to identify ways to increase and/or stabilize their income. In addition, participants have on demand access to our Licensed Clinical Social Worker to provide weekly therapy sessions as needed. We also provide support that is needed to interrupt the cycle of homelessness caused by trauma, substance abuse and lack of mental health services.

Funding Sources Requested: LMIHAF

Amount Requested: \$50,000

Public Services Project Type: Rapid Rehousing

Proposed Use of Funds:

\$22,050 in direct assistance for households

\$22,050 for salaries and benefits: Case Manager

\$5,900 indirect costs

	Proposed number to be served by project in upcoming Fiscal Year	Current number served as of the filing of this application (if project is currently in operation)	Number served by project last Fiscal Year
	July 1, 2024 – June 30, 2025	July 1, 2023 to Current Date	July 1, 2022 - June 30, 2023
Number of households served	4		
Number of households with children	2		

Number of households comprised of unaccompanied youth under 25 years old	0		
Number of adults in households served	4		
Number of children in households served	2		

List the estimated percentage of the target population served in each of the income categories below:

Household Income	List the total estimated percentage of the households served in each of the income categories below	<u>Considering only Urban County residents</u> , list the estimated percentage of households served in each of the income categories below
Extremely Low (Below 30% AMI)	70.00%	0.00%
Very Low (Between 31% - 50% AMI)	30.00%	0.00%
Low (Between 51% -80% AMI)	0.00%	0.00%
Moderate (Over 80% AMI)	0.00%	0.00%

If there are substantial changes to the past, current, or proposed number of households to be served, does the applicant provide an explanation for the changes?

The applicant notes no substantial changes to past, current, or proposed number of households.

Federal regulations require that 51% of participants are located within the Urban County of Sonoma (excluding the cities of Petaluma and Santa Rosa). Does the applicant describe the method that will be used to verify income eligibility and track other required demographic and quantitative data?

The applicant is applying for LMIHAF which is not restricted to the 51% threshold requirement.

SELECTION CRITERIA

How do the proposed outcomes of the project/activity align with the goals of the Five-Year Consolidated Plan?

Yes, Rapid Rehousing is a part of the goals of the five-year consolidated plan.

Does the applicant describe the primary outcome/s of the activity?

Yes, the primary outcome identifiers include: coordinated entry to decrease length of homeless episodes; permanent supportive housing; homeless prevention and housing retention. The applicant intends to continue working with Coordinated Entry to meet the identified outcomes.

The secondary outcome identifier is increased income from benefits and or employment. The applicant details that the Independent Action Plan will assess participant's income and barrier to create or increase income. Case managers also connect clients with employment training and job link. The applicant partners with Hansel Auto Group for additional resume and job training support. Case managers utilize local job fairs and help participants with employment applications.

Does the applicant demonstrate capacity to effectively deliver the proposed project? Does the applicant have experience providing the proposed services?

The applicant notes that weekly case reviews include a client centered approach, monthly data pulls, and quarterly reports to track proposed outcomes for different grants. The applicant has experience connecting program participants with benefits such as Cal-Fresh, social security, and disability.

Does the applicant describe how data and other information will be used as a self-evaluation tool as an outcome measurement?

The applicant notes that the team has weekly case reviews that are client centered; monthly Homeless Management Information System (HMIS) data pulls; and quarterly reports. HMIS data informs staff on the status of individual action plan, and staff can track and maintain financial assistance of each household. The data can help case managers adjust what services need to stay housed. The data allows staff to discover gaps in services to decrease the number of individuals becoming homeless after exiting the program.

For Homeless Services applicants, does the activity require participation in Coordinated Entry? If yes, provide an overview of the organization's ability, knowledge, and potential challenges related to participation in Coordinated Entry.

The applicant notes that Reach for Home will work with Coordinated Entry to accept referrals into the project. Clients will then be assigned a case manager and work on creating an Independent Action Plan, rental applications, and continued support once client is housed to maintain stability and retain their housing.

FUNDING POLICIES (Funding Goals and Objectives):

Does the project address one of the following funding priorities?

- 1) Creating or preserving affordable housing,**
- 2) Building infrastructure or public facilities that support creation or preservation of affordable housing,**
- 3) Building infrastructure or public facilities that support low-income communities,**
- 4) Promoting effective and proven strategies for homelessness prevention and intervention county-wide that align with Continuum of Care Strategic Plan goals,**

The Rapid Rehousing program directly serves individuals experiencing homelessness and works to identify barrier to find and retain housing. Applicant notes that adding case management and mental health services further strengthens the system of care.

5) Emphasizing self-sufficiency of agencies and or life skills for beneficiaries?

The program includes focus on increasing income through both employment and benefits. Applicant works with community partners to ensure job readiness through training and application/resume assistance.

THRESHOLD CRITERIA

Does the proposed project or activity meet the eligibility requirements of the program funding source requested? (If not, provide the specific reason)

Yes, the breakdown of funding requested for this program meets the eligibility requirements of a Rapid Rehousing program.

Does the project Affirmatively Further Fair Housing?

The proposed the activity supports the principles of Affirmatively Furthering Fair Housing by providing services to those populations who cannot access services due to financial, geographical, or other type of barrier. The activity will provide lower income households the opportunity to access services that could improve their lives and potentially lead them toward self-sufficiency and breaking the patterns of poverty.

PROJECT BUDGET

Total Organization Budget	\$1,345,068	
Total program budget	\$50,000	4%
Percent of program budget to organization budget	4%	
Percent of funds requested to program budget	100%	

Unduplicated number proposed to be served with program	6	
Program cost per person/household	\$8,333	

ONLY APPLICABLE TO ESG APPLICATIONS: Does the applicant identify non-federal funding sources that will be used to meet the ESG match requirement?

Not applicable.

Describe the long-term financial sustainability of the proposed project AND the applicant organization.

The Development Director and CEO will continue to seek private and government funding to support this program. In addition, applicant has hired a Director of Development two years ago to work on building a reserve fund for the organization’s longevity. Organization is currently at 50% of their goal to have a three-month operating reserve.

Additional Information:

Applicant notes that Reach for Home’s team is composed of 85% Black Indigenous People of Color (BIPOC), 60% of staff are bilingual, and 90% of staff is bicultural.

Consequences of No Funding:

Applicant notes that if the funding received is lower than the request, they are able to adjust the amount in direct client assistance based on the actual award amount.

Staff Recommendation:

Staff does not recommend funding at this time due to lack of historic information in application and highly competitive nature of this fund source. In addition, this program does not note any leveraged financial resources.

Attachment A: Link to Funding Applications - <https://share.sonoma-county.org/link/LY4CRw3rX-U/>

EMERGENCY SOLUTIONS GRANT (ESG)
PUBLIC SERVICES STAFF REPORT

Applicant Name: Sonoma Applied Village Services (SAVS)

Project Name: Sonoma Valley Outreach

Project Description

Applicant-Provided Summary Description from Submitted Application:

“This project will bring an additional full-time housing-focused Outreach Case Manager to Sonoma Valley. They will work with TAY and other homeless people for HMIS entry, documentation, benefit coordination, income improvement and other steps toward housing. Their first task will be to build a relationship with local providers, Homeless Action Sonoma, and SOS (Sonoma Overnight Support). SOS does not have the capacity to do intensive case management and, as is true for every homeless agency in Sonoma County, Homeless Action Sonoma is slammed with people who need help finding a home. Their introductions to clients will streamline our work as we can skip some of the time-consuming work of trust building and quickly move toward housing.”

Funding Sources Requested: ESG

Amount Requested: \$62,068

Public Services Project Type: Street Outreach

Proposed Use Of Funds:

The applicant proposed the use of funds to support a full-time case manager and a portion of an engagement field worker as well as outreach operating expenses.

	<u>Proposed</u> number to be served by project in upcoming Fiscal Year	Current number served as of the filing of this application (if project is currently in operation)	Number served by project last Fiscal Year
	July 1, 2024 – June 30, 2025	July 1, 2023, to Current Date	July 1, 2022 - June 30, 2023
Number of <u>households</u> served	40		
Number of <u>persons</u> served	42		

List the estimated percentage of the target population served in each of the income categories below:

Household Income	List the total estimated percentage of the households served in each of the income categories below	<u>Considering only Urban County residents</u>, list the estimated percentage of households served in each of the income categories below
Extremely Low (Below 30% AMI)	100%	100%
Very Low (Between 31% - 50% AMI)		
Low (Between 51% -80% AMI)		
Moderate (Over 80% AMI)		

If there are substantial changes to the past, current, or proposed number of households to be served, does the applicant provide an explanation for the changes?

These numbers only reflect planned outreach work in the Sonoma Valley. They do not give statistics for the entire Outreach Program.

Federal regulations require that 51% of participants are located within the Urban County of Sonoma (excluding the cities of Petaluma and Santa Rosa). Does the applicant describe the method that will be used to verify income eligibility and track other required demographic and quantitative data?

The applicants outreach team keeps case notes on every client and reviews them regularly the program’s physical location will cover the Sonoma Valley, incorporated and unincorporated areas. Outreach staff have developed the skills of housing-focused outreach. This includes documentation, Homeless Management Information System (HMIS) and Coordinated Entry data entry.

SELECTION CRITERIA

How do the proposed outcomes of the project/activity align with the goals of the Five-Year Consolidated Plan?

This project reflects the Sonoma County 5 Year Strategic Plan to Prevent and End Homelessness in its strengthening of supportive services and operating as one coordinated system. In particular, stakeholders called for a more consistent and coordinated approach toward addressing encampments of homeless individuals. The plan calls for the homeless system of care to develop, expand, and coordinate Interventions to support those living on the street, in encampments, strengthening street outreach and support. This project will bring SOS clients into the Coordinated Entry and HMIS system if that has not already done. It provides 1 case manager, dedicated to the service of transitional-aged youth (TAY) and other homeless people, into the East County system of homeless care.

Does the applicant describe the primary outcome/s of the activity?

The applicant states they will work with homeless individuals in the Sonoma Valley. In the first year, their outreach case manager will guide approximately 40 individuals through the steps toward permanent housing. Whether stabilizing health, finding lost documentation, increasing income, or by other means - each will show significant progress toward placement in temporary or permanent housing.

Does the applicant demonstrate capacity to effectively deliver the proposed project? Does the applicant have experience providing the proposed services?

Yes. The SAVS outreach program has worked for three and a half years to serve homeless people in face-to-face interactions. The SAVS programs have benefited from Sonoma County funding streams since 2020. They have never had a problem administering the grants and have steadily increased their funding and capacity to administer grant funds.

Does the applicant describe how data and other information will be used as a self-evaluation tool as an outcome measurement?

Yes, the outreach team keeps case notes on every client and reviews them regularly. They use HMIS to track outcomes and they track the less obvious results such as social contacts, willingness to engage, a drop in drug or alcohol use, care for self and surroundings. This data tracks staff success and allows the managers to train and support staff members.

For Homeless Services applicants, does the activity require participation in Coordinated Entry? If yes, provide an overview of the organization's ability, knowledge, and potential challenges related to participation in Coordinated Entry.

Yes, the applicant states that they have the capacity to bring all of their clients into Coordinated Entry at the same time that they enter them into the HMIS system. Staff attend case management meetings and meetings for any areas where they operate. They expect to work with Department of Health Services staff and other outreach workers and managers who attend these meetings to help implement these standards throughout the homeless system of care in 2024.

FUNDING POLICIES (Funding Goals and Objectives):

Does the project address one of the following funding priorities?

- 1) Creating or preserving affordable housing,**
- 2) Building infrastructure or public facilities that support creation or preservation of affordable housing,**
- 3) Building infrastructure or public facilities that support low-income communities,**
- 4) Promoting effective and proven strategies for homelessness prevention and intervention county-wide that align with Continuum of Care Strategic Plan goals,**

5) Emphasizing self-sufficiency of agencies and or life skills for beneficiaries?

Yes, the project promotes effective and proven strategies for homelessness prevention and intervention county-wide that align with Continuum of Care Strategic Plan goals as well as emphasizing self-sufficiency and life skills for beneficiaries.

THRESHOLD CRITERIA

Does the proposed project or activity meet the eligibility requirements of the program funding source requested? (If not, provide the specific reason)

Yes, the proposed costs are eligible under federal ESG regulations. Eligible costs include the case management, operating costs to provide street outreach, and certain supplies. Proposed outreach operations include cost of running outreach vehicles; winter warmth gear and supplies; food and serving supplies; program supplies; and storage.

Does the project Affirmatively Further Fair Housing?

This is not applicable as this is a street outreach project.

PROJECT BUDGET

Total Organization Budget	\$2,520,338
Total program budget	\$62,068
Percent of program budget to organization budget	4%
Percent of funds requested to program budget	100%
Unduplicated number proposed to be served with program	40
Program cost per person/household	\$1,551.70

ONLY APPLICABLE TO ESG APPLICATIONS: Does the applicant identify non-federal funding sources that will be used to meet the ESG match requirement?

The applicant states in the application that they are requesting 100% of the project budget, but also states the match requirement will be met by Individual donors and community foundations, and other county funding streams.

Describe the long-term financial sustainability of the proposed project AND the applicant organization.

The applicant states that once they begin to have tangible results, they believe this project can be funded with foundation and community-based grants. They indicate that they will continue

to be financially sustainable with heart and hard work, they will take their successes to individual donors, foundations, and government for funding in the future. We are considering sharing some of our administrative management with other agencies.

Additional Information:

This program is an expansion of the geographic are of the Fiscal Year (FY) 2023-2024 outreach program, the agency is asking for less funding than the previous year for this particular program. It appears that the applicants FY 2024-2025 program budget includes all street outreach programs but does not indicate which other outreach programs are included in the budget and the funding source of each program. The Sonoma Valley Outreach program needs to have a match per ESG regulations, and this appears to be the only funding source for this program.

SAVS currently has three active funding agreements for projects with the Community Development Commission (CDC) in FY 2023-2024. SAVS is consistently late in submitting quarterly reports for all three funded projects.

Consequences Of No Funding:

The applicant does not indicate a consequence of not receiving funding but does indicate that with less funding the program would serve less people but seek other funding to make up the difference.

Staff Recommendation:

Staff are unable to recommend funding for this application. Applicant did not sufficiently address the budget funding sources and HMIS match.

Attachment A: Link to Funding Applications - <https://share.sonoma-county.org/link/LY4CRw3rX-U/>

EMERGENCY SOLUTIONS GRANT (ESG)
PUBLIC SERVICES STAFF REPORT

Applicant Name: Sonoma Applied Village Services (SAVS)

Project Name: Water Protection Outreach Program

Project Description:

Applicant-Provided Summary Description from Submitted Application:

“SAVS will collaborate with the Russian Riverkeeper to provide housing-focused outreach & case management to approximately 140 homeless people living along the Russian River and Mark West Creek. The Russian Riverkeeper brought these folks into Coordinated Entry but does not have the capacity to help them move forward into housing. SAVS does. SAVS will build on the Riverkeeper relationships to compress the time-consuming work of trust building. Our contract with Riverkeeper provides us with a part-time Field Engagement Worker to locate people, introduce SAVS, and support healthy camps while waiting for a home. Our staff member will take it from there with HMIS entries, housing-ready documentation, benefit & income improvement and more.”

Funding Sources Requested: ESG

Amount Requested: \$81,318

Public Services Project Type: Street Outreach

Proposed Use of Funds:

The applicant proposed the use of funds to support a full-time case manager and a portion of an engagement field worker as well as outreach operating expenses.

	<u>Proposed</u> number to be served by project in upcoming Fiscal Year	Current number served as of the filing of this application (if project is currently in operation)	Number served by project last Fiscal Year
	July 1, 2024 – June 30, 2025	July 1, 2023, to Current Date	July 1, 2022 - June 30, 2023
Number of <u>households</u> served	140		
Number of <u>persons</u> served	152		

List the estimated percentage of the target population served in each of the income categories below:

Household Income	List the total estimated percentage of the households served in each of the income categories below	<u>Considering only Urban County residents</u>, list the estimated percentage of households served in each of the income categories below
Extremely Low (Below 30% AMI)	100%	100%
Very Low (Between 31% - 50% AMI)		
Low (Between 51% -80% AMI)		
Moderate (Over 80% AMI)		

If there are substantial changes to the past, current, or proposed number of households to be served, does the applicant provide an explanation for the changes?

These numbers only reflect the applicants planned outreach work in the Russian River and Mark West Creek area. They do not give the totals for the entire outreach program.

Federal regulations require that 51% of participants are located within the Urban County of Sonoma (excluding the cities of Petaluma and Santa Rosa). Does the applicant describe the method that will be used to verify income eligibility and track other required demographic and quantitative data?

The applicants outreach team keeps case notes on every client and reviews them regularly the program’s physical location will cover the Russian River, Mark West Creek - West and North County, incorporated and unincorporated areas. Outreach staff have developed the skills of housing-focused outreach. This includes documentation, Homeless Management Information System (HMIS) and Coordinated Entry data entry.

SELECTION CRITERIA

How do the proposed outcomes of the project/activity align with the goals of the Five-Year Consolidated Plan?

This project reflects the Sonoma County 5 Year Strategic Plan to Prevent and End Homelessness in its strengthening of supportive services and operating as one coordinated system. In particular, stakeholders called for a more consistent and coordinated approach toward addressing encampments of homeless individuals. In particular, the plan calls for the homeless system of care to develop, expand, and coordinate Interventions to support those living on the street, in encampments, strengthening street outreach and support. This project brings another agency, The Russian Riverkeeper, into the HMIS system. It also provides 1.5 case managers dedicated to efficiency and coordination into the West and North County system of homeless care.

Does the applicant describe the primary outcome/s of the activity?

Yes, the applicants primary focus will be to work with 140 homeless individuals already identified by Russian Riverkeeper. In the first year, this outreach team will guide approximately 70 individuals through the steps toward permanent housing. Whether stabilizing health, finding lost documentation, increasing income, or by other means - each will show significant progress toward placement in temporary or permanent housing.

Does the applicant demonstrate capacity to effectively deliver the proposed project? Does the applicant have experience providing the proposed services?

Yes. The SAVS outreach program has worked for three and a half years to serve homeless people in face-to-face interactions. The SAVS programs have benefited from Sonoma County funding streams since 2020. They have never had a problem administering the grants and have steadily increased their funding and capacity to administer grant funds.

Does the applicant describe how data and other information will be used as a self-evaluation tool as an outcome measurement?

Yes, the outreach team keeps case notes on every client and reviews them regularly. They use HMIS to track outcomes and they track the less obvious results such as social contacts, willingness to engage, a drop in drug or alcohol use, care for self and surroundings. This data tracks staff success and allows the managers to train and support staff members.

For Homeless Services applicants, does the activity require participation in Coordinated Entry? If yes, provide an overview of the organization's ability, knowledge, and potential challenges related to participation in Coordinated Entry.

Yes, the applicant states that they have the capacity to bring all of their clients into Coordinated Entry at the same time that they enter them into the HMIS system. Staff attend case management meetings and meetings for any areas where they operate. They expect to work with Department of Health Services staff and other outreach workers and managers who attend these meetings to help implement these standards throughout the homeless system of care in 2024. In the case of this project, they will primarily be working with 140 people who are already in the Coordinated Entry system with the goal of case managing the most vulnerable in order to bring them to the case management meetings for potential housing.

FUNDING POLICIES (Funding Goals and Objectives):

Does the project address one of the following funding priorities?

- 1) Creating or preserving affordable housing,**
- 2) Building infrastructure or public facilities that support creation or preservation of affordable housing,**
- 3) Building infrastructure or public facilities that support low-income communities,**

4) Promoting effective and proven strategies for homelessness prevention and intervention county-wide that align with Continuum of Care Strategic Plan goals,

5) Emphasizing self-sufficiency of agencies and or life skills for beneficiaries?

Yes, the project promotes effective and proven strategies for homelessness prevention and intervention county-wide that align with Continuum of Care Strategic Plan goals as well as emphasizing self-sufficiency and life skills for beneficiaries.

THRESHOLD CRITERIA

Does the proposed project or activity meet the eligibility requirements of the program funding source requested? (If not, provide the specific reason)

Yes, the proposed costs are eligible under federal ESG regulations. Eligible costs include the case management, operating costs to provide street outreach, and certain supplies. Proposed outreach operations include cost of running outreach vehicles; winter warmth gear and supplies; food and serving supplies; program supplies; and storage.

Does the project Affirmatively Further Fair Housing?

This is not applicable as this is a street outreach project.

PROJECT BUDGET

Total Organization Budget	\$2,520,338
Total program budget	\$81,318
Percent of program budget to organization budget	3%
Percent of funds requested to program budget	100%
Unduplicated number proposed to be served with program	140
Program cost per person/household	\$580.84

ONLY APPLICABLE TO ESG APPLICATIONS: Does the applicant identify non-federal funding sources that will be used to meet the ESG match requirement?

The applicant states in the application that they are requesting 100% of the project budget, but also states the match requirement will be met by Individual donors and community foundations, and other county funding streams.

Describe the long-term financial sustainability of the proposed project AND the applicant organization.

The applicant states that once they begin to have tangible results, they believe this project can be funded with foundation and community-based grants. They indicate that they will continue

to be financially sustainable with heart and hard work, they will take their successes to individual donors, foundations, and government for funding in the future. We are considering sharing some of our administrative management with other agencies.

Additional Information:

It appears that the applicants Fiscal Year (FY) 2024-2025 program budget includes all street outreach programs but does not indicate which other outreach programs are included in the budget and the funding source of each program. The Water Protection Outreach program needs to have a match per ESG regulations, and this appears to be the only funding source for this program.

SAVS currently has three active funding agreements for projects with the Community Development Commission (CDC) in FY 2023-2024. SAVS is consistently late in submitting quarterly reports for all three funded projects.

Consequences Of No Funding:

The applicant does not indicate a consequence of not receiving funding but does indicate that with less funding the program would serve less people but seek other funding to make up the difference.

Staff Recommendation:

Staff is not recommending funding for this application. There are currently other outreach programs in this area provided by a different service provider.

Attachment A: Link to Funding Applications - <https://share.sonoma-county.org/link/LY4CRw3rX-U/>

LOW-MODERATE INCOME HOUSING ASSET FUND (LMIHAF)

EMERGENCY SOLUTIONS GRANT (ESG)

PUBLIC SERVICES STAFF REPORT

Applicant Name: Living Room Center Inc.

Project Name: The Living Room Homelessness Prevention Program

PROJECT DESCRIPTION

Applicant-Provided Summary Description from Submitted Application:

The Living Room's Homelessness Prevention Program increases housing stability among low-income women who are experiencing, or at risk of experiencing, homelessness. Lived experience, bilingual and bicultural staff provide trauma-informed care and services such as housing navigation, housing stability case management, landlord-tenant mediation, life and work skills development, the provision of emergency meals and supplies, support groups and rental and financial assistance. Community partners provide onsite specialized services including medical screenings, legal services, parenting classes, pet care, support groups, art therapy. Evidence-based techniques lead to increasing numbers of women improving their lives, securing housing.

Funding Sources Requested: \$50,000 of Emergency Solutions Grant (ESG) and \$150,000 of Low-Moderate Income Housing Asset Fund (LMIHAF). Application lists \$300,000 of total funding requested, but this was a typo; applicant confirmed that the full request is actually \$200,000.

Amount Requested: \$200,000

Public Services Project Type: Homeless Prevention

Proposed Use of Funds:

The requested funding will help to support both direct and indirect costs associated with the project. If awarded, the requested funding will help pay for costs associated with staff salaries and other service-related expenses. The proposed services will be offered to women coming from outside the city limits of Santa Rosa and Petaluma.

	Proposed number to be served by project in upcoming Fiscal Year	Current number served as of the filing of this application (if project is currently in operation)	Number served by project last Fiscal Year
	July 1, 2024 – June 30, 2025	July 1, 2023 to Current Date	July 1, 2022 - June 30, 2023
Number of households served	120	103	0
Number of persons served	275	228	0

List the estimated percentage of the target population served in each of the income categories below:

Household Income	List the total estimated percentage of the households served in each of the income categories below	Considering only Urban County residents, list the estimated percentage of households served in each of the income categories below
Extremely Low (Below 30% AMI)	98%	98%
Very Low (Between 31% - 50% AMI)	2%	2%
Low (Between 51% -80% AMI)	0%	0%
Moderate (Over 80% AMI)	0%	0%

If there are substantial changes to the past, current, or proposed number of households to be served, does the applicant provide an explanation for the changes?

The Living Room was not tracking Urban County participants before 2023, which is the reason for the zeros listed in the table above. The requested funding will be used to serve only clients from the Urban County.

Federal regulations require that 51% of participants are located within the Urban County of Sonoma (excluding the cities of Petaluma and Santa Rosa). Does the applicant describe the method that will be used to verify income eligibility and track other required demographic and quantitative data?

The Living Room started tracking the percentage of Urban County participants at the start of January 2023; they started this process after discussing the issue with staff at the Community Development Commission (CDC). Place of residency is recorded during the client intake process. Staff at the Living Room suspected that the majority of their clients came from the Urban County, and this was confirmed through data collection. This recent change explains the lack of information for the previous fiscal year.

SELECTION CRITERIA

How do the proposed outcomes of the project/activity align with the goals of the Five-Year Consolidated Plan?

The Living Room provides services to low-income women who are either experiencing, or are at risk of experiencing, homelessness. The proposed outcomes of the project include homelessness prevention, housing retention and increased income from benefits or employment. These proposed outcomes meet multiple goals as outlined in the Five-Year Consolidated Plan: 1) promote effective and proven strategies for homelessness prevention and intervention countywide, 2) Promote the well-being and economic integration of lower income persons.

Does the applicant describe the primary outcome/s of the activity?

Yes, the primary outcomes of the activity include homelessness prevention, housing retention, and increased income from benefits or employment. The Living Room helps clients achieve these outcomes through evidence-based techniques that improve overall health, increase income, and provide new social connections. The Living Room also engages in “housing acquisition and retention services” to support clients that are applying for permanent housing opportunities.

Does the applicant demonstrate capacity to effectively deliver the proposed project? Does the applicant have experience providing the proposed services?

The Living Room has a great deal of experience managing a variety of federal, state, local and private funding – there are multiple, recent funding awards noted within the application. The Living Room has been providing homeless prevention services since the organization first opened for business in 1993.

Does the applicant describe how data and other information will be used as a self-evaluation tool as an outcome measurement?

The Living Room collects data from their Day Center clients, which is used to help with case management referrals. Clients also provide a variety of demographic information during the intake process, and this information is recorded internally and within the Homeless Management Information System (HMIS). This programmatic data is used to track participant progress and improve service offerings.

For Homeless Services applicants, does the activity require participation in Coordinated Entry? If yes, provide an overview of the organization's ability, knowledge, and potential challenges related to participation in Coordinated Entry.

Yes, applicant does participate in Coordinated Entry, and they have also participated in the Coordinated Entry Advisory Committee as well as the Funding and Evaluation Committee. Staff conduct intakes and enter all relevant information into HMIS – this information can be used to refer clients that need more specialized services.

FUNDING POLICIES (Funding Goals and Objectives):

Does the project address one of the following funding priorities?

- 1) Creating or preserving affordable housing,**
- 2) Building infrastructure or public facilities that support creation or preservation of affordable housing,**
- 3) Building infrastructure or public facilities that support low-income communities,**
- 4) Promoting effective and proven strategies for homelessness prevention and intervention county-wide that align with Continuum of Care Strategic Plan goals,**
- 5) Emphasizing self-sufficiency of agencies and or life skills for beneficiaries?**

This project meets both of the following funding priorities: 1) promoting effective and proven strategies for homelessness prevention and intervention countywide that align with Continuum of Care Strategic Plan goals, 2) emphasizing self-sufficiency of agencies and or life skills for beneficiaries. The Living Room uses evidence-based techniques that help low-income women find permanent housing opportunities while promoting long-term life skills through employment training, nutrition coaching, and a variety of other services.

THRESHOLD CRITERIA

Does the proposed project or activity meet the eligibility requirements of the program funding source requested? (If not, provide the specific reason)

The proposed project meets the eligibility requirements of ESG and LMIHAF because the services provided are directly related to homelessness prevention, which is an eligible activity under these funding streams.

Does the project Affirmatively Further Fair Housing?

Yes, this project affirmatively furthers fair housing because it provides services to low-income women. This project helps to prevent gender discrimination, which is prohibited by the Fair Housing Act, while also identifying inequities among low-income women in the Sonoma County area.

PROJECT BUDGET

Total Organization Budget	\$1,877,946.00
Total program budget	\$421,345.00
Percent of program budget to organization budget	22.4%
Percent of funds requested to program budget	47.4%
Unduplicated number proposed to be served with program	275
Program cost per person/household	Per Person: \$1,532.16 Per Household: \$3,511.20

ONLY APPLICABLE TO ESG APPLICATIONS: Does the applicant identify non-federal funding sources that will be used to meet the ESG match requirement?

The Living Room will utilize a variety of other grant funds to meet the ESG match requirement. Sources named in the application include: Impact 100 Grant, Providence Hospital Grant, City of Santa Rosa funding, private donations, Landmark.

Describe the long-term financial sustainability of the proposed project AND the applicant organization.

For the project, applicant states they will continue to apply for grant funding made available through local government, private foundations, and the Community Foundation of Sonoma County. For the organization, applicant states they will continue to leverage their Food Services Program and utilize programmatic income to cover expenses that are not covered by other grant funding.

Additional Information:

The Living Room wanted to apply during the last funding cycle, but after learning about the 51% Urban County participation requirement, it became clear that the funding source was not a good match for the organization. However, the agency has refined their intake processes over the past year to ensure they meet the Urban County requirement, and they are now able to apply for funding. I think it is important to highlight the organization’s diligence in improving their processes so that they could ensure they are eligible for these funding sources.

Consequences of No Funding:

If applicant is awarded less funding than requested, it will affect the amount of direct financial assistance that can be provided to clients. Additionally, less funding may lead to less staffing for the program.

Staff Recommendation:

Staff recommends funding the full request of \$150,000 of LMIHAF and \$50,000 of ESG monies.

Preliminary Condition(s) of Approval

Allocated funding will be a grant a loan

1. A NEPA environmental review must be completed before applicant can be offered a Funding Agreement. The Sonoma County Community Development Commission staff will prepare the NEPA.
2. CDBG funding awarded must be used for eligible expenses during the fiscal year of July 1, 2024 and no later than May 1, 2025. Specific terms will be included in a Funding Agreement, and no costs can be incurred prior to a fully executed funding agreement.
3. To ensure compliance with file setup, preparation of reimbursement requests, reporting of outcomes, and timely spend-down of funds, applicant must attend a technical assistance session provided by CDC staff after a funding agreement is executed.

Attachment A: Link to Funding Applications - <https://share.sonoma-county.org/link/LY4CRw3rX-U/>

LOW- AND MODERATE- INCOME HOUSING ASSET FUND

PUBLIC SERVICES STAFF REPORT

Applicant Name: TLC Child and Family Services

Project Name: TLC Parenting Transitional Age Youth (TAY) Rapid Rehousing Project

PROJECT DESCRIPTION

Applicant-Provided Summary Description from Submitted Application:

TLC Child & Family Services Parenting TAY Rapid Rehousing (RRH) Program offers affordable, safe housing and comprehensive support services for up to 24 months, annually supporting seven parenting youth ages 18-25. Intakes are referred by the Coordinated Entry System. Housing is master leased by the participant or by TLC. With continued Community Development Commission funding, TLC will focus on parenting TAY, expanding from three to seven youth annually. TLC offers comprehensive mobile case management and a drop-in resource center to support with housing, education, food insecurity, employment, parenting, budgeting, life skills, self-care, and rental, deposit, and utility assistance. Upon exit, TLC ensures an independent lease is in place.

Funding Sources Requested: Low-Moderate Income Housing Asset Fund (LMIHAF)

Amount Requested: \$250,000

Public Services Project Type: Rapid Rehousing

Proposed Use of Funds: The requested funding will cover personnel costs for a variety of employees. Additionally, the requested funds will cover staff mileage, office rent, direct financial assistance for clients, and other organizational expenses as needed.

	Proposed number to be served by project in upcoming Fiscal Year	Current number served as of the filing of this application (if project is currently in operation)	Number served by project last Fiscal Year
	July 1, 2024 – June 30, 2025	July 1, 2023 to Current Date	July 1, 2022 - June 30, 2023
Number of households served	7	4	17
Number of persons served	16	7	18

List the estimated percentage of the target population served in each of the income categories below:

Household Income	List the total estimated percentage of the households served in each of the income categories below	Considering only Urban County residents, list the estimated percentage of households served in each of the income categories below
Extremely Low (Below 30% AMI)	80%	N/A
Very Low (Between 31% - 50% AMI)	20%	N/A
Low (Between 51% -80% AMI)	0%	N/A
Moderate (Over 80% AMI)	0%	N/A

If there are substantial changes to the past, current, or proposed number of households to be served, does the applicant provide an explanation for the changes?

The number of clients served for the previous fiscal year encompasses all TAY clients served by the agency. This application is specifically for TAY clients with children, also called “parenting TAY”, which is why the proposed number to be served is lower than the previous fiscal year.

Federal regulations require that 51% of participants are located within the Urban County of Sonoma (excluding the cities of Petaluma and Santa Rosa). Does the applicant describe the method that will be used to verify income eligibility and track other required demographic and quantitative data?

The funding request is solely for LMIHAF funding, so the 51% requirement does not apply, therefore, the applicant is able to serve clients that live in and outside of the Urban County.

SELECTION CRITERIA

How do the proposed outcomes of the project/activity align with the goals of the Five-Year Consolidated Plan?

TLC's Rapid Rehousing program provides up to 24 months of direct assistance to transitional-age youth with children. TLC offers comprehensive case management to support clients in their search for permanent housing opportunities while also offering services related to life skills, employment training, nutritional counseling, and more. These services ensure that clients can afford to maintain an independent lease after exiting the program. These proposed outcomes meet multiple goals as outlined in the Five-Year Consolidated Plan: 1) promote effective and proven strategies for homelessness prevention and intervention countywide, 2) Promote the well-being and economic integration of lower income persons.

Does the applicant describe the primary outcome/s of the activity?

Yes, the primary outcomes of the activity include retention of permanent housing and increased income from benefits or employment. The program provides up to 24 months of direct financial assistance while simultaneously offering services related to employment training and other life skills.

Does the applicant demonstrate capacity to effectively deliver the proposed project? Does the applicant have experience providing the proposed services?

TLC has a large amount of experience managing federal, local, state, and private grant funding. Programmatic staff work in tandem with the leadership team to ensure all funding is spent in a timely manner while adhering to all of the necessary guidelines specific to each funding source. The transitional-age youth rehousing program has been operational since 2005, and the rapid rehousing component has been operational since 2019. The organization has gained a wealth of experience through serving the TAY population for over fifteen years.

Does the applicant describe how data and other information will be used as a self-evaluation tool as an outcome measurement?

TLC utilizes data to aid in program development, service delivery, case management, and budget development. The organization uses this data to aid programmatic staff, and the leadership team uses this data to ensure the program is on track to achieve the expected outcomes. Direct feedback from employees and participants is reviewed on a quarterly basis, and this information allows TLC to improve service offerings as needed. Participant data is

collected through surveys, listening sessions, and exit interviews – TLC relies heavily on this data to ensure they are meeting the needs of their clients.

For Homeless Services applicants, does the activity require participation in Coordinated Entry? If yes, provide an overview of the organization's ability, knowledge, and potential challenges related to participation in Coordinated Entry.

TLC hosts a drop-in resource center that has functioned as a Coordinated Entry access point over the last four years. The resource center has a designated subject matter expert for Coordinated Entry referrals. The organization participates in a rapid rehousing workgroup along with a weekly Coordinated Entry conference that often functions as a collaborative workspace for different providers.

FUNDING POLICIES (Funding Goals and Objectives):

Does the project address one of the following funding priorities?

- 1) Creating or preserving affordable housing,**
- 2) Building infrastructure or public facilities that support creation or preservation of affordable housing,**
- 3) Building infrastructure or public facilities that support low-income communities,**
- 4) Promoting effective and proven strategies for homelessness prevention and intervention county-wide that align with Continuum of Care Strategic Plan goals,**
- 5) Emphasizing self-sufficiency of agencies and or life skills for beneficiaries?**

This project meets both of the following funding priorities: 1) promoting effective and proven strategies for homelessness prevention and intervention countywide that align with Continuum of Care Strategic Plan goals, 2) emphasizing self-sufficiency of agencies and or life skills for beneficiaries. TLC's rapid rehousing program offers up to 24 months of direct financial assistance to parenting TAY in order to secure stable, permanent housing. The agency also offers a variety of services to enhance the life skills of their beneficiaries, including employment training, nutritional counseling, parenting classes and more.

THRESHOLD CRITERIA

Does the proposed project or activity meet the eligibility requirements of the program funding source requested? (If not, provide the specific reason)

The proposed project meets the eligibility requirements of the LMIHAF program, because the services provided are directly related to rapid rehousing, which is an eligible activity under this funding stream.

Does the project Affirmatively Further Fair Housing?

Yes, this project helps to connect young families with permanent housing opportunities. The Fair Housing Act prohibits discrimination against families, and this project aligns with that provision of the legislation.

PROJECT BUDGET

Total Organization Budget	\$ 11,291,755
Total program budget	\$250,000
Percent of program budget to organization budget	2.2%
Percent of funds requested to program budget	100%
Unduplicated number proposed to be served with program	16
Program cost per person/household	Per person: \$15,625 Per household: \$35,714

Describe the long-term financial sustainability of the proposed project AND the applicant organization.

Applicant states that the organization will continue to apply for funding through private foundations and local government to secure capital and ensure the financial viability of the project. Applicant states that the organization will continue to apply for a variety of funding streams to support the agency. TLC has a Development and Marketing committee that is responsible for continued fundraising to provide financial backing for the organization.

Additional Information:

The application indicates that the requested funds would support 100% of the program expenses for TAY parents as there is no other committed source of funding for this program. Therefore, if the full request is awarded, every \$1 of LMIHAF would leverage zero dollars from other sources.

Consequences of No Funding:

If the funding request is not awarded in full, fewer participants will be served by the project. Given the estimated cost per household (\$35,714), the full funding request is needed to support the proposed number of households to be served in fiscal year 2024-2025.

Staff Recommendation:

Staff does not recommend funding at this time. This particular program has no other funding leverage except for the requested CDC funding. Furthermore, when considering the limited amount of LMIHAF funding against the high cost per household for this program, the requested funding could be allocated to another activity that could serve a larger number of clients. This project is being designated as the LMIHAF contingency project. Should another organization funded with LMIHAF not move forward with their award, those funds would be awarded to this project.

Attachment A: Link to Funding Applications - <https://share.sonoma-county.org/link/LY4CRw3rX-U/>

EMERGENCY SOLUTIONS GRANT (ESG)
LOW- AND MODERATE- INCOME HOUSING ASSET FUND (LMIHAF)
PUBLIC SERVICES STAFF REPORT

Applicant Name: West County Community Services (WCCS)

Project Name: Homeless Prevention

Project Description:

Applicant-Provided Summary Description from Submitted Application:

WCCS will provide Homeless Prevention (HP) assistance to West County residents in danger of losing their homes. Homeless Prevention is one of the most cost-effective and least traumatizing ways to mitigate homelessness. However, the increased need for HP has exhausted the current annual WCCS funding halfway through the year. For cost-efficiency, the WCCS Rapid Rehousing team also implements the HP program. The team is already in place and ready to effectively implement the program.

Funding Sources Requested: LMIHAF & ESG

Amount Requested: \$118,500 (\$60,000 ESG; \$58,500 LMIHAF)

Public Services Project Type: Homeless Prevention

Proposed Use of Funds: \$70,000 in direct assistance; remaining \$48,500 is to operate the program (.5 Full-Time Equivalent (FTE) case manager; .1 FTE Program Director).

	<u>Proposed number to be served by project in upcoming Fiscal Year</u>	Current number served as of the filing of this application (if project is currently in operation)	Number served by project last Fiscal Year
	July 1, 2024 – June 30, 2025	July 1, 2023 to Current Date	July 1, 2022 - June 30, 2023
Number of households served		20	0
Number of households with children		9	0
Number of households comprised of unaccompanied		0	0

youth under 25 years old			
Number of adults in households served		21	0
Number of children in households served		11	0

List the estimated percentage of the target population served in each of the income categories below:

Household Income	List the total estimated percentage of the households served in each of the income categories below	<u>Considering only Urban County residents</u> , list the estimated percentage of households served in each of the income categories below
Extremely Low (Below 30% AMI)	89%	89%
Very Low (Between 31% - 50% AMI)	10%	10%
Low (Between 51% -80% AMI)	1%	1%
Moderate (Over 80% AMI)	0%	0%

If there are substantial changes to the past, current, or proposed number of households to be served, does the applicant provide an explanation for the changes?

Applicant does not provide a narrative, however it notes that in Fiscal Year (FY) 22/23 0 households were served, though applicant also notes program has been operative for four years.

Federal regulations require that 51% of participants are located within the Urban County of Sonoma (excluding the cities of Petaluma and Santa Rosa). Does the applicant describe the method that will be used to verify income eligibility and track other required demographic and quantitative data?

Applicant notes that 100% of clients served are urban county residents and serves: Russian River, Sebastopol, and all of West County.

SELECTION CRITERIA

How do the proposed outcomes of the project/activity align with the goals of the Five-Year Consolidated Plan?

Yes, the Consolidated Plan includes a Homeless Prevention metric and applicant aims to provide Homeless Prevention services to 29 households.

Does the applicant describe the primary outcome/s of the activity?

Yes, the primary outcome is homeless prevention and housing retention. They do so by working with clients to review finances and assist with budgets; providing case management; referring to employment or social services; and offering financial assistance. Applicant notes an 80% success rate of clients retain housing.

The secondary outcome is to increase income from benefits and/or employment. This is met by referring clients to the Employment Program and referring to public resources and benefits. The applicant notes that both programs assist clients in completing applications and other preparation as needed.

Does the applicant demonstrate capacity to effectively deliver the proposed project? Does the applicant have experience providing the proposed services?

Yes, applicant has been operating a Homeless Prevention program for over 3 years. They also utilize Community Based Organization (CBO) partnerships to best support the community.

Applicant notes that the Community Development Commission (CDC)-funded Homeless Prevention Project has been in operation for only six months as needs for this type of support have increased countywide.

Does the applicant describe how data and other information will be used as a self-evaluation tool as an outcome measurement?

The applicant notes that data has been utilized to expand mental services to the unhoused populations. Throughout the application the applicant uses program metrics.

The applicant also references the use of the Homeless Management Information System (HMIS) to enter information and pull reports to track client participation, data, demographics, and outcomes. The applicant has additional tracking processes internally. Staff also complete the Housing and Urban Development (HUD) Housing First Assessment tool annually.

For Homeless Services applicants, does the activity require participation in Coordinated Entry? If yes, provide an overview of the organization's ability, knowledge, and potential challenges related to participation in Coordinated Entry.

WCCS operates three Coordinated Entry access points, one of which is through the Homeless Prevention program. The applicant does not note if Coordinated Entry is a requirement for receiving Homeless Prevention assistance.

FUNDING POLICIES (Funding Goals and Objectives):

Does the project address one of the following funding priorities?

- 1) Creating or preserving affordable housing,**
- 2) Building infrastructure or public facilities that support creation or preservation of affordable housing,**
- 3) Building infrastructure or public facilities that support low-income communities,**
- 4) Promoting effective and proven strategies for homelessness prevention and intervention county-wide that align with Continuum of Care Strategic Plan goals,**
- 5) Emphasizing self-sufficiency of agencies and or life skills for beneficiaries?**

The applicant notes that Homeless Prevention is more cost effective and works to avoid increasing trauma for clients in need. The Program directly addresses this goal by addressing the unique client challenges and use budgeting, employment, referral, or financial tools to efficiently address the relevant challenge and keep people in their homes.

Through the employment program, WCCS assists clients in resume skills, preparing for interviews, and connecting clients with public resources and benefits.

THRESHOLD CRITERIA

Does the proposed project or activity meet the eligibility requirements of the program funding source requested? (If not, provide the specific reason)

Yes, Homeless Prevention is an eligible activity under both ESG and LMIHAF. The budget includes case management costs (including personnel, mileage, phone, and insurance) and direct assistance.

Does the project Affirmatively Further Fair Housing?

The proposed activity supports the principles of Affirmatively Furthering Fair Housing by providing housing support services to vulnerable populations. This activity will provide lower income households the opportunity to access services that could improve their lives and potentially lead them toward self-sufficiency and breaking the patterns of poverty.

PROJECT BUDGET

Total Organization Budget	\$5,856,212	ESG (\$60,000)	LMIHAF (\$58,500)
Total program budget	\$236,000	25%	24%

Percent of program budget to organization budget	4%		
Percent of funds requested to program budget	50%	25%	24%
Unduplicated number proposed to be served with program	29	29	29
Program cost per person/household	\$8,137.93	\$2,069	\$2,017

ONLY APPLICABLE TO ESG APPLICATIONS: Does the applicant identify non-federal funding sources that will be used to meet the ESG match requirement?

Project is requesting ESG & LMIHAF to cover 100% of program costs; \$60,000 ESG which would not quite be a 100% LMIHAF match. Applicant also notes they will be applying for funds from the Continuum of Care (CoC) Notice of Funding Availability (NOFA) process and have other funding sources in their organization budget.

Describe the long-term financial sustainability of the proposed project AND the applicant organization.

The applicant will continue to pursue local, state, and federal funding for the Homeless Prevention program as well as reaching out to hospitals and foundations. In 2023, the applicant also hired a fundraising consultant to grow non-contract fundraising in hopes of expanding the financial sustainability of the program.

WCCS is noted to have strong annual financials, a reserve, and an expert financial department.

Additional Information:

WCCS Homeless Prevention program takes a different approach with each community. The case managers target low-income seniors and work to support them prior to them reaching a housing crisis. They also employ a crisis counselor at Guerneville School to identify young families who may need financial support.

Consequences of No Funding:

The Homeless Prevention program is scalable; applicant notes it is an average of \$5,000 direct assistance per family. So, every \$5,000 not funded, 1 family cannot be served.

Staff Recommendation:

Due to the limited amount of ESG funding, staff recommends partial funding of \$30,231 to West County Community Services Homeless Prevention Program. Due to limited amount of LMIHAF funding, staff does not recommend LMIHAF funding for this project.

Preliminary Condition(s) of Approval

Allocated funding will be a grant a loan

1. A NEPA environmental review must be completed before applicant can be offered a Funding Agreement. The Community Development Commission staff will prepare the NEPA.
2. ESG funding awarded must be used for eligible expenses during the fiscal year of July 1, 2024 and no later than May 1, 2025. Specific terms will be included in a Funding Agreement, and no costs can be incurred prior to a fully executed funding agreement
3. To ensure compliance with file set-up, preparation of reimbursement requests, reporting of outcomes, and timely spend-down of funds, Applicant must attend a technical assistance session provided by CDC staff after a funding agreement is executed.

Attachment A: Link to Funding Applications - <https://share.sonoma-county.org/link/LY4CRw3rX-U/>

EMERGENCY SOLUTIONS GRANT (ESG)
LOW- AND MODERATE-INCOME HOUSING ASSET FUND (LMIHAF)
PUBLIC SERVICES STAFF REPORT

Organization Name: West County Community Services (WCCS)

Project Name: West County Outreach

Project Description:

Applicant-Provided Summary Description from Submitted Application:

“Homeless Outreach is a critical component in our Continuum of Care, connecting people without homes to the appropriate level of service. With only one municipality in our very large region, WCCS provides the only homeless outreach services in West County. This singularity allows one point of contact for any concerned community member. Due to our remote and large area, including the Sonoma Coast, Sonoma County's Built for Zero model recommends four outreach workers for West County to effectively connect clients to shelters, Coordinated Entry (CE), PSH, IMDT, and other services. This project will fund 3.5 Outreach workers, including at least two who are bilingual/bicultural. The City of Sebastopol funds the remaining costs for a 0.5 FTE.”

Amount Requested: \$80,000 from ESG and \$200,000 from LMIHAF

Type of Funds Requested: \$80,000 from ESG and \$200,000 from LMIHAF

Public Services Project Type:

Homeless Services (case management, referrals, etc.) and Street Outreach/Day Centers

Proposed use of funds:

The applicant’s proposed use of funds is to support 3.5 Full-Time Employee (FTE) Outreach Coordinator positions, .15 FTE for Program Director management, travel expenses, communications, insurance, client incentives, and associated program expenses.

	<u>Proposed</u> number to be served by project in upcoming Fiscal Year	Current number served as of the filing of this application (if project is currently in operation)	Number served by project last Fiscal Year
	July 1, 2024 – June 30, 2025	July 1, 2023 - Current	July 1, 2022 - June 30, 2023
Number of <u>households</u> served	213	115 (goal 270)	Info not provided
Number of <u>persons</u> served	216	115 (goal 290)	Info not provided

List the estimated percentage of the target population served in each of the income categories below:

Household Income	List the total estimated percentage of the households served in each of the income categories below	<u>Considering only Urban County residents</u> , list the estimated percentage of households served in each of the income categories below
Extremely Low (Below 30% AMI)	95%	95%
Very Low (Between 31% - 50% AMI)	3%	3%
Low (Between 51% -80% AMI)	2%	2%
Moderate (Over 80% AMI)	zero	zero

If there are substantial changes to the past, current, or proposed number of households to be served, does the applicant provide an explanation for the changes?

Year over year, there is a slight reduction in the goal for households served. This could in part be due to the numbers indicated at application being based on the Point In Time (PIT) count for West County, which found 270 individuals experiencing homelessness in 2022 (the number used in last year's request), having decreased to 213 in 2023. The applicant believes they will serve more individuals than the PIT accounts for, but the information provided in the table above is the quantifiable and comparable data from the same source. With additional staffing, the applicant will be able to cover a larger geographic area, serving more people with a potentially greater impact in services provided.

Federal regulations require that 51% of participants are located within the Urban County of Sonoma (excluding the cities of Petaluma and Santa Rosa). Does the applicant describe the method that will be used to verify income eligibility and track other required demographic and quantitative data?

Services provided under this program fall entirely in a geographic footprint within the Urban County. The program will utilize the County's HMIS database to enter applicable information and be able to access reports that track client participation, data, demographics, and outcomes.

SELECTION CRITERIA

How do the proposed outcomes of the project/activity align with the goals of the Five-Year Consolidated Plan?

This project reflects the Sonoma County 5 Year Strategic Plan Goal to Prevent and End Homelessness in its strengthening of providing supportive services and in operating as one coordinated system. The program currently supports 3 FTE Outreach Coordinators and will add a 4th to provide better coverage over the large footprint covered. Outreach workers connect clients to needed medical, housing, and social services.

Specifically, the Homeless Outreach Coordinators will directly address two main goals of the Strategic Plan: strengthen supportive services and operate as one coordinated system.

Does the applicant describe the primary outcome/s of the activity?

Yes, the applicant's primary focus will be to provide supportive service to the approximately 200 people without homes in their service area, to connect them with services needed to move forward to healthier, safer lives. The measured outcome stated is increased access to health benefits.

Does the applicant demonstrate capacity to effectively deliver the proposed project? Does the applicant have experience providing the proposed services?

The applicant states that for the past three years, WCCS Outreach Coordinators have taken the lead in connecting people to services in West Sonoma County.

Does the applicant describe how data and other information will be used as a self-evaluation tool as an outcome measurement?

WCCS utilizes the County's HMIS database to enter information and access reports that track client participation, data, demographics, and outcomes. The applicant also has internal spreadsheets and accounting software that tracks past, present, and projected client participation and expenditures. At least once annually, WCCS staff completes the HUD Housing First Assessment Tool.

For Homeless Services applicants, does the activity require participation in Coordinated Entry? If yes, provide an overview of the organization's ability, knowledge, and potential challenges related to participation in Coordinated Entry.

Yes, Applicant currently participates in Coordinated Entry with three access points:

1. Through this Outreach program itself. The Department Director also has training and access to complete CE enrollment as necessary.
2. Through the West County Navigation Center (WCNC).
3. Through the Applicant's Rapid Rehousing/Homelessness Prevention.

FUNDING POLICIES

Does the project address one of the following funding priorities?

- 1) Creating or preserving affordable housing,**
- 2) Building infrastructure or public facilities that support creation or preservation of affordable housing,**
- 3) Building infrastructure or public facilities that support low-income communities,**
- 4) Promoting effective and proven strategies for homelessness prevention and intervention county-wide that align with Continuum of Care Strategic Plan goals,**
- 5) Emphasizing self-sufficiency of agencies and or life skills for beneficiaries?**

Yes, for ESG, the project promotes effective and proven strategies for homelessness outreach and intervention that meet the immediate needs of unsheltered homeless people by connecting them with emergency shelter, housing, and/or critical health services.

Yes, for LMIHAF, the project supports in stabilization services including housing search, case management, or other appropriate activities for homelessness prevention and rapid re-housing of persons who are experiencing homelessness.

THRESHOLD CRITERIA

Does the proposed project or activity meet the eligibility requirements of the program funding source requested? (If not, provide the specific reason)

Yes, for ESG, street outreach activities include engagement, case management, transportation, and services for special populations. Rapid Rehousing and Homelessness Prevention includes services costs for housing search and placement, as well as housing stability case management.

Yes, for LMIHAF, it also covers among other items case management, or other appropriate activities for homelessness prevention, stabilization services and rapid re-housing of persons who are experiencing homelessness.

Does the project Affirmatively Further Fair Housing?

While the proposed activity is not housing related, it supports the principles of Affirmatively Furthering Fair Housing by providing services to populations unable to access services due to financial, geographical, or other types of barriers. The activity will provide lower income households the opportunity to access services that could improve their lives and potentially lead them toward self-sufficiency and breaking the patterns of poverty.

PROJECT BUDGET

Total Organization Budget	\$5,856,212.00	ESG	LMIHAF
Total program budget	\$321,427.00	24.8%	62.2%
Percent of program budget to organization budget	5%	1.3%	
Percent of funds requested to program budget	87%	24.8	62.2
Unduplicated number proposed to be served with program	213	213	213
Program cost per person/household	\$1509	\$376	\$939

Only Applicable to ESG Applications: Does the applicant identify non-federal funding sources that will be used to meet the ESG match requirement?

Matching funds would come from the LMIHAF funds requested, as well as an anticipated \$40,000 from the City of Sebastopol (funds were also received last program year).

Describe the long-term financial sustainability of the proposed project AND the applicant organization.

The applicant is anticipating renewed funding from the City of Sebastopol for this program which will continue to sustain part of the overall funding. Outreach is an increasing priority in Sonoma County's Continuum of Care and the applicant will continue to prioritize outreach in their funding proposals at both the local and state levels.

In 2023, WCCS hired an experienced consultant to grow non-contract fundraising, hoping to expand the financial sustainability of the program. WCCS is noted to have strong annual financials, a reserve, and an expert financial department.

Additional Information:

This Outreach program is part of a framework of programs run by WCCS in the Russian River/West Sonoma County Area. The Applicant is actively participating in the County's Built for Zero effort to build one coordinated system.

Consequences of Partial or No Funding:

The Applicant currently operates this outreach program with three Outreach Workers in the West Sonoma County region. Funding for these positions ends in June 2024. Increasing expectations for needs as based on the PIT count, showed a need for an additional Outreach Worker to cover the needs of over 200 clients. If less than the requested amount of funding is received, clients in the most rural and westerly areas of the County may be inadequately served.

Staff Recommendation:

As proposed, the project is eligible with the funding source requirements, and provides Urban County residents in the western region of the County with needed Outreach services.

ESG funding of \$60,000 is recommended. Should other ESG funded activities not meet threshold/timeliness requirements, funds will be recaptured by CDC to be reprogrammed. This project will be added to the "contingency projects" in the Annual Action Plan, as a possible recipient of reprogrammed ESG funds, in the event they become available.

Partial LMIHAF funding of \$100,000 is recommended due to an oversubscription of LMIHAF funds available, and to best serve constituents and programs across the Urban County.

Total funds recommended are \$160,000.

Preliminary Condition(s) of Approval

Allocated funding will be a grant.

1. A NEPA environmental review must be completed before applicant can be offered a Grant Agreement.
2. ESG funding awarded must be used for eligible expenses during the fiscal year of July 1, 2024, and no later than May 1, 2025. Specific terms will be included in a Funding Agreement, and no costs can be incurred prior to a fully executed funding agreement.
3. LMIHAF funds will be used only to reimburse expenses to eligible households in the County.
4. The applicant will provide a detailed line-item budget indicating all sources and expenses of the proposed project for approval prior to the preparation of a Funding Agreement.
5. LMIHAF funding awarded must be used for eligible expenses within 12 months of execution of a Funding Agreement. Specific terms will be included in a Funding Agreement, and no costs can be incurred prior to a fully executed Funding Agreement.
6. To ensure compliance with file set-up, preparation of reimbursement requests, reporting of outcomes, and timely spend-down of funds, applicant must attend a Technical Assistance session provided by the CDC staff after a funding agreement is executed.

Attachment A: Link to Funding Applications - <https://share.sonoma-county.org/link/LY4CRw3rX-U/>

MEMORANDUM

Date: February 14, 2024

To: Community Development Committee (CD Committee)
Cities and Towns Advisory Committee (CTAC)

From: Veronica Ortiz-De Anda, Community Development Associate

Subject: Update on the U.S. Department of Housing and Urban Development (HUD)
Affirmatively Further Fair Housing (AFFH) Assessment

Title VIII of the Civil Rights Act of 1968, known as the Fair Housing Act, requires recipients of federal funds from HUD to affirmatively further the policies and requirements within the act. As a participating jurisdiction of HUD programs, Sonoma County must take meaningful actions to combat discrimination, overcome patterns of segregation, and foster inclusivity in the community by removing barriers that restrict access to opportunity based on protected characteristics: race, color, national origin, religion, sex (including gender identity and sexual orientation), familial status, and disability. The AFFH assessment identifies patterns of discrimination and segregation, including contributing factors, and the demographic populations impacted. The AFFH must address inequities identified among protected class groups, promote integration, and transform concentrated areas of poverty into areas of opportunity by including goals and specific actions to combat discrimination and segregation.

Sonoma County partnered with the cities of Petaluma and Santa Rosa to complete a community engagement effort with the public and stakeholders in the community for purposes of the AFFH. The effort resulted in a report that accompanies the AFFH. The draft AFFH will be published for a 30-day public review period beginning on Thursday, February 8, 2024, through Monday, March 11, 2024. Staff will present the AFFH, and all public comment received at a public hearing on Wednesday, March 20, 2024, for the committees' review and recommendation of approval to the Board of Supervisors. The Board of Supervisors will review the AFFH on or about April 30, 2024. The approved document will then be submitted to HUD for their review with the Annual Action Plan.

Requested Action: No action, informational agenda item only.