



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

**Sonoma County Community Development Committee  
Regular Meeting Concurrent with the  
Cities and Towns Advisory Committee**

Wednesday, May 18, 2022

10:00 am – 12:00 pm

*This meeting will be held virtually to comply with the Governor's Executive Order N-29-20*

*Please see Page 3 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=RXZVbXhFMk1ia3NsZzFrMGRjVkJ1Pdz09>**

**Webinar ID: #947 2002 6846**

**Passcode: 689958#**

**Phone: 669 900 9128**

***Closed captioning is available (see instructions on Page 3)***

***\*\*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 Comments on Items Not on the Agenda (5 minutes)**

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

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

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

*Recommended Action: Approve minutes*

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

*Information only - No Action Item*

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

Staff (Rhonda Coffman, Community Development Manager)

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

*Discussion only - No Action Item*

**CTAC adjournment**

**6. Select Ad Hoc Committee for Vacant Tenant Representative (5 minutes)**

Staff (Martha Cheever, Housing Authority Manager)

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

*Recommended Action: Appointment of Ad Hoc Committee members*

**7. Award of Project-Based Vouchers to Downtown River Apartments (10 minutes)**

Staff (Martha Cheever, Housing Authority Manager)

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

*Recommended Action: Recommend approval of award*

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

**9. Adjournment**

**Next Regular Meeting:  
June 15, 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 COMMENTS PRIOR TO THE COMMITTEE MEETING:** May be submitted via email to [Veronica.Ortiz-DeAnda@sonoma-county.org](mailto:Veronica.Ortiz-DeAnda@sonoma-county.org).

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

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

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

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

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

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4<sup>th</sup> District: *Vacant* | 5<sup>th</sup> District: Linda Garcia | Interim Executive Director: Dave Kiff

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

### **DRAFT Meeting Minutes**

Wednesday, April 20, 2022

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

Meeting Recording:

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

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

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

#### Community Development Committee Members Present

Jake Mackenzie (2<sup>nd</sup> District)  
Susan Hollingsworth Adams (3<sup>rd</sup> District)  
Linda Garcia (5<sup>th</sup> District)  
Judith Morgan (Tenant Representative)  
Oscar Chavez (Human Services Department)

#### Community Development Committee Member Absent

Betzy Chavez (1<sup>st</sup> District)

#### Vacant Seats

4<sup>th</sup> District  
Tenant Representative

#### CDC Staff Present

Dave Kiff, Interim Executive Director  
Kathleen Kane, Interim Assistant Executive Director  
Martha Cheever, Housing Authority Manager  
Michael Gause, Community Development Manager  
Marc Chandler, Community Development Acting Manager  
Rhonda Coffman, Community Development Assistant Manager  
Maria Contreras, Community Development Associate  
Chris Raschke, Administrative Aide

Krista Fotou, Senior Community Development Specialist  
Veronica Ortiz-De Anda, Community Development Associate  
Valerie Johnson, Community Development Associate  
Madison Murray, Senior Community Development Specialist  
Matthew Burns, Administrative Aide  
Susan Vahlstrom, Executive Secretary

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

There were no public comments.

**3. Approval of March 16, 2022, Meeting Minutes**

There was no discussion or correction to the minutes. Chair Hollingsworth Adams moved to approve the minutes; Committee Member Jake Mackenzie seconded the motion.

Ayes

Jake Mackenzie (2<sup>nd</sup> District)  
Susan Hollingsworth Adams (3<sup>rd</sup> District)  
Linda Garcia (5<sup>th</sup> District)  
Judith Morgan (Tenant Representative)  
Oscar Chavez (Human Services Department)

Absent

Betzy Chavez (1<sup>st</sup> District)

***Motion passed***

**4. Interim Director's Report**

An ERAP update will be presented separately.

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

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

Public comments: None at this time.

Committee Member Jake Mackenzie moved that the Committee recommend approval of the amendments to the FY 2019-20 and FY 2020-21 Action Plans to the Board of Supervisors with an addendum reflecting concerns raised by our Committee about the process, through which DHS and CDC staff moved quickly to address the evolving pandemic needs and did not consult with the Committee or the Continuum of Care Board before making changes in the use of funds; Committee Member Oscar Chavez seconded the motion.

Ayes

Jake Mackenzie (2<sup>nd</sup> District)  
Susan Hollingsworth Adams (3<sup>rd</sup> District)  
Linda Garcia (5<sup>th</sup> District)  
Judith Morgan (Tenant Representative)  
Oscar Chavez (Human Services Department)

Absent

Betzy Chavez (1<sup>st</sup> District)

***Motion passed***

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

Rhonda Coffman, Community Development Assistant Manager, requested the Committee's approval of the FY 2022-23 Action Plan, including the authorizations for staff adjustments to the CDBG, HOME, and ESG funding amounts based on the actual HUD grant allocations, and the FY 2021-22 Action Plan Substantial Amendment.

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

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

Ayes

Jake Mackenzie (2<sup>nd</sup> District)  
Susan Hollingsworth Adams (3<sup>rd</sup> District)  
Linda Garcia (5<sup>th</sup> District)  
Judith Morgan (Tenant Representative)  
Oscar Chavez (Human Services Department)

Absent

Betzy Chavez (1<sup>st</sup> District)

***Motion passed***

**7. Emergency Rental Assistance Program Update**

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

Chair Hollingsworth Adams had to leave the meeting; Oscar Chavez assumed the position of Chair at 11:21 a.m.

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

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

Susan Vahlstrom thanked the Committee members for submitting their Statement of Economic Interests (Form 700). One Committee member needs to submit the form prior to May 1, 2022.

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





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

*Members of the  
Commission*

**James Gore**  
Chair

**Chris Coursey**  
Vice Chair

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

**Dave Kiff**  
Interim Executive  
Director

## MEMORANDUM

Date: May 18, 2022

To: Community Development Committee & Cities and Towns Advisory Committee

From: Kathleen H. Kane, Interim Executive Director

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

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

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

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



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

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

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

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

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

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



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Interim Executive  
Director

Date: May 18, 2022  
To: Community Development Committee  
From: Martha Cheever, Housing Authority Manager  
Subject: Housing Authority Tenant Representative

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The Sonoma County Housing Authority (Housing Authority) administers the Housing Choice Voucher and Mainstream Voucher Programs under contract with the US Department of Housing and Urban Development (HUD). Vouchers are the federal government's primary method for helping low-income families, the elderly, and the disabled to rent housing from private property owners.

Federal, state, and local ordinance require that two participants of the Housing Choice Voucher (HCV) Program serve on the Housing Authority's advisory board (Committee). At least 1 of the 2 tenant representatives must be over the age of 62, and the other must have lived-experience with homelessness.

Jessica Vega resigned from the Committee effective December 9, 2022, necessitating a recruitment for a new tenant representative with lived-experience.

On May 10, 2022, applications for participation were mailed to all HCV households participating who indicated that they were homeless at entry to the program. Applications will be accepted until June 15, 2022, after which time staff will review applications for relevancy to the body of work performed by the Committee. The top four to five applicants will be interviewed by a panel who will consider each applicant's experience working in an advisory capacity, his/her willingness to represent the broad interests of program beneficiaries, and his/her demonstrated understanding of the commitments necessary to serve on the Committee. Staff are requesting that the Committee select at least one member to participate on the interview panel.

Once the interview panel identifies a qualified tenant representative, a recommendation for nomination will be brought before this Committee. Once nominated, a request for appointment will be presented to the Board of Commissioners.

Requested Action: Appoint CD Committee member(s) to participate in the tenant representative selection panel





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## MEMORANDUM

Date: May 18, 2022

To: Community Development Committee

From: Martha Cheever, Housing Authority Manager

Subject: Award of Project-Based Vouchers

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

HUD regulation and the Housing Authority Administrative Plan allows for the addition of PBV units to an existing PBV Housing Assistance Payment contract at any time during the term of the contract without engaging in a competitive process. In January 2019, Eden Housing was awarded 16 PBVs through a competitive selection process for the Downtown River Apartments. The Housing Authority entered into a PBV Housing Assistance Payment contract for these units on July 25, 2019.

Eden Housing has submitted a request for 8 additional PBVs for this project. These additional PBVs would allow the project to deepen affordability levels for more households as well as obtain necessary funding from TCAC for rehabilitation of the existing 17-year-old structure. A copy of their application is located on-line here: <https://share.sonoma-county.org/link/LqsAFi3NC34/>

Staff is requesting the Committee's review and recommendation of award of 8 additional PBVs to Eden Housing for the Downtown River Apartments.

### Recommended Actions:

- 1) Approve staff's recommendation to award 8 Project-Based Vouchers to Eden Housing for the Downtown River Apartments; and
- 2) Direct staff to present the to the Board of Commissioners for award at an upcoming meeting.

