



Human Services Department Representative: Oscar Chavez, Tenant Representatives: Judith Morgan, *Vacant*
1st District: Betzy Chavez (Vice Chair) | **2nd District:** Jake Mackenzie | **3rd District:** Susan Adams (Chair) | **4th District:** *Vacant*
5th District: Linda Garcia | Interim Executive Director: Dave Kiff

Sonoma County Community Development Committee Regular Meeting and Concurrent Public Hearing

March 16, 2022

10:00 am – 12:00 pm

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

MEMBERS MAY NOT ATTEND THIS MEETING IN PERSON

General public meeting access:**

[https://sonomacounty.zoom.us/j/94720026846?
pwd=RXZVbXhFMk1ia3NsZzFrMGRjVk1Pd09](https://sonomacounty.zoom.us/j/94720026846?pwd=RXZVbXhFMk1ia3NsZzFrMGRjVk1Pd09)

Webinar ID: 947 2002 6846 #

Passcode: 689958 #

Phone: 669 900 9128

Closed captioning is available (see instructions on Page 2)

*****CD Committee members and presenters will receive unique Zoom links
the day before the meeting to participate.***

AGENDA

- 1. Call to Order and Roll Call (5 minutes)**
- 2. Public Comment on Items Not on the Agenda (5 minutes)**
- 3. Approve Meeting Minutes of February 16, 2022 (5 minutes)**
The Committee will review, discuss, and may take action to approve the meeting minutes or may recommend changes.
 - Committee Questions/Discussion
 - Public Comments
 - Motion
 - Roll Call Vote

Recommended Action: Approve minutes

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

Information only - No Action Item

5. Workshop – Concurrently with the Cities & Towns Advisory Committee: Review, take testimony, and provide feedback on fiscal year 2022-2023 Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME) and CDBG - Cares Act (CDBG-CV) funding applications (60 Minutes)

Staff (Rhonda Coffman, Community Development Assistant Manager)

- Staff Presentation
- Committee Questions
- Public Comment
- Committee Discussion
- Motion
- Roll Call Vote

Recommended Action: Make initial funding recommendations

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

CTAC adjournment

7. Public Hearing – Review and recommend approval of Public Housing Authority’s Annual Plan Update (10 minutes)

Staff (Martha Cheever, Housing Authority Manager)

- Staff Presentation
- Committee Questions
- Open Public Hearing
- Close Public Hearing
- Committee Discussion
- Motion
- Roll Call Vote

Recommended Action: Receive, review and recommend approval to the Board of Commissioners

**Next Regular Meeting and Public Hearing:
April 20, 2022 | 10:00 am – 12:00 pm (Virtual)**

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

PUBLIC COMMENT PRIOR TO THE COMMITTEE MEETING: May be submitted via email to Veronica.Ortiz-DeAnda@sonoma-county.org.

PUBLIC COMMENT DURING THE BOARD MEETING: Members of the public who join the Zoom meeting, either through their web browser online or by calling in, will be able to provide live public comment at specific points throughout the meeting.

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

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

Language Services are available upon request if made at least 48 hours in advance of the meeting to help ensure availability. For more information or to request services, please contact the Section 504 Coordinator at (707) 565-7520.

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



Human Services Department Representative: Oscar Chavez, Tenant Representatives: Judith Morgan, *Vacant*
1st District: Betzy Chavez (Vice Chair) | 2nd District: Jake Mackenzie | 3rd District: Susan Adams (Chair) | 4th District: *Vacant*
5th District: Linda Garcia | Interim Executive Director: Dave Kiff

**Sonoma County Community Development Committee
Regular Meeting & Concurrent Public Hearing**

DRAFT Meeting Minutes

Wednesday, February 16, 2022

10:00 am - 12:00 pm

Meeting Recording:

<https://www.youtube.com/watch?v=3XHvPy7GA0E>

1. Call to Order and Roll Call

The meeting was called to order at 10:00 a.m. by Chair Hollingsworth Adams.
Community Development Commission (CDC) staff initiated roll call.

Community Development Committee Members Present

Betzy Chavez, 1st District
Jake Mackenzie, 2nd District
Susan Hollingsworth Adams, 3rd District
Linda Garcia, 5th District
Judith Morgan, Tenant Representative
Oscar Chavez, Human Services Department (arrived at 10:30 a.m.)

Vacant Seat:
4th District

CDC Staff Present

Dave Kiff, Interim Executive Director
Kathleen Kane, Interim Assistant Executive Director
Martha Cheever, Housing Authority Manager
Rhonda Coffman, Community Development Assistant Manager
Marc Chandler, Acting Community Development Manager
Veronica Ortiz-De Anda, Community Development Associate
Valerie Johnson, Community Development Associate
Matthew Burns, Administrative Aide
Susan Vahlstrom, Executive Secretary

Guests

Rich Wallach with Burbank Housing
Dominic Roydell with PEP Housing

Walter Zisette with Providence Rohnert Park House

2. Public Comments for Items Not on the Agenda

There were no public comments.

3. Approval of November 17, 2021, Meeting Minutes

Committee Member Jake Mackenzie moved to approve the minutes; Committee Member Judith Morgan seconded the motion. There was no discussion or correction to the minutes.

Ayes

Betzy Chavez, 1st District
Jake Mackenzie, 2nd District
Susan Hollingsworth Adams, 3rd District
Linda Garcia, 5th District
Judith Morgan, Tenant Representative

Absent:

Oscar Chavez, Human Services Department

CDC Staff Martha Cheever reported that the Zoom link for public access to the meeting was not working. A recess was called by the Chair until the issue was resolved. The meeting resumed at 10:20 a.m.

4. Interim Director's Report

Director Kiff reported that the Emergency Rental Assistant Program (ERAP) has received numerous applications. Approximately 2,100 have been processed, and there are about 4,000 that are awaiting processing. After meeting with CDC's Community Based Organization partners, it was decided to pause accepting new applications because the remaining 4,000 applications will most likely use the funds remaining in the County's allocation account. CDC staff will be asking for reallocation from other jurisdictions that were not able to use their funds and staff should know more by April. If successful in receiving additional funds, new applications will once again be accepted.

Chair Adams asked for public comment on the Interim Director's Report. There was none.

5. FY 2021-22 Action Plan Substantial Amendment

Rhonda Coffman, Community Development Assistant Manager, presented the draft Substantial Amendment to the FY 2021-22 Action Plan. The Board of Supervisors approved the FY 2018-19 Action Plan in July of 2018 that included a commitment of \$444,500 to Habitat for Humanity of Sonoma County to assist in their planned Duncan Village Home Ownership Project located in Windsor. The project encountered

significant delays, and Habitat for Humanity is not able to use the funding by the expenditure deadlines imposed by both HUD and the Sonoma County funding policies. CDC has rescinded the funding commitment, and the funds are now available to be reprogrammed for use on another project. Per HUD regulations, all funds must be spent within the next 5 to 17 months. Staff recommended that these funds be reprogrammed to the Sonoma County Housing Authority's Tenant-Based Rental Assistance Program so that they can be used immediately after final approval of the substantial amendment by HUD.

An Action Plan Substantial Amendment is required when there is a change in use of funds from one program or activity to another. It requires a 30-day comment period and a public hearing, which is being held today. Staff recommended approval of the proposed Action Plan Substantial Amendment to reprogram these funds. The recommendations from the CD Committee and CTAC are scheduled to move to the Board of Supervisors on March 15, 2022.

Committee members asked questions to staff and Ms. Coffman, Ms. Kane, and Ms. Cheever responded accordingly.

Chair Adams asked if there was anyone in attendance who wished to speak on this item. There were no public comments.

Committee Member Jake Mackenzie moved to approve the request and the motion was seconded by Committee Member Linda Garcia.

Ayes

Betzy Chavez, 1st District
 Jake Mackenzie, 2nd District
 Susan Hollingsworth Adams, 3rd District
 Linda Garcia, 5th District
 Judith Morgan, Tenant Representative
 Oscar Chavez, Human Services Department

6. Summary of CDBG-HOME Applications Received (5 Minutes)

Staff (Rhonda Coffman, Community Development Assistant Manager) reported that a Notice of Funding Availability (NOFA) was published on December 8, 2021, requesting applications for eligible projects including capital projects, affordable housing projects, supportive services, fair housing, non-congregate shelters, and economic development activities.

CDC staff held a virtual technical assistance workshop on January 12, 2022, to provide assistance to prospective applicants. Approximately 50 people attended the meeting, which included a presentation of the application requirements, eligible activities,

available fund sources, and concluded with an opportunity for attendees to have staff answer questions. One-on-one technical assistance was also provided to many prospective applicants.

Applications were due on January 21, 2022, and 17 competitive applications were received totaling approximately \$6.1 million in funding requests. The estimated amount available is \$4.46 million available, which is based on prior year funding of CDBG and HOME.

There were no additional questions by Committee members.

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

Chair Hollingsworth Adams asked if there any plans to go back to in person-meetings or a hybrid type of meeting where some people can attend in person and others virtually.

Committee Member Oscar Chavez asked for staff to bring to the committee the map and/or chart showing various demographic data of the Urban County and past project awards in conjunction with the CDBG-HOME workshop item being presented in the next meeting. He expressed that this information is helpful in assisting the committee in seeing where past funds have been awarded to and where the greatest need is. Committee member Mackenzie agreed with this request. CDC staff explained that staff is currently updating the spreadsheet that came to the committee in the past showing past fund distributions and statistical census data for the purpose requested.

8. Award of Project-Based Vouchers (15 minutes)

Staff (Martha Cheever, Housing Authority Manager) presented the Housing Authority's project-based voucher award recommendations. A Request for Proposals (RFP) was released on January 4, 2022, for distribution of 200 project-based vouchers. Proposals were due on February 1, 2022. A total of 17 applications requesting a total of 372 project-based vouchers were received, reviewed, and carefully ranked by staff from the Community Development Commission and the City of Santa Rosa. A total of 8 projects are being recommended for award, however, the recommendation [shown in the following table] is slightly different than what was presented in the written staff report included in the Committee's meeting packet.

Recommended Projects

Project	Developer	Project Type	Number of PBVs	Location	Construction Type
575 Vallejo Street	PEP	Senior	2	Petaluma	Preservation
579 Vallejo Street	PEP	Senior	3	Petaluma	Preservation
Fisher I	PEP	Senior	5	Petaluma	Preservation
Fisher II	PEP	Senior	6	Petaluma	Preservation
George's Hideaway	CDC	PSH	21	Guerneville	Sub. Rehab/New
The Studios at Montero	Burbank	PSH	60	Petaluma	Rehab
Providence RP House	Providence	PSH	69	Rohnert Park	New Construction
Redwood Inn	CDC	PSH	34	Santa Rosa	Sub. Rehab/New

Committee members asked questions to staff and staff responded accordingly. The committee asked to see the complete proposals. Ms. Cheever said she will provide the committee a shared link and will provide proposals in the future.

Chair Adams opened public discussion. Dominic Roydell with PEP Housing thanked the CDC staff for a well-handled RFP. Walter Zisette with Providence Rohnert Park House expressed his gratitude for being considered for the project-based vouchers. Rich Wallace, Senior Director of Business Development Housing Finance with Burbank Housing spoke on behalf of The Studios at Montero.

Committee Member Linda Garcia moved to approve this agenda item; motion was seconded by Committee Member Jake Mackenzie.

Ayes

Betzy Chavez, 1st District
 Jake Mackenzie, 2nd District
 Susan Hollingsworth Adams, 3rd District
 Linda Garcia, 5th District
 Judith Morgan, Tenant Representative
 Oscar Chavez, Human Services Department

Chair Adams adjourned the meeting at 11:14 am.



**Sonoma County Community Development Commission
Sonoma County Housing Authority**

1440 Guerneville Road, Santa Rosa, CA 95403-4107

*Members of the
Commission*

James Gore
Chair

Chris Coursey
Vice Chair

Susan Gorin
Lynda Hopkins
David Rabbitt

Dave Kiff
Interim Executive
Director

MEMORANDUM

Date: March 16, 2022

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

From: Rhonda Coffman, Community Development Assistant Manager

Subject: Fiscal Year (FY) 2022-2023 Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME) and FY 2021-2022 HOME and CDBG Cares Act (CDBG-CV) Staff Reports

Summary of FY 2022-2023 and FY 2021-2022 Funding Recommendations

The Community Development Commission (CDC) received seventeen proposals in response to the CDBG, HOME, and CDBG-CV Notice of Funding Availability (NOFA), issued in December 2021. 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, shown below.

The following set capital investment, fair housing, and public services awards would: 1) support furthering the priorities approved in the FY 2022-2023 Funding Policies (Funding Policies) approved by the CD Committee and CTAC on November 17, 2021 for the FY 2022-2023 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.

Applicant	Project	\$ Request	Staff Funding Recommendation
CDBG			
Non-Housing Capital Projects			
City of Sebastopol	Luther Burbank Farm ADA Restroom Facility	\$146,000	\$146,000
Sweetwater Springs Water District	Wright Drive Water Main, Natoma Tank, and Edgehill Booster Replacement	\$169,472	\$169,472



Applicant	Project	\$ Request	Staff Funding Recommendation
Housing Capital Projects			
Burbank Housing	Dry Creek Commons	\$900,000	\$866,476*
Disability Services & Legal Center	Housing Accessibility Modification	\$45,000	\$45,000
Sonoma County Community Development Commission	Countywide Housing Rehabilitation Programs	\$500,000	\$500,000
Total CDBG Capital Projects amount requested		\$1,760,472	\$1,726,948
Total CDBG estimated amount available (FY 2022-2023 and Prior Year Funds)			\$1,726,948
CDBG – Public Services Set Aside (Fair housing activities)			
Fair Housing Advocates of Northern California	Fair Housing Education and Enforcement	\$85,000	\$84,526*
Legal Aid of Sonoma County	HOME – Housing Justice Project	\$195,000	\$194,000*
Total CDBG Public Services amount requested		\$280,000	\$278,526
Total estimated amount available (FY 2022-2023)			\$278,526
HOME Housing Projects			
Burbank Housing	Dry Creek Commons (Healdsburg)	\$400,000	\$ 400,000
Sonoma County Housing Authority	Tenant Based Rental Assistance	\$500,000	\$ 500,000
Total HOME amount requested		\$900,000	\$ 900,000
Total estimated amount available (FY 2022-2023 and FY 2021-2022)			\$1,188,806
CDBG - CV			
Fair Housing Advocates of Northern California	Fair Housing Education and Enforcement	\$25,000	\$25,000
Housing and Economic Rights Advocates	Financial Stability Legal Services	\$25,650	\$25,650
Community Action Partnership	HCA Family Fund	\$33,000	\$33,000
Community Action Partnership	Sloan House Woman’s Shelter	\$57,367.87	\$57,367
Homes 4 the Homeless	Vocational Training (for construction of showers for the homeless)	\$994,000	No recommendation
Homes 4 the Homeless	Case Management Program	\$682,000	\$25,000
Total CDBG-CV amount requested		\$1,817,017.87	\$166,017
Total estimated amount available (FY 2021-2022 and FY 2020-2021)			\$1,536,871

**Staff recommends funding up to the full amount requested if the actual CDBG grant from HUD is greater than the estimated amount, or if sufficient program income or reprogrammed funds become available.*

CDBG Funds

The amount of FY 2022-2023 CDBG funds is estimated for the purposes of making funding recommendations, with actual amounts to be known once a federal budget is passed and HUD publishes allocations. Also included in the CDBG amount is \$520,000 from the FY 2018-19 Hewitt Street property acquisition project, which is available for reprogramming after that project was cancelled because Urban County CDBG funds cannot be used to acquire property for housing in the City of Santa Rosa. This amount is included in the total amount available in the table above.

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 CDBG and HOME Funding Policies, as approved by the Committees, designate this set aside for Fair Housing Services and Housing Justice Programs. For the past few years these funds have been allocated by the Continuum of Care through their funding allocation process and administered by the Ending Homelessness Division of the Sonoma County Community Development Commission. However, as these funds are related to the Annual Action Plan, this year they are returning to the Community Development Compliance Division for administration and monitoring, with funding recommendations made by the Committees.

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. The total amount available from FY 2021-22 is \$123,811 and the estimated amount for FY 2022-2023 is estimated to be \$130,441 for a combined estimated total of \$254,252. No applications were received from a CHDO for FY 2021-2022 or FY 2022-2023 and therefore CHDO funds are not shown in the table above.

CDBG-CV Funds

Six funding requests were received for CDBG-CV funds. Staff's recommendations for funding would leave a balance of over \$1.5 million available for eligible activities, which are subject to the CDBG statutory regulations with an additional requirement that they be used for activities that will prevent, prepare for, or respond to Coronavirus.

Balance of Funds

The total funding requests and recommendations for HOME and CDBG-CV were less than the amount of funds available this year. This is unusual as funds are generally oversubscribed, with more requests than funds available. The FY 2022-23 Action Plan process must move forward per HUD Consolidated Plan statutory timeline requirements. Therefore, staff recommends that the Committees now consider the current eligible proposals and make recommendations for the Board's approval of funding awards. The staff further recommends that the remaining balance of funds be made available through a future "off cycle" NOFA, which would solicit proposals to be considered for inclusion in a substantial amendment to the FY 2022-2023 Action Plan.

Ineligible / Incomplete Applications

All applications for funding must be for activities that meet a HUD National Objective and be a CDBG, HOME or CDBG-CV eligible activity. Applications are also required to include all required information and attachments to be deemed complete. As stipulated in the Funding Policies, incomplete or ineligible applications will not be considered for funding. Applicants are made aware of this through the NOFA, the public technical assistance workshop, and individual technical assistance meetings. One applicant, Homes 4 the Homeless, requested \$682,130 in a combination of CDBG and HOME funding for construction of new housing in Fulton. Their application was incomplete, lacking responses to all questions and omitting one or more required attachments. In addition, they are not eligible to use CDBG funds for new housing construction because they are not a qualifying Community Based Development Organization (CBDO). This applicant has been notified of their disqualification for this proposal.

Brown Act

All Commission and Board members are subject to the Brown Act and must publicly disclose 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 applicants, and provide feedback to staff that will be integrated into the draft FY 2022-2023 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.

Staff Reports

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1) Community Development Block Grant (CDBG)

- a) Non-Housing Capital Projects
 - i) City of Sebastopol – Luther Burbank Farm ADA Restroom Facility
 - ii) Sweetwater Springs Water District – Wright Drive Water Main, Natoma Tank, & Edgehill Booster in Guerneville
- b) Capital Housing Projects
 - i) Disability Services and Legal Center – Housing Access Modification Program
 - ii) Sonoma County Community Development Commission Fund Request – Countywide Housing Rehabilitation Program
 - iii) Burbank Housing Development Corporation – Dry Creek Commons in Healdsburg
- c) Public Services/Fair Housing
 - i) Fair Housing Advocates of Northern California – Fair Housing Education and Enforcement in Urban County
 - ii) Legal Aid of Sonoma County – HOME – Housing Justice Project in Urban County

2) HOME Investment Partnerships Program (HOME)

- a) Burbank Housing Development Corporation – Dry Creek Commons in Healdsburg
- b) Sonoma County Housing Authority Fund Request – Tenant Based Rental Assistance (TBRA)

3) Community Development Block Grant Coronavirus (CDBG-CV) Applications

- a) Housing and Economic Rights Activists – Public Services – Financial Stability Legal Services in Urban County
- b) Fair Housing Advocates of Northern California – Fair Housing – Fair Housing Education and Enforcement in Urban County
- c) Community Action Partnership of Sonoma County – Public Services – Sloan House Project
- d) Community Action Partnership of Sonoma County – Public Services – HCA Family Fund
- e) Homes 4 the Homeless – Public Services – Case Management
- f) Homes 4 the Homeless – Public Services – Showers and Vocational Training

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) – CAPITAL PROJECTS

Estimated Funding Available: FY 2022 – 23: \$1,206,948

CDBG Estimated Funding Available: **FY 2022 – 23: \$1,206,948**

CDBG Reprogrammed Funds Available: **Prior Year: \$520,000**

CDBG Applications

Applicant	Project Name	Amount Requested	CDC Staff Recommendation
Burbank Housing Development Corporation	Dry Creek Commons	\$900,000	\$866,476*
City of Sebastopol	Luther Burbank Farm ADA Restroom Facility	\$146,000	\$146,000
Disability Service & Legal Center	Housing Access Modification Program	\$45,000	\$45,000
Sonoma County Community Development Commission (fund request, not applicant)	Countywide Housing Rehabilitation Programs	\$500,000	\$500,000
SweetwaterSprings Water District	Wright Drive Water Main, Natoma Tank, and Edgehill Booster Replacement	\$169,472	\$169,472
	Total Requested	\$1,760,472	
	Total Estimated Available	\$1,726,948	\$1,726,948

**Staff recommends funding up to the full amount requested if the actual CDBG grant from HUD is greater than the estimated amount.*

APPLICANT NAME: City of Sebastopol

PROJECT NAME: Luther Burbank Farm ADA Restroom Facility

AMOUNT REQUESTED: \$146,000

PROJECT DESCRIPTION

Applicant-Provided Summary Description from Submitted Application:

The project consists of construction of a new ADA-compliant public restroom facility at the Luther Burbank Experiment Farm, ADA parking stall and access to the new bathroom from the existing parking lot. The work also includes installation of sewer, water and electrical service to support the restroom facility.

PROJECT TYPE: Public Improvements

FOR HOUSING PROJECTS, THE NUMBER AND SIZE OF UNITS, INCOME LEVELS TO BE SERVED:

N/A

PROPOSED USE OF FUNDS: Project management, design, construction and inspection

FUNDING POLICIES (Funding Goals and Objectives)

Does the project address one of the highest priorities of: 1) creating or preserving affordable housing, 2) building infrastructure or public facilities that support creation or preservation of affordable housing, or 3) building infrastructure or public facilities that support low-income communities?

This project addresses building infrastructure or public facilities that support low income communities.

If the application is for housing acquisition and/or preservation, are the units at risk of becoming market rate housing?

N/A

If the application is for a housing project, does the project set aside homes for persons or households experiencing homelessness or who are at imminent risk of becoming homeless?

N/A

If the application is for a housing project, will the project provide units for special needs populations?

N/A

THRESHOLD CRITERIA

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

The proposed project includes the construction of a new ADA compliant public restroom facility at a small local park. HUD regulations consider people with disabilities to be a “presumed benefit” category that qualifies as meeting a Low/Mod Income Limited Clientele National Objective, because it has been determined that at least 51% of people with disabilities have incomes at or below 80% AML. However, the HUD regulations allowing use of the presumed benefit rule state that CDBG funding can be used to pay for ADA improvements only; specifically, the removal of pre-existing architectural barriers. CDBG funds qualifying under this category may not be used for construction of new ADA-compliant facilities.

HUD regulations do allow the construction of a new public facility or improvement providing ADA access if it qualifies under the National Objective as a Low-Moderate (L/M) Income Area Benefit. The public facility or improvement must be used for a purpose the benefits of which are available to all the residents in a particular area that is primarily residential, and at least 51% of those residents are L/M income persons.

The census data currently available does not qualify the service area of this public facility improvement under the L/M Area Benefit. However, the census data is now out of date and does not accurately reflect the current income of the residents in the area. In such cases, HUD allows income surveys as an alternate method of determining sufficient Low/Mod Area benefit needed to document that a proposed eligible activity will meet the national objective of Low/Mod area benefit with prior approval. A HUD-approved income survey is proposed to be used to qualify this project under the L/M area benefit.

Does the proposed project or activity meet the eligibility requirements of the CDBG and HOME Funding Policies (If no, provide the specific reason)?

The project could be determined eligible if 51% or more of the surrounding area residents and actual park users are at or below 80% of the area median income (AMI).

Is the project consistent with the General Plan of the jurisdiction in which it is located?

Yes, in a letter dated January 20, 2022 from the City of Sebastopol Planning Department, the project is confirmed as consistent with two goals in the General Plan.

Does the project Affirmatively Further Fair Housing (AFFH)?

AFFH is not applicable to non-housing Public Facilities and Improvements

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

The City of Sebastopol has a history of successful management of similar projects using federal, state and local funds. The City of Sebastopol has been an incorporated government entity for over a hundred years, during which time-frame the City has managed all manner of grant funds from multiple sources. As a small City, grants are essential to the City's ability to continue to address the needs of its citizens. The City has staff well-experienced in handling grant funds of all sorts

SELECTION CRITERIA

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

This is a non-housing capital project that is not subject to the 7:1 leverage requirement and only includes construction costs and no permanent take-out financing. If applicant receives all of the requested local funding, each \$1.00 of CDBG funds would leverage \$3.56 from other sources.

ESTIMATED PREDEVELOPMENT AND CONSTRUCTION FINANCING

Funding Source	Amount	Commitment Status
CDBG Grant	\$146,000	Not committed
Measure M-Parks Grant	\$17,000	Committed
Pro-bono (donation)	\$18,000	Committed
City staff In Kind	\$6,000	Committed
TOTAL	\$187,000	

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

N/A

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

Yes, the City of Sebastopol owns the property and the Planning Department submitted a letter stating that the project is consistent with their adopted General Plan.

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

The CEQA environmental review is anticipated to be completed by December 2022. Design work is expected to be completed by January 2023 with a project completion of February 2024.

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

The City conducts regular maintenance of its parks and facilities.

For non-housing projects, is there a documented and verifiable need for the project above and beyond existing facilities?

This project has been identified to support the City's parks systems and is included in the City's adopted Capital Improvement Program and their 2013 ADA Transition Plan. There is an existing non-ADA compliant bathroom located at the site in the historical Cottage building. The Cottage is only open once a week when there is volunteer staffing by the West Sonoma County Historical Society. When the Cottage is open, the bathroom cannot be accessed by park visitors (or volunteers) who have physical disabilities. Due to the historic nature of the Cottage, it is not feasible to make the existing bathroom ADA-compliant and therefore it was determined that a separate bathroom building on the property site would be more feasible and would have the added benefit of being open to the public when the City park is open to the public, seven days a week.

For non-housing projects, can the project be expected to have a significant impact on the identified problem and result in one or more measurable indicator?

Yes, the project will benefit residents with incomes at or below 80% AMI.

For housing projects, does project's proposed number of units exceed the minimum CDBG requirements?

N/A

For housing projects, are the proposed rents below the maximum rents allowed by the CDBG requirements?

N/A

ADDITIONAL INFORMATION:

The project is located adjacent to an affordable housing development but based on 2015 Census data the census tract has only 43% low income residents. However, based on a field visit to the site it appears the residential housing that is adjacent to the park / public facility improvement is older rental housing, which is typically occupied by lower income households. An income survey is needed to determine if the project can be determined as eligible under the L/M Area Benefit.

CONSEQUENCES OF NO FUNDING:

The project cannot be phased since it proposes the construction of a single ADA bathroom facility. If partial funding is granted (depending on the amount), the City of Sebastopol City Council may need to be consulted to request additional funding for the project. Once the City is informed as to how much grant money can be made available, staff can quickly request additional funding for the project.

STAFF RECOMMENDATION:

Staff recommends fully funding the project contingent upon the results of a HUD approved income survey that determines it eligible under the L/M Area Benefit

Preliminary Condition(s) of Approval

Allocated funding will be a grant ☒ a loan ☐

1.	CDBG funds will be used to reimburse allowable Environmental and Design costs only.
2.	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 unless a HUD-approved income survey documents that at least 51% of park visitors have are lower-income.
3.	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 must pay federal Davis Bacon prevailing wages for all contract activities.
4.	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.

SONOMA COUNTY COMMUNITY DEVELOPMENT COMMISSION FUNDING APPLICATION: AFFORDABLE HOUSING AND CAPITAL PROJECTS

Please review the Notice of Funding Availability (NOFA), Application Guidelines, and the FY 2022–2023 CDBG and HOME Funding Policies before submitting your application. All applications must meet the eligibility criteria found in the Funding Policies and the requirements set forth in the NOFA.

This space reserved for CDC date and time stamp

Part 1: Applicant Information

Legal name of organization: City of Sebastopol
Organization's DUNS number: 004952883

Contact Information

Authorized Representative (City/Town Manager, Executive Director, or other):
Name, title: Larry McLaughlin, City Manager
Phone: (707) 823-1153
Email: lmclaughlin@cityofsebastopol.org

Primary point of contact:
Name, title: Toni Bertolero, Engineering Consultant, GHD Inc.
Phone: (707) 921-7647
Email: toni.bertolero@ghd.com

Organization is a: ☐ Non-profit organization ☐ For-profit organization ☒ Local government
☐ Community Housing Development Organization (CHDO)
☐ Community Based Development Organization (CBDO)

Organization mailing address: 7120 Bodega Avenue, PO Box 1776, Sebastopol, CA 95472
Organization website: www.cityofsebastopol.org

Organizational Capacity and Experience

Describe applicant's record of administrative and programmatic capacity using federal, state, local, and/or private grant funds, explaining any past issues or challenges administering grant funds.

The City of Sebastopol has been an incorporated government entity for over a hundred years, during which time-frame the City has managed all manner of grant funds from multiple sources. As a small City, grants are essential to the City's ability to continue to address the needs of its citizens. The City has staff well-experienced in handling grant funds of all sorts.

Part 2: Project Description

Brief Description of Project or Program

The description provided here will be incorporated into the staff reports provided to the Community Development Committee, Cities and Towns Advisory Committee, and/or the Board of Supervisors. Descriptions MUST BE 125 words or less. It will not be edited and will be truncated at 125 words. For housing related applications, please include information on the number of affordable units in the project, accessible units (types, number of units, and accessibility type). A longer project description may be attached (see Part 6, Attachments). If you are requesting CDBG-CV funds, please include how the proposed activity will prevent, prepare for or respond to Coronavirus (*activities must demonstrate they respond to one or more*).

The project consists of construction of a new ADA-compliant public restroom facility at the Luther Burbank Experiment Farm, ADA parking stall and access to the new bathroom from the existing parking lot. The work also includes installation of sewer, water and electrical service to support the restroom facility.

Part 3: Project Information

Project Name Luther Burbank Farm ADA Restroom Facility

Project Type

Using Appendix A of the FY 2022-2023 CDBG and HOME Funding Policies, fill in the field below.

CDBG or HOME eligible activity: CDBG

Funding Request

Estimated project budget: \$ 187,000

Amount of funding request: \$ 146,000

Funding source: ☒ CDBG ☐ HOME ☐ HOME-CHDO ☐ CDBG-CV

Property Information (as applicable)

Project location (physical address or cross streets): 7777 Bodega Avenue, Sebastopol, CA 95472

Assessor's Parcel Number(s): 060-222-029

Census tract(s): City of Sebastopol

Total acreage: 3.22

Current use of site: Park, recreation

Is project located in a 100-year flood plain? ☐ Yes ☒ No

FEMA FIRM panel number: 06097C0715E

Is the project, or any part of it, located within the limits ☒ Yes ☐ No

of any city/town?

If yes, which city/town? **Sebastopol**

Which jurisdiction(s) must approve the project?

City of Sebastopol

What local approvals and entitlements will be required to develop the proposed project?

Building permit and encroachment permit from the City.

Date entitlements and permits expected to be approved:

Project approved by Council in CIP in July 2021. Building and encroachment permits estimated to be approved June 2022.

Status of Site Control

Identify the form of site control:

☒ Ownership (attach copy of grant deed or deed of trust)

☐ Lease (attach copy of lease)

☐ Option agreement (attach copy of agreement)

☐ Purchase agreement (attach copy of agreement)

☐ Other; explain: _____

Note: If funding application is for acquisition, also attach copy of current appraisal if available.

Status of Environmental or Other Approvals

Applicant must obtain certification of project's consistency with the applicable general plan, signed by an authorized representative of the jurisdiction in which the project is located (housing rehabilitation projects excluded).

Status of environmental review:

Historical Society has approved. CEQA will commence.

Status of land use, building permits, or other approvals:

Building permit application will commence 2022

Explain any land use (zoning, lot split, set back, or environmental) constraints that must be resolved prior to proceeding with the project:

No constraints

Status of Relocation Activities

In order to receive funding, projects must comply with the Sonoma County Residential Anti-Displacement and Relocation Assistance Plan.

Will the project involve demolition of any structure or relocation of any persons or businesses?

☐ Yes ☒ No

Explain the status of any demolition or relocation activities:

None

Existing Improvements

EXISTING COMMERCIAL IMPROVEMENTS

Number of structures

2 (cottage and barn)

Year built

First built in the 1800's and last remodeled in the 1990s

Number of vacant structures

0

Number of occupied structures

0

Number of structures to be demolished

0

Estimated cost of relocation

0

EXISTING RESIDENTIAL IMPROVEMENTS

	<i>SRO</i>	<i>Studio</i>	<i>1-BR</i>	<i>2-BR</i>	<i>3-BR</i>	<i>4-BR</i>
Number of existing units	0					
Number of occupied units	0					
Number of vacant units	0					
Number of substandard units	0					
Number of units to be demolished	0					
Estimated cost of relocation	N/A					

Phasing

Can project proceed if phased or if given partial funding? Explain the effect of phasing or partial funding on the project's ability to move forward.

Project cannot be phased since it is a single bathroom facility. If partial funding is granted (depending on the amount), Council may need to be consulted to request additional funding for the project. Once the City is informed how much grant money can be made available, staff can quickly request additional funding for the project.

Demonstration of Need

Describe the need for the project or program and include evidence of need (e.g., cite waiting lists for services, census data, documentation of deteriorated conditions, or other evidence).

This project has been identified to support the City's parks systems and is included in the City's adopted Capital Improvement Program and the 2013 ADA Transition Plan (see Attachment 6). There is an existing non-ADA compliant bathroom located at the site in the historical Cottage building. The Cottage is only open once a week when there is volunteer staffing by the West Sonoma County Historical Society. When the Cottage is open, the bathroom cannot be accessed by disabled visitors to the park. Due to the historic nature of the Cottage, it is not feasible to make the existing bathroom ADA-compliant and therefore it was determined that a separate bathroom building on the property site would be more feasible and would have the added benefit of being open to the public when the City park is open to the public, seven days a week.

Outcomes

Describe the outcomes expected to result from the project or program.

The City of Sebastopol is committed to ensuring persons with disabilities can enjoy and frequent all City parks. Essential to park use and visits is the ability to identify barriers that may prevent or eliminate community inclusion. The proposed project is beneficial to both residents and the community and Sonoma County region, as well as national and international visitors. The City has a goal to provide ADA access to City parks and facilities in accordance with the City's 2013 ADA Transition Plan (see Attachment 6).

Part 4: Timeline

Target Dates

List anticipated target date for each of the major milestones below. (Housing projects use timeline in supplemental application instead.)

Major Milestone	Target Completion Date	Funds Expended
Environmental Review	Dec. 2022	10%
Site Control	Dec. 2022	0
Design Completion	Jan. 2023	30%
Bid Period Closes	Mar. 2023	0
Construction Begins	May 2023	0
Construction Complete	Dec. 2023	0
Notice of Completion	Feb. 2024	0

Part 5: Sources and Uses

Housing projects use budget in supplemental application instead.

Sources

<i>Source of Funds</i>	<i>Donations</i>	<i>Loans</i>	<i>Grants</i>	<i>In Kind</i>	<i>Total</i>
CDBG grant			146,000.		146,000.
Measure M-Parks			17,000.		17,000.
Pro-bono (donation)	18,000.				18,000.
City staff				6,000.	6,000.
Total	35,000.		146,000.	6,000.	\$187,000.

Uses

<i>Projected Uses</i>	<i>Donations</i>	<i>Loans</i>	<i>Grants</i>	<i>In Kind</i>	<i>Total</i>
Land Acquisition					
Environmental Review			6,000. (1)	1,000. (2)	7,000.
Architect (prelim)	15,000. (3)				15,000.
Engineering (prelim)	3,000. (4)				3,000.
Project Fees					
Site Improvements			140,000 (5)	5,000. (6)	145,000.
Other: Final A&E			17,000. (7)		17,000.
Other:					
Total	18,000.		163,000.	6,000.	\$187,000.

Notes shown in parentheses ()

(1) Estimated cost of NEPA review by CDC staff.

(2) In-house cost for CEQA review by in-house City staff.

(3) Estimated value of preliminary architectural plans (pro-bono work).

(4) Estimated value of preliminary civil plan for site utilities (pro-bono work).

(5) Estimated cost for construction and construction management of project.

(6) Estimated cost for construction inspection by City staff.

(7) Set-aside funds from Measure M-Parks funds (a local fund) for final architectural/engineering plans and specs.

Part 6: Attachments Required

Project sponsors must submit the following documents, as applicable, with their funding application:

- ☒ **Project Description:** Provide a description of the project that includes specific location information and geographic boundaries. It should identify the maximum anticipated scope of the entire project, and delineate the specific activities for which the applicant is requesting funding at this time. Applications for housing-related projects should instead include a Housing Project Description, described in Supplemental Application below.
- ☒ **Project Location Map:** Attach an 8 1/2"x 11" map showing the project location, clearly showing the project area in relation to surrounding communities.
- ☐ **Authorizing Resolution:** For non-profit organizations, attach a resolution from the Board of Directors authorizing the submittal of the application.
- ☒ **City/Town Authorizing Resolution:** Attach a city/town council resolution endorsing the project for those located within the seven incorporated jurisdictions or for those sponsored by one of the seven incorporated jurisdictions.
- ☒ **General Plan Consistency:** Attach a certification of consistency with the applicable jurisdiction's General Plan.
- ☐ **IRS Letter of Determination:** Non-profit organizations only must submit an IRS Letter of Determination. Non-profit organizations are not eligible for consideration unless non-profit status has been verified.
- ☐ **Community Housing Development Organization (CHDO) verification:** For CHDO's applying for HOME CHDO funds, submit a Sonoma County CHDO letter or plan to become an independent, fully functioning CHDO entity.
- ☐ **Letters of Commitment:** Submit letters of commitment from all other funding sources.
- ☐ **Financial Documentation:**
 - ☐ Non-profit organizations must attach the following:
 - Current operating budget
 - Most recent completed final audit report
 - IRS Form 990 for the most current tax year
 - If organization is not audited, attach a copy of the most recent internal financial statement that has been approved by Board of Directors.

*Additional financial information may be requested by CDC staff as deemed appropriate.

- ☒ Sonoma County departments or agencies, the cities of Cotati, Cloverdale, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and the Town of Windsor are exempt from this requirement.
- ☐ Organizations are **required** to have **written** policies and procedures. The applicant must submit certification that they have the following policies and procedures. (Please complete the forms found in Part 7 – Certifications)
 - Accounting
 - Conflict of Interest
 - Procurement
 - Record Retention

Supplemental Application: Public Facilities or Other Infrastructure Projects

Define project service area

List all census block groups in service area:

City of Sebastopol
"West County"

For sidewalk / curb cut projects

Location of sidewalks (cross streets):

N/A

Define the service area; list all Census block groups in service area:

N/A

Number of curb cuts (anticipated):

N/A

Supplemental Application: Housing-Related Projects

Fill out this supplemental application if the project will result in the construction of new housing units, preservation of existing housing units, or the acquisition of land for new housing units.

Project Information

Project type:

☐ New construction ☐ Rehabilitation ☐ Acquisition

Total number of units to be constructed
or rehabilitated:

N/A

Total number of affordable units (new
construction or acquisition):

For HOME funding requests, total
number of HOME-assisted units:

Total development costs:

\$

Contact Information of All Parties

APPLICANT INFORMATION

Name:

Address:

City, State, Zip:

Contact person:

Telephone:

Email:

Organization is a: ☐ Non-profit organization ☐ For-profit organization

☐ Local government

☐ Community Housing Development Organization (CHDO)

☐ Community Based Development Organization (CBDO)

PARTNER OR RELATED ENTITIES

Name:

Address:

City, State, Zip:

Contact person:

Telephone:

Email:

Organization is a: ☐ Non-profit organization ☐ For-profit organization

☐ Local government

☐ Community Housing Development Organization (CHDO)

☐ Community Based Development Organization (CBDO)

ARCHITECT

Name:

Address:

City, State, Zip:

Contact person:

Telephone:

Email:

GENERAL CONTRACTOR

Name:
Address:
City, State, Zip:
Contact person:
Telephone:
Email:
License no.:

PROPERTY MANAGER

Name:
Address:
City, State, Zip:
Contact person:
Telephone:
Email:

Status of Entitlements and/or Services

If site is located in an unincorporated area of the County, have you or will you submit an application to Sonoma County Planning & Resource Management Department for:

- ☐ State Density Bonus Program
☐ County of Sonoma Supplemental Density Bonus Program
☐ Housing Element Type A Rental Housing Opportunity Program
☐ Housing Element Type C Ownership Housing Opportunity Program

Date of application: _____

If answering yes to any of the above, contact Commission staff to discuss schedule for preparation and Board approval of Affordable Housing Agreement.

Status of planned water and sewer service:

If not yet provided, explain how water and sewer service will be provided.

Does the project have Article 34 authority from the jurisdiction in which it is located?

- ☐ Yes. If yes, attach a copy of the allocation letter.
☐ No. If no, attach written legal opinion describing why Article 34 referendum authority is not required.

Proposed Tenancy

Household types: **SRO** **Studio** **1 BR** **2 BR** **3 BR** **4BR**

Number of each type of unit

Average square feet per unit

Total number of units:

How many of the total units will be reserved for the following:

Homeless persons

Elderly persons

Disabled persons (see note)

Special needs populations

Resident manager

Other; specify:

Unrestricted

Note: In new construction and substantial rehabilitation rental projects assisted with HOME or CDBG funds, at least five percent of units (not less than one unit) must be accessible to persons with mobility impairments, and an additional two percent of units (not less than 1 unit) must be accessible to persons with sensory impairments. Projects assisted with other funds must satisfy applicable federal, state, and local regulations regarding the provision of accessible housing. Ownership housing projects assisted with funds from these programs must comply with applicable federal, state, and local laws regarding the provision of accessible units.

Estimated Monthly Rent Levels (before deduction of utility allowances)

	Household types: SRO		Studio		1 BR		2 BR		3 BR		4BR	
	Units	Rent	Units	Rent	Units	Rent	Units	Rent	Units	Rent	Units	Rent
Extremely Low-Income (30% of AMI)												
Very Low-Income (50% of AMI)												
60% of AMI												
Low-Income (80% of AMI)												
Market Rate (>80% of AMI)												
Resident Manager's Unit												
Estimated Utility Allowance*												

*Please provide list of tenant-paid utilities, the utility profile for all appliances, and the Utility Allowance for each unit type.

Estimated Affordable Sales Prices (ASP)

	Household types: SRO		Studio		1 BR		2 BR		3 BR		4BR	
	Units	ASP	Units	ASP	Units	ASP	Units	ASP	Units	ASP	Units	ASP
Extremely Low-Income (30% of AMI)												
Very Low-Income (50% of AMI)												
60% of AMI												
Low-Income (80% of AMI)												
100% of AMI												
120% of AMI												

LENGTH OF AFFORDABILITY PERIOD

What is the proposed length of affordability for the affordable units?

See Funding Policies

Project Schedule

Include all major milestones such as land acquisition, general plan amendment and rezoning, density bonus / housing element housing opportunity area approval, design review approval, schematic design, design development, construction documents, construction phase, initial occupancy, and, if applicable, assignment of the project to a limited partnership or other entity. Specify tentative dates for closing the proposed loan and first request for funds, as well as when construction financing and permanent financing will close. ***Please provide realistic dates for completion of activities and expenditure of funds. These dates will be included in the applicable funding agreement.***

Major Milestone	Target Completion Date	Funds Expended
-----------------	------------------------	----------------

Development Budget

ESTIMATED PREDEVELOPMENT AND CONSTRUCTION FINANCING

<i>Lender</i>	<i>Amount</i>	<i>Interest Rate / Term</i>	<i>Use(s)</i>	<i>Commitment Status</i>	<i>HOME match qualifying?</i>
---------------	---------------	-----------------------------	---------------	--------------------------	-------------------------------

Total

ESTIMATED PERMANENT FINANCING

<i>Lender</i>	<i>Amount</i>	<i>Interest Rate / Term</i>	<i>Use(s)</i>	<i>Commitment Status</i>	<i>HOME match qualifying?</i>
---------------	---------------	-----------------------------	---------------	--------------------------	-------------------------------

Total

Summary of First-Year Operating Budget

Rental projects only

	<i>Total</i>	<i>Per unit</i>
Gross potential rental income		
Plus other income (e.g., laundry)		
Less 5% vacancy / rent loss		
Effective Gross Income		
Less total operating expenses*		
Less payment to replacement reserves		
Less payment to other reserves		
Net operating income		
Less debt service payments		
Net cash flow		
Debt service coverage ratio		
<i>*Include \$75 per unit, per year monitoring fee in the operating budget</i>		

Affirmatively Furthering Fair Housing

In planning for the use of CDBG and HOME, the County of Sonoma must adhere to the mandate in the Fair Housing Act to Affirmatively Further Fair Housing. This means that not only must all HUD funded programs and activities combat discrimination, but they must also overcome patterns of segregation and the denial of access to opportunity that are part of national and local history. The ways in which a project or program can do this meaningfully are listed below, and to be considered for funding, all applicant projects must overcome patterns of segregation in one or more of the ways listed.

In which of the following ways does the proposed project overcome patterns of segregation and the denial of access to opportunity (check all that apply)? Please provide an explanation of how the project accomplishes the item (s) checked.

☐ It makes an investment in a segregated and high poverty neighborhood to improve conditions and eliminate disparities in access to opportunity between residents of this neighborhood and the rest of the jurisdiction and region.

Explain:

☐ It maintains and preserves existing affordable rental housing stock to reduce disproportionate housing needs.

Explain:

☐ It provides affordable housing in an area(s) of opportunity to combat segregation and promote integration.

Explain:

☐ It provides mixed income housing designed to integrate racially and ethnically concentrated areas of poverty.

Explain:

☐ It increases access for individuals with protected characteristics to existing affordable housing in higher opportunity areas.

Explain:

Homelessness-Related Questions

If project is a permanent supportive housing project, identify service provider:

Describe approach to lowering barriers to potential tenants to entering permanent housing (i.e., accepting referrals from Coordinated Intake:

Additional Attachments Required

In addition to the attachments required in Part 6 of the funding application, housing-related project sponsors must submit the following as attachments to their applications:

- ☐ Housing project description: Provide a written narrative to describe your project. At a minimum, the narrative should include the following:
 - Description of the type of housing proposed
 - Target population(s)
 - Planned services for residents
 - Proposed use(s) of the requested funding and anticipated environmental issues (i.e., vernal pools, heritage trees, riparian corridor, contamination, flood plain, endangered species, historical and archeological impacts)
 - Authorized entity that will execute the funding agreement and loan documents if applicable for the funds requested in this application
 - If the project will use a tax credit limited partnership to finance the project, please describe the organizational structure of the partnership and the roles of various partners or other related organizations
- ☐ Current preliminary title report
- ☐ Evidence of site control
- ☐ Current appraisal, if available. Appraised value of property must fully secure the Commission's loan(s). In addition, the total purchase price may not exceed the "reasonable cost" for the property
- ☐ Environmental clearances/reports
- ☐ Site plan and elevations or schematic drawing
- ☐ Project Location Map: Attach an 8 1/2"x 11" map showing the project location, clearly showing the project area in relation to surrounding communities
- ☐ Contractor's cost breakdown
- ☐ Using the Sonoma County Community Development Commission Utility Allowance Schedule, <http://sonomacounty.ca.gov/CDC/Housing-Authority/Property-Owners/Utility-Allowances/>, list the tenant-paid utilities and utility allowance for your project
- ☐ Itemized development budget, including a sources and uses table, identifying distributions to the owner, developer, partners or other entities during the development phase
- ☐ Narrative description of the development's financial plan, indicating expected dates for obtaining approvals for any uncommitted financing
- ☐ Rental projects: A 30-year operating budget and cash flow projection that shows estimated project income, operating expenses, reserves, debt service, and distributions. Please include a "totals" column after year 30
- ☐ Article 34 Authority: Attach allocation letter or legal opinion that allocation is not required.

Part 7: Certifications

- Grant Certification Form – 1 (Application Completeness & Accuracy & Signatory Authority)
- Grant Certification Form – 2 (Federal Regulations)
- Grant Certification Form – 3 (Conflict of Interest)
- Grant Certification Form – 4 (Policies and Procedures)

Grant Certification Form – 1

Application Completeness & Accuracy & Signatory Authority

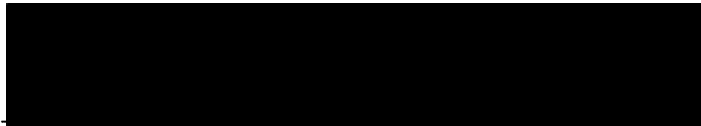
I hereby certify that City of Sebastopol *(insert name of organization requesting funds)* has complied with all applicable laws and regulations pertaining to the application and is an eligible applicant for the requested funding.

The organization proposes to provide the program services or complete the project identified in this application. If this application is approved and this organization receives the requested funding this organization agrees to adhere to all relevant Federal, State, and local regulations and other assurances as required by the Commission.

In addition, the content of the application shall be incorporated as part of the written agreement and, as such, will be used to monitor performance. Activities, commitments, and representations described in the written agreement that are not subsequently made a part of the program/project as funded shall be considered a material contract failure and may result in a repayment of all awarded funds and/or suspension from participation in future funding rounds.

I hereby certify that the organization is fully capable of fulfilling its obligation under this application, as stated herein.

I further certify that the information provided in this Funding Application is correct, accurate, and complete.



Signature/Authorized Representative of Organization

Printed Name: Larry McLaughlin

Title: City Manager


Date: January 21, 2022

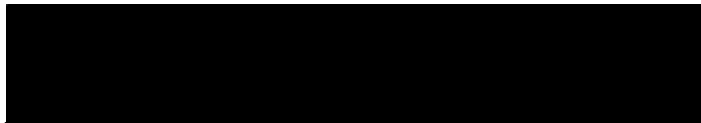
Grant Certification Form – 2

Federal Regulations – CDBG

Requirements	Federal Regulations	Other References
Federal Labor Standards - Davis-Bacon - Copeland Act (Anti-kickback) - Contract Work Hours and Safety Standards	24 CFR 92.354 29 CFR Parts 1, 3, and 5	40 U.S.C. 3141; 40 U.S.C. 3701
Section 3	24 CFR 135	Section 3 of the HUD Act of 1968, as amended (12 U.S.C. 1701u); 2 CFR 200.321
Minority and Women Business Enterprise Participation (MBE/WBE)	Small Business Act, Section 3(a) 15 U.S.C. 632	12 U.S.C. 1701
Civil Rights and Non-Discrimination	Title VI of Civil Rights Act of 1964 Title VIII of the Civil Rights Act of 1968 Section 104(b) and 109 of Title I of the Housing and Community Development Act of 1974	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990 Age Discrimination Act of 1975 Executive Orders 11063, 11246, 11375, 11478, 12107, 12086, and 13279
Equal Employment Opportunity	24 CFR 570.601-602; 570.607 41 CFR 60	Executive Orders 11246; 12086 12 USC 1701u
Fair Housing	Fair Housing Act (42 U.S.C. 3601-3620) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d) Equal Opportunity in Housing Section 504 of the Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990	24 CFR Parts 8, 107, and 146 42 U.S.C. 200(d) Executive Orders 11063, as amended by Executive Order 12259 Age Discrimination Act of 1975, as amended (42 U.S.C. 6101)
Debarred or Ineligible Contractors	24 CFR 570.609; 24 CFR 24	Executive Orders 12549 and 12689
Reasonable Accommodation	24 CFR Part 8; 24 CFR 570.601-602	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990

Fire Safety Codes		Local ordinances
Building, Housing, and Zoning Codes Housing Quality Standards	24 CFR 570.208(b)(1)(iv); 208(b)(2)	Local ordinances
Lead-Based Paint	24 CFR 570.608; 24 CFR Part 35	42 U.S.C 4821 et seq.
Anti-Lobbying	Appendix II to Part 200 J; 31 U.S.C. 1352	
Environmental, Historic Preservation, National Environmental Policy Act, Flood Insurance Requirements - Sitting near airports and coastal barrier - Fish and wildlife protection - Flood plain/flood insurance - National Historic Preservation - Noise abatement and control - Wetlands/Coastal zones - Air quality - Endangered species - Thermal/Explosive hazards	24 CFR 570.503(b)(5)(i); 570.604; 570.605; 570.202; 24 CFR 58 References at: 24 CFR 58.6; 58.5570.605	Section 104(g), HCDA 42 U.S.C 4001 et seq.
Relocation, Real Property Acquisitions, and One-for-One Housing Replacement - Uniform Relocation Act - Residential anti-displacement and relocation assistance	24 CFR 570.201(i); 570.606(b), (c), (d) 49 CFR 24 42 USC 4601 et seq	Sections 104(d); 105(a)(11), HCDA www.hud.gov/relocation
Competitive Procurement	2 CFR 200.319	
Insurance and Bonding	2 CFR 200.310 and 200.325	
Administrative and Accounting Standards	2 CFR Part 200	
Cost Considerations	2 CFR 200.402, 403, 404, 405, 406 and 407	
Documentation and Recordkeeping	24 CFR 570.506 24 CFR 570.502	
Conflict of Interest	2 CFR 200.112 and 24 CFR 570.611	
Section 108 Loan Guarantees	24 CFR 570.700-570.709	Section 108, HCDA

To the best of my knowledge and belief, I certify that all data contained in this application and all supportive documentation is true, correct and will incorporate the above requirements. This submission has been duly authorized by the governing body of City of Sebastopol 



Signature/Authorized Representative of Organization

Printed Name: Larry McLaughlin

Title: City Manager

Date: January 21, 2022

Grant Certification Form – 3

Conflict of Interest – CDBG

The standards in 2 CFR 200.318 provide that no employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

The CDBG regulations at 24 CFR 570.611 provide that no person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient or subrecipient that are receiving CDBG funds and (1) who exercises or has exercised any functions or responsibilities with respect to activities assisted with CDBG funds; or (2) who is in a position to participate in a decision-making process or gain inside information with regard to these activities, may obtain a financial interest from a CDBG-assisted activity, or have any interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one (1) year thereafter.

- A. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to participate in the decision making process for approval of this application?
☐ Yes ☒ No
- B. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to gain inside information with regard to approval of this application?
☐ Yes ☒ No
- C. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds obtain a financial interest or substantial benefit from this activity? ☐ Yes ☒ No
- D. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds have an interest in any contract, subcontract or agreement with respect to funding this application, either for themselves or those with whom they have family or business ties during the program year and one year thereafter? ☐ Yes ☒ No

If you answered YES to any of the above questions, a letter must be submitted with the application that includes the following information:

- 1) A disclosure of the nature and extent of the conflict
- 2) A description of how public disclosure will be made
- 3) A qualified attorney's opinion that the conflict of interest does not violate federal, state, or local law

Note: If you are approved for funding, the Commission must issue a public notice of the disclosure with a 15-day public comment period, and then submit to HUD for approval prior to execution of a grant agreement or release of funds.



Signature/Authorized Representative of Organization

Printed Name: Larry McLaughlin

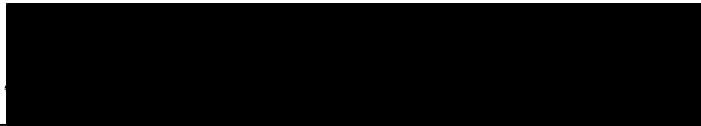
Title: City Manager Date: 01/21/2022

Grant Certification Form – 4

Policies & Procedures

The undersigned does hereby certify that the applicant organization has the following policies and/or procedures and can produce them if requested by the Commission:

1. Accounting policy/procedure
2. Procurement policy/procedure
3. Conflict of Interest policy/procedure
4. Record Retention policy/procedure
5. Language Access Plan & Limited English Proficiency Policy



Signature/Authorized Representative of Organization

Printed Name: Larry McLaughlin

Title: City Manager

Date: January 21, 2022

FY 2022-23 CDBG Application
City of Sebastopol
Luther Burbank Farm ADA Restroom Facility Project

Project Description:

The project consists of construction of a new ADA-compliant public restroom facility at the Luther Burbank Experiment Farm, ADA parking stall and access to the new bathroom from the existing parking lot. The work also includes installation of sewer, water and electrical service to support the restroom facility.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) – CAPITAL PROJECTS

CDBG <u>Estimated</u> Funding Available:	FY 2022 – 23: \$1,206,948
CDBG Reprogrammed Funds Available:	Prior Year: \$520,000

CDBG Applications

Applicant	Project Name	Amount Requested	CDC Staff Recommendation
Burbank Housing Development Corporation	Dry Creek Commons	\$900,000	\$866,476*
City of Sebastopol	Luther Burbank Farm ADA Restroom Facility	\$146,000	\$146,000
Disability Service & Legal Center	Housing Access Modification Program	\$45,000	\$45,000
Sonoma County Community Development Commission (fund request, not applicant)	Countywide Housing Rehabilitation Programs	\$500,000	\$500,000
Sweetwater Springs Water District	Wright Drive Water Main, Natoma Tank, and Edgehill Booster Replacement	\$169,472	\$169,472
	Total Requested	\$1,760,472	
	Total Estimated Available	\$1,726,948	\$1,726,948

**Staff recommends funding up to the full amount requested if the actual CDBG grant from HUD is greater than the estimated amount.*

APPLICANT NAME: Sweetwater Springs Water District

PROJECT NAME: Wright Drive Water Main, Natoma Tank, and Edgehill Booster Replacement

CDBG AMOUNT REQUESTED: \$169,472

PROJECT DESCRIPTION

Applicant-Provided Summary Description from Submitted Application:

“The project replaces old water mains with new, improved water mains sufficient to provide domestic and fire flows and reduce repairs. The project will replace approximately 6,400 feet of water main serving approximately 65 low-income households. The existing Natoma Tank is a 10,000 gallon redwood tank and will be replaced with a 30,000 gallon steel tank. The Edgehill Booster Station will also be replaced. CDBG funding is sought for two phases. Phase I is engineering design and planning/ environmental. Phase II is for construction, project management, inspection and oversight. Estimated cost for Phase I is \$211,840 and Phase II is \$2,875,253. Design is anticipated to start as soon as funding becomes available with construction anticipated to start in July 2023 and completed by February 2024.”

PROJECT TYPE: Water Supply Improvements

FOR HOUSING PROJECTS, THE NUMBER AND SIZE OF UNITS, INCOME LEVELS TO BE SERVED:
N/A

PROPOSED USE OF FUNDS: Environmental review and design

FUNDING POLICIES (Funding Goals and Objectives)

Does the project address one of the highest priorities of: 1) creating or preserving affordable housing, 2) building infrastructure or public facilities that support creation or preservation of affordable housing, or 3) building infrastructure or public facilities that support low-income communities?

Yes, the project will benefit low- and moderate-income individuals because the service area for the improvements encompasses census tract 1537.04 in which more than 51% of residents have incomes at or below 80% AMI.

Using to the 2011-2015 Low and Moderate Income Survey Data provided by HUD the census tract block groups in the service area are as follows:

060971537041	LMI population of 64.08%
060971537042	LMI population of 51.54%
060971537043	LMI population of 52.89%

060971537044

LMI population of 56.16%

The census tract block groups in the service area have a combined population of 3,545 and 1,930 (54%) residents are low to moderate income.

If the application is for housing acquisition and/or preservation, are the units at risk of becoming market rate housing?

N/A

If the application is for a housing project, does the project set aside homes for persons or households experiencing homelessness or who are at imminent risk of becoming homeless?

N/A

If the application is for a housing project, will the project provide units for special needs populations?

N/A

THRESHOLD CRITERIA

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

Yes, the project will benefit low- and moderate-income individuals because the service area for the improvements encompasses census tract 1537.04 in which more than 51% of residents have incomes at or below 80% AMI. It therefore meets the Low/Mod Income Area Benefit National Objective.

Does the proposed project or activity meet the eligibility requirements of the CDBG and HOME Funding Policies (If no, provide the specific reason)?

Yes, this project improves the infrastructure of the area with the replacement of aged and undersized waterlines

Is the project consistent with the General Plan of the jurisdiction in which it is located?

Yes. This project is replacing existing infrastructure, and is in conformance with the Sonoma County General Plan. The project is consistent with the Sweetwater Springs Water District board-approved 2020-2025 Capital Improvement Program.

Does the project Affirmatively Further Fair Housing?

This is an infrastructure/public facility project supporting low- or moderate-income populations. The project has the contributory potential to preserve affordable housing by virtue of improving fire protection resources in the LMI community protecting the housing stock from destruction by a fire.

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

Sweetwater Springs Water District has been in operation for 25 years and provides water treatment and distribution for 7,500 people in West Sonoma County from Rio Nido to Monte Rio. The District has had clean audits for many years, has an annual operating budget of approximately \$2.1 million and \$2.4 million in reserves. The District has experience with administering other federal funds including USDA General Obligation bonds and has undertaken large capital projects previously.

SELECTION CRITERIA

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

This is a non-housing capital project that is not subject to the 7:1 leverage requirement and only includes construction costs and no permanent take-out financing. The figures below represent the Phase I planning costs of the project.

If applicant receives all of the requested local funding, each \$1 of CDBG funds would leverage \$00.25 from other sources.

ESTIMATED PREDEVELOPMENT AND CONSTRUCTION FINANCING

Funding Source	Amount	Commitment Status
Donations	\$42,368	Committed
CDBG Funding	\$169,472	Not committed
TOTAL	\$211,840	

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

N/A

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 the jurisdiction of Sonoma County and will be coordinated with the Sonoma County Public Works Department and the California Department of Transportation.

The Sweetwater Springs Water District is fully supportive of this project and must obtain encroachment permits from Permit Sonoma.

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

CDBG funding is sought for two phases. Phase I is engineering design and planning/ environmental. Phase II is for construction, project management, inspection and oversight. This funding requested is for Phase I with Phase II funds to be requested at a later date.

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

Water line repair needs in the area have increased greatly over recent years due to aged infrastructure that is in poor condition. Completion of the planned improvements will enable SSWD to maintain and operate their water delivery system in an effective manner in future years. The material of the existing 2-inch and 6-inch water lines (galvanized iron) provides inadequate pressures, inability to provide sufficient domestic flows, inability to provide adequate flows for fire protection and reliability. Fire flows in the area should be approximately 1,000 gallons per minute (gpm). There are an inadequate number of fire hydrants in the overall area and based on line sizing and pipe conditions, fire flows are either non-existent (have to use water tender fire trucks that bring in their own water) or are extremely low (200 gpm).

For non-housing projects, is there a documented and verifiable need for the project above and beyond existing facilities?

This project will assist in replacing and improving infrastructure systems that meet the needs of lower-income households that are now being served by the system which is insufficient to provide adequate and effective levels of domestic water supply and fire protection. The Area Benefit of this project is that it is available to all persons in the service area regardless of income. The area where the project is located qualifies as primarily residential and at least 51% of the residents are Lower income individuals.

For non-housing projects, can the project be expected to have a significant impact on the identified problem and result in one or more measurable indicator?

Improved water pressure, flows, and reliability will be provided as the outcome of the project and will serve a disadvantaged community that is LMI qualified. With additional fire hydrants and new/upsized lines, fire flows are anticipated to meet minimum standards of 1,000 gpm upon completion of the project. Substandard galvanized and other material lines will be replaced with High Density Polyethylene water mains for improved reliability, pressures, flows.

For housing projects, does project's proposed number of units exceeds the minimum CDBG requirements?

N/A

For housing projects, are the proposed rents below the maximum rents allowed by the CDBG requirements?

N/A

ADDITIONAL INFORMATION:

None

CONSEQUENCES OF NO FUNDING:

If funding is not obtained, the project will take longer to complete which will result in continued use of undersized water mains and inadequate fire protection.

STAFF RECOMMENDATION:

Staff recommends full funding of \$169,472

PRELIMINARY CONDITION(S) OF APPROVAL

Allocated funding will be a grant ☒ a loan ☐

1.	All grants for public improvements are subject to the provisions of the FY 2022-23 Funding Policies and the CDBG Regulations.
2.	CDBG funds will be used to reimburse allowable engineering, design, planning & environmental costs only.
3.	The use of CDBG funds for Phase II of the project 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 must pay federal Davis Bacon prevailing wages for all contract activities
4.	Funds for all public improvements projects must be expended within 18 months of the date on which the Funding Agreement is offered for execution.

SONOMA COUNTY COMMUNITY DEVELOPMENT COMMISSION FUNDING APPLICATION: AFFORDABLE HOUSING AND CAPITAL PROJECTS

Please review the Notice of Funding Availability (NOFA), Application Guidelines, and the FY 2022–2023 CDBG and HOME Funding Policies before submitting your application. All applications must meet the eligibility criteria found in the Funding Policies and the requirements set forth in the NOFA.

This space reserved for CDC date and time stamp

Part 1: Applicant Information

Legal name of organization:	Sweetwater Springs Water District		
Organization's DUNS number:	20599481		
Contact Information			
Authorized Representative (City/Town Manager, Executive Director, or other):	Name, title:	Ed Fortner, General Manager	
	Phone:	707-869-4000	
	Email:	efortner@sweetwatersprings.com	
Primary point of contact:	Name, title:	Jack Bushgen, Field Manager	
	Phone:	707-86-4000	
	Email:	jbushgen@sweetwatersprings.com	
Organization is a:	<input type="checkbox"/> Non-profit organization <input type="checkbox"/> For-profit organization <input checked="" type="checkbox"/> Local government <input type="checkbox"/> Community Housing Development Organization (CHDO) <input type="checkbox"/> Community Based Development Organization (CBDO)		
Organization mailing address:	P.O. Box 48, Guerneville, CA 95446		
Organization website:	sweetwatersprings.com		
Organizational Capacity and Experience			
Describe applicant's record of administrative and programmatic capacity using federal, state, local, and/or private grant funds, explaining any past issues or challenges administering grant funds.			
<p>Sweetwater Springs Water District has been in existence since 1988. The District has been granted and has administered many grants including FEMA, CDBG, Redevelopment, and SRF. The District has always successfully complied with all elements of each grant using administrative and programmatic capacity. The District has always had clean audits and has the managerial administrative capacity to administer successfully all funding including grants. There have been no past negative issues.</p>			

Part 2: Project Description

Brief Description of Project or Program

The description provided here will be incorporated into the staff reports provided to the Community Development Committee, Cities and Towns Advisory Committee, and/or the Board of Supervisors. Descriptions MUST BE 125 words or less. It will not be edited and will be truncated at 125 words. For housing related applications, please include information on the number of affordable units in the project, accessible units (types, number of units, and accessibility type). A longer project description may be attached (see Part 6, Attachments).

The project replaces old water mains with new, improved water mains sufficient to provide domestic and fire flows and reduce repairs. The project will replace approximately 6,400 feet of water main serving approximately 65 low-income households. The existing Natoma Tank is a 10,000 gallon redwood tank and will be replaced with a 30,000 gallon steel tank. The Edgehill Booster Station will also be replaced. CDBG funding is sought for two phases. Phase I is engineering design and planning/ environmental. Phase II is for construction, project management, inspection and oversight. Estimated cost for Phase I is \$211,840 and Phase II is \$2,875,253. Design is anticipated to start as soon as funding becomes available with construction anticipated to start in July 2023 and completed by February 2024.

Part 3: Project Information

Project Name	Wright Drive Water Main, Natoma Tank, and Edgehill Booster Replacement
Project Type	
Using Appendix A of the FY 2022-2023 CDBG and HOME Funding Policies, fill in the field below.	
CDBG or HOME eligible activity:	Non-housing Community Development - Infrastructure systems and public facilities/ Water/ Sewer Improvements/ Governmental Agency or Non-profit
Funding Request \$169,472	
Estimated project budget:	\$ 3,087,093
Amount of funding request:	\$ 169,472
Funding source:	<input checked="" type="checkbox"/> CDBG <input type="checkbox"/> HOME <input type="checkbox"/> HOME-CHDO <input type="checkbox"/> CDBG-CV
Property Information (as applicable)	
Project location (physical address or cross streets):	Wright Drive x Wright Lane
Assessor's Parcel Number(s):	
Census tract(s):	1537.04
Total acreage:	
Current use of site:	Residential
Is project located in a 100-year flood plain?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
FEMA FIRM panel number:	06097C0538E
Is the project, or any part of it, located within the limits of any city/town?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, which city/town? _____
Which jurisdiction(s) must approve the project?	Sweetwater Springs Water District
What local approvals and entitlements will be required to develop the proposed project?	An encroachment permit from Sonoma County for work within the roadways will be needed.
Date entitlements and permits expected to be approved:	01/01/2023

Status of Site Control						
Identify the form of site control:	<input type="checkbox"/> Ownership (attach copy of grant deed or deed of trust) <input type="checkbox"/> Lease (attach copy of lease) <input type="checkbox"/> Option agreement (attach copy of agreement) <input type="checkbox"/> Purchase agreement (attach copy of agreement) <input checked="" type="checkbox"/> Other; explain: <u>Public Right-of-way</u> Note: If funding application is for acquisition, also attach copy of current appraisal if available.					
Status of Environmental or Other Approvals						
Applicant must obtain certification of project's consistency with the applicable general plan, signed by an authorized representative of the jurisdiction in which the project is located (housing rehabilitation projects excluded).						
Status of environmental review:	This application is for design and completion of both CEQA and NEPA environmental documents					
Status of land use, building permits, or other approvals:	None required, all work associated with project is in the public right of way.					
Explain any land use (zoning, lot split, set back, or environmental) constraints that must be resolved prior to proceeding with the project:	None					
Status of Relocation Activities						
In order to receive funding, projects must comply with the Sonoma County Residential Anti-Displacement and Relocation Assistance Plan.						
Will the project involve demolition of any structure or relocation of any persons or businesses?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Explain the status of any demolition or relocation activities:						
Existing Improvements						
EXISTING COMMERCIAL IMPROVEMENTS						
Number of structures	0					
Year built	n/a					
Number of vacant structures	0					
Number of occupied structures	0					
Number of structures to be demolished	0					
Estimated cost of relocation	0					
EXISTING RESIDENTIAL IMPROVEMENTS						
	SRO	Studio	1-BR	2-BR	3-BR	4-BR
Number of existing units	0	0	0	0	0	0
Number of occupied units	0	0	0	0	0	0
Number of vacant units	0	0	0	0	0	0
Number of substandard units	0	0	0	0	0	0
Number of units to be demolished	0	0	0	0	0	0
Estimated cost of relocation	0	0	0	0	0	0

Phasing

Can project proceed if phased or if given partial funding? Explain the effect of phasing or partial funding on the project's ability to move forward.

Yes, this application is Phase I of the project, design and planning. Phase II will be construction. If funding is not obtained for both phases, the project will take longer to complete which will result in continued use of undersized water mains and inadequate fire protection.

Demonstration of Need

Describe the need for the project or program and include evidence of need (e.g., cite waiting lists for services, census data, documentation of deteriorated conditions, or other evidence).

This project will assist in creating and/or replacing infrastructure systems and public facilities that meet the needs of lower-income people, people with disabilities, and other special needs subpopulations county-wide. The Area Benefit of this project is that it is available to all persons in the neighborhood or community regardless of income. The area where the project is located qualifies as primarily residential and at least 51% of the residents are L/M income individuals. It maintains and preserves existing affordable rental housing stock to reduce disproportionate housing needs. 2020 Census data shows MHI at \$64,345 for Guerneville based on Census Tract 1537.04. Census data shows that the population served within the limits of the proposed project qualify for LMI. Water line repairs in the area have increased greatly over recent years due to aged infrastructure that is in poor condition. The material of the existing 2-inch and 6-inch water lines (galvanized iron) provides inadequate pressures, inability to provide sufficient domestic flows, inability to provide adequate flows for fire protection and reliability. Fire flows in the area should be approximately 1,000 gallons/minute. There are an inadequate number of fire hydrants in the overall area and based on line sizing and pipe conditions, fire flows are either non-existent (have to use water tender fire trucks that bring in their own water) or are extremely low (200 gpm).

Outcomes

Describe the outcomes expected to result from the project or program.

Improved water pressure, flows, and reliability will be provided as the outcome of the project and will serve a disadvantaged community that are LMI qualified. With additional fire hydrants and new/upsized lines, fire flows are anticipated to meet minimum standards of 1,000 gallons per minute upon completion of the project. Substandard galvanized and other material lines will be replaced with HDPE water mains for improved reliability, pressures, flows.

Part 4: Timeline

Target Dates

List anticipated target date for each of the major milestones below. (Housing projects use timeline in supplemental application instead.)

Major Milestone	Target Completion Date	Funds Expended
Environmental Review	4/7/23	\$32,327
Site Control	n/a	n/a
Design Completion	5/5/23	\$172,643
Bid Period Closes	6/2/23	\$179,513
Construction Begins	7/10/23	\$179,513
Construction Complete	2/16/24	\$3,087,093
Notice of Completion	2/23/24	\$3,087,093

Part 5: Sources and Uses

Housing projects use budget in supplemental application instead.

Sources

Source of Funds	Donations	Loans	Grants	In Kind	Total
Sweetwater Springs Water District (Phase 1)	\$42,368				
CDBG Funding (Phase 1)			\$169,472		
Sweetwater Springs Water District (Phase 2)	\$1,437,626				
CDBG Funding (Phase 2)			\$1,437,626		
Total	\$1,479,994		\$1,607,098		

Uses

Projected Uses	Donations	Loans	Grants	In Kind	Total
Land Acquisition	0	0	0	0	0
Environmental Review	\$6,465	0	\$25,862	0	\$32,327
Architect	0	0	0	0	0
Engineering	\$35,903	0	\$143,610	0	\$179,513
Project Fees	0	0	0	0	0
Site Improvements	0	0	0	0	0
Other: Construction	\$1,437,626	0	\$1,437,626	0	\$2,875,253
Other:					
Total	\$1,479,994		\$1,607,098		\$3,087,093

Part 6: Attachments Required

Project sponsors must submit the following documents, as applicable, with their funding application:

- Attach. 1 ☒ **Project Description:** Provide a description of the project that includes specific location information and geographic boundaries. It should identify the maximum anticipated scope of the entire project, and delineate the specific activities for which the applicant is requesting funding at this time. Applications for housing-related projects should instead include a Housing Project Description, described in Supplemental Application below.
- Attach. 2 ☒ **Project Location Map:** Attach an 8 1/2"x 11" map showing the project location, clearly showing the project area in relation to surrounding communities.
- Attach 3 ☒ **Authorizing Resolution:** For non-profit organizations, attach a resolution from the Board of Directors authorizing the submittal of the application.
- N/A ☐ **City/Town Authorizing Resolution:** Attach a city/town council resolution endorsing the project for those located within the seven incorporated jurisdictions or for those sponsored by one of the seven incorporated jurisdictions.
- N/A ☐ **General Plan Consistency:** Attach a certification of consistency with the applicable jurisdiction's General Plan.
- N/A ☐ **IRS Letter of Determination:** Non-profit organizations only must submit an IRS Letter of Determination. Non-profit organizations are not eligible for consideration unless non-profit status has been verified.
- N/A ☐ **Community Housing Development Organization (CHDO) verification:** For CHDO's applying for HOME CHDO funds, submit a Sonoma County CHDO letter or plan to become an independent, fully functioning CHDO entity.
- Attach. 4 ☒ **Letters of Commitment:** Submit letters of commitment from all other funding sources.
- Attach 5 ☒ **Financial Documentation:**
- ☐ Non-profit organizations must attach the following:
 - Current operating budget
 - Most recent completed final audit report
 - IRS Form 990 for the most current tax year
 - If organization is not audited, attach a copy of the most recent internal financial statement that has been approved by Board of Directors.

*Additional financial information may be requested by CDC staff as deemed appropriate.

- ☐ Sonoma County departments or agencies, the cities of Cotati, Cloverdale, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and the Town of Windsor are exempt from this requirement.

- See Part 7 Attach. ☒ **Organizations are **required** to have **written** policies and procedures.** The applicant must submit certification that they have the following policies and procedures. (Please complete the forms found in Part 7 – Certifications)
- Accounting
 - Conflict of Interest
 - Procurement
 - Record Retention

Supplemental Application: Public Facilities or Other Infrastructure Projects

Define project service area	
List all census block groups in service area:	1537.04
For sidewalk / curb cut projects	
Location of sidewalks (cross streets):	N/A. There are no sidewalks within project area.
Define the service area; list all Census block groups in service area:	N/A
Number of curb cuts (anticipated):	N/A

Supplemental Application: Housing-Related Projects

Fill out this supplemental application if the project will result in the construction of new housing units, preservation of existing housing units, or the acquisition of land for new housing units.

Project Information		
Project type:	<input type="checkbox"/> New construction <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Acquisition	
Total number of units to be constructed or rehabilitated:		
Total number of affordable units (new construction or acquisition):		
For HOME funding requests, total number of HOME-assisted units:		
Total development costs:	\$	
Contact Information of All Parties		
APPLICANT INFORMATION	Name:	
	Address:	
	City, State, Zip:	
	Contact person:	
	Telephone:	
	Email:	
	Organization is a:	<input type="checkbox"/> Non-profit organization <input type="checkbox"/> For-profit organization <input type="checkbox"/> Local government <input type="checkbox"/> Community Housing Development Organization (CHDO) <input type="checkbox"/> Community Based Development Organization (CBDO)
PARTNER OR RELATED ENTITIES	Name:	
	Address:	
	City, State, Zip:	
	Contact person:	
	Telephone:	
	Email:	
	Organization is a:	<input type="checkbox"/> Non-profit organization <input type="checkbox"/> For-profit organization <input type="checkbox"/> Local government <input type="checkbox"/> Community Housing Development Organization (CHDO) <input type="checkbox"/> Community Based Development Organization (CBDO)
ARCHITECT	Name:	
	Address:	
	City, State, Zip:	
	Contact person:	
	Telephone:	
	Email:	

GENERAL CONTRACTOR	Name:					
	Address:					
	City, State, Zip:					
	Contact person:					
	Telephone:					
	Email:					
	License no.:					
PROPERTY MANAGER	Name:					
	Address:					
	City, State, Zip:					
	Contact person:					
	Telephone:					
	Email:					
Status of Entitlements and/or Services						
If site is located in an unincorporated area of the County, have you or will you submit an application to Sonoma County Planning & Resource Management Department for:	<input type="checkbox"/> State Density Bonus Program <input type="checkbox"/> County of Sonoma Supplemental Density Bonus Program <input type="checkbox"/> Housing Element Type A Rental Housing Opportunity Program <input type="checkbox"/> Housing Element Type C Ownership Housing Opportunity Program Date of application: _____ If answering yes to any of the above, contact Commission staff to discuss schedule for preparation and Board approval of Affordable Housing Agreement.					
Status of planned water and sewer service: If not yet provided, explain how water and sewer service will be provided.						
Does the project have Article 34 authority from the jurisdiction in which it is located?	<input type="checkbox"/> Yes. If yes, attach a copy of the allocation letter. <input type="checkbox"/> No. If no, attach written legal opinion describing why Article 34 referendum authority is not required.					
Proposed Tenancy						
<i>Household types:</i>	SRO	Studio	1 BR	2 BR	3 BR	4BR
Number of each type of unit						
Average square feet per unit						
Total number of units:						
How many of the total units will be reserved for the following:						
Homeless persons						
Elderly persons						
Disabled persons (see note)						
Special needs populations						
Resident manager						
Other; specify:						
Unrestricted						

Note: In new construction and substantial rehabilitation rental projects assisted with HOME or CDBG funds, at least five percent of units (not less than one unit) must be accessible to persons with mobility impairments, and an additional two percent of units (not less than 1 unit) must be accessible to persons with sensory impairments. Projects assisted with other funds must satisfy applicable federal, state, and local regulations regarding the provision of accessible housing. Ownership housing projects assisted with funds from these programs must comply with applicable federal, state, and local laws regarding the provision of accessible units.

Estimated Monthly Rent Levels (before deduction of utility allowances)

Household types:	SRO		Studio		1 BR		2 BR		3 BR		4BR	
	Units	Rent	Units	Rent	Units	Rent	Units	Rent	Units	Rent	Units	Rent
Extremely Low-Income (30% of AMI)												
Very Low-Income (50% of AMI)												
60% of AMI												
Low-Income (80% of AMI)												
Market Rate (>80% of AMI)												
Resident Manager's Unit												
Estimated Utility Allowance*												

*Please provide list of tenant-paid utilities, the utility profile for all appliances, and the Utility Allowance for each unit type.

Estimated Affordable Sales Prices (ASP)

Household types:	SRO		Studio		1 BR		2 BR		3 BR		4BR	
	Units	ASP	Units	ASP	Units	ASP	Units	ASP	Units	ASP	Units	ASP
Extremely Low-Income (30% of AMI)												
Very Low-Income (50% of AMI)												
60% of AMI												
Low-Income (80% of AMI)												
100% of AMI												
120% of AMI												

LENGTH OF AFFORDABILITY PERIOD

What is the proposed length of affordability for the affordable units?
See Funding Policies

Project Schedule

Include all major milestones such as land acquisition, general plan amendment and rezoning, density bonus / housing element housing opportunity area approval, design review approval, schematic design, design development, construction documents, construction phase, initial occupancy, and, if applicable, assignment of the project to a limited partnership or other entity. Specify tentative dates for closing the proposed loan and first request for funds, as well as when construction financing and permanent financing will close. ***Please provide realistic dates for completion of activities and expenditure of funds. These dates will be included in the applicable funding agreement.***

Major Milestone	Target Completion Date	Funds Expended

Development Budget					
ESTIMATED PREDEVELOPMENT AND CONSTRUCTION FINANCING					
Lender	Amount	Interest Rate / Term	Use(s)	Commitment Status	HOME match qualifying?
Total					
ESTIMATED PERMANENT FINANCING					
Lender	Amount	Interest Rate / Term	Use(s)	Commitment Status	HOME match qualifying?
Total					
Summary of First-Year Operating Budget					
Rental projects only					
	Total	Per unit			
Gross potential rental income					
Plus other income (e.g., laundry)					
Less 5% vacancy / rent loss					
Effective Gross Income					
Less total operating expenses*					
Less payment to replacement reserves					
Less payment to other reserves					
Net operating income					
Less debt service payments					
Net cash flow					
Debt service coverage ratio					
*Include \$75 per unit, per year monitoring fee in the operating budget					

Affirmatively Furthering Fair Housing

In planning for the use of CDBG and HOME, the County of Sonoma must adhere to the mandate in the Fair Housing Act to Affirmatively Further Fair Housing. This means that not only must all HUD funded programs and activities combat discrimination, but they must also overcome patterns of segregation and the denial of access to opportunity that are part of national and local history. The ways in which a project or program can do this meaningfully are listed below, and to be considered for funding, all applicant projects must overcome patterns of segregation in one or more of the ways listed.

In which of the following ways does the proposed project overcome patterns of segregation and the denial of access to opportunity (check all that apply)? Please provide an explanation of how the project accomplishes the item (s) checked.

☐ It makes an investment in a segregated and high poverty neighborhood to improve conditions and eliminate disparities in access to opportunity between residents of this neighborhood and the rest of the jurisdiction and region.

Explain:

☒ It maintains and preserves existing affordable rental housing stock to reduce disproportionate housing needs.

Explain:

This area is in unincorporated Guerneville, CA in West Sonoma County. By supplying reliable, high quality potable water, the existing housing will remain viable and accessible by the low to moderate income residents. By leveraging this grant funding, water rates can remain low while service is greatly improved.

☐ It provides affordable housing in an area(s) of opportunity to combat segregation and promote integration.

Explain:

☐ It provides mixed income housing designed to integrate racially and ethnically concentrated areas of poverty.

Explain:

☐ It increases access for individuals with protected characteristics to existing affordable housing in higher opportunity areas.

Explain:

Homelessness-Related Questions	
If project is a permanent supportive housing project, identify service provider:	
Describe approach to lowering barriers to potential tenants to entering permanent housing (i.e., accepting referrals from Coordinated Intake:	

Additional Attachments Required

In addition to the attachments required in Part 6 of the funding application, housing-related project sponsors must submit the following as attachments to their applications:

- ☐ Housing project description: Provide a written narrative to describe your project. At a minimum, the narrative should include the following:
 - Description of the type of housing proposed
 - Target population(s)
 - Planned services for residents
 - Proposed use(s) of the requested funding and anticipated environmental issues (i.e., vernal pools, heritage trees, riparian corridor, contamination, flood plain, endangered species, historical and archeological impacts)
 - Authorized entity that will execute the funding agreement and loan documents if applicable for the funds requested in this application
 - If the project will use a tax credit limited partnership to finance the project, please describe the organizational structure of the partnership and the roles of various partners or other related organizations
- ☐ Current preliminary title report
- ☐ Evidence of site control
- ☐ Current appraisal, if available. Appraised value of property must fully secure the Commission's loan(s). In addition, the total purchase price may not exceed the "reasonable cost" for the property
- ☐ Environmental clearances/reports
- ☐ Site plan and elevations or schematic drawing
- ☐ Project Location Map: Attach an 8 1/2"x 11" map showing the project location, clearly showing the project area in relation to surrounding communities
- ☐ Contractor's cost breakdown
- ☐ Using the Sonoma County Community Development Commission Utility Allowance Schedule, <http://sonomacounty.ca.gov/CDC/Housing-Authority/Property-Owners/Utility-Allowances/>, list the tenant-paid utilities and utility allowance for your project
- ☐ Itemized development budget, including a sources and uses table, identifying distributions to the owner, developer, partners or other entities during the development phase
- ☐ Narrative description of the development's financial plan, indicating expected dates for obtaining approvals for any uncommitted financing
- ☐ Rental projects: A 30-year operating budget and cash flow projection that shows estimated project income, operating expenses, reserves, debt service, and distributions. Please include a "totals" column after year 30
- ☐ Article 34 Authority: Attach allocation letter or legal opinion that allocation is not required.

Part 7: Certifications

- Grant Certification Form – 1 (Application Completeness & Accuracy & Signatory Authority)
- Grant Certification Form – 2 (Federal Regulations)
- Grant Certification Form – 3 (Conflict of Interest)
- Grant Certification Form – 4 (Policies and Procedures)

Grant Certification Form – 1

Application Completeness & Accuracy & Signatory Authority

I hereby certify that Sweetwater Springs Water District (insert name of organization requesting funds) has complied with all applicable laws and regulations pertaining to the application and is an eligible applicant for the requested funding.

The organization proposes to provide the program services or complete the project identified in this application. If this application is approved and this organization receives the requested funding this organization agrees to adhere to all relevant Federal, State, and local regulations and other assurances as required by the Commission.

In addition, the content of the application shall be incorporated as part of the written agreement and, as such, will be used to monitor performance. Activities, commitments, and representations described in the written agreement that are not subsequently made a part of the program/project as funded shall be considered a material contract failure and may result in a repayment of all awarded funds and/or suspension from participation in future funding rounds.

I hereby certify that the organization is fully capable of fulfilling its obligation under this application, as stated herein.

I further certify that the information provided in this Funding Application is correct, accurate, and complete.


Signature/Authorized Representative of Organization

Printed Name: Ed Fortner

Title: General Manager

Date: 12/20/2021

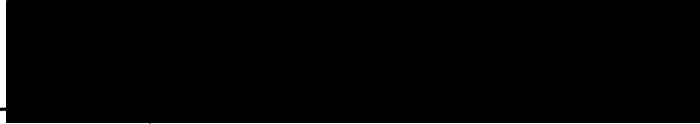
Grant Certification Form – 2

Federal Regulations – CDBG

Requirements	Federal Regulations	Other References
Federal Labor Standards - Davis-Bacon - Copeland Act (Anti-kickback) - Contract Work Hours and Safety Standards	24 CFR 92.354 29 CFR Parts 1, 3, and 5	40 U.S.C. 3141; 40 U.S.C. 3701
Section 3	24 CFR 135	Section 3 of the HUD Act of 1968, as amended (12 U.S.C. 1701u); 2 CFR 200.321
Minority and Women Business Enterprise Participation (MBE/WBE)	Small Business Act, Section 3(a) 15 U.S.C. 632	12 U.S.C. 1701
Civil Rights and Non-Discrimination	Title VI of Civil Rights Act of 1964 Title VIII of the Civil Rights Act of 1968 Section 104(b) and 109 of Title I of the Housing and Community Development Act of 1974	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990 Age Discrimination Act of 1975 Executive Orders 11063, 11246, 11375, 11478, 12107, 12086, and 13279
Equal Employment Opportunity	24 CFR 570.601-602; 570.607 41 CFR 60	Executive Orders 11246; 12086 12 USC 1701u
Fair Housing	Fair Housing Act (42 U.S.C. 3601-3620) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d) Equal Opportunity in Housing Section 504 of the Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990	24 CFR Parts 8, 107, and 146 42 U.S.C. 200(d) Executive Orders 11063, as amended by Executive Order 12259 Age Discrimination Act of 1975, as amended (42 U.S.C. 6101)
Debarred or Ineligible Contractors	24 CFR 570.609; 24 CFR 24	Executive Orders 12549 and 12689
Reasonable Accommodation	24 CFR Part 8; 24 CFR 570.601-602	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990

Fire Safety Codes		Local ordinances
Building, Housing, and Zoning Codes Housing Quality Standards	24 CFR 570.208(b)(1)(iv); 208(b)(2)	Local ordinances
Lead-Based Paint	24 CFR 570.608; 24 CFR Part 35	42 U.S.C 4821 et seq.
Anti-Lobbying	Appendix II to Part 200 J; 31 U.S.C. 1352	
Environmental, Historic Preservation, National Environmental Policy Act, Flood Insurance Requirements - Sitting near airports and coastal barrier - Fish and wildlife protection - Flood plain/flood insurance - National Historic Preservation - Noise abatement and control - Wetlands/Coastal zones - Air quality - Endangered species - Thermal/Explosive hazards	24 CFR 570.503(b)(5)(i); 570.604; 570.605; 570.202; 24 CFR 58 References at: 24 CFR 58.6; 58.5570.605	Section 104(g), HCDA 42 U.S.C 4001 et seq.
Relocation, Real Property Acquisitions, and One-for-One Housing Replacement - Uniform Relocation Act - Residential anti-displacement and relocation assistance	24 CFR 570.201(i); 570.606(b), (c), (d) 49 CFR 24 42 USC 4601 et seq	Sections 104(d); 105(a)(11), HCDA www.hud.gov/relocation
Competitive Procurement	2 CFR 200.319	
Insurance and Bonding	2 CFR 200.310 and 200.325	
Administrative and Accounting Standards	2 CFR Part 200	
Cost Considerations	2 CFR 200.402, 403, 404, 405, 406 and 407	
Documentation and Recordkeeping	24 CFR 570.506 24 CFR 570.502	
Conflict of Interest	2 CFR 200.112 and 24 CFR 570.611	
Section 108 Loan Guarantees	24 CFR 570.700-570.709	Section 108, HCDA

To the best of my knowledge and belief, I certify that all data contained in this application and all supportive documentation is true, correct and will incorporate the above requirements. This submission has been duly authorized by the governing body of Sweetwater Springs Water L



Signature/Authorized Representative of Organization

Ed Fortner

Printed Name:

General Manager

Title:

12/20/2021

Date:

Grant Certification Form – 3

Conflict of Interest – CDBG

The standards in 2 CFR 200.318 provide that no employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

The CDBG regulations at 24 CFR 570.611 provide that no person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient or subrecipient that are receiving CDBG funds and (1) who exercises or has exercised any functions or responsibilities with respect to activities assisted with CDBG funds; or (2) who is in a position to participate in a decision-making process or gain inside information with regard to these activities, may obtain a financial interest from a CDBG-assisted activity, or have any interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one (1) year thereafter.

- A. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to participate in the decision making process for approval of this application?
☐ Yes ☒ No
- B. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to gain inside information with regard to approval of this application?
☐ Yes ☒ No
- C. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds obtain a financial interest or substantial benefit from this activity?
Yes ☒ No
- D. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds have an interest in any contract, subcontract or agreement with respect to funding this application, either for themselves or those with whom they have family or business ties during the program year and one year thereafter? ☐ Yes ☒ No

If you answered YES to any of the above questions, a letter must be submitted with the application that includes the following information:

- 1) A disclosure of the nature and extent of the conflict
- 2) A description of how public disclosure will be made
- 3) A qualified attorney's opinion that the conflict of interest does not violate federal, state, or local law

Note: If you are approved for funding, the Commission must issue a public notice of the disclosure with a 15-day public comment period, and then submit to HUD for approval prior to execution of a grant agreement or release of funds.

Signature/Authorized Representative of Organization

Ed Fortner

Printed Name: _____

General Manager

Title: _____

12/20/2021

Date: _____

Grant Certification Form – 4

Policies & Procedures

The undersigned does hereby certify that the applicant organization has the following policies and/or procedures and can produce them if requested by the Commission:

1. Accounting policy/procedure
2. Procurement policy/procedure
3. Conflict of Interest policy/procedure
4. Record Retention policy/procedure
5. Language Access Plan & Limited English Proficiency Policy



Signature/Authorized Representative of Organization

Ed Fortner

Printed Name: _____

General Manager

Title: _____

12/20/2021

Date: _____

**FY 22-23 FUNDING APPLICATION
CDBG FOR CAPITAL PROJECT
SWEETWATER SPRINGS WATER DISTRICT
FY 22-23 CAPITAL IMPROVEMENT PROJECT
OLD RIVER ROAD AND WOODLAND ROAD WATER LINE REPLACEMENT
PART 6 – ATTACHMENT 1: PROJECT DESCRIPTION**

Sweetwater Springs Water District (referred hereinafter as District) is applying for CDBG funding for the District's FY 22-23 Capital Improvement Project. This project includes replacement of; aged and undersized waterlines in portions of Wright Drive, Wright Lane, Glenda Drive, Natoma Drive, replacement of a booster pump, and replacement of 10,000 gallon redwood water storage tank. It is the District's intent to initially apply for partial funding of Phase 1 of this project. Phase 1 consists of completion of the engineering construction documents and the environmental document. Upon completion of all work associated with Phase 1, the District intends to immediately pursue funding for Phase 2. Phase 2 will include construction of the improvements designed with Phase 1, construction management of the project and construction observation of the project.

The project encompasses two pressure zones:

Wright Drive Upper Pressure Zone:

Replace approximately 5,000 ft of existing mainline and 47 associated services along Wright Dr, Glenda Dr, Natoma Dr. In this area the existing two inch steel water main (85%) had nine leaks in 2020 and the existing six inch asbestos cement water main (15%) had eight leaks in 2020. New fire hydrants will also be installed approximately every 300 feet within the project boundaries.

The existing Natoma Tank is a 10,000 gallon redwood tank that has deteriorated and beyond repair. This tank will be replaced with a new 30,000 gallon bolted steel water tank. The existing booster pump that serves this pressure zone will also be replaced in the same location as existing.

Wright Drive Main Pressure Zone:

Replace approximately 1,400 ft of existing mainline and 18 associated services along Wright Dr. and Wright Ln. In this area the existing two inch steel water main (30%) had three leaks in 2020, the existing two inch PVC water main has been 40% replaced, and six inch asbestos cement (30%). New fire hydrants will also be installed approximately every 300 feet within the project boundaries.

There are three existing cross country water mains that run through private property that need to be replaced. These three sections of main will be rerouted and installed within the existing roadway to allow better access for future maintenance for District staff.

The limits of work can be found on the Project Location Map attached to this application.

Installation of water mains will include either open cut trenches or directional bored. The excavation of the trench will be approximately 2 feet wide and 4 feet deep. At the bottom of the trench there will be 3-inches of pipe bedding material below the pipe, installation of the 6-inch diameter water line, installation of additional pipe bedding material to approximately 12-inches over the top of the pipe, followed by trench backfill material and paving per County of Sonoma Department of Transportation and Public Works Standards 219 A and B (Pavement Cut Policy and Trench Backfill and Paving Details). In areas where the water main will be directionally bored a boring and receiving pit will be excavated to lower the boring equipment into. After completion of the main the pits will be backfilled and paved to restore the original line and grade. All fire hydrant services will be installed to the same standard as the water main. All water services will be installed per District standards and vary in depth from a maximum of 3-1/2 feet where the service connects to the water main, to approximately 18-inches deep as the service approaches the water meter.

Phase 1 will include completion of all engineering and environmental work associated with completing the construction documents and filing of the appropriate Notice of Intent and other documents as may be required for obtaining environmental clearances. Tasks to be included in the work include, but are not limited to:

- Meetings with District Representatives
- Collection of Background Information
- Coordination with Agencies (utility companies, Sonoma County, and other agencies that may be involved in the project)
- Surveying
- Development of plans, specifications and estimates necessary to publicly bid the project and construct the improvements.
- Environmental work for CEQA and NEPA clearances that will potentially include a cultural resource report, preparation of either a Notice of Exemption (if the project meets Categorical Exemption requirements) or preparation of an Initial Study/Mitigated Negative Declaration if preliminary evaluations indicate this needs to be done.
- Obtain the necessary encroachment permit from Sonoma County.
- Bid the project in accordance with the Public Contract Code and District policies.

Phase 2 will include construction of the improvements, as well as oversight of all construction activities associated with the project. Tasks to be include in Phase 2 will include, but not be limited to:

- Contract award to the successful contractor
- Construction of all improvements
- Hold a pre-construction meeting
- Document existing site conditions prior to commencement of construction
- Daily field inspections and documentation
- Hold progress meetings with the contractor and District personnel
- Review all submittals, requests for information and change orders
- Cost and schedule management
- Public relations during construction

UNCLASSIFIED

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) – CAPITAL PROJECTS

CDBG Estimated Funding Available:
CDBG Reprogrammed Funds Available:

FY 2022 – 23: \$1,206,948
Prior Year: \$520,000

CDBG Applications

Applicant	Project Name	Amount Requested	CDC Staff Recommendation
Burbank Housing Development Corporation	Dry Creek Commons	\$900,000	\$866,476*
City of Sebastopol	Luther Burbank Farm ADA Restroom Facility	\$146,000	\$146,000
Disability Service & Legal Center	Housing Access Modification Program	\$45,000	\$45,000
Sonoma County Community Development Commission (fund request, not applicant)	Countywide Housing Rehabilitation Programs	\$500,000	\$500,000
Sweetwater Springs Water District	Wright Drive Water Main, Natoma Tank, and Edgehill Booster Replacement	\$169,472	\$169,472
	Total Requested	\$1,760,472	
	Total Estimated Available	\$1,726,948	\$1,726,948

**Staff recommends funding up to the full amount requested if the actual CDBG grant from HUD is greater than the estimated amount.*

APPLICANT NAME: Disability Services & Legal Center (DSLCL)

PROJECT NAME: Housing Access Modification Program

AMOUNT REQUESTED: \$45,000

PROJECT DESCRIPTION:

Applicant-Provided Summary Description from Submitted Application:

“The Housing Access Modifications (HAM) Program, in collaboration with the Sonoma County Community Development Commission, has been ongoing since 1994. Our HAM Program provides consumers independence and quality of life and increases the available, accessible and affordable units in Sonoma County. We receive consumer referrals from hospital discharge planners, health professionals and social workers associated with MSSP, Rebuilding Together and other agencies. In these 28 years we have installed ramps, roll-in showers, grab bars, porch lifts, flashing light alert systems, and have modified the homes of seniors and people with disabilities for accessibility. These cost-effective modifications offer freedom and independence for our qualified consumers to remain safely in their homes rather than risk homelessness, institutionalization, or some form of assisted living.”

PROJECT TYPE:

Rehabilitation of existing low-income residential housing

FOR HOUSING PROJECTS, THE NUMBER AND SIZE OF UNITS, INCOME LEVELS TO BE SERVED:

One hundred percent of households served by DSLCL’s HAM program will be at or below 80 percent of area median income (AMI).

PROPOSED USE OF FUNDS:

Funds will be used to provide housing access modifications to low income seniors and special needs households, the program works with both owner-occupied and rental units.

FUNDING POLICIES (Funding Goals and Objectives)

Does the project address one of the highest priorities of: 1) creating or preserving affordable housing, 2) building infrastructure or public facilities that support creation or preservation of affordable housing, or 3) building infrastructure or public facilities that support low-income communities?

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 improvements that make homes accessible.

If the application is for housing acquisition and/or preservation, are the units at risk of becoming market rate housing?

N/A

If the application is for a housing project, does the project set aside homes for persons or households experiencing homelessness or who are at imminent risk of becoming homeless?

N/A

If the application is for a housing project, will the project provide units for special needs populations?

N/A

THRESHOLD CRITERIA

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

Yes, The project benefits persons who have incomes at or below 80% 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.

Does the proposed project or activity meet the eligibility requirements of the CDBG and HOME Funding Policies (If no, provide the specific reason)?

Yes, The HAM program ensures that lower-income households with disabilities maintain the ability to remain in their homes by adding improvements that make homes accessible

Is the project consistent with the General Plan of the jurisdiction in which it is located?

The Sonoma County General Plan (GP) Housing Element includes two specific policies to address equal housing opportunities and special needs:

Policy 5.2: Support development and maintenance of affordable senior rental and ownership housing and supportive services to facilitate maximum independence and the ability of seniors to remain in their homes or within the greater Sonoma community.

Policy 5.3: Continue to address the special needs of persons with disabilities, including developmental disabilities, through provision of supportive housing, accessibility grants, zoning for group housing, universal design, and procedures for reasonable accommodation.

The HAM program helps supports both of these GP goals.

Does the project Affirmatively Further Fair Housing?

Yes. The project increases access 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 applicant demonstrate capacity to effectively deliver the proposed project?

DSLCL administers and oversees several grants to aid people with disabilities and older adults in Sonoma County. Internal mechanisms are in place that adequately safeguard grant funds. DSLCL has yearly audits by outside CPA firms. This program has operated successfully for over 25 years with CDBG funding assistance from the SCCDC.

SELECTION CRITERIA

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

DSLCL does not demonstrate leveraging of other funds. The applicant's request is 100% of the total budget for this program. DSLCL has obtained funds from the City of Santa Rosa and Marin Fair Housing, but those funds are limited to operating the HAM program within each funding sponsor's jurisdiction. Therefore, because those funds cannot be used in unincorporated Sonoma County or the seven participating municipalities (the "Urban County"), those funds are not considered leverage. The full amount of CDBG funds requested would be \$9,000 per CDBG-assisted unit.

ESTIMATED PREDEVELOPMENT AND CONSTRUCTION FINANCING

Funding Source	Amount	Commitment Status
CDC CDBG	45,000	Not committed
TOTAL	\$45,000	

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

N/A

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

No letters of support were submitted with the application. The SCCDC has supported the program with CDBG funding for over 25 years, as approved by the Board of Supervisors

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

An environmental review is conducted by SCCDC staff for each project as they are identified, under the SCCDC tiered review process. Additionally, CDC staff helped secure an exemption from the California Office of Historic Preservation for effected projects.

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 under warranty.

For non-housing projects, is there a documented and verifiable need for the project above and beyond existing facilities?

N/A, this is a housing project.

For non-housing projects, can the project be expected to have a significant impact on the identified problem and result in one or more measurable indicator?

N/A

For housing projects, does project's proposed number of units exceed the minimum CDBG requirements?

The program meets the minimum CDBG requirements that occupants of the assisted units must all be at or below 80 percent of AMI.

For housing projects, are the proposed rents below the maximum rents allowed by the CDBG requirements?

N/A

ADDITIONAL INFORMATION:

The anticipated measurable outcome of full funding of this proposal is that 5 low income special needs households will receive accessibility modifications at no cost to them, allowing them to remain in their homes.

The average cost per home modification is estimated to be \$9,000, which includes all labor and materials. This program provides access modifications to homes, such as installing wheelchair elevator lifts, building interior and exterior ramps, installing grab bars, roll-in showers, and other adaptable bathroom equipment, widening doorways, installing adaptable hardware on sinks and doors, and installing flashing light warning systems for the hearing impaired. The HAM program is available to both owner-occupied households and tenants of rental units, with landlord approval.

Successful use of funds will result in multiple projects being completed, each project granting larger access to the community for a person with disabilities or an older adult in Sonoma County. This access will help combat isolation and other effects brought on by the pandemic as well as enable individuals to move within, to, and from their home freely.

CONSEQUENCES OF NO FUNDING:

Without funding, the program would not be able to provide free home modifications for low-income individuals with disabilities living in Sonoma County.

STAFF RECOMMENDATION:

Staff recommends fully funding the project.

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 2022-2023 Funding Policies and the CDBG Regulations.
2.	CDBG funds will be used to reimburse allowable rehabilitation and environmental costs only.
3.	A NEPA environmental review must be completed before applicant can be offered a Grant Agreement.

SONOMA COUNTY COMMUNITY DEVELOPMENT COMMISSION FUNDING APPLICATION: AFFORDABLE HOUSING AND CAPITAL PROJECTS

Please review the Notice of Funding Availability (NOFA), Application Guidelines, and the FY 2022–2023 CDBG and HOME Funding Policies before submitting your application. All applications must meet the eligibility criteria found in the Funding Policies and the requirements set forth in the NOFA.

This space reserved for CDC date and time stamp

Part 1: Applicant Information

Legal name of organization:	Disability Service & Legal Center	
Organization's DUNS number:	038845376	
Contact Information		
Authorized Representative (City/Town Manager, Executive Director, or other):	Name, title:	Adam S. Brown - Executive Director
	Phone:	707-636-3060
	Email:	asbrown@mydslc.org
Primary point of contact:	Name, title:	Juan Orantes - Program Director
	Phone:	707-636-3065
	Email:	jorantes@mydslc.org
Organization is a:	<input checked="" type="checkbox"/> Non-profit organization <input type="checkbox"/> For-profit organization <input type="checkbox"/> Local government <input type="checkbox"/> Community Housing Development Organization (CHDO) <input type="checkbox"/> Community Based Development Organization (CBDO)	
Organization mailing address:	521 Mendocino Ave., Santa Rosa, CA 95401	
Organization website:	www.MyDslc.org	
Organizational Capacity and Experience		
Describe applicant's record of administrative and programmatic capacity using federal, state, local, and/or private grant funds, explaining any past issues or challenges administering grant funds.		
<p>DSLCL administers and oversees several grants to aid people with disabilities and older adults in Sonoma County. Internal mechanisms are in place that adequately safeguard grant funds. DSLCL has yearly audits by outside CPA firms, that are sent to all our funders. The major federal and state funders do random audits quarterly. Attached DSLCL Acctng & Fin. Policies & Procd Manual.</p>		

Part 2: Project Description

Brief Description of Project or Program

The description provided here will be incorporated into the staff reports provided to the Community Development Committee, Cities and Towns Advisory Committee, and/or the Board of Supervisors. Descriptions MUST BE 125 words or less. It will not be edited and will be truncated at 125 words. For housing related applications, please include information on the number of affordable units in the project, accessible units (types, number of units, and accessibility type). A longer project description may be attached (see Part 6, Attachments). If you are requesting CDBG-CV funds, please include how the proposed activity will prevent, prepare for or respond to Coronavirus (*activities must demonstrate they respond to one or more*).

The Housing Access Modifications (HAM) Program, in collaboration with the Sonoma County Community Development Commission, has been ongoing since 1994. Our HAM Program provides consumers independence and quality of life and increases the available, accessible and affordable units in Sonoma County. We receive consumer referrals from hospital discharge planners, health professionals and social workers associated with MSSP, Rebuilding Together and other agencies. In these 28 years we have installed ramps, roll-in showers, grab bars, porch lifts, flashing light alert systems, and have modified the homes of seniors and people with disabilities for accessibility. These cost-effective modifications offer freedom and independence for our qualified consumers to remain safely in their homes rather than risk homelessness, institutionalization, or some form of assisted living.

Part 3: Project Information

Project Name	Housing Access Modification	
Project Type	Using Appendix A of the FY 2022-2023 CDBG and HOME Funding Policies, fill in the field below.	
CDBG or HOME eligible activity:	CDBG	
Funding Request	\$45,000	
Estimated project budget:	\$ Please See Attached	
Amount of funding request:	\$ Please See Attached	
Funding source:	<input checked="" type="checkbox"/> CDBG <input type="checkbox"/> HOME <input type="checkbox"/> HOME-CHDO <input type="checkbox"/> CDBG-CV	
Property Information (as applicable)		
Project location (physical address or cross streets):	Various	
Assessor's Parcel Number(s):	Various	
Census tract(s):	Various	
Total acreage:	N/A	
Current use of site:	N/A	
Is project located in a 100-year flood plain?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
FEMA FIRM panel number:	N/A	
Is the project, or any part of it, located within the limits of any city/town?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, which city/town? Various	
Which jurisdiction(s) must approve the project?	N/A	
What local approvals and entitlements will be required to develop the proposed project?	N/A	
Date entitlements and permits expected to be approved:	N/A	

Status of Site Control						
Identify the form of site control:		<input type="checkbox"/> Ownership (attach copy of grant deed or deed of trust) <input type="checkbox"/> Lease (attach copy of lease) <input type="checkbox"/> Option agreement (attach copy of agreement) <input type="checkbox"/> Purchase agreement (attach copy of agreement) <input type="checkbox"/> Other; explain: _____ Note: If funding application is for acquisition, also attach copy of current appraisal if available.				
Status of Environmental or Other Approvals						
Applicant must obtain certification of project's consistency with the applicable general plan, signed by an authorized representative of the jurisdiction in which the project is located (housing rehabilitation projects excluded).						
Status of environmental review:		N/A				
Status of land use, building permits, or other approvals:		N/A				
Explain any land use (zoning, lot split, set back, or environmental) constraints that must be resolved prior to proceeding with the project:		N/A				
Status of Relocation Activities						
In order to receive funding, projects must comply with the Sonoma County Residential Anti-Displacement and Relocation Assistance Plan.						
Will the project involve demolition of any structure or relocation of any persons or businesses?		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Explain the status of any demolition or relocation activities:		N/A				
Existing Improvements						
EXISTING COMMERCIAL IMPROVEMENTS						
Number of structures		N/A				
Year built		N/A				
Number of vacant structures		N/A				
Number of occupied structures		N/A				
Number of structures to be demolished		N/A				
Estimated cost of relocation		N/A				
EXISTING RESIDENTIAL IMPROVEMENTS						
	SRO	Studio	1-BR	2-BR	3-BR	4-BR
Number of existing units						
Number of occupied units						
Number of vacant units						
Number of substandard units						
Number of units to be demolished						
Estimated cost of relocation						

Phasing

Can project proceed if phased or if given partial funding? Explain the effect of phasing or partial funding on the project's ability to move forward.

N/A

Demonstration of Need

Describe the need for the project or program and include evidence of need (e.g., cite waiting lists for services, census data, documentation of deteriorated conditions, or other evidence).

The existing Home Access Modification program funded in part through CDBG funds, currently has a 2-year waiting list for qualifying projects. Census data shows that the population of older adults within Sonoma County continues to grow creating a need for accessible housing. American Community Survey (ACS) data shows that people with disabilities make up a significant segment of the population and this figure continues to grow. Further more, individuals with disabilities and older adults need reliable access to and from their home to fight side-effects brought on by the pandemic such as isolation. For further information regarding this applications see attached.

Outcomes

Describe the outcomes expected to result from the project or program.

Individuals with disabilities and older adults need reliable and accessible access to and from their homes. Successful use of funds will result in multiple projects being completed, each project granting larger access to the community for a person with disabilities or an older adult in Sonoma County. This access will help combat isolation and other effects brought on by the pandemic as well as enable individuals to move to and from their home freely to make a more inclusive community and give them ease of access to medical appointments. For further information regarding this application see attached.

Part 4: Timeline

Target Dates

List anticipated target date for each of the major milestones below. (Housing projects use timeline in supplemental application instead.)

Major Milestone	Target Completion Date	Funds Expended
Environmental Review		
Site Control		
Design Completion		
Bid Period Closes		
Construction Begins		
Construction Complete		
Notice of Completion		

Part 5: Sources and Uses

Housing projects use budget in supplemental application instead.

Sources

<i>Source of Funds</i>	<i>Donations</i>	<i>Loans</i>	<i>Grants</i>	<i>In Kind</i>	<i>Total</i>
Total					

Uses

<i>Projected Uses</i>	<i>Donations</i>	<i>Loans</i>	<i>Grants</i>	<i>In Kind</i>	<i>Total</i>
Land Acquisition					
Environmental Review					
Architect					
Engineering					
Project Fees					
Site Improvements					
Other:					
Other:					
Total					

Part 6: Attachments Required

Project sponsors must submit the following documents, as applicable, with their funding application:

- ☒ Project Description: Provide a description of the project that includes specific location information and geographic boundaries. It should identify the maximum anticipated scope of the entire project, and delineate the specific activities for which the applicant is requesting funding at this time. Applications for housing-related projects should instead include a Housing Project Description, described in Supplemental Application below.
- ☒ Project Location Map: Attach an 8 1/2"x 11" map showing the project location, clearly showing the project area in relation to surrounding communities.
- ☒ Authorizing Resolution: For non-profit organizations, attach a resolution from the Board of Directors authorizing the submittal of the application.
- ☐ City/Town Authorizing Resolution: Attach a city/town council resolution endorsing the project for those located within the seven incorporated jurisdictions or for those sponsored by one of the seven incorporated jurisdictions.
- ☐ General Plan Consistency: Attach a certification of consistency with the applicable jurisdiction's General Plan.
- ☒ IRS Letter of Determination: Non-profit organizations only must submit an IRS Letter of Determination. Non-profit organizations are not eligible for consideration unless non-profit status has been verified.
- ☐ Community Housing Development Organization (CHDO) verification: For CHDO's applying for HOME CHDO funds, submit a Sonoma County CHDO letter or plan to become an independent, fully functioning CHDO entity.
- ☐ Letters of Commitment: Submit letters of commitment from all other funding sources.
- ☒ Financial Documentation:
 - ☒ Non-profit organizations must attach the following:
 - Current operating budget
 - Most recent completed final audit report
 - IRS Form 990 for the most current tax year
 - If organization is not audited, attach a copy of the most recent internal financial statement that has been approved by Board of Directors.

*Additional financial information may be requested by CDC staff as deemed appropriate.

- ☐ Sonoma County departments or agencies, the cities of Cotati, Cloverdale, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and the Town of Windsor are exempt from this requirement.
- ☒ Organizations are **required** to have **written** policies and procedures. The applicant must submit certification that they have the following policies and procedures. (Please complete the forms found in Part 7 – Certifications)
 - Accounting
 - Conflict of Interest
 - Procurement
 - Record Retention

Supplemental Application: Public Facilities or Other Infrastructure Projects

Define project service area	
List all census block groups in service area:	N/A.
For sidewalk / curb cut projects	
Location of sidewalks (cross streets):	N/A
Define the service area; list all Census block groups in service area:	N/A
Number of curb cuts (anticipated):	N/A

Supplemental Application: Housing-Related Projects

Fill out this supplemental application if the project will result in the construction of new housing units, preservation of existing housing units, or the acquisition of land for new housing units.

Project Information		
Project type:	<input type="checkbox"/> New construction <input checked="" type="checkbox"/> Rehabilitation <input type="checkbox"/> Acquisition	
Total number of units to be constructed or rehabilitated:	N/A	
Total number of affordable units (new construction or acquisition):	N/A	
For HOME funding requests, total number of HOME-assisted units:	N/A	
Total development costs:	\$ 45,000	
Contact Information of All Parties		
APPLICANT INFORMATION	Name:	Disability Services & Legal Center
	Address:	521 Mendocino Ave.
	City, State, Zip:	Santa Rosa, CA 95401
	Contact person:	Juan Orantes
	Telephone:	707-636-3065
	Email:	Jorantes@mydslc.org
	Organization is a:	<input checked="" type="checkbox"/> Non-profit organization <input type="checkbox"/> For-profit organization <input type="checkbox"/> Local government <input type="checkbox"/> Community Housing Development Organization (CHDO) <input type="checkbox"/> Community Based Development Organization (CBDO)
PARTNER OR RELATED ENTITIES	Name:	N/A
	Address:	N/A
	City, State, Zip:	N/A
	Contact person:	N/A
	Telephone:	N/A
	Email:	N/A
	Organization is a:	<input type="checkbox"/> Non-profit organization <input type="checkbox"/> For-profit organization <input type="checkbox"/> Local government <input type="checkbox"/> Community Housing Development Organization (CHDO) <input type="checkbox"/> Community Based Development Organization (CBDO)
ARCHITECT	Name:	N/A
	Address:	N/A
	City, State, Zip:	N/A
	Contact person:	N/A
	Telephone:	N/A
	Email:	N/A

GENERAL CONTRACTOR	Name:	Varies					
	Address:						
	City, State, Zip:						
	Contact person:						
	Telephone:						
	Email:						
	License no.:						
PROPERTY MANAGER	Name:	N/A					
	Address:	N/A					
	City, State, Zip:	N/A					
	Contact person:	N/A					
	Telephone:	N/A					
	Email:	N/A					
Status of Entitlements and/or Services							
If site is located in an unincorporated area of the County, have you or will you submit an application to Sonoma County Planning & Resource Management Department for:		<input type="checkbox"/> State Density Bonus Program <input type="checkbox"/> County of Sonoma Supplemental Density Bonus Program <input type="checkbox"/> Housing Element Type A Rental Housing Opportunity Program <input type="checkbox"/> Housing Element Type C Ownership Housing Opportunity Program Date of application: _____ If answering yes to any of the above, contact Commission staff to discuss schedule for preparation and Board approval of Affordable Housing Agreement.					
Status of planned water and sewer service: If not yet provided, explain how water and sewer service will be provided.							
Does the project have Article 34 authority from the jurisdiction in which it is located?		<input type="checkbox"/> Yes. If yes, attach a copy of the allocation letter. <input type="checkbox"/> No. If no, attach written legal opinion describing why Article 34 referendum authority is not required.					
Proposed Tenancy							
	<i>Household types:</i>	SRO	Studio	1 BR	2 BR	3 BR	4BR
Number of each type of unit							
Average square feet per unit							
Total number of units:							
How many of the total units will be reserved for the following:							
Homeless persons							
Elderly persons							
Disabled persons (see note)							
Special needs populations							
Resident manager							
Other; specify:							
Unrestricted							

Note: In new construction and substantial rehabilitation rental projects assisted with HOME or CDBG funds, at least five percent of units (not less than one unit) must be accessible to persons with mobility impairments, and an additional two percent of units (not less than 1 unit) must be accessible to persons with sensory impairments. Projects assisted with other funds must satisfy applicable federal, state, and local regulations regarding the provision of accessible housing. Ownership housing projects assisted with funds from these programs must comply with applicable federal, state, and local laws regarding the provision of accessible units.

Estimated Monthly Rent Levels (before deduction of utility allowances)

Household types:	SRO		Studio		1 BR		2 BR		3 BR		4BR	
	Units	Rent	Units	Rent	Units	Rent	Units	Rent	Units	Rent	Units	Rent
Extremely Low-Income (30% of AMI)												
Very Low-Income (50% of AMI)												
60% of AMI												
Low-Income (80% of AMI)												
Market Rate (>80% of AMI)												
Resident Manager's Unit												
Estimated Utility Allowance*												

*Please provide list of tenant-paid utilities, the utility profile for all appliances, and the Utility Allowance for each unit type.

Estimated Affordable Sales Prices (ASP)

Household types:	SRO		Studio		1 BR		2 BR		3 BR		4BR	
	Units	ASP	Units	ASP	Units	ASP	Units	ASP	Units	ASP	Units	ASP
Extremely Low-Income (30% of AMI)												
Very Low-Income (50% of AMI)												
60% of AMI												
Low-Income (80% of AMI)												
100% of AMI												
120% of AMI												

LENGTH OF AFFORDABILITY PERIOD

What is the proposed length of affordability for the affordable units?
See Funding Policies

Project Schedule

Include all major milestones such as land acquisition, general plan amendment and rezoning, density bonus / housing element housing opportunity area approval, design review approval, schematic design, design development, construction documents, construction phase, initial occupancy, and, if applicable, assignment of the project to a limited partnership or other entity. Specify tentative dates for closing the proposed loan and first request for funds, as well as when construction financing and permanent financing will close. ***Please provide realistic dates for completion of activities and expenditure of funds. These dates will be included in the applicable funding agreement.***

Major Milestone	Target Completion Date	Funds Expended

Development Budget for Disability Services & Legal Center Housing Access Modification					
ESTIMATED PREDEVELOPMENT AND CONSTRUCTION FINANCING					
Lender	Amount	Interest Rate / Term	Use(s)	Commitment Status	HOME match qualifying?
Total					
ESTIMATED PERMANENT FINANCING					
Lender	Amount	Interest Rate / Term	Use(s)	Commitment Status	HOME match qualifying?
Total					
Summary of First-Year Operating Budget					
Rental projects only					
	Total	Per unit			
Gross potential rental income					
Plus other income (e.g., laundry)					
Less 5% vacancy / rent loss					
Effective Gross Income					
Less total operating expenses*	45,000	9,000			
Less payment to replacement reserves					
Less payment to other reserves					
Net operating income					
Less debt service payments					
Net cash flow					
Debt service coverage ratio					
*Include \$75 per unit, per year monitoring fee in the operating budget					

Affirmatively Furthering Fair Housing

In planning for the use of CDBG and HOME, the County of Sonoma must adhere to the mandate in the Fair Housing Act to Affirmatively Further Fair Housing. This means that not only must all HUD funded programs and activities combat discrimination, but they must also overcome patterns of segregation and the denial of access to opportunity that are part of national and local history. The ways in which a project or program can do this meaningfully are listed below, and to be considered for funding, all applicant projects must overcome patterns of segregation in one or more of the ways listed.

In which of the following ways does the proposed project overcome patterns of segregation and the denial of access to opportunity (check all that apply)? Please provide an explanation of how the project accomplishes the item (s) checked.

☐ It makes an investment in a segregated and high poverty neighborhood to improve conditions and eliminate disparities in access to opportunity between residents of this neighborhood and the rest of the jurisdiction and region.

Explain:

☐ It maintains and preserves existing affordable rental housing stock to reduce disproportionate housing needs.

Explain:

☐ It provides affordable housing in an area(s) of opportunity to combat segregation and promote integration.

Explain:

☐ It provides mixed income housing designed to integrate racially and ethnically concentrated areas of poverty.

Explain:

☐ It increases access for individuals with protected characteristics to existing affordable housing in higher opportunity areas.

Explain:

Homelessness-Related Questions	
If project is a permanent supportive housing project, identify service provider:	
Describe approach to lowering barriers to potential tenants to entering permanent housing (i.e., accepting referrals from Coordinated Intake:	

Additional Attachments Required

In addition to the attachments required in Part 6 of the funding application, housing-related project sponsors must submit the following as attachments to their applications:

- ☐ Housing project description: Provide a written narrative to describe your project. At a minimum, the narrative should include the following:
 - Description of the type of housing proposed
 - Target population(s)
 - Planned services for residents
 - Proposed use(s) of the requested funding and anticipated environmental issues (i.e., vernal pools, heritage trees, riparian corridor, contamination, flood plain, endangered species, historical and archeological impacts)
 - Authorized entity that will execute the funding agreement and loan documents if applicable for the funds requested in this application
 - If the project will use a tax credit limited partnership to finance the project, please describe the organizational structure of the partnership and the roles of various partners or other related organizations
- ☐ Current preliminary title report
- ☐ Evidence of site control
- ☐ Current appraisal, if available. Appraised value of property must fully secure the Commission's loan(s). In addition, the total purchase price may not exceed the "reasonable cost" for the property
- ☐ Environmental clearances/reports
- ☐ Site plan and elevations or schematic drawing
- ☐ Project Location Map: Attach an 8 1/2"x 11" map showing the project location, clearly showing the project area in relation to surrounding communities
- ☐ Contractor's cost breakdown
- ☐ Using the Sonoma County Community Development Commission Utility Allowance Schedule, <http://sonomacounty.ca.gov/CDC/Housing-Authority/Property-Owners/Utility-Allowances/>, list the tenant-paid utilities and utility allowance for your project
- ☐ Itemized development budget, including a sources and uses table, identifying distributions to the owner, developer, partners or other entities during the development phase
- ☐ Narrative description of the development's financial plan, indicating expected dates for obtaining approvals for any uncommitted financing
- ☐ Rental projects: A 30-year operating budget and cash flow projection that shows estimated project income, operating expenses, reserves, debt service, and distributions. Please include a "totals" column after year 30
- ☐ Article 34 Authority: Attach allocation letter or legal opinion that allocation is not required.

Part 7: Certifications

- Grant Certification Form – 1 (Application Completeness & Accuracy & Signatory Authority)
- Grant Certification Form – 2 (Federal Regulations)
- Grant Certification Form – 3 (Conflict of Interest)
- Grant Certification Form – 4 (Policies and Procedures)

Grant Certification Form – 1

Application Completeness & Accuracy & Signatory Authority

I hereby certify that _____ (*insert name of organization requesting funds*) has complied with all applicable laws and regulations pertaining to the application and is an eligible applicant for the requested funding.

The organization proposes to provide the program services or complete the project identified in this application. If this application is approved and this organization receives the requested funding this organization agrees to adhere to all relevant Federal, State, and local regulations and other assurances as required by the Commission.

In addition, the content of the application shall be incorporated as part of the written agreement and, as such, will be used to monitor performance. Activities, commitments, and representations described in the written agreement that are not subsequently made a part of the program/project as funded shall be considered a material contract failure and may result in a repayment of all awarded funds and/or suspension from participation in future funding rounds.

I hereby certify that the organization is fully capable of fulfilling its obligation under this application, as stated herein.

I further certify that the information provided in this Funding Application is correct, accurate, and complete.

Signature/Authorized Representative of Organization

Adam S. Brown
Printed Name: _____

Executive Director
Title: _____

January 20, 2022
Date: _____

Grant Certification Form – 2

Federal Regulations – CDBG

Requirements	Federal Regulations	Other References
Federal Labor Standards - Davis-Bacon - Copeland Act (Anti-kickback) - Contract Work Hours and Safety Standards	24 CFR 92.354 29 CFR Parts 1, 3, and 5	40 U.S.C. 3141; 40 U.S.C. 3701
Section 3	24 CFR 135	Section 3 of the HUD Act of 1968, as amended (12 U.S.C. 1701u); 2 CFR 200.321
Minority and Women Business Enterprise Participation (MBE/WBE)	Small Business Act, Section 3(a) 15 U.S.C. 632	12 U.S.C. 1701
Civil Rights and Non-Discrimination	Title VI of Civil Rights Act of 1964 Title VIII of the Civil Rights Act of 1968 Section 104(b) and 109 of Title I of the Housing and Community Development Act of 1974	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990 Age Discrimination Act of 1975 Executive Orders 11063, 11246, 11375, 11478, 12107, 12086, and 13279
Equal Employment Opportunity	24 CFR 570.601-602; 570.607 41 CFR 60	Executive Orders 11246; 12086 12 USC 1701u
Fair Housing	Fair Housing Act (42 U.S.C. 3601-3620) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d) Equal Opportunity in Housing Section 504 of the Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990	24 CFR Parts 8, 107, and 146 42 U.S.C. 200(d) Executive Orders 11063, as amended by Executive Order 12259 Age Discrimination Act of 1975, as amended (42 U.S.C. 6101)
Debarred or Ineligible Contractors	24 CFR 570.609; 24 CFR 24	Executive Orders 12549 and 12689
Reasonable Accommodation	24 CFR Part 8; 24 CFR 570.601-602	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990

Fire Safety Codes		Local ordinances
Building, Housing, and Zoning Codes Housing Quality Standards	24 CFR 570.208(b)(1)(iv); 208(b)(2)	Local ordinances
Lead-Based Paint	24 CFR 570.608; 24 CFR Part 35	42 U.S.C 4821 et seq.
Anti-Lobbying	Appendix II to Part 200 J; 31 U.S.C. 1352	
Environmental, Historic Preservation, National Environmental Policy Act, Flood Insurance Requirements - Sitting near airports and coastal barrier - Fish and wildlife protection - Flood plain/flood insurance - National Historic Preservation - Noise abatement and control - Wetlands/Coastal zones - Air quality - Endangered species - Thermal/Explosive hazards	24 CFR 570.503(b)(5)(i); 570.604; 570.605; 570.202; 24 CFR 58 References at: 24 CFR 58.6; 58.5570.605	Section 104(g), HCDA 42 U.S.C 4001 et seq.
Relocation, Real Property Acquisitions, and One-for-One Housing Replacement - Uniform Relocation Act - Residential anti-displacement and relocation assistance	24 CFR 570.201(i); 570.606(b), (c), (d) 49 CFR 24 42 USC 4601 et seq	Sections 104(d); 105(a)(11), HCDA www.hud.gov/relocation
Competitive Procurement	2 CFR 200.319	
Insurance and Bonding	2 CFR 200.310 and 200.325	
Administrative and Accounting Standards	2 CFR Part 200	
Cost Considerations	2 CFR 200.402, 403, 404, 405, 406 and 407	
Documentation and Recordkeeping	24 CFR 570.506 24 CFR 570.502	
Conflict of Interest	2 CFR 200.112 and 24 CFR 570.611	
Section 108 Loan Guarantees	24 CFR 570.700-570.709	Section 108, HCDA

To the best of my knowledge and belief, I certify that all data contained in this application and all supportive documentation is true, correct and will incorporate the above requirements. This submission has been duly authorized by the governing body of _____.

Signature/Authorized Representative of Organization

Adam S. Brown
Printed Name: _____

Executive Director
Title: _____

January 20,2022
Date: _____

Grant Certification Form – 3

Conflict of Interest – CDBG

The standards in 2 CFR 200.318 provide that no employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

The CDBG regulations at 24 CFR 570.611 provide that no person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient or subrecipient that are receiving CDBG funds and (1) who exercises or has exercised any functions or responsibilities with respect to activities assisted with CDBG funds; or (2) who is in a position to participate in a decision-making process or gain inside information with regard to these activities, may obtain a financial interest from a CDBG-assisted activity, or have any interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one (1) year thereafter.

- A. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to participate in the decision making process for approval of this application?
☐ Yes ☐ No
- B. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to gain inside information with regard to approval of this application?
☐ Yes ☐ No
- C. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds obtain a financial interest or substantial benefit from this activity? ☐ Yes ☐ No
- D. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds have an interest in any contract, subcontract or agreement with respect to funding this application, either for themselves or those with whom they have family or business ties during the program year and one year thereafter? ☐ Yes ☐ No

If you answered YES to any of the above questions, a letter must be submitted with the application that includes the following information:

- 1) A disclosure of the nature and extent of the conflict
- 2) A description of how public disclosure will be made
- 3) A qualified attorney's opinion that the conflict of interest does not violate federal, state, or local law

Note: If you are approved for funding, the Commission must issue a public notice of the disclosure with a 15-day public comment period, and then submit to HUD for approval prior to execution of a grant agreement or release of funds.

Signature/Authorized Representative of Organization

Adam S. Brown

Printed Name: _____

Executive Director
Title: _____

1/20/2022
Date: _____

Grant Certification Form – 4
Policies & Procedures

The undersigned does hereby certify that the applicant organization has the following policies and/or procedures and can produce them if requested by the Commission:

- 1. Accounting policy/procedure
- 2. Procurement policy/procedure
- 3. Conflict of Interest policy/procedure
- 4. Record Retention policy/procedure
- 5. Language Access Plan & Limited English Proficiency Policy

Signature/Authorized Representative of Organization

Printed Name:_____

Title:_____

Date:_____

PROJECT DESCRIPTION

The Housing Access Modifications (HAM) Program, in collaboration with the Sonoma County Community Development Commission, has been ongoing since 1994. Our HAM Program provides consumers independence and quality of life and increases the available, accessible and affordable units in Sonoma County. We receive consumer referrals from hospital discharge planners, health professionals and social workers associated with MSSP, Rebuilding Together and other agencies. In these 28 years we have installed ramps, roll-in showers, grab bars, porch lifts, flashing light alert systems, and have modified the homes of seniors and people with disabilities for accessibility. These cost-effective modifications offer freedom and independence for our qualified consumers to remain safely in their homes rather than risk homelessness, institutionalization, or some form of assisted living.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) – CAPITAL PROJECTS

CDBG Estimated Funding Available:
CDBG Reprogrammed Funds Available:

FY 2022 – 23: \$1,206,948
Prior Year: \$520,000

CDBG Applications

Applicant	Project Name	Amount Requested	CDC Staff Recommendation
Burbank Housing Development Corporation	Dry Creek Commons	\$900,000	\$866,476*
City of Sebastopol	Luther Burbank Farm ADA Restroom Facility	\$146,000	\$146,000
Disability Service & Legal Center	Housing Access Modification Program	\$45,000	\$45,000
Sonoma County Community Development Commission (fund request, not applicant)	Countywide Housing Rehabilitation Programs	\$500,000	\$500,000
Sweetwater Springs Water District	Wright Drive Water Main, Natoma Tank, and Edgehill Booster Replacement	\$169,472	\$169,472
	Total Requested	\$1,760,472	
	Total Estimated Available	\$1,726,948	\$1,726,948

**Staff recommends funding up to the full amount requested if the actual CDBG grant from HUD is greater than the estimated amount.*

APPLICANT NAME: Sonoma County Community Development Commission (SCCDC)

PROJECT NAME: Countywide Housing Rehabilitation Programs

AMOUNT REQUESTED: \$ 500,000

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 of Cloverdale, Cotati, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and the Town of Windsor (together defined as the "Urban County"), and the direct program delivery expenses associated with the provision of the housing rehabilitation activities to CDBG-eligible owner-occupants and owners of qualified rental housing. 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 for eligibility. 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 for the installation of earthquake resistant bracing systems.

PROJECT TYPE:

Housing rehabilitation to provide health, safety, and code related improvements.

FOR HOUSING PROJECTS, THE NUMBER AND SIZE OF UNITS, INCOME LEVELS TO BE SERVED:

The HRLP and ERBS Programs will serve households at or below 80% AMI with the requested funding.

PROPOSED USE OF FUNDS:

Loans or grants to provide housing rehabilitation and hazard mitigation construction, and SCCDC direct program delivery costs.

FUNDING POLICIES (Funding Goals and Objectives)

Does the project address one of the highest priorities of: 1) creating or preserving affordable housing, 2) building infrastructure or public facilities that support creation or preservation of affordable housing, or 3) building infrastructure or public facilities that support low-income communities?

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?

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.

If the application is for a housing project, does the project set aside homes for persons or households experiencing homelessness or who are at imminent risk of becoming homeless?

N/A

If the application is for a housing project, 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 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.

THRESHOLD CRITERIA

Is the project consistent with the General Plan of the jurisdiction in which it is located?

Yes, The HRLP and ERBS Programs are two of the “programs” that carry out the important work mentioned in the Sonoma County General Plan Housing Element (HE) adopted on 12-02-2014. On page HE-23, Objective HE-1.3 states: “Continue existing Community Development Commission efforts and programs, as specified in the Sonoma County Consolidated Plan, to use CDBG, dedicated redevelopment Reinvestment and Revitalization (R&R) Funds, and/or 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 perform 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.”

Does the project Affirmatively Further Fair Housing?

Yes, the HRLP and ERBS programs affirmatively further fair housing by including outreach via flyers containing program information in Spanish. These flyers for HRLP have been distributed by staff in mobile home parks with large Latino populations in Roseland and the Boyes Hot Springs communities. SCCDC 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 applicant demonstrate capacity to effectively deliver the proposed project?

Yes, the SCCDC 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 with a current anticipated average annual cost based on current pricing of staff who regularly work implementing the programs. 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 SCCDC 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.

SELECTION CRITERIA

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

N/A. Housing rehabilitation programs administered by the SCCDC are not subject to leveraging requirements. The programs do not include predevelopment or construction financing. Funds are used to directly administer the rehabilitation programs.

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

N/A

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

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 SCCDC 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 SCCDC on January 28, 2022. A tier II site-specific review will be completed for each individual property rehabilitated prior to work commencement.

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).

For non-housing projects, is there a documented and verifiable need for the project above and beyond existing facilities?

N/A

For non-housing projects, can the project be expected to have a significant impact on the identified problem and result in one or more measurable indicator?

N/A

For housing projects, does project's proposed number of units exceeds the minimum CDBG requirements?

Yes, owner occupied units must be low income to qualify and at least 51% of units in rental properties must be low income, at or below 80% of the AMI.

For housing projects, are the proposed rents below the maximum rents allowed by the CDBG requirements?

For rental properties, an affordability covenant is recorded against the property restricting continued occupancy of the property to low or very low-income households. The term of affordability placed on the properties is based on whether the improvements are considered substantial rehabilitation or non-substantial rehabilitation, for substantial rehabilitation the restriction is 55 years, for non-substantial it is 20 years.

ADDITIONAL INFORMATION: N/A

CONSEQUENCES OF NO FUNDING:

The SCCDC 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.

STAFF RECOMMENDATION:

Staff recommends funding the Countywide Rehabilitation Programs in the full amount.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) – CAPITAL PROJECTSCDBG Estimated Funding Available:

FY 2022 – 23: \$1,206,948

CDBG Reprogrammed Funds Available:

Prior Year: \$520,000

CDBG Applications

Applicant	Project Name	Amount Requested	CDC Staff Recommendation
Burbank Housing Development Corporation	Dry Creek Commons	\$900,000	\$866,476*
City of Sebastopol	Luther Burbank Farm ADA Restroom Facility	\$146,000	\$146,000
Disability Service & Legal Center	Housing Access Modification Program	\$45,000	\$45,000
Sonoma County Community Development Commission (fund request, not applicant)	Countywide Housing Rehabilitation Programs	\$500,000	\$500,000
Sweetwater Springs Water District	Wright Drive Water Main, Natoma Tank, and Edgehill Booster Replacement	\$169,472	\$169,472
	Total Requested	\$1,760,472	
	Total Estimated Available	\$1,726,948	\$1,726,948

**Staff recommends funding up to the full amount requested if the actual CDBG grant from HUD is greater than the estimated amount.*

APPLICANT NAME: Burbank Housing Development Corporation

PROJECT NAME: Dry Creek Commons

AMOUNT REQUESTED: \$900,000

PROJECT DESCRIPTION

Applicant-Provided Summary Description from Submitted Application:

“A 100% affordable 58-unit affordable family rental housing project on a 3.52 acre City owned property located at 155 Dry Creek Road, Healdsburg. The project consists of two, four story apartment buildings of approximately 26,090 gross square feet and 47,486 gross square feet connected by an above ground pedestrian bridge.

All of the units will be offered to extremely low, very low- and low-income households earning between 30-60% area median income. To further meet the City’s housing needs, Reach for HOME (RFH) will have first priority to approximately 5 of these units, to help address the City’s very low-income supportive housing needs. BHDC will partner with RFH to provide supportive services to these residents. There will be ground floor accessible units.”

PROJECT TYPE:

Predevelopment for new construction of multifamily rental housing.

FOR HOUSING PROJECTS, THE NUMBER AND SIZE OF UNITS, INCOME LEVELS TO BE SERVED:

58 one to three (1-3) bedroom units with 1 two-bedroom manager’s unit. 57 of the 58 units will be restricted for occupancy by households with incomes between 30% and 60% of the area median income (AMI) including:

6 units – 30% AMI

7 units - 40% AMI

29 units – 50% AMI

15 units – 60% AMI

PROPOSED USE OF FUNDS:

CDBG funds are requested for predevelopment expenses.

FUNDING POLICIES (Funding Goals and Objectives)

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

Yes, the proposed project will benefit low- and moderate-income persons at or below 80% of the AMI CDBG national objective.

Does the proposed project or activity meet the eligibility requirements of the CDBG and HOME Funding Policies (If no, provide the specific reason)?

The requested predevelopment funds are considered to be soft costs of new housing construction. The applicant is a qualified Community Based Development Organization (CBDO) for Sonoma County, which is the only type of non-profit organization eligible to use CDBG funds for new construction of affordable rental housing.

New construction of affordable housing is only permitted as a “special activity by CBDO” under CDBG regulations. The applicant will need to submit documentation to enable the SCCDC to determine if it qualifies as part of an eligible neighborhood revitalization project under the CDBG regulations at 24 CFR 570.204 (a)(1): “Neighborhood revitalization project includes activities of sufficient size and scope to have an impact on the decline of a geographic location within the jurisdiction of a unit of general local government (but not the entire jurisdiction) designated in comprehensive plans, ordinances, or other local documents as a neighborhood, village, or similar geographical designation...”.

Does the project address one of the highest priorities of: 1) creating or preserving affordable housing, 2) building infrastructure or public facilities that support creation or preservation of affordable housing, or 3) building infrastructure or public facilities that support low-income communities?

The proposed project is new construction of affordable rental housing and if it is determined eligible, it would meet the “creating affordable housing” priority.

If the application is for housing acquisition and/or preservation, are the units at risk of becoming market rate housing?

N/A

If the application is for a housing project, does the project set aside homes for persons or households experiencing homelessness or who are at imminent risk of becoming homeless?

Yes, the applicant would set aside approximately five units for households experiencing homelessness or who are at risk of becoming homeless, specifically through referrals from the Reach for Home program.

If the application is for a housing project, will the project provide units for special needs populations?

Yes, the proposed project will set aside approximately 5 units for households experiencing homelessness or who are at risk of becoming homeless. All ground floor units in the proposed project will be ADA compliant accessible units.

THRESHOLD CRITERIA

Is the project consistent with the General Plan of the jurisdiction in which it is located?

Yes, the project is consistent with the Healdsburg General Plan. Per the City's adopted Land Use Plan, the property is designated Mixed Use with an allowed density of 10-16 units per acre, accommodating the 58 units with State Density Bonus.

Does the project Affirmatively Further Fair Housing?

Yes, the proposed project affirmatively furthers fair housing by providing affordable housing in an area of opportunity to combat segregation and promote integration. The project's location provides easy access to services, amenities and employment opportunities.

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

Yes, BHDC is a local non-profit organization with over 40 years of successful affordable housing development in the region. They have demonstrated experience in the development and long-term management of affordable housing.

SELECTION CRITERIA

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

Yes, based on the proforma included with the application, if the applicant obtains all financing as proposed, the requested \$900,000 in CDBG funds will leverage against total development costs at least 7 to 1. However, at the time of the application submittal, no financing has been committed. The primary source of project funding is anticipated to be 9% Low Income Housing Tax Credits (LIHTC) and the applicant states they anticipate submittal of an application for those funds no later than July, 2022. If applicant receives all of the requested CDBG funding, each \$1 of CDBG funds would leverage approximately \$29.00 from other sources. The full amount of CDBG funds requested would be approximately \$15,790 per CDBG assisted unit (\$900,000/57 affordable units). As noted on the table below, the applicant is also requesting \$400,000 in HOME funds from the SCCDC.

ESTIMATED PREDEVELOPMENT AND CONSTRUCTION FINANCING

Funding Source	Amount	Commitment Status
9% LIHTC	\$1,610,763	Not committed, applying March/Jul 2022

City of Healdsburg Land Loan	\$4,000,000	Exclusive Negotiation Rights Agreement
SCCDC CDBG	\$900,000	This request
SCCDC HOME	\$400,000	Requested
Deferred Developer Fee	\$2,190,000	Pending
Construction Loan	\$17,994,709	Pending
Deferred Costs	\$372,160	Pending
TOTAL	\$27,467,632	

ESTIMATED PERMANENT FINANCING

Funding Source	Amount	Commitment Status
9% LIHTC	\$16,107,632	Not committed, applying March/July 2022
Permanent Loan	\$5,560,000	Pending
City of Healdsburg Land Loan	\$4,000,000	Pending
SCCDC CDBG	\$900,000	Pending
SCCDC HOME	\$400,000	Pending
Deferred Developer Fee	\$500,000	Pending
TOTAL	\$27,467,632	

Does the applicant 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 has demonstrated consistent success in obtaining federal tax credits and other federal, state and local funding to develop housing during the last seven years.

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

Yes, BHDC entered into an Exclusive Negotiating Rights Agreement with the City of Healdsburg for property acquisition, contingent upon obtaining required entitlements, environmental clearances and financing to successfully complete the construction of the project. The City Council of City of Healdsburg also provided a resolution supporting BHDC's application for FY 2022-23 CDBG and HOME funding for this project.

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

The project is in the initial predevelopment stages, currently pending design review and not ready to obtain building permits. A California Environmental Quality Act (CEQA) environmental review is currently in progress. There are no financial commitments and most of the permanent financing is primarily dependent on a successful and highly competitive LIHTC application.

Additionally, a portion of the property is located on wetlands, which could potentially be problematic or require mitigation work.

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

Yes, BHDC is a highly qualified affordable housing developer with a long history of developing and managing affordable housing projects in the region, is adequately staffed with dedicated departments to provide development, compliance, accounting, and management and maintenance services.

For non-housing projects, is there a documented and verifiable need for the project above and beyond existing facilities?

N/A

For non-housing projects, can the project be expected to have a significant impact on the identified problem and result in one or more measurable indicator?

N/A

For housing projects, does project's proposed number of units exceeds the minimum CDBG requirements?

Yes, the proposed project includes 57 affordable units out of a total of 58 units, exceeding the minimum of 51% of the total units affordable to low- and moderate-income households at or below 80% of the area median income.

For housing projects, are the proposed rents below the maximum rents allowed by the CDBG requirements?

Yes, the proposed rents are at or below the maximum rents allowed by the CDBG requirements.

ADDITIONAL INFORMATION:

The applicant states they intend to apply for 9% LIHTC no later than the July round of 2022. Awards are generally announced three months later and construction must proceed within 180 days of an award. If successful, the start of construction is estimated to occur no later than March / April of 2023. The City of Healdsburg will move from an ENRA to a Disposition and Development Agreement (DDA) upon the successful completion of entitlements and CEQA.

CONSEQUENCES OF NO FUNDING:

The applicant states “Funding less than \$1,000,000 would not be feasible because associated construction costs resulting from this funding source would not offset and the competitiveness with TCAC would erode further.” They applied for \$900,000 in CDBG funds and \$400,000 of HOME funds, for a total request of \$1,300,000.

STAFF RECOMMENDATION:

The project is in the initial phase of development with funding commitments yet to be obtained, and is pending environmental clearance and complete site acquisition negotiations. There are a number of processes still to be done in order for the project to be shovel ready. Therefore, staff recommends funding this project with the conditions included in the table below.

Preliminary Condition(s) of Approval

Allocated funding will be a grant ☐ a loan ☒

1.	All loans for Affordable Housing Predevelopment are subject to the provisions of the Sonoma County Community Development Commission (CDC) Loan Policies, the FY 2022-2023 Funding Policies, and the CDBG Regulations.
2.	Applicant must demonstrate site control at the time CDBG funding is made available to the County by HUD.
3.	Applicant must submit sufficient documentation to enable the SCCDC to determine if the proposed project meets the CDBG regulation’s definition of eligible CBDO neighborhood revitalization project, (24 CFR 570.204(a)(1).
4.	CDBG funds will be used to reimburse allowable predevelopment costs only.
5.	A NEPA environmental review must be completed before Developer can be offered a Development Agreement. The budget for the requested funds must include the costs to prepare the NEPA environmental review or the applicant must submit evidence of sufficient funds for this purpose are available from another source to pay for this work.
6.	In compliance with Section 504 of the federal Rehabilitation Act of 1973, applicant 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.
7.	The CDC will make the CDBG loan to Burbank Housing. A subsequent assignment to a limited partnership must comply with federal regulations. Notwithstanding this requirement, applicant may assign the loan to a limited partnership prior to project completion and occupancy of the development.

8.	Applicant will be required to submit evidence that all required construction and permanent financing has been committed prior to being offered a Funding Agreement.
9.	Applicant 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 CDBG loan to record in a sufficiently senior lien position to ensure that the value of the completed development will fully secure the loan.
10.	Prior to final approval of the CDBG funds, applicant 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.
11.	Applicant 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 Funding Agreement for execution within 12 months of the start of the fiscal year associated with the award.
12.	Disbursement of funds for all affordable housing projects must be initiated within 18 months of the date on which the Funding Agreement is offered for execution. All funds must be disbursed within 24 months of the date on which the Funding Agreement is offered for execution. Funding awards that do not meet these deadlines will be reprogrammed.

SONOMA COUNTY COMMUNITY DEVELOPMENT COMMISSION FUNDING APPLICATION: AFFORDABLE HOUSING AND CAPITAL PROJECTS

Please review the Notice of Funding Availability (NOFA), Application Guidelines, and the FY 2022–2023 CDBG and HOME Funding Policies before submitting your application. All applications must meet the eligibility criteria found in the Funding Policies and the requirements set forth in the NOFA.

This space reserved for CDC date and time stamp

Part 1: Applicant Information

Legal name of organization:	Burbank Housing Development Corporation	
Organization's DUNS number:	103427225	
Contact Information		
Authorized Representative (City/Town Manager, Executive Director, or other):	Name, title:	Efren Carrillo, Vice President of Residential Development
	Phone:	(707) 200-2349
	Email:	ecarrillo@burbankhousing.org
Primary point of contact:	Name, title:	Karen Massey, Senior Project Manager
	Phone:	(707) 490-8467
	Email:	kmassey@burbankhousing.org
Organization is a:	<input checked="" type="checkbox"/> Non-profit organization <input type="checkbox"/> For-profit organization <input type="checkbox"/> Local government <input type="checkbox"/> Community Housing Development Organization (CHDO) <input type="checkbox"/> Community Based Development Organization (CBDO)	
Organization mailing address:	1425 Corporate Center Parkway, Santa Rosa, CA 95407	
Organization website:	www.burbankhousing.org	
Organizational Capacity and Experience		
Describe applicant's record of administrative and programmatic capacity using federal, state, local, and/or private grant funds, explaining any past issues or challenges administering grant funds.		
<p>Burbank Housing is a 41 year-old non-profit affordable housing development corporation headquartered in Santa Rosa and working in the North Bay. Burbank has completed more affordable housing projects than any other developer, more than 70 affordable rental housing projects totaling more than 3,000 units, predominantly in Sonoma County, and approximately 1,000 units of affordable ownership housing completed or currently under construction. Burbank has successfully applied for local, state and federal affordable housing funding hundreds of times in order to populate this portfolio. Seeking and implementing private and public sector funding awards is Burbank's core business and we are staffed accordingly with dedicated departments for development services, compliance, accounting, and resident services. Burbank also self-manages through Burbank Housing Management Corporation.</p>		

Part 2: Project Description

Brief Description of Project or Program

The description provided here will be incorporated into the staff reports provided to the Community Development Committee, Cities and Towns Advisory Committee, and/or the Board of Supervisors. Descriptions MUST BE 125 words or less. It will not be edited and will be truncated at 125 words. For housing related applications, please include information on the number of affordable units in the project, accessible units (types, number of units, and accessibility type). A longer project description may be attached (see Part 6, Attachments). If you are requesting CDBG-CV funds, please include how the proposed activity will prevent, prepare for or respond to Coronavirus (*activities must demonstrate they respond to one or more*).

A 100% affordable 58-unit affordable family rental housing project on a 3.52 acre City owned property located at 155 Dry Creek Road, Healdsburg. The project consists of two, four story apartment buildings of approximately 26,090 gross square feet and 47,486 gross square feet connected by an above ground pedestrian bridge.

All of the units will be offered to extremely low, very low and low income households earning between 30-60% area median income. To further meet the City's housing needs, Reach for HOME (RFH) will have first priority to approximately 5 of these units, to help address the City's very low income supportive housing needs. BHDC will partner with RFH to provide supportive services to these residents. There will be ground floor accessible units.

Part 3: Project Information

Project Name	Dry Creek Commons
Project Type	
Using Appendix A of the FY 2022-2023 CDBG and HOME Funding Policies, fill in the field below.	
CDBG or HOME eligible activity:	CDBG (Pre-development) / HOME (New Construction)
Funding Request	
Estimated project budget:	\$ \$27,500,000
Amount of funding request:	\$1,300,000 (\$900k CDBG / \$400k HOME)
Funding source:	<input checked="" type="checkbox"/> CDBG <input checked="" type="checkbox"/> HOME <input type="checkbox"/> HOME-CHDO <input type="checkbox"/> CDBG-CV
Property Information (as applicable)	
Project location (physical address or cross streets):	155 Dry Creek Road, Healdsburg
Assessor's Parcel Number(s):	089-071-002
Census tract(s):	1539.05
Total acreage:	3.52
Current use of site:	Vacant
Is project located in a 100-year flood plain?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
FEMA FIRM panel number:	06097C0363E, 06097C0344E
Is the project, or any part of it, located within the limits of any city/town?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, which city/town? <u>Healdsburg</u>
Which jurisdiction(s) must approve the project?	City of Healdsburg
What local approvals and entitlements will be required to develop the proposed project?	Major Design Review
Date entitlements and permits expected to be approved:	July / August 2022

Status of Site Control						
Identify the form of site control:				<input type="checkbox"/> Ownership (attach copy of grant deed or deed of trust) <input type="checkbox"/> Lease (attach copy of lease) <input type="checkbox"/> Option agreement (attach copy of agreement) <input type="checkbox"/> Purchase agreement (attach copy of agreement) <input checked="" type="checkbox"/> Other; explain: <u>Exclusive Negotiating Rights Agreement</u> Note: If funding application is for acquisition, also attach copy of current appraisal if available.		
Status of Environmental or Other Approvals						
Applicant must obtain certification of project's consistency with the applicable general plan, signed by an authorized representative of the jurisdiction in which the project is located (housing rehabilitation projects excluded).						
Status of environmental review:				CEQA Underway		
Status of land use, building permits, or other approvals:				Pending Entitlements (Design Review)		
Explain any land use (zoning, lot split, set back, or environmental) constraints that must be resolved prior to proceeding with the project:				Wetlands & Riparian Setback – The project site contains a total of 0.57 acres of seasonal wetlands and 0.14 acres of waters of the U.S. and state, known as Foss Creek. The seasonal wetlands occur as two features: a 0.53 acre wetland that occurs in the south-central portion of the project site that drains from the northeast to southwest towards Foss Creek and a 0.04 acre wetland in the northeast portion of the project site that is fed by a storm drain culvert under the railroad tracks that flows onto the property and towards Foss Creek in an east-west direction. Foss Creek and its associated 35' riparian corridor setback forms the western boundary of the project site; however, only a portion of Foss Creek falls within the property boundary so that only 0.14 acres of waters of the U.S. and state occur within the project site.		
Status of Relocation Activities						
In order to receive funding, projects must comply with the Sonoma County Residential Anti-Displacement and Relocation Assistance Plan.						
Will the project involve demolition of any structure or relocation of any persons or businesses?				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Explain the status of any demolition or relocation activities:				NA		
Existing Improvements						
EXISTING COMMERCIAL IMPROVEMENTS						
Number of structures				NA		
Year built						
Number of vacant structures						
Number of occupied structures						
Number of structures to be demolished						
Estimated cost of relocation						
EXISTING RESIDENTIAL IMPROVEMENTS						
	SRO	Studio	1-BR	2-BR	3-BR	4-BR
Number of existing units	NA					
Number of occupied units						
Number of vacant units						
Number of substandard units						
Number of units to be demolished						
Estimated cost of relocation						

Phasing

Can project proceed if phased or if given partial funding? Explain the effect of phasing or partial funding on the project's ability to move forward.

The project is not programmed to be phased because of the limited developable land area and construction calls for just two connected buildings.

Funding less than \$1,000,000 would not be feasible because associated construction costs resulting from this funding source would not offset and the competitiveness with TCAC would erode further.

Demonstration of Need

Describe the need for the project or program and include evidence of need (e.g., cite waiting lists for services, census data, documentation of deteriorated conditions, or other evidence).

The project would provide 58 rental units including 1 managers unit) at rents ranging from 30% AMI to 60% AMI. The waiting lists for nearby projects (e.g. 1201 Grove Street) are over 2 years with enormous demand.

Outcomes

Describe the outcomes expected to result from the project or program.

Housing will be provided to families at an early date.

Part 4: Timeline

Target Dates

List anticipated target date for each of the major milestones below. (Housing projects use timeline in supplemental application instead.)

Major Milestone	Target Completion Date	Funds Expended
Environmental Review		
Site Control		
Design Completion		
Bid Period Closes		
Construction Begins		
Construction Complete		
Notice of Completion		

Part 5: Sources and Uses

Housing projects use budget in supplemental application instead.

Sources

Source of Funds	Donations	Loans	Grants	In Kind	Total
Total					

Uses

Projected Uses	Donations	Loans	Grants	In Kind	Total
Land Acquisition					
Environmental Review					
Architect					
Engineering					
Project Fees					
Site Improvements					
Other:					
Other:					
Total					

Part 6: Attachments Required

Project sponsors must submit the following documents, as applicable, with their funding application:

- **Project Description:** Provide a description of the project that includes specific location information and geographic boundaries. It should identify the maximum anticipated scope of the entire project, and delineate the specific activities for which the applicant is requesting funding at this time. Applications for housing-related projects should instead include a Housing Project Description, described in Supplemental Application below.
- **Project Location Map:** Attach an 8 1/2"x 11" map showing the project location, clearly showing the project area in relation to surrounding communities.
- **Authorizing Resolution:** For non-profit organizations, attach a resolution from the Board of Directors authorizing the submittal of the application.
- **City/Town Authorizing Resolution:** Attach a city/town council resolution endorsing the project for those located within the seven incorporated jurisdictions or for those sponsored by one of the seven incorporated jurisdictions.
- **General Plan Consistency:** Attach a certification of consistency with the applicable jurisdiction's General Plan.
- **IRS Letter of Determination:** Non-profit organizations only must submit an IRS Letter of Determination. Non-profit organizations are not eligible for consideration unless non-profit status has been verified.
- **Community Housing Development Organization (CHDO) verification:** For CHDO's applying for HOME CHDO funds, submit a Sonoma County CHDO letter or plan to become an independent, fully functioning CHDO entity.
- **Letters of Commitment:** Submit letters of commitment from all other funding sources.
- **Financial Documentation:**
 - Non-profit organizations must attach the following:
 - Current operating budget
 - Most recent completed final audit report
 - IRS Form 990 for the most current tax year
 - If organization is not audited, attach a copy of the most recent internal financial statement that has been approved by Board of Directors.

*Additional financial information may be requested by CDC staff as deemed appropriate.

- Sonoma County departments or agencies, the cities of Cotati, Cloverdale, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and the Town of Windsor are exempt from this requirement.
- Organizations are **required** to have **written** policies and procedures. The applicant must submit certification that they have the following policies and procedures. (Please complete the forms found in Part 7 – Certifications)
 - Accounting
 - Conflict of Interest
 - Procurement
 - Record Retention

Supplemental Application: Public Facilities or Other Infrastructure Projects

Define project service area	
List all census block groups in service area:	
For sidewalk / curb cut projects	
Location of sidewalks (cross streets):	
Define the service area; list all Census block groups in service area:	
Number of curb cuts (anticipated):	

Supplemental Application: Housing-Related Projects

Fill out this supplemental application if the project will result in the construction of new housing units, preservation of existing housing units, or the acquisition of land for new housing units.

Project Information		
Project type:	<input checked="" type="checkbox"/> New construction <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Acquisition	
Total number of units to be constructed or rehabilitated:	58	
Total number of affordable units (new construction or acquisition):	57	
For HOME funding requests, total number of HOME-assisted units:	5	
Total development costs:	\$ 27,500,000	
Contact Information of All Parties		
APPLICANT INFORMATION	Name:	Burbank Housing Development Corporation
	Address:	1425 Corporate Center Parkway
	City, State, Zip:	Santa Rosa, CA 95407
	Contact person:	Efren Carillo
	Telephone:	(707) 200-2349
	Email:	ecarrillo@burbankhousing.com
	Organization is a:	<input checked="" type="checkbox"/> Non-profit organization <input type="checkbox"/> For-profit organization <input type="checkbox"/> Local government <input type="checkbox"/> Community Housing Development Organization (CHDO) <input type="checkbox"/> Community Based Development Organization (CBDO)
PARTNER OR RELATED ENTITIES	Name:	Reach for Home
	Address:	443 Hudson Street
	City, State, Zip:	Healdsburg, CA 95448
	Contact person:	Margaret Sluyk
	Telephone:	(951) 550-9359
	Email:	margaret@reachforhome.org
	Organization is a:	<input checked="" type="checkbox"/> Non-profit organization <input type="checkbox"/> For-profit organization <input type="checkbox"/> Local government <input type="checkbox"/> Community Housing Development Organization (CHDO) <input type="checkbox"/> Community Based Development Organization (CBDO)
ARCHITECT	Name:	Van Meter Williams Pollack LLP
	Address:	333 Bryant Street, Suite 300
	City, State, Zip:	San Francisco, CA 94107
	Contact person:	Rick Williams, Partner
	Telephone:	(415) 974-5352 x203
	Email:	rick@vmp.com

GENERAL CONTRACTOR	Name:	TBD					
	Address:						
	City, State, Zip:						
	Contact person:						
	Telephone:						
	Email:						
	License no.:						
PROPERTY MANAGER	Name:	Burbank Housing Management Corporation					
	Address:	1425 Corporate Center Parkway					
	City, State, Zip:	Santa Rosa, CA 95407					
	Contact person:	Annie McNearny					
	Telephone:	(707) 303-1026					
	Email:	amcneany@burbankhousing.org					
Status of Entitlements and/or Services							
If site is located in an unincorporated area of the County, have you or will you submit an application to Sonoma County Planning & Resource Management Department for:		<input type="checkbox"/> State Density Bonus Program <input type="checkbox"/> County of Sonoma Supplemental Density Bonus Program <input type="checkbox"/> Housing Element Type A Rental Housing Opportunity Program <input type="checkbox"/> Housing Element Type C Ownership Housing Opportunity Program Date of application: _____ If answering yes to any of the above, contact Commission staff to discuss schedule for preparation and Board approval of Affordable Housing Agreement.					
Status of planned water and sewer service: If not yet provided, explain how water and sewer service will be provided.		City of Healdsburg is the provider of both water and sewer. There is adequate capacity.					
Does the project have Article 34 authority from the jurisdiction in which it is located?		<input type="checkbox"/> Yes. If yes, attach a copy of the allocation letter. <input checked="" type="checkbox"/> No. If no, attach written legal opinion describing why Article 34 referendum authority is not required.					
Proposed Tenancy							
	<i>Household types:</i>	SRO	Studio	1 BR	2 BR	3 BR	4BR
Number of each type of unit				28	15	15	
Average square feet per unit				453	705	952	
Total number of units:				28	15	15	
How many of the total units will be reserved for the following:							
Homeless persons							
Elderly persons							
Disabled persons (see note)							
Special needs populations							
Resident manager							
Supportive Housing - Reach for Home:				5			
Unrestricted							

Note: In new construction and substantial rehabilitation rental projects assisted with HOME or CDBG funds, at least five percent of units (not less than one unit) must be accessible to persons with mobility impairments, and an additional two percent of units (not less than 1 unit) must be accessible to persons with sensory impairments. Projects assisted with other funds must satisfy applicable federal, state, and local regulations regarding the provision of accessible housing. Ownership housing projects assisted with funds from these programs must comply with applicable federal, state, and local laws regarding the provision of accessible units.

Estimated Monthly Rent Levels (before deduction of utility allowances)

Household types:	SRO		Studio		1 BR		2 BR		3 BR		4BR	
	Units	Rent	Units	Rent	Units	Rent	Units	Rent	Units	Rent	Units	Rent
Extremely Low-Income (30% of AMI)					2	654	2	784	2	907		
Very Low-Income (50% of AMI)					15	1091	7	1308	7	1512		
60% of AMI					7	1309	5	1569	3	1815		
40% AMI					4	872	1	1046	2	1209		
Market Rate (>80% of AMI)												
Resident Manager's Unit												
Estimated Utility Allowance*												

*Please provide list of tenant-paid utilities, the utility profile for all appliances, and the Utility Allowance for each unit type.

Estimated Affordable Sales Prices (ASP)

Household types:	SRO		Studio		1 BR		2 BR		3 BR		4BR	
	Units	ASP	Units	ASP	Units	ASP	Units	ASP	Units	ASP	Units	ASP
Extremely Low-Income (30% of AMI)												
Very Low-Income (50% of AMI)												
60% of AMI												
Low-Income (80% of AMI)												
100% of AMI												
120% of AMI												

LENGTH OF AFFORDABILITY PERIOD

What is the proposed length of affordability for the affordable units?
See Funding Policies

55 Years

Project Schedule

Include all major milestones such as land acquisition, general plan amendment and rezoning, density bonus / housing element housing opportunity area approval, design review approval, schematic design, design development, construction documents, construction phase, initial occupancy, and, if applicable, assignment of the project to a limited partnership or other entity. Specify tentative dates for closing the proposed loan and first request for funds, as well as when construction financing and permanent financing will close. ***Please provide realistic dates for completion of activities and expenditure of funds. These dates will be included in the applicable funding agreement.***

Major Milestone	Target Completion Date	Funds Expended
Completion of Entitlements (Design Review) & Constitution Documents	3/15/2023	\$900,000
Start of Construction	4/1/2023	\$400,000
Initial Occupancy	6/1/2024	
Perm Loan Conversion	9/1/2024	

Development Budget					
ESTIMATED PREDEVELOPMENT AND CONSTRUCTION FINANCING					
Lender	Amount	Interest Rate / Term	Use(s)	Commitment Status	HOME match qualifying?
9% LIHTC	\$1,610,763		Construction	Apply in March / July	
City of Healdsburg Land Loan	\$4,000,000	3% Residual	Construction	ENRA	
County HOME / CDBG	\$1,300,000	Residual	Predev / Construction	Pending	
Deferred Developer Fee	\$2,190,000		Construction	Pending	
Construction Loan	\$17,994,709	5%	Construction	Pending	
Deferred Costs	\$372,160		Constructioin	Pending	
Total	\$27,467,632				
ESTIMATED PERMANENT FINANCING					
Lender	Amount	Interest Rate / Term	Use(s)	Commitment Status	HOME match qualifying?
9% LIHTC	16,107,632		Hard / Soft	Apply in March / July	
Permanant Loan	\$5,560,000	4.4%	Hard / Soft	Pending	
City of Healdsburg Land Loan	\$4,000,000	3% Residual	Hard / Soft	Pending	
County HOME / CDBG	\$1,300,000	Residual	Hard / Soft	Pending	
Deferred Developer Fee	\$500,000	Residual	Hard / Soft	Pending	
Total	\$27,467,632				
Summary of First-Year Operating Budget					
Rental projects only					
	Total		Per unit		
Gross potential rental income	781,680		13,477		
Plus other income (e.g., laundry)	8,700		150		
Less 5% vacancy / rent loss	(39,519)		(681)		
Effective Gross Income	750,861		12,945		
Less total operating expenses*	377,000		6,500		
Less payment to replacement reserves			250.00		
Less payment to other reserves					
Net operating income	373,861		6,446		
Less debt service payments	311,551		5,371		
Net cash flow	63,310		1,091		
Debt service coverage ratio	1.20				
*Include \$75 per unit, per year monitoring fee in the operating budget					

Affirmatively Furthering Fair Housing

In planning for the use of CDBG and HOME, the County of Sonoma must adhere to the mandate in the Fair Housing Act to Affirmatively Further Fair Housing. This means that not only must all HUD funded programs and activities combat discrimination, but they must also overcome patterns of segregation and the denial of access to opportunity that are part of national and local history. The ways in which a project or program can do this meaningfully are listed below, and to be considered for funding, all applicant projects must overcome patterns of segregation in one or more of the ways listed.

In which of the following ways does the proposed project overcome patterns of segregation and the denial of access to opportunity (check all that apply)? Please provide an explanation of how the project accomplishes the item (s) checked.

☐ It makes an investment in a segregated and high poverty neighborhood to improve conditions and eliminate disparities in access to opportunity between residents of this neighborhood and the rest of the jurisdiction and region.

Explain:

☐ It maintains and preserves existing affordable rental housing stock to reduce disproportionate housing needs.

Explain:

☒ It provides affordable housing in an area(s) of opportunity to combat segregation and promote integration.

Explain:

155 Dry Creek will further fair housing principles by expanding the choice of affordable and accessible rental housing serving low-income households in Healdsburg and the surrounding region. This enhancement of accessibility and affordability is especially pronounced for the 5 dedicated units for Reach for Home in serving individuals with severe and persistent housing insecurity.

☐ It provides mixed income housing designed to integrate racially and ethnically concentrated areas of poverty.

Explain:

☐ It increases access for individuals with protected characteristics to existing affordable housing in higher opportunity areas.

Explain:

Homelessness-Related Questions	
If project is a permanent supportive housing project, identify service provider:	
Describe approach to lowering barriers to potential tenants to entering permanent housing (i.e., accepting referrals from Coordinated Intake:	

Additional Attachments Required

In addition to the attachments required in Part 6 of the funding application, housing-related project sponsors must submit the following as attachments to their applications:

- ☒ Housing project description: Provide a written narrative to describe your project. At a minimum, the narrative should include the following:
 - Description of the type of housing proposed
 - Target population(s)
 - Planned services for residents
 - Proposed use(s) of the requested funding and anticipated environmental issues (i.e., vernal pools, heritage trees, riparian corridor, contamination, flood plain, endangered species, historical and archeological impacts)
 - Authorized entity that will execute the funding agreement and loan documents if applicable for the funds requested in this application
 - If the project will use a tax credit limited partnership to finance the project, please describe the organizational structure of the partnership and the roles of various partners or other related organizations
- ☒ Current preliminary title report
- ☒ Evidence of site control
- ☐ Current appraisal, if available. Appraised value of property must fully secure the Commission's loan(s). In addition, the total purchase price may not exceed the "reasonable cost" for the property
- ☒ Environmental clearances/reports
- ☒ Site plan and elevations or schematic drawing
- ☒ Project Location Map: Attach an 8 1/2"x 11" map showing the project location, clearly showing the project area in relation to surrounding communities
- ☐ Contractor's cost breakdown
- ☒ Using the Sonoma County Community Development Commission Utility Allowance Schedule, <http://sonomacounty.ca.gov/CDC/Housing-Authority/Property-Owners/Utility-Allowances/>, list the tenant-paid utilities and utility allowance for your project
- ☒ Itemized development budget, including a sources and uses table, identifying distributions to the owner, developer, partners or other entities during the development phase
- ☒ Narrative description of the development's financial plan, indicating expected dates for obtaining approvals for any uncommitted financing
- ☒ Rental projects: A 30-year operating budget and cash flow projection that shows estimated project income, operating expenses, reserves, debt service, and distributions. Please include a "totals" column after year 30
- ☒ Article 34 Authority: Attach allocation letter or legal opinion that allocation is not required.

Part 7: Certifications

- Grant Certification Form – 1 (Application Completeness & Accuracy & Signatory Authority)
- Grant Certification Form – 2 (Federal Regulations)
- Grant Certification Form – 3 (Conflict of Interest)
- Grant Certification Form – 4 (Policies and Procedures)

Grant Certification Form – 1

Application Completeness & Accuracy & Signatory Authority

I hereby certify that Burbank Housing Development Corporation (insert name of organization requesting funds) has complied with all applicable laws and regulations pertaining to the application and is an eligible applicant for the requested funding.

The organization proposes to provide the program services or complete the project identified in this application. If this application is approved and this organization receives the requested funding this organization agrees to adhere to all relevant Federal, State, and local regulations and other assurances as required by the Commission.

In addition, the content of the application shall be incorporated as part of the written agreement and, as such, will be used to monitor performance. Activities, commitments, and representations described in the written agreement that are not subsequently made a part of the program/project as funded shall be considered a material contract failure and may result in a repayment of all awarded funds and/or suspension from participation in future funding rounds.

I hereby certify that the organization is fully capable of fulfilling its obligation under this application, as stated herein.

I further certify that the information provided in this Funding Application is correct, accurate, and complete.


Signature/Authorized Representative of Organization

Efren Carrillo

Printed Name: _____

Vice President of Residential Development
Title: _____

1/19/2022
Date: _____

Grant Certification Form – 2

Federal Regulations – CDBG

Requirements	Federal Regulations	Other References
Federal Labor Standards - Davis-Bacon - Copeland Act (Anti-kickback) - Contract Work Hours and Safety Standards	24 CFR 92.354 29 CFR Parts 1, 3, and 5	40 U.S.C. 3141; 40 U.S.C. 3701
Section 3	24 CFR 135	Section 3 of the HUD Act of 1968, as amended (12 U.S.C. 1701u); 2 CFR 200.321
Minority and Women Business Enterprise Participation (MBE/WBE)	Small Business Act, Section 3(a) 15 U.S.C. 632	12 U.S.C. 1701
Civil Rights and Non-Discrimination	Title VI of Civil Rights Act of 1964 Title VIII of the Civil Rights Act of 1968 Section 104(b) and 109 of Title I of the Housing and Community Development Act of 1974	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990 Age Discrimination Act of 1975 Executive Orders 11063, 11246, 11375, 11478, 12107, 12086, and 13279
Equal Employment Opportunity	24 CFR 570.601-602; 570.607 41 CFR 60	Executive Orders 11246; 12086 12 USC 1701u
Fair Housing	Fair Housing Act (42 U.S.C. 3601-3620) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d) Equal Opportunity in Housing Section 504 of the Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990	24 CFR Parts 8, 107, and 146 42 U.S.C. 200(d) Executive Orders 11063, as amended by Executive Order 12259 Age Discrimination Act of 1975, as amended (42 U.S.C. 6101)
Debarred or Ineligible Contractors	24 CFR 570.609; 24 CFR 24	Executive Orders 12549 and 12689
Reasonable Accommodation	24 CFR Part 8; 24 CFR 570.601-602	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990

Fire Safety Codes		Local ordinances
Building, Housing, and Zoning Codes Housing Quality Standards	24 CFR 570.208(b)(1)(iv); 208(b)(2)	Local ordinances
Lead-Based Paint	24 CFR 570.608; 24 CFR Part 35	42 U.S.C 4821 et seq.
Anti-Lobbying	Appendix II to Part 200 J; 31 U.S.C. 1352	
Environmental, Historic Preservation, National Environmental Policy Act, Flood Insurance Requirements - Sitting near airports and coastal barrier - Fish and wildlife protection - Flood plain/flood insurance - National Historic Preservation - Noise abatement and control - Wetlands/Coastal zones - Air quality - Endangered species - Thermal/Explosive hazards	24 CFR 570.503(b)(5)(i); 570.604; 570.605; 570.202; 24 CFR 58 References at: 24 CFR 58.6; 58.5570.605	Section 104(g), HCDA 42 U.S.C 4001 et seq.
Relocation, Real Property Acquisitions, and One-for-One Housing Replacement - Uniform Relocation Act - Residential anti-displacement and relocation assistance	24 CFR 570.201(i); 570.606(b), (c), (d) 49 CFR 24 42 USC 4601 et seq	Sections 104(d); 105(a)(11), HCDA www.hud.gov/relocation
Competitive Procurement	2 CFR 200.319	
Insurance and Bonding	2 CFR 200.310 and 200.325	
Administrative and Accounting Standards	2 CFR Part 200	
Cost Considerations	2 CFR 200.402, 403, 404, 405, 406 and 407	
Documentation and Recordkeeping	24 CFR 570.506 24 CFR 570.502	
Conflict of Interest	2 CFR 200.112 and 24 CFR 570.611	
Section 108 Loan Guarantees	24 CFR 570.700-570.709	Section 108, HCDA

To the best of my knowledge and belief, I certify that all data contained in this application and all supportive documentation is true, correct and will incorporate the above requirements. This submission has been duly authorized by the governing body of SONOMA COUNTY COMMUNITY DEVELOPMENT COMMISSION



Signature/Authorized Representative of Organization

Efren Carrillo

Printed Name: _____

Vice President of Residential Development

Title: _____

1/19/2022

Date: _____

Grant Certification Form – 3

Conflict of Interest – CDBG

The standards in 2 CFR 200.318 provide that no employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

The CDBG regulations at 24 CFR 570.611 provide that no person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient or subrecipient that are receiving CDBG funds and (1) who exercises or has exercised any functions or responsibilities with respect to activities assisted with CDBG funds; or (2) who is in a position to participate in a decision-making process or gain inside information with regard to these activities, may obtain a financial interest from a CDBG-assisted activity, or have any interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one (1) year thereafter.

- A. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to participate in the decision making process for approval of this application?
☐ Yes ☒ No
- B. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to gain inside information with regard to approval of this application?
☐ Yes ☒ No
- C. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds obtain a financial interest or substantial benefit from this activity? ☐ Yes ☒ No
- D. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds have an interest in any contract, subcontract or agreement with respect to funding this application, either for themselves or those with whom they have family or business ties during the program year and one year thereafter? ☐ Yes ☒ No

If you answered YES to any of the above questions, a letter must be submitted with the application that includes the following information:

- 1) A disclosure of the nature and extent of the conflict
- 2) A description of how public disclosure will be made
- 3) A qualified attorney's opinion that the conflict of interest does not violate federal, state, or local law

Note: If you are approved for funding, the Commission must issue a public notice of the disclosure with a 15-day public comment period, and then submit to HUD for approval prior to execution of a grant agreement or release of funds.

Signature/Authorized Representative of Organization

Efren Carrillo

Printed Name: _____

Vice President of Residential Development

Title: _____

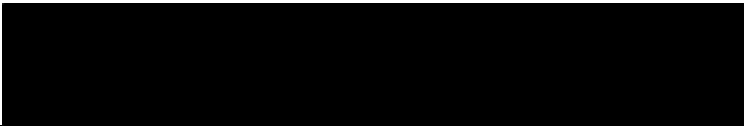
Date: **1/19/2022**

Grant Certification Form – 4

Policies & Procedures

The undersigned does hereby certify that the applicant organization has the following policies and/or procedures and can produce them if requested by the Commission:

- 1. Accounting policy/procedure
- 2. Procurement policy/procedure
- 3. Conflict of Interest policy/procedure
- 4. Record Retention policy/procedure
- 5. Language Access Plan & Limited English Proficiency Policy



Signature/Authorized Representative of Organization

Efren Carrillo

Printed Name:_____

Vice President of Residential Development

Title:_____

1/19/2022

Date:_____

PROJECT DESCRIPTION

The applicant, BHDC, requests Major Design Review approval, a state density bonus, state density bonus parking reduction, covered parking waiver, height waiver, sign permit and environmental review in order to construct a 58-unit affordable family rental housing project on a 3.52 acre City owned property located at 155 Dry Creek Road, Healdsburg. The project consists of two, four story apartment buildings of approximately 26,090 gross square feet and 47,486 gross square feet connected by an above ground pedestrian bridge.

The buildings include a mix of one-, two-, and three-bedroom units as follows:

	Building 1	Building 2	Total
One Bedroom	13	15	28
Two Bedroom	4	11	15
Three Bedroom	3	12	15
Total Units	20	38	58
Total Square Feet	26,090	47,486	73,576

The units will range in size from approximately 500 to 1,050 square feet. The affordable housing will be designed to meet the needs of families and will include approximately 5,000 square feet for amenities including multi-purpose activity common rooms, health and wellness room , laundry rooms, bike rooms, reception areas and a meeting room, as well as space for Property Management, Resident Services and Reach for Home (RFH) staff to provide vital on-site resident services aimed at helping households retain housing, improving their health outcomes and maximizing their ability to live and work in Healdsburg. 87 off-street parking spaces will be provided and bicycle spaces will be provided in secure in-door bicycle rooms. Additional bicycle parking will be provided at the entries to the buildings to encourage visitors to arrive by alternative modes.

All of the units will be offered to extremely low, very low and low income households earning between 30-60% area median income. To further meet the City's housing needs, RFH will have first priority to approximately 5 of these units, to help address the City's very low income supportive housing needs. BHDC will partner with RFH to provide supportive services to these residents.

Site Design – The project design seeks to emphasize the unique qualities of the project site, maximizing its location on the Dry Creek Road Entry Corridor while integrating its natural features, through preservation and restoration of the Foss Creek riparian corridor and creation of wetlands on site. The buildings have been located, close to Dry Creek Road to create a semi-urban feel, seeking to activate and enhance the pedestrian streetscape. The L-shape formed by the two buildings orients toward Foss Creek, respecting and protecting this important watershed and riparian corridor. In doing so, the buildings have also been located as far west of the railroad tracks as possible and separated by the project driveway and parking, reducing the potential for noise and vibration impacts.

The site design concept embraces Foss Creek by expanding the wetland and riparian environment and providing a small viewing platform proximate to it that provides children and

families with strong visual and educational connections to the wetlands and creek. The path offers opportunities for casual strolling, bike riding, and interpretive signage that teaches residents and visitors about the creek's role in the riparian corridor. A series of stormwater management elements and newly created wetlands planned along the path will filter and cleanse stormwater runoff, offer flood protection, and preserve and enhance important wetland habitat and riparian corridor. The preliminary design concept also contemplates an enhanced landscape treatment at Dry Creek Road that seeks to increase the visual prominence of Foss Creek by incorporating a small interpretive area and information for pedestrians about flora and fauna within the riparian corridor.

Access - Primary access to the project site is provided by a private driveway that takes access off of Dry Creek Road and runs the entire length of the eastern side of the site, connecting to the Sauers property to the north. This connection has been aligned to provide emergency vehicle access to the site as well as to the adjacent property ensuring the City's requirements for fire apparatus access as well as emergency ingress and egress are met for the property. The site frontage improvements also correct an existing deficiency in the public improvements and public sidewalk along Dry Creek Road filling an existing gap in the circulation system between Plank Coffee and Big John's Market. A viewing platform where Foss Creek intersects Dry Creek Road is also proposed adjacent to the Foss Creek riparian corridor offering the public visual access to the riparian corridor as well as educational opportunities.

Parking - The project meets and exceeds the parking requirement of the State Density Bonus Law (DBL), as follows:

Unit Type	Unit Count	DBL Parking Ratio	DBL No. Spaces Required
1-Bedroom	28	1	28
2-Bedroom+	30	1.5	45
Total	58	-	73
Total Number Spaces Provided			87

Given the existence of an easement associated with the Geyser's water pipeline that runs the entire length of the eastern property line, only 29 of the 87 parking spaces located on the west side of the private driveway can be covered by carports. Given the project's status as a 100% affordable housing project requesting a State Density Bonus, as well as the existence of the pipeline easement along the eastern property line which precludes the construction of a permanent structure, as provided for by State Density Bonus Law and Section 20.16.150.B.1 of the City's Land Use Code, the project requests a waiver of the covered parking requirements, so that we don't impact the residences with carports directly out their front door. Strict adherence to the covered parking requirements would physically preclude the provision of 58 affordable housing units and would result in a reduction in the number of affordable housing units.

Architectural Design - The architectural character of the project strikes a balance between the more urban character of Dry Creek Road, the immediate surroundings that are more commercial/industrial in nature and the residential nature of the greater community. The preliminary building placement seeks to activate and enhance the Dry Creek Road Entry Corridor by placing the buildings near the Dry Creek Road frontage. The buildings will be predominately four stories in height with single story elements incorporated at the Dry Creek frontage, building corners and entries to reduce the perceived scale and highlight the building entries. Two buildings will break up the massing, and along with the buildings' articulation, entries and relationship to the tree-lined street, will create a more attractive pedestrian environment. Pedestrian scale lighting will provide a pedestrian oriented streetscape and create a welcoming, pedestrian friendly environment.

The building's large singular volume offers a hybrid form between local agricultural and industrial buildings. The materials reflect this as a combination of metal siding and roofing and a collection of paneled bays with vertical board and batten facade elements. The building serves as the site's landmark structure with a main stair tower, and possibly elevator tower, located near the front entrance to the site and the building. The building's covered arcade seeks to address Dry Creek Road, bringing the building scale down to a more pedestrian-friendly level and providing large ground-floor windows that yield well-lit interior community spaces. Ground-floor uses are envisioned to include management offices and resident services that will help activate the street frontage.

The second building has more rural and residential characteristics with ground-floor residential units marked by stoops and porches. The pronounced shared stair entries have been accented by similar metal siding applied on the main building to help visually tie the buildings together. A pedestrian bridge connects the two buildings providing elevator access for the above ground stories.

Open Space - The orientation of the building placement creates a common outdoor open space focused on the wetland and creek, totaling approximately 15,150 sf, for residents and visitors to enjoy. These areas include a 2,100 sf central plaza, 11,750 sf communal green space and boardwalks and 1,300 sf play area. These outdoor features will provide gathering and seating spaces, as an extension of the community rooms, and will also have resident gathering and play areas encouraging communal activities.

Grading & Utilities – The project design includes filling portions of the site to elevate buildings out of the floodplain, connecting to a downstream 36" storm drain in Dry Creek Road, undergrounding the existing utilities along the Dry Creek Road project frontage, connecting to the existing waterline and sewer line in Dry Creek Road, installing a joint trench and lighting as well as constructing a private fire main on site.

Signage – Per Section 20.16.230 of the City's Land Use Code, the project may propose to construct a two-faced, illuminated individual sign approximately 4' in height with a maximum aggregate area of all sign faces of approximately 80 square feet.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
CDBG FAIR HOUSING SERVICES AND HOUSING JUSTICE PROGRAMS

FY 2022-23 Estimated CDBG Funding Available: \$278,526 (CDBG: Fair Housing)

Applicant	Public Services Project Name	CDBG Amount Requested	CDC Staff Recommendation
Fair Housing Advocates of Northern California	Fair Housing Education & Enforcement	\$85,000	\$84,526*
Legal Aid of Sonoma County	HOME – Housing Justice (legal services)	\$195,000	\$194,000*
	Total Requested	\$280,000	
	Total Estimated Available	\$278,526	\$278,526

**Full funding is recommended if the actual funds are more than estimated. If the actual funds are equal to or less than the estimated amount, staff recommends a minor reduction to each request.*

APPLICANT NAME: Fair Housing Advocates of Northern California

PROJECT NAME: Fair Housing Education and Enforcement

CDBG AMOUNT REQUESTED: \$85,000

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, 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. (If funded with CDBG-CV dollars) FHANC will also provide Covid-related fair housing services”.

FAIR HOUSING PROJECT TYPE:

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

PROPOSED USE OF FUNDS:

The applicant proposes to use the requested funds to provide fair housing services to tenants of lower income (with incomes at or below 80% of the area median income), including non-English speakers. The services encompass education of fair housing laws to the public, government groups, and elected officials. The applicant proposes to provide eviction prevention assistance, enforcement of fair housing laws, address systemic housing discrimination by conducting testing and investigative work of landlords, provides free legal advice to clients. Additionally, the applicant collaborates with Legal Aid of Sonoma County and Disability Services and Legal Center in Santa Rosa in all these efforts.

FUNDING POLICIES (Funding Goals and Objectives):

Does the project address one of the highest priorities of: 1) creating or preserving affordable housing, 2) building infrastructure or public facilities that support creation or preservation of

affordable housing, or 3) building infrastructure or public facilities that support low-income communities?

The project supports the preservation of affordable housing in the Urban County by assisting clients living in lower income households as described above in “Proposed Use of Funds” section. With these types of public services, clients are able to remain in their homes or depending on the circumstances, improve their housing situation. Housing stabilization prevents housing disruption amongst household members and remaining in their homes could be the most affordable option to clients as opposed to locating a decent and affordable rental someplace else. Additionally, by addressing systemic housing discrimination practices, landlords become educated on the fair housing laws and may be more likely to abide by them.

THRESHOLD CRITERIA

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

Yes, this project meets the Low/Moderate Income Limited Clientele National Objective. While the applicant offers services to the public without income qualifications, focusing on the most vulnerable populations such as persons with disabilities, persons of color, and families with children, the CDBG funds must be spent only on direct services to income-documented households, at least 51% of which have incomes at or below 80% area median income (AMI). The application estimates that 81% of households served in Urban County would be at or below 50% AMI in Fiscal Year 2022-23.

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

Does the proposed project or activity meet the eligibility requirements of the CDBG and HOME Funding Policies? (If not, provide the specific reason)

CDBG regulations allow the County to use up to 15% of its CDBG award allocation for public services, including fair housing related services that support the AFFH rule. As described, the proposed project includes activities that meet the eligibility requirements of the County’s CDBG and HOME Funding Policies, because it would serve the residents of the Urban County and help preserve affordable housing in this area. Additionally, the requested funding amount is less than the 15% CDBG public services allocation threshold.

Does the project Affirmatively Further Fair Housing?

FHANC, a Qualified Fair Housing organization as defined by HUD, has an experienced track record of conducting HUD’s Fair Housing Initiatives Program and administering other government grants. FHANC offers clients complaint intake, referral, testing, advocacy, intervention, and 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 so they can enjoy their housing in the

same way non-disabled people do. FHANC would conduct testing as part of their investigation into allegations of discrimination whenever possible;

- Referring legitimate fair housing complaints to HUD or the U.S. Department of Fair Employment and Housing (DFEH) and often representing the client throughout the complaint process. HUD and DFEH investigators are not necessarily attorneys; having an attorney represent clients in the administrative process means a level of advocacy that will ultimately help clients better understand the strengths/weaknesses of their case and reach better settlements;
- Addressing systemic discrimination through testing and other investigative efforts, filing complaints when it uncovers evidence of discrimination, resulting in positive policy changes and alleviating 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 or help them 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 many others, as well as through community meetings and forums; and
- Providing fair housing and AFFH education to private and public housing providers, tenants, social service organizations, government offices, and elected officials.

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

The applicant has successfully implemented a comprehensive fair housing counseling and testing program in the North Bay for more than 30 years. FHANC proposes to continue providing fair housing enforcement/education services in Sonoma County, and currently contracts with Santa Rosa and Sonoma County. The agency also provides services to Marin and Solano counties, and shares information and resources with the other full-service fair housing agency in the North Bay (Fair Housing Napa Valley) as well as other legal services organizations in order to provide a more coordinated approach to serving clients. The applicant has a history of managing federal, state, local CDBG, and private grants to provide fair housing services throughout its geographic service area. They provide in-depth fair housing services to people across all federally- and state protected classes. All of the activities offered are aimed at affirmatively furthering fair housing, removing barriers to fair housing choice through assisting individuals, educating the community about fair housing rights, and making systemic changes through legal action as well as advocacy. FHANC is currently funded with County CDBG funds and is an activity administering fair housing services to Urban County households.

SELECTION CRITERIA

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 individual agencies, such as the Latino Services Project (a network of Latino service providers), through literature distribution, and social media marketing, and by attending community events to provide fair housing education. They also conduct outreach and education to individual protected classes by phone, letters, emails, brochures and literature, website, English and Spanish-language newspaper or social media campaigns, poster distribution, and community presentations. Their literature is published in English, Spanish, with some literature translated into Vietnamese and Tagalog. They indicate that their website is updated regularly and contains pages in Spanish and Vietnamese with relevant links to other fair housing resources.

As for educational seminars, FHANC states they conduct fair housing presentations in English and Spanish to grassroots and other community-based organizations; they offer presentations to tenant groups and staff at service 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 participate in clinics with other agencies to educate public inquirers.

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 states that its 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 on AFFH to housing providers, including public housing authorities, CDBG and HOME recipients, and entitlement jurisdictions, and 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. For example, FHANC assisted in the approval of local fair housing ordinances for source of income protections to help people with subsidized housing vouchers to access housing by meeting with elected officials and making presentations at hearings, as well as writing letters to the editor. The applicant also supported tenant advocate efforts to pass AB 832 in California, which among other things, requires landlords to first make an attempt to secure past due rental payments before a court can be allowed to order the eviction of the tenant on the basis of nonpayment. The applicant states that they will continue to provide related advocacy and support where needed on local and statewide relevant fair housing issues.

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

The applicant states that they have received CDBG funding from the City of Santa Rosa since 2016 and they work closely with the city's housing authority office. They also collaborate with Legal Aid of Sonoma County (LASC) to provide services to residents of the entire county by referring cases to one another and/or working together on cases with fair housing and non-fair

housing issues. 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, they partner with Disability Services & Legal Center to assist residents with reasonable accommodation requests; and work with Petaluma People Services Center (PPSC) to provide assistance to Petaluma residents by referring clients to one another when appropriate and attending regular fair housing advocate meetings with their staff.

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

The applicant states that whenever a new client (or returning client with a new issue) contacts them, their intake coordinator conducts screening and collects information, including their current address. This information is added to their "Salesforce" database. To ensure that CDBG dollars are used for only persons in the Urban County, prior to invoicing the county for CDBG grant reimbursement, their staff runs quarterly reports from the database to determine which cases to count toward the Sonoma County CDBG grant and clients are filtered via their address in the Urban County. When a case is investigated they will collect documentation to support the client's case, including leases, violation notices, and other documents, which will 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 this, their intake staff explains that services are available to all clients, regardless of income. This removes any incentive for clients to misstate their income;
- Following intake, a FHANC attorney or housing counselor can require the client to provide adequate documentation (e.g. pay stub or receipt of benefits) if the client's income level is not otherwise ascertainable;
- 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's attorneys. The database tracks demographic, income, and other information. The demographic and income classifications are aligned with HUD's classifications for race, ethnicity, and income. The database tracks the source of the documentation verifying income: self-certification, third party, or primary source.

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

The problems identified include unlawful evictions, lack of access to legal representation, lack of access to education of tenant rights, housing related discrimination to non-English speakers and minorities. Based on the data provided in the table below it appears that the number of persons and households proposed to be served in the next fiscal year (2022-23) are estimated to be 20-25% lower than those served in 2020-21. Therefore, the project may have an important, but perhaps reduced, impact on the identified problems.

	<u>Proposed number to be served by project in upcoming Fiscal Year</u>	<u>Current number served as of the filing of this application (if project is currently in operation)</u>	<u>Number served by project last Fiscal Year</u>
	July 1, 2022 – June 30, 2023	July 1, 2021 to January 21, 2022	July 1, 2020 - June 30, 2021
<u>Number of households served</u>	175	96	202
<u>Number of persons served</u>	250	170	315
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)	53%	59%	
Very Low (Between 31% -50% AMI)	16%	22%	
Low (Between 51% -80% AMI)	25%	11%	
Moderate (Over 80% AMI)	6%	8%	

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 does not provide an explanation as to why the estimated need for services would be lower than that of FY 2020-21 and possibly lower than the current year.

PROJECT BUDGET

Total Organization Budget	\$1,151,713
Total program budget	\$452,944
Percent of program to organization budget	39%
Percent of CDBG request of program budget	\$85,000 requested = approx. 19%

Unduplicated number proposed to be served with program	175 households
Program cost per household	\$452,944/175 = \$2,588
County cost per household	\$85,000/175 = \$486

ADDITIONAL INFORMATION:

This applicant is requesting CDBG-CV funds (\$25,000) in addition to this request for “regular” CDBG (\$85,000) funds. The applicant proposes to renew their existing program of “Fair Housing Education and Enforcement”, but would use the requested CDBG-CV funds for the tasks that will specifically assist households who have encountered negative impacts from the coronavirus pandemic.

CONSEQUENCES OF NO FUNDING:

The applicant states that if they do not receive full funding, they may need to reduce outreach efforts and/or offer limited services.

STAFF RECOMMENDATION:

The applicant has received funding in the past from the County and demonstrates that they have the capacity to carry out their proposed goals of the continuance of the project. They have the systems in place to ensure that the persons served are of lower income within the Urban County and the project supports the AFFH rule mandated by HUD of all recipients. Provided the County receives the full CDBG allocation, staff supports full funding as requested.

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 funds will be used only to reimburse costs to provide services to income-documented households residing in the Urban County, at least 51% of which must have incomes at or below 80% AML.
3.	CDBG funding awarded must be used for eligible expenses during the fiscal year of July 1, 2022 and no later than June 30, 2023. Specific terms will be included in a Funding Agreement, and no costs can be incurred prior to a fully executed funding agreement

SONOMA COUNTY COMMUNITY DEVELOPMENT COMMISSION

CDBG and CDBG-CV FUNDING APPLICATION: FAIR HOUSING SERVICES AND HOUSING JUSTICE PROGRAMS

Please review the Notice of Funding Availability (NOFA), Application Guidelines, and the FY 2022–2023 CDBG and HOME Funding Policies before submitting your application. All applications must meet the eligibility criteria found in the Funding Policies and the requirements set forth in the NOFA.

This space reserved for CDC date and time stamp

Part 1: Applicant Information

Legal name of organization:	Fair Housing Advocates of Northern California	
Organization's DUNS number:	362281065	
Contact Information		
Authorized Representative (City/Town Manager, Executive Director, or other):	Name, title:	Caroline Peattie, Executive Director
	Phone:	415-483-7552
	Email:	peattie@fairhousingnocal.org
Primary point of contact:	Name, title:	Caroline Peattie, Executive Director
	Phone:	415-483-7552
	Email:	peattie@fairhousingnocal.org
Organization is a:	<input checked="" type="checkbox"/> Non-profit organization <input type="checkbox"/> Local government	
Organization mailing address:	1314 Lincoln Avenue, Suite A, San Rafael, CA 94901	
Organization website:	www.fairhousingnocal.org	
Organizational Capacity and Experience		
Describe applicant's record of administrative and programmatic capacity using federal, state, local, and/or private grant funds, explaining any past issues or challenges administering grant funds.		
<p>For over 30 years, Fair Housing Advocates of Northern California (FHANC) has successfully implemented a comprehensive fair housing counseling and testing program in the North Bay. FHANC proposes to continue to provide fair housing enforcement/education services in Sonoma County, and currently contracts with Santa Rosa and Sonoma County. The agency also provides services to Marin and Solano counties, and shares information and resources with the other full-service fair housing agency in the North Bay (Fair Housing Napa Valley) as well as other legal services organizations in order to provide a more coordinated approach to serving clients. FHANC has a history of managing federal, state, local CDBG, and private grants to provide fair housing services throughout its geographic service area.</p> <p>Building on our expertise and community partnerships, FHANC will provide in-depth fair housing services to people across all federally- and state-protected classes. FHANC partners with Disability Legal Services Center and works with local Public Housing Authorities, disseminating program information through networks such as the Latino Services Project.</p> <p>All of the activities offered are aimed at affirmatively furthering fair housing, removing barriers to fair housing choice through assisting individuals, educating the community about fair housing rights, and making systemic changes through legal action as well as advocacy. FHANC' program responds to Sonoma County's Analysis of Impediments, which identified stakeholders' call for a 'full service' county-wide fair housing organization.</p>		

Part 2: Project Description

Brief Description of Project or Program

The description provided here will be incorporated into the staff reports provided to the Community Development Committee, Cities and Towns Advisory Committee, and/or the Board of Supervisors. Descriptions MUST BE 125 words or less. It will not be edited and will be truncated at 125 words. A longer project description may be attached.

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, 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. (If funded with CDBG-CV dollars) FHANC will also provide Covid-related fair housing services.

Part 3: Project Information

Project Name

Fair Housing Education and Enforcement

Fair Housing Project Type

Please check all types of activities or services your organization will provide with the funding requested:

- ☒ 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 ☐ Legal services for eviction prevention

Funding Request

Amount of CDBG funds requested: \$ 85,000

Amount of CDBG-CV funds requested: \$ 25,000

CDBG-CV Requirements

If you are applying for CDBG-CV funds, please describe the how the proposed activity will prevent, prepare for or respond to Coronavirus (activities must demonstrate they respond to one of more):

- Collect and track data related to clients impacted by Covid-19
- Analyze data tracked and demographics of clients to identify trends to guide FHANC's outreach efforts, client services, and need for adaptation to address community needs as they evolve
- Conduct email marketing campaigns in English, Spanish, and Vietnamese, focusing on protected classes affected by Covid-19 (as identified through evaluation for data), through Constant Contact e-blasts
- Distribute 200 fair housing posters in English, Spanish, and Vietnamese through poster service, targeting different protected classes affected by Covid-19 (as identified through evaluation of data)
- Refer clients calling as a result of a Covid-related eviction or other Covid-related issue to other agencies and/or provide education on fair housing laws
- Provide fair housing services to clients in their primary language who are calling as a result of Covid-related issues, including referrals and fair housing casework
- Respond to homeowners of protected classes at risk of foreclosure, providing counseling, information, and/or resources
- Update FHANC's foreclosure page and intake form on the website, keeping up to date with new programs, procedures, Covid-related resources, and changing trends
- Conduct foreclosure clinic to evaluate clinic attendees for foreclosure counseling and further assistance; inform homeowners of rights and Covid-19 related programs and options
- Maintain a Covid-19 resource page on FHANC's website to inform tenants and community members of resources and assistance programs available in the County.
- Distribute FHANC-produced flyers with Frequently Asked Questions (FAQs) in English and Spanish, and translate flyer into Vietnamese, focusing on protected classes affected by Covid-19; distribute flyers to clients and to service agencies

Primary Physical Location of Activities or Program (if applicable)

Address: 1314 Lincoln Avenue, Suite A, San Rafael, CA 94901

Fair Housing Program Information

Describe your organization's experience providing Fair Housing services. Include a general description of your organization's strategies, program model, and past achievements:

FHANC has provided fair housing education and enforcement services since 1984, offering advocacy to people protected by federal, state, and local fair housing laws. FHANC focuses on the most vulnerable populations – e.g. people with disabilities, people of color, and families with children. FHANC is one of the few agencies that provides free legal services to clients without income qualifications – so long as there is an allegation of housing discrimination – and addresses systemic discrimination through testing and other investigative efforts, filing agency complaints or lawsuits when warranted, to change to discriminatory housing policies.

FY 2020-2021 achievements and highlights include:

- Served 862 clients (tenants, homeowners, and homebuyers); 370 fair housing complaints
- Advocated for 104 reasonable accommodations/modifications; over 80% of which were granted
- Counseled 74 homeowners in distress

Describe your understanding of the expectations related to the provision of Fair Housing services under HUD's AFFH rule:

HUD's 2015 AFFH rule requires jurisdictions to affirmatively further fair housing: address significant disparities in access to community assets; overcome segregated living patterns, promote integrated communities, end racially/ethnically concentrated areas of poverty; and foster and maintain compliance with civil rights and fair housing laws. The rule required jurisdictions to provide an Assessment of Fair Housing with community participation (in consultation with fair housing groups) and identification of their top fair housing priorities and goals, addressing fair housing enforcement and outreach capacity. Though the rule was suspended under the previous administration, the current administration reinstated the rule and will likely strengthen it; and jurisdictions must still provide an Analysis of Impediments to Fair Housing Choice (AI) within the same timeline. The requirement that jurisdictions must affirmatively further fair housing is still firmly rooted in the Fair Housing Act. In addition, since AB686 went into effect January 1, 2019, jurisdictions must AFFH through the Housing Element process. Providing robust, full-service fair housing services - education, advocacy, and enforcement - is the first step toward addressing barriers to fair housing choice.

Describe activities in your proposed program model that will 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 mission is to "ensure equal housing opportunity and to educate the community on the value of diversity in our neighborhoods," and has traditionally offered outreach and education to the community – tenants, housing providers, and the broader community (see above under "organizational experience," above). In addition, FHANC has offered technical training on AFFH to housing providers (including public housing authorities), CDBG and HOME recipients, and entitlement jurisdictions, and is available for similar training upon request. For example, in the past, FHANC Executive Director has made AFFH presentations to the Sonoma County Community Development Committee and CD staff on the obligations of the CD Committee and Housing Authorities to affirmatively further fair housing. FHANC staff has also provided a Fair Housing Law and Practice training to CD staff in Sonoma County, ensuring that staff are aware of state and federal fair housing laws and know when and how to refer clients to FHANC. FHANC has had several conversations regarding AFFH requirements with Sonoma County staff, discussing state and federal mandates, including the Assessment of Fair Housing. FHANC staff continues to be available for this type of technical support, and has offered to provide presentations to Sonoma County Housing Authority and Santa Rosa Housing Authority to cover fair housing laws, appropriate referrals, and recent fair housing trends.

FHANC has been involved in tenant advocacy on relevant fair housing issues on the local and state level. For example, FHANC was instrumental in the passage of fair housing ordinances for source of income protections to help people with subsidized housing vouchers to access housing, meeting with elected officials and making presentations at hearings, as well as writing letters to the editor. FHANC staff has also supported efforts to pass Just Cause for Eviction and Ellis Act Implementation Ordinances in Sonoma County jurisdictions, including Petaluma. Additionally, in conjunction with partner organizations, LASC and the Sonoma County Tenants Union, FHANC successfully advocated for the City of Healdsburg not to challenge their RHNA allocations by sending a joint letter to the City Council, citing fair housing concerns, and meeting with the City Manager. FHANC has also supported tenant advocate efforts to pass AB 832 and multiple extensions of the CDC moratorium. As another example, in the past, we have offered technical support by discussing the fair housing implications of the Santa Rosa rent stabilization ordinance with city staff and other callers. FHANC will continue to provide related advocacy and support where needed in Sonoma County. FHANC will continue to become involved as opportunities for tenant advocacy on relevant fair housing issues present themselves on the local and state level.

Describe activities and the anticipated impact of components of your proposed program model that will address the requirements for fair housing testing, and enforcement under the AFFH rule:

FHANC, a Qualified Fair Housing organization as defined by HUD, has an experienced track record of conducting HUD's Fair Housing Initiatives Program and other government grants. As stated above, FHANC will offer clients complaint intake, referral, testing, advocacy, intervention, and enforcement, and affirmatively further fair housing through the following:

- FHANC will serve clients alleging fair housing concerns, referring to our attorneys or bilingual housing counselor for advice and/or representation, and assist tenants with disabilities who need reasonable accommodations so they can enjoy their housing in the same way non-disabled people do. We anticipate most requests will be granted based on past advocacy and experience. We will conduct testing as part of our investigations into allegations of discrimination whenever feasible (e.g. assuming there is a vacancy).
- FHANC will refer legitimate fair housing complaints to HUD or DFEH, often representing the client throughout the complaint process, which results in better outcomes in most cases. HUD and DFEH investigators are not necessarily attorneys; having an attorney represent clients in the administrative process means a level of advocacy that will ultimately help clients better understand the strengths/weaknesses of their case and reach better settlements - which may mean monetary compensation, preservation of housing, improving housing conditions, the granting of a reasonable accommodation for a client with a disability, or other tangible relief.
- FHANC will continue to address systemic discrimination through testing and other investigative efforts, filing complaints when it uncovers evidence of discrimination, resulting in positive policy changes and alleviating barriers to housing opportunity.
- FHANC will serve protected classes under federal, state, and local fair housing laws, and will partner with community organizations for an integrated referral system. FHANC's attorneys and bilingual housing counselor work to keep people housed or help them in transition, assisting them with housing needs such as termination notices and reasonable accommodation requests.
- FHANC will offer its services in English and Spanish and distribute literature in both languages through local service agencies such as Disability Services and Legal Center, Latino Services Project, Catholic Charities, and many others, as well as through community meetings and forums. FHANC will contact staff at community-based agencies to provide education and to strengthen referral networks. In addition, FHANC will publish newspaper ads or social media campaigns, conduct email marketing and send public service announcements. These activities will inform clients of their fair housing rights so they can access needed assistance and fair housing services.
- FHANC will provide fair housing and AFFH education to private and public housing providers, tenants, social service organizations, and county staff and officials.

Describe your proposed project's capacity for Intake of Complaints, and Investigation & Enforcement, including filing lawsuits.

In FY2020-21, FHANC responded to more than 2,000 inquiries related to housing, processing 490 fair housing complaints and filing 13 discrimination complaints with HUD or DFEH. Halfway through this fiscal year, FHANC has exceeded its annual projected goal for the County, serving 89 households and 163 persons. Our intake coordinator screens callers and refers clients with allegations of discrimination to counselors for a full intake and counseling; attorneys conduct legal analysis to assess the case for effective intervention, so if evidence leads to enforcement action, the strongest possible case for legal action is developed. When testing is indicated, the case is referred to the investigations coordinators. The ability to develop evidence is strongly enhanced by our testing program, and there is no delay with an in-house referral, crucial in tight rental markets where discrimination is most likely to occur and most difficult to detect.

Attorneys and housing counselors intervene with housing providers on behalf of clients when necessary to share concerns of discrimination and request relief. Staff also intervene to help clients with a disability request a reasonable accommodation or modification that is necessary. Interventions often result in the end of discriminatory housing practices and more stability in housing for members of protected classes. When these efforts are unsuccessful or there is egregious discrimination, attorneys represent clients in the administrative complaint process. This includes drafting complaints, submitting investigation results as evidence, representing clients during ongoing conciliations or formal mediations, assisting clients to calculate damages, think through injunctive and other relief, and prepare settlement demands, as well as draft settlement agreements. An advocate knowledgeable about fair housing laws and the administrative process can ultimately help clients reach better settlements - which may mean preservation of housing, improving housing conditions, the granting of a reasonable accommodation for a client with disabilities, or other tangible relief.

In cases where FHANC conducts testing, the agency has standing to file a complaint. When FHANC diverts resources during an investigation where evidence of discrimination has been found, or where we see patterns of discrimination, the agency joins clients to strengthen their case and ensure injunctive relief and systemic change. In cases where there is no bona fide complainant or where clients do not feel comfortable bringing a case, FHANC can and does file agency complaints to ensure that discriminatory housing policies are changed. Occasionally, we assist clients to find an appropriate fair housing attorney to file a lawsuit in state or federal court, and often the agency co-files to strengthen the case and to ensure policy changes.

Describe the proposed project's strategy to provide Fair Housing training for property owners and renters.

FHANC offers a comprehensive 3-hour Fair Housing Law & Practice Seminar for a fee to housing providers that highlights federal and state federal law and best practices to comply with these laws. FHANC also offers no-cost training opportunities for renters, staff and clients at grassroots and other community-based organizations (including housing advocates), through presentations and informational meetings in English and Spanish. Historically this has improved complaint solicitation and fostered better understanding of fair housing laws. In addition, FHANC offers annual conferences on Reasonable Accommodations for people with disabilities for public and private housing providers, advocates, and agency staff to better prepare them to work with people with special needs. The conference offers an opportunity to participate in small group discussions tailored to the participant's questions and experiences. Since Covid, we have offered this conference via Zoom, with breakout sessions to carry out the small group discussions, let by experienced and knowledgeable facilitators. FHANC has also developed fair housing webinars in English and Spanish focusing on protections for people with disabilities as well as on discrimination based upon sex/gender, race/color, and national origin. The webinars are posted on our website, making it available to housing providers and the general public. Finally, FHANC proposes to notify housing providers posting discriminatory Craigslist ads for housing, providing them with information on fair housing laws and including a link to FHANC's discriminatory advertising webinar within its communication to the housing provider.

Describe your strategy for providing counseling for low-income/disabled residents to understand their rights.

FHANC helps low-income clients and people of protected classes achieve stable, affordable, and sustainable housing through a variety of methods described above and below. We believe these services are vital for building strong, healthy communities. Although we provide outreach and educational services to tenants through a variety of means – newspaper ads, social media, our website, flyers, etc. – we believe it is important to counsel clients one-on-one about their fair housing rights, so that the information they receive from us goes beyond just their immediate housing issue, and their knowledge can be applied to future situations. For people with disabilities, we assist them with reasonable accommodation requests in particular, in addition to addressing allegations of other forms of disability discrimination, and partner with Disability Services Legal Center to provide reasonable modifications.

We already have an established network in Sonoma County of service providers, facilitating distribution of our Tenant Booklets, with specific resources for Sonoma County. We will continue to distribute these comprehensive booklets with housing resources, as well as our reasonable accommodation brochures and FAQ's on reasonable accommodations, distributed through DSLC (to whom we provide modification funds for people with disabilities in Sonoma County). These resources are also available electronically via our website.

Though residents who are low-income are not protected by fair housing laws by virtue of their income, low-income residents are nevertheless disproportionately represented by people of color, families with children, individuals with disabilities, and other protected classes covered by fair housing law. Historically, over 90% of FHANC's clients are low-income. FHANC's services help address a conundrum that low-income tenants face when seeking eviction defense. Typically, tenants who receive a notice terminating their tenancy – or some other notice of a lease violation jeopardizing their tenancy – seek assistance from a local legal aid organization; however, generally, these organizations can provide the tenant with advice on the validity of the notice and suggest that the tenants return for more assistance when they are served with an eviction lawsuit. FHANC provides services that address an unmet need, as FHANC can assist tenants who allege notices are discriminatory or who require the rescission or extension of a notice as a reasonable accommodation based upon a disability-related need. FHANC's assistance often prevents the matter escalating to an eviction lawsuit, which could jeopardize the tenant's credit, housing subsidy (if applicable), and ability to obtain new housing in the future given the tight market in the Bay Area. In sum, FHANC offers legal assistance designed to prevent evictions through legal services focused on fair housing. FHANC has worked with Legal Aid of Sonoma County for several years so as to provide the best possible services for Sonoma County residents.

Describe your proposed strategy to provide educational seminars for residents most vulnerable to housing discrimination.

FHANC will conduct fair housing presentations in English and Spanish, to grassroots and other community-based organizations for better, more streamlined complaint referral and to reach those most vulnerable to housing discrimination. We offer presentations to tenant groups and staff at service agencies to provide education regarding fair housing protections for all protected classes. See also above description of our annual Reasonable Accommodations Conference, which is attended by housing providers, advocates, and people with disabilities. In addition, we will conduct networking meetings with organizations serving protected classes to refine an integrated referral system and to look for opportunities to inform the community about the services FHANC provides. We currently have 3 staff members who can offer services and presentations in Spanish; we also have staff fluent in Portuguese. The agency has offered fair housing presentations to voucher recipients in Marin and Solano counties, often through clinics in partnership with either the local housing authority or legal aid organization, offering fair housing information to low-income residents. FHANC is available to offer similar fair housing presentations to voucher recipients in Sonoma County.

How will your proposed Fair Housing program help to reduce discriminatory activities against protected classes?

Through education of housing providers (with our seminars as well as contacting of housing providers who post discriminatory Craigslist ads), renters, and social service providers, the community will gain an understanding of their fair housing rights and responsibilities, and consequences for housing providers who fail to adhere to fair housing laws. Through our testing and enforcement program including complaint filings and settlements, we will affirmatively change discriminatory policies affecting not only one tenant or family, but all units owned or managed by the housing provider. In addition, publicizing our systemic testing as well as results of case settlements (through news releases via media outreach, Constant Contact, Facebook, Twitter, and our website) results in a broader impact on other landlords and tenants who learn of case outcomes and the cost of discriminatory housing policies.

FHANC is the only full-service fair housing agency in recent years to offer fair housing counseling, combined with complaint-based and systemic testing, in the county. FHANC's work is primarily supported by the HUD's Fair Housing Initiatives (FHIP) program. Congress established the FHIP program in 1987 to promote compliance with the Fair Housing Act, as well as state and local fair housing laws and ordinances. FHIP is a competitive grant program that provides essential funding to fair housing organizations. FHIP-funded fair housing organizations play a vital role in combating segregation through enforcing fair housing laws; increasing public awareness of discriminatory housing practices through education and public outreach campaigns; advising consumers on how and where to file fair housing complaints and informing consumers of their fair housing rights; and conducting investigations to substantiate claims of housing discrimination (U.S. Department of Housing and Urban Development, "Study of the Fair Housing Initiatives Program," May 2011).

A unique feature of FHIP-funded fair housing organizations is their ability to conduct testing. Because most acts of housing discrimination are covert, testing is often the only way to determine whether a housing applicant has experienced disparate treatment, or received different quality, content, or quantity of information on account of his or her protected-class status. Testing is widely recognized as a crucial investigatory tool, affirmed by the U.S. Supreme Court's 1982 ruling in *Havens Realty Corp. v. Coleman*.

As HUD's data demonstrates, 71 percent of cases that are referred to it by FHIP-funded organizations result in a cause finding or conciliation, compared to 37 percent for non-FHIP referred cases. Testing is often the key factor in determining whether a complaint will be successful; 69 percent of cases with testing evidence lead to a cause finding or conciliation, compared to 38 percent of cases without testing.

FHANC addresses discrimination through representation on individual complaints as well as its and systemic investigation and advocacy efforts.

What marketing strategies (online or otherwise) will your organization will use to conduct public outreach to share information about fair housing?

FHANC will conduct outreach by contacting individual agencies, such as the Latino Services Project (a network of Latino service providers), through literature distribution, and social media marketing (e.g. Constant Contact, Facebook, Twitter) and by attending community events to provide fair housing education. FHANC conducts outreach and education to individual protected classes by phone, letters, emails, brochures and literature, website, English and Spanish-language newspaper or social media campaigns, poster distribution, and community presentations. We also provide educational conferences to the general public and protected classes on Fair Housing and AFFH issues and on Reasonable Accommodations for people with disabilities. Our literature is published in English, Spanish, with some literature translated into Vietnamese and Tagalog. Our website, updated regularly and with pages in Spanish and Vietnamese, has extensive outreach information with links to a number of FHANC educational materials, the agency's services, online complaint forms, and HUD's office of Fair Housing and Equal Opportunity as well as the California Department of Fair Employment and Housing (DFEH).

Please describe services provided to landlords such as consultation, training, or landlord/tenant mediation services.

Sonoma County Community Development Commission
CDBG/HOME Fair Housing Services Funding Application

FHANC's Fair Housing Law & Practice seminar is available to public and private housing providers for a reasonable fee, and we offer an annual conference "Successfully Housing People with Disabilities" to bring together public and private housing providers, advocates, and people with disabilities to learn about and discuss reasonable accommodations. (FHANC receives more calls related to reasonable accommodations than any other type of fair housing call.) For example, FHANC held such a conference in 2021 with housing providers, advocates, and people with disabilities attending (including attendees from Sonoma County), to discuss reasonable accommodations during the application, occupancy, and eviction stages. FHANC is holding another such conference January 20, 2022.

It is important to note, however, that FHANC does not provide counseling to landlords, as this presents a conflict of interest and would not allow us to serve any tenant having a difficulty with a landlord whom we advised. With that said, the representation we provide to tenants/homeowners often includes informal interventions with housing providers, helping to resolve allegations of discrimination or a need for a reasonable accommodation / modification prior to the administrative complaint stage or some other enforcement action. While we are representing the tenant, the outcome is often to the benefit of the housing provider. As a result of our intervention, housing providers achieve a better understanding of fair housing laws and their responsibilities and can often avoid expensive litigation.

Please describe how your organization collaborates with other entitlement jurisdictions within Sonoma County (Petaluma and Santa Rosa) and other Fair Housing or Housing Justice programs to provide consistent and cost-effective service and assistance to citizens of the entire County.

FHANC has received CDBG funding from the City of Santa Rosa since 2016 to provide full services fair housing services. In addition, FHANC works closely with Legal Aid of Sonoma County (LASC) to provide services to residents of the entire county by referring cases to one another and/or working together on cases with fair housing and non-fair housing issues, such as eviction cases where a tenant needs additional time to move as a reasonable accommodation. 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. FHANC also works with Petaluma People Services Center (PPSC) to provide assistance to Petaluma residents by referring clients to one another when appropriate and attending regular fair housing advocate meetings with their staff. FHANC's educational events – such as the annual April Fair Housing Month Conference and the annual Reasonable Accommodations Conference on successfully housing people with disabilities – is regularly attended by staff from PPSC as well as jurisdictional staff from Santa Rosa and Sonoma County.

The County of Sonoma, as well as the seven municipalities of Cloverdale, Cotati, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and Windsor, comprise the Urban County. At least 51% of beneficiaries served by the program or activity funded by the Sonoma County Community Development Commission with CDBG or CDBG-CV funds must be Urban County residents. Please state how your organization will obtain, verify and document program beneficiaries meet this requirement:

Each time a new client (or returning client with a new issue) contacts FHANC, the Intake Coordinator conducts an intake and documents the client's contact information, including their current address, in our Salesforce database. We trust that the address provided to us is correct because in order for us to advocate for a client regarding their housing (usually with their landlord) knowing where they live is the first and most basic requirement. To ensure that CDBG dollars are used for only persons in the Urban County, prior to invoicing the county for CDBG grant reimbursement, staff run quarterly reports from the Salesforce database to determine which cases to count toward our Sonoma County CDBG grant, and clients are filtered via their address in the Urban county.

In addition, when we investigate a case, we often collect documentation to support our client's case, including leases, violation notices, etc. that confirm the client's address.

Sonoma County uses CDBG funding for Fair Housing and Housing Justice services. Federal regulations require that 51% of participants be low income. What method will your organization use to verify and track income eligibility?

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 to disclose the source of that income (i.e., employment, retirement, social security, disability benefits) when determining the client's fair housing needs. However, FHANC provides service to clients regardless of income as part of our requirement to affirmatively further fair housing, and provide clients that assurance prior to asking for income information. The client's income is documented in our Salesforce database program. As mentioned above, around 90% or more of our clients are below 80% AMI. At the intake stage, FHANC currently asks clients to self-certify their income and demographic information. Prior to this, FHANC's intake counselor explains that services are available to all clients, regardless of income. This removes any incentive for clients to misstate their income. Following intake, a FHANC attorney or housing counselor can require the client to provide adequate documentation (i.e., pay stub or receipt of benefits), if the client's income level is not otherwise ascertainable (for instance, often clients receive subsidies or other benefits they would not be entitled to unless they were low income). All clients are required to sign a retainer agreement that states, among other things, that their cooperation with document requests is required in order to receive representation from FHANC's attorneys. Our Salesforce database documents demographic, income, and other information. The demographic and income classifications are aligned with HUD's classifications for race, ethnicity, and income. In its database, FHANC also tracks the source of the documentation verifying income: self-certification, third party, or primary source.

Please fill out the table below by stating the numbers served per category according to the stated time frames.

	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, 2022 – June 30, 2023	July 1, 2021 to Current Date	July 1, 2020 - June 30, 2021
Number of <u>households</u> served	175	96	202
Number of <u>persons</u> served	250	170	315

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)	53%	59%
Very Low (Between 31% -50% AMI)	16%	22%
Low (Between 51% -80% AMI)	25%	11%
Moderate (Over 80% AMI)	6%	8%

Part 4: Project Financing and Budget

Funding Status	
Is this application for new or renewal funding?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Renewal
Has this project been previously funded by the CDC?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If this project received funding under a different name, please state the name of the program (If "No" = NA)	N/A
What percentage of your project budget does your request make up?	26.38%
Will funding requested supplant existing funding for the project?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Community Development Commission Funding History

	FY 2019-20	FY 2020-21	FY 2021-22	Request for FY 2022-2023
Funds Requested	\$75,000	\$75,000	\$77,000	\$110,000
Funds Awarded	\$70,000	\$77,000	\$77,000	

Application Budget Overview

Total Organization Budget:	\$1,151,713
Total Project Budget:	\$452,944
The request represents this percentage of the project budget:	24.29%

Please state funding sources leveraged to support your proposed project and approximate percentage of the total project budget that these represent.

- City of Santa Rosa: Fair Housing Public Service Provider Program Grant - \$36,000 (7.9%)
- FHIP PEI: Fair Housing Enforcement and COVID Project Grant - \$77,778 (17.2%)
- FHIP EOI: Marin/Sonoma/Solano County Fair Housing Education and Outreach Project - \$41,667 (9.2%)
- FHIP PEI: Marin/Sonoma/Solano County Fair Housing Enforcement and Systemic Testing Project - \$125,000 (27.6%)
- FHOI: Discrimination in Appraisal and Lending - Enforcement and Systemic Testing Project - \$62,500 (13.8%)

Describe the aspects of the project design that are scalable. Indicate how many fewer participants will receive services if the award is less than the amount requested.

Should less than the \$25,000 requested for CDBG-CV funding be awarded, FHANC will reduce the number of tasks conducted (11 tasks were outlined above, and the # of tasks eliminated would depend on how much the funding was reduced). As for the regular CDBG funds requested, reduced funding will mean that 1) there will be reduced outreach, which may cause a natural reduction in the number of clients contact the agency; and/or 2) we will offer more limited services to the clients who contact our agency.

What is your organization's plan for the long-term financial sustainability of this project?
The agency has been applying for and receiving HUD's Fair Housing Initiatives Program (FHIP) funding since the 1990s, which allows for FHANC to operate a robust fair housing education and enforcement program. In fact, FHANC has been able to expand the amount awarded through FHIP (see leveraged amounts, above). In addition, Santa Rosa CDBG funds have supplemented FHANC's work in Sonoma County. And finally, FHANC applies for and receives multiple types of funding, from government, foundation, and corporate grants to sponsorships and individual donations, which all contribute toward program costs and overhead. Sonoma County CDBG dollars fund direct one-on-one fair housing counseling services to Sonoma County residents.

Part 5: Attachments Required

Project sponsors must submit the following documents, as applicable, with their funding application:

- ☐ Project Description: Provide a description of the project that includes specific location information and geographic boundaries. It should identify the maximum anticipated scope of the entire project, and delineate the specific activities for which the applicant is requesting funding at this time.
- ☐ Authorizing Resolution: For non-profit organizations, attach a resolution from the Board of Directors authorizing the submittal of the application.
- ☐ IRS Letter of Determination: Non-profit organizations only must submit an IRS Letter of Determination. Non-profit organizations are not eligible for consideration unless non-profit status has been verified.
- ☐ Letters of Commitment: Submit letters of commitment from all other funding sources.
- ☐ Financial Documentation:
 - ☐ Non-profit organizations must attach the following:
 - Current operating budget
 - Most recent completed final audit report
 - IRS Form 990 for the most current tax year
 - If organization is not audited, attach a copy of the most recent internal financial statement that has been approved by Board of Directors.

**Additional financial information may be requested by CDC staff as deemed appropriate.*

- ☐ Sonoma County departments or agencies, the cities of Cotati, Cloverdale, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and the Town of Windsor are exempt from this requirement.
- ☐ Organizations are **required** to have **written** policies and procedures. The applicant must submit certification that they have the following policies and procedures. (Please complete the forms found in Part 7 –Certifications)
 - Accounting
 - Conflict of Interest
 - Procurement
 - Record Retention

Part 6: Certifications

- ☐ Grant Certification Form – 1 (Application Completeness & Accuracy & Signatory Authority)
- ☐ Grant Certification Form – 2 (Federal Regulations)
- ☐ Grant Certification Form – 3 (Conflict of Interest)
- ☐ Grant Certification Form – 4 (Policies and Procedures)

Grant Certification Form – 1
Application Completeness & Accuracy & Signatory Authority

I hereby certify that _____ (*insert name of organization requesting funds*) has complied with all applicable laws and regulations pertaining to the application and is an eligible applicant for the requested funding.

The organization proposes to provide the program services or complete the project identified in this application. If this application is approved and this organization receives the requested funding this organization agrees to adhere to all relevant Federal, State, and local regulations and other assurances as required by the Commission.

In addition, the content of the application shall be incorporated as part of the written agreement and, as such, will be used to monitor performance. Activities, commitments, and representations described in the written agreement that are not subsequently made a part of the program/project as funded shall be considered a material contract failure and may result in a repayment of all awarded funds and/or suspension from participation in future funding rounds.

I hereby certify that the organization is fully capable of fulfilling its obligation under this application, as stated herein. I further certify that the information provided in this Funding Application is correct, accurate, and complete.

Signature/Authorized Representative of Organization

Printed Name: _____

Title: _____

Date: _____

Grant Certification Form – 2
Federal Regulations – CDBG

Requirements	Federal Regulations	Other References
Federal Labor Standards - Davis-Bacon - Copeland Act (Anti-kickback) - Contract Work Hours and Safety Standards	24 CFR 92.354 29 CFR Parts 1, 3, and 5	40 U.S.C. 3141; 40 U.S.C. 3701
Section 3	24 CFR 135	Section 3 of the HUD Act of 1968, as amended (12 U.S.C. 1701u); 2 CFR 200.321
Minority and Women Business Enterprise Participation (MBE/WBE)	Small Business Act, Section 3(a) 15 U.S.C. 632	12 U.S.C. 1701
Civil Rights and Non-Discrimination	Title VI of Civil Rights Act of 1964 Title VIII of the Civil Rights Act of 1968 Section 104(b) and 109 of Title I of the Housing and Community Development Act of 1974	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990 Age Discrimination Act of 1975 Executive Orders 11063, 11246, 11375, 11478, 12107, 12086, and 13279
Equal Employment Opportunity	24 CFR 570.601-602; 570.607 41 CFR 60	Executive Orders 11246; 12086 12 USC 1701u
Fair Housing	Fair Housing Act (42 U.S.C. 3601-3620) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d) Equal Opportunity in Housing Section 504 of the Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990	24 CFR Parts 8, 107, and 146 42 U.S.C. 200(d) Executive Orders 11063, as amended by Executive Order 12259 Age Discrimination Act of 1975, as amended (42 U.S.C. 6101)
Debarred or Ineligible Contractors	24 CFR 570.609; 24 CFR 24	Executive Orders 12549 and 12689
Reasonable Accommodation	24 CFR Part 8; 24 CFR 570.601-602	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990

Fire Safety Codes		Local ordinances
Building, Housing, and Zoning Codes Housing Quality Standards	24 CFR 570.208(b)(1)(iv); 208(b)(2)	Local ordinances
Lead-Based Paint	24 CFR 570.608; 24 CFR Part 35	42 U.S.C 4821 et seq.
Anti-Lobbying	Appendix II to Part 200 J; 31 U.S.C. 1352	
Environmental, Historic Preservation, National Environmental Policy Act, Flood Insurance Requirements - Sitting near airports and coastal barrier - Fish and wildlife protection - Flood plain/flood insurance - National Historic Preservation - Noise abatement and control - Wetlands/Coastal zones - Air quality - Endangered species - Thermal/Explosive hazards	24 CFR 570.503(b)(5)(i); 570.604; 570.605; 570.202; 24 CFR 58 References at: 24 CFR 58.6; 58.5570.605	Section 104(g), HCDA 42 U.S.C 4001 et seq.
Relocation, Real Property Acquisitions, and One-for-One Housing Replacement - Uniform Relocation Act - Residential anti-displacement and relocation assistance	24 CFR 570.201(i); 570.606(b), (c), (d) 49 CFR 24 42 USC 4601 et seq	Sections 104(d); 105(a)(11), HCDA www.hud.gov/relocation
Competitive Procurement	2 CFR 200.319	
Insurance and Bonding	2 CFR 200.310 and 200.325	
Administrative and Accounting Standards	2 CFR Part 200	
Cost Considerations	2 CFR 200.402, 403, 404, 405, 406 and 407	
Documentation and Recordkeeping	24 CFR 570.506 24 CFR 570.502	
Conflict of Interest	2 CFR 200.112 and 24 CFR 570.611	
Section 108 Loan Guarantees	24 CFR 570.700-570.709	Section 108, HCDA

To the best of my knowledge and belief, I certify that all data contained in this application and all supportive documentation is true, correct and will incorporate the above requirements. This submission has been duly authorized by the governing body of_____.

Signature/Authorized Representative of Organization

Printed Name: _____

Title: _____

Date: _____

Grant Certification Form – 3
Conflict of Interest – CDBG

The standards in 2 CFR 200.318 provide that no employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

The CDBG regulations at 24 CFR 570.611 provide that no person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient or subrecipient that are receiving CDBG funds and (1) who exercises or has exercised any functions or responsibilities with respect to activities assisted with CDBG funds; or (2) who is in a position to participate in a decision-making process or gain inside information with regard to these activities, may obtain a financial interest from a CDBG-assisted activity, or have any interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one (1) year thereafter.

- A. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to participate in the decision making process for approval of this application?
☐ Yes ☐ No
- B. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to gain inside information with regard to approval of this application?
☐ Yes ☐ No
- C. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds obtain a financial interest or substantial benefit from this activity?
☐ Yes ☐ No
- D. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds have an interest in any contract, subcontract or agreement with respect to funding this application, either for themselves or those with whom they have family or business ties during the program year and one year thereafter? ☐ Yes ☐ No

If you answered YES to any of the above questions, a letter must be submitted with the application that includes the following information:

- 1) A disclosure of the nature and extent of the conflict
- 2) A description of how public disclosure will be made
- 3) A qualified attorney's opinion that the conflict of interest does not violate federal, state, or local law

Note: If you are approved for funding, the Commission must issue a public notice of the disclosure with a 15-day public comment period, and then submit to HUD for approval prior to execution of a grant agreement or release of funds.

Signature/Authorized Representative of Organization

Printed Name: _____

Title: _____

Date: _____

Grant Certification Form – 4
Policies & Procedures

The undersigned does hereby certify that the applicant organization has the following policies and/or procedures and can produce them if requested by the Commission:

1. Accounting policy/procedure
2. Procurement policy/procedure
3. Conflict of Interest policy/procedure
4. Record Retention policy/procedure
5. Language Access Plan & Limited English Proficiency Policy

Signature/Authorized Representative of Organization

Printed Name: _____

Title: _____

Date: _____

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
FAIR HOUSING SERVICES AND HOUSING JUSTICE PROGRAMS

FY 2022-23 Estimated CDBG Funding Available: \$278,526

Applicant	Fair Housing Project Name	CDBG Amount Requested	CDC Staff Recommendation
Fair Housing Advocates of Northern California	Fair Housing Education & Enforcement	\$85,000	\$84,526*
Legal Aid of Sonoma County	HOME – Housing Justice (legal services)	\$195,000	\$194,000*
	Total Requested	\$280,000	
	Total Estimated Available	\$278,526	\$278,526

**Full funding is recommended if the actual funds are more than estimated. If the actual funds are equal to or less than the estimated amount, staff recommends a minor reduction to each request.*

APPLICANT NAME: Legal Aid of Sonoma County

PROJECT NAME: HOME – Housing Justice Project

CDBG AMOUNT REQUESTED: \$195,000

PROJECT DESCRIPTION

Applicant-Provided Summary Description from Submitted Application:

“HOME provides legal representation to low-income and Spanish-speaking tenants. We help tenants at our office, as well as at sites throughout the County, including providing home visits. HOME provides legal education, negotiations with landlords, preparation of pleadings, and in court representation. HOME assists with eviction defense, COVID-19 protections for tenants, fair housing issues, Section 8 terminations, habitability, retaliation, relocation, and discrimination issues.

Without legal assistance, tenants risk becoming homeless because they are evicted without time to find alternate housing, and without resources to relocate. HOME negotiates extra time for tenants and saves tenants fees and costs they can instead use toward relocation. HOME stops unlawful evictions. By helping Section 8 tenants preserve their benefits, HOME helps the most vulnerable tenants retain their housing.”

FAIR HOUSING PROJECT TYPE:

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

PROPOSED USE OF FUNDS:

The applicant proposes to use the requested funds to provide fair housing services to tenants of lower income (with incomes at or below 80% of the area median income), including non-English speakers. The services encompass education of fair housing laws, legal representation, eviction prevention assistance, Covid-19 tenant protection services, assistance to tenants with landlord disputes, and assistance to prevent Section 8 voucher terminations.

FUNDING POLICIES (Funding Goals and Objectives)

Does the project address one of the highest priorities of: 1) creating or preserving affordable housing, 2) building infrastructure or public facilities that support creation or preservation of affordable housing, or 3) building infrastructure or public facilities that support low-income communities?

The project supports the preservation of affordable housing in the Urban County by assisting lower income households as described above in “Proposed Use of Funds” section. With these types of public services, clients are able to remain in their homes or depending on the circumstances, improve their housing situation. Housing stabilization prevents housing disruption amongst household members and could be the most affordable option to clients as opposed to securing a decent and affordable rental someplace else.

THRESHOLD CRITERIA

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

The application states that 100% of the persons being served 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 to reduce discrimination to protected classes: families with children, people with disabilities, and persons of different races, color, and national origins.

Does the proposed project or activity meet the eligibility requirements of the CDBG and HOME Funding Policies? (If not, provide the specific reason)

CDBG regulations allow the County to use up to 15% of its CDBG allocation for public services, including fair housing related services that support the AFFH rule. The proposed project, as described, meets the eligibility requirements of the County’s CDBG and HOME Funding Policies.

Does the project Affirmatively Further Fair Housing?

The project’s focus is to serve vulnerable populations, many of which are protected classes. They include minorities, seniors, and the disabled. These clients learn about their housing rights and have access to full legal representation, empowering them to understand and enforce their fair housing rights. The project also works on 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, the project supports the AFFH rule.

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

Legal Aid has been administering fair housing related programs funded by federal, state, and private grant funds for over 15 years. They have successfully administered over \$3 million annually in such funds. They have the capacity to execute the program immediately. The HOME - Housing Justice Project has been in service for over 15 years. The applicant has both supervisory staff and direct service staff with more than a decade of housing law experience

and are fully staffed. Legal Aid is also currently funded with County CDBG and is an activity administering fair housing services to Urban County households.

SELECTION CRITERIA

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

The applicant states that during Fiscal Year 2018-19, before the pandemic, the proposed program provided educational outreach to over 1,300 tenants at 64 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%. Populations most vulnerable to eviction and discrimination include elders, disabled individuals, Spanish speakers, and those who are geographically isolated. The applicant works with other agencies that serve these populations to ensure they have access to services. Additionally, the applicant provides onsite trainings for their staff and meets with clients at their offices. They also offer presentations to their client groups. During the pandemic most outreach and services are being provided remotely. The applicant states that during the last two years their telephone hotline services have significantly increased and that last fiscal year they answered more than 5,000 telephone calls.

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 complaints filed against tenants in the court contain Legal Aid's contact information. The County, district offices, and other public entities, regularly refer clients to them. Additionally, they distribute housing flyers and brochures at organizations throughout the County, including the Family Justice Center (FJC), Kaiser, county offices, and at other non-profits. They also participate in numerous coalitions and collaboratives, including the FJC, the Santa Rosa tenants union, the Elder Justice Coalition, and others. They market their services through all these partnerships. The application does not indicate the source of funds from Petaluma and Santa Rosa for marketing and collaborative efforts. Lastly, their website advertises services and has a page devoted exclusively to tenants.

Legal Aid does not strive to 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 and government staff. This training covers a large range of topics including tenant rights in the eviction process, rights to repairs, relocation, rights in Section 8 cases, and fair housing law.

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

They partner with various community organizations such as Petaluma People's Services and Catholic Charities. Additionally, Fair Housing Advocates of Northern California and Legal Aid are partners on a regional housing project. This project is designed to coordinate tenant protection efforts throughout all jurisdictions in the county and includes collaborative policy work, collaborative trainings, and sharing best practices.

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

Legal Aid of Sonoma County only serves Sonoma County residents. The applicant states that in 2021 over 55% of clients came from the Urban County. Due to COVID-19, they currently perform initial intake screening over the phone. Intake caseworkers collect the information on their "Eligibility-Client Intake" form and "Housing Intake Form" to verify whether the client is eligible for services. As part of the intake, their staff asks the prospective client to attest under penalty of perjury to their current address (to verify they reside in County) and to their total household income. 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. When a client who was screened over the phone later comes into the office to sign court paperwork, they require that client to bring with them verification of residency and income and Legal Aid staff retains a copy of that information in their files. Acceptable proofs of income include copies of an EBT 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.

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

The problems identified include unlawful evictions, lack of access to legal representation for tenants of lower income households, lack of access to education of tenant rights, and housing related discrimination to non-English speakers and minorities. Based on the data provided in the table below, it appears likely that there will be a substantial increase in persons and households currently being served by the applicant compared to last fiscal year. The number of persons and households proposed to be served in the next fiscal year (2022-23) are expected to be higher than what this fiscal year will provide. The project can be expected to have a significant impact on the identified problems.

	<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, 2022 – June 30, 2023	July 1, 2021 to January 21, 2022	July 1, 2020 - June 30, 2021
Number of households served	600	277	366
Number of <u>persons</u> served	1000	507	720
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)	53%	55%	
Very Low (Between 31% -50% AMI)	26%	25%	
Low (Between 51% -80% AMI)	21%	20%	
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 applicant does not provide an explanation of the increase in number of persons and household to be served, however, it can be reasonably assumed that the pandemic outbreak increased the need for their services.

PROJECT BUDGET

Total Organization Budget	\$4,129,685
Total program budget	\$990,000
Percent of program to organization budget	23.97%
Percent of CDBG request of program budget	\$195,000 requested = approx. 20%
Unduplicated number proposed to be served with program	600 households
Program cost per household	\$990,000/600 = \$1,650 (CDC cost per household would be \$325)

ADDITIONAL INFORMATION: N/A

CONSEQUENCES OF NO FUNDING:

The applicant states that if they do not receive full funding, they may have to reduce program services.

STAFF RECOMMENDATION:

The applicant has received funding in the past from the County and demonstrates they have the capacity to carry out their proposed goals to continue the HOME Housing Justice Project. Provided that CDBG funds are used only to reimburse costs that provide direct services to households residing in the Urban County jurisdictions and that at least 51% of households served in the Urban County are at or below 80% of the average AMI; and the project continues to support the AFFH rule mandated by HUD of all recipients, staff recommends full funding requested if the County receives the estimated allocated.

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, 2022 and no later than June 30, 2023. Specific terms will be included in a Funding Agreement, and no costs can be incurred prior to a fully executed funding agreement
3.	CDBG funds may be used only to reimburse costs to provide direct services to households residing in the Urban County jurisdictions. At least 51% of households served must have incomes at or below 80% AMI.

SONOMA COUNTY COMMUNITY DEVELOPMENT COMMISSION CDBG and CDBG-CV FUNDING APPLICATION: FAIR HOUSING SERVICES AND HOUSING JUSTICE PROGRAMS

Please review the Notice of Funding Availability (NOFA), Application Guidelines, and the FY 2022–2023 CDBG and HOME Funding Policies before submitting your application. All applications must meet the eligibility criteria found in the Funding Policies and the requirements set forth in the NOFA.

This space reserved for CDC date and time stamp

Part 1: Applicant Information

Legal name of organization:	Legal Aid of Sonoma County	
Organization's DUNS number:	615381766	
Contact Information		
Authorized Representative (City/Town Manager, Executive Director, or other):	Name, title:	Ronit Rubinoff, Executive Director
	Phone:	707-688-4034 or 707-542-6664
	Email:	rrubinoff@legalaidsc.com
Primary point of contact:	Name, title:	Ronit Rubinoff, Executive Director
	Phone:	707-688-4034 or 707-542-6664
	Email:	rrubinoff@legalaidsc.com
Organization is a:	<input checked="" type="checkbox"/> Non-profit organization <input type="checkbox"/> Local government	
Organization mailing address:	144 South E Street, Ste 100, Santa Rosa, CA 95404	
Organization website:	www.legalaidsc.org	
Organizational Capacity and Experience		
Describe applicant's record of administrative and programmatic capacity using federal, state, local, and/or private grant funds, explaining any past issues or challenges administering grant funds.		
<p>Legal Aid of Sonoma County (LASC) has been administering programs funded by federal, state, and private grant funds for over 15 years. We successfully administer over \$3 million annually in such funds. We have the capacity to execute the program immediately. LASC has been providing the HOME - Housing Justice Project services described in this application for over 15 years. We have both supervisory staff and direct service staff with more than a decade of housing law experience. We are fully staffed.</p> <p>In April 2021, the board of supervisors deliberately expanded our housing program because they recognize HOME's impact on housing stability, and because of their commitment to rental housing justice for all tenants. If we do not receive full funding under this contract, we would have to reduce the program which would undermine the board's intent.</p>		

Part 2: Project Description

Brief Description of Project or Program

The description provided here will be incorporated into the staff reports provided to the Community Development Committee, Cities and Towns Advisory Committee, and/or the Board of Supervisors. Descriptions MUST BE 125 words or less. It will not be edited and will be truncated at 125 words. A longer project description may be attached.

HOME provides legal representation to low-income and Spanish-speaking tenants. We help tenants at our office, as well as at sites throughout the County, including providing home visits. HOME provides legal education, negotiations with landlords, preparation of pleadings, and in court representation. HOME assists with eviction defense, COVID-19 protections for tenants, fair housing issues, Section 8 terminations, habitability, retaliation, relocation, and discrimination issues.

Without legal assistance, tenants risk becoming homeless because they are evicted without time to find alternate housing, and without resources to relocate. HOME negotiates extra time for tenants and saves tenants fees and costs they can instead use toward relocation. HOME stops unlawful evictions. By helping Section 8 tenants preserve their benefits, HOME helps the most vulnerable tenants retain their housing.

Part 3: Project Information

Project Name	HOME - Housing Justice Project		
Fair Housing Project Type			
Please check all types of activities or services your organization will provide with the funding requested:			
<input checked="" type="checkbox"/> Provides education about fair housing laws <input type="checkbox"/> Provides investigative testing and auditing <input checked="" type="checkbox"/> Advocates for tenants who may be targets of discrimination <input type="checkbox"/> Enforcement of fair housing laws <input checked="" type="checkbox"/> Legal services for eviction prevention			
Funding Request			
Amount of CDBG funds requested:	\$ 195,000.00		
Amount of CDBG-CV funds requested:	\$ 0		
CDBG-CV Requirements			
If you are applying for CDBG-CV funds, please describe the how the proposed activity will <u>prevent, prepare for or respond to Coronavirus</u> (activities must demonstrate they respond to one of more):			
n/a			
Primary Physical Location of Activities or Program (if applicable)			
Address: 144 South E Street, Ste 100, Santa Rosa, CA 95404			
Fair Housing Program Information			
Describe your organization's experience providing Fair Housing services. Include a general description of your organization's strategies, program model, and past achievements:			
LASC has provided housing related legal services for over 15 years. Our housing team has over 40 years of combined legal experience and is bilingual/bicultural. HOME provides a full scope legal services related to eviction defense, habitability, and preservation of housing benefits. Fair Housing issues may arise in any of those contexts. Please see attached Project Description for detailed strategies, program model and past achievements.			

Describe your understanding of the expectations related to the provision of Fair Housing services under HUD's Affirmatively Furthering Fair Housing (AFFH) rule:

HOME assists individual clients with Fair Housing claims when they arise. Our policy work also may impact systemic barriers to Fair Housing. The County's report on impediments to Fair Housing cited lack of affordable rentals and poor rental housing conditions, as likely barriers to Fair Housing because these factors contribute to racial segregation. LASC is engaged in policy work designed to create more tenant protections, including rent stabilization. In addition, our individual advocacy assists the County in maintaining the quality of its housing stock. We help tenants bring habitability complaints against property owners and help enforce health and safety codes relative to rental housing. Thus, both our policy work, and individual advocacy, help address identified impediments to Fair Housing.

Describe activities in your proposed program model that will 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:

In an effort not to duplicate efforts with those of Fair Housing Northern California, we do not target providing trainings to the housing industry or others on the topic of Fair Housing specifically. We DO provide broad-spectrum trainings about housing rights to members of the public, tenant groups, other non-profits, and even legislative and BOS staff so that they may better assist their constituents. This training covers a range of topics including tenant rights in the eviction process, rights to repairs and relocation benefits, rights in Section 8 cases, and Fair Housing rights.

Describe activities and the anticipated impact of components of your proposed program model that will address the requirements for fair housing testing, and enforcement under the AFFH rule:

HOME does not perform testing or specific enforcement practices under the AFFH. Again, these functions have always been provided by a provider exclusively devoted to Fair Housing enforcement and training, thus LASC did not feel it prudent to duplicate this service. HOME assists individual tenants with Fair Housing claims; this advocacy assists the County in meeting its enforcement objectives.

Describe your proposed project's capacity for Intake of Complaints, and Investigation & Enforcement, including filing lawsuits.

HOME conducts intake both on the phone and in person, subject to pandemic related restrictions. Potential clients who cannot come to our main office may call a designated housing hotline to be screened and receive information. We also offer client intake throughout the County, including home visits, through our partnerships with the County and other CBO's. Intake staff are bilingual/bicultural. We are not a Fair Housing Investigator or Enforcer. However, we do file complaints on behalf of individual clients, where appropriate, around a range of housing issues. We also represent these clients at both court hearings and administrative proceedings.

Describe the proposed project's strategy to provide Fair Housing training for property owners and renters.

HOME provides housing rights trainings to property owners and renters. Our training is not focused on Fair Housing in particular, but covers a range of housing issues including habitability, Section 8, mobile home park rights, eviction notice requirements, and basic Fair Housing rights.

Describe your strategy for providing counseling for low-income/disabled residents to understand their rights.

HOME provides full scope legal services, including counsel and advice, negotiations and in court representation. HOME's target population is low-income tenants; 100% of HOME clients are low-income. In 2021 40% of HOME clients were disabled. HOME collaborates with dozens of agencies, including NBOP, Catholic Charities, APS, La Luz, Corazon Healdsburg, and others, who work with low-income and disabled tenants. Our services are mobile, so that we can meet with disabled tenants wherever they are. Our outreach program also meets with seniors at senior centers throughout the County. Low-income and disabled seniors are one of the most vulnerable tenant populations in the County, particularly during the pandemic. We also regularly get referrals from the County Board of Supervisors, Department of Human Services, and the Department of Health.

Describe your proposed strategy to provide educational seminars for residents most vulnerable to housing discrimination.

In FY 2018-2019, before the pandemic, HOME provided educational outreach to over 1,300 tenants at 64 events. This is an integral part of our program. When we started our outreach program in 2015, we increased the percentage of rural and isolated tenants we served by over 100%. Populations most vulnerable to eviction and discrimination include elders, disabled individuals, Spanish-speakers and those who are geographically isolated. HOME leverages our relationships with dozens of other agencies who serve these populations to ensure they have access to our services. We provide onsite trainings for their staff and meet with clients at their offices. We offer presentations to their client groups.

LASC provides direct client services to over 3,000 low-income people each year and pre-pandemic over 4,000 people a year walked into our lobby. Therefore, a significant number of clients may also come from our other legal departments, as many clients have overlapping legal issues.

How will your proposed Fair Housing program help to reduce discriminatory activities against protected classes?

HOME's focus is serving vulnerable populations, many of which are protected classes. These include minorities, seniors, and the disabled. Educating these tenants about all their housing rights, and giving them access to full legal representation, empowers them to both understand and enforce their Fair Housing rights. HOME will also takes cases against property owners who violate fair housing laws—thereby helping to reduce discrimination. Many of our eviction defense cases involve requests for reasonable accommodations under the ADA.

What marketing strategies (online or otherwise) will your organization will use to conduct public outreach to share information about fair housing?

Our services are well advertised. All complaints filed against tenants in the court, contain our contact information. The County, district offices, and other public entities, regularly refer clients. We have housing flyers and LASC brochures at organizations throughout the County, including the FJC, Kaiser, county offices, and at other non-profits. LASC participates in numerous coalitions and collaboratives, including the FJC, the Santa Rosa tenants union (of which we are a foundational partner), the Elder Justice Coalition, and the ROC. We market our services through all these partnerships. In addition, our website advertises our services and has a page devoted exclusively to tenants.

Please describe services provided to landlords such as consultation, training, or landlord/tenant mediation services.

HOME principally advocates for tenants, not property owners. We will provide services to low-income landlords when a problem tenant is threatening their shelter or safety. Mediation can only be done by a third-party neutral in a legal matter (it has a different legal significance than negotiation). LASC attorneys are advocates and represent their clients. We therefore cannot mediate. We do however attempt to negotiate in all our cases and are successful in negotiating settlements in over 70% of those matters.

Please describe how your organization collaborates with other entitlement jurisdictions within Sonoma County (Petaluma and Santa Rosa) and other Fair Housing or Housing Justice programs to provide consistent and cost-effective service and assistance to citizens of the entire County.

LASC provides services countywide, including Petaluma and Santa Rosa. We partner with many community organizations in Petaluma and Santa Rosa in addition to those that serve the entire county, such as Petaluma People's Services and Catholic Charities. Fair Housing Advocates of Northern California and LASC are partners on a regional housing project which we lead. This project is designed to coordinate tenant protection efforts throughout the jurisdiction and includes collaborative policy work, collaborative trainings, and sharing best practices.

The County of Sonoma, as well as the seven municipalities of Cloverdale, Cotati, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and Windsor, comprise the Urban County. At least 51% of beneficiaries served by the program or activity funded by the Sonoma County Community Development Commission with CDBG or CDBG-CV funds must be Urban County residents. Please state how your organization will obtain, verify and document program beneficiaries meet this requirement:

Clients must be County of Sonoma residents in order to receive services from LASC. In 2021, over 55% of our clients came from the Urban County zones. Due to COVID-19, we are performing initial intake screening over the phone. Intake caseworkers collect the information on our Eligibility-Client Intake Form and Housing Intake Form to verify whether the client is eligible for services. As part of the intake, we ask the potential client to attest under penalty of perjury to their current address (to verify they reside in County) and to their total household income. If we accept them as a client we create a case for them and enter their demographic information, including City of residence and income level, in our client database. When a client who was screened over the phone later comes into the office to sign court paperwork, we have them bring verification of residency and income at that time, and retain documentation in the client's file.

Sonoma County uses CDBG funding for Fair Housing and Housing Justice services. Federal regulations require that 51% of participants be low income. What method will your organization use to verify and track income eligibility?

100% of HOME project clients are low income. LASC uses low-income guidelines issued by HUD and the State Bar of California to determine eligibility for services. Clients are screened for income eligibility during the initial intake process. Due to COVID-19, we are performing initial intake screening over the phone. If the potential client's stated household income is within our guidelines, we request that they provide proof of income via email or fax. Acceptable proofs of income include copies of an EBT 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 recent tax return. Some of our clients do not have email or access to a fax machine, if the client has no way to transmit the proof of income documents to us, the Intake Case workers will have them attest under penalty of perjury to a self-declaration of income form. When a client who was screened over the phone later comes into the office to sign court paperwork, we have them bring copies of proof of income at that time, or we have them sign a hard copy of the self-declaration of income form they previously attested to, and this documentation is retained in the client's file.

Please fill out the table below by stating the numbers served per category according to the stated time frames.

	<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, 2022 – June 30, 2023	July 1, 2021 to Current Date	July 1, 2020 - June 30, 2021
Number of <u>households</u> served	600	277	366
Number of <u>persons</u> served	1000	507	720

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)	53	55
Very Low (Between 31% -50% AMI)	26	25
Low (Between 51% -80% AMI)	21	20
Moderate (Over 80% AMI)	0	0

Part 4: Project Financing and Budget

Funding Status																
Is this application for new or renewal funding?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Renewal															
Has this project been previously funded by the CDC?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No															
If this project received funding under a different name, please state the name of the program (If "No" = NA)	n/a															
What percentage of your project budget does your request make up?	20%															
Will funding requested supplant existing funding for the project?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No															
Community Development Commission Funding History																
	<table border="1"> <thead> <tr> <th></th> <th>FY 2019-20</th> <th>FY 2020-21</th> <th>FY 2021-22</th> <th>Request for FY 2022-2023</th> </tr> </thead> <tbody> <tr> <td>Funds Requested</td> <td>185,100.00</td> <td>185,000.00</td> <td>185,000.00</td> <td>195,000.00</td> </tr> <tr> <td>Funds Awarded</td> <td>185,000.00</td> <td>185,000.00</td> <td>185,000.00</td> <td></td> </tr> </tbody> </table>		FY 2019-20	FY 2020-21	FY 2021-22	Request for FY 2022-2023	Funds Requested	185,100.00	185,000.00	185,000.00	195,000.00	Funds Awarded	185,000.00	185,000.00	185,000.00	
	FY 2019-20	FY 2020-21	FY 2021-22	Request for FY 2022-2023												
Funds Requested	185,100.00	185,000.00	185,000.00	195,000.00												
Funds Awarded	185,000.00	185,000.00	185,000.00													
Application Budget Overview																
Total Organization Budget:	4,129,685.00															
Total Project Budget:	990,000.00															
The request represents this percentage of the project budget:	20%															
Please state funding sources leveraged to support your proposed project and approximate percentage of the total project budget that these represent.																
<p>Prior year CDC Funding history is for CDBG funds only. CDBG funds one full time attorney and one full time caseworker dedicated to providing services to residents in the Urban County zone. LASC's salary scales and project operating costs have increased by 5%, so we are requesting an additional 5% in CDBG funds. The HOME Project also received additional CDC/County Funding in 2020-21 and 2021-22.</p> <p>2022-2023 Funding Sources: County of Sonoma / Board of Supervisors (ERAP) funds Year 2 \$712,000: 72% CDBG funds \$195,000: 20% State Bar of California IOLTA Fund 53,000: 6% Community Foundation Sonoma County/Healdsburg Forever Fund \$30,000: 2% The number of households and persons served reported above is the total for the HOME project. CDBG funding represents 20% of the project funding, so the anticipated numbers to be served with CDBG funds are 20% of the total served or 200 persons.</p>																
Describe the aspects of the project design that are scalable. Indicate how many fewer participants will receive services if the award is less than the amount requested.																
Without CDBG funding we will have to lay off one attorney and one caseworker. This would reduce the number of people we can assist by at least 20% or 200 people.																

What is your organization's plan for the long-term financial sustainability of this project?
LASC has been obtaining funding from CDC for over 10 years. The geographic housing equity / rural outreach component of the Housing Justice Project was first implemented with a contract from the CDC. Our partnership with CDC is a core part of the HOME project and CDC/County of Sonoma continues to be a primary funder for the project. In addition, LASC leverages funding for HOME from the State Bar of California, private foundations, and individual donors, including the Community Foundation of Sonoma County.

Part 5: Attachments Required

Project sponsors must submit the following documents, as applicable, with their funding application:

- Project Description: Provide a description of the project that includes specific location information and geographic boundaries. It should identify the maximum anticipated scope of the entire project, and delineate the specific activities for which the applicant is requesting funding at this time.
- Authorizing Resolution: For non-profit organizations, attach a resolution from the Board of Directors authorizing the submittal of the application.
- IRS Letter of Determination: Non-profit organizations only must submit an IRS Letter of Determination. Non-profit organizations are not eligible for consideration unless non-profit status has been verified.
- Letters of Commitment: Submit letters of commitment from all other funding sources.
- Financial Documentation:
 - Non-profit organizations must attach the following:
 - Current operating budget
 - Most recent completed final audit report
 - IRS Form 990 for the most current tax year
 - If organization is not audited, attach a copy of the most recent internal financial statement that has been approved by Board of Directors.

**Additional financial information may be requested by CDC staff as deemed appropriate.*

- Sonoma County departments or agencies, the cities of Cotati, Cloverdale, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and the Town of Windsor are exempt from this requirement.
- Organizations are **required** to have **written** policies and procedures. The applicant must submit certification that they have the following policies and procedures. (Please complete the forms found in Part 7 – Certifications)
 - Accounting
 - Conflict of Interest
 - Procurement
 - Record Retention

Part 6: Certifications

- Grant Certification Form – 1 (Application Completeness & Accuracy & Signatory Authority)
- Grant Certification Form – 2 (Federal Regulations)
- Grant Certification Form – 3 (Conflict of Interest)
- Grant Certification Form – 4 (Policies and Procedures)

Grant Certification Form – 1

Application Completeness & Accuracy & Signatory Authority

I hereby certify that Legal Aid of Sonoma County *(insert name of organization requesting funds)* has complied with all applicable laws and regulations pertaining to the application and is an eligible applicant for the requested funding.

The organization proposes to provide the program services or complete the project identified in this application. If this application is approved and this organization receives the requested funding this organization agrees to adhere to all relevant Federal, State, and local regulations and other assurances as required by the Commission.

In addition, the content of the application shall be incorporated as part of the written agreement and, as such, will be used to monitor performance. Activities, commitments, and representations described in the written agreement that are not subsequently made a part of the program/project as funded shall be considered a material contract failure and may result in a repayment of all awarded funds and/or suspension from participation in future funding rounds.

I hereby certify that the organization is fully capable of fulfilling its obligation under this application, as stated herein.

I further certify that the information provided in this Funding Application is correct, accurate, and complete.

Signature/Authorized Representative of Organization

Ronit Rubinoff
Printed Name: _____

Executive Director
Title: _____

January 20, 2022
Date: _____

Grant Certification Form – 2

Federal Regulations – CDBG

Requirements	Federal Regulations	Other References
Federal Labor Standards - Davis-Bacon - Copeland Act (Anti-kickback) - Contract Work Hours and Safety Standards	24 CFR 92.354 29 CFR Parts 1, 3, and 5	40 U.S.C. 3141; 40 U.S.C. 3701
Section 3	24 CFR 135	Section 3 of the HUD Act of 1968, as amended (12 U.S.C. 1701u); 2 CFR 200.321
Minority and Women Business Enterprise Participation (MBE/WBE)	Small Business Act, Section 3(a) 15 U.S.C. 632	12 U.S.C. 1701
Civil Rights and Non-Discrimination	Title VI of Civil Rights Act of 1964 Title VIII of the Civil Rights Act of 1968 Section 104(b) and 109 of Title I of the Housing and Community Development Act of 1974	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990 Age Discrimination Act of 1975 Executive Orders 11063, 11246, 11375, 11478, 12107, 12086, and 13279
Equal Employment Opportunity	24 CFR 570.601-602; 570.607 41 CFR 60	Executive Orders 11246; 12086 12 USC 1701u
Fair Housing	Fair Housing Act (42 U.S.C. 3601-3620) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d) Equal Opportunity in Housing Section 504 of the Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990	24 CFR Parts 8, 107, and 146 42 U.S.C. 200(d) Executive Orders 11063, as amended by Executive Order 12259 Age Discrimination Act of 1975, as amended (42 U.S.C. 6101)
Debarred or Ineligible Contractors	24 CFR 570.609; 24 CFR 24	Executive Orders 12549 and 12689
Reasonable Accommodation	24 CFR Part 8; 24 CFR 570.601-602	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990

Fire Safety Codes		Local ordinances
Building, Housing, and Zoning Codes Housing Quality Standards	24 CFR 570.208(b)(1)(iv); 208(b)(2)	Local ordinances
Lead-Based Paint	24 CFR 570.608; 24 CFR Part 35	42 U.S.C 4821 et seq.
Anti-Lobbying	Appendix II to Part 200 J; 31 U.S.C. 1352	
Environmental, Historic Preservation, National Environmental Policy Act, Flood Insurance Requirements - Sitting near airports and coastal barrier - Fish and wildlife protection - Flood plain/flood insurance - National Historic Preservation - Noise abatement and control - Wetlands/Coastal zones - Air quality - Endangered species - Thermal/Explosive hazards	24 CFR 570.503(b)(5)(i); 570.604; 570.605; 570.202; 24 CFR 58 References at: 24 CFR 58.6; 58.5570.605	Section 104(g), HCDA 42 U.S.C 4001 et seq.
Relocation, Real Property Acquisitions, and One-for-One Housing Replacement - Uniform Relocation Act - Residential anti-displacement and relocation assistance	24 CFR 570.201(i); 570.606(b), (c), (d) 49 CFR 24 42 USC 4601 et seq	Sections 104(d); 105(a)(11), HCDA www.hud.gov/relocation
Competitive Procurement	2 CFR 200.319	
Insurance and Bonding	2 CFR 200.310 and 200.325	
Administrative and Accounting Standards	2 CFR Part 200	
Cost Considerations	2 CFR 200.402, 403, 404, 405, 406 and 407	
Documentation and Recordkeeping	24 CFR 570.506 24 CFR 570.502	
Conflict of Interest	2 CFR 200.112 and 24 CFR 570.611	
Section 108 Loan Guarantees	24 CFR 570.700-570.709	Section 108, HCDA

To the best of my knowledge and belief, I certify that all data contained in this application and all supportive documentation is true, correct and will incorporate the above requirements. This submission has been duly authorized by the governing body of Legal Aid of Sonoma County

Signature/Authorized Representative of Organization

Ronit Rubinoff
Printed Name: _____

Executive Director
Title: _____

January 20, 2022
Date: _____

Grant Certification Form – 3

Conflict of Interest – CDBG

The standards in 2 CFR 200.318 provide that no employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

The CDBG regulations at 24 CFR 570.611 provide that no person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient or subrecipient that are receiving CDBG funds and (1) who exercises or has exercised any functions or responsibilities with respect to activities assisted with CDBG funds; or (2) who is in a position to participate in a decision-making process or gain inside information with regard to these activities, may obtain a financial interest from a CDBG-assisted activity, or have any interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one (1) year thereafter.

- A. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to participate in the decision making process for approval of this application?
☐ Yes ☒ No
- B. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to gain inside information with regard to approval of this application?
☐ Yes ☒ No
- C. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds obtain a financial interest or substantial benefit from this activity?
☐ Yes ☒ No
- D. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds have an interest in any contract, subcontract or agreement with respect to funding this application, either for themselves or those with whom they have family or business ties during the program year and one year thereafter? ☐ Yes ☒ No

If you answered YES to any of the above questions, a letter must be submitted with the application that includes the following information:

- 1) A disclosure of the nature and extent of the conflict
- 2) A description of how public disclosure will be made
- 3) A qualified attorney's opinion that the conflict of interest does not violate federal, state, or local law

Note: If you are approved for funding, the Commission must issue a public notice of the disclosure with a 15-day public comment period, and then submit to HUD for approval prior to execution of a grant agreement or release of funds.

Signature/Authorized Representative of Organization

Ronit Rubinoff

Printed Name: _____

Executive Director
Title: _____

01/20/2022
Date: _____

Grant Certification Form – 4

Policies & Procedures

The undersigned does hereby certify that the applicant organization has the following policies and/or procedures and can produce them if requested by the Commission:

1. Accounting policy/procedure
2. Procurement policy/procedure
3. Conflict of Interest policy/procedure
4. Record Retention policy/procedure
5. Language Access Plan & Limited English Proficiency Policy

Signature/Authorized Representative of Organization

Ronit Rubinoff
Printed Name:_____

Executive Director
Title:_____

January 20, 2022
Date:_____



2022-2023 CDBG Funding Application: Project Description

The HOME - Housing Justice Project (HOME) provides full scope legal services related to eviction defense, habitability, and preservation of housing benefits. **HOME** services are provided to residents throughout Sonoma County. Fair Housing issues may arise in any of those contexts. If a tenant presents with a Fair Housing issue, we assert that Fair Housing claim. Our trainings inform tenants about all their rental housing rights, including Fair Housing rights.

HOME helps tenants at our office, and pre-pandemic, at outreach sites throughout the County, including providing home visits. Please note: The pandemic has impacted our ability to do outreach and to serve clients in person, thus the number of new cases we open has been temporarily impacted. However, case numbers reported in this grant have been replaced by phone services. Our housing hotline has exploded over the past two years. Last fiscal year we **responded to over 5,000 housing calls**, and are on track to respond to even more calls this fiscal year.

HOME provides legal representation to low-income and Spanish-speaking tenants. **HOME** provides legal education, negotiations with landlords, preparation of pleadings, and in court representation. **HOME** assists with eviction defense, Section 8 terminations, habitability, retaliation, relocation, reasonable accommodation requests, and discrimination issues.

We also provide community education workshops on housing rights at apartment complexes, mobile home parks, and community events for tenants, and for landlords and property managers upon request. For example, this month we are presenting at an SRJC property management class per the request of the instructor who is a property manager. Our training covers a range of housing issues including habitability, Section 8, mobile home park rights, eviction notice requirements, and Fair Housing rights.

Without legal assistance, tenants risk becoming homeless because they are evicted without time to find alternate housing, and without resources to relocate. **HOME** negotiates extra time for tenants and saves tenants fees and costs they can instead use toward relocation. We leverage over **\$1,500,000.00** in housing cost savings for our clients annually, as well as over **1,900 weeks** of additional time for clients in their housing. By helping Section 8 tenants preserve their benefits, **HOME** helps the most vulnerable tenants retain their housing. **HOME** stops unlawful evictions. Over the past two years we **prevented over 350 tenant clients from losing their housing** amid the pandemic. Clients like Ron and Sandra.

Ron is 79-years old. He is a military veteran and suffers from severe depression, chronic migraines, and cognitive decline resulting from a head injury. Ron resides in low-income senior housing. He received warning notices due to his unit being messy; Ron was hoarding. Adult Protective Services got help for Ron in cleaning the unit. However, the property manager still issued an eviction notice. APS referred Ron to Legal Aid. **HOME** advocated for Ron based on his disabilities. Because of our help, Ron passed his unit inspection and was able to stay in his apartment! Ron is happy and relieved and is now more secure in his housing.

Sandra was impacted by the Covid-19 shutdowns and lost her job in April of 2020. Due to the backlog of unemployment cases, her EED paperwork was not processed until June. Sandra was unable to pay her rent. Unfortunately, she also did not understand that to protect herself from being evicted she was supposed to give her landlord a financial distress declaration. Sandra was being evicted when she came to Legal Aid.

HOME represented Sandra at her hearing and successfully argued that Sandra's original failure to provide the declaration was due to a reasonable mistake and that the complexity of the new law demands more leniency for laypeople. The case was dismissed, and Sandra was able to remain in her home!

Our habitability work preserves limited housing stock for our most vulnerable residents. Tenants like Octavia. Octavia is 4 years old. She lived in an apartment without heat. Worse still, Octavia tested at 10 times the allowable rate for lead in her blood; she got the lead poisoning from her apartment. The family felt they had no rights because they are undocumented. The landlord knew this and took advantage of their fear. We went out to Octavia's home to document the problem. We inspected the property and forced the landlord to relocate the family to a safe place at his expense while he made repairs. We then ensured that the apartment was safe and had heat, before they returned. Because of **HOME**'s intervention, Olivia's blood/lead levels returned to normal, and she and her family maintained their housing.

HOME engages in policy work around tenant protections and rent stabilization. This systemic work assists the County in removing barriers to Fair Housing related to the affordability and conditions of its housing stock.

HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)

Estimated HOME Funding Available: FY 2022 – 23: \$782,642

FY 2021 – 22: \$660,416¹

CHDO Set-Aside ²	\$254,252
Non-CHDO Projects	\$1,188,806

Non-CHDO Applications

Applicant	Project Name	Amount Requested	CDC Staff Recommendation
Burbank Housing Development Corporation	Dry Creek Commons	\$400,000	\$400,000
Sonoma County Housing Authority (fund request, not an applicant)	Tenant Based Rental Assistance	\$500,000	\$500,000
	Total Requested	\$900,000	
	Total Estimated Available	\$1,188,806	\$900,000

Note: No CHDO applications were received.

¹ FY 2021-22 HOME funds were not fully committed and are carried over for award to projects in FY 2022-23.

² CHDO Set-Aside equals 15% of each fiscal year's HOME allocation, as required by HOME regulations. Unallocated CHDO funds will roll over into next year's CHDO set-aside.

DEVELOPER NAME: Burbank Housing Development Corporation (BHDC)

PROJECT NAME: Dry Creek Commons

AMOUNT REQUESTED: \$400,000

PROJECT DESCRIPTION

Applicant-Provided Summary Description from Submitted Application:

“A 100% affordable 58-unit affordable family rental housing project on a 3.52 acre City owned property located at 155 Dry Creek Road, Healdsburg. The project consists of two, four story apartment buildings of approximately 26,090 gross square feet and 47,486 gross square feet connected by an above ground pedestrian bridge.

All of the units will be offered to extremely low, very low- and low-income households earning between 30-60% area median income. To further meet the City’s housing needs, Reach for HOME (RFH) will have first priority to approximately 5 of these units, to help address the City’s very low-income supportive housing needs. BHDC will partner with RFH to provide supportive services to these residents. There will be ground floor accessible units.”

PROJECT TYPE, NUMBER AND SIZE OF UNITS, INCOME LEVELS TO BE SERVED:

Multifamily Rental, 58 1-3-bedroom units with one 2-bedroom manager’s unit. 57 units will serve income levels between 30%-60%:

6 units – 30% AMI

7 units - 40% AMI

29 units – 50% AMI

15 units – 60% AMI

The application states that five (5) of the units will be designated as “HOME-assisted”.

PROPOSED USE OF FUNDS:

Use of funds will be for predevelopment through start of construction.

FUNDING POLICIES (Housing Goals and Objectives)

Does the project address one of the highest priorities of: 1) creating or preserving affordable housing, 2) building infrastructure or public facilities that support creation or preservation of affordable housing, or 3) building infrastructure or public facilities that support low-income communities?

Yes, the project will create new affordable housing.

If the application is for acquisition and/or preservation, are the units at risk of becoming market rate housing?

N/A

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

Yes, five of the units will be set aside for homeless households/individuals.

Will the project provide units for special needs populations?

Yes, the project is a 100% affordable, it will provide a number of the housing units for homeless households, additionally the ground floor will have ADA compliant housing units.

THRESHOLD CRITERIA:

Is the project consistent with the General Plan of the jurisdiction in which it is located?

Yes, per the City's adopted Land Use Plan, the property is designated Mixed Use with an allowed density of 10-16 units per acre, accommodating the 58 units with State Density Bonus.

Does the project Affirmatively Further Fair Housing?

Yes, the project's location provides easy access to services, work opportunities and amenities. Additionally, there will be bicycle parking to encourage alternative modes of transportation.

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

Yes, Burbank Housing Development Corporation is a local non-profit developer who has the capacity and experience in creating, preserving and managing affordable housing developments.

SELECTION CRITERIA

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

Yes, based on the financial structure showing on the application, if the applicant obtains financing as planned the requested funds will leverage at least 7 to 1, however none of the financing is committed.

If applicant receives all of the requested local funding, each \$1 of HOME funds would leverage \$68.00 from other sources. The full amount of HOME funds requested would be \$80,000 for each of the five (5) HOME-assisted units. As noted on the table below, the applicant is also requesting \$900,000 in CDBG funds from the SCCDC.

ESTIMATED PREDEVELOPMENT AND CONSTRUCTION FINANCING

Funding Source	Amount	Commitment Status
9% LIHTC	\$1,610,763	Not committed, applying March/Jul 2022
City of Healdsburg Land Loan	\$4,000,000	ENRA
SCCDC HOME	\$400,000	This request
SCCDC CDBG	\$900,000	Requested
Deferred Developer Fee	\$2,190,000	Pending
Construction Loan	\$17,994,709	Pending
Deferred Costs	\$372,160	
TOTAL	\$27,467,632	

ESTIMATED PERMANENT FINANCING

Funding Source	Amount	Commitment Status
9% LIHTC	\$16,107,632	Not committed, applying March/July 2022
Perm Loan	\$5,560,000	Pending
City of Healdsburg Land Loan	\$4,000,000	Pending
CDBG/HOME	\$1,300,000	Pending
Deferred Developer Fee	\$500,000	Pending
TOTAL	\$27,467,632	

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, with over 40 years of experience Burbank Housing has successfully applied and obtained local, state and federal funds to finance affordable housing developments.

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

Yes, the applicant has entered into an Exclusive Negotiating Rights Agreement with the City of Healdsburg for property acquisition, contingent upon obtaining required entitlements, environmental clearances and financing to successfully complete the construction of the

project. The City Council of City of Healdsburg also provided a resolution supporting BHDC's application for FY 2022-23 CDBG and HOME funding for this project.

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

The project is in the initial phase of the development, there are no financial commitments at this time, and most of the permanent financing is primarily dependent on a successful and highly competitive Low-Income Housing Tax Credit application. The project is currently in pending Design Review and not ready to obtain building permits, and the CEQA environmental review is in process. Additionally, a portion of the property is on wetlands, which could potentially be problematic or require mitigation work.

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

Yes, Burbank Housing is a highly qualified affordable housing developer with a long history of developing and managing affordable housing projects, adequately staffed with dedicated departments for development services, compliance, accounting, and management services.

Does project's proposed number of units exceed the minimum HOME requirements?

Yes, the application states that five (5) units will be designated as HOME-assisted, which exceeds the minimum number of HOME units, which is 4 units.

Are the proposed rents below the maximum rents allowed by the HOME requirements?

Yes, the application provides a table showing the expected rent amounts, in compliance with the HOME program guidelines.

ADDITIONAL INFORMATION:

The applicant states they intend to apply for 9% LIHTC no later than the July round of 2022. Awards are generally announced three months later and construction must proceed within 180 days of an award. If successful, the start of construction is estimated to occur no later than March / April of 2023. The City of Healdsburg will move from an ENRA to a Disposition and Development Agreement (DDA) upon the successful completion of entitlements and CEQA.

CONSEQUENCES OF NO FUNDING:

The applicant states "Funding less than \$1,000,000 would not be feasible because associated construction costs resulting from this funding source would not offset and the competitiveness with TCAC would erode further." They applied for \$400,000 in HOME funds and \$900,000 of HOME funds, for a total request of \$1,300,000.

STAFF RECOMMENDATION:

The project is in the initial phase of development with funding commitments yet to be obtained, and is pending environmental clearance and complete site acquisition negotiations. There are a number of processes still to be done in order for the project to be shovel ready. Therefore, staff recommends funding this project with the conditions included in the table below.

PRELIMINARY CONDITION(S) OF APPROVAL

Allocated funding will be a grant ☐ a loan ☒

1.	All loans for Affordable Predevelopment costs are subject to the provisions of the Sonoma County Community Development Commission (CDC) Loan Policies, the FY <u>2022-2023</u> 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 Predevelopment 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 Burbank 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.	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.	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.	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.
12.	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.

SONOMA COUNTY COMMUNITY DEVELOPMENT COMMISSION FUNDING APPLICATION: AFFORDABLE HOUSING AND CAPITAL PROJECTS

Please review the Notice of Funding Availability (NOFA), Application Guidelines, and the FY 2022–2023 CDBG and HOME Funding Policies before submitting your application. All applications must meet the eligibility criteria found in the Funding Policies and the requirements set forth in the NOFA.

This space reserved for CDC date and time stamp

Part 1: Applicant Information

Legal name of organization:	Burbank Housing Development Corporation	
Organization's DUNS number:	103427225	
Contact Information		
Authorized Representative (City/Town Manager, Executive Director, or other):	Name, title:	Efren Carrillo, Vice President of Residential Development
	Phone:	(707) 200-2349
	Email:	ecarrillo@burbankhousing.org
Primary point of contact:	Name, title:	Karen Massey, Senior Project Manager
	Phone:	(707) 490-8467
	Email:	kmassey@burbankhousing.org
Organization is a:	<input checked="" type="checkbox"/> Non-profit organization <input type="checkbox"/> For-profit organization <input type="checkbox"/> Local government <input type="checkbox"/> Community Housing Development Organization (CHDO) <input type="checkbox"/> Community Based Development Organization (CBDO)	
Organization mailing address:	1425 Corporate Center Parkway, Santa Rosa, CA 95407	
Organization website:	www.burbankhousing.org	
Organizational Capacity and Experience		
Describe applicant's record of administrative and programmatic capacity using federal, state, local, and/or private grant funds, explaining any past issues or challenges administering grant funds.		
<p>Burbank Housing is a 41 year-old non-profit affordable housing development corporation headquartered in Santa Rosa and working in the North Bay. Burbank has completed more affordable housing projects than any other developer, more than 70 affordable rental housing projects totaling more than 3,000 units, predominantly in Sonoma County, and approximately 1,000 units of affordable ownership housing completed or currently under construction. Burbank has successfully applied for local, state and federal affordable housing funding hundreds of times in order to populate this portfolio. Seeking and implementing private and public sector funding awards is Burbank's core business and we are staffed accordingly with dedicated departments for development services, compliance, accounting, and resident services. Burbank also self-manages through Burbank Housing Management Corporation.</p>		

Part 2: Project Description

Brief Description of Project or Program

The description provided here will be incorporated into the staff reports provided to the Community Development Committee, Cities and Towns Advisory Committee, and/or the Board of Supervisors. Descriptions MUST BE 125 words or less. It will not be edited and will be truncated at 125 words. For housing related applications, please include information on the number of affordable units in the project, accessible units (types, number of units, and accessibility type). A longer project description may be attached (see Part 6, Attachments). If you are requesting CDBG-CV funds, please include how the proposed activity will prevent, prepare for or respond to Coronavirus (*activities must demonstrate they respond to one or more*).

A 100% affordable 58-unit affordable family rental housing project on a 3.52 acre City owned property located at 155 Dry Creek Road, Healdsburg. The project consists of two, four story apartment buildings of approximately 26,090 gross square feet and 47,486 gross square feet connected by an above ground pedestrian bridge.

All of the units will be offered to extremely low, very low and low income households earning between 30-60% area median income. To further meet the City's housing needs, Reach for HOME (RFH) will have first priority to approximately 5 of these units, to help address the City's very low income supportive housing needs. BHDC will partner with RFH to provide supportive services to these residents. There will be ground floor accessible units.

Part 3: Project Information

Project Name	Dry Creek Commons		
Project Type	Using Appendix A of the FY 2022-2023 CDBG and HOME Funding Policies, fill in the field below.		
CDBG or HOME eligible activity:	CDBG (Pre-development) / HOME (New Construction)		
Funding Request			
Estimated project budget:	\$ \$27,500,000		
Amount of funding request:	\$1,300,000 (\$900k CDBG / \$400k HOME)		
Funding source:	<input checked="" type="checkbox"/> CDBG <input checked="" type="checkbox"/> HOME <input type="checkbox"/> HOME-CHDO <input type="checkbox"/> CDBG-CV		
Property Information (as applicable)			
Project location (physical address or cross streets):	155 Dry Creek Road, Healdsburg		
Assessor's Parcel Number(s):	089-071-002		
Census tract(s):	1539.05		
Total acreage:	3.52		
Current use of site:	Vacant		
Is project located in a 100-year flood plain?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
FEMA FIRM panel number:	06097C0363E, 06097C0344E		
Is the project, or any part of it, located within the limits of any city/town?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, which city/town? <u>Healdsburg</u>		
Which jurisdiction(s) must approve the project?	City of Healdsburg		
What local approvals and entitlements will be required to develop the proposed project?	Major Design Review		
Date entitlements and permits expected to be approved:	July / August 2022		

Status of Site Control						
Identify the form of site control:	<input type="checkbox"/> Ownership (attach copy of grant deed or deed of trust) <input type="checkbox"/> Lease (attach copy of lease) <input type="checkbox"/> Option agreement (attach copy of agreement) <input type="checkbox"/> Purchase agreement (attach copy of agreement) <input checked="" type="checkbox"/> Other; explain: <u>Exclusive Negotiating Rights Agreement</u> Note: If funding application is for acquisition, also attach copy of current appraisal if available.					
Status of Environmental or Other Approvals						
Applicant must obtain certification of project's consistency with the applicable general plan, signed by an authorized representative of the jurisdiction in which the project is located (housing rehabilitation projects excluded).						
Status of environmental review:	CEQA Underway					
Status of land use, building permits, or other approvals:	Pending Entitlements (Design Review)					
Explain any land use (zoning, lot split, set back, or environmental) constraints that must be resolved prior to proceeding with the project:	<small>Wetlands & Riparian Setback – The project site contains a total of 0.57 acres of seasonal wetlands and 0.14 acres of waters of the U.S. and state, known as Foss Creek. The seasonal wetlands occur as two features: a 0.53 acre wetland that occurs in the south-central portion of the project site that drains from the northeast to southwest towards Foss Creek and a 0.04 acre wetland in the northeast portion of the project site that is fed by a storm drain culvert under the railroad tracks that flows onto the property and towards Foss Creek in an east-west direction. Foss Creek and its associated 35' riparian corridor setback forms the western boundary of the project site; however, only a portion of Foss Creek falls within the property boundary so that only 0.14 acres of waters of the U.S. and state occur within the project site.</small>					
Status of Relocation Activities						
In order to receive funding, projects must comply with the Sonoma County Residential Anti-Displacement and Relocation Assistance Plan.						
Will the project involve demolition of any structure or relocation of any persons or businesses?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Explain the status of any demolition or relocation activities:	NA					
Existing Improvements						
EXISTING COMMERCIAL IMPROVEMENTS						
Number of structures	NA					
Year built						
Number of vacant structures						
Number of occupied structures						
Number of structures to be demolished						
Estimated cost of relocation						
EXISTING RESIDENTIAL IMPROVEMENTS						
	SRO	Studio	1-BR	2-BR	3-BR	4-BR
Number of existing units	NA					
Number of occupied units						
Number of vacant units						
Number of substandard units						
Number of units to be demolished						
Estimated cost of relocation						

Phasing

Can project proceed if phased or if given partial funding? Explain the effect of phasing or partial funding on the project's ability to move forward.

The project is not programmed to be phased because of the limited developable land area and construction calls for just two connected buildings.

Funding less than \$1,000,000 would not be feasible because associated construction costs resulting from this funding source would not offset and the competitiveness with TCAC would erode further.

Demonstration of Need

Describe the need for the project or program and include evidence of need (e.g., cite waiting lists for services, census data, documentation of deteriorated conditions, or other evidence).

The project would provide 58 rental units including 1 managers unit) at rents ranging from 30% AMI to 60% AMI. The waiting lists for nearby projects (e.g. 1201 Grove Street) are over 2 years with enormous demand.

Outcomes

Describe the outcomes expected to result from the project or program.

Housing will be provided to families at an early date.

Part 4: Timeline

Target Dates

List anticipated target date for each of the major milestones below. (Housing projects use timeline in supplemental application instead.)

Major Milestone	Target Completion Date	Funds Expended
Environmental Review		
Site Control		
Design Completion		
Bid Period Closes		
Construction Begins		
Construction Complete		
Notice of Completion		

Part 5: Sources and Uses

Housing projects use budget in supplemental application instead.

Sources

<i>Source of Funds</i>	<i>Donations</i>	<i>Loans</i>	<i>Grants</i>	<i>In Kind</i>	<i>Total</i>
Total					

Uses

<i>Projected Uses</i>	<i>Donations</i>	<i>Loans</i>	<i>Grants</i>	<i>In Kind</i>	<i>Total</i>
Land Acquisition					
Environmental Review					
Architect					
Engineering					
Project Fees					
Site Improvements					
Other:					
Other:					
Total					

Part 6: Attachments Required

Project sponsors must submit the following documents, as applicable, with their funding application:

- **Project Description:** Provide a description of the project that includes specific location information and geographic boundaries. It should identify the maximum anticipated scope of the entire project, and delineate the specific activities for which the applicant is requesting funding at this time. Applications for housing-related projects should instead include a Housing Project Description, described in Supplemental Application below.
- **Project Location Map:** Attach an 8 1/2"x 11" map showing the project location, clearly showing the project area in relation to surrounding communities.
- **Authorizing Resolution:** For non-profit organizations, attach a resolution from the Board of Directors authorizing the submittal of the application.
- **City/Town Authorizing Resolution:** Attach a city/town council resolution endorsing the project for those located within the seven incorporated jurisdictions or for those sponsored by one of the seven incorporated jurisdictions.
- **General Plan Consistency:** Attach a certification of consistency with the applicable jurisdiction's General Plan.
- **IRS Letter of Determination:** Non-profit organizations only must submit an IRS Letter of Determination. Non-profit organizations are not eligible for consideration unless non-profit status has been verified.
- **Community Housing Development Organization (CHDO) verification:** For CHDO's applying for HOME CHDO funds, submit a Sonoma County CHDO letter or plan to become an independent, fully functioning CHDO entity.
- **Letters of Commitment:** Submit letters of commitment from all other funding sources.
- **Financial Documentation:**
 - Non-profit organizations must attach the following:
 - Current operating budget
 - Most recent completed final audit report
 - IRS Form 990 for the most current tax year
 - If organization is not audited, attach a copy of the most recent internal financial statement that has been approved by Board of Directors.

*Additional financial information may be requested by CDC staff as deemed appropriate.

- Sonoma County departments or agencies, the cities of Cotati, Cloverdale, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and the Town of Windsor are exempt from this requirement.
- Organizations are **required** to have **written** policies and procedures. The applicant must submit certification that they have the following policies and procedures. (Please complete the forms found in Part 7 – Certifications)
 - Accounting
 - Conflict of Interest
 - Procurement
 - Record Retention

Supplemental Application: Public Facilities or Other Infrastructure Projects

Define project service area	
List all census block groups in service area:	
For sidewalk / curb cut projects	
Location of sidewalks (cross streets):	
Define the service area; list all Census block groups in service area:	
Number of curb cuts (anticipated):	

Supplemental Application: Housing-Related Projects

Fill out this supplemental application if the project will result in the construction of new housing units, preservation of existing housing units, or the acquisition of land for new housing units.

Project Information		
Project type:	<input checked="" type="checkbox"/> New construction <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Acquisition	
Total number of units to be constructed or rehabilitated:	58	
Total number of affordable units (new construction or acquisition):	57	
For HOME funding requests, total number of HOME-assisted units:	5	
Total development costs:	\$ 27,500,000	
Contact Information of All Parties		
APPLICANT INFORMATION	Name:	Burbank Housing Development Corporation
	Address:	1425 Corporate Center Parkway
	City, State, Zip:	Santa Rosa, CA 95407
	Contact person:	Efren Carrillo
	Telephone:	(707) 200-2349
	Email:	ecarrillo@burbankhousing.com
	Organization is a:	<input checked="" type="checkbox"/> Non-profit organization <input type="checkbox"/> For-profit organization <input type="checkbox"/> Local government <input type="checkbox"/> Community Housing Development Organization (CHDO) <input type="checkbox"/> Community Based Development Organization (CBDO)
PARTNER OR RELATED ENTITIES	Name:	Reach for Home
	Address:	443 Hudson Street
	City, State, Zip:	Healdsburg, CA 95448
	Contact person:	Margaret Sluyk
	Telephone:	(951) 550-9359
	Email:	margaret@reachforhome.org
	Organization is a:	<input checked="" type="checkbox"/> Non-profit organization <input type="checkbox"/> For-profit organization <input type="checkbox"/> Local government <input type="checkbox"/> Community Housing Development Organization (CHDO) <input type="checkbox"/> Community Based Development Organization (CBDO)
ARCHITECT	Name:	Van Meter Williams Pollack LLP
	Address:	333 Bryant Street, Suite 300
	City, State, Zip:	San Francisco, CA 94107
	Contact person:	Rick Williams, Partner
	Telephone:	(415) 974-5352 x203
	Email:	rick@vmp.com

GENERAL CONTRACTOR	Name:	TBD					
	Address:						
	City, State, Zip:						
	Contact person:						
	Telephone:						
	Email:						
	License no.:						
PROPERTY MANAGER	Name:	Burbank Housing Management Corporation					
	Address:	1425 Corporate Center Parkway					
	City, State, Zip:	Santa Rosa, CA 95407					
	Contact person:	Annie McNearney					
	Telephone:	(707) 303-1026					
	Email:	amcneany@burbankhousing.org					
Status of Entitlements and/or Services							
If site is located in an unincorporated area of the County, have you or will you submit an application to Sonoma County Planning & Resource Management Department for:		<input type="checkbox"/> State Density Bonus Program <input type="checkbox"/> County of Sonoma Supplemental Density Bonus Program <input type="checkbox"/> Housing Element Type A Rental Housing Opportunity Program <input type="checkbox"/> Housing Element Type C Ownership Housing Opportunity Program Date of application: _____ If answering yes to any of the above, contact Commission staff to discuss schedule for preparation and Board approval of Affordable Housing Agreement.					
Status of planned water and sewer service: If not yet provided, explain how water and sewer service will be provided.		City of Healdsburg is the provider of both water and sewer. There is adequate capacity.					
Does the project have Article 34 authority from the jurisdiction in which it is located?		<input type="checkbox"/> Yes. If yes, attach a copy of the allocation letter. <input checked="" type="checkbox"/> No. If no, attach written legal opinion describing why Article 34 referendum authority is not required.					
Proposed Tenancy							
	<i>Household types:</i>	SRO	Studio	1 BR	2 BR	3 BR	4BR
Number of each type of unit				28	15	15	
Average square feet per unit				453	705	952	
Total number of units:				28	15	15	
How many of the total units will be reserved for the following:							
Homeless persons							
Elderly persons							
Disabled persons (see note)							
Special needs populations							
Resident manager							
Supportive Housing - Reach for Home:				5			
Unrestricted							

Note: In new construction and substantial rehabilitation rental projects assisted with HOME or CDBG funds, at least five percent of units (not less than one unit) must be accessible to persons with mobility impairments, and an additional two percent of units (not less than 1 unit) must be accessible to persons with sensory impairments. Projects assisted with other funds must satisfy applicable federal, state, and local regulations regarding the provision of accessible housing. Ownership housing projects assisted with funds from these programs must comply with applicable federal, state, and local laws regarding the provision of accessible units.

Estimated Monthly Rent Levels (before deduction of utility allowances)

Household types:	SRO		Studio		1 BR		2 BR		3 BR		4BR	
	Units	Rent	Units	Rent	Units	Rent	Units	Rent	Units	Rent	Units	Rent
Extremely Low-Income (30% of AMI)					2	654	2	784	2	907		
Very Low-Income (50% of AMI)					15	1091	7	1308	7	1512		
60% of AMI					7	1309	5	1569	3	1815		
40% AMI					4	872	1	1046	2	1209		
Market Rate (>80% of AMI)												
Resident Manager's Unit												
Estimated Utility Allowance*												

*Please provide list of tenant-paid utilities, the utility profile for all appliances, and the Utility Allowance for each unit type.

Estimated Affordable Sales Prices (ASP)

Household types:	SRO		Studio		1 BR		2 BR		3 BR		4BR	
	Units	ASP	Units	ASP	Units	ASP	Units	ASP	Units	ASP	Units	ASP
Extremely Low-Income (30% of AMI)												
Very Low-Income (50% of AMI)												
60% of AMI												
Low-Income (80% of AMI)												
100% of AMI												
120% of AMI												

LENGTH OF AFFORDABILITY PERIOD

What is the proposed length of affordability for the affordable units?
See Funding Policies

55 Years

Project Schedule

Include all major milestones such as land acquisition, general plan amendment and rezoning, density bonus / housing element housing opportunity area approval, design review approval, schematic design, design development, construction documents, construction phase, initial occupancy, and, if applicable, assignment of the project to a limited partnership or other entity. Specify tentative dates for closing the proposed loan and first request for funds, as well as when construction financing and permanent financing will close. **Please provide realistic dates for completion of activities and expenditure of funds. These dates will be included in the applicable funding agreement.**

Major Milestone	Target Completion Date	Funds Expended
Completion of Entitlements (Design Review) & Constitution Documents	3/15/2023	\$900,000
Start of Construction	4/1/2023	\$400,000
Initial Occupancy	6/1/2024	
Perm Loan Conversion	9/1/2024	

Development Budget					
ESTIMATED PREDEVELOPMENT AND CONSTRUCTION FINANCING					
Lender	Amount	Interest Rate / Term	Use(s)	Commitment Status	HOME match qualifying?
9% LIHTC	\$1,610,763		Construction	Apply in March / July	
City of Healdsburg Land Loan	\$4,000,000	3% Residual	Construction	ENRA	
County HOME / CDBG	\$1,300,000	Residual	Predev / Construction	Pending	
Deferred Developer Fee	\$2,190,000		Construction	Pending	
Construction Loan	\$17,994,709	5%	Construction	Pending	
Deferred Costs	\$372,160		Constructioin	Pending	
Total	\$27,467,632				
ESTIMATED PERMANENT FINANCING					
Lender	Amount	Interest Rate / Term	Use(s)	Commitment Status	HOME match qualifying?
9% LIHTC	16,107,632		Hard / Soft	Apply in March / July	
Permanant Loan	\$5,560,000	4.4%	Hard / Soft	Pending	
City of Healdsburg Land Loan	\$4,000,000	3% Residual	Hard / Soft	Pending	
County HOME / CDBG	\$1,300,000	Residual	Hard / Soft	Pending	
Deferred Developer Fee	\$500,000	Residual	Hard / Soft	Pending	
Total	\$27,467,632				
Summary of First-Year Operating Budget					
Rental projects only					
	Total		Per unit		
Gross potential rental income	781,680		13,477		
Plus other income (e.g., laundry)	8,700		150		
Less 5% vacancy / rent loss	(39,519)		(681)		
Effective Gross Income	750,861		12,945		
Less total operating expenses*	377,000		6,500		
Less payment to replacement reserves			250.00		
Less payment to other reserves					
Net operating income	373,861		6,446		
Less debt service payments	311,551		5,371		
Net cash flow	63,310		1,091		
Debt service coverage ratio	1.20				
*Include \$75 per unit, per year monitoring fee in the operating budget					

Affirmatively Furthering Fair Housing

In planning for the use of CDBG and HOME, the County of Sonoma must adhere to the mandate in the Fair Housing Act to Affirmatively Further Fair Housing. This means that not only must all HUD funded programs and activities combat discrimination, but they must also overcome patterns of segregation and the denial of access to opportunity that are part of national and local history. The ways in which a project or program can do this meaningfully are listed below, and to be considered for funding, all applicant projects must overcome patterns of segregation in one or more of the ways listed.

In which of the following ways does the proposed project overcome patterns of segregation and the denial of access to opportunity (check all that apply)? Please provide an explanation of how the project accomplishes the item (s) checked.

☐ It makes an investment in a segregated and high poverty neighborhood to improve conditions and eliminate disparities in access to opportunity between residents of this neighborhood and the rest of the jurisdiction and region.

Explain:

☐ It maintains and preserves existing affordable rental housing stock to reduce disproportionate housing needs.

Explain:

☒ It provides affordable housing in an area(s) of opportunity to combat segregation and promote integration.

Explain:

155 Dry Creek will further fair housing principles by expanding the choice of affordable and accessible rental housing serving low-income households in Healdsburg and the surrounding region. This enhancement of accessibility and affordability is especially pronounced for the 5 dedicated units for Reach for Home in serving individuals with severe and persistent housing insecurity.

☐ It provides mixed income housing designed to integrate racially and ethnically concentrated areas of poverty.

Explain:

☐ It increases access for individuals with protected characteristics to existing affordable housing in higher opportunity areas.

Explain:

Homelessness-Related Questions

If project is a permanent supportive housing project, identify service provider:

Describe approach to lowering barriers to potential tenants to entering permanent housing (i.e., accepting referrals from Coordinated Intake:

Additional Attachments Required

In addition to the attachments required in Part 6 of the funding application, housing-related project sponsors must submit the following as attachments to their applications:

- Housing project description: Provide a written narrative to describe your project. At a minimum, the narrative should include the following:
 - Description of the type of housing proposed
 - Target population(s)
 - Planned services for residents
 - Proposed use(s) of the requested funding and anticipated environmental issues (i.e., vernal pools, heritage trees, riparian corridor, contamination, flood plain, endangered species, historical and archeological impacts)
 - Authorized entity that will execute the funding agreement and loan documents if applicable for the funds requested in this application
 - If the project will use a tax credit limited partnership to finance the project, please describe the organizational structure of the partnership and the roles of various partners or other related organizations
- Current preliminary title report
- Evidence of site control
- ☐ Current appraisal, if available. Appraised value of property must fully secure the Commission's loan(s). In addition, the total purchase price may not exceed the "reasonable cost" for the property
- Environmental clearances/reports
- Site plan and elevations or schematic drawing
- Project Location Map: Attach an 8 1/2"x 11" map showing the project location, clearly showing the project area in relation to surrounding communities
- ☐ Contractor's cost breakdown
- Using the Sonoma County Community Development Commission Utility Allowance Schedule, <http://sonomacounty.ca.gov/CDC/Housing-Authority/Property-Owners/Utility-Allowances/>, list the tenant-paid utilities and utility allowance for your project
- Itemized development budget, including a sources and uses table, identifying distributions to the owner, developer, partners or other entities during the development phase
- Narrative description of the development's financial plan, indicating expected dates for obtaining approvals for any uncommitted financing
- Rental projects: A 30-year operating budget and cash flow projection that shows estimated project income, operating expenses, reserves, debt service, and distributions. Please include a "totals" column after year 30
- Article 34 Authority: Attach allocation letter or legal opinion that allocation is not required.

Part 7: Certifications

- ☐ Grant Certification Form – 1 (Application Completeness & Accuracy & Signatory Authority)
- ☐ Grant Certification Form – 2 (Federal Regulations)
- ☐ Grant Certification Form – 3 (Conflict of Interest)
- ☐ Grant Certification Form – 4 (Policies and Procedures)

Grant Certification Form – 1

Application Completeness & Accuracy & Signatory Authority

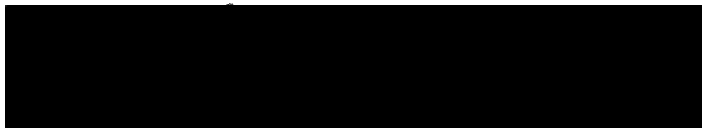
I hereby certify that Burbank Housing Development Corporation (insert name of organization requesting funds) has complied with all applicable laws and regulations pertaining to the application and is an eligible applicant for the requested funding.

The organization proposes to provide the program services or complete the project identified in this application. If this application is approved and this organization receives the requested funding this organization agrees to adhere to all relevant Federal, State, and local regulations and other assurances as required by the Commission.

In addition, the content of the application shall be incorporated as part of the written agreement and, as such, will be used to monitor performance. Activities, commitments, and representations described in the written agreement that are not subsequently made a part of the program/project as funded shall be considered a material contract failure and may result in a repayment of all awarded funds and/or suspension from participation in future funding rounds.

I hereby certify that the organization is fully capable of fulfilling its obligation under this application, as stated herein.

I further certify that the information provided in this Funding Application is correct, accurate, and complete.



Signature/Authorized Representative of Organization

Efren Carrillo

Printed Name:

Vice President of Residential Development

Title:

1/19/2022

Date:

Grant Certification Form – 2

Federal Regulations – CDBG

Requirements	Federal Regulations	Other References
Federal Labor Standards - Davis-Bacon - Copeland Act (Anti-kickback) - Contract Work Hours and Safety Standards	24 CFR 92.354 29 CFR Parts 1, 3, and 5	40 U.S.C. 3141; 40 U.S.C. 3701
Section 3	24 CFR 135	Section 3 of the HUD Act of 1968, as amended (12 U.S.C. 1701u); 2 CFR 200.321
Minority and Women Business Enterprise Participation (MBE/WBE)	Small Business Act, Section 3(a) 15 U.S.C. 632	12 U.S.C. 1701
Civil Rights and Non-Discrimination	Title VI of Civil Rights Act of 1964 Title VIII of the Civil Rights Act of 1968 Section 104(b) and 109 of Title I of the Housing and Community Development Act of 1974	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990 Age Discrimination Act of 1975 Executive Orders 11063, 11246, 11375, 11478, 12107, 12086, and 13279
Equal Employment Opportunity	24 CFR 570.601-602; 570.607 41 CFR 60	Executive Orders 11246; 12086 12 USC 1701u
Fair Housing	Fair Housing Act (42 U.S.C. 3601-3620) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d) Equal Opportunity in Housing Section 504 of the Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990	24 CFR Parts 8, 107, and 146 42 U.S.C. 200(d) Executive Orders 11063, as amended by Executive Order 12259 Age Discrimination Act of 1975, as amended (42 U.S.C. 6101)
Debarred or Ineligible Contractors	24 CFR 570.609; 24 CFR 24	Executive Orders 12549 and 12689
Reasonable Accommodation	24 CFR Part 8; 24 CFR 570.601-602	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990

Fire Safety Codes		Local ordinances
Building, Housing, and Zoning Codes Housing Quality Standards	24 CFR 570.208(b)(1)(iv); 208(b)(2)	Local ordinances
Lead-Based Paint	24 CFR 570.608; 24 CFR Part 35	42 U.S.C 4821 et seq.
Anti-Lobbying	Appendix II to Part 200 J; 31 U.S.C. 1352	
Environmental, Historic Preservation, National Environmental Policy Act, Flood Insurance Requirements - Sitting near airports and coastal barrier - Fish and wildlife protection - Flood plain/flood insurance - National Historic Preservation - Noise abatement and control - Wetlands/Coastal zones - Air quality - Endangered species - Thermal/Explosive hazards	24 CFR 570.503(b)(5)(i); 570.604; 570.605; 570.202; 24 CFR 58 References at: 24 CFR 58.6; 58.5570.605	Section 104(g), HCDA 42 U.S.C 4001 et seq.
Relocation, Real Property Acquisitions, and One-for-One Housing Replacement - Uniform Relocation Act - Residential anti-displacement and relocation assistance	24 CFR 570.201(i); 570.606(b), (c), (d) 49 CFR 24 42 USC 4601 et seq	Sections 104(d); 105(a)(11), HCDA www.hud.gov/relocation
Competitive Procurement	2 CFR 200.319	
Insurance and Bonding	2 CFR 200.310 and 200.325	
Administrative and Accounting Standards	2 CFR Part 200	
Cost Considerations	2 CFR 200.402, 403, 404, 405, 406 and 407	
Documentation and Recordkeeping	24 CFR 570.506 24 CFR 570.502	
Conflict of Interest	2 CFR 200.112 and 24 CFR 570.611	
Section 108 Loan Guarantees	24 CFR 570.700-570.709	Section 108, HCDA

To the best of my knowledge and belief, I certify that all data contained in this application and all supportive documentation is true, correct and will incorporate the above requirements. This submission has been duly authorized by the governing body of BURBANK HOUSING DEVELOPMENT



Signature/Authorized Representative of Organization

Efren Carrillo

Printed Name: _____

Vice President of Residential Development
Title: _____

1/19/2022
Date: _____

Grant Certification Form – 3

Conflict of Interest – CDBG

The standards in 2 CFR 200.318 provide that no employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

The CDBG regulations at 24 CFR 570.611 provide that no person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient or subrecipient that are receiving CDBG funds and (1) who exercises or has exercised any functions or responsibilities with respect to activities assisted with CDBG funds; or (2) who is in a position to participate in a decision-making process or gain inside information with regard to these activities, may obtain a financial interest from a CDBG-assisted activity, or have any interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one (1) year thereafter.

- A. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to participate in the decision making process for approval of this application?
☐ Yes ☒ No
- B. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to gain inside information with regard to approval of this application?
☐ Yes ☒ No
- C. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds obtain a financial interest or substantial benefit from this activity? ☐ Yes ☒ No
- D. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds have an interest in any contract, subcontract or agreement with respect to funding this application, either for themselves or those with whom they have family or business ties during the program year and one year thereafter? ☐ Yes ☒ No

If you answered YES to any of the above questions, a letter must be submitted with the application that includes the following information:

- 1) A disclosure of the nature and extent of the conflict
- 2) A description of how public disclosure will be made
- 3) A qualified attorney's opinion that the conflict of interest does not violate federal, state, or local law

Note: If you are approved for funding, the Commission must issue a public notice of the disclosure with a 15-day public comment period, and then submit to HUD for approval prior to execution of a grant agreement or release of funds.

Signature/Authorized Representative of Organization

Efren Carrillo

Printed Name:

Vice President of Residential Development

Title:

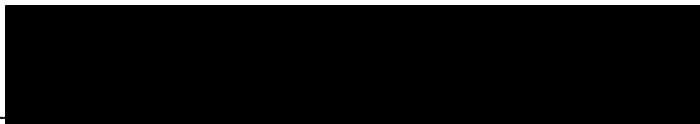
Date: **1/19/2022**

Grant Certification Form – 4

Policies & Procedures

The undersigned does hereby certify that the applicant organization has the following policies and/or procedures and can produce them if requested by the Commission:

1. Accounting policy/procedure
2. Procurement policy/procedure
3. Conflict of Interest policy/procedure
4. Record Retention policy/procedure
5. Language Access Plan & Limited English Proficiency Policy



Signature/Authorized Representative of Organization

Efren Carrillo

Printed Name: _____

Vice President of Residential Development
Title: _____

1/19/2022
Date: _____

PROJECT DESCRIPTION

The applicant, BHDC, requests Major Design Review approval, a state density bonus, state density bonus parking reduction, covered parking waiver, height waiver, sign permit and environmental review in order to construct a 58-unit affordable family rental housing project on a 3.52 acre City owned property located at 155 Dry Creek Road, Healdsburg. The project consists of two, four story apartment buildings of approximately 26,090 gross square feet and 47,486 gross square feet connected by an above ground pedestrian bridge.

The buildings include a mix of one-, two-, and three-bedroom units as follows:

	Building 1	Building 2	Total
One Bedroom	13	15	28
Two Bedroom	4	11	15
Three Bedroom	3	12	15
Total Units	20	38	58
Total Square Feet	26,090	47,486	73,576

The units will range in size from approximately 500 to 1,050 square feet. The affordable housing will be designed to meet the needs of families and will include approximately 5,000 square feet for amenities including multi-purpose activity common rooms, health and wellness room, laundry rooms, bike rooms, reception areas and a meeting room, as well as space for Property Management, Resident Services and Reach for Home (RFH) staff to provide vital on-site resident services aimed at helping households retain housing, improving their health outcomes and maximizing their ability to live and work in Healdsburg. 87 off-street parking spaces will be provided and bicycle spaces will be provided in secure in-door bicycle rooms. Additional bicycle parking will be provided at the entries to the buildings to encourage visitors to arrive by alternative modes.

All of the units will be offered to extremely low, very low and low income households earning between 30-60% area median income. To further meet the City's housing needs, RFH will have first priority to approximately 5 of these units, to help address the City's very low income supportive housing needs. BHDC will partner with RFH to provide supportive services to these residents.

Site Design – The project design seeks to emphasize the unique qualities of the project site, maximizing its location on the Dry Creek Road Entry Corridor while integrating its natural features, through preservation and restoration of the Foss Creek riparian corridor and creation of wetlands on site. The buildings have been located, close to Dry Creek Road to create a semi-urban feel, seeking to activate and enhance the pedestrian streetscape. The L-shape formed by the two buildings orients toward Foss Creek, respecting and protecting this important watershed and riparian corridor. In doing so, the buildings have also been located as far west of the railroad tracks as possible and separated by the project driveway and parking, reducing the potential for noise and vibration impacts.

The site design concept embraces Foss Creek by expanding the wetland and riparian environment and providing a small viewing platform proximate to it that provides children and

families with strong visual and educational connections to the wetlands and creek. The path offers opportunities for casual strolling, bike riding, and interpretive signage that teaches residents and visitors about the creek's role in the riparian corridor. A series of stormwater management elements and newly created wetlands planned along the path will filter and cleanse stormwater runoff, offer flood protection, and preserve and enhance important wetland habitat and riparian corridor. The preliminary design concept also contemplates an enhanced landscape treatment at Dry Creek Road that seeks to increase the visual prominence of Foss Creek by incorporating a small interpretive area and information for pedestrians about flora and fauna within the riparian corridor.

Access - Primary access to the project site is provided by a private driveway that takes access off of Dry Creek Road and runs the entire length of the eastern side of the site, connecting to the Sauers property to the north. This connection has been aligned to provide emergency vehicle access to the site as well as to the adjacent property ensuring the City's requirements for fire apparatus access as well as emergency ingress and egress are met for the property. The site frontage improvements also correct an existing deficiency in the public improvements and public sidewalk along Dry Creek Road filling an existing gap in the circulation system between Plank Coffee and Big John's Market. A viewing platform where Foss Creek intersects Dry Creek Road is also proposed adjacent to the Foss Creek riparian corridor offering the public visual access to the riparian corridor as well as educational opportunities.

Parking - The project meets and exceeds the parking requirement of the State Density Bonus Law (DBL), as follows:

Unit Type	Unit Count	DBL Parking Ratio	DBL No. Spaces Required
1-Bedroom	28	1	28
2-Bedroom+	30	1.5	45
Total	58	-	73
Total Number Spaces Provided			87

Given the existence of an easement associated with the Geyser's water pipeline that runs the entire length of the eastern property line, only 29 of the 87 parking spaces located on the west side of the private driveway can be covered by carports. Given the project's status as a 100% affordable housing project requesting a State Density Bonus, as well as the existence of the pipeline easement along the eastern property line which precludes the construction of a permanent structure, as provided for by State Density Bonus Law and Section 20.16.150.B.1 of the City's Land Use Code, the project requests a waiver of the covered parking requirements, so that we don't impact the residences with carports directly out their front door. Strict adherence to the covered parking requirements would physically preclude the provision of 58 affordable housing units and would result in a reduction in the number of affordable housing units.

Architectural Design - The architectural character of the project strikes a balance between the more urban character of Dry Creek Road, the immediate surroundings that are more commercial/industrial in nature and the residential nature of the greater community. The preliminary building placement seeks to activate and enhance the Dry Creek Road Entry Corridor by placing the buildings near the Dry Creek Road frontage. The buildings will be predominately four stories in height with single story elements incorporated at the Dry Creek frontage, building corners and entries to reduce the perceived scale and highlight the building entries. Two buildings will break up the massing, and along with the buildings' articulation, entries and relationship to the tree-lined street, will create a more attractive pedestrian environment. Pedestrian scale lighting will provide a pedestrian oriented streetscape and create a welcoming, pedestrian friendly environment.

The building's large singular volume offers a hybrid form between local agricultural and industrial buildings. The materials reflect this as a combination of metal siding and roofing and a collection of paneled bays with vertical board and batten facade elements. The building serves as the site's landmark structure with a main stair tower, and possibly elevator tower, located near the front entrance to the site and the building. The building's covered arcade seeks to address Dry Creek Road, bringing the building scale down to a more pedestrian-friendly level and providing large ground-floor windows that yield well-lit interior community spaces. Ground-floor uses are envisioned to include management offices and resident services that will help activate the street frontage.

The second building has more rural and residential characteristics with ground-floor residential units marked by stoops and porches. The pronounced shared stair entries have been accented by similar metal siding applied on the main building to help visually tie the buildings together. A pedestrian bridge connects the two buildings providing elevator access for the above ground stories.

Open Space - The orientation of the building placement creates a common outdoor open space focused on the wetland and creek, totaling approximately 15,150 sf, for residents and visitors to enjoy. These areas include a 2,100 sf central plaza, 11,750 sf communal green space and boardwalks and 1,300 sf play area. These outdoor features will provide gathering and seating spaces, as an extension of the community rooms, and will also have resident gathering and play areas encouraging communal activities.

Grading & Utilities – The project design includes filling portions of the site to elevate buildings out of the floodplain, connecting to a downstream 36" storm drain in Dry Creek Road, undergrounding the existing utilities along the Dry Creek Road project frontage, connecting to the existing waterline and sewer line in Dry Creek Road, installing a joint trench and lighting as well as constructing a private fire main on site.

Signage – Per Section 20.16.230 of the City's Land Use Code, the project may propose to construct a two-faced, illuminated individual sign approximately 4' in height with a maximum aggregate area of all sign faces of approximately 80 square feet.

HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)

Estimated HOME Funding Available: FY 2022 – 23: \$782,642

FY 2021 – 22: \$660,416¹

CHDO Set-Aside² \$254,252

Non-CHDO Projects \$1,188,806

Non-CHDO Applications

Applicant	Project Name	Amount Requested	CDC Staff Recommendation
Burbank Housing Development Corporation	Dry Creek Commons	\$400,000	\$400,000
Sonoma County Housing Authority (fund request, not an applicant)	Tenant Based Rental Assistance	\$500,000	\$500,000
	Total Requested	\$900,000	\$900,000
	Total Estimated Available	\$1,188,806	

Note: No CHDO applications were received.

¹ FY 2021-22 HOME funds were not fully committed and are carried over for award to projects in FY 2022-23.

² CHDO Set-Aside equals 15% of each fiscal year's HOME allocation, as required by HOME regulations. Unallocated CHDO funds will roll over into next year's CHDO set-aside.

SONOMA COUNTY HOUSING AUTHORITY
TENANT-BASED RENTAL ASSISTANCE PROGRAM

HOME AMOUNT REQUESTED: \$500,000

PROJECT DESCRIPTION

Sonoma County Housing Authority Provided Summary Description:

The Housing Authority provides rental assistance through a variety of Tenant Based Rental Assistance (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 100 - 140 households. Assistance will be provided in the form of a one-time grant. The requested funds may also be used to pay monthly rental subsidies if not required for deposit assistance.

PROJECT TYPE, NUMBER AND SIZE OF UNITS, INCOME LEVELS TO BE SERVED:

TBRA in the form of deposit assistance grants for up to 140 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).

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 (Housing Goals and Objectives)

Does the project address one of the highest priorities of: 1) creating or preserving affordable housing, 2) building infrastructure or public facilities that support creation or preservation of affordable housing, or 3) building infrastructure or public facilities that support low-income communities?

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.

If the application is for acquisition and/or preservation, are the units at risk of becoming market rate housing?

N/A

Does the project set aside homes 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.

THRESHOLD CRITERIA

Is the project consistent with the General Plan of the jurisdiction in which it is located?

Yes.

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 applicant demonstrate capacity to effectively deliver the proposed project?

The applicant successfully administered a rental deposit grant program in 2020 and 2021 which assisted approximately 100 formerly homeless clients in achieving permanent housing.

SELECTION CRITERIA

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

N/A

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?

N/A

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

N/A

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

N/A

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

N/A

Does project's proposed number of units exceed the minimum HOME requirements?

N/A

Are the proposed rents below the maximum rents allowed by the HOME requirements?

N/A

ADDITIONAL INFORMATION:

CONSEQUENCES OF NO FUNDING:

If the requested HOME funds are not provided for the Housing Authority's TBRA program, approximately 100-140 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 would 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.

Allocated funding will be a grant ☒ a loan ☐

1.	All grants for Tenant-based Rental Assistance are subject to the provisions of the Sonoma County Community Development Commission (CDC) FY 2022-23 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.

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CV
AFFORDABLE HOUSING, CAPITAL PROJECTS, PUBLIC SERVICES AND ECONOMIC
DEVELOPMENT PROGRAMS**

FY 2022-23 CDBG-CV Funding Available: \$1,483,473
FY 2020 Reprogrammed CDBG-CV Funds: \$53,398

CDBG-CV APPLICATIONS

Applicant	Public Services Project Name	CDBG-CV Amount Requested	CDC Staff Recommendation
Community Action Partnership of Sonoma County	HCA Family Fund	\$33,000	\$33,000
Community Action Partnership of Sonoma County	Sloan House Women's Shelter	\$57,367.87	\$57,367
Fair Housing Advocates of Northern California	Fair Housing Education & Enforcement	\$25,000	\$25,000
Homes 4 the Homeless	Case Management Services	\$682,000	\$25,000
Homes 4 the Homeless	Vocational Training	\$994,000	No staff rec.
Housing and Economic Rights Advocates	Financial Stability Legal Services	\$25,650	\$25,650
	Total Requested	\$1,817,017.87	
	Total Available/Recommended	\$1,536,871	\$166,017

APPLICANT NAME: Housing and Economic Rights Advocates (HERA)

PROJECT NAME: Financial Stability Legal Services

CDBG-CV AMOUNT REQUESTED: \$25,650

PROJECT DESCRIPTION

Applicant-Provided Summary Description from Submitted Application:

HERA's Financial Stability Legal Services directly benefits lower income Sonoma County residents by assisting both homeowners and tenants alike to maintain a suitable living environment through our debt/credit, home preservation, and tenant's rights work, reducing the discriminatory barriers in order to access affordable housing through our one-on-one debt/credit counseling and legal support services, and expanding the empowerment of lower-income residents through our educational workshops and legal advocacy.

CDBG-CV PROJECT FOCUS:

- Homeless Prevention;
- Other: Public Services - Financial and Legal Services.

PROPOSED USE OF FUNDS:

To provide financial counseling and debt management assistance to persons and/or households of lower income who were negatively impacted by the pandemic causing them an economic hardship to pay bills, rent, mortgage, and to provide credit damage support. All services are provided with an end goal to retain their housing.

The project would target the following subpopulations:

- Homeless Day Laborers
- Chronically Homeless
- Veterans
- Persons with a Developmental Disability
- Seniors/Elderly
- Persons with a Substance Abuse Disability
- Victims of Domestic Violence
- Persons with a Mental Health Disability

The supplemental services provided would be Tenancy Education and Financial Literacy.

FUNDING POLICIES (Funding Goals and Objectives)

Does the project address one of the highest priorities of: 1) creating or preserving affordable housing, 2) building infrastructure or public facilities that support creation or preservation of affordable housing, or 3) building infrastructure or public facilities that support low-income communities?

The project indirectly addresses the preservation of affordable housing by providing counseling and debt management assistance to financially fragile households to help make their debt more manageable, which could allow the household to stay in their home.

THRESHOLD CRITERIA

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

The project meets the Low/Mod Income Limited Clientele National Objective, and could meet the “Urgent Need” National Objective by supporting housing retention, thereby preventing homelessness, and therefore preventing the spread of the coronavirus.

Does the proposed project or activity meet the eligibility requirements of the CDBG and HOME Funding Policies? (If not, provide the specific reason)

CDBG regulations allow the County to use up to 15% of its CDBG award allocation for public services, however, the CARES ACT waived this cap. All other CDBG regulations remain in effect for the use of CDBG-CV funds, which are intended to prevent, prepare for, or respond to the coronavirus.

In this application, the goal of the project is to help prevent homelessness and increase housing retention by improving the stability of Sonoma County households. HERA proposes to increase the supply of supportive housing services for special needs populations and expand existing homelessness prevention services by providing free legal assistance for residents who are facing economic or housing issues, with particular focus on vulnerable populations like the elderly, people of color, people with disabilities, homeless, or those marginally housed. These services would directly assist in alleviating debt and financial burdens, help homeowners and tenants remain housed, and promote fair housing through advocacy and education on people's rights. As proposed, the project meets the eligibility requirements of funding policies.

Does the project propose fair housing services and Affirmatively Further Fair Housing?

While the project would provide some fair housing assistance to clients through tenancy education as a supplemental service, fair housing work is not the primary focus of the project. Therefore, the project’s support to HUD’s rule to affirmatively further fair housing would be limited.

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

HERA is experienced with federally funded programs. Currently, HERA is a subrecipient of the City of Oakland funded with CDBG-CV to operate a foreclosure prevention program. They were previously a subrecipient of Oakland for foreclosure prevention from 2012-2016 and were Oakland's Cares Act 2020 subrecipient for foreclosure prevention, which included administering grant funds for homeowners. HERA has been an Alameda County anti-displacement program

subrecipient for 3 ½ years for foreclosure prevention. They have been a subrecipient of the San Francisco Mayor's Office of Housing for over 5 years and a grantee of the State Bar of California for 4 years and were awarded 2021-2022 CDBG funds from the city of Turlock to provide a similar program.

Additionally, HERA holds experience in providing multilingual outreach and developing community education materials. In their Financial Wellness-Central Valley Project they provided 21 multilingual workshops. These workshops included topics on issues of concern for residents, broad dissemination of multilingual materials, and materials development. They also provided individual financial coaching to 206 vulnerable, low-income residents, including people of color, women, immigrants, veterans, service members, people with disabilities, seniors, LGBTQ, and youth living in Sacramento, Solano, San Joaquin, Merced, Stanislaus, Madera and Fresno counties.

HERA has demonstrated the capacity to deliver the proposed project in other state locations, however, they are currently not working in Sonoma County and their services would be new to the county.

SELECTION CRITERIA

Does the applicant describe strategies and/or methods on how they will reach out to or create awareness of services to the targeted populations?

The applicant states in the detailed project description that they will reach out extensively to lower income households in the County and current service providers to make their services be known, however, a detailed explanation of strategies or methods is not provided.

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

While not provided in detail, the applicant does state that they will seek and establish relationships with other agencies/service providers in the County to attract referrals and/or make referrals.

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

HERA will verify where residents live by requesting address information. The application states that if the county prefers, they can require provision of utility bills or other documentary evidence of residence. They will maintain information on file in their database. HERA screens clients during the initial intake process conducted by administrative assistant staff under attorney supervision to ensure they are providing services to people who need it most and live within the program's service area for purposes of this grant. HERA uses a database system, called AbacusLaw, which allows staff to run conflict checks on clients as they are screened.

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

The problems identified by the applicant include economic hardship on lower income households causing housing destabilization caused by the pandemic; unlawful rent increases by landlords; unsuitable housing conditions; and housing discrimination to seniors, persons of color, and persons with a disability. The proposed project could have a significant impact on the proposed 90 households to be served, however, it is uncertain if the applicant could reach the 90 households since they are proposing to implement the project remotely from their Oakland office and they would be brand new to the County.

Does the applicant describe how data and other information obtained will be used as a self-evaluation tool to ensure the project is on track to achieve proposed outcomes?

HERA will collect client demographic and income information at intake, which is the initial client screening process. Once this is collected, their staff tracks this information in their database. The staff evaluates success by the outcome of the service provided to each client, such as making client debt more financially manageable and whether the client is able to stay in their home or improve their housing situation.

Does the applicant describe how the data collected will help their organization improve service offerings?

The applicant indicates that they will review demographic data to locate areas with eligible low-income households and target services to those who need it most in those areas and will track success in reaching vulnerable populations by database tracking. They will also look at intake data to determine who is inquiring for their services.

	<u>Proposed number of Households Served Project in the Upcoming Fiscal Year.</u>	<u>Current number of Households Served as of the filing of this application (if project is currently in operation)</u>	<u>Number of Households Served by Project Last Fiscal Year.</u>
	July 1, 2022 – June 30, 2023	July 1, 2021 to January 21, 2022	July 1, 2020 - June 30, 2021
<u>Number of households served</u>	90	None	None
Considering only Urban County residents to be assisted, list the estimated percentage of the target population served in each of the income categories below.			
<u>Extremely Low (Below 30% AMI)</u>		10%	
<u>Very Low (Between 31% -50% AMI)</u>		40%	
<u>Low (Between 51% -80% AMI)</u>		50%	
<u>Moderate (Over 80% AMI)</u>		-	

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?

Given that HERA would be brand new to the County of Sonoma, there is no data on past performance in the county, including households served.

PROJECT BUDGET

Total Organization Budget	\$2,444,150
Total program budget	\$58,168
Percent of program to organization budget	approx. 2.5%
Percent of CDBG request of program budget	44%
Program cost per household	approx. \$646
Program Cost to the County based on CDBG-CV Request	\$285

ADDITIONAL INFORMATION:

HERA is not currently operating this program in Sonoma County. However, they have been operating a similar program in Alameda County and San Joaquin County since 2016. The pandemic has been the most major material change, which has increased the need for the proposed services. HERA plans to implement the project in Sonoma County remotely from their office in Oakland.

The public service does not propose homeless services and therefore would not be involved in the Coordinated Entry system.

CONSEQUENCES OF NO FUNDING OR REDUCED FUNDING:

The applicant plans to provide legal financial counseling to at least 30 households; in-depth legal services to 30 additional households; and to reach another 30 households with workshops whether in-person or online for a total of 90 households. If they do not receive full funding, they will re-evaluate the number of households to target and scale back accordingly.

STAFF RECOMMENDATION:

Given that the applicant would be brand new to the County, including the proposed project, and plans to implement the project remotely, the applicant is recommended for funding subject to the conditional of approval stated below, in addition to meeting all other CDBG related requirements.

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-CV will be used only to reimburse costs to provide services to income-documented households residing in the Urban County, at least 51% of which must have incomes at or below 80% AMI.
3.	CDBG-CV funding awarded must be used for eligible expenses during the fiscal year of July 1, 2022 and no later than June 30, 2023. Specific terms will be included in a Funding Agreement, and no costs can be incurred prior to a fully executed funding agreement

SONOMA COUNTY COMMUNITY DEVELOPMENT COMMISSION **CDBG-CV FUNDING APPLICATION: PUBLIC SERVICES**

***(See separate application for Fair Housing and Housing
Justice programs)***

This space reserved for CDC date and time stamp

Please review the Notice of Funding Availability (NOFA), Application Guidelines, and the FY 2022–2023 CDBG and HOME Funding Policies before submitting your application. All applications must meet the eligibility criteria found in the Funding Policies and the requirements set forth in the NOFA.

Part 1: Applicant Information

Legal name of organization:	Housing and Economic Rights Advocates	
Organization's DUNS number:	1997-21940	
Contact Information		
Authorized Representative (City/Town Manager, Executive Director, or other):	Name, title:	Maeve Elise Brown, Executive Director
	Phone:	510-271-8443 ext. 307
	Email:	melisebrown@heraca.org
Primary point of contact:	Name, title:	Maeve Elise Brown, Executive Director
	Phone:	510-271-8443 ext. 307
	Email:	melisebrown@heraca.org
Organization is a:	<input checked="" type="checkbox"/> Non-profit organization <input type="checkbox"/> Local government	
Organization mailing address:	P.O. Box 29435 Oakland, CA 94604-0091	
Organization website:	www.heraca.org	
Organizational Capacity and Experience		
Describe applicant's record of administrative and programmatic capacity using federal, state, local, and/or private grant funds, explaining any past issues or challenges administering grant funds.		
<p>HERA is quite experienced at working with federally funded programs. We are a current grantee of the City of Oakland for foreclosure prevention utilizing CDBG-CV funds. We were previously grantees of Oakland for foreclosure prevention from 2012-2016 and were Oakland's Cares Act 2020 grantee for foreclosure prevention, which included administering grant funds for homeowners. HERA has been an Alameda County anti-displacement program sub-grantee for 3 ½ years for foreclosure prevention, and a direct grantee of Alameda County-Oakland Community Action Partnership CSBG funds for over 7 years (for household debt and credit concerns), currently reconstituting their Bank-On program. HERA was a HUD grantee for 4 years for Fair Lending work in Solano County, and a grantee of HUD for fair lending work in the Central Valley for the past two years. We have been a grantee of the San Francisco Mayor's Office of Housing for over 5 years and of the State Bar of California for 4 years. We were also awarded 2021-2022 CDBG funds from the city of Turlock to provide a similar program.</p> <p>In addition to our experience and expertise in working under Federal grant programs, HERA brings strong experience providing multilingual outreach and developing community education materials. For example, for our My Financial Wellness-Central Valley Project, we provided 21 multilingual workshops, and an ethnic media briefing to publicize our project. This included topics such as issues of concern for residents, broad dissemination of multilingual materials, and materials development. In addition, we provided individual financial coaching to 206 vulnerable, low income residents, including people of color, women, immigrants, veterans, servicemembers, people with disabilities, seniors, LGBTQ, and youth living in Sacramento, Solano, San Joaquin, Merced, Stanislaus, Madera and Fresno counties. Our teaching and one-on-one work focused on helping our target residents (1) avoid high cost short-term credit, bank overdraft and other fees, (2) build credit, avoid overextended credit and address debt collection, (3) understand the impact of debt and credit on cost/access to financial services, and (4) address student loan debt, shop for college/other post-secondary education. HERA created new materials on paying for college, credit tips and rights for tenants, and how to understand how much loans cost (of any kind), which offer in 5 languages besides English: Spanish, Tagalog, Chinese, Korean, and Vietnamese. These materials have been extremely well received and sought after by the public and other service providers.</p>		

Part 2: Project Description

Brief Description of Project or Program

The description provided here will be incorporated into the staff reports provided to the Community Development Committee, Cities and Towns Advisory Committee, and/or the Board of Supervisors. Descriptions MUST BE 125 words or less. It will not be edited and will be truncated at 125 words. A longer project description may be attached (see Part 6, Attachments).

HERA's Financial Stability Legal Services directly benefits lower income Sonoma County residents by assisting both homeowners and tenants alike to maintain a suitable living environment through our debt/credit, home preservation, and tenants rights work, reducing the discriminatory barriers in order to access affordable housing through our one-on-one debt/credit counseling and legal support services, and expanding the empowerment of lower-income residents through our educational workshops and legal advocacy.

Part 3: Project Information

Project Name	Financial Stability Legal Services		
Amount of Funding Request:	25,650		
Primary Physical Location of Activities or Program (if applicable):			
Address: 3950 Broadway, Ste. 200 Oakland, CA 94611 -- Services will be preformed remotely			
Project Focus (check one)			
<input type="checkbox"/> Emergency Shelter <input type="checkbox"/> Rapid Re-Housing <input type="checkbox"/> Street Outreach and Day Centers <input checked="" type="checkbox"/> Homeless Prevention <input type="checkbox"/> Permanent Supportive Housing <input checked="" type="checkbox"/> Other Public Service: <u>legal services</u>			
CDBG-CV Requirements			
Please describe the how the proposed activity will <u>prevent, prepare for or respond to Coronavirus</u> (activities must demonstrate they respond to one of more):			
The proposed activities will address the ways in which the Covid-19 pandemic has impacted residents' financial well-being, making it difficult or impossible to keep up with bills, including rent and mortgage, and creating damage to credit that will take time to recover from.			
Please fill out the table below by stating the numbers served per category according to the stated time frames.			
	Proposed number of Households Served project in upcoming Fiscal Year	Current number of Households Served as of the filing of this application (if project is currently in operation)	Number of Households Served by project last Fiscal Year
	July 1, 2022 – June 30, 2023	July 1, 2021 to Current Date	July 1, 2020 - June 30, 2021

Number of <u>households</u> served	90		
Number of <u>households</u> with children	“”		
Number of Households comprised of <u>unaccompanied youth</u> under 25 years old	“”		
Number of <u>adults</u> in households served	“”		
Number of <u>children</u> in households served	“”		

Project Subpopulation

Check subpopulations that the proposed project will directly serve:

☒ Homeless Day Laborers
 ☒ Chronically Homeless
 ☒ Veterans
 ☐ Runaway & Homeless Youth (12-17)
 ☒ Developmental Disability
 ☒ Seniors/Elderly
 ☒ Substance Abuse Disabilities
 ☒ Victims of Domestic Violence / Sexual Assault
 ☒ Mental Health Disabilities
 ☐ Other Subpopulation: _____

Supplemental Project Services Provided

Check **secondary** services provided directly by your staff to participant:

☐ Individual or Family Counseling
 ☐ Housing Location
 ☒ Financial Literacy
 ☐ Domestic Violence Intervention
 ☐ Street Outreach
 ☒ Tenancy Education
 ☐ Short- to Medium-Term Rental Assistance
 ☐ Housing Focused Case Management
 ☐ Drug/Alcohol Treatment Services
 ☐ Mental Health Services & Treatment
 ☐ Case Management
 ☐ Other Services Not Listed: _____

Urban County Beneficiaries

The County of Sonoma, as well as the seven municipalities of Cloverdale, Cotati, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and Windsor, comprise the Urban County. At least 51% of beneficiaries served by the program or activity funded by the Sonoma County Community Development Commission with CDBG-CV funds must be Urban County residents. Please state how your organization will obtain, verify and document program beneficiaries meet this requirement:

HERA will verify where residents live through requesting address information. If the county prefers that we require provision of utility bills or other documentary evidence of residence, we'll gladly require that and maintain information on file in our database. We screen our clients during the initial intake process conducted by Administrative Assistants under attorney supervision to make sure that we are providing our services to people who need it most and live within the program municipalities we plan to serve with this grant. HERA has a robust database system, AbacusLaw, tailored to our practice, that permits us to run a conflicts check on clients as they are screened.

Considering only Urban County residents to be assisted, list the estimated percentage of the target population served in each of the income categories below

Extremely Low (Below 30% AMI)	10%
Very Low (Between 31% -50% AMI)	40%
Low (Between 51% -80% AMI)	50%

Moderate (Over 80% AMI)		
Project Outcomes In the table below, choose an Outcome Identifier and describe two measurable changes in participants' lives from their participation in the program. Please discuss the change in a <u>participant's status, knowledge, or behavior</u> resulting from receiving this service.		
Outcome Number	Outcome Identifier Select one Outcome Indicator that you will use to measure your success.	Project Goal Briefly describe how your project will work towards achievement the specified Outcome Indicator
1	System Performance Measures <input type="checkbox"/> Outreach, day centers or coordinated entry – placement in temporary or permanent housing <input type="checkbox"/> Coordinated entry – decrease length of homeless episodes <input type="checkbox"/> Shelter or transitional housing – exits to permanent housing <input type="checkbox"/> Permanent supportive housing – retention of permanent housing <input checked="" type="checkbox"/> Homeless prevention and housing retention – improvement in housing stability	The main goal of our proposed program is to help reduce homelessness and increase housing retention by improving the stability of Sonoma County households. HERA will increase the supply of appropriate and supportive housing services for special needs populations and expand existing homelessness prevention services by providing free legal assistance for residents who are facing economic or housing issues, with particular focus on vulnerable populations like the elderly, people of color, and people with disabilities, homeless, or marginally housing folks. Our services will directly assist in alleviating debt and financial burdens, help homeowners and tenants remain housed, and promote fair housing through advocacy and education on people's rights.
2	Other Measures <input type="checkbox"/> Increased income from benefits and/or employment <input type="checkbox"/> Increased access to health benefits	
Outcomes Describe the experience your agency has in providing services associated with Outcome #1 as identified in the previous section. Since 2005, HERA has served over 25,000 California residents individually, tens of thousands more via workshops and media (social, t.v., print, radio), and hundreds of thousands more through our main website, and our companion, 6 language money-happy.org website. In 2017, we added estate planning services on a sliding scale to address intergenerational wealth transfer problems affecting vulnerable communities. We have a strong track record of providing similar services to those proposed in this program and are confident our work will help Sonoma County residents thrive. Our program will improve the lives of those who receive services in terms of homeless prevention and housing retention, and overall improvement of household stability. Through our work, participants will have a greater understanding of their legal rights as tenants, or as homeowners, or as to debt and credit concerns that affect their financial stability through our legal support services and workshops from HERA attorneys. Our work will educate residents on their legal rights, advocate for tenants and homeowners facing housing issues, reduce the amount of debt load, and improve individual credit.		
Describe the experience your agency has in providing services associated with Outcome #2 as identified in the previous section.		
Project Evaluation Framework Please provide responses to the following questions. Describe how your organization will use data and other information as a self-evaluation tool to ensure you are on track to achieve proposed outcomes:		

Explain how the use of data will help to improve service offerings:

HERA gathers client demographic and income information at intake, which is our initial client screening, and we track it in AbacusLaw, our database which contains client data, case notes from our services and conversations and outcomes. We also evaluate success in terms of whether we can make debt more affordable, and whether we are meeting our client's overall goals to stabilize their ability to maintain their financial lives.

HERA will use demographic data to target our services to those most in need in the funding service area, and we will track our success in reaching particularly vulnerable households (people of color, seniors, people with disabilities, homeless) by tracking through our database and intake data who is reaching out to our office for services from the target geographic area.

Please describe the involvement of participants in the evaluation of the project:

HERA engages actively with our clients to determine whether we have answered their questions fully, whether they seek other services, and whether they are satisfied with our services. We track their response in notes in our database system (AbacusLaw). For residents whom we serve, we will mail out surveys as well to be returned anonymously (with an SASE) to increase client input.

Project History and Readiness

(Please answer only one of the following two questions)

If this project has been operating **one year or less**, please discuss its stage of project growth or preparation.
(If more than one year = NA)

HERA has not been operating this program in Sonoma County. We have, however, been operating the program in Alameda County and San Joaquin County since 2016. The pandemic has been the most major material change which has increased the need for the proposed services.

If this project has been operating **longer than one year**, describe any material changes that have affected the project along with associated impact(s) that have taken place over the past two years due to any of the following conditions. (If under one year = NA)

NA

Part 4: Alignment with Sonoma County Initiatives

Do services offered in this project directly utilize evidence-based practices (EBPs) represented in the Upstream Portfolio?

☐ Yes ☒ No

Does the **proposed project** directly utilize any EBPs included in the Upstream Investment portfolio?

☐ Yes ☒ No

If yes, please answer the next question.

Which Tier does the EBP utilized directly in the proposed project fall.	<input type="checkbox"/> Tier 1 – Evidence Based Practice <input type="checkbox"/> Tier 2 – Promising Practice <input type="checkbox"/> Tier 3 – Emerging Practice
If you are directly using an EBP in this project please enter the name of the strategy:	
NA	
Are you participating in the Housing First / Housing First Fidelity process?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Describe your strategy to ensure that staff are trained and are using the EBP to fidelity:	
NA	

Part 5: Coordinated Entry (this part only applicable to Homeless Services)

Coordinated Entry Capacity If funded for homeless services, your project will be required to participate in Coordinated Entry, either as an access point or accepting referrals (or both). In the space below, provide an overview of your organization's ability, knowledge, and potential barriers to overcome to take part in Coordinated Entry. <u>Please limit your response to no more than 125 words.</u>
NA
Program Standards Workgroup Does your agency participate in the program standards workgroup for your project type? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , please state in which standards group your organization engages and the name of the staff responsible for attending. <i>Compliance with the local program standards for your project component, and participation in program standards working groups will be a requirement of all funding agreements.</i>
NA

Part 6: Part 6: Project Financing and Budget

Funding Status	
Is this application for new or renewal funding?	<input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal

Has this project been previously funded by the CDC?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If this project received funding under a different name, please state the name of the program (If "No" = NA)	NA			
What percentage of your project budget does your request make up?	Approximately 44.1%			
Will funding requested supplant existing funding for the project?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Community Development Commission Funding History				
	FY 2019-20	FY 2020-21	FY 2021-22	Request for FY 2022-2023
Funds Requested	-	-	-	25,650
Funds Awarded	-	-	-	
Application Budget Overview				
Total Organization Budget:	\$2,444,150			
Total Project Budget:	\$58,168			
The request represents this percentage of the project budget:	44.1%			
Please state funding sources leveraged to support your proposed project and approximate percentage of the total project budget that these represent.				
State Bar of California funds and earned income funds will make up 55.9% of the total project budget (project budget included as attachment).				
Describe the aspects of the project design that are scalable. Indicate how many fewer participants will receive services if the award is less than the amount requested.				
We will provide legal financial counseling to 30 residents one-on-one, and in-depth legal services one-on-one to another 30 to resolve debt/credit issues that make it difficult to obtain or retain rental housing, or to hang onto the family home as low-income homeowners. HERA will also advise and advocate for low-income tenants who face habitability problems but may not yet face eviction. We will reach another 30 residents with our workshops (online and/or in-person as health orders permit), for a total of 90 residents served. We assume that each client takes around \$645 of the project budget, so depending on the awarded amount for this project, we will reevaluate the number of clients served with the given client cost estimates.				
What is your organization's plan for the long-term financial sustainability of this project?				
HERA sees the Sonoma County CDBG funds as a way to expand our presence and services in the county, ensuring that once funds are expended, residents are still aware and able to seek assistance through our organization. HERA will seek other funding to maintain the same level of services in the years to come.				

Part 7: Attachments Required

Project sponsors must submit the following documents, as applicable, with their funding application:

- **Project Description:** Provide a description of the project that includes specific location information and geographic boundaries. It should identify the maximum anticipated scope of the entire project, and delineate the specific activities for which the applicant is requesting funding at this time.
- **Authorizing Resolution:** For non-profit organizations, attach a resolution from the Board of Directors authorizing the submittal of the application.
- **IRS Letter of Determination:** Non-profit organizations only must submit an IRS Letter of Determination. Non-profit organizations are not eligible for consideration unless non-profit status has been verified.
- **Letters of Commitment:** Submit letters of commitment from all other funding sources.
- **Financial Documentation:**
 - Non-profit organizations must attach the following:
 - Current operating budget
 - Most recent completed final audit report
 - IRS Form 990 for the most current tax year
 - If organization is not audited, attach a copy of the most recent internal financial statement that has been approved by Board of Directors.

**Additional financial information may be requested by CDC staff as deemed appropriate.*

- ☐ Sonoma County departments or agencies, the cities of Cotati, Cloverdale, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and the Town of Windsor are exempt from this requirement.
- Organizations are **required** to have **written** policies and procedures. The applicant must submit certification that they have the following policies and procedures. (Please complete the forms found in Part 7 – Certifications)
 - Accounting
 - Conflict of Interest
 - Procurement
 - Record Retention

Part 8: Certifications

- ☐ Grant Certification Form – 1 (Application Completeness & Accuracy & Signatory Authority)
- ☐ Grant Certification Form – 2 (Federal Regulations)
- ☐ Grant Certification Form – 3 (Conflict of Interest)
- ☐ Grant Certification Form – 4 (Policies and Procedures)

Grant Certification Form – 1

Application Completeness & Accuracy & Signatory Authority

I hereby certify that HERA (insert name of organization requesting funds) has complied with all applicable laws and regulations pertaining to the application and is an eligible applicant for the requested funding.

The organization proposes to provide the program services or complete the project identified in this application. If this application is approved and this organization receives the requested funding this organization agrees to adhere to all relevant Federal, State, and local regulations and other assurances as required by the Commission.

In addition, the content of the application shall be incorporated as part of the written agreement and, as such, will be used to monitor performance. Activities, commitments, and representations described in the written agreement that are not subsequently made a part of the program/project as funded shall be considered a material contract failure and may result in a repayment of all awarded funds and/or suspension from participation in future funding rounds.

I hereby certify that the organization is fully capable of fulfilling its obligation under this application, as stated herein.

I further certify that the information provided in this Funding Application is correct, accurate, and complete.

Signature/Authorized Representative of Organization

Maeve Elise Brown
Printed Name: _____

Executive Director
Title: _____

1/21/2022
Date: _____

Grant Certification Form – 2

Federal Regulations – CDBG

Requirements	Federal Regulations	Other References
Federal Labor Standards - Davis-Bacon - Copeland Act (Anti-kickback) - Contract Work Hours and Safety Standards	24 CFR 92.354 29 CFR Parts 1, 3, and 5	40 U.S.C. 3141; 40 U.S.C. 3701
Section 3	24 CFR 135	Section 3 of the HUD Act of 1968, as amended (12 U.S.C. 1701u); 2 CFR 200.321
Minority and Women Business Enterprise Participation (MBE/WBE)	Small Business Act, Section 3(a) 15 U.S.C. 632	12 U.S.C. 1701
Civil Rights and Non-Discrimination	Title VI of Civil Rights Act of 1964 Title VIII of the Civil Rights Act of 1968 Section 104(b) and 109 of Title I of the Housing and Community Development Act of 1974	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990 Age Discrimination Act of 1975 Executive Orders 11063, 11246, 11375, 11478, 12107, 12086, and 13279
Equal Employment Opportunity	24 CFR 570.601-602; 570.607 41 CFR 60	Executive Orders 11246; 12086 12 USC 1701u
Fair Housing	Fair Housing Act (42 U.S.C. 3601-3620) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d) Equal Opportunity in Housing Section 504 of the Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990	24 CFR Parts 8, 107, and 146 42 U.S.C. 200(d) Executive Orders 11063, as amended by Executive Order 12259 Age Discrimination Act of 1975, as amended (42 U.S.C. 6101)
Debarred or Ineligible Contractors	24 CFR 570.609; 24 CFR 24	Executive Orders 12549 and 12689
Reasonable Accommodation	24 CFR Part 8; 24 CFR 570.601-602	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990

Fire Safety Codes		Local ordinances
Building, Housing, and Zoning Codes Housing Quality Standards	24 CFR 570.208(b)(1)(iv); 208(b)(2)	Local ordinances
Lead-Based Paint	24 CFR 570.608; 24 CFR Part 35	42 U.S.C 4821 et seq.
Anti-Lobbying	Appendix II to Part 200 J; 31 U.S.C. 1352	
Environmental, Historic Preservation, National Environmental Policy Act, Flood Insurance Requirements - Sitting near airports and coastal barrier - Fish and wildlife protection - Flood plain/flood insurance - National Historic Preservation - Noise abatement and control - Wetlands/Coastal zones - Air quality - Endangered species - Thermal/Explosive hazards	24 CFR 570.503(b)(5)(i); 570.604; 570.605; 570.202; 24 CFR 58 References at: 24 CFR 58.6; 58.5570.605	Section 104(g), HCDA 42 U.S.C 4001 et seq.
Relocation, Real Property Acquisitions, and One-for-One Housing Replacement - Uniform Relocation Act - Residential anti-displacement and relocation assistance	24 CFR 570.201(i); 570.606(b), (c), (d) 49 CFR 24 42 USC 4601 et seq	Sections 104(d); 105(a)(11), HCDA www.hud.gov/relocation
Competitive Procurement	2 CFR 200.319	
Insurance and Bonding	2 CFR 200.310 and 200.325	
Administrative and Accounting Standards	2 CFR Part 200	
Cost Considerations	2 CFR 200.402, 403, 404, 405, 406 and 407	
Documentation and Recordkeeping	24 CFR 570.506 24 CFR 570.502	
Conflict of Interest	2 CFR 200.112 and 24 CFR 570.611	
Section 108 Loan Guarantees	24 CFR 570.700-570.709	Section 108, HCDA

To the best of my knowledge and belief, I certify that all data contained in this application and all supportive documentation is true, correct and will incorporate the above requirements. This submission has been duly authorized by the governing body of HERA

Signature/Authorized Representative of Organization

Maeve Elise Brown
Printed Name: _____

Executive Director
Title: _____

1/21/2022
Date: _____

Grant Certification Form – 3

Conflict of Interest – CDBG

The standards in 2 CFR 200.318 provide that no employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

The CDBG regulations at 24 CFR 570.611 provide that no person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient or subrecipient that are receiving CDBG funds and (1) who exercises or has exercised any functions or responsibilities with respect to activities assisted with CDBG funds; or (2) who is in a position to participate in a decision-making process or gain inside information with regard to these activities, may obtain a financial interest from a CDBG-assisted activity, or have any interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one (1) year thereafter.

- A. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to participate in the decision making process for approval of this application?
☐ Yes ☐ No
- B. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to gain inside information with regard to approval of this application?
☐ Yes ☐ No
- C. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds obtain a financial interest or substantial benefit from this activity?
☐ Yes ☐ No
- D. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds have an interest in any contract, subcontract or agreement with respect to funding this application, either for themselves or those with whom they have family or business ties during the program year and one year thereafter? ☐ Yes ☐ No

If you answered YES to any of the above questions, a letter must be submitted with the application that includes the following information:

- 1) A disclosure of the nature and extent of the conflict
- 2) A description of how public disclosure will be made
- 3) A qualified attorney's opinion that the conflict of interest does not violate federal, state, or local law

Note: If you are approved for funding, the Commission must issue a public notice of the disclosure with a 15-day public comment period, and then submit to HUD for approval prior to execution of a grant agreement or release of funds.

Signature/Authorized Representative of Organization

Maeve Elise Brown

Printed Name: _____

Executive Director

Title: _____

1/21/2022

Date: _____

Grant Certification Form – 4

Policies & Procedures

The undersigned does hereby certify that the applicant organization has the following policies and/or procedures and can produce them if requested by the Commission:

1. Accounting policy/procedure
2. Procurement policy/procedure
3. Conflict of Interest policy/procedure
4. Record Retention policy/procedure
5. Language Access Plan & Limited English Proficiency Policy

Signature/Authorized Representative of Organization

Maeve Elise Brown

Printed Name: _____

Executive Director

Title: _____

1/21/2022

Date: _____

Project Description: Financial Stability Legal Services

HERA will positively impact low-moderate income Sonoma County residents through our Financial Stability Legal Services Project. With more generations having returned to parents and grandparents' homes due to the pandemic, HERA's home preservation work frequently helps stabilize more than one person in the household. It is also a way to help maintain multigenerational economic stability, thus mitigating economic hardships for family members in the future. For low-income renters, HERA's legal services will help them address debt collection problem that can make it hard to keep up with rent, as well as help them address unlawful rent increases, habitability problems, disability discrimination, and other concerns that can force vulnerable residents out of their housing. Our work with homeless residents on debt, credit and fair housing will help them access housing.

If awarded the grant, HERA will help to stabilize vulnerable low-income households in the target geographic area, particularly households of color and seniors, and will help homeless residents access housing by providing: (1) briefer (1-3 hours), one-on-one legal advice to qualifying Sonoma County residents to address credit and debt, as well as pre-eviction tenancy problems, or homeownership preservation problems, (2) in-depth legal services, one-on-one for eligible Sonoma County residents to address these problems, and (3) workshops to educate residents about their legal rights on these issues. HERA will outreach extensively to low-income residents and service providers to publicize these services and establish relationships whereby agencies are aware of our services and comfortable making direct referrals of residents who are in need.

HERA We will provide legal services and legal/financial coaching to address debt collection problems (including collections abuses), credit reporting and access to credit issues, achieve affordable repayment plans, reduce or eliminate debt through advocacy, correct credit reporting errors, counsel residents on affordable/reputable borrowing options, and how to escape high-cost borrowing traps, and we will also help vulnerable homeowners hang onto the family home through loss mitigation work and/or work on household debts that endanger residents' ability to keep up with their mortgage.

There is a clear need for our services in Sonoma County. Many residents have lost income that was often already insufficient to meet needs, and are struggling to recover financially. Tenants face challenges in trying to hang onto their home. Low-income homeowners, seniors in particular, are struggling to keep up with mortgage payments, or are exiting forbearances, uncertain about how to hang onto the family home. Based on the data provided in the 2020 Consolidated Plan, cost-burden is the most common problem for residents in Urban Sonoma County. In addition to struggling low-income homeowners, a 2020 study, the California Housing Partnership Corporation found that 77% of Sonoma County's lowest-income renters are severely rent burdened.

Certain demographics are especially vulnerable to economic and housing issues during these unprecedented times, like seniors, immigrants and communities of color. Sonoma County residents aged 65 and older account for 20.7% of the county's total population according to the

July 2021 US Census estimate. A significant portion of this vulnerable population is facing housing cost burden, especially because seniors are often on fixed incomes. Based on ACS estimates for 2013-2017, 56.7% of renters aged 65 years and over pay 30% or more of their gross income to rent. For senior homeowners, 32.5% experience a housing cost burden defined as spending over 30% of their gross income on housing.

The Sonoma County Consolidated Plan notes also that ethnic minorities tend to experience more housing problems than white residents, especially in extremely low, very low and moderate income categories. Latinos at 27.3% of the total population in the County and African-American households at 2.1% of the population, experience a disproportionately high rate of housing cost burden, especially residents with lower income. For example, in the very-low income category, while making up 0.66% of households overall, Black/African Americans are 1.15% of very low-income households with a housing cost burden; while making up 14.74% of all very low income households, 17.37% of very low income Latino households have a high housing cost burden. That burden puts them at higher risk of displacement through eviction. In addition, according to the Department of Health Services Summary Measures of Health in January 2018, the rate of asset poverty among Hispanic and African American households is 42.6% and 40.3% respectively, which is disproportionate when compared to that of Asian (18.3%) and White (18.9%) households. With fewer resources to fall back on, the income instability of the pandemic has exacerbated the financial instability of residents with fewer resources.

While Sonoma County still has an eviction moratorium in place, if the moratorium is to be lifted as expected in June 2022, thousands of low-income residents are at risk of housing and economic devastation. Before the pandemic, there were 1,185 average annual eviction filings. Now, an estimated 9,345 of Sonoma County households are behind on their rent, with 6,375 of those households considered to be low income. The average rental debt is around \$3,228 per household, with an estimated total of \$30.2 million rent debt in the county, according to a March 2021 report by Bay Area Equity Atlas. Though emergency rental assistance is available through the State of California, it is not clear that everyone in need even knows about the program, or can successfully navigate accessing the funds. Not only are renters threatened by housing instability, but homeowners as well. Mortgage issues and foreclosures are an ongoing issue we see at HERA, with lower-income households facing more serious financial burdens caused by the pandemic. Currently in Sonoma County, there are 173 properties listed on RealtyTrac as pre-foreclosure, bank owned or auction homes as of January 18th, 2022.

Debt is another serious issue that threatens both renters and homeowners in Sonoma County, as income instability exacerbated by the pandemic has made it difficult or sometimes impossible for households to keep up with bills. In addition to the burden of mounting debt and eviction, some low-income residents, and especially seniors and people of color, continue to face wrongful debt collection abuses--the topic about which the Consumer Financial Protection Bureau and Federal Trade Commission receive the most consumer complaints annually. Wrongful credit reporting is also very common and affects access to housing and to well-priced financial services. Financial scams, like home improvement scams, frequently target low-income

seniors and people of color, draining resources and endangering the family home. These are financial abuses that existed well before the pandemic.

HERA has almost 17 years of experience working with communities, and especially elderly populations, people of color, immigrants, people with disabilities, domestic violence survivors and other especially vulnerable residents, facing all of the problems mentioned previously. Our program will address some of the main priorities of the 2022-2023 Fiscal Year, such as promoting Fair Housing and alleviating homelessness by increasing the supply of appropriate and supportive housing services for at-risk populations to help homeowners and tenants remain housed, directly assisting in alleviating debt and financial burdens, and providing education on resident's legal rights.

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) - CV
AFFORDABLE HOUSING, CAPITAL PROJECTS, PUBLIC SERVICES AND ECONOMIC
DEVELOPMENT PROGRAMS**

FY 2022-23 CDBG-CV Funding Available: \$1,483,473
FY 2020 Reprogrammed CDBG-CV Funds: \$53,398

CDBG-CV APPLICATIONS

Applicant	Public Services Project Name	CDBG-CV Amount Requested	CDC Staff Recommendation
Community Action Partnership of Sonoma County	HCA Family Fund	\$33,000	\$33,000
Community Action Partnership of Sonoma County	Sloan House Women's Shelter	\$57,367.87	\$57,367
Fair Housing Advocates of Northern California	Fair Housing Education & Enforcement	\$25,000	\$25,000
Homes 4 the Homeless	Case Management Services	\$682,000	\$25,000
Homes 4 the Homeless	Vocational Training	\$994,000	No staff rec.
Housing and Economic Rights Advocates	Financial Stability Legal Services	\$25,650	\$25,650
	Total Requested	\$1,817,017.87	
	Total Available/Recommended	\$1,536,871	\$166,017

APPLICANT NAME: Fair Housing Advocates of Northern California

PROJECT NAME: Fair Housing Education and Enforcement

CDBG-CV AMOUNT REQUESTED: \$25,000

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, 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. (If funded with CDBG-CV dollars) FHANC will also provide Covid-related fair housing services”.

PROJECT FOCUS:

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

PROPOSED USE OF CDBG-CV FUNDS:

The application lists the following proposed uses of the requested CDBG-CV funds. Urban County CDBG-CV funds may be used to reimburse costs incurred for these activities only to the extent that they are used to provide direct services to Urban County residents, at least 51% of whom have incomes at or below 80% AMI.

- Collect and track data related to clients impacted by Covid-19;
- Analyze data tracked and demographics of clients to identify trends to guide FHANC's outreach efforts, client services, and need for adaptation to address community needs as they evolve;
- Conduct email marketing campaigns in English, Spanish, and Vietnamese, focusing on protected classes affected by Covid-19 (as identified through evaluation of data), through Constant Contact e-blasts;

- Distribute 200 fair housing posters in English, Spanish, and Vietnamese through poster service, targeting different protected classes affected by Covid-19 (as identified through evaluation of data);
- Refer clients calling as a result of a Covid-related eviction or other Covid-related issue to other agencies and/or provide education on fair housing laws;
- Provide fair housing services to clients in their primary language who are calling as a result of Covid-related issues, including referrals and fair housing casework;
- Respond to homeowners of protected classes at risk of foreclosure, providing counseling, information, and/or resources;
- Update FHANC's foreclosure page and intake form on the website, keeping up to date with new programs, procedures, Covid-related resources, and changing trends;
- Conduct foreclosure clinic to evaluate clinic attendees for foreclosure counseling and further assistance; inform homeowners of rights and Covid-19 related programs and options;
- Maintain a Covid-19 resource page on FHANC's website to inform tenants and community members of resources and assistance programs available in the County; and
- Distribute FHANC-produced flyers with Frequently Asked Questions (FAQs) in English and Spanish.

FUNDING POLICIES (Funding Goals and Objectives)

Does the project address one of the highest priorities of: 1) creating or preserving affordable housing, 2) building infrastructure or public facilities that support creation or preservation of affordable housing, or 3) building infrastructure or public facilities that support low-income communities?

The project supports the preservation of affordable housing in the Urban County by assisting clients of lower income households as described above in "Proposed Use of Funds" section. With these types of public services, clients are able to remain in their homes or, depending on the circumstances, improve their housing situation. Housing stabilization prevents housing disruption amongst household members and remaining in their homes could be the most affordable option to clients as opposed to finding a decent and affordable rental some place else.. Additionally, by addressing systemic housing discrimination practices, landlords become educated on the fair housing laws and are may be likely to abide by them.

THRESHOLD CRITERIA

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

The project meets the Low/Moderate Income Clientele National Objective, and could meet the "Urgent Need" National Objective by supporting housing retention, preventing homelessness, and therefore preventing the spread of the coronavirus. While the applicant states that it offers

services to the public without income qualifications, focusing on the most vulnerable populations such as persons with disabilities, persons of color, and families with children, the CDBG-CV funds must be spent only on direct services to income-documented households, at least 51% of which have incomes at or below 80% AMI. Page six of the application estimates that 81% of households served in Urban County would be at or below 50% of the average median income in Fiscal Year 2022-23.

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

Does the proposed project or activity meet the eligibility requirements of the CDBG and HOME Funding Policies? (If not, provide the specific reason)

CDBG regulations allow the County to use up to 15% of its CDBG award allocation for public services, however, the CARES ACT waived this cap for CDBG-CV funds. All other CDBG regulations remain in effect for the use of these funds, which are intended to prevent, prepare for, or respond to the coronavirus. As described, the proposed project includes activities that meet the eligibility requirements of the funding policies, because it would serve the residents of the Urban County and help preserve affordable housing in this area.

The section above, "Proposed Use of CDBG-CV Funds", lists in detail how the requested amount of corona virus funds would be spent in conjunction with the services the applicant normally provides as stated under "Project Description".

Does the project propose fair housing services and Affirmatively Further Fair Housing?

FHANC, a Qualified Fair Housing organization as defined by HUD, has an experienced track record of conducting HUD's Fair Housing Initiatives Program and administering other government grants. FHANC offers clients complaint intake, referral, testing, advocacy, intervention, and 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 so they can enjoy their housing in the same way non-disabled people do. FHANC would conduct testing as part of their investigation into allegations of discrimination whenever possible;
- Referring legitimate fair housing complaints to HUD or the U.S. Department of Fair Employment and Housing (DFEH) and often representing the client throughout the complaint process. HUD and DFEH investigators are not necessarily attorneys; having an attorney represent clients in the administrative process means a level of advocacy that will ultimately help clients better understand the strengths/weaknesses of their case and reach better settlements;
- Addressing systemic discrimination through testing and other investigative efforts, filing complaints when it uncovers evidence of discrimination, resulting in positive policy changes and alleviating 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 or help them 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 many others, as well as through community meetings and forums; and
- Providing fair housing and AFFH education to private and public housing providers, tenants, social service organizations, government offices, and elected officials.

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

The applicant has successfully implemented a comprehensive fair housing counseling and testing program in the North Bay for more than 30 years. FHANC proposes to continue providing fair housing enforcement/education services in Sonoma County, and currently contracts with Santa Rosa and Sonoma County. The agency also provides services to Marin and Solano counties, and shares information and resources with the other full-service fair housing agency in the North Bay (Fair Housing Napa Valley), as well as other legal services organizations in order to provide a more coordinated approach to serving clients. The applicant has a history of managing federal, state, local CDBG, and private grants to provide fair housing services throughout its geographic service area. They provide in-depth fair housing services to people across all federally- and state protected classes. All of the activities offered are aimed at affirmatively furthering fair housing, removing barriers to fair housing choice through assisting individuals, educating the community about fair housing rights, and making systemic changes through legal action as well as advocacy. FHANC is also currently funded with County CDBG funds and is an activity administering fair housing services to Urban County households.

SELECTION CRITERIA

Does the applicant describe strategies and/or methods on how they will reach out to or create awareness of services to the targeted populations?

The applicant states that they conduct outreach by contacting individual agencies, such as the Latino Services Project (a network of Latino service providers), through literature distribution, and social media marketing, and by attending community events to provide fair housing education. They also conduct outreach and education to individuals in protected classes by phone, letters, emails, brochures and literature, website, English and Spanish-language newspaper or social media campaigns, poster distribution, and community presentations. Their literature is published in English, Spanish, with some literature translated into Vietnamese and Tagalog. They indicate that their website is updated regularly and contains pages in Spanish and Vietnamese with relevant links to other fair housing resources.

FHANC also holds educational seminars and conducts fair housing presentations in English and Spanish to grassroots and other community-based organizations; they offer presentations to tenant groups and staff at service 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 participate in clinics with other agencies to educate the public.

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

The applicant states that they have received CDBG funding from the City of Santa Rosa since 2016 and they work closely with the city’s housing authority office. They also collaborate with Legal Aid of Sonoma County (LASC) to provide services to residents of the entire county by referring cases to one another and/or working together on cases with fair housing and non-fair housing issues. 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, they partner with Disability Services & Legal Center to assist residents with reasonable accommodation requests, and work with Petaluma People Services Center (PPSC) to provide assistance to Petaluma residents by referring clients to one another when appropriate and attending regular fair housing advocate meetings with their staff.

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

The applicant states that whenever a new client (or returning client with a new issue) contacts them, their intake coordinator conducts screening and collects information, including their current address. This information is added to their “Salesforce” database. To ensure that CDBG dollars are used for only persons in the Urban County, prior to invoicing the county for CDBG grant reimbursement, their staff runs quarterly reports from the database to determine which cases to count toward the Sonoma County CDBG grant and clients are filtered via their address in the Urban County. When a case is investigated they will collect documentation to support the client’s case, including leases, violation notices, and other documents, which will 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 this,

their intake staff explains that services are available to all clients, regardless of income. This removes any incentive for clients to misstate their income;

- Following intake, a FHANC attorney or housing counselor can require the client to provide adequate documentation (e.g. pay stub or receipt of benefits) if the client's income level is not otherwise ascertainable;
- 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's attorneys. The database tracks demographic, income, and other information. The demographic and income classifications are aligned with HUD's classifications for race, ethnicity, and income. The database tracks the source of the documentation verifying income: self-certification, third party, or primary source.

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

The problems identified include unlawful evictions, lack of access to legal representation, lack of access to education of tenant rights, and housing related discrimination to non-English speakers and minorities. Based on the data provided in the table below, it appears that the number of persons and households proposed to be served in the next fiscal year (2022-23) are estimated to be 25% lower than those served in 2020-21. Therefore, the project may have an important, but perhaps reduced, impact on the identified problems.

	<u>Proposed number of Households Served Project in the Upcoming Fiscal Year.</u>	<u>Current number of Households Served as of the filing of this application (if project is currently in operation)</u>	<u>Number of Households Served by Project Last Fiscal Year.</u>
	July 1, 2022 – June 30, 2023	July 1, 2021 to January 21, 2022	July 1, 2020 - June 30, 2021
Number of <u>households</u> served	175	96	202
Considering only Urban County residents to be assisted, list the estimated percentage of the target population served in each of the income categories below.			
Extremely Low (Below 30% AMI)		59%	
Very Low (Between 31% -50% AMI)		22%	
Low (Between 51% -80% AMI)		11%	
Moderate (Over 80% AMI)		8%	

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 does not provide an explanation as to why the estimated need for services would be lower than that of FY 2020-21 and possibly lower than the current year.

PROJECT BUDGET

Total Organization Budget	\$1,151,713
Total program budget	\$452,944
Percent of program to organization budget	39%
Percent of CDBG request of program budget	\$25,000 requested = 6%
Program cost per household	\$452,944/175 = \$2,588
County cost per household	\$85,000/175 = \$486

ADDITIONAL INFORMATION:

This applicant is requesting CDBG funds (\$85,000) in addition to CDBG-CV (\$25,000) funds. The applicant proposes to renew their existing program of "Fair Housing Education and Enforcement", but would use the requested CDBG-CV funds for the tasks listed in the "Proposed Use of CDBG-CV Funds section, above.

CONSEQUENCES OF NO FUNDING OR REDUCED FUNDING:

Should less than the \$25,000 requested for CDBG-CV funding be awarded, FHANC may reduce the number of tasks listed in the "Proposed Use of CDBG-CV Funds", depending on how much funding is reduced.

STAFF RECOMMENDATION:

The applicant has received funding in the past from the County and demonstrates that they have the capacity to carry out their proposed goals of the continuance of the project. They have the systems in place to ensure that the persons served are of lower income within the Urban County and the project supports the AFFH rule mandated by HUD of all recipients. Provided the County receives the full CDBG allocation, staff supports full funding as requested.

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-CV will be used only to reimburse costs to provide services to income-documented households residing in the Urban County, at least 51% of which must have incomes at or below 80% AMI.

3.	CDBG-CV funding awarded must be used for eligible expenses during the fiscal year of July 1, 2022 and no later than June 30, 2023. Specific terms will be included in a Funding Agreement, and no costs can be incurred prior to a fully executed funding agreement
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SONOMA COUNTY COMMUNITY DEVELOPMENT COMMISSION CDBG and CDBG-CV FUNDING APPLICATION: FAIR HOUSING SERVICES AND HOUSING JUSTICE PROGRAMS

Please review the Notice of Funding Availability (NOFA), Application Guidelines, and the FY 2022–2023 CDBG and HOME Funding Policies before submitting your application. All applications must meet the eligibility criteria found in the Funding Policies and the requirements set forth in the NOFA.

This space reserved for CDC date and time stamp

Part 1: Applicant Information

Legal name of organization:	Fair Housing Advocates of Northern California	
Organization's DUNS number:	362281065	
Contact Information		
Authorized Representative (City/Town Manager, Executive Director, or other):	Name, title:	Caroline Peattie, Executive Director
	Phone:	415-483-7552
	Email:	peattie@fairhousingnorcal.org
Primary point of contact:	Name, title:	Caroline Peattie, Executive Director
	Phone:	415-483-7552
	Email:	peattie@fairhousingnorcal.org
Organization is a:	<input checked="" type="checkbox"/> Non-profit organization <input type="checkbox"/> Local government	
Organization mailing address:	1314 Lincoln Avenue, Suite A, San Rafael, CA 94901	
Organization website:	www.fairhousingnorcal.org	
Organizational Capacity and Experience		
Describe applicant's record of administrative and programmatic capacity using federal, state, local, and/or private grant funds, explaining any past issues or challenges administering grant funds.		
<p>For over 30 years, Fair Housing Advocates of Northern California (FHANC) has successfully implemented a comprehensive fair housing counseling and testing program in the North Bay. FHANC proposes to continue to provide fair housing enforcement/education services in Sonoma County, and currently contracts with Santa Rosa and Sonoma County. The agency also provides services to Marin and Solano counties, and shares information and resources with the other full-service fair housing agency in the North Bay (Fair Housing Napa Valley) as well as other legal services organizations in order to provide a more coordinated approach to serving clients. FHANC has a history of managing federal, state, local CDBG, and private grants to provide fair housing services throughout its geographic service area.</p> <p>Building on our expertise and community partnerships, FHANC will provide in-depth fair housing services to people across all federally- and state-protected classes. FHANC partners with Disability Legal Services Center and works with local Public Housing Authorities, disseminating program information through networks such as the Latino Services Project.</p> <p>All of the activities offered are aimed at affirmatively furthering fair housing, removing barriers to fair housing choice through assisting individuals, educating the community about fair housing rights, and making systemic changes through legal action as well as advocacy. FHANC' program responds to Sonoma County's Analysis of Impediments, which identified stakeholders' call for a 'full service' county-wide fair housing organization.</p>		

Part 2: Project Description

Brief Description of Project or Program

The description provided here will be incorporated into the staff reports provided to the Community Development Committee, Cities and Towns Advisory Committee, and/or the Board of Supervisors. Descriptions MUST BE 125 words or less. It will not be edited and will be truncated at 125 words. A longer project description may be attached.

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, 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. (If funded with CDBG-CV dollars) FHANC will also provide Covid-related fair housing services.

Part 3: Project Information

Project Name

Fair Housing Education and Enforcement

Fair Housing Project Type

Please check all types of activities or services your organization will provide with the funding requested:

☒ 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 ☐ Legal services for eviction prevention

Funding Request

Amount of CDBG funds requested: \$ 85,000

Amount of CDBG-CV funds requested: \$ 25,000

CDBG-CV Requirements

If you are applying for CDBG-CV funds, please describe the how the proposed activity will prevent, prepare for or respond to Coronavirus (activities must demonstrate they respond to one of more):

- Collect and track data related to clients impacted by Covid-19
- Analyze data tracked and demographics of clients to identify trends to guide FHANC's outreach efforts, client services, and need for adaptation to address community needs as they evolve
- Conduct email marketing campaigns in English, Spanish, and Vietnamese, focusing on protected classes affected by Covid-19 (as identified through evaluation for data), through Constant Contact e-blasts
- Distribute 200 fair housing posters in English, Spanish, and Vietnamese through postering service, targeting different protected classes affected by Covid-19 (as identified through evaluation of data)
- Refer clients calling as a result of a Covid-related eviction or other Covid-related issue to other agencies and/or provide education on fair housing laws
- Provide fair housing services to clients in their primary language who are calling as a result of Covid-related issues, including referrals and fair housing casework
- Respond to homeowners of protected classes at risk of foreclosure, providing counseling, information, and/or resources
- Update FHANC's foreclosure page and intake form on the website, keeping up to date with new programs, procedures, Covid-related resources, and changing trends
- Conduct foreclosure clinic to evaluate clinic attendees for foreclosure counseling and further assistance; inform homeowners of rights and Covid-19 related programs and options
- Maintain a Covid-19 resource page on FHANC's website to inform tenants and community members of resources and assistance programs available in the County.
- Distribute FHANC-produced flyers with Frequently Asked Questions (FAQs) in English and Spanish, and translate flyer into Vietnamese, focusing on protected classes affected by Covid-19; distribute flyers to clients and to service agencies

Primary Physical Location of Activities or Program (if applicable)

Address: 1314 Lincoln Avenue, Suite A, San Rafael, CA 94901

Fair Housing Program Information

Describe your organization's experience providing Fair Housing services. Include a general description of your organization's strategies, program model, and past achievements:

FHANC has provided fair housing education and enforcement services since 1984, offering advocacy to people protected by federal, state, and local fair housing laws. FHANC focuses on the most vulnerable populations – e.g. people with disabilities, people of color, and families with children. FHANC is one of the few agencies that provides free legal services to clients without income qualifications – so long as there is an allegation of housing discrimination – and addresses systemic discrimination through testing and other investigative efforts, filing agency complaints or lawsuits when warranted, to change to discriminatory housing policies.

FY 2020-2021 achievements and highlights include:

- Served 862 clients (tenants, homeowners, and homebuyers); 370 fair housing complaints
- Advocated for 104 reasonable accommodations/modifications; over 80% of which were granted
- Counseled 74 homeowners in distress

Describe your understanding of the expectations related to the provision of Fair Housing services under HUD's AFFH rule:

HUD's 2015 AFFH rule requires jurisdictions to affirmatively further fair housing: address significant disparities in access to community assets; overcome segregated living patterns, promote integrated communities, end racially/ethnically concentrated areas of poverty; and foster and maintain compliance with civil rights and fair housing laws. The rule required jurisdictions to provide an Assessment of Fair Housing with community participation (in consultation with fair housing groups) and identification of their top fair housing priorities and goals, addressing fair housing enforcement and outreach capacity. Though the rule was suspended under the previous administration, the current administration reinstated the rule and will likely strengthen it, and jurisdictions must still provide an Analysis of Impediments to Fair Housing Choice (AI) within the same timeline. The requirement that jurisdictions must affirmatively further fair housing is still firmly rooted in the Fair Housing Act. In addition, since AB686 went into effect January 1, 2019, jurisdictions must AFFH through the Housing Element process. Providing robust, full-service fair housing services - education, advocacy, and enforcement - is the first step toward addressing barriers to fair housing choice.

Describe activities in your proposed program model that will 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 mission is to "ensure equal housing opportunity and to educate the community on the value of diversity in our neighborhoods," and has traditionally offered outreach and education to the community – tenants, housing providers, and the broader community (see above under "organizational experience," above). In addition, FHANC has offered technical training on AFFH to housing providers (including public housing authorities), CDBG and HOME recipients, and entitlement jurisdictions, and is available for similar training upon request. For example, in the past, FHANC Executive Director has made AFFH presentations to the Sonoma County Community Development Committee and CD staff on the obligations of the CD Committee and Housing Authorities to affirmatively further fair housing. FHANC staff has also provided a Fair Housing Law and Practice training to CD staff in Sonoma County, ensuring that staff are aware of state and federal fair housing laws and know when and how to refer clients to FHANC. FHANC has had several conversations regarding AFFH requirements with Sonoma County staff, discussing state and federal mandates, including the Assessment of Fair Housing. FHANC staff continues to be available for this type of technical support, and has offered to provide presentations to Sonoma County Housing Authority and Santa Rosa Housing Authority to cover fair housing laws, appropriate referrals, and recent fair housing trends.

FHANC has been involved in tenant advocacy on relevant fair housing issues on the local and state level. For example, FHANC was instrumental in the passage of fair housing ordinances for source of income protections to help people with subsidized housing vouchers to access housing, meeting with elected officials and making presentations at hearings, as well as writing letters to the editor. FHANC staff has also supported efforts to pass Just Cause for Eviction and Ellis Act Implementation Ordinances in Sonoma County jurisdictions, including Petaluma. Additionally, in conjunction with partner organizations, LASC and the Sonoma County Tenants Union, FHANC successfully advocated for the City of Healdsburg not to challenge their RHNA allocations by sending a joint letter to the City Council, citing fair housing concerns, and meeting with the City Manager. FHANC has also supported tenant advocate efforts to pass AB 832 and multiple extensions of the CDC moratorium. As another example, in the past, we have offered technical support by discussing the fair housing implications of the Santa Rosa rent stabilization ordinance with city staff and other callers. FHANC will continue to provide related advocacy and support where needed in Sonoma County. FHANC will continue to become involved as opportunities for tenant advocacy on relevant fair housing issues present themselves on the local and state level.

Describe activities and the anticipated impact of components of your proposed program model that will address the requirements for fair housing testing, and enforcement under the AFFH rule:

FHANC, a Qualified Fair Housing organization as defined by HUD, has an experienced track record of conducting HUD's Fair Housing Initiatives Program and other government grants. As stated above, FHANC will offer clients complaint intake, referral, testing, advocacy, intervention, and enforcement, and affirmatively further fair housing through the following:

- FHANC will serve clients alleging fair housing concerns, referring to our attorneys or bilingual housing counselor for advice and/or representation, and assist tenants with disabilities who need reasonable accommodations so they can enjoy their housing in the same way non-disabled people do. We anticipate most requests will be granted based on past advocacy and experience. We will conduct testing as part of our investigations into allegations of discrimination whenever feasible (e.g. assuming there is a vacancy).
- FHANC will refer legitimate fair housing complaints to HUD or DFEH, often representing the client throughout the complaint process, which results in better outcomes in most cases. HUD and DFEH investigators are not necessarily attorneys; having an attorney represent clients in the administrative process means a level of advocacy that will ultimately help clients better understand the strengths/weaknesses of their case and reach better settlements - which may mean monetary compensation, preservation of housing, improving housing conditions, the granting of a reasonable accommodation for a client with a disability, or other tangible relief.
- FHANC will continue to address systemic discrimination through testing and other investigative efforts, filing complaints when it uncovers evidence of discrimination, resulting in positive policy changes and alleviating barriers to housing opportunity.
- FHANC will serve protected classes under federal, state, and local fair housing laws, and will partner with community organizations for an integrated referral system. FHANC's attorneys and bilingual housing counselor work to keep people housed or help them in transition, assisting them with housing needs such as termination notices and reasonable accommodation requests.
- FHANC will offer its services in English and Spanish and distribute literature in both languages through local service agencies such as Disability Services and Legal Center, Latino Services Project, Catholic Charities, and many others, as well as through community meetings and forums. FHANC will contact staff at community-based agencies to provide education and to strengthen referral networks. In addition, FHANC will publish newspaper ads or social media campaigns, conduct email marketing and send public service announcements. These activities will inform clients of their fair housing rights so they can access needed assistance and fair housing services.
- FHANC will provide fair housing and AFFH education to private and public housing providers, tenants, social service organizations, and county staff and officials.

Describe your proposed project's capacity for Intake of Complaints, and Investigation & Enforcement, including filing lawsuits.

In FY2020-21, FHANC responded to more than 2,000 inquiries related to housing, processing 490 fair housing complaints and filing 13 discrimination complaints with HUD or DFEH. Halfway through this fiscal year, FHANC has exceeded its annual projected goal for the County, serving 89 households and 163 persons. Our intake coordinator screens callers and refers clients with allegations of discrimination to counselors for a full intake and counseling; attorneys conduct legal analysis to assess the case for effective intervention, so if evidence leads to enforcement action, the strongest possible case for legal action is developed. When testing is indicated, the case is referred to the investigations coordinators. The ability to develop evidence is strongly enhanced by our testing program, and there is no delay with an in-house referral, crucial in tight rental markets where discrimination is most likely to occur and most difficult to detect.

Attorneys and housing counselors intervene with housing providers on behalf of clients when necessary to share concerns of discrimination and request relief. Staff also intervene to help clients with a disability request a reasonable accommodation or modification that is necessary. Interventions often result in the end of discriminatory housing practices and more stability in housing for members of protected classes. When these efforts are unsuccessful or there is egregious discrimination, attorneys represent clients in the administrative complaint process. This includes drafting complaints, submitting investigation results as evidence, representing clients during ongoing conciliations or formal mediations, assisting clients to calculate damages, think through injunctive and other relief, and prepare settlement demands, as well as draft settlement agreements. An advocate knowledgeable about fair housing laws and the administrative process can ultimately help clients reach better settlements - which may mean preservation of housing, improving housing conditions, the granting of a reasonable accommodation for a client with disabilities, or other tangible relief.

In cases where FHANC conducts testing, the agency has standing to file a complaint. When FHANC diverts resources during an investigation where evidence of discrimination has been found, or where we see patterns of discrimination, the agency joins clients to strengthen their case and ensure injunctive relief and systemic change. In cases where there is no bona fide complainant or where clients do not feel comfortable bringing a case, FHANC can and does file agency complaints to ensure that discriminatory housing policies are changed. Occasionally, we assist clients to find an appropriate fair housing attorney to file a lawsuit in state or federal court, and often the agency co-files to strengthen the case and to ensure policy changes.

Describe the proposed project's strategy to provide Fair Housing training for property owners and renters.

FHANC offers a comprehensive 3-hour Fair Housing Law & Practice Seminar for a fee to housing providers that highlights federal and state federal law and best practices to comply with these laws. FHANC also offers no-cost training opportunities for renters, staff and clients at grassroots and other community-based organizations (including housing advocates), through presentations and informational meetings in English and Spanish. Historically this has improved complaint solicitation and fostered better understanding of fair housing laws. In addition, FHANC offers annual conferences on Reasonable Accommodations for people with disabilities for public and private housing providers, advocates, and agency staff to better prepare them to work with people with special needs. The conference offers an opportunity to participate in small group discussions tailored to the participant's questions and experiences. Since Covid, we have offered this conference via Zoom, with breakout sessions to carry out the small group discussions, let by experienced and knowledgeable facilitators. FHANC has also developed fair housing webinars in English and Spanish focusing on protections for people with disabilities as well as on discrimination based upon sex/gender, race/color, and national origin. The webinars are posted on our website, making it available to housing providers and the general public. Finally, FHANC proposes to notify housing providers posting discriminatory Craigslist ads for housing, providing them with information on fair housing laws and including a link to FHANC's discriminatory advertising webinar within its communication to the housing provider.

Describe your strategy for providing counseling for low-income/disabled residents to understand their rights.

FHANC helps low-income clients and people of protected classes achieve stable, affordable, and sustainable housing through a variety of methods described above and below. We believe these services are vital for building strong, healthy communities. Although we provide outreach and educational services to tenants through a variety of means – newspaper ads, social media, our website, flyers, etc. – we believe it is important to counsel clients one-on-one about their fair housing rights, so that the information they receive from us goes beyond just their immediate housing issue, and their knowledge can be applied to future situations. For people with disabilities, we assist them with reasonable accommodation requests in particular, in addition to addressing allegations of other forms of disability discrimination, and partner with Disability Services Legal Center to provide reasonable modifications.

We already have an established network in Sonoma County of service providers, facilitating distribution of our Tenant Booklets, with specific resources for Sonoma County. We will continue to distribute these comprehensive booklets with housing resources, as well as our reasonable accommodation brochures and FAQ's on reasonable accommodations, distributed through DSLC (to whom we provide modification funds for people with disabilities in Sonoma County). These resources are also available electronically via our website.

Though residents who are low-income are not protected by fair housing laws by virtue of their income, low-income residents are nevertheless disproportionately represented by people of color, families with children, individuals with disabilities, and other protected classes covered by fair housing law. Historically, over 90% of FHANC's clients are low-income. FHANC's services help address a conundrum that low-income tenants face when seeking eviction defense. Typically, tenants who receive a notice terminating their tenancy – or some other notice of a lease violation jeopardizing their tenancy – seek assistance from a local legal aid organization; however, generally, these organizations can provide the tenant with advice on the validity of the notice and suggest that the tenants return for more assistance when they are served with an eviction lawsuit. FHANC provides services that address an unmet need, as FHANC can assist tenants who allege notices are discriminatory or who require the rescission or extension of a notice as a reasonable accommodation based upon a disability-related need. FHANC's assistance often prevents the matter escalating to an eviction lawsuit, which could jeopardize the tenant's credit, housing subsidy (if applicable), and ability to obtain new housing in the future given the tight market in the Bay Area. In sum, FHANC offers legal assistance designed to prevent evictions through legal services focused on fair housing. FHANC has worked with Legal Aid of Sonoma County for several years so as to provide the best possible services for Sonoma County residents.

Describe your proposed strategy to provide educational seminars for residents most vulnerable to housing discrimination.

FHANC will conduct fair housing presentations in English and Spanish, to grassroots and other community-based organizations for better, more streamlined complaint referral and to reach those most vulnerable to housing discrimination. We offer presentations to tenant groups and staff at service agencies to provide education regarding fair housing protections for all protected classes. See also above description of our annual Reasonable Accommodations Conference, which is attended by housing providers, advocates, and people with disabilities. In addition, we will conduct networking meetings with organizations serving protected classes to refine an integrated referral system and to look for opportunities to inform the community about the services FHANC provides. We currently have 3 staff members who can offer services and presentations in Spanish; we also have staff fluent in Portuguese. The agency has offered fair housing presentations to voucher recipients in Marin and Solano counties, often through clinics in partnership with either the local housing authority or legal aid organization, offering fair housing information to low-income residents. FHANC is available to offer similar fair housing presentations to voucher recipients in Sonoma County.

How will your proposed Fair Housing program help to reduce discriminatory activities against protected classes?

Through education of housing providers (with our seminars as well as contacting of housing providers who post discriminatory Craigslist ads), renters, and social service providers, the community will gain an understanding of their fair housing rights and responsibilities, and consequences for housing providers who fail to adhere to fair housing laws. Through our testing and enforcement program including complaint filings and settlements, we will affirmatively change discriminatory policies affecting not only one tenant or family, but all units owned or managed by the housing provider. In addition, publicizing our systemic testing as well as results of case settlements (through news releases via media outreach, Constant Contact, Facebook, Twitter, and our website) results in a broader impact on other landlords and tenants who learn of case outcomes and the cost of discriminatory housing policies.

FHANC is the only full-service fair housing agency in recent years to offer fair housing counseling, combined with complaint-based and systemic testing, in the county. FHANC's work is primarily supported by the HUD's Fair Housing Initiatives (FHIP) program. Congress established the FHIP program in 1987 to promote compliance with the Fair Housing Act, as well as state and local fair housing laws and ordinances. FHIP is a competitive grant program that provides essential funding to fair housing organizations. FHIP-funded fair housing organizations play a vital role in combating segregation through enforcing fair housing laws; increasing public awareness of discriminatory housing practices through education and public outreach campaigns; advising consumers on how and where to file fair housing complaints and informing consumers of their fair housing rights; and conducting investigations to substantiate claims of housing discrimination (U.S. Department of Housing and Urban Development, "Study of the Fair Housing Initiatives Program," May 2011).

A unique feature of FHIP-funded fair housing organizations is their ability to conduct testing. Because most acts of housing discrimination are covert, testing is often the only way to determine whether a housing applicant has experienced disparate treatment, or received different quality, content, or quantity of information on account of his or her protected-class status. Testing is widely recognized as a crucial investigatory tool, affirmed by the U.S. Supreme Court's 1982 ruling in *Havens Realty Corp. v. Coleman*.

As HUD's data demonstrates, 71 percent of cases that are referred to it by FHIP-funded organizations result in a cause finding or conciliation, compared to 37 percent for non-FHIP referred cases. Testing is often the key factor in determining whether a complaint will be successful; 69 percent of cases with testing evidence lead to a cause finding or conciliation, compared to 38 percent of cases without testing.

FHANC addresses discrimination through representation on individual complaints as well as its and systemic investigation and advocacy efforts.

What marketing strategies (online or otherwise) will your organization will use to conduct public outreach to share information about fair housing?

FHANC will conduct outreach by contacting individual agencies, such as the Latino Services Project (a network of Latino service providers), through literature distribution, and social media marketing (e.g. Constant Contact, Facebook, Twitter) and by attending community events to provide fair housing education. FHANC conducts outreach and education to individual protected classes by phone, letters, emails, brochures and literature, website, English and Spanish-language newspaper or social media campaigns, poster distribution, and community presentations. We also provide educational conferences to the general public and protected classes on Fair Housing and AFFH issues and on Reasonable Accommodations for people with disabilities. Our literature is published in English, Spanish, with some literature translated into Vietnamese and Tagalog. Our website, updated regularly and with pages in Spanish and Vietnamese, has extensive outreach information with links to a number of FHANC educational materials, the agency's services, online complaint forms, and HUD's office of Fair Housing and Equal Opportunity as well as the California Department of Fair Employment and Housing (DFEH).

Please describe services provided to landlords such as consultation, training, or landlord/tenant mediation services.

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FHANC's Fair Housing Law & Practice seminar is available to public and private housing providers for a reasonable fee, and we offer an annual conference "Successfully Housing People with Disabilities" to bring together public and private housing providers, advocates, and people with disabilities to learn about and discuss reasonable accommodations. (FHANC receives more calls related to reasonable accommodations than any other type of fair housing call.) For example, FHANC held such a conference in 2021 with housing providers, advocates, and people with disabilities attending (including attendees from Sonoma County), to discuss reasonable accommodations during the application, occupancy, and eviction stages. FHANC is holding another such conference January 20, 2022.

It is important to note, however, that FHANC does not provide counseling to landlords, as this presents a conflict of interest and would not allow us to serve any tenant having a difficulty with a landlord whom we advised. With that said, the representation we provide to tenants/homeowners often includes informal interventions with housing providers, helping to resolve allegations of discrimination or a need for a reasonable accommodation / modification prior to the administrative complaint stage or some other enforcement action. While we are representing the tenant, the outcome is often to the benefit of the housing provider. As a result of our intervention, housing providers achieve a better understanding of fair housing laws and their responsibilities and can often avoid expensive litigation.

Please describe how your organization collaborates with other entitlement jurisdictions within Sonoma County (Petaluma and Santa Rosa) and other Fair Housing or Housing Justice programs to provide consistent and cost- effective service and assistance to citizens of the entire County.

FHANC has received CDBG funding from the City of Santa Rosa since 2016 to provide full services fair housing services. In addition, FHANC works closely with Legal Aid of Sonoma County (LASC) to provide services to residents of the entire county by referring cases to one another and/or working together on cases with fair housing and non-fair housing issues, such as eviction cases where a tenant needs additional time to move as a reasonable accommodation. 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. FHANC also works with Petaluma People Services Center (PPSC) to provide assistance to Petaluma residents by referring clients to one another when appropriate and attending regular fair housing advocate meetings with their staff. FHANC's educational events – such as the annual April Fair Housing Month Conference and the annual Reasonable Accommodations Conference on successfully housing people with disabilities – is regularly attended by staff from PPSC as well as jurisdictional staff from Santa Rosa and Sonoma County.

The County of Sonoma, as well as the seven municipalities of Cloverdale, Cotati, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and Windsor, comprise the Urban County. At least 51% of beneficiaries served by the program or activity funded by the Sonoma County Community Development Commission with CDBG or CDBG-CV funds must be Urban County residents. Please state how your organization will obtain, verify and document program beneficiaries meet this requirement:

Each time a new client (or returning client with a new issue) contacts FHANC, the Intake Coordinator conducts an intake and documents the client's contact information, including their current address, in our Salesforce database. We trust that the address provided to us is correct because in order for us to advocate for a client regarding their housing (usually with their landlord) knowing where they live is the first and most basic requirement. To ensure that CDBG dollars are used for only persons in the Urban County, prior to invoicing the county for CDBG grant reimbursement, staff run quarterly reports from the Salesforce database to determine which cases to count toward our Sonoma County CDBG grant, and clients are filtered via their address in the Urban county.

In addition, when we investigate a case, we often collect documentation to support our client's case, including leases, violation notices, etc. that confirm the client's address.

Sonoma County uses CDBG funding for Fair Housing and Housing Justice services. Federal regulations require that 51% of participants be low income. What method will your organization use to verify and track income eligibility?

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 to disclose the source of that income (i.e., employment, retirement, social security, disability benefits) when determining the client's fair housing needs. However, FHANC provides service to clients regardless of income as part of our requirement to affirmatively further fair housing, and provide clients that assurance prior to asking for income information. The client's income is documented in our Salesforce database program. As mentioned above, around 90% or more of our clients are below 80% AMI. At the intake stage, FHANC currently asks clients to self-certify their income and demographic information. Prior to this, FHANC's intake counselor explains that services are available to all clients, regardless of income. This removes any incentive for clients to misstate their income. Following intake, a FHANC attorney or housing counselor can require the client to provide adequate documentation (i.e., pay stub or receipt of benefits), if the client's income level is not otherwise ascertainable (for instance, often clients receive subsidies or other benefits they would not be entitled to unless they were low income). All clients are required to sign a retainer agreement that states, among other things, that their cooperation with document requests is required in order to receive representation from FHANC's attorneys. Our Salesforce database documents demographic, income, and other information. The demographic and income classifications are aligned with HUD's classifications for race, ethnicity, and income. In its database, FHANC also tracks the source of the documentation verifying income: self-certification, third party, or primary source.

Please fill out the table below by stating the numbers served per category according to the stated time frames.

	<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, 2022 – June 30, 2023	July 1, 2021 to Current Date	July 1, 2020 - June 30, 2021
Number of <u>households</u> served	175	96	202
Number of <u>persons</u> served	250	170	315

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)	53%	59%
Very Low (Between 31% -50% AMI)	16%	22%
Low (Between 51% -80% AMI)	25%	11%
Moderate (Over 80% AMI)	6%	8%

Part 4: Project Financing and Budget

Funding Status															
Is this application for new or renewal funding?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Renewal														
Has this project been previously funded by the CDC?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No														
If this project received funding under a different name, please state the name of the program (If "No" = NA)	N/A														
What percentage of your project budget does your request make up?	26.38%														
Will funding requested supplant existing funding for the project?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No														
Community Development Commission Funding History															
	<table border="1"> <thead> <tr> <th>FY 2019-20</th> <th>FY 2020-21</th> <th>FY 2021-22</th> <th>Request for FY 2022-2023</th> </tr> </thead> <tbody> <tr> <td>Funds Requested</td> <td>\$75,000</td> <td>\$75,000</td> <td>\$77,000</td> <td>\$110,000</td> </tr> <tr> <td>Funds Awarded</td> <td>\$70,000</td> <td>\$77,000</td> <td>\$77,000</td> <td></td> </tr> </tbody> </table>	FY 2019-20	FY 2020-21	FY 2021-22	Request for FY 2022-2023	Funds Requested	\$75,000	\$75,000	\$77,000	\$110,000	Funds Awarded	\$70,000	\$77,000	\$77,000	
FY 2019-20	FY 2020-21	FY 2021-22	Request for FY 2022-2023												
Funds Requested	\$75,000	\$75,000	\$77,000	\$110,000											
Funds Awarded	\$70,000	\$77,000	\$77,000												
Application Budget Overview															
Total Organization Budget:	\$1,151,713														
Total Project Budget:	\$452,944														
The request represents this percentage of the project budget:	24.29%														
Please state funding sources leveraged to support your proposed project and approximate percentage of the total project budget that these represent.															
<ul style="list-style-type: none"> • City of Santa Rosa: Fair Housing Public Service Provider Program Grant - \$36,000 (7.9%) • FHIP PEI: Fair Housing Enforcement and COVID Project Grant - \$77,778 (17.2%) • FHIP EOI: Marin/Sonoma/Solano County Fair Housing Education and Outreach Project - \$41,667 (9.2%) • FHIP PEI: Marin/Sonoma/Solano County Fair Housing Enforcement and Systemic Testing Project - \$125,000 (27.6%) • FHOI: Discrimination in Appraisal and Lending - Enforcement and Systemic Testing Project - \$62,500 (13.8%) 															
Describe the aspects of the project design that are scalable. Indicate how many fewer participants will receive services if the award is less than the amount requested.															
Should less than the \$25,000 requested for CDBG-CV funding be awarded, FHANC will reduce the number of tasks conducted (11 tasks were outlined above, and the # of tasks eliminated would depend on how much the funding was reduced). As for the regular CDBG funds requested, reduced funding will mean that 1) there will be reduced outreach, which may cause a natural reduction in the number of clients contact the agency; and/or 2) we will offer more limited services to the clients who contact our agency.															

What is your organization's plan for the long-term financial sustainability of this project?

The agency has been applying for and receiving HUD's Fair Housing Initiatives Program (FHIP) funding since the 1990s, which allows for FHANC to operate a robust fair housing education and enforcement program. In fact, FHANC has been able to expand the amount awarded through FHIP (see leveraged amounts, above). In addition, Santa Rosa CDBG funds have supplemented FHANC's work in Sonoma County. And finally, FHANC applies for and receives multiple types of funding, from government, foundation, and corporate grants to sponsorships and individual donations, which all contribute toward program costs and overhead. Sonoma County CDBG dollars fund direct one-on-one fair housing counseling services to Sonoma County residents.

Part 5: Attachments Required

Project sponsors must submit the following documents, as applicable, with their funding application:

- ☐ Project Description: Provide a description of the project that includes specific location information and geographic boundaries. It should identify the maximum anticipated scope of the entire project, and delineate the specific activities for which the applicant is requesting funding at this time.
- ☐ Authorizing Resolution: For non-profit organizations, attach a resolution from the Board of Directors authorizing the submittal of the application.
- ☐ IRS Letter of Determination: Non-profit organizations only must submit an IRS Letter of Determination. Non-profit organizations are not eligible for consideration unless non-profit status has been verified.
- ☐ Letters of Commitment: Submit letters of commitment from all other funding sources.
- ☐ Financial Documentation:
 - ☐ Non-profit organizations must attach the following:
 - Current operating budget
 - Most recent completed final audit report
 - IRS Form 990 for the most current tax year
 - If organization is not audited, attach a copy of the most recent internal financial statement that has been approved by Board of Directors.

**Additional financial information may be requested by CDC staff as deemed appropriate.*

- ☐ Sonoma County departments or agencies, the cities of Cotati, Cloverdale, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and the Town of Windsor are exempt from this requirement.
- ☐ Organizations are **required** to have **written** policies and procedures. The applicant must submit certification that they have the following policies and procedures. (Please complete the forms found in Part 7 –Certifications)
 - Accounting
 - Conflict of Interest
 - Procurement
 - Record Retention

Part 6: Certifications

- ☐ Grant Certification Form – 1 (Application Completeness & Accuracy & Signatory Authority)
- ☐ Grant Certification Form – 2 (Federal Regulations)
- ☐ Grant Certification Form – 3 (Conflict of Interest)
- ☐ Grant Certification Form – 4 (Policies and Procedures)

Grant Certification Form – 1
Application Completeness & Accuracy & Signatory Authority

I hereby certify that _____ (*insert name of organization requesting funds*) has complied with all applicable laws and regulations pertaining to the application and is an eligible applicant for the requested funding.

The organization proposes to provide the program services or complete the project identified in this application. If this application is approved and this organization receives the requested funding this organization agrees to adhere to all relevant Federal, State, and local regulations and other assurances as required by the Commission.

In addition, the content of the application shall be incorporated as part of the written agreement and, as such, will be used to monitor performance. Activities, commitments, and representations described in the written agreement that are not subsequently made a part of the program/project as funded shall be considered a material contract failure and may result in a repayment of all awarded funds and/or suspension from participation in future funding rounds.

I hereby certify that the organization is fully capable of fulfilling its obligation under this application, as stated herein. I further certify that the information provided in this Funding Application is correct, accurate, and complete.

Signature/Authorized Representative of Organization

Printed Name: _____

Title: _____

Date: _____

Grant Certification Form – 2
Federal Regulations – CDBG

Requirements	Federal Regulations	Other References
Federal Labor Standards - Davis-Bacon - Copeland Act (Anti-kickback) - Contract Work Hours and Safety Standards	24 CFR 92.354 29 CFR Parts 1, 3, and 5	40 U.S.C. 3141; 40 U.S.C. 3701
Section 3	24 CFR 135	Section 3 of the HUD Act of 1968, as amended (12 U.S.C. 1701u); 2 CFR 200.321
Minority and Women Business Enterprise Participation (MBE/WBE)	Small Business Act, Section 3(a) 15 U.S.C. 632	12 U.S.C. 1701
Civil Rights and Non-Discrimination	Title VI of Civil Rights Act of 1964 Title VIII of the Civil Rights Act of 1968 Section 104(b) and 109 of Title I of the Housing and Community Development Act of 1974	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990 Age Discrimination Act of 1975 Executive Orders 11063, 11246, 11375, 11478, 12107, 12086, and 13279
Equal Employment Opportunity	24 CFR 570.601-602; 570.607 41 CFR 60	Executive Orders 11246; 12086 12 USC 1701u
Fair Housing	Fair Housing Act (42 U.S.C. 3601-3620) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d) Equal Opportunity in Housing Section 504 of the Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990	24 CFR Parts 8, 107, and 146 42 U.S.C. 200(d) Executive Orders 11063, as amended by Executive Order 12259 Age Discrimination Act of 1975, as amended (42 U.S.C. 6101)
Debarred or Ineligible Contractors	24 CFR 570.609; 24 CFR 24	Executive Orders 12549 and 12689
Reasonable Accommodation	24 CFR Part 8; 24 CFR 570.601-602	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990

Fire Safety Codes		Local ordinances
Building, Housing, and Zoning Codes Housing Quality Standards	24 CFR 570.208(b)(1)(iv); 208(b)(2)	Local ordinances
Lead-Based Paint	24 CFR 570.608; 24 CFR Part 35	42 U.S.C 4821 et seq.
Anti-Lobbying	Appendix II to Part 200 J; 31 U.S.C. 1352	
Environmental, Historic Preservation, National Environmental Policy Act, Flood Insurance Requirements - Sitting near airports and coastal barrier - Fish and wildlife protection - Flood plain/flood insurance - National Historic Preservation - Noise abatement and control - Wetlands/Coastal zones - Air quality - Endangered species - Thermal/Explosive hazards	24 CFR 570.503(b)(5)(i); 570.604; 570.605; 570.202; 24 CFR 58 References at: 24 CFR 58.6; 58.5570.605	Section 104(g), HCDA 42 U.S.C 4001 et seq.
Relocation, Real Property Acquisitions, and One-for-One Housing Replacement - Uniform Relocation Act - Residential anti-displacement and relocation assistance	24 CFR 570.201(i); 570.606(b), (c), (d) 49 CFR 24 42 USC 4601 et seq	Sections 104(d); 105(a)(11), HCDA www.hud.gov/relocation
Competitive Procurement	2 CFR 200.319	
Insurance and Bonding	2 CFR 200.310 and 200.325	
Administrative and Accounting Standards	2 CFR Part 200	
Cost Considerations	2 CFR 200.402, 403, 404, 405, 406 and 407	
Documentation and Recordkeeping	24 CFR 570.506 24 CFR 570.502	
Conflict of Interest	2 CFR 200.112 and 24 CFR 570.611	
Section 108 Loan Guarantees	24 CFR 570.700-570.709	Section 108, HCDA

To the best of my knowledge and belief, I certify that all data contained in this application and all supportive documentation is true, correct and will incorporate the above requirements. This submission has been duly authorized by the governing body of _____.

Signature/Authorized Representative of Organization

Printed Name: _____

Title: _____

Date: _____

Grant Certification Form – 3
Conflict of Interest – CDBG

The standards in 2 CFR 200.318 provide that no employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

The CDBG regulations at 24 CFR 570.611 provide that no person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient or subrecipient that are receiving CDBG funds and (1) who exercises or has exercised any functions or responsibilities with respect to activities assisted with CDBG funds; or (2) who is in a position to participate in a decision-making process or gain inside information with regard to these activities, may obtain a financial interest from a CDBG-assisted activity, or have any interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one (1) year thereafter.

- A. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to participate in the decision making process for approval of this application?
☐ Yes ☐ No
- B. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to gain inside information with regard to approval of this application?
☐ Yes ☐ No
- C. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds obtain a financial interest or substantial benefit from this activity?
☐ Yes ☐ No
- D. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds have an interest in any contract, subcontract or agreement with respect to funding this application, either for themselves or those with whom they have family or business ties during the program year and one year thereafter? ☐ Yes ☐ No

If you answered YES to any of the above questions, a letter must be submitted with the application that includes the following information:

- 1) A disclosure of the nature and extent of the conflict
- 2) A description of how public disclosure will be made
- 3) A qualified attorney's opinion that the conflict of interest does not violate federal, state, or local law

Note: If you are approved for funding, the Commission must issue a public notice of the disclosure with a 15-day public comment period, and then submit to HUD for approval prior to execution of a grant agreement or release of funds.

Signature/Authorized Representative of Organization

Printed Name: _____

Title: _____

Date: _____

Grant Certification Form – 4
Policies & Procedures

The undersigned does hereby certify that the applicant organization has the following policies and/or procedures and can produce them if requested by the Commission:

1. Accounting policy/procedure
2. Procurement policy/procedure
3. Conflict of Interest policy/procedure
4. Record Retention policy/procedure
5. Language Access Plan & Limited English Proficiency Policy

Signature/Authorized Representative of Organization

Printed Name: _____

Title: _____

Date: _____

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) - CV
AFFORDABLE HOUSING, CAPITAL PROJECTS, PUBLIC SERVICES AND ECONOMIC
DEVELOPMENT PROGRAMS**

FY 2022-23 CDBG-CV Funding Available: \$1,483,473
FY 2020 Reprogrammed CDBG-CV Funds: \$53,398

CDBG-CV APPLICATIONS

Applicant	Public Services Project Name	CDBG-CV Amount Requested	CDC Staff Recommendation
Community Action Partnership of Sonoma County	HCA Family Fund	\$33,000	\$33,000
Community Action Partnership of Sonoma County	Sloan House Women's Shelter	\$57,367.87	\$57,367
Fair Housing Advocates of Northern California	Fair Housing Education & Enforcement	\$25,000	\$25,000
Homes 4 the Homeless	Case Management Services	\$682,000	\$25,000
Homes 4 the Homeless	Vocational Training	\$994,000	No staff rec.
Housing and Economic Rights Advocates	Financial Stability Legal Services	\$25,650	\$25,650
	Total Requested	\$1,817,018	
	Total Available/Recommended	\$1,536,871	\$166,018

APPLICANT NAME: Community Action Partnership of Sonoma County

PROJECT NAME: Sloan House Women's Shelter

CDBG-CV AMOUNT REQUESTED: \$57,367.87

PROJECT DESCRIPTION

Applicant-Provided Summary Description from Submitted Application:

“Community Action Partnership's (CAP) Sloan House Women's Shelter provides Sonoma County's most vulnerable women supportive housing that includes case management, intensive support services, and additional services needed to prevent homelessness. annually, Sloan serves up to 80 homeless single adult women and women with children, in a safe, home-like 22 bed shelter. Our robust, evidence-based financial stability program, coupled with thoughtful case management, helps our Sloan House residents (1) learn how to manage their finances (i.e., budgeting, bill paying, credit, bank accounts); (2) secure county, state and federal benefits; (3) find and secure stable employment; (4) procure permanent housing; and (5) improve their health as their stress, depression, anxiety, hypertension, and other factors decrease due to increased financial stability (Kauffman, 2015).”

PUBLIC SERVICES PROJECT TYPE:

Emergency homeless shelter

PROPOSED USE OF FUNDS:

Case management and financial stability services.

FUNDING POLICIES (Funding Goals and Objectives):

Does the project address one of the highest priorities of: 1) creating or preserving affordable housing, 2) building infrastructure or public facilities that support creation or preservation of affordable housing, or 3) building infrastructure or public facilities that support low-income communities?

CDBG-CV related priorities were not identified in the CDBG and HOME Funding Policies, as this fund source is available for use to address high priority activities that help prevent, prepare for or respond to Coronavirus in the Urban County.

CDBG-CV REQUIREMENTS

Does the proposed public services activity prevent, prepare for or respond to Coronavirus (activities must demonstrate they respond to one or more)?

The applicant did not specify how the specific activity proposed prevents, prepares for or responds to Coronavirus. However, provision of emergency shelter for homeless persons can help to prevent Coronavirus from spreading.

THRESHOLD CRITERIA

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

Yes, the activity proposed will benefit a low- and moderate-income limited clientele (with incomes at or below 80% of the area median income), as people who are homeless are considered to be a “presumed low-income benefit” population under CDBG regulations.

Does the proposed project or activity meet the eligibility requirements of the CDBG and HOME Funding Policies? (If not, provide the specific reason)

Yes, the proposed activity meets the public services eligibility requirements of the CDBG and HOME Funding Policies addendum for CDBG-CV funds.

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

Yes, the applicant is currently operating the shelter and their application states they have operated it since 1985.

SELECTION CRITERIA

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

Yes, the proposed activity will serve homeless women (and women with children) and is intended to help reduce homelessness by providing shelter and case management services to help clients exit into stable, permanent housing.

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

Yes, the applicant identifies specific goals to be achieved and measured by the proposed activity including the percent of program participants that exit into permanent housing.

Does the applicant have experience providing the proposed services?

Yes, the applicant is currently operating the shelter and their application states they have operated it since 1985.

Do services offered in this project directly utilize evidence-based practices (EBPs) represented in the Upstream Portfolio?

Yes, the applicant utilizes EBPs (motivational interviewing) and participates in the Housing First/Housing First Fidelity process.

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

The applicant states they have a process in place to ensure they meet the requirements of Coordinated Entry referrals as well as maintaining an outside referral list. This ensures minimal

barriers to entry and that clients are triaged through a central location and placement is based on a core set of guidelines that places the highest risk first. One barrier to entrance is that Sloan House does not have the necessary staff support to adequately provide services for all Coordinated Entry referrals. Some of these clients require additional mental health services, substance abuse help and behavioral support which the applicant needs additional funding to provide this type of support.

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

Yes, the applicant states they will be able to obtain, verify and document that program beneficiaries meet this requirement by collecting data and documentation and retaining it in their database.

	<u>Proposed number to be served by project in upcoming Fiscal Year</u>	<u>Current number served as of the filing of this application (if project is currently in operation)</u>	<u>Number served by project last Fiscal Year</u>
	July 1, 2022 – June 30, 2023	July 1, 2021 to January 21, 2022	July 1, 2020 - June 30, 2021
<u>Number of households served</u>	54	20	37
<u>Number of persons served</u>	54	20	37
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)	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?

The applicant proposes to serve a higher number of beneficiaries in FY 2022-2023. In their application they state they expect to be able to open up more beds as COVID vaccination rates increase and COVID related restrictions are eased.

PROJECT BUDGET

Total Organization Budget	\$11,480,615
Total program budget	\$159,027.08
Percent of program to organization budget	1.4% (.0138)
Amount of CDBG-CV request	\$57,367.87
Percent of CDBG-CV request of program budget	36% (.36)
Unduplicated number proposed to be served with program	54
CDBG-CV cost per person/ household	\$1,062/person

ADDITIONAL INFORMATION:

This applicant has received other awards of funds from the SCCDC in prior years to support this activity (non CDBG-CV funds).

CONSEQUENCES OF NO FUNDING:

The applicant currently operates the program with other fund sources and states the program is scalable. If they are awarded less funding than requested they would scale down the number of staff hours used to provide case management and financial coaching, potentially reducing their overall projected outcomes.

STAFF RECOMMENDATION:

Staff recommends funding the applicant at their full request.

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.	The applicant must demonstrate that it will have site control for the full 12 months of FY 2022-23 at the time CDBG funding is made available to the County by HUD.

3.	CDBG-CV funds will be used only to reimburse costs to provide services to people who last resided in the Urban County and who experienced a negative impact related to the coronavirus pandemic.
4.	CDBG funding awarded must be used for eligible expenses during the fiscal year of July 1, 2022 and no later than June 30, 2023. Specific terms will be included in a Funding Agreement, and no costs can be incurred prior to a fully executed funding agreement

**SONOMA COUNTY COMMUNITY
DEVELOPMENT COMMISSION
CDBG-CV FUNDING APPLICATION: PUBLIC
SERVICES**

***(See separate application for Fair Housing and Housing
Justice programs)***

This space reserved for CDC date and time stamp

Please review the Notice of Funding Availability (NOFA), Application Guidelines, and the FY 2022–2023 CDBG and HOME Funding Policies before submitting your application. All applications must meet the eligibility criteria found in the Funding Policies and the requirements set forth in the NOFA.

Part 1: Applicant Information

Legal name of organization:	Community Action Partnership of Sonoma County	
Organization's DUNS number:	078769312	
Contact Information		
Authorized Representative (City/Town Manager, Executive Director, or other):	Name, title:	Susan Cooper, Executive Director
	Phone:	707-544-6911
	Email:	scooper@capsonoma.org
Primary point of contact:	Name, title:	Kathy Kane, Director of Services
	Phone:	707-544-6911
	Email:	kkane@capsonoma.org
Organization is a:	<input checked="" type="checkbox"/> Non-profit organization <input type="checkbox"/> Local government	
Organization mailing address:	141 Stony Circle, Suite 210, Santa Rosa, CA 95401	
Organization website:	www.capsonoma.org	
Organizational Capacity and Experience		
Describe applicant's record of administrative and programmatic capacity using federal, state, local, and/or private grant funds, explaining any past issues or challenges administering grant funds.		
<p>Since our founding in Santa Rosa in 1967, Community Action Partnership of Sonoma County (CAP) has been a leader in addressing challenges among our community's most vulnerable populations. We partner with low income families and individuals to help them achieve economic and social stability by building community and advocating for social and economic justice. We serve clients throughout Sonoma County, providing family-centered evidence-based programs in the fields of housing, finances, disaster relief, health and wellbeing, community engagement and education. We are the largest provider of early childhood development & education programs in the county that includes the Head Start and Early Head Start programs. We serve over 11,000 unduplicated individuals annually. Of those we serve, all are low-income and 80% are Latinx. Approximately 76% of our agency funding comes from federal, state or local county funding. The remainder comes from private grants, foundations and fundraising events. Our agency has a proven record of administering programs utilizing Results Based Accountability to ensure we meet program outcomes.</p>		

Part 2: Project Description

Brief Description of Project or Program

The description provided here will be incorporated into the staff reports provided to the Community Development Committee, Cities and Towns Advisory Committee, and/or the Board of Supervisors. Descriptions MUST BE 125 words or less. It will not be edited and will be truncated at 125 words. A longer project description may be attached (see Part 6, Attachments).

Community Action Partnership's (CAP) Sloan House Women's Shelter provides Sonoma County's most vulnerable women supportive housing that includes case management, intensive support services, and additional services needed to prevent homelessness. annually, Sloan serves up to 80 homeless single adult women and women with children, in a safe, home-like 22 bed shelter. Our robust, evidence-based financial stability program, coupled with thoughtful case management, helps our Sloan House residents (1) learn how to manage their finances (i.e., budgeting, bill paying, credit, bank accounts); (2) secure county, state and federal benefits; (3) find and secure stable employment; (4) procure permanent housing; and (5) improve their health as their stress, depression, anxiety, hypertension, and other factors decrease due to increased financial stability (Kauffman, 2015).

Part 3: Project Information

Project Name	Sloan House Women's Shelter		
Amount of Funding Request:	57,367.87		
Primary Physical Location of Activities or Program (if applicable):			
Address: 3438 Chanate Road, Santa Rosa, CA 95404			
Project Focus (check one)			
<input checked="" type="checkbox"/> Emergency Shelter <input type="checkbox"/> Rapid Re-Housing <input type="checkbox"/> Street Outreach and Day Centers <input type="checkbox"/> Homeless Prevention <input type="checkbox"/> Permanent Supportive Housing <input type="checkbox"/> Other Public Service: _____			
CDBG-CV Requirements			
Please describe the how the proposed activity will <u>prevent, prepare for or respond to Coronavirus</u> (activities must demonstrate they respond to one of more):			
Staff and clients provide proof of vaccination status. Staff and clients remain masked up when indoors and follow proper hand hygiene PPE and disinfection materials are provided at locations throughout the house. Client rooms are currently housing single residents to enforce 6 foot social distancing In the event of an exposure, we follow current CDC guidelines for notifications, isolations and testing.			
Please fill out the table below by stating the numbers served per category according to the stated time frames.			
	Proposed number of Households Served project in upcoming Fiscal Year	Current number of Households Served as of the filing of this application (if project is currently in operation)	Number of Households Served by project last Fiscal Year
	July 1, 2022 – June 30, 2023	July 1, 2021 to Current Date	July 1, 2020 - June 30, 2021

Number of <u>households</u> served	54	20	37
Number of <u>households</u> with children		0	0
Number of Households comprised of <u>unaccompanied youth</u> under 25 years old	0		0
Number of <u>adults</u> in households served	54	20	37
Number of <u>children</u> in households served	6	4	3

Project Subpopulation

Check subpopulations that the proposed project will directly serve:

- ☐ Homeless Day Laborers ☒ Chronically Homeless ☒ Veterans ☐ Runaway & Homeless Youth (12-17)
☐ Developmental Disability ☒ Seniors/Elderly ☒ Substance Abuse Disabilities ☒ Victims of Domestic Violence / Sexual Assault ☒ Mental Health Disabilities ☐ Other Subpopulation: _____

Supplemental Project Services Provided

Check **secondary** services provided directly by your staff to participant:

- ☐ Individual or Family Counseling ☒ Housing Location ☒ Financial Literacy ☐ Domestic Violence Intervention
☐ Street Outreach ☐ Tenancy Education ☐ Short- to Medium-Term Rental Assistance ☒ Housing Focused Case Management ☐ Drug/Alcohol Treatment Services ☐ Mental Health Services & Treatment ☒ Case Management
☐ Other Services Not Listed: _____

Urban County Beneficiaries

The County of Sonoma, as well as the seven municipalities of Cloverdale, Cotati, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and Windsor, comprise the Urban County. At least 51% of beneficiaries served by the program or activity funded by the Sonoma County Community Development Commission with CDBG-CV funds must be Urban County residents. Please state how your organization will obtain, verify and document program beneficiaries meet this requirement:

Our agency will be able to obtain, verify and document that program beneficiaries meet this requirement by collecting data on where program beneficiaries were previously housed through the homeless verification certification and or other documents. This information will be housed in our CAP database.

Considering only Urban County residents to be assisted, list the estimated percentage of the target population served in each of the income categories below

Extremely Low (Below 30% AMI)	100
Very Low (Between 31% -50% AMI)	
Low (Between 51% -80% AMI)	

Moderate (Over 80% AMI)		
Project Outcomes In the table below, choose an Outcome Identifier and describe two measurable changes in participants' lives from their participation in the program. Please discuss the change in a <u>participant's status, knowledge, or behavior</u> resulting from receiving this service.		
Outcome Number	Outcome Identifier Select one Outcome Indicator that you will use to measure your success.	Project Goal Briefly describe how your project will work towards achievement the specified Outcome Indicator
1	System Performance Measures <input type="checkbox"/> Outreach, day centers or coordinated entry – placement in temporary or permanent housing <input type="checkbox"/> Coordinated entry – decrease length of homeless episodes <input checked="" type="checkbox"/> Shelter or transitional housing – exits to permanent housing <input type="checkbox"/> Permanent supportive housing – retention of permanent housing <input type="checkbox"/> Homeless prevention and housing retention – improvement in housing stability	Through intensive case management and guidance in providing housing resources 44% of program participants will exit the program for a permanent housing destination at the program exit or year end.
2	Other Measures <input checked="" type="checkbox"/> Increased income from benefits and/or employment <input type="checkbox"/> Increased access to health benefits	Through intensive case management and guidance in providing housing resources 44% of program participants will exit the program for a permanent housing destination at the program exit or year end.
Outcomes Describe the experience your agency has in providing services associated with Outcome #1 as identified in the previous section. Our agency has been running the Sloan House shelter for decades and has experienced staff who are skilled in case management. They also have additional training in motivational interviewing and in financial coaching through the CFPB's Your Money, Your Goals modules. They are also familiar with the housing resources within the community and work with the following partners to help our clients meet their goal of securing permanent housing: Burbank Housing, Bridge Housing, Eden Housing, Petaluma People's Services, Rapid Rehousing and Catholic Charities.		
Describe the experience your agency has in providing services associated with Outcome #2 as identified in the previous section. Our staff is trained to provide the case management, financial education and resources to participants in order for them to ensure they are able to avail themselves to all eligible programs and services. They work with them to increase benefits as well as help position them to achieve or increase employment through such resources as JobLink, Goodwill, SonomaWorks, Sonoma County Human Resources and the Volunteer Center.		
Project Evaluation Framework Please provide responses to the following questions. Describe how your organization will use data and other information as a self-evaluation tool to ensure you are on track to achieve proposed outcomes:		

<p>Explain how the use of data will help to improve service offerings:</p>
<p>Through both our CAP60 database and the HMIS system we are able to track our outcomes progress and adjust accordingly. Through the HMIS system we are able to see the data that reflects increases or decreases in participant benefits as well as successful exits to homelessness. The data also provides a valuable picture of the program that is used in securing additional grant funding to expand services and staffing.</p>
<p>Please describe the involvement of participants in the evaluation of the project:</p>
<p>Clients participate in enrollement interview and assessments as well as an exit interview and discharge summary. This allows clients to participate in the evaluation and improvement of the program.</p>
<p>Project History and Readiness (Please answer <u>only one</u> of the following two questions)</p>
<p>If this project has been operating one year or less, please discuss its stage of project growth or preparation. (If more than one year = NA)</p>
<p>If this project has been operating longer than one year, describe any material changes that have affected the project <u>along with associated impact(s)</u> that have taken place over the <u>past two years</u> due to any of the following conditions. (If under one year = NA)</p>
<p>The biggest changes that have affected the project over the last several years has been the multiple fires and covid pandemic. This has had associated impacts in decreased housing availability, increased mental health needs and difficulty securing stable employment during the current pandemic crisis. It has decreased our ability to serve the projected number of participants due to the need to meet social distancing requirements and ensure the safety of participants and staff.</p>

Part 4: Alignment with Sonoma County Initiatives

Do services offered in this project directly utilize evidence-based practices (EBPs) represented in the Upstream Portfolio?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the proposed project directly utilize any EBPs included in the Upstream Investment portfolio?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please answer the next question.</i>

Which Tier does the EBP utilized directly in the proposed project fall.	<input checked="" type="checkbox"/> Tier 1 – Evidence Based Practice <input type="checkbox"/> Tier 2 – Promising Practice <input type="checkbox"/> Tier 3 – Emerging Practice
If you are directly using an EBP in this project please enter the name of the strategy:	
Motivational Interviewing	
Are you participating in the Housing First / Housing First Fidelity process?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Describe your strategy to ensure that staff are trained and are using the EBP to fidelity:	
Our staff are continually provided trainings to improve their skills in order to expand their capacity to serve the program participants. These trainings include refresher courses on motivational interviewing, financial coaching, family centered coaching and ACES training. As part of our data and reporting, we evaluate our adherence to Housing First guidelines and make appropriate changes as needed.	

Part 5: Coordinated Entry (this part only applicable to Homeless Services)

Coordinated Entry Capacity If funded for homeless services, your project will be required to participate in Coordinated Entry, either as an access point or accepting referrals (or both). In the space below, provide an overview of your organization's ability, knowledge, and potential barriers to overcome to take part in Coordinated Entry. <u>Please limit your response to no more than 125 words.</u>
We are familiar with the Coordinated Entry system as a referral point. We have a process in place to ensure we meet the requirements of Coordinated Entry referrals as well as maintaining an outside referral list. This ensures minimal barriers to entry and that clients are triaged through a central location and placement is based on a core set of guidelines that places the highest risk first. One barrier to entrance is that Sloan House does not have the necessary staff support to adequately provide services for all Coordinated Entry referral. Some of these clients require additional mental health services, substance abuse help and behavioral support which the Agency needs additional funding to provide this type of support.
Program Standards Workgroup Does your agency participate in the program standards workgroup for your project type? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Yes , please state in which standards group your organization engages and the name of the staff responsible for attending. <i>Compliance with the local program standards for your project component, and participation in program standards working groups will be a requirement of all funding agreements.</i>
Yes, our housing coordinator, Johnetta Dedrick attends the Continuum of Care meetings and workgroups.

Part 6: Part 6: Project Financing and Budget

Funding Status	
Is this application for new or renewal funding?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Renewal

Has this project been previously funded by the CDC?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
If this project received funding under a different name, please state the name of the program (If "No" = NA)				
What percentage of your project budget does your request make up?	36%			
Will funding requested supplant existing funding for the project?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Community Development Commission Funding History				
	FY 2019-20	FY 2020-21	FY 2021-22	Request for FY 2022-2023
Funds Requested	75000	52152.51	52152.51	57367.87
Funds Awarded	75000	52152.51	52152.51	
Application Budget Overview				
Total Organization Budget:	11,480,615			
Total Project Budget:	159027.08			
The request represents this percentage of the project budget:	36%			
Please state funding sources leveraged to support your proposed project and approximate percentage of the total project budget that these represent.				
<p>Funding sources leveraged to support the project include</p> <p>31,000 from Community Foundation 19%</p> <p>3,000 from Julia Grant Fund 1%</p> <p>10,000 from Women United Fund 6%</p>				
Describe the aspects of the project design that are scalable. Indicate how many fewer participants will receive services if the award is less than the amount requested.				
<p>Case management and Financial coaching will be scaled back if the award is less than the amount requested. The ability to add and train new staff and provide additional staff hours would be decreased. It would affect not necessarily a decrease in participants but would result in few services being offered to the participants and therefore affect the overall outcomes of the program.</p>				
What is your organization's plan for the long-term financial sustainability of this project?				
<p>We continue to explore other funding opportunities through grants, foundations, and community fundraising events. We will also be working with the new property owner to find ways to support Sloan House and its long-term sustainability as the surrounding property is developed.</p>				

Part 7: Attachments Required

Project sponsors must submit the following documents, as applicable, with their funding application:

- **Project Description:** Provide a description of the project that includes specific location information and geographic boundaries. It should identify the maximum anticipated scope of the entire project, and delineate the specific activities for which the applicant is requesting funding at this time.
- **Authorizing Resolution:** For non-profit organizations, attach a resolution from the Board of Directors authorizing the submittal of the application.
- **IRS Letter of Determination:** Non-profit organizations only must submit an IRS Letter of Determination. Non-profit organizations are not eligible for consideration unless non-profit status has been verified.
- **Letters of Commitment:** Submit letters of commitment from all other funding sources.
- **Financial Documentation:**
 - Non-profit organizations must attach the following:
 - Current operating budget
 - Most recent completed final audit report
 - IRS Form 990 for the most current tax year
 - If organization is not audited, attach a copy of the most recent internal financial statement that has been approved by Board of Directors.

**Additional financial information may be requested by CDC staff as deemed appropriate.*

- ☐ Sonoma County departments or agencies, the cities of Cotati, Cloverdale, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and the Town of Windsor are exempt from this requirement.
- Organizations are **required** to have **written** policies and procedures. The applicant must submit certification that they have the following policies and procedures. (Please complete the forms found in Part 7 – Certifications)
 - Accounting
 - Conflict of Interest
 - Procurement
 - Record Retention

Part 8: Certifications

- Grant Certification Form – 1 (Application Completeness & Accuracy & Signatory Authority)
- Grant Certification Form – 2 (Federal Regulations)
- Grant Certification Form – 3 (Conflict of Interest)
- Grant Certification Form – 4 (Policies and Procedures)

Grant Certification Form – 1

Application Completeness & Accuracy & Signatory Authority

I hereby certify that _____ (*insert name of organization requesting funds*) has complied with all applicable laws and regulations pertaining to the application and is an eligible applicant for the requested funding.

The organization proposes to provide the program services or complete the project identified in this application. If this application is approved and this organization receives the requested funding this organization agrees to adhere to all relevant Federal, State, and local regulations and other assurances as required by the Commission.

In addition, the content of the application shall be incorporated as part of the written agreement and, as such, will be used to monitor performance. Activities, commitments, and representations described in the written agreement that are not subsequently made a part of the program/project as funded shall be considered a material contract failure and may result in a repayment of all awarded funds and/or suspension from participation in future funding rounds.

I hereby certify that the organization is fully capable of fulfilling its obligation under this application, as stated herein.

I further certify that the information provided in this Funding Application is correct, accurate, and complete.

Signature/Authorized Representative of Organization

Printed Name: _____

Title: _____

Date: _____

Grant Certification Form – 2

Federal Regulations – CDBG

Requirements	Federal Regulations	Other References
Federal Labor Standards - Davis-Bacon - Copeland Act (Anti-kickback) - Contract Work Hours and Safety Standards	24 CFR 92.354 29 CFR Parts 1, 3, and 5	40 U.S.C. 3141; 40 U.S.C. 3701
Section 3	24 CFR 135	Section 3 of the HUD Act of 1968, as amended (12 U.S.C. 1701u); 2 CFR 200.321
Minority and Women Business Enterprise Participation (MBE/WBE)	Small Business Act, Section 3(a) 15 U.S.C. 632	12 U.S.C. 1701
Civil Rights and Non-Discrimination	Title VI of Civil Rights Act of 1964 Title VIII of the Civil Rights Act of 1968 Section 104(b) and 109 of Title I of the Housing and Community Development Act of 1974	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990 Age Discrimination Act of 1975 Executive Orders 11063, 11246, 11375, 11478, 12107, 12086, and 13279
Equal Employment Opportunity	24 CFR 570.601-602; 570.607 41 CFR 60	Executive Orders 11246; 12086 12 USC 1701u
Fair Housing	Fair Housing Act (42 U.S.C. 3601-3620) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d) Equal Opportunity in Housing Section 504 of the Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990	24 CFR Parts 8, 107, and 146 42 U.S.C. 200(d) Executive Orders 11063, as amended by Executive Order 12259 Age Discrimination Act of 1975, as amended (42 U.S.C. 6101)
Debarred or Ineligible Contractors	24 CFR 570.609; 24 CFR 24	Executive Orders 12549 and 12689
Reasonable Accommodation	24 CFR Part 8; 24 CFR 570.601-602	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990

Fire Safety Codes		Local ordinances
Building, Housing, and Zoning Codes Housing Quality Standards	24 CFR 570.208(b)(1)(iv); 208(b)(2)	Local ordinances
Lead-Based Paint	24 CFR 570.608; 24 CFR Part 35	42 U.S.C 4821 et seq.
Anti-Lobbying	Appendix II to Part 200 J; 31 U.S.C. 1352	
Environmental, Historic Preservation, National Environmental Policy Act, Flood Insurance Requirements - Sitting near airports and coastal barrier - Fish and wildlife protection - Flood plain/flood insurance - National Historic Preservation - Noise abatement and control - Wetlands/Coastal zones - Air quality - Endangered species - Thermal/Explosive hazards	24 CFR 570.503(b)(5)(i); 570.604; 570.605; 570.202; 24 CFR 58 References at: 24 CFR 58.6; 58.5570.605	Section 104(g), HCDA 42 U.S.C 4001 et seq.
Relocation, Real Property Acquisitions, and One-for-One Housing Replacement - Uniform Relocation Act - Residential anti-displacement and relocation assistance	24 CFR 570.201(i); 570.606(b), (c), (d) 49 CFR 24 42 USC 4601 et seq	Sections 104(d); 105(a)(11), HCDA www.hud.gov/relocation
Competitive Procurement	2 CFR 200.319	
Insurance and Bonding	2 CFR 200.310 and 200.325	
Administrative and Accounting Standards	2 CFR Part 200	
Cost Considerations	2 CFR 200.402, 403, 404, 405, 406 and 407	
Documentation and Recordkeeping	24 CFR 570.506 24 CFR 570.502	
Conflict of Interest	2 CFR 200.112 and 24 CFR 570.611	
Section 108 Loan Guarantees	24 CFR 570.700-570.709	Section 108, HCDA

To the best of my knowledge and belief, I certify that all data contained in this application and all supportive documentation is true, correct and will incorporate the above requirements. This submission has been duly authorized by the governing body of_____.

Signature/Authorized Representative of Organization

Printed Name:_____

Title:_____

Date:_____

Grant Certification Form – 3

Conflict of Interest – CDBG

The standards in 2 CFR 200.318 provide that no employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

The CDBG regulations at 24 CFR 570.611 provide that no person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient or subrecipient that are receiving CDBG funds and (1) who exercises or has exercised any functions or responsibilities with respect to activities assisted with CDBG funds; or (2) who is in a position to participate in a decision-making process or gain inside information with regard to these activities, may obtain a financial interest from a CDBG-assisted activity, or have any interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one (1) year thereafter.

- A. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to participate in the decision making process for approval of this application?
☐ Yes ☐ No
- B. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to gain inside information with regard to approval of this application?
☐ Yes ☐ No
- C. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds obtain a financial interest or substantial benefit from this activity?
☐ Yes ☐ No
- D. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds have an interest in any contract, subcontract or agreement with respect to funding this application, either for themselves or those with whom they have family or business ties during the program year and one year thereafter? ☐ Yes ☐ No

If you answered YES to any of the above questions, a letter must be submitted with the application that includes the following information:

- 1) A disclosure of the nature and extent of the conflict
- 2) A description of how public disclosure will be made
- 3) A qualified attorney's opinion that the conflict of interest does not violate federal, state, or local law

Note: If you are approved for funding, the Commission must issue a public notice of the disclosure with a 15-day public comment period, and then submit to HUD for approval prior to execution of a grant agreement or release of funds.

Signature/Authorized Representative of Organization

Printed Name: _____

Title: _____

Date: _____

Grant Certification Form – 4

Policies & Procedures

The undersigned does hereby certify that the applicant organization has the following policies and/or procedures and can produce them if requested by the Commission:

1. Accounting policy/procedure
2. Procurement policy/procedure
3. Conflict of Interest policy/procedure
4. Record Retention policy/procedure
5. Language Access Plan & Limited English Proficiency Policy

Signature/Authorized Representative of Organization

Printed Name: _____

Title: _____

Date: _____

Sloan House Program Description

Community Action Partnership's (CAP) Sloan House Women's Shelter provides Sonoma County's most vulnerable women supportive housing that includes case management, intensive support services, and additional services needed to prevent homelessness. Since 1985, Sloan House has served an average of 80 homeless single adult women and women with children, in a safe, home-like 22 bed shelter.

Sloan House serves 11% of the county's female homeless population. Approximately half of the clients we serve are experiencing their first episode of homelessness upon program enrollment. Of those served, 81% are white, 10% are Black/African American, 1% are Latinx and 8% are Native American, Asian American, Pacific Islander, or multi-racial; 76% have one or more disability; 30% are age 65 and older; 93% are classified as "extremely low-income" according to federal and state income guidelines; 16% are LGBTQI; 14% are former foster youth; 39% are domestic violence survivors; 31% have traded sex for money or a place to stay or have been trafficked; 36% have a history of alcohol and/or drug abuse; 40% suffer from PTSD; and 15% are English learners.

With your support, we will provide up to 60 women the case management and financial stability services they need to achieve financial wellness and life success. Of the women we serve, 93% are classified on the lowest income tier by federal and state guidelines: extremely low. They do not have jobs; have few or no assets; poor credit; and can't open a bank account due to lack of documentation and a mailing address. These factors can create a reliance on payday loans, pawn shops, or refund anticipation loans, whose high interest rates increase debt burdens. Our robust, evidence-based financial stability program, coupled with thoughtful case management, helps our Sloan House residents (1) learn how to manage their finances (i.e., budgeting, bill paying, credit, bank accounts); (2) secure county, state and federal benefits; (3) find and secure stable employment; (4) procure permanent housing; and (5) improve their health as their stress, depression, anxiety, hypertension, and other factors decrease due to increased financial stability (Kauffman, 2015).

Clients are referred to Sloan House by the Coordinated Entry system and other nonprofit/government partners. After an in-take process, clients meet weekly with case managers to design a success plan and adjust/adapt their goals. Sloan House Case Management uses a three track system: 1) Benefits: Provides public benefits eligibility counseling and application assistance for an array of local, state and federal benefits. Once income is obtained, clients create a budget and enter into an agreement to save 50% of their disposable income; 2) Employment: Clients participate in a Coach to Career program that helps them with job search techniques, resume, practice interviews and work-appropriate clothing. Clients apply for 5 jobs a week. We provide them transportation to/from interviews and coach them on how to succeed at finding and maintaining a job; and 3) Housing : Clients access permanent housing options through an intensive housing search process. We work with clients to create and maintain a budget, fill out rental applications, repair credit, build the tenant/landlord relationship, safely access the shared-room rental market, and understand what housing options will work best for them i.e., apartment unit, transitional housing, or shared rentals. Every client is required to apply for Section 8 Housing and low-income housing waiting lists.

Data is tracked by using both our internal CAP60 database and the County ETO/HMIS system. This allows us to monitor our progress toward our outcomes and adjust accordingly. Our two main outcomes will be

the number of participants who exit successfully to a permanent housing destination and the number of participants who increase their benefits/employment.

We hope to successfully meet both outcomes even with the continued challenges presented by the current Covid-19 pandemic. We have relaxed our 180 day limit to accommodate the challenges in procuring housing and employment for our clients during lockdowns as well as limited participation in order to comply with social distancing requirements. As vaccination rates climb and social distancing requirements ease, we hope to open up more beds.

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) - CV
AFFORDABLE HOUSING, CAPITAL PROJECTS, PUBLIC SERVICES AND ECONOMIC
DEVELOPMENT PROGRAMS**

FY 2022-23 CDBG-CV Funding Available: \$1,483,473

FY 2020 Reprogrammed CDBG-CV Funds: \$53,398

CDBG-CV APPLICATIONS

Applicant	Public Services Project Name	CDBG-CV Amount Requested	CDC Staff Recommendation
Community Action Partnership of Sonoma County	HCA Family Fund	\$33,000	\$33,000
Community Action Partnership of Sonoma County	Sloan House Women's Shelter	\$57,367.87	\$57,367
Fair Housing Advocates of Northern California	Fair Housing Education & Enforcement	\$25,000	\$25,000
Homes 4 the Homeless	Case Management Services	\$682,000	\$25,000
Homes 4 the Homeless	Vocational Training	\$994,000	No staff rec.
Housing and Economic Rights Advocates	Financial Stability Legal Services	\$25,650	\$25,650
	Total Requested	\$1,817,017.87	
	Total Available/Recommended	\$1,536,871	\$166,017

APPLICANT NAME: Community Action Partnership of Sonoma County

PROJECT NAME: HCA Family Fund

CDBG-CV AMOUNT REQUESTED: \$33,000

PROJECT DESCRIPTION

Applicant-Provided Summary Description from Submitted Application:

“The HCA is a prog-ram that provides one-time grants on behalf of tenants who are at risk of losing their housing because of unpaid rent, or those who need help with a security deposit to obtain housing. The fund serves low-income residents of Sonoma County. Funding of applications occurs on a regular cycle, twice each month. The fund receives a private, monthly donation of \$28,000. In addition to the private donation of client assistance funds, the cost of operating the fund is supported by grants from other sources such as the Sonoma County Community Development Commission and the City of Santa Rosa. In addition to financial assistance, the clients meet with a financial coach to set monthly financial wellness goals. Meeting these goals are essential to qualifying for the entire 3 months of available assistance.”

PUBLIC SERVICES PROJECT TYPE:

Homeless prevention

PROPOSED USE OF FUNDS:

Rent and security deposit payments for low income tenants at risk of losing their housing.

FUNDING POLICIES (Funding Goals and Objectives):

Does the project address one of the highest priorities of: 1) creating or preserving affordable housing, 2) building infrastructure or public facilities that support creation or preservation of affordable housing, or 3) building infrastructure or public facilities that support low-income communities?

If a tenant’s rent is affordable, meaning that it is no greater than 30% of the tenant’s household income, then the activity would serve to preserve affordable housing.

CDBG-CV REQUIREMENTS

Does the proposed public services activity prevent, prepare for or respond to Coronavirus (activities must demonstrate they respond to one or more)?

The applicant did not specify how the specific activity proposed prevents, prepares for or responds to Coronavirus. However, homelessness prevention can help to prevent Coronavirus from spreading.

THRESHOLD CRITERIA

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

Yes, the activity proposed will benefit a low- and moderate-income limited clientele (with incomes at or below 80% of the area median income).

Does the proposed project or activity meet the eligibility requirements of the CDBG and HOME Funding Policies? (If not, provide the specific reason)

Yes, the proposed activity meets the public services eligibility requirements of the CDBG and HOME Funding Policies addendum for CDBG-CV funds.

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

Yes, the applicant is currently administering the program in the local area and their application states they have operated the program since 1989.

SELECTION CRITERIA

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

Yes, the proposed activity will serve several low-income, special needs populations and is intended to help prevent homelessness by providing emergency rent and deposit assistance.

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

Yes, the applicant identifies specific goals to be achieved and measured by the proposed activity including maintaining current housing and improving housing stability.

Does the applicant have experience providing the proposed services?

Yes, the applicant is currently administering the program in the local area and their application states they have operated the program since 1989.

Do services offered in this project directly utilize evidence-based practices (EBPs) represented in the Upstream Portfolio?

Yes, the applicant utilizes EBPs (motivational interviewing) and participates in the Housing First/Housing First Fidelity process.

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

N/A

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

Yes, the applicant states they will be able to obtain, verify and document that program beneficiaries meet this requirement by collecting data and documentation and retaining it in their database.

	<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, 2022 – June 30, 2023	July 1, 2021 to January 21, 2022	July 1, 2020 - June 30, 2021
Number of <u>households</u> served	260	117	254
Number of <u>persons</u> served	260	141	254

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)	61%	61%
Very Low (Between 31% - 50% AMI)	31%	31%
Low (Between 51% -80% AMI)	8%	8%
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?

N/A

PROJECT BUDGET

Total Organization Budget	\$11,480,615
Total program budget	\$426,000
Percent of program to organization budget	3.7% (.037)
Amount of CDBG-CV request	\$33,000

Percent of CDBG-CV request of program budget	7% (.07)
Unduplicated number proposed to be served with program	260
CDBG-CV cost per person/ household	\$126.93/household

ADDITIONAL INFORMATION:

This applicant has received awards of “regular” CDBG funds from the SCCDC in prior years to support this activity (non CDBG-CV funds).

CONSEQUENCES OF NO FUNDING:

The applicant currently operates the program with other fund sources and states that the program is scalable. If they are awarded less funding than requested they would scale down the number of staff hours and serve fewer households.

STAFF RECOMMENDATION:

Staff recommends funding the applicant at their full request.

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-CV funds will be used only to reimburse costs to provide services to income-documented households residing in the Urban County, at least 51% of which must have incomes at or below 80% AMI and all of which have experienced a negative impact related to the coronavirus pandemic.
3.	CDBG funding awarded must be used for eligible expenses during the fiscal year of July 1, 2022 and no later than June 30, 2023. Specific terms will be included in a Funding Agreement, and no costs can be incurred prior to a fully executed funding agreement

SONOMA COUNTY COMMUNITY
DEVELOPMENT COMMISSION
**CDBG-CV FUNDING APPLICATION: PUBLIC
SERVICES**

*(See separate application for Fair Housing and Housing
Justice programs)*

Please review the Notice of Funding Availability (NOFA), Application Guidelines, and the FY 2022–2023 CDBG and HOME Funding Policies before submitting your application. All applications must meet the eligibility criteria found in the Funding Policies and the requirements set forth in the NOFA.

This space reserved for CDC date and time stamp

Part 1: Applicant Information

Legal name of organization: Community Action Partnership of Sonoma County

Organization's DUNS number: 078769312

Contact Information

Authorized Representative
(City/Town Manager, Executive
Director, or other):

Name, title:	Susan Cooper, Executive Director
Phone:	707-544-6911
Email:	scooper@capsonoma.org

Primary point of contact:

Name, title:	Kathy Kane, Director of Services
Phone:	707-544-6911
Email:	kkane@capsonoma.org

Organization is a: ☒ Non-profit organization ☐ Local government

Organization mailing address: 141 Stony Circle, Suite 210, Santa Rosa CA 95401

Organization website: www.capsonoma.org

Organizational Capacity and Experience

Describe applicant's record of administrative and programmatic capacity using federal, state, local, and/or private grant funds, explaining any past issues or challenges administering grant funds.

Since our founding in Santa Rosa in 1967, Community Action Partnership of Sonoma County (CAP) has been a leader in addressing challenges among our community's most vulnerable populations. We partner with low income families and individuals to help them achieve economic and social stability by building community and advocating for social and economic justice. We serve clients throughout Sonoma County, providing family-centered evidence-based programs in the fields of housing, finances, disaster relief, health and wellbeing, community engagement and education. We are the largest provider of early childhood development & education programs in the county that includes the Head Start and Early Head Start programs. We serve over 11,000 unduplicated individuals annually. Of those we serve, all are low-income and 80% are Latinx. Approximately 76% of our agency funding comes from federal, state or local county funding. The remainder comes from private grants, foundations and fundraising events. Our agency has a proven record of administering programs utilizing Results Based Accountability to ensure we meet program outcomes.

Part 2: Project Description

Brief Description of Project or Program

The description provided here will be incorporated into the staff reports provided to the Community Development Committee, Cities and Towns Advisory Committee, and/or the Board of Supervisors. Descriptions MUST BE 125 words or less. It will not be edited and will be truncated at 125 words. A longer project description may be attached (see Part 6, Attachments).

The HCA is a program that provides one-time grants on behalf of tenants who are at risk of losing their housing because of unpaid rent, or those who need help with a security deposit to obtain housing. The fund serves low-income residents of Sonoma County. Funding of applications occurs on a regular cycle, twice each month. The fund receives a private, monthly donation of \$28,000. In addition to the private donation of client assistance funds, the cost of operating the fund is supported by grants from other sources such as the Sonoma County Community Development Commission and the City of Santa Rosa. In addition to financial assistance, the clients meet with a financial coach to set monthly financial wellness goals. Meeting these goals are essential to qualifying for the entire 3 months of available assistance.

Part 3: Project Information

Project Name HCA Family Fund

Amount of Funding Request: 33 000

Primary Physical Location of Activities or Program (if applicable): CAP Sonoma

Address: 141 Stony Circle, Suite 210, Santa Rosa, CA 95401

Project Focus (check one)

☐ Emergency Shelter ☐ Rapid Re-Housing ☐ Street Outreach and Day Centers ☒ Homeless Prevention ☐ Permanent Supportive Housing ☐ Other Public Service: _____

CDBG-CV Requirements

Please describe the how the proposed activity will prevent, prepare for or respond to Coronavirus (activities must demonstrate they respond to one of more):

Our program is currently being implemented remotely in order to prevent the spread of Coronavirus. Our staff connects through phone, email and virtual platforms to reach and educate clients.

If needed for client access and to reduce barriers, clients are met outside the building, staff and clients wear masks and maintain a safe distance.

The agency follows CDC guidelines and recommendations for exposures, notifications and testing.

Please fill out the table below by stating the numbers served per category according to the stated time frames.

	Proposed number of Households Served project in upcoming Fiscal Year	Current number of Households Served as of the filing of this application (if project is currently in operation)	Number of Households Served by project last Fiscal Year
	July 1, 2022 – June 30, 2023	July 1, 2021 to Current Date	July 1, 2020 - June 30, 2021

Number of households served	260	117	254
------------------------------------	-----	-----	-----

Number of **households** with children

Number of Households comprised of **unaccompanied youth** under 25 years old

Number of adults in households served	260	141	254
--	-----	-----	-----

Number of **children** in households served

Project Subpopulation

Check subpopulations that the proposed project will directly serve:

☒ Homeless Day Laborers ☒ Chronically Homeless ☒ Veterans ☐ Runaway & Homeless Youth (12-17)
☒ Developmental Disability ☒ Seniors/Elderly ☒ Substance Abuse Disabilities ☒ Victims of Domestic Violence / Sexual Assault ☒ Mental Health Disabilities ☐ Other Subpopulation: _____

Supplemental Project Services Provided

Check **secondary** services provided directly by your staff to participant:

☐ Individual or Family Counseling ☐ Housing Location ☒ Financial Literacy ☐ Domestic Violence Intervention
☐ Street Outreach ☐ Tenancy Education ☐ Short- to Medium-Term Rental Assistance ☐ Housing Focused Case Management ☐ Drug/Alcohol Treatment Services ☐ Mental Health Services & Treatment ☒ Case Management
☐ Other Services Not Listed: _____

Urban County Beneficiaries

The County of Sonoma, as well as the seven municipalities of Cloverdale, Cotati, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and Windsor, comprise the Urban County. At least 51% of beneficiaries served by the program or activity funded by the Sonoma County Community Development Commission with CDBG-CV funds must be Urban County residents. Please state how your organization will obtain, verify and document program beneficiaries meet this requirement:

Our agency will be able to obtain, verify and document that program beneficiaries meet this requirement by collecting data and documentation on where program beneficiaries. This information will be housed in our CAP database.

Considering only Urban County residents to be assisted, list the estimated percentage of the target population served in each of the income categories below

Extremely Low (Below 30% AMI)	61%
Very Low (Between 31% -50% AMI)	31%
Low (Between 51% -80% AMI)	8%

Moderate (Over 80% AMI)

0

Project Outcomes

In the table below, choose an Outcome Identifier and describe two measurable changes in participants' lives from their participation in the program. Please discuss the change in a participant's status, knowledge, or behavior resulting from receiving this service.

Outcome Number	Outcome Identifier	Project Goal
	Select one Outcome Indicator that you will use to measure your success.	Briefly describe how your project will work towards achievement the specified Outcome Indicator
1	System Performance Measures <ul style="list-style-type: none"> <input type="checkbox"/> Outreach, day centers or coordinated entry – placement in temporary or permanent housing <input type="checkbox"/> Coordinated entry – decrease length of homeless episodes <input type="checkbox"/> Shelter or transitional housing – exits to permanent housing <input type="checkbox"/> Permanent supportive housing – retention of permanent housing <input checked="" type="checkbox"/> Homeless prevention and housing retention – improvement in housing stability 	1. 55% of Participants who receive HCA assistance will maintain housing as evidenced by retention for up to 6 mos or until the end of the contract period. 2. 45% of Participants who may imminently lose their primary nighttime residence will retain housing and improve housing stability for six months or until the end of the contract period. Universe determined by documentation stating that the household must leave within 14 days.
2	Other Measures <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Increased income from benefits and/or employment <input type="checkbox"/> Increased access to health benefits 	42% of households participating in HCA case managed services will reduce overall household debt by at least 10% over the period of three months.

Outcomes

Describe the experience your agency has in providing services associated with **Outcome #1** as identified in the previous section.

Our agency has been running the HCA program since 1989 and has experienced staff who are skilled in case management. The program is well known in the community and landlords are often willing to work with a tenant and our staff to maintain the tenants residency.

Describe the experience your agency has in providing services associated with **Outcome #2** as identified in the previous section.

Our staff has undergone training in the CFPB's Your Money, Your Goals training and continue to refresh their skills with annual training. They are skilled in motivational interviewing, presenting financial education workshops, and family centered coaching.

Project Evaluation Framework

Please provide responses to the following questions.

Describe how your organization will use data and other information as a self-evaluation tool to ensure you are on track to achieve proposed outcomes:

Explain how the use of data will help to improve service offerings:

Through both our CAP60 database and the HMIS system we are able to track our outcomes progress and adjust accordingly. Through the HMIS system we are able to see the data that reflects increases or decreases in participant benefits as well as successful exits to homelessness. The data also provides a valuable picture of the program that is used in securing additional grant funding to expand services and staffing.

Please describe the involvement of participants in the evaluation of the project:

Clients participate in enrollment interview, assessments and goal setting as well as provide written program feedback at the end. This allows clients to participate in the evaluation and improvement of the program.

Project History and Readiness

(Please answer only one of the following two questions)

If this project has been operating one year or less, please discuss its stage of project growth or preparation.
(If more than one year = NA)

If this project has been operating longer than one year, describe any material changes that have affected the project along with associated impact(s) that have taken place over the past two years due to any of the following conditions. (If under one year = NA)

The biggest changes that have affected the project over the last several years has been the multiple fires and covid pandemic. This has had associated impacts in decreased housing availability and difficulty securing stable employment during the current pandemic crisis. It has decreased our ability to have monthly financial workshops and also impacted those who qualify for the program as one of the program requirements is that there needs to be a regular income source. Due to the influx of pandemic money, there was a slowdown of use of the HCA fund while households utilized the availability of the covid funding. As they have maxed out their benefits in the ERAP funding, we are seeing an increase in requests for assistance.

Part 4: Alignment with Sonoma County Initiatives

Do services offered in this project directly utilize evidence-based practices (EBPs) represented in the Upstream Portfolio? ☒ Yes ☐ No

Does the **proposed project** directly utilize any EBPs included in the Upstream Investment portfolio? ☒ Yes ☐ No

If yes, please answer the next question.

Which Tier does the EBP utilized directly in the proposed project fall.

- ☒ Tier 1 – Evidence Based Practice
☐ Tier 2 – Promising Practice
☐ Tier 3 – Emerging Practice

If you are directly using an EBP in this project please enter the name of the strategy:

Motivational Interviewing

Are you participating in the Housing First / Housing First Fidelity process? ☒ Yes ☐ No

Describe your strategy to ensure that staff are trained and are using the EBP to fidelity:

While the HCA program does not fit the traditional homeless prevention services, we have met housing first strategies to the best of our ability and ensure that staff receive regular trainings

Part 5: Coordinated Entry (this part only applicable to Homeless Services)

Coordinated Entry Capacity

If funded for homeless services, your project will be required to participate in Coordinated Entry, either as an access point or accepting referrals (or both). In the space below, provide an overview of your organization's ability, knowledge, and potential barriers to overcome to take part in Coordinated Entry. **Please limit your response to no more than 125 words.**

As we are not a shelter and are only providing financial assistance, we do not have interaction between the Coordinated Entry system. We work through the referred shelters, and other community based organizations for client referrals seeking assistance in maintaining or securing housing.

Program Standards Workgroup

Does your agency participate in the **program standards workgroup** for your project type? ☐ Yes ☐ No

If **Yes**, please state in which standards group your organization engages and the name of the staff responsible for attending. *Compliance with the local program standards for your project component, and participation in program standards working groups will be a requirement of all funding agreements.*

Johnetta Dedrick, housing coordinator attends the Continuum of Care workgroups.

Part 6: Part 6: Project Financing and Budget

Funding Status	
Is this application for new or renewal funding?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Renewal

Has this project been previously funded by the CDC?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
If this project received funding under a different name, please state the name of the program (If "No" = NA)				
What percentage of your project budget does your request make up?	7%			
Will funding requested supplant existing funding for the project?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Community Development Commission Funding History				
	FY 2019-20	FY 2020-21	FY 2021-22	Request for FY 2022-2023
Funds Requested	50000	30000	30000	33000
Funds Awarded	30000	30000	30000	
Application Budget Overview				
Total Organization Budget:	11,480,615			
Total Project Budget:	426,000			
The request represents this percentage of the project budget:	7%			
Please state funding sources leveraged to support your proposed project and approximate percentage of the total project budget that these represent.				
HCA Family Fund monthly committed allotment: 28,000 month/336,000 year 79% HCA City of Santa Rosa 60,000 14%				
Describe the aspects of the project design that are scalable. Indicate how many fewer participants will receive services if the award is less than the amount requested.				
Program aspects that are scalable are the one-on-one financial coaching and goal setting case management services. If we are awarded less than the amount requested we will reduce staffing hours and that will ultimately result in serving fewer clients and few services.				
What is your organization's plan for the long-term financial sustainability of this project?				
We continue to explore other funding opportunities through grants and foundations.				

Part 7: Attachments Required

Project sponsors must submit the following documents, as applicable, with their funding application:

- ☒ **Project Description:** Provide a description of the project that includes specific location information and geographic boundaries. It should identify the maximum anticipated scope of the entire project, and delineate the specific activities for which the applicant is requesting funding at this time.
- ☒ **Authorizing Resolution:** For non-profit organizations, attach a resolution from the Board of Directors authorizing the submittal of the application.
- ☒ **IRS Letter of Determination:** Non-profit organizations only must submit an IRS Letter of Determination. Non-profit organizations are not eligible for consideration unless non-profit status has been verified.
- ☒ **Letters of Commitment:** Submit letters of commitment from all other funding sources.
- ☒ **Financial Documentation:**
 - ☒ Non-profit organizations must attach the following:
 - Current operating budget
 - Most recent completed final audit report
 - IRS Form 990 for the most current tax year
 - If organization is not audited, attach a copy of the most recent internal financial statement that has been approved by Board of Directors.

**Additional financial information may be requested by CDC staff as deemed appropriate.*

- ☐ Sonoma County departments or agencies, the cities of Cotati, Cloverdale, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and the Town of Windsor are exempt from this requirement.
- ☒ Organizations are **required** to have **written** policies and procedures. The applicant must submit certification that they have the following policies and procedures. (Please complete the forms found in Part 7 – Certifications)
 - Accounting
 - Conflict of Interest
 - Procurement
 - Record Retention

Part 8: Certifications

- ☐ Grant Certification Form – 1 (Application Completeness & Accuracy & Signatory Authority)
- ☐ Grant Certification Form – 2 (Federal Regulations)
- ☐ Grant Certification Form – 3 (Conflict of Interest)
- ☐ Grant Certification Form – 4 (Policies and Procedures)

HCA Program Description

The HCA program provides one-time grants on behalf of tenants who are at risk of losing their housing because of unpaid rent, mortgage, or those who need help with a security deposit to obtain housing. The fund serves residents of Sonoma County. Funding of applications occurs on a regular cycle, twice each month. The fund receives a private, monthly donation of \$28,000. In addition to the private donation of client assistance funds, the cost of operating the fund is supported by grants from other sources such as the Sonoma County Community Development Commission and the city of Santa Rosa. Many of the program guidelines and priorities were determined to meet the wishes of the private donor. The monthly donation goes directly to the clients while the other funds are used by the agency to cover administrative expenses for the program. Approximately 400 households are funded yearly.

Community Action Partnership of Sonoma County (CAPSC) serves as the coordinator of all fund activities. Orientations for funding are held once a month. All assistance provided by the fund is made in the form of grants that are paid directly to landlords. The fund is intended for use as a last resource by clients; all feasible means of alternative help should be exhausted before HCA funds are granted. Assistance is limited to situations of a one-time need; households incapable of sustaining themselves without ongoing financial support will not usually be eligible for HCA assistance. The program is open to all persons without discrimination based upon race, color, creed, religion, sex, national origin, handicap, or familial status.

Applicants are eligible for up to 3 months of rental assistance up to a maximum of \$900/month for the first month and reduced amounts for the 2nd and 3rd months. Applicants must meet financial coaching requirements in order to be eligible for subsequent months. Security Deposit assistance is limited to a maximum of \$1500. Not all that apply will receive the maximum funding and funding is dependent on availability. Applicants may receive aid from one assistance program only.

Applicant must be willing to participate in the HCA Family Fund, Financial Coaching Program during the assistance period to resolve or make progress in reducing their debt. This involves meeting with the financial coach to establish a financial recovery action plan. The staff uses motivational interviewing techniques that will enhance applicant's confidence to reduce or eliminate debt, save money and recognize how to guard against scams or predatory lenders. The financial goals include SMART goals, timeline, evaluation and adjustments to plans if necessary.

Data tracking includes tracking of client demographics as well as goals and services provided. Data is entered into both the agency CAP 60 database and the Sonoma County HMIS system.

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) - CV
AFFORDABLE HOUSING, CAPITAL PROJECTS, PUBLIC SERVICES AND ECONOMIC
DEVELOPMENT PROGRAMS**

FY 2022-23 CDBG-CV Funding Available: \$1,483,473
FY 2020 Reprogrammed CDBG-CV Funds: \$53,398

CDBG-CV APPLICATIONS

Applicant	Public Services Project Name	CDBG-CV Amount Requested	CDC Staff Recommendation
Community Action Partnership of Sonoma County	HCA Family Fund	\$33,000	\$33,000
Community Action Partnership of Sonoma County	Sloan House Women's Shelter	\$57,367.87	\$57,367
Fair Housing Advocates of Northern California	Fair Housing Education & Enforcement	\$25,000	\$25,000
Homes 4 the Homeless	Case Management Services	\$682,000	\$25,000
Homes 4 the Homeless	Vocational Training	\$994,000	No staff rec.
Housing and Economic Rights Advocates	Financial Stability Legal Services	\$25,650	\$25,650
	Total Requested	\$1,817,017.87	
	Total Available/Recommended	\$1,536,871	\$166,017

APPLICANT NAME: Homes 4 the Homeless

PROJECT NAME: Case Management Services

CDBG-CV AMOUNT REQUESTED: \$682,000

PROJECT DESCRIPTION

Applicant-Provided Summary Description from Submitted Application:

“Acting as a Coordinated Entry Provider, Homes 4 the Homeless will recruit, train, and employ a team of qualified caseworkers and healthcare advocates to find permanent housing and housing retention for up to 400 individuals in Sonoma County.

Our team includes: Program Director, Senior Case Manager, 6 Case workers, Healthcare Advocate.

The program utilizes state of the art data collection and outcome management software provided by SeekHaven to increase team production and create reporting of outcomes. The program focuses on lifestyle recovery including: Addiction recovery, credit boosting, employment, housing retention, and healthcare.

Director of Programs

Works closely with HOMes4theHomeless CEO and Director of Operations to ensure all programs are running smoothly and are effective and efficient. Project Management and People Management are essential.

Senior or....”

(Note: the summary provided by the applicant exceeded the maximum length and was therefore truncated)

PUBLIC SERVICES PROJECT TYPE:

Coordinated entry case management services.

PROPOSED USE OF FUNDS:

Case management services.

FUNDING POLICIES (Funding Goals and Objectives):

Does the project address one of the highest priorities of: 1) creating or preserving affordable housing, 2) building infrastructure or public facilities that support creation or preservation of affordable housing, or 3) building infrastructure or public facilities that support low-income communities?

CDBG-CV related priorities were not identified in the CDBG and HOME Funding Policies, as this fund source is available for use to address high priority activities that help prevent, prepare for or respond to Coronavirus in the Urban County.

CDBG-CV REQUIREMENTS

Does the proposed public services activity prevent, prepare for or respond to Coronavirus (activities must demonstrate they respond to one or more)?

The proposed activity is to provide case management services to assist homeless individuals with access to housing. The proposed case management will include a health care advocate that will provide health information, advocacy for medical treatment and health education for clients. The applicant states the proposed services will include Coronavirus prevention education and response classes as a top priority. They will also make Coronavirus testing available to all new and existing clients.

THRESHOLD CRITERIA

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

Yes, the activity proposed will benefit a low- and moderate-income limited clientele (with incomes at or below 80% of the area median income).

Does the proposed project or activity meet the eligibility requirements of the CDBG and HOME Funding Policies? (If not, provide the specific reason)

Yes, the proposed activity meets the public services eligibility requirements of the CDBG and HOME Funding Policies addendum for CDBG-CV funds.

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

The applicant is a fairly new community-based organization conducting services in the area. They obtained a certification in December 2021 with the Sonoma County Coordinated Entry Program. They initiated their coordinated entry services using primarily volunteers and supported through donations. The proposed case management program is a new program for the applicant, which they initiated during 2021. The capacity to scale up is proposed but unknown, as there is no historical data.

SELECTION CRITERIA

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

Yes, the proposed activity will serve homeless individuals with case management services to assist them in locating housing and employment.

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

The applicant stated that they would provide tools for program participants to conduct self-assessments to improve their lives. They stated that the outcomes of those self-assessments is how they would track measurable results to determine the success of the services.

Does the applicant have experience providing the proposed services?

The applicant states that they initiated coordinated entry case management services using volunteers in the summer of 2021 and assisted 5 households with rapid rehousing placements. The proposed program as presented would be an 8,000% increase to their new program. The application did not provide information regarding prior experience in employing staff and operating similar large programs, and did not describe how they plan to hire and train the staff needed to operate the expanded program.

Do services offered in this project directly utilize evidence-based practices (EBPs) represented in the Upstream Portfolio?

No.

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

The applicant states that they became a Sonoma County Coordinated Entry provider as of December 2021.

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

The applicant states that they have data collection software that will be used to collect this information.

	<u>Proposed number to be served by project in upcoming Fiscal Year</u>	<u>Current number served as of the filing of this application (if project is currently in operation)</u>	<u>Number served by project last Fiscal Year</u>
	July 1, 2022 – June 30, 2023	July 1, 2021 to January 21, 2022	July 1, 2020 - June 30, 2021
<u>Number of households served</u>	400 (300 adults and 100 youth households under 25 years of age)	5	0
<u>Number of persons served</u>	400 (300 adults and 100 youth households under 25 years of age)	5	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)	75%	75%
Very Low (Between 31% - 50% AMI)	20%	20%
Low (Between 51% -80% AMI)	5%	5%
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 applicant initiated the program in fiscal year 2020-2021 and proposes to substantially expand the program in fiscal year 2022-2023 if they receive grant funding from 5 to 400 households. The application did not indicate the data used to demonstrate the need for case management for 400 households.

PROJECT BUDGET

Total Organization Budget	\$1,800,000
Total program budget	\$784,300
Percent of program to organization budget	43.5% (.435)
Amount of CDBG-CV request	\$682,000
Percent of CDBG-CV request of program budget	86.9% (.869)
Unduplicated number proposed to be served with program	400
CDBG-CV cost per person/ household	\$1,705/household

ADDITIONAL INFORMATION:

This proposed program would be a substantial increase to the current services currently offered through volunteers. The proposed activity also relies heavily on the Urban County's CDBG funding to support the program. It is standard and expected that community based organizations utilize a variety of fund sources to support their programs, which are used to leverage CDBG funds.

CONSEQUENCES OF NO FUNDING:

The applicant did not state the consequences of no funding. They currently operate the program with limited donations and volunteers and state that they would use the grant funding to scale the program up to provide expanded services. They indicated that they would scale the proposed services down if they are funded less than their request.

STAFF RECOMMENDATION:

Due to the applicant's limited experience and no historical data to support the proposed program need or outcomes, staff recommends funding the applicant with a maximum of \$25,000.

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-CV funds will be used only to reimburse costs to provide services to people who last resided in the Urban County and who experienced a negative impact related to the coronavirus pandemic.
3.	CDBG funding awarded must be used for eligible expenses during the fiscal year of July 1, 2022 and no later than June 30, 2023. Specific terms will be included in a Funding Agreement, and no costs can be incurred prior to a fully executed funding agreement

SONOMA COUNTY COMMUNITY
DEVELOPMENT COMMISSION
**CDBG-CV FUNDING APPLICATION: PUBLIC
SERVICES**

***(See separate application for Fair Housing and Housing
Justice programs)***

This space reserved for CDC date and time stamp Please review the Notice of Funding Availability (NOFA), Application
Guidelines, and the FY 2022–2023 CDBG and HOME Funding Policies

before submitting your application. All applications must meet the eligibility criteria found in the Funding Policies and the
requirements set forth in the NOFA.

Part 1: Applicant Information

Legal name of organization:	Homes 4 the Homeless	
Organization's DUNS number:	057060429	
Contact Information		
Authorized Representative (City/Town Manager, Executive Director, or other):	Name, title:	Steve Schneider, CEO
	Phone:	707-243-8022
	Email:	steve@homes4thehomeless.org
Primary point of contact:	Name, title:	Alex Campbell, Corporate Secretary
	Phone:	707-217-3089
	Email:	alex@homes4thehomeless.org
Organization is a:	<input checked="" type="checkbox"/> Non-profit organization <input type="checkbox"/> Local government Non-Profit	
Organization mailing address:	PO Box 458, Fulton, CA 95439	
Organization website:	www.Homes4theHomeless.org	
Organizational Capacity and Experience Describe applicant's record of administrative and programmatic capacity using federal, state, local, and/or private grant funds, explaining any past issues or challenges administering grant funds.		

Organization Capacity - Homes 4 the Homeless is headquartered and extremely active in Sonoma County. With a diverse and dedicated group of volunteers representing construction, design, development, and supportive services professions, we have both the experience and capacity to fully engage in this project to ensure its success. Additionally we have a vast network of volunteers who actively participated in the 2021 program and are ready to re engage in 2022.

Organization Experience - Homes 4 the Homeless was established in 2018 to provide rapidly deployed modular housing using shipping containers to address the scale of homelessness occurring across the country. In 2020 we were selected under a Code Blue emergency to provide a \$633,375.70 modular village in Newark, NJ that had a capacity to assist up to 40 people. In 2021 we were selected to provide two more villages for \$1.4 million. In the summer of 2021 we partnered with Sonoma County Probation, California Department of Rehabilitation, Boys & Girls Club and Santa Rosa Law Enforcement Community Engagement to create a Pilot Youth Vocational Training Program that gave 10 teenagers workforce training in construction building showers for the homeless. We are now working to develop a program for 2022.

Sonoma County Community Development Commission
CDBG/HOME Public Services Funding Application

Part 2: Project Description

Brief Description of Project or Program

The description provided here will be incorporated into the staff reports provided to the Community Development Committee, Cities and Towns Advisory Committee, and/or the Board of Supervisors. Descriptions MUST BE 125 words

or less. It will not be edited and will be truncated at 125 words. A longer project description may be attached (see Part 6, Attachments).

Acting as a Coordinated Entry Provider, Homes 4 the Homeless will recruit, train, and employ a team of qualified caseworkers and healthcare advocates to find permanent housing and housing retention for up to 400 individuals in Sonoma County.

Our team includes: Program Director, Senior Case Manager, 6 Case workers, Healthcare Advocate.

The program utilizes state of the art data collection and outcome management software provided by SeekHaven to increase team production and create reporting of outcomes. The program focuses on lifestyle recovery including: Addiction recovery, credit boosting, employment, housing retention, and healthcare.

Director of Programs

Works closely with HOMes4theHomeless CEO and Director of Operations to ensure all programs are running smoothly and are effective and efficient. Project Management and People Management are essential.

Senior or Lead Case Manager (1)

Certifications, extensive experience or other credentials in assisting unsheltered individuals or addition/recovery, etc... Will be supervising the other Case Managers as well as managing a caseload per the above job description.

Case Manager (6)

are Trauma Informed, focused on building relationships, goal setting with clients, motivating and able to keep

people on track as well.

Community Health Worker(1) provides health information and advocacy for medical treatment and health education to unsheltered individuals in Northern Sonoma County. Bilingual preferred.

Part 3: Project Information

Project Name	Community Transformation Case Worker Recruitment, Training and Implementation Program		
Amount of Funding Request: \$682,000			
Primary Physical Location of Activities or Program (if applicable):			
Address: 3362 Fulton Road, Fulton, CA 95439			
Project Focus (check one)		Rapid Re-housing	
<input type="checkbox"/> Emergency Shelter X Rapid Re-Housing <input type="checkbox"/> Street Outreach and Day Centers <input type="checkbox"/> Homeless Prevention <input type="checkbox"/> Permanent Supportive Housing <input type="checkbox"/> Other Public Service: _____			
CDBG-CV Requirements Please describe the how the proposed activity will <u>prevent, prepare for or respond to Coronavirus</u> (activities must demonstrate they respond to one of more):			
Program Health Care Advocate will provide health information and advocacy for medical treatment and health education for our clients in Sonoma County. Coronavirus prevention education and response classes and advocacy are a top priority. Coronavirus testing is available for all clients upon entry to our program and as an existing Client.			
Please fill out the table below by stating the numbers served per category according to the stated time frames.			
	Proposed number of Households Served project in upcoming Fiscal Year	Current number of Households Served as of the filing of this application (if project is currently in operation)	Number of Households Served by project last Fiscal Year
	July 1, 2022 – June 30, 2023	July 1, 2021 to Current Date	July 1, 2020 - June 30, 2021

Sonoma County Community Development Commission
CDBG/HOME Public Services Funding Application

Number of <u>households</u> served	400	5	0
Number of <u>households</u> with children	130	2	0
Number of Households comprised of <u>unaccompanied youth</u> under 25 years old	100	0	0
Number of <u>adults</u> in households served	300	5	0
Number of <u>children</u> in households served	195	0	0

Project Subpopulation

Check subpopulations that the proposed project will directly serve:

- ☐ Homeless Day Laborers ☐ Chronically Homeless ☐ Veterans ☐ Runaway & Homeless Youth (12-17)
- ☐ Developmental Disability ☐ Seniors/Elderly ☐ Substance Abuse Disabilities ☐ Victims of Domestic Violence / Sexual Assault ☐ Mental Health Disabilities ☐ Other Subpopulation:
- _____

Supplemental Project Services Provided

*Check **secondary** services provided directly by your staff to participant:*

- ☐ Individual or Family Counseling ☐ Housing Location ☐ Financial Literacy ☐ Domestic Violence Intervention
- ☐ Street Outreach ☐ Tenancy Education ☐ Short- to Medium-Term Rental Assistance ☐ Housing Focused Case Management ☐ Drug/Alcohol Treatment Services ☐ Mental Health Services & Treatment ☐ Case Management
- ☐ Other Services Not Listed: _____

Urban County Beneficiaries

The County of Sonoma, as well as the seven municipalities of Cloverdale, Cotati, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and Windsor, comprise the Urban County. At least 51% of beneficiaries served by the program or activity funded by the Sonoma County Community Development Commission with CDBG-CV funds must be Urban County residents. Please state how your organization will obtain, verify and document program beneficiaries meet this requirement:

Homes 4 the Homeless has a data collection and outcomes management software provided by SeekHaven. Our secure system allows for rapid and efficient collection of survey information.

Considering only Urban County residents to be assisted, list the estimated percentage of the target population served in each of the income categories below

Extremely Low (Below 30% AMI)	75%
Very Low (Between 31% -50% AMI)	20%
Low (Between 51% -80% AMI)	5%

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Sonoma County Community Development Commission
CDBG/HOME Public Services Funding Application

Moderate (Over 80% AMI)		
Project Outcomes In the table below, choose an Outcome Identifier and describe two measurable changes in participants' lives from their participation in the program. Please discuss the change in a <u>participant's status, knowledge, or behavior</u> resulting from receiving this service.		
Outcome Number	Outcome Identifier Select one Outcome Indicator that you will use to measure your success.	Project Goal Briefly describe how your project will work towards achievement the specified Outcome Indicator
1	System Performance Measures <input type="checkbox"/> Outreach, day centers or coordinated entry – placement in temporary or permanent housing <input checked="" type="checkbox"/> Coordinated entry – decrease length of homeless episodes <input type="checkbox"/> Shelter or transitional housing – exits to permanent housing <input type="checkbox"/> Permanent supportive housing – retention of permanent housing <input type="checkbox"/> Homeless prevention and housing retention – improvement in housing stability	Our program is designed to prevent homelessness and increase housing retention. Our caseworkers are trained to process HUD Emergency and Rapid Re-Housing vouchers to ensure that clients find permanent housing quickly and efficiently. Caseworkers build relationships with our clients through continued advocacy of health care, addiction recovery, job placement program, education, coronavirus prevention and response and credit score boosting. Our outcomes management software creates evidence based outcomes in housing retention, employment, addiction recovery, and health. .
2	Other Measures <input checked="" type="checkbox"/> Increased income from benefits and/or employment <input checked="" type="checkbox"/> Increased access to health benefits	Our caseworkers utilize the Work Opportunity Tax Credit (WOTC) program to find employment for our clients. Our team is well versed in the WOTC application process. Program Healthcare Advocate provides health care advocacy and education for each

		client.
Outcomes		
Describe the experience your agency has in providing services associated with Outcome #1 as identified in the previous section.		
December 2021 our organization was certified with the Sonoma County Coordinated Entry Program. We have placed 5 families into permanent housing using HUD vouchers This includes 2 children.		
Describe the experience your agency has in providing services associated with Outcome #2 as identified in the previous section.		
We are utilizing the WOTC job placement program and 3 clients have gotten jobs and received job placement assistance from their caseworker.		
Project Evaluation Framework		
Please provide responses to the following questions.		
Describe how your organization will use data and other information as a self-evaluation tool to ensure you are on track to achieve proposed outcomes:		

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Sonoma County Community Development Commission
CDBG/HOME Public Services Funding Application

During the intake process of our pilot program, participants were given a personality assessment by our program partner SeekHaven to track their strengths while helping to ensure measurable success outcomes. Participants gained valuable insights into their own personalities. Our goal is to expand the use of data to give participants all the tools, self-assessment and a self-guided path to improve their lives.
Explain how the use of data will help to improve service offerings:
Working with SeekHaven's digital platform helps collect, monitor and leverage positive outcomes. Some of the elements measured can include: - Gender, Race, Age, Needs (If like-minded and circumstantial people are matched up, they will be more likely to thrive) - Recidivism rates, when and where they are coming from, capacity projections and trends - Opportunities for starting the aspirational process right from the beginning if you allow a choice and a shopping cart type of feel - Self selection of the type of experience the guest might want through the digital intake usually done by the guest - Completion / abort rates - Most common services requested from intake - Answers from the guest first hand on their afflictions and deficits they perceive.
Please describe the involvement of participants in the evaluation of the project:

SeekHaven has had tremendous success with this evidence based platform working with distressed transitional housing businesses in the Bay Area. We also use the SeekHaven Recovery Capital tool to measure and track issues related to health, financial wellness, housing, social interaction, family relations, vocation, education, recreation and fun. Participants will be surveyed before and after to better understand their path through the process of vocational training. Our goal is at the end of the program they will have a better understanding of themselves and a better sense of direction for engaging the workforce. Based on these individual outcomes, we will track measurable results to determine the success of the program.

Project History and Readiness

(Please answer only one of the following two questions)

If this project has been operating **one year or less**, please discuss its stage of project growth or preparation. (If more than one year = NA)

After a successful summer program based primarily on donations and volunteers, we are seeking sources of funding to continue and expand our programs while becoming a coordinated entry provider to help those in need receive housing and services that put them on a path to long-term recovery.

If this project has been operating **longer than one year**, describe any material changes that have affected the project along with associated impact(s) that have taken place over the past two years due to any of the following conditions. (If under one year = NA)

Part 4: Alignment with Sonoma County Initiatives

Do services offered in this project directly utilize evidence-based practices (EBPs) represented in the Upstream Portfolio?	<input type="checkbox"/> Yes <input type="checkbox"/> No No
Does the proposed project directly utilize any EBPs included in the Upstream Investment portfolio?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please answer the next question.

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Sonoma County Community Development Commission
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Which Tier does the EBP utilized directly in the proposed project fall.	<input type="checkbox"/> Tier 1 – Evidence Based Practice <input type="checkbox"/> Tier 2 – Promising Practice <input type="checkbox"/> Tier 3 – Emerging Practice
If you are directly using an EBP in this project please enter the name of the strategy:	
<div style="border: 1px solid black; height: 30px;"></div>	

Are you participating in the Housing First / Housing First Fidelity process?	<input type="checkbox"/> Yes <input type="checkbox"/> No No
Describe your strategy to ensure that staff are trained and are using the EBP to fidelity:	

Part 5: Coordinated Entry (this part only applicable to Homeless Services)

<p>Coordinated Entry Capacity If funded for homeless services, your project will be required to participate in Coordinated Entry, either as an access point or accepting referrals (or both). In the space below, provide an overview of your organization's ability, knowledge, and potential barriers to overcome to take part in Coordinated Entry. <u>Please limit your response to no more than 125 words.</u></p>
<p>As of December 2021, Homes 4 the Homeless became a Coordinated Entry (CE) and we have processed 5 families into permanent housing since December 2021.</p> <p>As a CE there are no barriers with regards to utilizing Coordinated Entry and continuing to grow our knowledge and communication. Our intention is to share the outcomes management data with Coordinated Entry stakeholders and partners.</p>
<p>Program Standards Workgroup Does your agency participate in the program standards workgroup for your project type? <input type="checkbox"/>Yes XNo NO</p>
<p>If Yes, please state in which standards group your organization engages and the name of the staff responsible for attending. <i>Compliance with the local program standards for your project component, and participation in program standards working groups will be a requirement of all funding agreements.</i></p>

Part 6: Part 6: Project Financing and Budget

Funding Status	
Is this application for new or renewal funding?	X New <input type="checkbox"/> Renewal New

Sonoma County Community Development Commission
CDBG/HOME Public Services Funding Application

Has this project been previously funded by the CDC?	<input type="checkbox"/> Yes X No NO			
If this project received funding under a different name, please state the name of the program (If "No" = NA)	NA			
What percentage of your project budget does your request make up?	85%			
Will funding requested supplant existing funding for the project?	<input type="checkbox"/> Yes X No NO			
Community Development Commission Funding History				
	FY 2019-20	FY 2020-21	FY 2021-22	Request for FY 2022-2023
Funds Requested				\$682,000
Funds Awarded				
Application Budget Overview				
Total Organization Budget:	\$1,800,000			
Total Project Budget:	\$784,300			
The request represents this percentage of the project budget:	85%			
Please state funding sources leveraged to support your proposed project and approximate percentage of the total project budget that these represent.				
Family Offices and Philanthropic Organizations				
Describe the aspects of the project design that are scalable. Indicate how many fewer participants will receive services if the award is less than the amount requested.				
Outcomes management and data collection system allows for 400% production of caseworkers. Our ability to process more clients will expand county wide due to increased number of trained caseworkers and the outcome management software.				
Decreased funding will negatively impact our program by x4. Maximum 340 families.				
What is your organization's plan for the long-term financial sustainability of this project?				

Part 7: Attachments Required

Project sponsors must submit the following documents, as applicable, with their funding application:

- X Project Description: Provide a description of the project that includes specific location information and geographic boundaries. It should identify the maximum anticipated scope of the entire project, and delineate the specific activities for which the applicant is requesting funding at this time.
- X Authorizing Resolution: For non-profit organizations, attach a resolution from the Board of Directors authorizing the submittal of the application.
- X IRS Letter of Determination: Non-profit organizations only must submit an IRS Letter of Determination. Non-profit organizations are not eligible for consideration unless non-profit status has been verified.
- X Letters of Commitment: Submit letters of commitment from all other funding sources.
- X Financial Documentation:
 - X Non-profit organizations must attach the following:
 - X Current operating budget
 - Most recent completed final audit report
 - X IRS Form 990 for the most current tax year
 - X If organization is not audited, attach a copy of the most recent internal financial statement that has been approved by Board of Directors.

**Additional financial information may be requested by CDC staff as deemed appropriate.*

- ☐ Sonoma County departments or agencies, the cities of Cotati, Cloverdale, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and the Town of Windsor are exempt from this requirement.

- X Organizations are **required** to have **written** policies and procedures. The applicant must submit certification that they have the following policies and procedures. (Please complete the forms found in Part 7 – Certifications)
 - Accounting
 - Conflict of Interest
 - Procurement
 - Record Retention

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Sonoma County Community Development Commission
CDBG/HOME Public Services Funding Application

Part 8: Certifications

X Grant Certification Form – 1 (Application Completeness & Accuracy & Signatory Authority)

X Grant Certification Form – 2 (Federal Regulations)

X Grant Certification Form – 3 (Conflict of Interest)

X Grant Certification Form – 4 (Policies and Procedures)

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Sonoma County Community Development Commission
CDBG/HOME Public Services Funding Application

Grant Certification Form – 1

Application Completeness & Accuracy & Signatory Authority

I hereby certify that (*insert name of organization requesting funds*) has complied with all applicable laws and regulations pertaining to the application and is an eligible applicant for the requested funding.

The organization proposes to provide the program services or complete the project identified in this application. If this application is approved and this organization receives the requested funding this organization agrees to adhere to all relevant Federal, State, and local regulations and other assurances as required by the Commission.

In addition, the content of the application shall be incorporated as part of the written agreement and, as such, will be used to monitor performance. Activities, commitments, and representations described in the written agreement that are not subsequently made a part of the program/project as funded shall be considered a material contract failure and may result in a repayment of all awarded funds and/or suspension from participation in future funding rounds.

I hereby certify that the organization is fully capable of fulfilling its obligation under this application, as stated herein.

I further certify that the information provided in this Funding Application is correct, accurate, and complete.

Signature/Authorized Representative of Organization

Printed Name: Steve Schneider

Title: Chief Executive Officer

Date: 1/21/22

Grant Certification Form – 2**Federal Regulations – CDBG****Requirements Federal Regulations Other References**

Federal Labor Standards - Davis-Bacon - Copeland Act (Anti-kickback) - Contract Work Hours and Safety Standards	24 CFR 92.354 29 CFR Parts 1, 3, and 5	40 U.S.C. 3141; 40 U.S.C. 3701
Section 3	24 CFR 135	Section 3 of the HUD Act of 1968, as amended (12 U.S.C. 1701u); 2 CFR 200.321
Minority and Women Business Enterprise Participation (MBE/WBE)	Small Business Act, Section 3(a) 15 U.S.C. 632	12 U.S.C. 1701
Civil Rights and Non Discrimination	Title VI of Civil Rights Act of 1964 Title VIII of the Civil Rights Act of 1968 Section 104(b) and 109 of Title I of the Housing and Community Development Act of 1974	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990 Age Discrimination Act of 1975 Executive Orders 11063, 11246, 11375, 11478, 12107, 12086, and 13279
Equal Employment Opportunity	24 CFR 570.601-602; 570.607 41 CFR 60	Executive Orders 11246; 12086 12 USC 1701u
Fair Housing	Fair Housing Act (42 U.S.C. 3601-3620) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d) Equal Opportunity in Housing Section 504 of the Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990	24 CFR Parts 8, 107, and 146 42 U.S.C. 200(d) Executive Orders 11063, as amended by Executive Order 12259 Age Discrimination Act of 1975, as amended (42 U.S.C. 6101)
Debarred or Ineligible Contractors	24 CFR 570.609; 24 CFR 24	Executive Orders 12549 and 12689

Reasonable Accommodation	24 CFR Part 8; 24 CFR 570.601-602	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990
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Sonoma County Community Development Commission
CDBG/HOME Public Services Funding Application

Fire Safety Codes		Local ordinances
Building, Housing, and Zoning Codes Housing Quality Standards	24 CFR 570.208(b)(1)(iv); 208(b)(2)	Local ordinances
Lead-Based Paint	24 CFR 570.608; 24 CFR Part 35	42 U.S.C 4821 et seq.
Anti-Lobbying	Appendix II to Part 200 J; 31 U.S.C. 1352	
Environmental, Historic Preservation, National Environmental Policy Act, Flood Insurance Requirements - Sitting near airports and coastal barrier - Fish and wildlife protection - Flood plain/flood insurance - National Historic Preservation - Noise abatement and control - Wetlands/Coastal zones - Air quality - Endangered species - Thermal/Explosive hazards	24 CFR 570.503(b)(5)(i); 570.604; 570.605; 570.202; 24 CFR 58 References at: 24 CFR 58.6; 58.5570.605	Section 104(g), HCDA 42 U.S.C 4001 et seq.
Relocation, Real Property Acquisitions, and One-for-One Housing Replacement - Uniform Relocation Act - Residential anti-displacement and relocation assistance	24 CFR 570.201(i); 570.606(b), (c), (d) 49 CFR 24 42 USC 4601 et seq	Sections 104(d); 105(a)(11), HCDA www.hud.gov/relocation
Competitive Procurement	2 CFR 200.319	
Insurance and Bonding	2 CFR 200.310 and 200.325	
Administrative and Accounting Standards	2 CFR Part 200	

Cost Considerations	2 CFR 200.402, 403, 404, 405, 406 and 407	
Documentation and Recordkeeping	24 CFR 570.506 24 CFR 570.502	
Conflict of Interest	2 CFR 200.112 and 24 CFR 570.611	
Section 108 Loan Guarantees	24 CFR 570.700-570.709	Section 108, HCDA

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Sonoma County Community Development Commission
CDBG/HOME Public Services Funding Application

To the best of my knowledge and belief, I certify that all data contained in this application and all supportive documentation is true, correct and will incorporate the above requirements. This submission has been
duly
authorized by the governing body of _

Signature/Authorized Representative of Organization

Printed Name: Steve Schneider

Title: Chief Executive Officer

Date: 1/21/22

Grant Certification Form – 3

Conflict of Interest – CDBG

The standards in 2 CFR 200.318 provide that no employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a

financial or other interest in the firm selected for an award.

The CDBG regulations at 24 CFR 570.611 provide that no person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient or subrecipient that are receiving CDBG funds and (1) who exercises or has exercised any functions or responsibilities with respect to activities assisted with CDBG funds; or (2) who is in a position to participate in a decision-making process or gain inside information with regard to these activities, may obtain a financial interest from a CDBG-assisted activity, or have any interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one (1) year thereafter.

A. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to participate in the decision making process for approval of this application?

☐Yes ☒No

B. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to gain inside information with regard to approval of this

applicat ☐No
ion?
☐Yes

C. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds obtain a financial interest or substantial benefit from this activity? ☐Yes ☐No

D. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds have an interest in any contract, subcontract or agreement with respect to funding this application, either for themselves or those with whom they have family or business ties during the program year and one year thereafter? ☐Yes ☐No

If you answered YES to any of the above questions, a letter must be submitted with the application that includes the following information:

- 1) A disclosure of the nature and extent of the conflict
- 2) A description of how public disclosure will be made
- 3) A qualified attorney's opinion that the conflict of interest does not violate federal, state, or local law

Note: If you are approved for funding, the Commission must issue a public notice of the disclosure with a 15-day public comment period, and then submit to HUD for approval prior to execution of a grant agreement or release of funds.

Signature/Authorized Representative of Organization

Printed Name:

Title:-Date:

Grant Certification Form – 4

Policies & Procedures

The undersigned does hereby certify that the applicant organization has the following policies and/or procedures and can produce them if requested by the Commission:

1. Accounting policy/procedure
2. Procurement policy/procedure
3. Conflict of Interest policy/procedure
4. Record Retention policy/procedure
5. Language Access Plan & Limited English Proficiency Policy

Signature/Authorized Representative of Organization

Printed Name:

Title:

Date:



Sonoma County Community Development Commission
CDBG/HOME Affordable Housing and Capital Projects Funding Application

Attachment 1 – Project Description

Acting as a Coordinated Entry Provider, Homes 4 the Homeless will recruit, train, and employ a team of qualified caseworkers and healthcare advocates to find permanent housing and housing retention for up to 400 individuals in Sonoma County.

Our team includes: Program Director, Senior Case Manager, 6 Case workers, Healthcare Advocate.

The program utilizes state of the art data collection and outcome management software provided by SeekHaven to increase team production and create reporting of outcomes. The program focuses on lifestyle recovery including: Addiction recovery, credit boosting, employment, housing retention, and healthcare.

Director of Programs

Works closely with HOMes4theHomeless CEO and Director of Operations to ensure all programs are running smoothly and are effective and efficient. Project Management and People Management are essential.

Senior or Lead Case Manager (1)

Certifications, extensive experience or other credentials in assisting unsheltered individuals or addition/recovery, etc... Will be supervising the other Case Managers as well as managing a caseload per the above job description.

Case Manager (6)

are Trauma Informed, focused on building relationships, goal setting with clients, motivating and able to keep people on track as well.

Community Health Worker(1) provides health information and advocacy for medical treatment and health education to unsheltered individuals in Northern Sonoma County. Bilingual preferred.

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) - CV
AFFORDABLE HOUSING, CAPITAL PROJECTS, PUBLIC SERVICES AND ECONOMIC
DEVELOPMENT PROGRAMS**

FY 2022-23 CDBG-CV Funding Available: \$1,483,473
FY 2020 Reprogrammed CDBG-CV Funds: \$53,398

CDBG-CV APPLICATIONS

Applicant	Public Services Project Name	CDBG-CV Amount Requested	CDC Staff Recommendation
Community Action Partnership of Sonoma County	HCA Family Fund	\$33,000	\$33,000
Community Action Partnership of Sonoma County	Sloan House Women's Shelter	\$57,367.87	\$57,367
Fair Housing Advocates of Northern California	Fair Housing Education & Enforcement	\$25,000	\$25,000
Homes 4 the Homeless	Case Management Services	\$682,000	\$25,000
Homes 4 the Homeless	Vocational Training	\$994,000	No staff rec.
Housing and Economic Rights Advocates	Financial Stability Legal Services	\$25,650	\$25,650
	Total Requested	\$1,817,017.87	
	Total Available/Recommended	\$1,536,871	\$166,017

APPLICANT NAME: Homes 4 the Homeless

PROJECT NAME: Vocational Training in Construction of Modular Showers

CDBG-CV AMOUNT REQUESTED: \$994,000

PROJECT DESCRIPTION

Applicant-Provided Summary Description from Submitted Application:

“Imagine not being able to take a shower everyday, going days, weeks or longer without the cleanliness and revitalizing benefits, not to mention the hygiene in times of COVID that those without shelter are facing. This is what Homes 4 the Homeless is working to remedy by building modular showers that can be dispersed throughout our community. These showers come with the additional benefit that they are constructed as part of a Vocational Training Program run by Homes 4 the Homeless serving at risk youth. We successfully completed the pilot project this past summer at the Sonoma County Probation Camp. We are now looking for funding to expand this program.”

PUBLIC SERVICES PROJECT TYPE:

Job training.

Note: The application describes two types of potentially eligible CDBG activities. One is job training for low-income at-risk youth, and the other is providing mobile shower services for homeless people. The application does not provide sufficient information to make a final determination regarding eligibility as a homeless services project, and the proposed use of the CDBG funds, as described below, is for costs related to the training component of their proposed program. Therefore, this staff report evaluates the project as a job training activity.

PROPOSED USE OF FUNDS:

The applicant stated funding will be used to staff the program, which includes a program manager, two instructors and a program coordinator. They also stated costs include instructional materials, safety equipment, tools and lunch. Food is not an eligible expense under CDBG regulations and will not be permitted if funds are awarded.

FUNDING POLICIES (Funding Goals and Objectives):

Does the project address one of the highest priorities of: 1) creating or preserving affordable housing, 2) building infrastructure or public facilities that support creation or preservation of affordable housing, or 3) building infrastructure or public facilities that support low-income communities?

CDBG-CV related priorities were not identified in the CDBG and HOME Funding Policies, as this fund source is available for use to address high priority activities that help prevent, prepare for or respond to Coronavirus in the Urban County.

CDBG-CV REQUIREMENTS

Does the proposed public services activity prevent, prepare for or respond to Coronavirus (activities must demonstrate they respond to one or more)?

The application states that the vocational training services will be conducted using COVID-safe protocols, but does not indicate that the training participants will be limited to at-risk youth who have experienced a negative impact from COVID. While use of the health protocols would help to prevent the spread of COVID amongst participants of the program, the job training activity as presented does not address the intent of the CARES Act, which is to use funds to administer activities whose end purpose is to prevent, prepare for, and respond to the COVID pandemic.

The applicant also proposes to produce 4 modular showers through the vocational training program that can be rapidly deployed to encampments where unsheltered individuals are located. Coronavirus is of particular concern in these encampments where lack of daily hygiene contributes to the spread of infection. By promoting improved hygiene and thereby decreasing risk of virus transmission, this activity would satisfy the intent of the CARES Act.

THRESHOLD CRITERIA

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

Yes, the vocational training activity proposed will benefit a low- and moderate-income limited clientele (with incomes at or below 80% of the area median income) that reside in the Urban County.

Does the proposed project or activity meet the eligibility requirements of the CDBG and HOME Funding Policies? (If not, provide the specific reason)

It is not clear if the project can be deemed as an eligible use of CDBG funds based on the job training activity, and separately as eligible for purposes of the CARES Act based on providing homeless services. Staff would need to seek a determination from HUD if the proposal is awarded CDBG-CV funding.

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

The applicant is a fairly new organization and has limited experience operating in this region. They recently completed a pilot vocational training program with a cohort of 10 students that included the construction of the modular hygiene units. The applicant implemented the pilot

program using volunteers and donations. The vocation training program as proposed would be a new program for the applicant.

SELECTION CRITERIA

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

Yes, the proposed activity will provide vocational training to underserved and at-risk youth.

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

The applicant stated that they would provide tools for program participants to conduct self-assessments to improve their lives. They stated that the outcomes of those self-assessments is how they would track measurable results to determine the success of the services.

Does the applicant have experience providing the proposed services?

The applicant recently completed its first pilot program, through the use of volunteers and donations. They stated that the pilot program was the result of a community partnership that included fundraising and hundreds of combined volunteer hours from over 50 different companies, municipalities, nonprofits and individuals. As noted previously, this would be a new program for the applicant, with the exception of the pilot program recently completed. The application did not provide information regarding prior experience in employing staff and operating similar large programs, and did not describe how they plan to hire and train the staff needed to operate the expanded program.

Do services offered in this project directly utilize evidence-based practices (EBPs) represented in the Upstream Portfolio?

No.

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

N/A

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

The applicant states they have data collection software that will be used to collect this information.

	<u>Proposed number to be served by project in upcoming Fiscal Year</u>	<u>Current number served as of the filing of this application</u>	<u>Number served by project last Fiscal Year</u>

		(if project is currently in operation)	
	July 1, 2022 – June 30, 2023	July 1, 2021 to January 21, 2022	July 1, 2020 - June 30, 2021
Number of households served	1,000	10	5
Number of persons served	1,000	10	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)	75%		75%
Very Low (Between 31% - 50% AMI)	18%		18%
Low (Between 51% -80% AMI)	4		4%
Moderate (Over 80% AMI)	3%		3%

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 recently completed its pilot vocational training program that they stated included a cohort of 10 students. They propose to substantially expand the vocational training program in fiscal year 2022-2023 if they receive grant funding. However, the applicant stated they propose to serve 1,000 beneficiaries, which appears to be the anticipated number of homeless persons that would have access to the hygiene units that are proposed to be constructed and placed in encampments, and not the number of low-income beneficiaries that will receive vocational training. The applicant indicated in an application attachment that they propose to serve 40 beneficiaries with the vocational training program.

PROJECT BUDGET

Total Organization Budget	\$1,800,000
Total program budget	\$994,000
Percent of program to organization budget	55.2% (.552)
Amount of CDBG-CV request	\$994,000
Percent of CDBG-CV request of program budget	100% (1.00)
Unduplicated number proposed to be served with program	1,000

CDBG-CV cost per person/ household	\$994/person
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ADDITIONAL INFORMATION:

The applicant indicated the proposed project would serve 1,000 low and moderate limited clientele homeless beneficiaries with the hygiene units. However, the proposed project is classified as job training under the CDBG program, and the applicant stated they would serve at least 40 individuals with vocational training. If funded, the proposed job training project would serve 40 individuals at a cost of \$24,850/person. However, the proposed use of funds was not detailed to provide a line item breakdown of the vocational training expenses and the costs of labor and materials to construct the hygiene units.

The proposed activity also relies 100% on the Urban County's CDBG funding to support the program, with no other fund sources. It is standard and expected that community-based organizations utilize a variety of fund sources to support their programs, which are used to leverage CDBG funds.

CONSEQUENCES OF NO FUNDING:

The applicant did not state the consequences of no funding. They currently operate the program with limited donations and volunteers and state they would use the grant funding to scale the program up to provide this new program. They indicated they would scale the proposed services down if they are funded less than their request.

STAFF RECOMMENDATION:

Staff does not have sufficient information to make a funding recommendation.

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-CV funds will be used only to reimburse costs to provide job training services to people who reside in the Urban County. CDBG-CV funds may be used for this purpose only if HUD determines that the project can qualify as eligible for CARES Act funding based on the placement of the constructed shower units (the product of the training activity) in homeless encampments.

3.	CDBG funding awarded must be used for eligible expenses during the fiscal year of July 1, 2022 and no later than June 30, 2023. Specific terms will be included in a Funding Agreement, and no costs can be incurred prior to a fully executed funding agreement
4.	CDBG-CV funds will be used only to reimburse eligible costs to provide job training services to residents of the Urban County who experienced a negative impact related to the coronavirus pandemic. Eligible costs include program staff and direct program operating expenses, as well as the equipment, materials, and payments to job trainees.

SONOMA COUNTY COMMUNITY
DEVELOPMENT COMMISSION
**CDBG-CV FUNDING APPLICATION: PUBLIC
SERVICES**

***(See separate application for Fair Housing and Housing
Justice programs)***

This space reserved for CDC date and time stamp

Please review the Notice of Funding Availability (NOFA), Application Guidelines, and the FY 2022–2023 CDBG and HOME Funding Policies before submitting your application. All applications must meet the eligibility criteria found in the Funding Policies and the requirements set forth in the NOFA.

Part 1: Applicant Information

Legal name of organization:	Homes 4 the Homeless	
Organization's DUNS number:	057060429	
Contact Information		
Authorized Representative (City/Town Manager, Executive Director, or other):	Name, title:	Steve Schneider, CEO
	Phone:	707-799-0288
	Email:	steve@homes4thehomeless.org
Primary point of contact:	Name, title:	Alex Campbell, Corporate Secretary
	Phone:	707-243-8022
	Email:	alex@homes4thehomeless.org
Organization is a:	<input checked="" type="checkbox"/> Non-profit organization <input type="checkbox"/> Local government	
Organization mailing address:	PO Box 458, Fulton, CA 95439	
Organization website:	www.Homes4theHomeless.org	
Organizational Capacity and Experience		
Describe applicant's record of administrative and programmatic capacity using federal, state, local, and/or private grant funds, explaining any past issues or challenges administering grant funds.		
Organization Capacity - Homes 4 the Homeless is headquartered and extremely active in Sonoma County. With a diverse and dedicated group of volunteers representing construction, design, development, and supportive services professions, we have both the experience and capacity to fully engage in this project to ensure its success. Additionally we have a vast network of volunteers who actively participated in the 2021 program and are ready to reengage in 2022.		
Organization Experience - Homes 4 the Homeless was established in 2018 to provide rapidly deployed modular housing using shipping containers to address the scale of homelessness occurring across the country. In 2020 we were selected under a Code Blue emergency to provide a \$633,375.70 modular village in Newark, NJ that had a capacity to assist up to 40 people. In 2021 we were selected to provide two more villages for \$1.4 million. In the summer of 2021 we partnered with Sonoma County Probation, California Department of Rehabilitation, Boys & Girls Club and Santa Rosa Law Enforcement Community Engagement to create a Pilot Youth Vocational Training Program that gave 10 teenagers workforce training in construction building showers for the homeless. We are now working to develop a program for 2022.		

Part 2: Project Description

Brief Description of Project or Program

The description provided here will be incorporated into the staff reports provided to the Community Development Committee, Cities and Towns Advisory Committee, and/or the Board of Supervisors. Descriptions MUST BE 125 words or less. It will not be edited and will be truncated at 125 words. A longer project description may be attached (see Part 6, Attachments).

Imagine not being able to take a shower everyday, going days, weeks or longer without the cleanliness and revitalizing benefits, not to mention the hygiene in times of COVID that those without shelter are facing. This is what Homes 4 the Homeless is working to remedy by buildings modular showers that can be dispersed throughout our community. These showers come with the additional benefit that they are constructed as part of a Vocational Training Program run by Homes 4 the Homeless serving at risk youth. We successfully completed the pilot project this past summer at the Sonoma County Probation Camp. We are now looking for funding to expand this program.

Part 3: Project Information

Project Name	Homes 4 the Homeless Showers & Vocational Training		
Amount of Funding Request:	\$994,000		
Primary Physical Location of Activities or Program (if applicable):			
Address: 335 Fulton Road, Fulton, CA 95439			
Project Focus (check one)			
<input type="checkbox"/> Emergency Shelter <input type="checkbox"/> Rapid Re-Housing <input type="checkbox"/> Street Outreach and Day Centers <input type="checkbox"/> Homeless Prevention <input type="checkbox"/> Permanent Supportive Housing <input checked="" type="checkbox"/> Other Public Service: <u>Vocational Training in Construction of Modular Showers</u>			
CDBG-CV Requirements			
Please describe the how the proposed activity will <u>prevent, prepare for or respond to Coronavirus</u> (activities must demonstrate they respond to one of more):			
<p>Covid is of particular concern in encampments of the unsheltered where lack of daily hygiene contributes to infection and pandemic. Our Vocational Training program will produce 4 modular showers that can be rapidly deployed to these remote areas. The process of building the showers pairs experienced construction instructors with local residents in need of job training under Covid safe protocols. A severe lack of construction workers is directly contributing to the lack of affordable housing. We will implement proactive COVID policies and training so participants are able to deploy and ensure these hygiene policies throughout the program and the community.</p>			
Please fill out the table below by stating the numbers served per category according to the stated time frames.			
	Proposed number of Households Served project in upcoming Fiscal Year	Current number of Households Served as of the filing of this application (if project is currently in operation)	Number of Households Served by project last Fiscal Year
	July 1, 2022 – June 30, 2023	July 1, 2021 to Current Date	July 1, 2020 - June 30, 2021

Number of households served	1000	10	5
Number of households with children	250	10	5
Number of Households comprised of unaccompanied youth under 25 years old	250	1	0
Number of adults in households served	1000	0	0
Number of children in households served	250	10	5

Project Subpopulation

Check subpopulations that the proposed project will directly serve:

☒ Homeless Day Laborers
 ☒ Chronically Homeless
 ☒ Veterans
 ☒ Runaway & Homeless Youth (12-17)
☐ Developmental Disability
 ☐ Seniors/Elderly
 ☐ Substance Abuse Disabilities
 ☐ Victims of Domestic Violence / Sexual Assault
 ☐ Mental Health Disabilities
 ☒ Other Subpopulation: Underserved Youth

Supplemental Project Services Provided

Check **secondary** services provided directly by your staff to participant:

☐ Individual or Family Counseling
 ☐ Housing Location
 ☐ Financial Literacy
 ☐ Domestic Violence Intervention
☐ Street Outreach
 ☐ Tenancy Education
 ☐ Short- to Medium-Term Rental Assistance
 ☐ Housing Focused Case Management
 ☐ Drug/Alcohol Treatment Services
 ☐ Mental Health Services & Treatment
 ☐ Case Management
☒ Other Services Not Listed: Vocational Training

Urban County Beneficiaries

The County of Sonoma, as well as the seven municipalities of Cloverdale, Cotati, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and Windsor, comprise the Urban County. At least 51% of beneficiaries served by the program or activity funded by the Sonoma County Community Development Commission with CDBG-CV funds must be Urban County residents. Please state how your organization will obtain, verify and document program beneficiaries meet this requirement:

Beneficiaries of Access to Private Showers - We will work with communities and organizations within the Urban County to locate showers at locations that have the potential to effect the most people.

Training Beneficiaries - Through our intake process of applications and interviews we will determine from which community each individual originates and ensure that the majority of our participants are Urban County residents. Applicants that do not meet this criteria will be referred to other coordinated entry points centered in their community of origin.

Considering only Urban County residents to be assisted, list the estimated percentage of the target population served in each of the income categories below

Extremely Low (Below 30% AMI)	75%
Very Low (Between 31% -50% AMI)	18%
Low (Between 51% -80% AMI)	4%

Moderate (Over 80% AMI)		3%
Project Outcomes In the table below, choose an Outcome Identifier and describe two measurable changes in participants' lives from their participation in the program. Please discuss the change in a <u>participant's status, knowledge, or behavior</u> resulting from receiving this service.		
Outcome Number	Outcome Identifier Select one Outcome Indicator that you will use to measure your success.	Project Goal Briefly describe how your project will work towards achievement the specified Outcome Indicator
1	System Performance Measures <input type="checkbox"/> Outreach, day centers or coordinated entry – placement in temporary or permanent housing <input type="checkbox"/> Coordinated entry – decrease length of homeless episodes <input type="checkbox"/> Shelter or transitional housing – exits to permanent housing <input type="checkbox"/> Permanent supportive housing – retention of permanent housing <input type="checkbox"/> Homeless prevention and housing retention – improvement in housing stability	Each shower going out into the unsheltered community has the potential of changing hundreds of lives while adding an additional layer of Covid protection. Each participant involved in the program to construct the showers receives valuable job training in several specific sub-trades of construction (welding, flooring, electrical, etc.). Modular construction on such a small scale provides participants the opportunity to see their creation take form in a 12-week course. Graduates build confidence, learn valuable skills and receive a certification that can lead to job placement, stabilizing their career trajectory and income.
2	Other Measures <input type="checkbox"/> Increased income from benefits and/or employment <input type="checkbox"/> Increased access to health benefits	Vocational workforce training helps applicants gain the hard and soft skills they need to reenter the workforce, or find more specialized training. Showers benefit the health and hygiene of those without shelter.
Outcomes Describe the experience your agency has in providing services associated with Outcome #1 as identified in the previous section. As the program was recently completed we have not yet installed our showers in the community, but are in discussions with a number of organizations to do that as soon as possible. Our pilot program recruited ten (10) underserved high school aged teens through the Boys & Girls Club of Sonoma-Marin and the California Department of Rehabilitation. We held two (2) eight-week courses and 100% of the youth from the first session returned to serve as apprentice leaders for the second. At the end we held a graduation ceremony with parents and family, each participant receiving a diploma. Participants earned a sense of accomplishment and nearly all of them now aspire to high-paying careers in construction. We built a strong bond with these youth and plan to hire some of these students in the future.		
Describe the experience your agency has in providing services associated with Outcome #2 as identified in the previous section. During the pilot program, the DOR provided a stipend of \$15 per hour, which helped ensure participants building the showers were able to attend the full course. The financial benefits by themselves encourage trainees to move on to other opportunities. Placing showers in the unsheltered community improves hygiene and builds confidence and self esteem to venture back into the community.		
Project Evaluation Framework Please provide responses to the following questions. Describe how your organization will use data and other information as a self-evaluation tool to ensure you are on track to achieve proposed outcomes:		

During the intake process of our pilot program, participants were given a personality assessment by our program partner SeekHaven to track their strengths while helping to ensure measurable success outcomes. Participants gained valuable insights into their own personalities. Our goal is to expand the use of data to give participants all the tools, self-assessment and a self-guided path to improve their lives.

Explain how the use of data will help to improve service offerings:

Working with our partner Seek Haven's digital platform helps collect, monitor and leverage positive outcomes. Some of the elements measured can include:

- Gender, Race, Age, Needs (If like-minded and circumstantial people are matched up, they will be more likely to thrive)
- Recidivism rates, when and where they are coming from capacity projections and trends
- Opportunities for starting the aspirational process right from the beginning if you allow a choice and a shopping cart type of feel
- Self selection of the type of experience the guest might want through the digital intake usually done by the guest
- Completion / abort rates
- Most common services requested from intake
- Answers from the guest first hand on their afflictions and deficits they perceive

Please describe the involvement of participants in the evaluation of the project:

Our partner SeekHaven has had tremendous success with this evidence based platform working with distressed transitional housing businesses in the Bay Area. We also use the SeekHaven Recovery Capital tool to measure and track issues related to health, financial wellness, housing, social interaction, family relations, vocation, education, recreation and fun. Participants will be surveyed before and after to better understand their path through the process of vocational training. Our goal is at the end of the program they will have a better understanding of themselves and a better sense of direction for engaging the workforce. Based on these individual outcomes, we will track measurable results to determine the success of the program.

Project History and Readiness

(Please answer only one of the following two questions)

If this project has been operating **one year or less**, please discuss its stage of project growth or preparation.
(If more than one year = NA)

After a successful summer program based primarily on donations and volunteers, we are seeking sources of funding to continue and expand the program to help those in need receive vocational training that puts them on a path to long-term employment.

If this project has been operating **longer than one year**, describe any material changes that have affected the project along with associated impact(s) that have taken place over the past two years due to any of the following conditions. (If under one year = NA)

n/a

Part 4: Alignment with Sonoma County Initiatives

Do services offered in this project directly utilize evidence-based practices (EBPs) represented in the Upstream Portfolio?

☐ Yes ☒ No

Does **the proposed project** directly utilize any EBPs included in the Upstream Investment portfolio?

☐ Yes ☒ No

If yes, please answer the next question.

Which Tier does the EBP utilized directly in the proposed project fall.	<input type="checkbox"/> Tier 1 – Evidence Based Practice <input type="checkbox"/> Tier 2 – Promising Practice <input type="checkbox"/> Tier 3 – Emerging Practice
If you are directly using an EBP in this project please enter the name of the strategy:	
Are you participating in the Housing First / Housing First Fidelity process?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Describe your strategy to ensure that staff are trained and are using the EBP to fidelity:	

Part 5: Coordinated Entry (this part only applicable to Homeless Services)

Coordinated Entry Capacity If funded for homeless services, your project will be required to participate in Coordinated Entry, either as an access point or accepting referrals (or both). In the space below, provide an overview of your organization's ability, knowledge, and potential barriers to overcome to take part in Coordinated Entry. <u>Please limit your response to no more than 125 words.</u>
As the coordinated entry provider, Homes 4 the Homeless is adding vocational training as a transformative enhancement to our supportive services. Finding shelter is not enough for many and training in construction has significant potential in helping unemployed or underemployed participants reintegrate into the workforce. We believe the three components of our program--job training, construction and access to showers--makes this a win-win-win.
Program Standards Workgroup Does your agency participate in the program standards workgroup for your project type? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , please state in which standards group your organization engages and the name of the staff responsible for attending. <i>Compliance with the local program standards for your project component, and participation in program standards working groups will be a requirement of all funding agreements.</i>

Part 6: Part 6: Project Financing and Budget

Funding Status	
Is this application for new or renewal funding?	<input type="checkbox"/> New <input type="checkbox"/> Renewal

Has this project been previously funded by the CDC?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If this project received funding under a different name, please state the name of the program (If "No" = NA)	n/a			
What percentage of your project budget does your request make up?	100%, but we can still proceed if not funded at 100%			
Will funding requested supplant existing funding for the project?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Community Development Commission Funding History				
	FY 2019-20	FY 2020-21	FY 2021-22	Request for FY 2022-2023
Funds Requested				\$994,000
Funds Awarded				
Application Budget Overview				
Total Organization Budget:	\$1,800,000			
Total Project Budget:	\$994,000			
The request represents this percentage of the project budget:	100%			
Please state funding sources leveraged to support your proposed project and approximate percentage of the total project budget that these represent.				
The original program is the result of a community partnership that joined in raising funding, materials, clothing, food and hundreds of combined volunteer hours from over 50 different companies, municipalities, nonprofits and individuals. Although not sustainable, we plan to continue to solicit donations and put the savings back into the program.				
Describe the aspects of the project design that are scalable. Indicate how many fewer participants will receive services if the award is less than the amount requested.				
The total program budget would result in 100s if not 1000s of individuals having save, private access to showers and bathrooms. Additionally, the vocation training program can serve at least 40 individuals in four (4) 12-week courses. The cost for each program last 3 months is \$248,500 and the intent is to run 4 programs, end to end, throughout the year.				
What is your organization's plan for the long-term financial sustainability of this project?				
There is an opportunity to rent, lease or sell the shower structures as a means to create residual revenue to support and grow the program. We are also exploring sponsorships and donations.				

Part 7: Attachments Required

Project sponsors must submit the following documents, as applicable, with their funding application:

- 1 Project Description: Provide a description of the project that includes specific location information and geographic boundaries. It should identify the maximum anticipated scope of the entire project, and delineate the specific activities for which the applicant is requesting funding at this time.
- 2 Authorizing Resolution: For non-profit organizations, attach a resolution from the Board of Directors authorizing the submittal of the application.
- 3 IRS Letter of Determination: Non-profit organizations only must submit an IRS Letter of Determination. Non-profit organizations are not eligible for consideration unless non-profit status has been verified.
- 4 Letters of Commitment: Submit letters of commitment from all other funding sources.
- 5 Financial Documentation:
 - ☐ Non-profit organizations must attach the following:
 - 5a Current operating budget
 - Most recent completed final audit report
 - 5b IRS Form 990 for the most current tax year
 - 5c If organization is not audited, attach a copy of the most recent internal financial statement that has been approved by Board of Directors.
 - ☐ *Additional financial information may be requested by CDC staff as deemed appropriate.*
 - ☐ Sonoma County departments or agencies, the cities of Cotati, Cloverdale, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and the Town of Windsor are exempt from this requirement.
- Organizations are **required** to have **written** policies and procedures. The applicant must submit certification that they have the following policies and procedures. (Please complete the forms found in Part 7 – Certifications)
 - Accounting
 - Conflict of Interest
 - Procurement
 - Record Retention

Part 8: Certifications

- ☒ Grant Certification Form – 1 (Application Completeness & Accuracy & Signatory Authority)
- ☐ Grant Certification Form – 2 (Federal Regulations)
- ☒ Grant Certification Form – 3 (Conflict of Interest)
- ☒ Grant Certification Form – 4 (Policies and Procedures)

Grant Certification Form – 1

Application Completeness & Accuracy & Signatory Authority

I hereby certify that Homes 4 the Homeless *(insert name of organization requesting funds)* has complied with all applicable laws and regulations pertaining to the application and is an eligible applicant for the requested funding.

The organization proposes to provide the program services or complete the project identified in this application. If this application is approved and this organization receives the requested funding this organization agrees to adhere to all relevant Federal, State, and local regulations and other assurances as required by the Commission.

In addition, the content of the application shall be incorporated as part of the written agreement and, as such, will be used to monitor performance. Activities, commitments, and representations described in the written agreement that are not subsequently made a part of the program/project as funded shall be considered a material contract failure and may result in a repayment of all awarded funds and/or suspension from participation in future funding rounds.

I hereby certify that the organization is fully capable of fulfilling its obligation under this application, as stated herein.

I further certify that the information provided in this Funding Application is correct, accurate, and complete.

Signature/Authorized Representative of Organization

Steve Schneider
Printed Name: _____

Chief Executive Officer
Title: _____

1/21/22
Date: _____

Grant Certification Form – 2
Federal Regulations – CDBG

Requirements	Federal Regulations	Other References
Federal Labor Standards - Davis-Bacon - Copeland Act (Anti-kickback) - Contract Work Hours and Safety Standards	24 CFR 92.354 29 CFR Parts 1, 3, and 5	40 U.S.C. 3141; 40 U.S.C. 3701
Section 3	24 CFR 135	Section 3 of the HUD Act of 1968, as amended (12 U.S.C. 1701u); 2 CFR 200.321
Minority and Women Business Enterprise Participation (MBE/WBE)	Small Business Act, Section 3(a) 15 U.S.C. 632	12 U.S.C. 1701
Civil Rights and Non-Discrimination	Title VI of Civil Rights Act of 1964 Title VIII of the Civil Rights Act of 1968 Section 104(b) and 109 of Title I of the Housing and Community Development Act of 1974	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990 Age Discrimination Act of 1975 Executive Orders 11063, 11246, 11375, 11478, 12107, 12086, and 13279
Equal Employment Opportunity	24 CFR 570.601-602; 570.607 41 CFR 60	Executive Orders 11246; 12086 12 USC 1701u
Fair Housing	Fair Housing Act (42 U.S.C. 3601-3620) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d) Equal Opportunity in Housing Section 504 of the Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990	24 CFR Parts 8, 107, and 146 42 U.S.C. 200(d) Executive Orders 11063, as amended by Executive Order 12259 Age Discrimination Act of 1975, as amended (42 U.S.C. 6101)
Debarred or Ineligible Contractors	24 CFR 570.609; 24 CFR 24	Executive Orders 12549 and 12689
Reasonable Accommodation	24 CFR Part 8; 24 CFR 570.601-602	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990

Fire Safety Codes		Local ordinances
Building, Housing, and Zoning Codes Housing Quality Standards	24 CFR 570.208(b)(1)(iv); 208(b)(2)	Local ordinances
Lead-Based Paint	24 CFR 570.608; 24 CFR Part 35	42 U.S.C 4821 et seq.
Anti-Lobbying	Appendix II to Part 200 J; 31 U.S.C. 1352	
Environmental, Historic Preservation, National Environmental Policy Act, Flood Insurance Requirements - Sitting near airports and coastal barrier - Fish and wildlife protection - Flood plain/flood insurance - National Historic Preservation - Noise abatement and control - Wetlands/Coastal zones - Air quality - Endangered species - Thermal/Explosive hazards	24 CFR 570.503(b)(5)(i); 570.604; 570.605; 570.202; 24 CFR 58 References at: 24 CFR 58.6; 58.5570.605	Section 104(g), HCDA 42 U.S.C 4001 et seq.
Relocation, Real Property Acquisitions, and One-for-One Housing Replacement - Uniform Relocation Act - Residential anti-displacement and relocation assistance	24 CFR 570.201(i); 570.606(b), (c), (d) 49 CFR 24 42 USC 4601 et seq	Sections 104(d); 105(a)(11), HCDA www.hud.gov/relocation
Competitive Procurement	2 CFR 200.319	
Insurance and Bonding	2 CFR 200.310 and 200.325	
Administrative and Accounting Standards	2 CFR Part 200	
Cost Considerations	2 CFR 200.402, 403, 404, 405, 406 and 407	
Documentation and Recordkeeping	24 CFR 570.506 24 CFR 570.502	
Conflict of Interest	2 CFR 200.112 and 24 CFR 570.611	
Section 108 Loan Guarantees	24 CFR 570.700-570.709	Section 108, HCDA

To the best of my knowledge and belief, I certify that all data contained in this application and all supportive documentation is true, correct and will incorporate the above requirements. This submission has been duly authorized by the governing body of Homes 4 the Homeless

Signature/Authorized Representative of Organization

Steve Schneider
Printed Name: _____

Chief Executive Officer
Title: _____

1/21/22
Date: _____

Grant Certification Form – 3

Conflict of Interest – CDBG

The standards in 2 CFR 200.318 provide that no employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

The CDBG regulations at 24 CFR 570.611 provide that no person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient or subrecipient that are receiving CDBG funds and (1) who exercises or has exercised any functions or responsibilities with respect to activities assisted with CDBG funds; or (2) who is in a position to participate in a decision-making process or gain inside information with regard to these activities, may obtain a financial interest from a CDBG-assisted activity, or have any interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one (1) year thereafter.

- A. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to participate in the decision making process for approval of this application?
☐Yes ☐No
- B. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to gain inside information with regard to approval of this application?
☐Yes ☐No
- C. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds obtain a financial interest or substantial benefit from this activity?
☐Yes ☐No
- D. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds have an interest in any contract, subcontract or agreement with respect to funding this application, either for themselves or those with whom they have family or business ties during the program year and one year thereafter? ☐Yes ☐No

If you answered YES to any of the above questions, a letter must be submitted with the application that includes the following information:

- 1) A disclosure of the nature and extent of the conflict
- 2) A description of how public disclosure will be made
- 3) A qualified attorney's opinion that the conflict of interest does not violate federal, state, or local law

Note: If you are approved for funding, the Commission must issue a public notice of the disclosure with a 15-day public comment period, and then submit to HUD for approval prior to execution of a grant agreement or release of funds.

Signature/Authorized Representative of Organization

Steve Schneider

Printed Name: _____

Chief Executive Officer
Title: _____

1/21/22
Date: _____

Grant Certification Form – 4

Policies & Procedures

The undersigned does hereby certify that the applicant organization has the following policies and/or procedures and can produce them if requested by the Commission:

1. Accounting policy/procedure
2. Procurement policy/procedure
3. Conflict of Interest policy/procedure
4. Record Retention policy/procedure
5. Language Access Plan & Limited English Proficiency Policy

Signature/Authorized Representative of Organization

Steve Schneider

Printed Name:

Chief Executive Officer

Title:

1/21/22

Date:



Sonoma County Community Development Commission
CDBG-CV Public Services

Attachment 1 – Project Description

Imagine not being able to take a shower every day, going days, weeks or longer without the cleanliness and revitalizing benefits, not to mention the hygiene in times of COVID that those without shelter are facing. This is what Homes 4 the Homeless is working to remedy by building modular showers that can be dispersed throughout our community. These showers come with the additional benefit that they are constructed as part of a Vocational Training Program run by Homes 4 the Homeless serving at-risk youth. We successfully completed the pilot project this past summer at the Sonoma County Probation Camp. We are now looking for funding to expand this program.

For most people housing is just the beginning of their journey to recovery. Our job training curriculum is designed for vulnerable populations in need of employment. Our vocational training and enterprise training helps them on a path of self sufficiency. In 2021 our pilot program served disadvantaged high school age teens (14-18) from the Boys & Girls Club Sonoma-Marin and the California Department of Rehabilitation. Our goal is to expand this to 18-24 year olds, women, and veterans, particularly those looking for a new career in construction.



Planned services for the training program will include the provision of a \$15 per hour stipend to reinforce the work opportunity. Participants will also go through industry-standard safety training following OSHA guidelines. They will have safe, hands-on training in the use of manual and power tools. Going through the different phases of the modular construction build, specific instruction will be given from contractors on the many sub trades of construction (electrical, roofing, insulation, flooring, foundations, plumbing, roofing, drywall, windows, doors, framing, carpentry and many others). Funding will be used for the work stipend, recruiting experienced instructors, preparing instructional materials and providing safety equipment and food for the worksite.

The total program would result in a one year training course serving 40 individuals in four (4) 12-week courses and four (4) modular ADA bathrooms with showers. The program can also be scaled up or down to meet the needs of the community and the funds available.

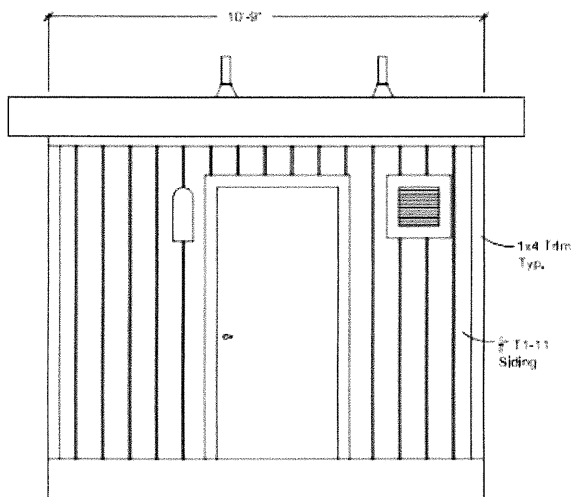


Sonoma County Community Development Commission
CDBG-CV Public Services

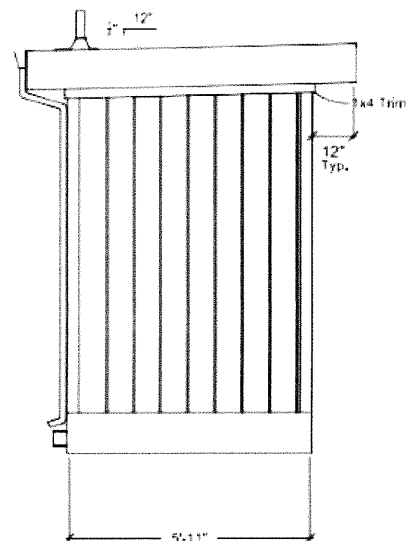
Funding will be used to staff the program, which includes a program manager, two instructors and a program coordinator. Costs include instructional materials, safety equipment, tools and lunch.

We have approximately a 5,000 square foot outdoor workspace covered by a canopy for all-weather operation. No environmental issues are anticipated for our current workspace, which is located in a paved and parking facility provided by our CEO Steve Schneider at his offices at 3362 Fulton Rd, Fulton, CA 95439.

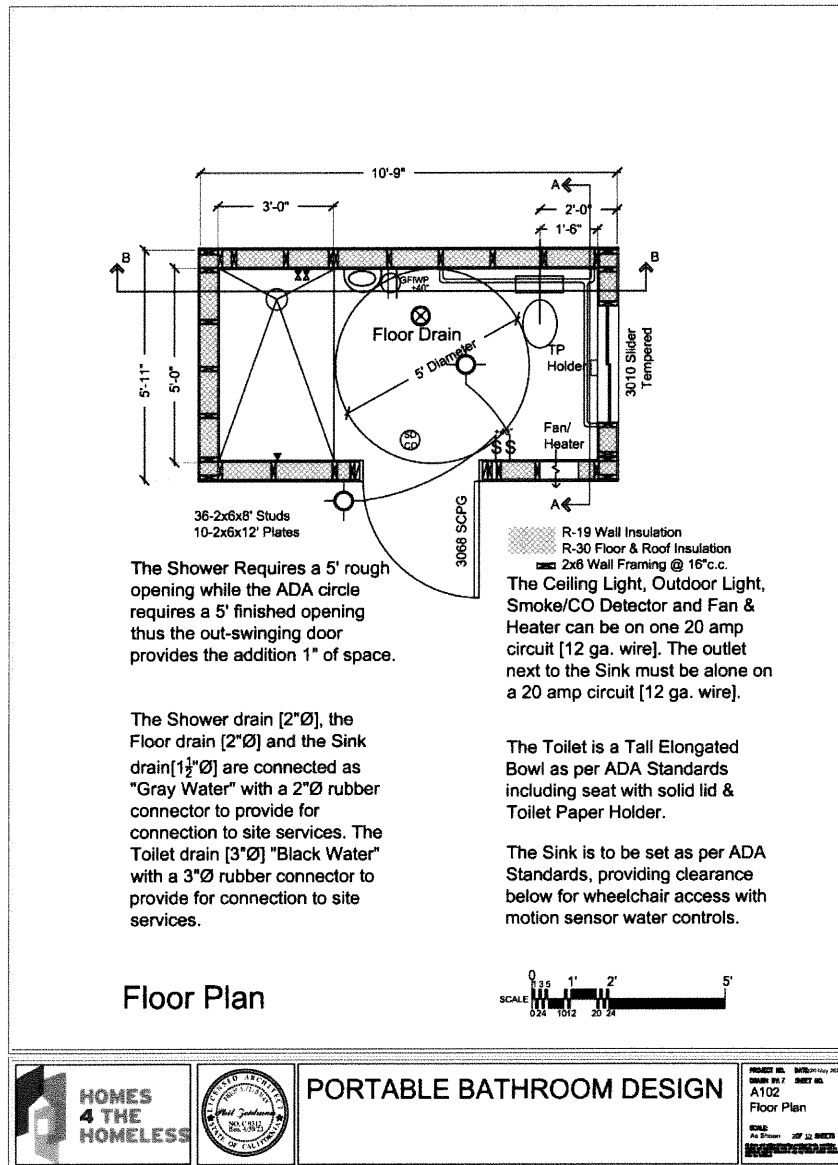
Homes 4 the Homeless will serve as the Authorized Entity that will execute the funding agreement and loan documents if applicable for the funds requested in this application.



Front Elevation

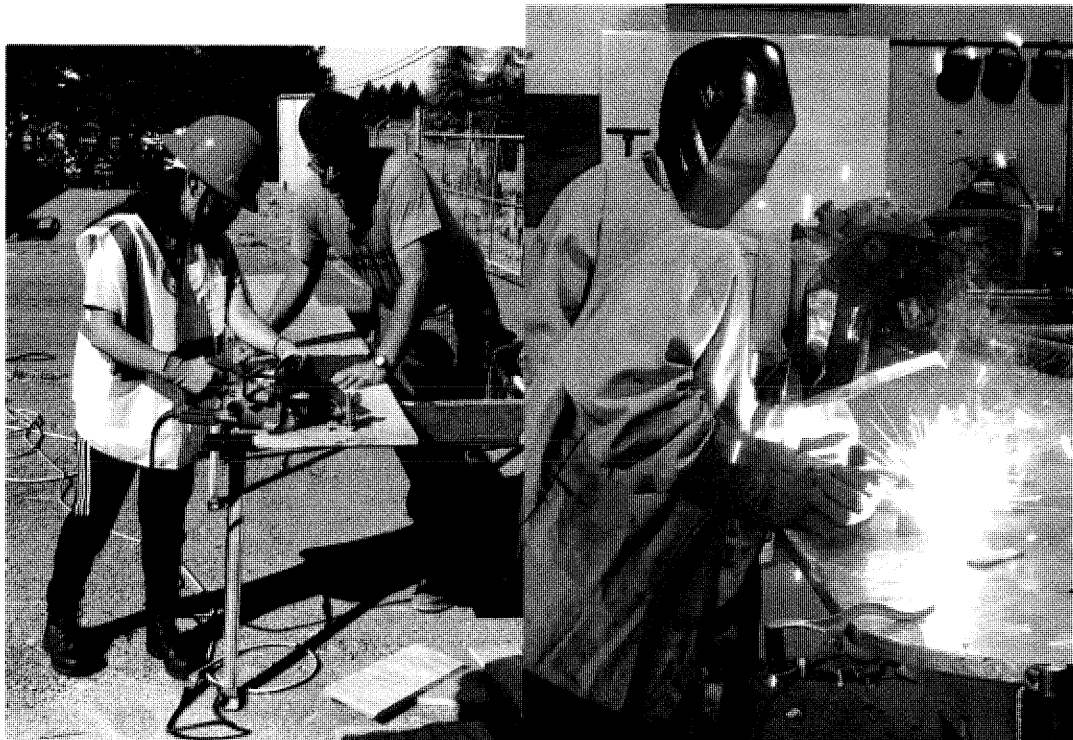


Left Side Elevation





Sonoma County Community Development Commission
CDBG-CV Public Services



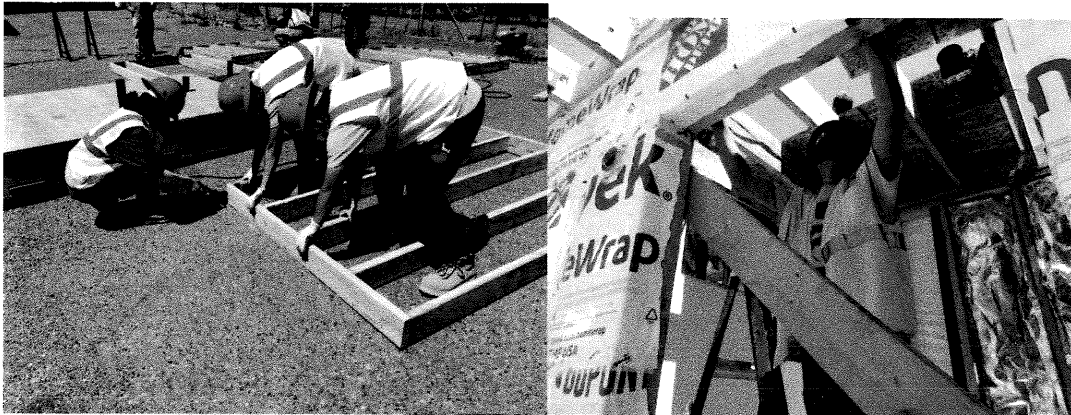


Sonoma County Community Development Commission
CDBG-CV Public Services





Sonoma County Community Development Commission
CDBG-CV Public Services



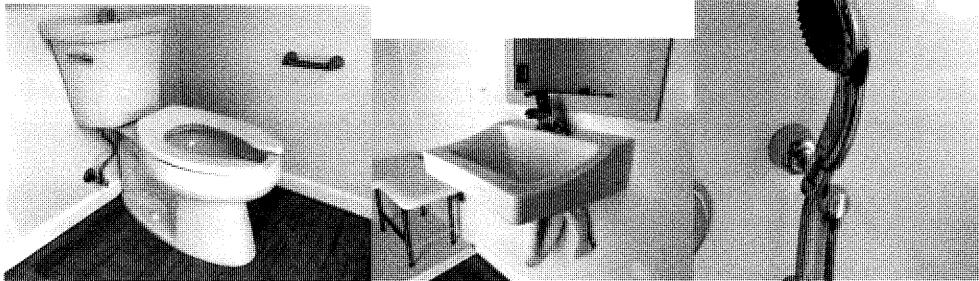


Sonoma County Community Development Commission
CDBG-CV Public Services



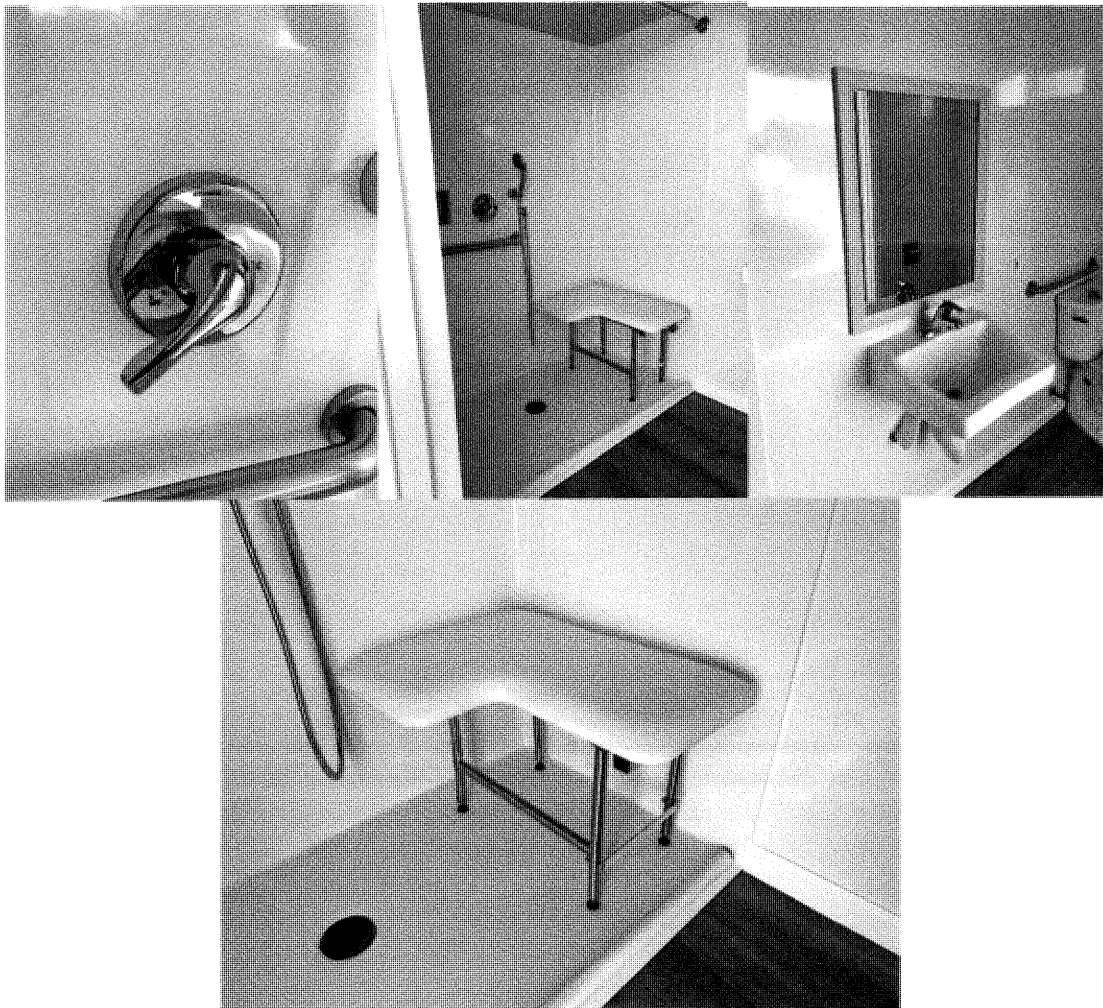


Sonoma County Community Development Commission
CDBG-CV Public Services





Sonoma County Community Development Commission
CDBG-CV Public Services



Shaping Future Geographic Equity in the Unincorporated County

Census Designated Place	Low to Moderate Income Population (80% AMI and Below)	Total Population	Percentage of Population that is Low to Moderate Income	Percentage of the County's Low to Moderate Income Population	Percentage of the County's Total Population
Fetters Hot Springs-Agua Caliente CDP	2,775	5,010	55.39%	2.65%	1.94%
El Verano CDP	2,210	3,985	55.46%	2.11%	1.54%
Guerneville CDP	2,085	3,790	55.01%	1.99%	1.47%
Geyserville CDP	1,115	1,730	64.45%	1.06%	0.67%
Geyserville CDP	735	1,090	67.43%	0.70%	0.42%
Monte Rio CDP	710	1,005	70.65%	0.68%	0.39%
Fulton CDP	380	640	59.38%	0.36%	0.25%
Valley Ford CDP	140	155	90.32%	0.13%	0.06%
Cazadero CDP	135	225	60.00%	0.13%	0.09%
Bodega CDP	135	210	64.29%	0.13%	0.08%
Salmon Creek CDP	25	45	55.56%	0.02%	0.02%
Total	10,445	17,885	58%	9.96%	6.92%

5 Year Plan for Investments in Member Jurisdictions of the Urban County (2020-2025)

Jurisdiction	Total Jurisdiction Population	Percentage of County's Total Population	Low to Moderate Income Population(80% AMI and Below)	Percentage of Jurisdiction Population that is Low to Moderate Income	Percentage of the Urban County's Low to Moderate Income Population Located in Jurisdiction	FY 20-21 Awards Made	FY 21-22 Awards Made	Total Funds Awarded to Date	Percentage of Funds Received to Date	FY 22-23 Funding Request	Notes
Cloverdale	8,625	3.34%	3,735	43.30%	3.56%	\$0	\$0	\$0	0%	\$0	
Cotati	7,360	2.85%	2,910	39.54%	2.77%	\$160,000	\$0	\$160,000	8%	\$0	FY2020-21 Award: West School St Accessibility
Healdsburg	11,475	4.44%	4,715	41.09%	4.50%	\$175,000	\$42,500	\$217,500	8%	\$0	FY2020-21 Award: Sidewalk Accessibility Improvements
Rohnert Park	41,580	16.08%	19,405	46.67%	18.50%	\$350,000	\$0	\$350,000	14%	\$0	FY2020-21 Essential Workforce Housing Program
Sebastopol	7,455	2.88%	3,470	46.55%	3.31%	\$180,000	\$50,000	\$230,000	9%	\$146,000	FY2020-21 Award: Youth Annex ADA. FY 2021-22 City Hall ADA FY2022-23 request: ADA restroom facility
Sonoma	10,635	4.11%	3,645	34.27%	3.48%	\$0	\$0	\$0	0%	\$0	
Windsor	27,095	10.48%	7,400	27.31%	7.06%	\$0	\$0	\$0	0%	\$0	
Balance of Sonoma County	144,380	55.83%	59,585	41.09%	56.82%	\$404,030	\$406,977	\$811,007	31%	\$1,445,000	FY2020-21 CDC Housing Rehabilitation Programs (\$364,030 CDBG). FY2021-22:* Caritas Center wrap-around homeless and housing services, shelter and transitional housing (serves more than 325 people daily). FY2022-23 requests: 1) Disability Service & Legal Center for Housing Access Modifications (\$45,000 CDBG), 2) Burbank Housing (\$900,000 CDBG), 3) CDC Housing Rehabilitation Programs (\$500,000 CDBG).
Fulton CDP	640	0.25%	380	59.38%	0.36%	\$0	\$0	\$0	0%	\$682,130	FY2022-23 request: Homes 4 the Homeless - Fulton Valley Home
Guerneville CDP	3,790	1.47%	2,085	55.01%	1.99%	\$115,920	\$705,000	\$820,920	32%	\$169,472	FY2020-21 & 2021-22 award to improve water pressure quality for 60 homes & placement of fire hydrants. FY2022-23 request is for Wright Drive Water Main, Natoma Tank, and Edghill Booster Replacement
Total	258,605	100.00%	104,865	40.55%	100.00%	\$1,384,950	\$1,204,477	\$2,589,427		\$2,442,602	

* HUD recently notified the CDC that Caritas Center is ineligible to receive Urban County CDBG funding because it is located in Santa Rosa. Staff is currently working to identify a replacement funding source; if successful, CDBG funds will be reprogrammed.



**Sonoma County Community Development Commission
Sonoma County Housing Authority**

1440 Guerneville Road, Santa Rosa, CA 95403-4107

*Members of the
Commission*

James Gore
Chair

Chris Coursey
Vice Chair

Susan Gorin
Lynda Hopkins
David Rabbitt

Dave Kiff
Interim Executive
Director

MEMORANDUM

Date: March 16, 2022
To: Community Development Committee
From: Martha Cheever, Housing Authority Manager

Subject: Public Hearing for the FY 2022-2023 Public Housing Authority Annual Plan

The Sonoma County Housing Authority (SCHA) administers the Housing Choice Voucher Program under contract with the U.S. Department of Housing and Urban Development (HUD). This program enables very low-income households to rent from private landlords at fair market rental rates and also provides rental assistance in the form of project-based vouchers, tying assistance to specific units.

Section 511 of the Quality Housing and Work Responsibility Act of 1998 requires that all housing authorities prepare a Public Housing Agency (PHA) Plan, which includes both a 5-Year Plan and an Annual Plan for each fiscal year. The PHA Five-Year Plan was approved by this Committee and the Board of Commissioners in 2020. The document laid out the Housing Authority's goals and strategies for serving the needs of low-income and very low-income families for the period of July 1, 2020 – June 30, 2025. The PHA Annual Plan provides an annual status update on the Housing Authority's progress in meeting the goals outlined in the Five-Year Plan. Combined, these PHA Plans provide HUD, program participants, and other interested parties information related the Housing Authority's accomplishments, progress, and strategies for serving the needs of low-income and very low-income families.

The FY 2022-2023 Annual Plan provides an update on the progress the Housing Authority has made in accomplishing the goals established in 2020. Key accomplishments achieved by the Housing Authority in FY 2021-2022 include the following:

- Receipt of 153 new Emergency Voucher Program vouchers to serve households experiencing homelessness or at risk of homelessness
- Entered into Housing Assistance Payment Agreements for 16 new project-based voucher units in Petaluma (5) and Sonoma (9)
- 200 project-based vouchers were awarded to developments in Sonoma County; 184 of the vouchers will be used for permanent supportive housing units serving chronically homeless households, and 16 were awarded to existing developments in order to preserve existing affordable units
- Continued recognition by HUD as a High Performing Housing Authority

The Housing Authority's Administrative Plan (Local Policies) is a required attachment to the Annual Plan. These Local Policies differ from the Annual Plan in that they are the guidelines for program implementation and operation at a local level. The Housing Authority is not proposing changes to the Administrative Plan at this time.



As required by HUD, the proposed FY 2022-2023 PHA Annual Plan is consistent with the HUD-required Five-Year Consolidated Plans of the County of Sonoma and the City of Petaluma, the two HUD entitlement jurisdictions in which the Housing Authority operates the Housing Choice Voucher Program.

Requested Action: Recommend approval of the PHA Annual Plan to the Board of Commissioners

Attachments:

PHA Annual Plan for Fiscal Year 2022-2023

PHA Five-Year Plan for Fiscal Years 2020-2025

HUD-50075-HCV ANNUAL PLAN



Sonoma County Community Development Commission

HOUSING AUTHORITY OF THE COUNTY OF SONOMA

CA085

FY 2022 PHA Annual Plan

Public Comment Period: January 30, 2022 – March 16, 2022

Public Hearing: March 16, 2022

Pending Board Approval: April 5, 2022

HUD Submission Deadline: April 16, 2022

HUD Approval: Pending



Streamlined Annual PHA Plan <i>(HCV Only PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-HCV is to be completed annually by **HCV-Only PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS and SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.					
A.1	PHA Name: _____ PHA Code: _____ PHA Plan for Fiscal Year Beginning: (MM/YYYY): _____ PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs) _____ PHA Plan Submission Type: <input type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below)				
	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program
	Lead HA:				

B. Annual Plan.	
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?</p> <p>Y N</p> <p> <input type="checkbox"/> <input type="checkbox"/> Housing Needs and Strategy for Addressing Housing Needs. <input type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. <input type="checkbox"/> <input type="checkbox"/> Financial Resources. <input type="checkbox"/> <input type="checkbox"/> Rent Determination. <input type="checkbox"/> <input type="checkbox"/> Operation and Management. <input type="checkbox"/> <input type="checkbox"/> Informal Review and Hearing Procedures. <input type="checkbox"/> <input type="checkbox"/> Homeownership Programs. <input type="checkbox"/> <input type="checkbox"/> Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements. <input type="checkbox"/> <input type="checkbox"/> Substantial Deviation. <input type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification. </p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s):</p>
B.2	<p>New Activities</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N Project Based Vouchers.</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If this activity is planned for the current Fiscal Year, describe the activities. Provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.</p>
B.3	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N N/A</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
B.4	<p>Civil Rights Certification</p> <p>Form HUD-50077 PHA Certifications of Compliance with the PHA Plans and Related Regulations, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
B.5	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
B.6	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in its 5-Year PHA Plan.</p>
B.7	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p>(a) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>

Instructions for Preparation of Form HUD-50075-HCV

Annual PHA Plan for HCV Only PHAs

A. PHA Information. All PHAs must complete this section. ([24 CFR §903.23\(4\)\(e\)](#))

- A.1** Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **Number of Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

B. Annual Plan. All PHAs must complete this section. ([24 CFR §903.11\(c\)\(3\)](#))

B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

☐ **Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income families who reside in the PHA’s jurisdiction and other families who are on the Section 8 tenant-based waiting list. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(1\)](#) and [24 CFR §903.7\(a\)\(2\)\(i\)](#)). Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#))

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.** A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV. ([24 CFR §903.7\(b\)](#))

☐ **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA HCV funding and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

☐ **Rent Determination.** A statement of the policies of the PHA governing rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies. ([24 CFR §903.7\(d\)](#))

☐ **Operation and Management.** A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA. ([24 CFR §903.7\(e\)\(3\)\(4\)](#)).

☐ **Informal Review and Hearing Procedures.** A description of the informal hearing and review procedures that the PHA makes available to its applicants. ([24 CFR §903.7\(f\)](#))

☐ **Homeownership Programs.** A statement describing any homeownership programs (including project number and unit count) administered by the agency under section 8y of the 1937 Act, or for which the PHA has applied or will apply for approval. ([24 CFR §903.7\(k\)](#))

☐ **Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.** A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA’s partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA’s partnerships with other entities, and activities under section 3 of the Housing and Community Development Act of 1968 and under requirements for the Family Self-Sufficiency Program and others. Include the program’s size (including required and actual size of the FSS program) and means of allocating assistance to households. ([24 CFR §903.7\(l\)\(i\)](#)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements. ([24 CFR §903.7\(l\)\(iii\)](#)).

☐ **Substantial Deviation.** PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. Should the PHA fail to define ‘significant amendment/modification’, HUD will consider the following to be ‘significant amendments or modifications’: a) changes to rent or admissions policies or organization of the waiting list; or b) any change with regard to homeownership programs. See guidance on HUD’s website at: [Notice PIH 1999-51](#). ([24 CFR §903.7\(r\)\(2\)\(ii\)](#))

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

- B.2 New Activity.** If the PHA intends to undertake new activity using Housing Choice Vouchers (HCVs) for new Project-Based Vouchers (PBVs) in the current Fiscal Year, mark “yes” for this element, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake this activity, mark “no.” ([24 CFR §983.57\(b\)\(1\)](#) and Section 8(13)(C) of the United States Housing Act of 1937.

☐ **Project-Based Vouchers (PBV).** Describe any plans to use HCVs for new project-based vouchers. If using PBVs, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

- B.3 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. ([24 CFR §903.11\(c\)\(3\)](#), [24 CFR §903.7\(p\)](#))
- B.4 Civil Rights Certification.** Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction’s initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. ([24 CFR §903.7\(o\)](#))
- B.5 Certification by State or Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, including the manner in which the applicable plan contents are consistent with the Consolidated Plans, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#))
- B.6 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.11\(c\)\(3\)](#), [24 CFR §903.7\(r\)\(1\)](#))
- B.7 Resident Advisory Board (RAB) comments.** If the RAB provided comments to the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the Annual PHA Plan. The Annual PHA Plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 4.5 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Below is a report on the PHA's progress in achieving the goals and objectives described in the 2020 5-Year Plan

PHA Goal: Maintain High Performer SEMAP score. The Section 8 Management Assessment Program (SEMAP) enables HUD to identify housing authority capabilities and deficiencies related to the administration of the program. Grading is based on 15 different indicators. Due to the COVID-19 pandemic, HUD waived SEMAP ratings for the Fiscal Year ending 2021 and carried the Housing Authority's High Performer score forward. A high performer score indicates that the PHA is effectively utilizing the Section 8 program to provide decent, safe and affordable housing and qualifies the PHA to apply for additional vouchers as they become available.

During calendar year 2021, The Housing Authority adopted several waivers which were available through the CARES Act. These waivers allowed for streamlined operations and delays of certain HUD requirements due to the pandemic. Because many SEMAP indicators may have been directly or indirectly affected due to the adoption of available CARES Act waivers, HUD is allowing a waiver of 2021 SEMAP scoring under PIH Notice 2021-31. The Housing Authority has requested a waiver of SEMAP scoring for the period ending June 30, 2022. If approved, SEMAP scoring will resume for the period ending June 30, 2023. This will allow the Housing Authority time to normalize operations enabling a continued High Performer score.

PHA Goal: Apply for new vouchers as available. The Housing Authority has continued to apply for new vouchers each time they are made available. Since the adoption of its 2020 5 Year Plan, the Housing Authority has received 323 new vouchers - 111 new Mainstream vouchers (CY 2020), 59 Family Unification Program Vouchers (CY 2020), and 153 Emergency Housing Vouchers (2021). These vouchers have been deployed through collaborative efforts with the Sonoma County Continuum of Care, the Sonoma County Coordinated Entry System and local supportive services providers.

In addition to vouchers that are made available through traditional HUD Public and Indian Housing (PIH) Notices of Funding Availability (NOFA), the SCHA was awarded renewal grants for its Special Needs Assistance Programs through HUD Continuum of Care. These grant funds enable SCHA to provide rental assistance to families, individuals, and youth with disabilities who are experiencing homelessness.

The SCHA has continued its successful partnerships with supportive service agencies through the Continuum of Care and Family Unification programs. These partnerships assist some of the hardest to serve clients, including persons with disabilities, homeless families, senior citizens, victims of domestic violence, former foster youth, and families in the process of reunifying with their children. On average, the SCHA assists approximately 3,000 households each month through its various rental assistance programs.

PHA Goal: Expand the supply of affordable housing. The Housing Authority has continued to utilize Project Based Vouchers as a way to address the need for affordable housing in Sonoma County.

- During calendar year 2020, the Housing Authority awarded 100 project based vouchers to developments throughout Sonoma County. Many of these units are expected to be occupied during calendar year 2022.
- During calendar year 2021, the Housing Authority entered into Housing Assistance Payment Agreements for 16 new project based voucher units in Petaluma (5) and Sonoma (9).
- During calendar year 2022 a request for proposals was released seeking applications for up to 200 new project based voucher units. The request for proposals prioritizes existing units that will be homeless-dedicated permanent supportive housing units.

Attracting new landlords to participate in the Housing Authority's rental assistance programs has continued to be a priority. The landlord engagement program which was implemented in 2019 has continued to be successful, bringing in 113 new landlords in calendar year 2020 and 126 new landlords during calendar year 2021.

Additionally, the Housing Authority's Housing Navigation program has continued to be successful in locating and assisting some of the areas most vulnerable residents in achieving permanent housing. By leveraging Whole Person Care grant funds made available through the Sonoma County Department of Health Services, the Housing Navigation program has assisted 103 highly vulnerable persons who were experiencing homelessness in achieving permanent housing (62 in 2021 and 41 in 2020). These funds, which expired December 31, 2021, provided deposit assistance up to two times the monthly rent and landlord incentives which helped provide a tool for rent negotiations.

PHA Goal: Promote self-sufficiency. Due to COVID-19 and staffing challenges, the Housing Authority was unable to draw names from its Family Self-Sufficiency (FSS) waitlist in 2021. This has resulted in a decline in the number of FSS participants. Despite challenges associated with the pandemic, there have been 5 FSS graduates since 2020 (2 in CY 2020 and 3 in CY 2021). Three of these graduates no longer require assistance from the Housing Authority.

The Housing Authority ended 2021 with 22 FSS participants. Because of the low number of program participants, the Housing Authority was unable to apply for funding for an FSS Service Coordinator for calendar year 2022. It is expected that with the hiring of a new FSS Coordinator in 2022 that FSS participation will increase allowing the pursuit of funding for calendar year 2023.

PHA Goal: Ensure equal opportunity and affirmatively further fair housing. The SCHA continues its commitment to ensuring equal opportunity and affirmatively furthering fair housing.

In October 2021, the Housing Authority pulled the last names off of its existing waitlist and reopened a new waitlist lottery. Following the close of the lottery application period, 750 applicants were selected at random to be placed on the Housing Choice Voucher waitlist. All 750 applicants are expected to have an opportunity to receive service within a 24-month period. This

new lottery-based system, implemented in 2019, has been very successful in removing any barriers people may have based upon location they reside in at application.

The Housing Authority is actively working with partner agencies to develop a local Assessment of Fair Housing (AFH). This document is expected to be complete mid-2022 and incorporated into the County Housing Element.

During calendar year 2021, a review of the accessibility of all the Housing Authority's programs and services was completed. The Housing Authority is actively working to address deficiencies that were identified during the survey. All work associated with the physical accessibility of the office space is expected to continue through 2024.

**Certifications of Compliance with
PHA Plans and Related Regulations
(Standard, Troubled, HCV-Only, and
High Performer PHAs)**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 02/29/2016

**PHA Certifications of Compliance with the PHA Plan and Related Regulations including
Required Civil Rights Certifications**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or ___ Annual PHA Plan for the PHA fiscal year beginning ____, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

PHA Name

PHA Number/HA Code

_____ Annual PHA Plan for Fiscal Year 20_____

_____ 5-Year PHA Plan for Fiscal Years 20_____ - 20_____

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Authorized Official

Title

Signature

Date

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 2/29/2016

**Certification by State or Local Official of PHA Plans
Consistency with the Consolidated Plan or State Consolidated Plan**

I, _____, the _____
Official's Name *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

PHA Name

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of
Impediments (AI) to Fair Housing Choice of the

Local Jurisdiction Name

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State
Consolidated Plan and the AI.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Title

Signature

Date

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State Consolidated Plan and the AI.

There is a great, unmet need for housing in Sonoma County which is detailed in the two Consolidated Plans covering the jurisdiction of the PHA. These needs are identified by income, family type and specific housing problems.

1. The Sonoma County 2020 Consolidated Plan states that affordable housing and assisting the County's homeless are high priorities. Specific goals related to these priorities are to make market rate housing units affordable to low income persons through the provision of rental subsidies and to implement strategies for homelessness prevention and intervention county-wide. Activities included within the PHA Five Year Plan are consistent with the priorities contained in the Sonoma County Consolidated Plan, which include providing decent, affordable housing for low-income persons, and coordinated efforts to assist those experiencing homelessness to gain housing.
2. The Consolidated Plan for the City of Petaluma includes goals specific to increasing the supply of affordable rental housing for Petaluma's lowest income households, preserving existing affordable housing stock, providing services to special needs populations, and providing housing assistance to low-income person living with HIV/AIDS. Activities included in the PHA Five Year Plan are consistent with the initiatives contained in the City of Petaluma Consolidated Plan which include providing decent, affordable housing for low-income persons and expanding economic opportunities for low-income persons.

The most recent Analysis of Impediments to Fair Housing study (AI) found that the lack of affordable housing was a primary barrier faced by persons of protected classes within the jurisdiction of the PHA.

Activities and specific goals included in the PHA Five Year Plan which are consistent with the Consolidated Plan and Analysis of Impediments to Fair Housing include:

- a. Applying for additional vouchers as available
- b. Collaboration with local homeless services providers to reach the most vulnerable members of the community
- c. Expanding the supply of affordable housing
- d. Promoting self-sufficiency
- e. Partnering with local supportive services agencies to provide vulnerable clients seeking to exist homelessness housing location and stabilization services
- f. Ensuring equal opportunity and affirmatively further fair housing.

Civil Rights Certification
(Qualified PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires 02/29/2016

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

Sonoma County Housing Authority

CA085

PHA Name

PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official
Dave Kiff

Title
Interim Executive Director

Signature

Date

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HUD-50075-HCV-5Y



Sonoma County Community Development Commission

HOUSING AUTHORITY OF THE COUNTY OF SONOMA

CA085

FY 2020 – 2025 PHA 5 Year Plan

Public Comment Period: February 2, 2020 – March 18, 2020

Public Hearing: March 18, 2020

Board Approval: April 7, 2020

HUD Submission Deadline: April 16, 2020

HUD Approval: June 16, 2020



5-Year PHA Plan (for All PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB No. 2577-0226
Expires: 02/29/2016

Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

A.																																					
A.1	<p>PHA Name: <u>Sonoma County Housing Authority</u> PHA Code: <u>CA085</u></p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>07/01/2020</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p style="margin-left: 40px;">The PHA 5 Year Plan, PHA Annual Plan and all associated PHA Plan elements are available for public inspection on the PHA website at www.sonoma-county.org/cdc and at the PHA's office located at 1440 Guerneville Road, Santa Rosa, CA. Upon request, the documents will be sent via U.S. mail when requester does not have access to the internet or the physical office.</p> <p style="margin-left: 40px;">The public may obtain additional information related to PHA policies from the Sonoma County Housing Authority Administrative Plan posted on the PHA website or by contacting the PHA office at (707) 565-7500.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																							
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B.	5-Year Plan. Required for <u>all</u> PHAs completing this form.
B.1	<p>Mission. State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years.</p> <p>The Sonoma County Community Development Commission exists to open doors to permanent housing and opportunity.</p>

B.2

Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low-income, and extremely low- income families for the next five years.

5-Year Goals and Objectives for FY 2020-2025

PHA Goal: Maintain High Performer SEMAP score

Objective: Maintain the Housing Authority's status as High Performing Agency

PHA Goal: Expand rental assistance opportunities for low-income, vulnerable populations

Objective: Apply for new rental assistance funding as HUD opportunities become available through the Mainstream Voucher Program, Continuum of Care, Veterans Assistance Supportive Housing, Family Unification Program, or any other opportunity deemed appropriate.

PHA Goal: Continue to partner with local non-profit agencies to provide housing navigation to low-income and/or hard to serve populations

Objective: Connect clients of special rental assistance programs with housing navigation services by continuing partnerships with local supportive services agencies. Special program clients include, but are not limited to the Reentry Pilot Program, the Move-On program, the VASH program, and the Mainstream Voucher program, and any other program deemed appropriate.

PHA Goal: Expand collaboration with the Sonoma County Accessing Coordinated Care and Empowering Self-Sufficiency (ACCESS) program, an initiative developed to holistically support clients with complex needs.

Objective: Develop a referral based system in order to provide rental assistance resources for some of the most vulnerable residents in the community who have been identified by the ACCESS program.

Objective: When client is willing, have client sign a Release of Information allowing Sonoma County governmental "safety net" organizations to work collaboratively in assisting client to maintain stable housing.

PHA Goal: Expand the supply of affordable housing

Objective: Expand the availability of the Project Based Voucher program to allow for 20% of the Housing Authority's Annual Contribution Contract units, or 564 vouchers, to be available for project basing in order to create and maintain affordable housing in Sonoma County.

Objective: With HUD approval, utilize the 10% exception to the Project Based Voucher program to allow an additional 282 project based vouchers (beyond the 564) be made available for permanent supportive housing and/or homeless dedicated housing.

Objective: Increase rental units available to program participants by gaining 10 new private market landlords or 30 new available units per fiscal year

PHA Goal: Promote self-sufficiency

Objective: Increase the Family Self-Sufficiency Program to a minimum of 35 families

Objective: Designate 15% of Family Sufficiency Program to serve clients of the Family Unification Program

PHA Goal: Ensure equal opportunity and affirmatively further fair housing.

	<p><u>Objective:</u> Provide bi-annual Fair Housing and Equal Opportunity training to all Housing Authority staff</p>
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	<p><u>Objective:</u> Monitor all project based housing partners to ensure they are adhering to Equal Opportunity and Fair Housing practices</p>
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	<p><u>Objective:</u> Continue the use of a lottery based waitlist to ensure that all applicants have an equal opportunity to receive assistance</p>
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B.3

Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

PHA Goal: Maintain High Performer SEMAP score. The Section 8 Management Assessment Program (SEMAP) enables HUD to identify housing authority capabilities and deficiencies related to the administration of the program. Grading is based on 15 different indicators. Despite a significant loss of available rental units due to three natural disasters during the preceding five years, the SCHA has continued to be rated a High Performing PHA by HUD. A high score indicates that the PHA is effectively utilizing the Section 8 program to provide decent, safe and affordable housing and qualifies the PHA to apply for and receive additional vouchers as they become available.

PHA Goal: Apply for new vouchers as available. The SCHA has applied for new vouchers each time they have been made available. During calendar year 2018, the SCHA applied for, and was awarded 50 Mainstream vouchers and 5 Veterans Affairs Supportive Housing Vouchers (VASH). In calendar year 2019, SCHA was awarded an additional 70 Mainstream Vouchers and an additional 5 VASH vouchers. SCHA also applied for an additional 75 Family Unification Program (FUP) vouchers and is awaiting notification of award.

In addition to vouchers that are made available to Housing Authorities through traditional HUD Public and Indian Housing (PIH) Notices of Funding Availability (NOFA), the SCHA also applied for, and was awarded, new and renewal Special Needs Assistance Program grants from HUD through the Continuum of Care. Through these grants, SCHA provides rental assistance for homeless families, individuals, and youth with disabilities. During calendar year 2018, the SCHA was awarded a new Continuum of Care grant to provide tenant-based rental assistance to homeless persons with chronic health conditions who are working with Federally Qualified Healthcare Centers. Through this new grant, permanent housing is being provided to fifteen to twenty households on an annual basis.

The SCHA has continued its successful partnerships with supportive service agencies through the Continuum of Care and Family Unification programs. These partnerships assist some of the hardest to serve clients, including persons with disabilities, homeless families, senior citizens, victims of domestic violence, former foster youth, and families in the process of reunifying with their children. On average, the SCHA assists 3,000 households each month through its various rental assistance programs.

PHA Goal: Expand the supply of affordable housing. During the preceding five years, the SCHA implemented several strategic initiatives to expand the supply of housing available to voucher recipients. One initiative implemented was an increase in the number of project-based vouchers available in order to both expand and maintain the supply of affordable housing within the jurisdiction. In December of 2018, SCHA awarded 93 project based vouchers to developments throughout Sonoma County; 82 of the vouchers awarded were awarded to existing developments in order to maintain and preserve existing affordable units.

Additionally, in 2018, the Housing Authority hired a full-time landlord liaison to work directly with local landlords. The goal of this initiative has been to expand housing opportunities for SCHA clients. In 2019, the Housing Authority partnered with the Sonoma County Department of Human Services to hire an additional landlord liaison to attract local landlords. Enhanced

	<p>landlord engagement efforts include a designated Housing Authority phone number and email address for landlords, improved landlord marketing materials, increased direct meetings with local landlords, and increased participation in local realtor events, housing fairs, local property management associations, and the California Apartment Association. Through these efforts the SCHA continues to mitigate misconceptions many landlords have regarding participants of rental assistance programs thereby expanding the supply of units available to voucher holders in all areas of Sonoma County.</p> <p><u>PHA Goal: Promote self-sufficiency.</u> Each year the SCHA has applied for and received grant funding from HUD for a Family Self-Sufficiency (FSS) Program Coordinator. In 2019 the SCHA's FSS program was rated "Excellent" on HUD's new FSS Performance Measurement System. During the period of 2015 - 2019, 22 FSS participants graduated from the program, all of whom were employed at the time of their graduation. 15 of these FSS graduates are no longer receiving rental assistance.</p> <p><u>PHA Goal: Ensure equal opportunity and affirmatively further fair housing.</u> The SCHA has continued its commitment to ensuring equal opportunity and affirmatively furthering fair housing. In 2018, it was determined that the combination of a continuously open waitlist and residency preference had resulted in only applicants from within the SCHA's jurisdiction being provided an opportunity to access the programs and services available through the Housing Authority. In order to ensure that the waitlist is administered in an equitable fashion and to affirmatively further fair housing, significant changes were made to the Housing Authority's preferences and waitlist process during calendar year 2019. Following robust community engagement, the SCHA closed and cancelled its existing waitlist which had in excess of 27,000 applicants on it. Concurrent to the closure and cancellation, SCHA eliminated its residency preference. Following the cancellation of the waitlist, extensive outreach was conducted and a new waitlist was developed utilizing a lottery based system.</p>
<p>B.4</p>	<p>Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>The Housing Authority is committed to complying with the Violence Against Women Act by ensuring that an incident or incidents of actual or threatened domestic violence, dating violence, sexual assault, or stalking will not be construed as a serious or repeated violation of the lease by the victim or threatened victim of that violence, and shall not be good cause for terminating the assistance, tenancy, or occupancy rights of the victim of such violence.</p> <p>The PHA will provide resource information to HCV applicants and participants about the resources and programs available for victims of domestic violence.</p>

B.5	<p>Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>Significant amendments or substantial deviations/modifications are defined as discretionary changes in the plans or policies of the PHA that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board. An exception to this definition will be made only for changes that are adopted to reflect HUD regulatory requirements and such changes shall not be considered significant amendments or substantial deviations.</p> <p>If a significant amendment or substantial deviation/modification to the PHA Plan occurs, the SCHAs will submit a revised PHA Plan that has met full hearing process requirements.</p>
B.6	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the 5-Year PHA Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
B.7	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

Instructions for Preparation of Form HUD-50075-5Y

5-Year PHA Plan for All PHAs

A. PHA Information [24 CFR §903.23\(4\)\(e\)](#)

- A.1** Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table.

B. 5-Year Plan.

- B.1 Mission.** State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years. ([24 CFR §903.6\(a\)\(1\)](#))
- B.2 Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. ([24 CFR §903.6\(b\)\(1\)](#)) For Qualified PHAs only, if at any time a PHA proposes to take units offline for modernization, then that action requires a significant amendment to the PHA's 5-Year Plan.
- B.3 Progress Report.** Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. ([24 CFR §903.6\(b\)\(2\)](#))
- B.4 Violence Against Women Act (VAWA) Goals.** Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. ([24 CFR §903.6\(a\)\(3\)](#))
- B.5 Significant Amendment or Modification.** Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.
- B.6 Resident Advisory Board (RAB) comments.**
- (a) Did the public or RAB provide comments?
 - (b) If yes, submit comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. ([24 CFR §903.17\(a\)](#), [24 CFR §903.19](#))

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average .76 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 2/29/2016

**Certification by State or Local Official of PHA Plans
Consistency with the Consolidated Plan or State Consolidated Plan**

I, Barbie Robinson, the Executive Director
Official's Name *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

Sonoma County Housing Authority

PHA Name

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of
Impediments (AI) to Fair Housing Choice of the

County of Sonoma

Local Jurisdiction Name

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State
Consolidated Plan and the AI.

See Attachment to HUD-50077-SL.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012, 31 U.S.C. 3729, 3802)

Name of Authorized Official

Barbie Robinson

Signature



Title

Executive Director

Date

April 8, 2020

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State Consolidated Plan and the AI.

There is a great, unmet need for housing in Sonoma County which is detailed in the two Consolidated Plans covering the jurisdiction of the PHA. These needs are identified by income, family type and specific housing problems. The PHA and the Consolidated Planners of the jurisdiction work as partners to identify and address the housing needs of the low-income residents of Sonoma County and will work in concert in the development of the 2020 Consolidated Plan.

1. The Sonoma County 2015 Consolidated Plan states that affordable housing and assisting the County's homeless are high priorities. Specific goals related to these priorities are to make market rate housing units affordable to low income persons through the provision of rental subsidies and to implement strategies for homelessness prevention and intervention county-wide. Activities included within the PHA Five Year Plan are consistent with the priorities contained in the Sonoma County Consolidated Plan, which include providing decent, affordable housing for low-income persons, and coordinated efforts to assist those experiencing homelessness to gain housing.
2. The Consolidated Plan for the City of Petaluma states that 42% of low-income renter households within the City are rent burdened. Activities included in the PHA Five Year Plan are consistent with the initiatives contained in the City of Petaluma Consolidated Plan which include providing decent, affordable housing for low-income persons and expanding economic opportunities for low-income persons.

The most recent Analysis of Impediments to Fair Housing study (AI) found that the lack of affordable housing was a primary barrier faced by persons of protected classes within the jurisdiction of the PHA.

Activities and specific goals included in the PHA Five Year Plan which are consistent with the Consolidated Plan and Analysis of Impediments to Fair Housing include:

- a. Applying for additional vouchers as available
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