

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 Adams | 4<sup>th</sup> Dist: Vacant | 5<sup>th</sup> Dist: Linda Garcia  
Acting Interim Director: Tina Rivera

**Joint Public Meeting with Cities & Towns Advisory Committee**

Wednesday, June 16, 2021

10:00am-12:00pm

**MINUTES**

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

Community Development Committee

Attendees:

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

Vacant:

- 2<sup>nd</sup> District
- 4<sup>th</sup> District

Cities & Towns Advisory Committee

Attendees:

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

Absent:

None

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

No public comment.



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### 3. Approval of Minutes from May 19, 2021 CD Committee meeting

Susan Hollingsworth-Adams motioned to approve the minutes. Linda Garcia seconded.

#### Ayes:

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

#### Absent:

Betzy Chavez (1<sup>st</sup> District)  
 Jessica Vega (Tenant Representative)

### 4. Approval of minutes from May 19, 2021 CTAC meeting

The Cities & Towns Advisory Committee will discuss and may take action to approve or may recommend changes to these minutes.

Jenna Garcia motioned to approve the minutes. Stephen Sotomayor seconded.

#### Ayes:

Cloverdale	Kevin Thompson
Cotati	Noah Housh
Healdsburg	Stephen Sotomayor
Rohnert Park	Jenna Garcia
Town of Windsor	Jessica Jones

#### Abstain:

Sebastopol	Kari Svanstrom
Sonoma	David Storer

### 5. Swearing In of New Community Development Committee Member

Judith Morgan was sworn in as a Tenant Representative member of the Community Development Committee.

### 6. Interim Director's Report

On behalf of Tina Rivera, Interim Executive Director, Martha Cheever reported on the current status of the Emergency Rental Assistance Program.



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## 7. Community Development Block Grant and HOME Investments Partnership Capital Projects NOFA Workshop for Fiscal Year 2021-22

Staff presented the project summaries of the received applications for the CDBG and HOME funding for FY 21-22:

### FY 2021-2022 CDBG and HOME Funding Applications Received

Sponsor	Project Name	Funds Requested	Amount Requested
Caulfield Lane Senior Housing, Inc.	Linda Tunis Senior Apartments	CDBG	\$850,000
Danco Communities	Meridian at Corona Station	CDBG	\$1,460,906
Danco Communities	Meridian at Corona Station	HOME	\$660,323
Sweetwater Springs Water District	Water Main Improvements	CDBG	\$1,013,230
City of Sebastopol	City Hall	CDBG	\$132,700
City of Healdsburg	Ward Street Neighborhood Revitalization	CDBG	\$135,000
Catholic Charities of Santa Rosa	Caritas Center	CDBG	\$500,000
<b>Total</b>	<b>7</b>		<b>\$4,752,159</b>

Full staff reports with funding recommendations will be presented at the meeting on June 30. [Note: The June 30 meeting was rescheduled to June 29].

### CTAC temporary adjournment

## 8. Community Development Block Grant - Disaster Recovery Multi-Family Housing Program Awards (CDBG-DR MHP) Update

CDC staff member Maria Contreras provided a brief overview of the applications received for this grant:



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Applicant Sponsor	Project Name	Project Ask
Burbank Housing	Caritas Homes	\$1,000,000
Burbank Housing	3575 Mendocino Avenue Phase II	\$2,436,753
Burbank Housing	Petaluma River Place Apartments	\$1,000,000
Midpen Housing	414 Petaluma	\$3,000,000
Danco Communities	Meridian at Corona Station	\$4,228,928
<b>Total Requested</b>		<b>\$11,665,681</b>

### 9. Emergency Housing Voucher Program

Chair Chavez moved this item follow item 10.

### **Reconvene CTAC**

### 10. Report Presentation: Assessment of Housing and Homeless Services

William Zizic, Kate Singer, and Olivia Rabbitte of consulting firm KPMG provided an overview of the report prepared for and presented to the Sonoma County Board of Supervisors in April 2021. The video of the Board of Supervisors presentation is available on the Board website

KPMG:

1. Assessed and inventoried the housing and homeless services programs available from the Department of Health Services, the Human Services Department and the Community Development Commission.
2. Determined whether there was any duplication of services, administrative functions and activities
3. Identified opportunities to integrate services and function across organizations and assessed if the programs should be redesigned.
4. Determined whether organization structures outside the County could effectively administer programs and identify best practices to administer the programs.

The presenters discussed the methodology used for these assessments. Many of KPMG's recommendations may be implemented without changing the organizational structure. KPMG considered more than 15 organizational models and gave the Board of Supervisors a shortlist of the recommended models. Please see the meeting recording for further details on the analysis undertaken, recommendations provided, and committee questions and discussion.



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### 9. Emergency Housing Voucher Program

CDC staff member Martha Cheever provided an overview of the Emergency Housing Voucher Program (EHV). The Sonoma County Housing Authority has received 153 Emergency Housing Vouchers. Funding for this program will become available soon and will be available until September of 2023.

EHV eligibility is limited to individuals and families who are:

- Homeless;
- At risk of homelessness;
- Fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking; or
- Recently homeless, and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability.

Referrals for EHV's must come through the Continuum of Care (CoC), and the CoC must determine how the resource is targeted. The Housing Authority will work with CoC providers and execute a Memorandum of Understanding with the providers by July 31, 2021.

### 11. Adjournment

The meeting was adjourned at 12:21 PM



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 Dept. of Health Services Representative: Tina Rivera

### Joint Special Meeting of the Committee Development Committee & Cities & Towns Advisory Committee

Tuesday, June 29, 2021

12:30PM-2:00PM

Meeting Recording: [https://www.youtube.com/watch?v=T1GQC4mV\\_aw](https://www.youtube.com/watch?v=T1GQC4mV_aw)

#### **DRAFT Minutes**

#### **1. Call to Order and Roll Call (12:33PM – Quorum reached)**

##### Community Development Committee Attendees:

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

##### Absent:

Oscar Chavez (Human Services)

##### Vacant:

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

##### Cities & Towns Advisory Committee Attendees (CTAC):

Cloverdale	Kevin Thompson
Cotati	Craig Scott
Rohnert Park	Jenna Garcia
Healdsburg	Stephen Sotomayor
Sebastopol	Kari Svanstrom

##### Absent:

Sonoma	David Storer
Town of Windsor	Jessica Jones

#### **2. Public Comments for Items Not on the Agenda (5 minutes)**



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



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 Dept. of Health Services Representative: Tina Rivera

One of the applicants asked if this was the right time to request that the public hearing item on the agenda be pulled. CTAC Committee Member Jenna Garcia explained that it was not. Garcia explained that the correct time is in the public comment segment of the public hearing.

### 3. Public Hearing: Community Development Block Grant and HOME Investment Partnership Capital Projects for Fiscal Year 2021-22

CTAC Committee Member Garcia introduced the public hearing item, explained to everyone how the meeting would run and the order in which the items would be heard.

Tina Rivera, the Interim Director for the Community Development Commission, reviewed a summary of the staff reports, including number of projects, applicants, and types of projects requesting funding from CDBG and HOME funds. Rivera explained that due to Department of Housing and Urban Development's (HUD) guidance to staff, some projects were determined to be ineligible for funding. Should the committees decide to recommend funding different from staff recommendations, the committees would need to provide an explanation to HUD as to how their recommendation complies with federal funding policies. Staff funding recommendations:

Project Sponsor	Funding Recommended
City of Healdsburg	\$135,000 CDBG
City of Sebastopol	\$132,700 CDBG
Sweet Water Springs Water District	\$936,777 CDBG
Catholic Charities	\$0 CDBG
Caulfield Lane Senior Housing	\$0 CDBG
Danco Communities	\$0 CDBG
SCCDC (Housing Rehab)	\$0 CDBG
Danco Communities	\$660,323 HOME
Sonoma County Housing Authority	\$ 82,448 HOME

CD Committee Member Linda Garcia asked what would happen with funds not awarded in this cycle. Garcia spoke of concerns about sponsors requesting funds for accessibility projects and asked what support the applicant cities (Sebastopol and Healdsburg) have provided for these projects. Garcia also expressed that HUD's guidance should have been shared with committee members as soon as it was known to staff.

CTAC Committee Member Kari Svanstrom spoke about the ADA improvements that have



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been made to city hall in Sebastopol. CTAC Committee Member Sotomayor informed the committees that the director of public works for the city of Healdsburg, Larry Zimmer, was in attendance and could speak to the project in Healdsburg. Mr. Zimmer provided further details about how the requested funds would be used.

CD Committee Member Susan Adams stated support for the Catholic Charities project and asked Tina Rivera for clarification on eligibility of the homeless aspect of the project. Ms. Rivera explained that if the committee chooses to fund this project, an explanation would be required by the committee to HUD detailing how their decision complies with funding policies. Adams asked if in the opinion of the Interim Director, should the project be elevated [considered] for funding. Rivera answered that it should be.

CD Committee Member Linda Garcia asked what happens to funds not awarded in this cycle and whether another committee meeting would be needed if HUD overrules the committees' justification for recommended funding. Ms. Garcia asked whether funding decision needed to be decided for all projects in this meeting or could the committees vote now for cities' projects and then consider the other projects separately. Interim Director Rivera confirmed that a decision needed to be made in the meeting to meet the timeline for submission to HUD. Ms. Rivera clarified that HUD would be more open to consider funding for projects that address homelessness. .

CTAC Committee Member Stephen Sotomayor asked about the scalability of the Sweet Water Springs project to receive partial funding. CDC staff Marc Chandler indicated that the project could be scaled but may be delayed with partial funding.

CTAC Member Craig Scott asked whether all cities submitted applications and how much time cities had to apply for funding. He also asked what would happen to the unallocated HOME funds. CDC staff Valerie Johnson responded that unallocated HOME funds would be carried to the next funding cycle.

CTAC Member Sotomayor asked about the possibility of a mid-year NOFA and whether there is time limit to allocate remaining funds. Ms. Johnson explained that there is a five-year time limit; in this case, funds would be rolled over to the cycle that begins in fall 2021. Sotomayor asked if the projects not recommended for funding would impact other project milestones. Interim Director Rivera stated that Linda Tunis project is shovel ready and Danco Meridian does not have entitlements at this time.

CTAC Member Jenna Garcia asked Rivera for clarification regarding HUD's input, specifically





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whether this was guidance or a formal determination. The Interim Director responded that the HUD information provided was guidance.

The public hearing was opened.

Mary Stompe of Pep Housing clarified that the Linda Tunis project would serve the entire county and not only City of Santa Rosa residents. She spoke in support of the project.

Chris Dart of Danco Communities clarified that the Meridian at Corona project does not require entitlements as a by-right project under AB2162. He spoke in support of the project.

Len Marabella of Catholic Charities clarified that the Caritas project is not a housing project, but a bridge from homelessness to housing and is unique in the county. Len spoke in support of the project.

Ed Fortner spoke in support of the Sweet Water Springs water project and explained how funds would be used, including replacement of lead pipe water line and improved fire suppression with better water pressure.

Jim Wallen of Pep Housing stated that if Linda Tunis does not receive funding, the project cannot start construction in September, but the project can be scaled. He spoke in support of the project.

Rosa Reynosa of the town of Windsor spoke in support of the Linda Tunis project.

Krista of Pep Housing spoke in support of the Linda Tunis. She informed the committees that the project has raised millions in funding but is not eligible for CTAC funding.

The Co-Chairs discussed how the questions and comments in the Q&A webinar would be addressed and requested this information to be posted on the website.

The public hearing was closed.

The committees then deliberated the funding requests and staff recommendations.

CTAC Member Jenna Garcia asked for confirmation about whether the committees have funded the Caritas project in the past and whether HUD supported this. Rivera answered yes.



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CD Committee Member Linda Garcia stated that that the projects not recommended for funding by staff still have merit. Garcia expressed concerns about approving funding for projects that are ineligible per HUD and made a motion to table the discussion and honor staff recommendations.

Rivera clarified that staff made a recommendation based on HUD's guidance and felt that the final funding recommendations should be made by the Committees. HUD must authorize all allocations before any money can be spent. Rivera encouraged the committees to make a decision immediately to avoid the risk of losing CDBG dollars.

CD Committee Member Susan Adams seconded the motion made by Linda Garcia. Adams asked Rivera for the CDC's hard deadline and for clarification as to whether the committee could or could not recommend funding for the projects.

Ms. Rivera clarified that staff did not say the committees could not recommend funding to projects being presented but rather that staff felt this decision should be made by the committees. Rivera also explained that initially staff had recommended funding for all projects but were not certain that HUD would approve the Linda Tunis and Danco projects based on past experience.

Adams asked staff whether the Caritas project could move forward without a funding award. Maria Contreras of CDC staff responded that the project sponsor has raised a lot of money and may be able to move forward.

CD Committee Member Judy Morgan said she was impressed to hear that the Caritas project would be the only one of its kind in the county and would benefit the urban county.

CD Committee Member Linda Garcia rescinded her motion and restating that while she considers all applicant projects worthwhile, only one project appears to serve the urban county.

CD Committee Vice-Chair Betsy Chavez turned over the question session to CTAC Committee.

The funding priorities were displayed and read by CTAC Chair Jenna Garcia. Garcia also reviewed the geographic equity chart in the staff report showing how much has been allocated to the urban county cities over the last six years. CTAC Member Svanstrom asked



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about the CDBG loan that was given to Linda Tunis project by the City of Santa Rosa and whether the committees could recommend a loan as well as funding for applicant projects. Svanstrom also asked for the developer fee for the Meridian project.

CDC staff Maria Contreras explained that CDBG funds are given in the form of a loan and sponsors could repay that money back to CDC. The developer for Meridian, Chris Dart, explained that they are a for-profit developer partnering with a non-profit organization. In the proposed project the total development fee would be 7.5% of the total development cost.

CTAC Member Craig Scott asked whether the committees deciding to fund projects not recommended by staff would that reduce the allocation for projects that are being recommended. Scott asked if Danco is the only project requesting both CDBG and HOME funds and whether projects in the CDBG category could be transferred to the HOME funds category. Jenna Garcia explained that staff funding recommendations are for the total available funding, therefore funding the other projects would reduce funding amounts for the recommended projects. CDC staff Maria Contreras indicated that CDBG projects cannot be funded by HOME funds.

CD Committee Member Susan Adams requested clarification of data in the geographic equity chart involving past allocations made to Sebastopol and Healdsburg. Jenna Garcia explained that the chart shows that those cities have been over funded and explained the six-year allocation based on Low/Mod population. .

Adams made a motion to allocate \$500,000 to Caritas project and reduce the allocation to Sweet Water Springs Water District accordingly for an allocation of \$704,447. The motion was seconded by Linda Garcia.

Adams asked Jenna Garcia what her opinion was about this motion. Garcia shared her opinion that the committees should make a motion to fund projects where both committees want to see it go based on the committees' funding priorities. Garcia suggested that the funding recommendations include the contingency that if HUD does not approve the allocations, staff would come back to the committees to re-allocate funds.

Kari Svanstrom asked if the motion could include that if Caritas cannot be funded then the Sweet Water Springs Project would be fully funded. Adams agreed to amend the motion to include both Jenna Garcia's and Kari Svanstrom's request. CD Committee Member Jessica Vega expressed support for the amended motion. Linda Garcia, who had seconded the



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motion, also agreed with the amendment.

Jenna Garcia shared a spreadsheet showing the different funding allocation scenarios.

The motion was opened for discussion. Jenna Garcia expressed support for the Caritas project. Garcia also stated support for Linda Tunis project, because they are shovel ready. Caritas has received funding in the past and Danco is not ready to spend any funds. Garcia expressed support to fund Sweet Water Springs, Caritas, and Linda Tunis projects.

Linda Garcia asked whether the Linda Tunis project had received funding in the past from these committees. Staff confirmed that Linda Tunis received \$500,000 earlier this year. Susan Adams asked what Catholic Charities had received at that time. Staff answered that this sponsor had not applied for funds at that time.

Svanstrom stated support for the urban county cities, specifically for more funding for Sweet Water Springs than proposed. Linda Garcia acknowledged the motion on the table for the CD Committee. Susan Adams asked Rivera for input on which project, if awarded, would be most ready to serve the public between Caritas and Linda Tunis. Rivera indicated agreement with Jenna Garcia on awarding more to Linda Tunis as a shovel-ready project.

Sotomayor expressed support to fund projects for urban county cities such as Sweet Water Springs and to partially fund a housing project that serves the county. He supported reducing Linda Tunis and Caritas projects and providing partial funding for the urban county cities. Linda Garcia expressed her concern about the Linda Tunis project providing only 25 units. She supports funding projects in the urban county cities.

The motion by the CD committee on CDBG funds was amended to reflect as follows: \$42,500 for Healdsburg; \$50,000 for Sebastopol; \$705,000 for Sweet Water Springs; and \$406,977 for Catholic Charities (Caritas) contingent upon Caritas being eligible for funding per HUD's guidance, and if not, then the contingent allocation is to follow the CDC staff recommendation of \$135,000 for Healdsburg; \$132,700 for Sebastopol; and \$936,777 for Sweet Water Springs.

Judy Morgan expressed her sentiments during the CD committee roll call vote about not awarding any funds to the Linda Tunis project.

### CD Committee Vote on CDBG funds:

Ayes: Betsy Chavez, Susan Adams, Jessica Vega, Linda Garcia, Judy Morgan



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Noes: none

Absent: Oscar Chavez

Kari Svanstrom then made a motion to recommend funding consistent with CD committee's recommendation breakdown for CDBG funds. Svanstrom stated the breakdown. Stephen Sotomayor seconded.

### CTAC Committee Vote on CDBG funds:

Ayes: Kevin Thompson, Craig Scott, Stephen Sotomayor, Jenna Garcia, Kari Svanstrom

Noes: none

Absent: Jessica Jones, David Storer

Motion passed for both committees.

Interim Director Rivera reviewed available HOME funds, which is \$619,053 and staff's recommendation of \$82,488 for tenant based rental assistance program with the remaining balance of \$536,565 to be rolled over to the next NOFA.

Co-Chair Chavez asked the CD committee for a motion. Susan Adams made a motion to recommend funding based on staff recommendation. Linda Garcia seconded.

### CD Committee Vote on HOME funds:

Ayes: Betsy Chavez, Susan Adams, Jessica Vega, Linda Garcia, Judy Morgan

Noes: none

Absent: Oscar Chavez

The motion passed.

CTAC member Svanstrom asked if the committee could recommend a higher amount than what is being recommended for the County's tenant based program and whether the remaining funds could be lost if not allocated. CDC staff Valerie Johnson responded that the committee should not recommend more than what is requested. Rivera explained that rolling over the remaining funds to the next NOFA enables the county to retain HOME funds, rather than lose those remaining funds.

Craig Scott made a motion to approve the recommendation. Kari Svanstrom seconded.



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Dept. of Health Services Representative: Tina Rivera

CTAC Committee Vote on HOME funds:

Ayes: Kevin Thompson, Craig Scott, Stephen Sotomayor, Jenna Garcia, Kari Svanstrom

Noes: none

Absent: Jessica Jones, David Storer

The motion passed.

Meeting adjourned.

DRAFT





**Sonoma County Community Development Commission**  
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**

**Dave Kiff**  
Interim Executive  
Director

MEMORANDUM

Date: July 21, 2021

To: Community Development Committee & Cities and Towns Advisory Committee

From: Valerie Johnson, Housing Asset & Program Compliance Specialist

Subject: Draft FY 21-22 Action Plan

### **One-Year Action Plan**

Based on the feedback from your committees at the past two meetings and recommendations made regarding proposed Capital Projects, level funding for the Fair Housing Services Program, and awards recommended by the Continuum of Care Board to support the homeless system of care, Commission staff has prepared a Public Review Draft of the Sonoma County FY 2021-22 One Year Action Plan. This Plan lays out how the anticipated FY 2021-2022 allocation of Community Development Block Grant (\$1.853 million), HOME Investments Partnership Program (\$825,404) and Emergency Solutions Grant (\$160,798) will be used to meet Consolidated Plan goals.

### **Five-Year Consolidated Plan**

The 2021-22 fiscal year marks the second year of a five-year consolidated planning period. The plan is designed to assess Sonoma County's affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions. The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan. Approximately 90 days after the end of a fiscal year, grantees report on accomplishments and progress toward Consolidated Plan goals in the Consolidated Annual Performance and Evaluation Report (CAPER).

The Consolidated Plan identifies that affordable housing for low-income, particularly extremely low income, and homeless intervention remain high priorities. The Plan also illuminates needs in light of local business industry changes, climate change and disaster mitigation and access to broadband.

### **Public Comment Period**

The public comment period started on Friday July 9, 2021 and ends Saturday August 7, 2021. Following the public comment period, the draft will be finalized and go before the Board of Supervisors for approval. Adoption of the FY 2021-2022 One-Year Action Plan by the Board is scheduled for August 17, 2021 at 8:30am.



Comments may be submitted orally at the public hearing being held today, July 21, 2021 or may be submitted in writing to the Sonoma County Community Development Commission, ATTN: Veronica Ortiz-De Anda, 1440 Guerneville Road, Santa Rosa, CA 95403 or via email to [CDC-8130-Public-Comment@sonoma-county.org](mailto:CDC-8130-Public-Comment@sonoma-county.org) until 5:00 p.m. on August 7, 2021. Written and oral comments will be forwarded to HUD with the FY 2021-2022 Action Plan.

### **Requested Action**

The Commission is asking your committees for a recommendation that the Board of Supervisors approve the FY 2021-2022 One Year Action Plan for use of Community Development Block Grant, Home Investment Partnerships Program and Emergency Solutions Grants.



Tenant Applications Submitted (4/19/21-7/15/21): 1,732  
Landlord Application Submitted (4/19/21-7/15/21): 736  
Total: 2,468

Disbursed to CBOs for Direct Assistance (4/19/2021-7/15/2021): \$5,035,485.38

Demographics-

Ethnicity-

Hispanic or Latino: 36.5%  
Non-Hispanic or Latino: 51.0%  
Decline to Answer: 12.2%

Race:

American Indian or Alaska Native: 3.0%  
Asian: 2.4%  
Black or African American: 4.4%  
Native Hawaiian or Other Pacific Islander: 1.5%  
Other Multi-Racial: 19.4%  
White: 49.3%  
Decline to Answer: 19.8%

Location:

West County: 11.1%  
Cloverdale: 2.8%  
Healdsburg: 2.1%  
Windsor: 3.0%  
Santa Rosa: 48.0%  
Rohnert Park: 13.6%  
Cotati: 2.0%  
Penngrove/Petaluma: 9.7%  
Sonoma Valley: 6.8%