



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

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Commission*

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Executive Director

Date: October 15, 2024

To: All Interested Parties

From: Krista Fotou, Affordable Housing Finance Program Coordinator

Subject: Notice of Funding Availability: Permanent Local Housing Allocation

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The Sonoma County Community Development Commission (Commission) requests applications for eligible Affordable Owner-Occupied Workforce Housing (AOWH) projects to receive set-aside funding from the Permanent Local Housing Allocation (PLHA) program. The AOWH set-aside of PLHA funds available for the Fiscal Year 2024-2025 is **\$1,079,271**, for the development and/or acquisition of AOWH, including accessory dwelling units (ADUs), to meet the needs of a growing workforce earning up to 120 percent (120%) of the Area Median Income (AMI). ADU's must be available for occupancy for a term of no less than 30 days. Applicants must indicate that their project is designed and eligible to receive these AOWH set-aside funds. Individual homebuyers are ineligible to apply for this funding source.

Applications will be accepted on a first come, first serve basis for eligible projects until the balance of AOWH set-aside funds are awarded, or until the following PLHA Notice of Funding Availability (NOFA) is published. PLHA funding is generally available once annually for affordable rental and homeownership projects located in cities/towns as well as in unincorporated areas of Sonoma County. The interest rate on a PLHA loan is 3% unless an alternative is required by other funding sources. All funds awarded must be expended within 18 months of the date of award.

Potential applicants must contact Commission staff to discuss in more detail the application requirements and guiding principles for a project to be considered eligible and recommended for funding and will be available to answer questions. Please contact Krista Fotou, Affordable Housing Finance Program Coordinator at (707) 565-7551 or via email at [krista.fotou@sonoma-county.org](mailto:krista.fotou@sonoma-county.org) to arrange a meeting/phone call. Once potential applicants are determined eligible, a link will be provided for the submittal of applications online. The application packet contains the Sonoma County Community Development Commission Loan Policies and PLHA Program Guidelines. Please review these materials carefully for important information on project eligibility and application procedures.

The PLHA funding policies further the goals of the County's General Plan Housing Element, and the Board of Supervisors Strategic Priorities. In accordance with the funding policies, the Commission has established the following guiding principles and priorities for this funding cycle. As such, the Commission will recommend awarding funds to the most competitive proposals that best meet the following priorities:



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1. Projects that demonstrate the creation or preservation of the greatest number of AOWH housing units affordable to the lowest-income populations.
2. Projects that demonstrate Commission funds will be leveraged against total development costs at least 7:1.
3. Projects demonstrating advanced readiness via (a) entitlements; (b) financing commitments; (c) permitting.
4. Project developers who can demonstrate previous success in the development of Affordable Housing within the last seven years.

**Applications will be accepted for eligible projects on a first come, first serve basis until the balance of AOWH set-aside funds are awarded, or until the following PLHA NOFA is published.**

Funding applications from eligible project sponsors and public agencies with proof of tax-exempt status will be considered for funding at a committee meeting, on a date to be determined, once Commission staff has prepared its recommendation(s). Applicants MUST attend the committee meeting to remain eligible for funding and be prepared to answer questions about their respective project. Funding recommendations approved by the committee will then be forwarded to the Sonoma County Board of Supervisors (BOS). The BOS will consider the recommendations and award funding at a future meeting, announced at a later date.

Please contact Krista Fotou at (707) 565-7551 or [Krista.Fotou@sonoma-county.org](mailto:Krista.Fotou@sonoma-county.org) if you have any questions about the application process and/or requirements.