

# Sonoma County Community Development Committee



Human Services Dept. Representative: Oscar Chavez (Chair), Tenant Representatives: Jessica Vega, Vacant  
1<sup>st</sup> Dist: Betzy Chavez (Vice Chair) 2<sup>nd</sup> Dist: Vacant 3<sup>rd</sup> Dist: Susan Hollingsworth Adams 4<sup>th</sup> Dist: Vacant 5<sup>th</sup> Dist: Linda Garcia  
Interim Executive Director: Barbie Robinson, CHC, JD, MPP

## Public Meeting

Wednesday, February 17, 2021

10:00AM- 11:30AM

*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 comment.*

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

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

<https://sonomacounty.zoom.us/j/97524347081?pwd=amVXVEpPbWlrZFF0cVZiTG90bitTZz09>

**Webinar ID: 975 2434 7081 #**

**Passcode: 229472 #**

**Phone: +1 669 900 9128**

## Agenda

1. **Call to Order and Roll Call** (5 minutes)
2. **Public Comment for Items Not on the Agenda** (5 minutes)
3. **Approval of Minutes for January 20, 2021 CD Committee meeting** (5 minutes)  
The CD Committee will discuss and may take action to approve the meeting minutes or may recommend changes to these minutes.
4. **Approval of Minutes for December 16, 2020 and December 30, 2020 CTAC meeting** (5 minutes)  
CTAC will discuss and may take action to approve the meeting minutes or may recommend changes to these minutes.
5. **Interim Executive Director's Report** (10 minutes)
  - a) Final approved County Fund for Housing allocations
  - b) Final HUD clarification on Community Development Block Grant-CARES Act funding requirements
  - c) Updates on new State and Federal housing funds



Telephone (707) 565-7500  
FAX (707) 565-7583 • TDD (707) 565-7555



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### 6. Report on new Federal Emergency Rental Assistance Program Funds (10 min)

Tina Rivera will present information about these new funds and federal criteria for providing this assistance.

### 7. Approval of City of Healdsburg Request for HOME/HEAP Funds Budget Modification (15 minutes)

The committees will consider approval of the City of Healdsburg's request to utilize HOME funds to offset increased costs for building a Navigation Center, a project funded with HEAP dollars.

### 8. Adjournment

\*\*CD Committee and CTAC members and presenters will receive unique zoom links to participate in this meeting.

**Next Meeting: Joint CD Committee and Cities & Towns Advisory Committee**  
**March 17, 2021**  
**10:00-11:30am**  
Virtual

PUBLIC COMMENT PRIOR TO THE COMMITTEE MEETING: Public Comment may be submitted via email to [Shelley.Ticehurst@sonoma-county.org](mailto:Shelley.Ticehurst@sonoma-county.org).

PUBLIC COMMENT DURING THE BOARD MEETING: PUBLIC COMMENT USING WEBEX: Members of the public who join the Webex 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.

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Any writings or documents presented to a majority of the Community Development Committee regarding any item on this agenda may be made available for public inspection in the Sonoma County Community Development Commission office located at 1440 Guerneville Road, Santa



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Rosa, CA 95403 during normal business hours.

**DISABLED ACCOMMODATION:** If you have a disability which requires an accommodation, an alternative format, or requires another person to assist you while attending this meeting, please contact the Administrative Services Officer 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: Contact (707) 565-7520

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

**Public Meeting**

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## **Cities & Towns Advisory Committee**

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Interim Executive Director: Barbie Robinson, CHC, JD, MPP

## Public Meeting Minutes

Wednesday, January 20, 2021

10:00AM- 11:30AM

Meeting recording available here:

<https://sonomacounty.ca.gov/Community-Development-Committee/Calendar/Community-Development-Committee-Meeting-January-20-2021/>

### 1. Call to Order and Roll Call

Attendees:

Betzy Chavez (1<sup>st</sup> District)  
Susan Hollingsworth Adams (3<sup>rd</sup> District)  
Linda Garcia (5<sup>th</sup> District)  
Oscar Chavez (Human Services Department)  
Jessica Vega (Tenant Representative)

Vacant:

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

### 2. Public Comment for Items Not on the Agenda

Mary Stompe of PEP Housing commented regarding the project funding recommendations in the December 21, 2021 meeting.

### 3. Approval of Minutes for December 16, 2020 and December 21, 2020 meetings

Jessica Vega motioned to approve. Susan Adams seconded.

Ayes:

Betzy Chavez  
Susan Hollingsworth-Adams  
Linda Garcia  
Oscar Chavez  
Jessica Vega

Noes:



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Interim Executive Director: Barbie Robinson, CHC, JD, MPP

None

Vacant:

2<sup>nd</sup> District

4<sup>th</sup> District

2<sup>nd</sup> Tenant Representative

#### 4. Interim Executive Director's Report

Interim Executive Director Barbie Robinson presented on the following items:

a) Board of Supervisors hearing for County Fund for Housing recommendations  
Item was deferred and has not yet been rescheduled for a Board meeting. The Committee will be notified once a date is scheduled.

b) HUD clarification on Community Development Block Grant-CARES Act funding requirements

Item is not yet scheduled for a Board meeting. The Cities & Towns Advisory Committee is requesting that these funds be prioritized for rental assistance to residents in Urban County jurisdictions. CDC staff members are following up with HUD's determination of this issue. The recommendation to apply these funds for countywide rental assistance takes into consideration that COVID is not confined by jurisdictional boundaries.

c) State and federal housing funds updates

Rohish Lal, Legislative Policy and External Affairs Officer, presented on new funding for Community Development. The Biden Administration has proposed a \$1.9 trillion federal rescue plan that includes funding sources for community development. Details of this plan still to come.

The State of California has announced FY 2021-22 budget that includes community development resources for:

- Create a Housing Accountability unit at the HCD to facilitate further affordable housing production with funds to help local governments.
- Provide low-income housing tax credits to further reduce funding gaps in affordable housing.
- Extension to AB 388 which provides tenant eviction protection.
- Continued Project Home Key acquisition and rehabilitation programs.

Meeting adjourned at 10:33 AM



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

**Public Meeting**

Wednesday, December 30, 2020

2:30-4:00pm

*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 comment.*

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

**Meeting recording available online here:**

<https://sonomacounty.ca.gov/Cities-and-Towns-Advisory-Committee/Calendar/Cities-and-Towns-Advisory-Committee-December-30-2020/>

**Meeting Minutes**

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

Attendees:

|                 |                   |
|-----------------|-------------------|
| Cloverdale      | Kevin Thompson    |
| Cotati          | Noah Housh        |
| Healdsburg      | Stephen Sotomayor |
| Rohnert Park    | Jenna Garcia      |
| Sonoma          | David Storer      |
| Town of Windsor | Jessica Jones     |

Absent:

|            |                |
|------------|----------------|
| Sebastopol | Kari Svanstrom |
|------------|----------------|

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

Not done.

**3. Review and approve recommendations for CDBG-CV funding (60 minutes)**

Interim Director Barbie Robinson reviewed the requirements for disbursing Community Development Block Grant Program emergency funding through the Coronavirus Aid, Relief, and Economic Security Act (CDBG-CV). County staff presented data for the State of California's Health Equity measure, a component of the Blueprint to a Safer Economy tier system for reopening that looks at the testing positivity of residents who have the fewest resources by census tract, correlated to countywide rental assistance disbursements to date by jurisdiction.

Members of CTAC discussed the recommendations.



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

No public comment.

Noah Housh (Cotati) moved to support the staff CDBG-CV funding recommendation, with the addition that non-entitlement jurisdictions be prioritized in funding allocations, that HUD confirmation be sought and obtained as early as possible in the administration of the program, and this agenda item be revisited in January regarding the statistics. Seconded by Jessica Jones.

Ayes:

- Cloverdale
- Cotati
- Healdsburg
- Windsor

Noes:

- Rohnert Park
- Sonoma

Absent:

- Sebastopol

Request update in January meeting.

**4. CTAC adjourned at 4:00pm**



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

**Public Meeting**

Wednesday, December 16, 2020

10:00-11:30am

*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 comment.*

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

**Meeting recording available here:**

<https://sonomacounty.ca.gov/Community-Development-Committee/Calendar/Community-Development-Committee-Meeting-December-16-2020/>

**Meeting Minutes**

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

Community Development Committee Chair Oscar Chavez called the meeting to order.

Community Development Committee roll call

Present: Betzy Chavez (1st District), Susan Adams (3<sup>rd</sup> District), Linda Garcia (5<sup>th</sup> District), Jessica Vega (Tenant Representative), Oscar Chavez (Human Services Department Representative)

Absent: Stephanie Hiller (Tenant Representative)

Vacancies: 2<sup>nd</sup> District, 4<sup>th</sup> District

Cities & Towns Advisory Committee Members roll call:

Present: Kevin Thompson (Cloverdale), Noah Housh (Cotati), Stephen Sotomayor (Healdsburg), Jenna Garcia (Rohnert Park), Kari Svanstrom (Sebastopol), Jessica Jones (Windsor); David Storer (Sonoma)

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

No comments

**3. Approval of Minutes for November 18, 2020 Meeting**

Jenna Garcia (Rohnert Park) requested a correction to the minutes regarding the Emergency Solutions Grant program funds agenda item discussion.

Kevin Thompson (Cloverdale) motioned, seconded by Jenna Garcia (Rohnert Park), to correct the November 18, 2020 meeting minutes and bring those back for review and approval at the next CTAC meeting.

Ayes:



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

Cloverdale  
 Cotati  
 Healdsburg  
 Rohnert Park  
 Sebastopol  
 Windsor

Abstain: Sonoma

**4. Interim Executive Director’s Report**

- a) Director Barbie Robinson reviewed the timeline for Hotel Azura and Sebastopol Inn acquisition through the Project Homekey, a state program to protect people experiencing homelessness who are at high risk for serious illness and are impacted by COVID-19. Up to 66 individuals to be housed at Hotel Azura. Up to 44 individuals will be housed at Sebastopol Inn.
- b) Director Robinson provided clarification about the process for decisions regarding funding through the Emergency Solutions Grants Program (ESG-CV) and Community Development Block Grant (CDBG-CV) under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, in response to a committee request for a written legal opinion from County Counsel and this process.

Noah Housh (Cotati) made a motion, seconded by Kari Svanstrom (Sebastopol) to hold an emergency CTAC meeting as needed to discuss and review CDBG-CV funding recommendations to meet the County’s deadlines for approval by the Board of Supervisors, allowing CTAC to make recommendations on that funding; Kari Svanstrom (Sebastopol) seconded.

Ayes:  
 Cloverdale  
 Cotati  
 Healdsburg  
 Rohnert Park  
 Sebastopol  
 Windsor

Abstain: Sonoma

Noah Housh (Cotati) moved that CDC staff agendize a discussion to establish clear operational protocols for determination on all funding sources needing direction



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

during emergency situations at the most expeditiously available CTAC agenda; Cloverdale seconded.

Jenna Garcia (Rohnert Park) requested amendment to motion that County Counsel be present at discussion. Noah Housh (Cotati) amended motion, Kevin Thompson (Cloverdale) seconded.

Ayes:  
 Cloverdale  
 Cotati  
 Healdsburg  
 Rohnert Park  
 Sebastopol  
 Windsor

Abstain: Sonoma

**5. Update: Fair Housing Assessment**

Martha Cheever (CDC) provided an update on the background, requirements, and current process of the Assessment of Fair Housing (AFH). Although no longer required by HUD, the CDC is continues to develop the AFH because the information is critical to informing local housing policies and practices, including County and city housing elements. The community engagement and equity components of the AFH are being completed by Ana Lugo, Equity First Consulting; CDC staff expect to present this information to both committees in February. CDC is expanding consulting agreements to complete the AFH. The full AFH is expected to be completed in 2021.

Noah Housh (Cotati) moved, and Kari Svanstrom (Sebastopol) seconded, that CDC staff be directed to provide the community engagement and equity report draft versions to non-entitlement jurisdictions for review prior to finalization and that the scope of work and draft contact for the County’s chosen contractor for the full AFH report be provided to non-entitlement jurisdictions for review and amendment prior to finalization to ensure that those jurisdiction can meet AB 686 requirements.

Ayes:  
 Cloverdale  
 Cotati  
 Healdsburg  
 Rohnert Park



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

Sebastopol  
 Sonoma  
 Windsor

**6. Election of Committees & Towns Advisory Committee Officers (10 minutes)**

CTAC Chair Stephen Sotomayor facilitated the election of a new committee chair and vice chair to serve 12-month terms.

Kari Svanstrom (Sebastopol) nominated Jenna Garcia (Rohnert Park) for chair; David Storer (Sonoma) seconded.

Ayes:  
 Cloverdale  
 Cotati  
 Healdsburg  
 Rohnert Park  
 Sebastopol  
 Sonoma  
 Windsor

Noah Housh (Cotati) nominated Kari Svanstrom (Sebastopol) for vice chair; Kevin Thompson (Cloverdale) seconded.

Ayes:  
 Cloverdale  
 Cotati  
 Healdsburg  
 Rohnert Park  
 Sebastopol  
 Sonoma  
 Windsor

Director Robinson announced that beginning in 2021, CTAC and the CD Committee will return to meeting separately.

**7. CTAC adjourned at 11:27am**



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

*Members of the  
Commission*

**Lynda Hopkins**  
Chair

**Chris Coursey**  
Vice Chair

**David Rabbitt**  
**James Gore**  
**Susan Gorin**

**Barbie Robinson,**  
**MPP, JD, CHC**  
Interim Executive  
Director

## MEMORANDUM

Date: February 11, 2021

To: Community Development Committee and Cities  
& Towns Advisory Committee

From: Tina Rivera, Community Development Commission

Subject: Requested Budget Modification for City of Healdsburg Victory Studios  
and Apartments Project

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### Issue and Background:

- In 2019, the City of Healdsburg was awarded \$250K of HEAP and \$250K of HOME funding for improvements to the Victory Studios and Apartments. This included building a Navigation Center and making ADA and other tenant improvements to the Victory Apartments. While this was presented as a single project, two different approvals were needed as there were two different funding sources.
- In the project budgets put together by the City, HOME funds were identified for tenant improvements and HEAP funds were identified for a Navigation Center (on-site). Both projects' environmental review contemplated both the tenant improvements and the navigation center.
- The cost of construction between 2019 and now has dramatically risen and now the budgets submitted by the City in 2019 do not reflect the same costs.

### City of Healdsburg's Request:

The City of Healdsburg is requesting to modify its project's budget to utilize HOME dollars to offset the increased cost of building the Navigation Center.

The City of Healdsburg is requesting the CD committee and CTAC to approve the change in the Statement of Work budget in HOME funds to allow them to be used on the Navigation Center Construction (which is an improvement to the existing building). The committees previously approved both the navigation center as well as the tenant improvements. This request is not a material change to the overall project, but rather a method to address higher than anticipated construction costs.



There would not be any changes needed to the HEAP funding as the City intends to use that funding for the same purpose as originally approved.

The budget modification would be as follows:

| <b>Activity</b>     | <b>Original Budget</b> | <b>New Budget</b> | <b>Original Funding Source</b> | <b>Requested</b> |
|---------------------|------------------------|-------------------|--------------------------------|------------------|
| Navigation Center   | \$250,000              | \$386,000         | HEAP                           | HEAP & HOME      |
| Tenant Improvements | \$250,000              | \$114,000         | HOME                           | unchanged        |

**Benefits of this request:**

1. The overall project would reduce the number of tenant improvements and allow HOME to be used to complete the Navigation Center in conjunction with HEAP funding
2. The remaining HOME funding would then complete the ADA improvements at the Victory Studios and Apartments.
3. This is not a material change from the original project but rather a budget modification.

Staff recommends approval of this modification request.