

**Sonoma County**  
**2015 Consolidated Plan**  
*and*  
**Action Plan**  
**One Year Use of Funds FY 2015-16**

Prepared by



**Sonoma County Community Development Commission**  
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# Executive Summary

## ES-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

### 1. Introduction

The 2015 Sonoma County Consolidated Plan is a five-year plan covering FY 2015-2016 through FY 2019-2020 and is required by the U.S. Department of Housing and Urban Development (HUD) in order to receive certain federal housing, homelessness, and community development funds. Pursuant to a Joint Powers Agreement, the Sonoma County Community Development Commission (Commission) will administer these funds on behalf of the HUD-designated Urban County entitlement jurisdiction, consisting of the County of Sonoma, the Town of Windsor, and the cities of Cloverdale, Cotati, Healdsburg, Rohnert Park, Sebastopol, and Sonoma. HUD funds received by the Urban County are Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and the Emergency Solutions Grant (ESG) program funds. Using these funds, programs and activities will be carried out either directly by the Commission or, more frequently, through funding provided to other governmental or nonprofit agencies, to benefit low-income households by addressing the goals and objectives enumerated in the Consolidated Plan and summarized below.

### 2. Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview

This Consolidated Plan, like previous Plans, organizes community priorities for the use of CDBG, HOME and ESG funds by the Urban County by following the structure provided by HUD regulations, namely, by grouping said priorities into three categories: affordable housing, homelessness, and non-housing community development.

The Urban County's Consolidated Plan contains the following broad goals:

1. Affordable Housing: Increase and preserve the housing stock that is affordable, safe, and accessible for low-, very low-, and extremely-low families and individuals, including those with special needs and those who are homeless or at imminent risk of homelessness.
2. Homelessness: Promote effective and proven strategies for homelessness prevention and intervention county-wide.
3. Non-Housing Community Development: a) 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; and b) Promote the well-being and economic integration of lower income persons through non-housing services, self-sufficiency programs, job training, and economic development assistance for micro-enterprises to increase job opportunities in the Urban County.

### 3. Evaluation of past performance

Sonoma County has a long-standing history of being a very expensive housing market, especially in comparison to median household incomes. According to *Out of Reach 2014*, a publication of the National Low Income Housing Coalition, the average wage for Sonoma County renters in 2014 was \$14.67 and the "housing wage" necessary to afford the fair market rent for a two-bedroom apartment is \$24.06, a wage deficit of 39%. The corresponding deficit for the population of the entire State of

California is 29%. Thus, despite the fact that earlier Consolidated Plans for the Urban County prioritized rental housing affordability, rental housing affordability remains a top priority.

Due largely to the disparity in housing rents versus household incomes, Sonoma County has an extremely high rate of homelessness. In 2013 the Sonoma County Continuum of Care estimated, based on biennial homeless counts, that at any given time, 7.7 out of every 1,000 residents is homeless. This rate appears to be much higher than most communities in California and the rest of the nation. The funding of homeless intervention and prevention programs make up a large percentage of the "portfolio" of past performance, and remains a top objective.

In the past, the Urban County members have prioritized the use of CDBG funds for Americans with Disabilities Act (ADA) retrofit projects, largely the removal of architectural barriers identified in existing public buildings and infrastructure. This use of CDBG funds is highly effective because ADA retrofit projects can generally be successfully scaled, phased, or both based on funding availability. During the last Consolidated Plan period, July 2010 to June 2015, ADA project funds in an aggregate amount over \$3M were awarded to 46 different projects sponsored by the eight participating jurisdictions. These projects include sidewalk "curb cuts" and other path-of-travel retrofit projects along roadsides; library, park, and community center restroom ADA renovations; and community facility ADA retrofit upgrades. These projects are important to the community's residents who have disabilities, and therefore remain a high priority for the use of CDBG funds during the 2015-2020 Consolidated Plan period.

#### **4. Summary of citizen participation process and consultation process**

Citizen input into this Consolidated Plan was sought primarily through ten public meetings held during weekday evenings in January and February 2015. The meetings were held in venues across the 1,500 square miles that make up Sonoma County, from Cloverdale to Guerneville to Petaluma and the City of Sonoma. Eight of the nine incorporated jurisdictions in Sonoma County hosted a meeting. Two meetings were held in the largest city and the County seat, Santa Rosa, the second of which featured the availability of Spanish language translation services. Public input was also sought - and received - via electronic media.

Additionally, a draft of the Consolidated Plan was made available to the public from April 1<sup>st</sup> through April 30<sup>th</sup>, 2015. Copies were made available in three public locations and on the Sonoma County Community Development Commission website.

#### **5. Summary of public comments**

Public input received was overwhelmingly focused on affordable rental housing, homelessness, and the relationship between the two. Therefore, these are areas of prioritization that reflect public input and sentiment. For additional information, see PR-15.

**6. Summary of comments or views not accepted and the reasons for not accepting them**

During the public comment period, one oral comment was received regarding the importance of food security in alleviating poverty. Specific language about food insecurity was not added to the Consolidated Plan. However, the Consolidated Plan includes general language about Non-Housing Community Development Needs and food security is encompassed in this category. Also during the comment period one written comment was received advocating that that a different organization be funded to perform work required to address the needs identified in the Sonoma County Analysis of Impediments to Fair Housing Choice. The recommendation was not accepted because two applications were submitted and funds available could only provide funding to one applicant. The applicant that had successfully provided the needed service for past years was funded. For additional information, see PR-15.

**7. Summary**

Rental housing affordability and homelessness remain top priorities in this 5-year Consolidated Plan. If anything, the public input to pursue these twin objectives is more intense and broad-based than was voiced in the development phase of earlier Consolidated Plans.

## The Process

### PR-05 Lead & Responsible Agencies 24 CFR 91.200(b)

**1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source**

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

<b>Agency Role</b>	<b>Name</b>	<b>Department/Agency</b>
CDBG Administrator	SONOMA COUNTY	Sonoma County Community Development Commission
HOME Administrator	SONOMA COUNTY	Sonoma County Community Development Commission
ESG Administrator	SONOMA COUNTY	Sonoma County Community Development Commission

**Table 1 – Responsible Agencies**

#### **Narrative**

The Sonoma County Community Development Commission is the administrative agency charged with administering CDBG, HOME and ESG funding on behalf of the Urban County, a Joint Powers Agreement partnership consisting of the County of Sonoma, the Town of Windsor and the cities of Cloverdale, Cotati, Healdsburg, Rohnert Park, Sebastopol and Sonoma.

#### **Consolidated Plan Public Contact Information**

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## **PR-10 Consultation - 91.100, 91.200(b), 91.215(i)**

### **1. Introduction**

The Sonoma County Community Development Commission houses the Sonoma County Housing Authority and administers all affordable housing finance programs for the unincorporated County of Sonoma. The Commission also hosts and staffs the Sonoma County Continuum of Care and is the largest funder of homeless services county-wide. The Commission actively participates in various collective action and community initiatives addressing the needs of lower income members of the community including, but not limited to, Health Action and Upstream Investments. Because of these existing roles, the Commission is well-positioned to consult with private and public agencies about Consolidated Plan matters since the appropriate agency-to-agency relations are already in place.

### **Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(i)).**

The Sonoma County Community Development Commission is an agency of County government and its staff has regular and ongoing contact with County government departments and agencies including, but not limited to the Department of Health Services and the Human Services Department. The Sonoma County Housing Authority is a component organization of the Commission. The Commission has regular and ongoing contact with the City of Santa Rosa Economic Development and Housing Department and Housing Authority. The Commission stages annual competitions for federal and local public services funding and in doing so, establishes ongoing relationships with a large percentage of community-based non-profit agencies with homelessness, affordable housing, and related services. The County of Sonoma's planning, building, zoning and land use department is known as the Permit and Resource Management Department (PRMD). The Commission has regular contact, and monthly meetings, with PRMD to enhance affordable housing program coordination. The Commission has a designated seat on the Workforce Investment Board and the Chair of the Commission's advisory committee is also a member of the Workforce Investment Board. Additionally the Commission cooperates with the Economic Development Board and the Workforce Investment board as members of the county-wide initiatives: Health Action and Upstream Investments.

### **Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness**

The Sonoma County Community Development Commission's division that is assigned responsibility for ESG program administration is also the same division that hosts and staffs the Continuum of Care and the County HMIS. Thus, funding prioritization, policy and standards development, and funding administration are fully integrated. In addition, through its representation on the Continuum of Care Board and Evaluation Committee, the Commission coordinates with both the cities of Santa Rosa and Petaluma and the State Department of Housing and Community Development in its allocation of ESG funding in those cities (which lie within the geography of the Continuum of Care). The Commission's Continuum of Care staff regularly coordinate with both staff and civic leaders in the cities of Santa Rosa and Petaluma not to mention elected leaders of the County of Sonoma through study sessions, formal presentations, and informal consultations on implementation of their Consolidated Plans and related matters of concern.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS**

The Sonoma County Community Development Commission’s division that is assigned responsibility for ESG program administration is also the same division that hosts and staffs the Continuum of Care and the County HMIS. Thus, funding prioritization, policy and standards development, and funding administration are fully integrated. In addition, through its representation on the Continuum of Care Board and Evaluation Committee, the Commission coordinates with both the cities of Santa Rosa and Petaluma and the State Department of Housing and Community Development in its allocation of ESG funding in those cities (which lie within the geography of the Continuum of Care). The Commission’s Continuum of Care staff regularly coordinate with both staff and civic leaders in the cities of Santa Rosa and Petaluma—not to mention elected leaders of the County of Sonoma—through study sessions, formal presentations, and informal consultations on implementation of their Consolidated Plans and related matters of concern.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities**

See Table 2 below.

Table 2 – Agencies, groups, organizations who participated

1	<b>Agency/Group/Organization</b>	BURBANK HOUSING DEVELOPMENT CORPORATION (BHDC)
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Ongoing and regular contact and invited to provide Plan input through public meetings or direct communication. Agency is recognized leader in affordable housing development and policy recommendations. The anticipated outcome of the consultation was improved coordination with a regional affordable housing provider.
2	<b>Agency/Group/Organization</b>	Homeless Action!
	<b>Agency/Group/Organization Type</b>	Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Invited to provide Plan input through public meetings or direct communication. Homeless Action! is an informal advocacy coalition. The anticipated outcome of the consultation was input on homelessness needs in the Urban County.

3	<b>Agency/Group/Organization</b>	CITY OF SANTA ROSA
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Market Analysis Overall Plan
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Ongoing and regular contact and invited to provide Plan input through public meetings or direct communication. The CDC coordinates regularly with the City on the administration of housing programs. The City hosted a public input meeting on January 20 <sup>th</sup> , 2015. The anticipated outcome of the consultation was to ensure continued coordination and to dovetail with the City's Five Year Consolidated plan.
4	<b>Agency/Group/Organization</b>	Petaluma People Services Center
	<b>Agency/Group/Organization Type</b>	Service-Fair Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Fair Housing
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Invited to provide Plan input through public meetings or direct communication. Agency is the CDBG funded Fair Housing provider for the Urban County. The anticipated outcome of the consultation was input on fair housing issues within the Urban County.
5	<b>Agency/Group/Organization</b>	City of Sonoma
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Economic Development Market Analysis Overall Plan
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Ongoing and regular contact as a member of the Urban County Joint Powers Agreement partnership. Hosted a public input meeting held on January 27 <sup>th</sup> , 2015. The anticipated outcome of the consultation was input on housing and homelessness conditions within the City.
6	<b>Agency/Group/Organization</b>	City of Cotati
	<b>Agency/Group/Organization Type</b>	Other government - Local

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Economic Development Market Analysis Overall Plan
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Ongoing and regular contact as a member of the Urban County Joint Powers Agreement partnership. Hosted a public input meeting held on January 28th, 2015. The anticipated outcome of the consultation was input on housing and homelessness conditions within the City.
7	<b>Agency/Group/Organization</b>	Town of Windsor
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Economic Development Market Analysis Overall Plan
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Ongoing and regular contact as a member of the Urban County Joint Powers Agreement partnership. Hosted a public input meeting held on February 2nd, 2015. The anticipated outcome of the consultation was input on housing and homelessness conditions within the Town.
8	<b>Agency/Group/Organization</b>	Committee on the Shelterless
	<b>Agency/Group/Organization Type</b>	Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Ongoing and regular contact and invited to provide Plan input through public meetings or direct communication. Agency is recognized leader in providing homeless services in the Urban County. The anticipated outcome of the consultation was improved coordination with a regional homeless services provider.
9	<b>Agency/Group/Organization</b>	Housing Land Trust of Sonoma County
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Market Analysis

	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Invited to provide Plan input through public meetings or direct communication. Agency provides affordable housing land banking countywide. The anticipated outcome of the consultation was input on affordable housing issues within the Urban County.
10	<b>Agency/Group/Organization</b>	PETALUMA
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Market Analysis Overall Plan
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Ongoing and regular contact and invited to provide Plan input through public meetings or direct communication. The Commission coordinates regularly with the City on the administration of housing programs. The city hosted a public input meeting on February 3 <sup>rd</sup> . The anticipated outcome of the consultation was to ensure continued coordination and to complement the City's 5-Year Consolidated Plan.
11	<b>Agency/Group/Organization</b>	REBUILDING TOGETHER
	<b>Agency/Group/Organization Type</b>	Housing Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Invited to provide Plan input through public meetings or direct communication. Agency provides housing rehabilitation for low-income homeowners in Petaluma and the surrounding area. The anticipated outcome of the consultation was input on affordable housing issues within the Urban County.
12	<b>Agency/Group/Organization</b>	Child Parent Institute (CPI)
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Victims of Domestic Violence Services-Health Child Welfare Agency
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs

	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Invited to provide Plan input through public meetings or direct communication. Agency provides services for families and children countywide. The anticipated outcome of the consultation was input on housing and homelessness issues affecting families and children within the Urban County.
13	<b>Agency/Group/Organization</b>	Community & Family Service Agency
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Children Services-Elderly Persons Services-homeless Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Ongoing and regular contact and invited to provide Plan input through public meetings or direct communication. Agency is recognized leader in providing senior, family and homeless services. The anticipated outcome of the consultation was input on homelessness and housing issues affecting seniors and families within the Urban County.
14	<b>Agency/Group/Organization</b>	Sonoma County Vet Connect, Inc
	<b>Agency/Group/Organization Type</b>	Housing Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Needs - Veterans Economic Development
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Invited to provide Plan input through public meetings or direct communication. Agency assists veterans with accessing services. The anticipated outcome of the consultation was input on housing and homelessness issues affecting veterans within the Urban County.

15	<b>Agency/Group/Organization</b>	CATHOLIC CHARITIES
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-homeless Services-Health Services-Education Services-Employment Business Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Ongoing and regular contact and invited to provide Plan input through public meetings or direct communication. Agency is recognized leader in providing homeless services and services for low-income households and seniors. The anticipated outcome of the consultation was input on homelessness and housing issues within the Urban County.
16	<b>Agency/Group/Organization</b>	Cloverdale Community Outreach Committee
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-homeless Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Non-Homeless Special Needs

	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Ongoing and regular contact and invited to provide Plan input through public meetings or direct communication. Agency is recognized leader in providing homeless services. The anticipated outcome of the consultation was input on homelessness within the Urban County.
17	<b>Agency/Group/Organization</b>	North County Community Services
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Children Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Non-Homeless Special Needs
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Invited to provide Plan input through public meetings or direct communication. Agency provides transitional housing and emergency shelter services in the Healdsburg Area. The anticipated outcome of the consultation was input on homelessness issues within the Healdsburg area.
18	<b>Agency/Group/Organization</b>	City of Cloverdale
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Market Analysis Overall Plan
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Ongoing and regular contact as a member of the Urban County Joint Powers Agreement partnership. Hosted a public input meeting held on February 19th, 2015. The anticipated outcome of the consultation was input on housing, homelessness conditions and non-housing special needs within the City.
19	<b>Agency/Group/Organization</b>	Sonoma County Library
	<b>Agency/Group/Organization Type</b>	Public Library
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Anti-poverty Strategy

	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Hosted three public input meetings held on February 3rd in Petaluma, February 4th in Guerneville and February 19th in Cloverdale. The anticipated outcome of the consultation was input on housing and homelessness issues affecting the public within the Urban County.
20	<b>Agency/Group/Organization</b>	City of Healdsburg
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Economic Development Market Analysis Overall Plan
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Ongoing and regular contact as a member of the Urban County Joint Powers Agreement partnership. The anticipated outcome of the consultation was input on housing, homelessness conditions and non-housing special needs within the City.
21	<b>Agency/Group/Organization</b>	CITY OF ROHNERT PARK
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Economic Development Market Analysis Overall Plan
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Ongoing and regular contact as a member of the Urban County Joint Powers Agreement partnership. Hosted a public input meeting held on February 18th, 2015. The anticipated outcome of the consultation was input on housing, homelessness conditions and non-housing special needs within the City.
22	<b>Agency/Group/Organization</b>	City of Sebastopol
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Economic Development Market Analysis Overall Plan
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Ongoing and regular contact as a member of the Urban County Joint Powers Agreement partnership. Hosted a public input meeting held on January 22nd, 2015. The anticipated outcome of the consultation was input on housing, homelessness conditions and non-housing special needs within the City.

23	<b>Agency/Group/Organization</b>	COMMUNITY HOUSING SONOMA COUNTY
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homelessness Needs - Veterans
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Ongoing and regular contact and invited to provide Plan input through public meetings or direct communication. Agency is a recognized Community Housing Development Organization (CHDO) with expertise in affordable housing development, especially special needs housing. The anticipated outcome of the consultation was improved coordination with a regional affordable housing provider.

**Identify any Agency Types not consulted and provide rationale for not consulting**

All groups were either consulted or invited to participate in the Plan process. There was no decision to exclude any group.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
Continuum of Care	Sonoma County Community Development Commission	The Continuum of Care is hosted and staffed by the Community Development Commission, so plans and goals are generally consistent and complementary, if not interchangeable.

**Table 3 – Other local / regional / federal planning efforts**

**Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(l))**

As Continuum of Care host and lead agency, the Sonoma County Community Development Commission leads the effort to provide local consultation to the State for their ESG allocation process. The local Continuum of Care is composed of three HUD entitlement jurisdictions, the Urban County, the City of Santa Rosa and the City of Petaluma. The three entitlement jurisdictions are in regular contact and mutually supportive of processes related to the development and administration of Consolidated Plans and related matters. For example, the most recent Analysis of Impediments to Fair Housing Choice was prepared through a cooperative effort of the three entities.

**Narrative (optional):**

## PR-15 Citizen Participation

### 1. Summary of citizen participation process/Efforts made to broaden citizen participation

#### Summarize citizen participation process and how it impacted goal-setting

Citizen participation outreach included 10 public input meetings, public notices, email "blasts" and the use of a Wikispaces Internet site, which is accessed by numerous community partners. The 10 public meetings were especially fruitful and generated much comment on the escalating cost of rental housing, the local homelessness situation, and the relationship between the two. This contributed to a housing-homeless focus in the Plan.

From April 1<sup>st</sup> through April 30<sup>th</sup>, the Draft Consolidated Plan was made available to the public. A notice was published in the newspaper to announce its availability. Copies were made available at the Sonoma County Community Development Commission office, the Sonoma County Public Library Main Branch and the Sonoma County Board of Supervisors office, and on the Sonoma County Community Development Commission website. The Draft Con Plan was distributed via email to a broad list of stakeholders. Additionally, a concurrent public hearing was held on April 14<sup>th</sup>, 2015 of the two advisory committees responsible for making a recommendation for approval of the Consolidated Plan to the Sonoma County Board of Supervisors. One written comment was received during the review period and is summarized below. One oral public comment was received during the public hearing and is summarized below. In addition, several oral public comments were made at the Board of Supervisors meeting held on May 5<sup>th</sup>, during which the 2015 Consolidated Plan was approved for submittal to HUD. These comments are summarized below. Public comments received are also discussed in more detail in the Citizen Participation Comments Attachment.

#### Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	City of Santa Rosa staff, elected and appointed officials and area residents	Five attendees. One senior City staff person, balance interested members of the public and non-profit agency staff/consultants	Comments focused on need to respond to rental housing market challenge, homelessness, and need for support services for disabled adults living semi-independently.		

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Meeting	City of Sebastopol staff, elected and appointed officials and area residents	Nine attendees, all interested members of the public and non-profit agency staff/consultants	Comments heavy on possible responses to homelessness and challenge of rental housing market.		
3	Public Meeting	City of Sonoma staff, elected and appointed officials and area residents	Six attendees including Sonoma City Manager, other senior city staff, interested members of the public and non-profit agency staff/consultants	Focus on rental housing issues in the City of Sonoma/Sonoma Valley region and homelessness.		
4	Public Meeting	City of Cotati staff, elected and appointed officials and area residents	Eight attendees including senior city staff and appointed official, and members of the public and non-profit agency staff.	Prioritization for use of funds for housing/homeless persons ahead of ADA purposes. Focus on rental housing market and homelessness in general.		
5	Public Meeting	Town of Windsor staff, elected and appointed officials and area residents	One attendee, a senior Town staff person.	Shrinking amounts of federal dollars available, the good match between CDBG funds and needed ADA retrofit projects, rental housing market challenges and lack of a "pipeline".		

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	Public Meeting	City of Petaluma staff, elected and appointed officials and area residents	Twelve attendees including senior City staff, a former Council Member, non-profit agency staff and interested members of the general public	Comments heavily focused on homeless services for short-, medium-, and long-term and relationship between housing market and incidence of homelessness.		
7	Public Meeting	Lower Russian River region residents and agency staff	About 22 attendees, roughly half interested members of the public and the other half, public and non-profit agency staff.	Main focus on homelessness and its impacts in Guerneville and surrounding areas. High focus on need for operational funding to support existing and potentially new programs and facilities		
8	Public Meeting	Non-English Speaking - Specify other language: Spanish  Santa Rosa area residents	Seven attendees. Three non-profit agency staff, one VA staff member and the rest interested citizens and advocates.	Emphasis on increasing housing stock, especially need for "tiny houses", RV/s/trailers, SRO units, congregate housing, et cetera. Other themes included need to increase community awareness, education and acceptance of homeless facilities and need to relax building standards to allow for alternative types of housing.		

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
9	Public Meeting	Residents of Rohnert Park area	Three attendees, two of which worked for non-profit agencies.	Focus on un-affordability of local rental housing market, the need for vulnerable populations (e.g. seniors, disabled people, homeless people) to have adequate social and housing support. Other ideas brought forth included rent control as a possible aid to the rental housing crisis, the needs of the LGB community, the need for public resources to be carefully monitored and audited and similarly, for funded non-profit agencies to be held to high performance standards.		
10	Public Meeting	Citizens from the North County/Cl overdale region	Three attendees, two from area non-profit homeless services agencies and one senior staff from the City of Cloverdale	Focus was on lack of housing stock, especially affordable rental housing.		

<b>Sort Order</b>	<b>Mode of Outreach</b>	<b>Target of Outreach</b>	<b>Summary of response/ attendance</b>	<b>Summary of comments received</b>	<b>Summary of comments not accepted and reasons</b>	<b>URL (If applicable)</b>
11	Broad email distribution	Non-targeted/broad community	Two responses, one from an area non-profit and one from a member of the general public	Focus was on services for homeless youth and on the need for affordable rental housing.		
12	Continuum of Care Meetings	Homeless services agencies, stakeholders	A few dozen attendees over a span of meetings in late 2014 and early 2015.	Need for short-, medium-, and long-term responses to the high incidence of local homelessness.		

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
13	Public Hearing	Non-targeted/broad community	Representatives from entitlement jurisdiction member cities, Representatives from advisory committee to Community Development Commission	Importance of food security in alleviating poverty	Specific language about food insecurity was not added, however the Consolidated Plan includes general language about Non-Housing Community Development Needs and food security is encompassed in this category. Redwood Empire Food Bank was among the organizations funded to address food security needs.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
14	Public Comment Period	Non-targeted/broad community	National Fair Housing Alliance	National Fair Housing Alliance advocated that a different organization be funded to perform work required to address the needs identified in the Sonoma County Analysis of Impediments to Fair Housing Choice.	Two applications were submitted; funds available were insufficient to provide funding to both applicants. The applicant that has successfully provided the needed services for past years was funded.	
15	Public Hearing	Non-targeted/broad community	Stakeholder organizations and advisory committee members, general public	Gratitude for FY 15-16 Funding Cycle Process and Community Development Staff. Need for additional funding to meet community needs.		

**Table 4 – Citizen Participation Outreach**

# Needs Assessment

## NA-05 Overview

### Needs Assessment Overview

Assessment of needs was generated from public input and data on housing tenure, homelessness and special needs populations. This data is primarily from Comprehensive Housing Affordability Strategy (CHAS) data provided by the Census Bureau for HUD. The CHAS data primarily originates from the 2006-2010 or 2009-2013 American Community Survey (ACS).

## **NA-10 Housing Needs Assessment - 24 CFR 91.205 (a,b,c)**

### **Summary of Housing Needs**

When housing is unaffordable, residents suffer limited access to services and employment opportunities and limited choices in communities and neighborhoods in which to reside. In turn, this often results in overcrowding and concentrations of lower-income residents in areas characterized by blight and lack of services and amenities.

The 5-Year Consolidated Plan focuses on rental housing because this is the area of highest unmet need for lower income residents and the type of housing that receives little federal and state subsidy. In contrast, owner-occupants receive substantial tax benefits in the form of mortgage interest deductibility from federal and state income tax, property tax deductibility and exemption from capital gains tax on the sale of homes. As reported in National Affairs, Number 19, Spring 2014, the total cost of these tax benefits, nationwide, is about \$175 billion per year, mortgage interest deductibility alone being \$100 billion. For comparison, the Low Income Housing Tax Credit program that provides federal income tax credits to owners of affordable rental housing costs roughly \$5-7 billion per year.

Locally, lower income renters are more cost-burdened than lower-income owner-occupants. According to ACS data (2009-2013), 60% of owner-occupants with incomes of less than \$50,000 per year pay more than 30% of their income toward housing cost whereas the corresponding figure for renters is 81%. Though both groups are over-burdened, substantially more renters are cost-burdened and renters do not accrue the economic or tax benefits as owner-occupants typically do.

Thus, while much of the following CHAS data is about housing costs and conditions for both renters and owner-occupants, the unmet need of lower income renters is the clear priority of this 5-year Consolidated Plan. Public input acquired for this plan was overwhelmingly focused on the unaffordability of the local rental housing market.

Following long-established conventions, housing data is organized by area median income (AMI) levels of households, as follows:

- Extremely low - at or below 30% of AMI
- Very low - between 30% and 50% of AMI
- Low - between 50% and 80% of AMI
- Moderate - between 80% and 120% of AMI
- Above Moderate - above 120% of AMI

Data is provided for the Urban County: the unincorporated area of Sonoma County plus the Town of Windsor and the cities of Cloverdale, Cotati, Healdsburg, Rohnert Park, Sebastopol, and Sonoma. Another way to describe the same area is the entire County of Sonoma except the incorporated areas of Santa Rosa and Petaluma.

<b>Demographics</b>	<b>Base Year: 2000</b>	<b>Most Recent Year: 2011</b>	<b>% Change</b>
Population	256,244	256,310	0%
Households	96,578	100,626	4%
Median Income	\$53,076.00	\$64,343.00	21%

**Table 4 - Housing Needs Assessment Demographics**

**Data Source:** 2000 Census (Base Year), 2007-2011 ACS (Most Recent Year)

**Number of Households Table**

	<b>0-30% HAMFI</b>	<b>&gt;30-50% HAMFI</b>	<b>&gt;50-80% HAMFI</b>	<b>&gt;80-100% HAMFI</b>	<b>&gt;100% HAMFI</b>
Total Households	10,803	11,270	17,755	9,388	51,390
Small Family Households	2,288	2,973	6,163	3,606	26,629
Large Family Households	699	634	1,500	818	3,398
Household contains at least one person 62-74 years of age	1,821	2,553	3,873	1,928	11,451
Household contains at least one person age 75 or older	2,146	2,828	2,877	1,043	3,507
Households with one or more children 6 years old or younger	1,286	1,641	2,893	1,316	4,487

**Table 5 - Total Households Table**

**Data Source:** 2007-2011 CHAS

NOTE: HAMFI stands for HUD Adjusted Median Family Income

## Housing Needs Summary Tables

### 1. Housing Problems (Households with one of the listed needs)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
<b>NUMBER OF HOUSEHOLDS</b>										
Substandard Housing - Lacking complete plumbing or kitchen facilities	210	110	70	59	449	130	75	64	65	334
Severely Overcrowded - With >1.51 people per room (and complete kitchen and plumbing)	204	175	144	70	593	14	34	38	24	110
Overcrowded - With 1.01-1.5 people per room (and none of the above problems)	498	405	696	140	1,739	0	25	150	164	339
Housing cost burden greater than 50% of income (and none of the above problems)	3,964	2,842	1,058	139	8,003	2,208	2,019	2,829	1,444	8,500
Housing cost burden greater than 30% of income (and none of the above problems)	378	1,553	3,694	1,074	6,699	423	1,212	2,059	1,412	5,106

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
Zero/negative Income (and none of the above problems)	485	0	0	0	485	393	0	0	0	393

**Table 6 – Housing Problems Table**

Data 2007-2011 CHAS  
Source:

2. Housing Problems 2 (Households with one or more Severe Housing Problems: Lacks kitchen or complete plumbing, severe overcrowding, severe cost burden)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
<b>NUMBER OF HOUSEHOLDS</b>										
Having 1 or more of four housing problems	4,884	3,547	1,973	413	10,817	2,353	2,149	3,079	1,699	9,280
Having none of four housing problems	1,539	2,463	6,244	3,342	13,588	1,162	3,087	6,459	3,941	14,649
Household has negative income, but none of the other housing problems	485	0	0	0	485	393	0	0	0	393

**Table 7 – Housing Problems 2**

Data 2007-2011 CHAS  
Source:

3. Cost Burden > 30%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
<b>NUMBER OF HOUSEHOLDS</b>								
Small Related	1,297	1,666	1,983	4,946	488	721	1,882	3,091
Large Related	584	444	484	1,512	18	83	497	598
Elderly	984	1,391	850	3,225	1,561	1,869	1,553	4,983
Other	2,308	1,468	1,900	5,676	656	623	1,038	2,317
Total need by income	5,173	4,969	5,217	15,359	2,723	3,296	4,970	10,989

**Table 8 – Cost Burden > 30%**

Data 2007-2011 CHAS  
Source:

4. Cost Burden > 50%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
<b>NUMBER OF HOUSEHOLDS</b>								
Small Related	1,174	945	268	2,387	433	608	1,087	2,128
Large Related	539	130	55	724	8	53	253	314
Elderly	855	802	185	1,842	1,244	867	847	2,958
Other	2,124	1,040	610	3,774	567	524	647	1,738
Total need by income	4,692	2,917	1,118	8,727	2,252	2,052	2,834	7,138

Table 9 – Cost Burden > 50%

Data 2007-2011 CHAS  
Source:

5. Crowding (More than one person per room)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
<b>NUMBER OF HOUSEHOLDS</b>										
Single family households	578	545	556	125	1,804	24	45	143	168	380
Multiple, unrelated family households	125	70	204	70	469	0	14	45	20	79
Other, non-family households	4	25	75	15	119	0	0	0	0	0
Total need by income	707	640	835	210	2,392	24	59	188	188	459

Table 10 – Crowding Information – 1/2

Data 2007-2011 CHAS  
Source:

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Households with Children Present	0	0	0	0	0	0	0	0

Table 11 – Crowding Information – 2/2

Data Source  
Comments:

### **Describe the number and type of single person households in need of housing assistance.**

Based on ACS 2009-2013 data, about 29% of the 61,000 households in the Urban County are 1-person households. The percentage of renter households that are 1-person households is higher (36%) than owner-occupants (24%). The unmet need for rental housing affordability for 1-person households appears to exceed these percentages. For example, the Sonoma County Housing Authority waiting list for the Housing Choice Voucher (Section 8) program was 25,582 as of February 11, 2015. Of those, 10,962 or 43% were 1-person households. Further, in excess of 75% of the County's homeless population is considered 1-person households.

### **Estimate the number and type of families in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault and stalking.**

Among the 26,375 households on the Sonoma County Housing Authority waiting list, 8,349 or 32 percent, indicate that a household member has a disability.

The YWCA of Sonoma County operates programs to serve victims of domestic violence and programs to prevent such violence. The YWCA reports an average of 3,000 calls per year to its domestic violence hotline and approximately 700 of those are calls requesting shelter.

Based on the 2013 homeless count, 63%\* of the homeless population reported having at least one HUD-eligible disabling condition (about 2,700\* individuals), and about 21%\* reported having been the victim of a violent attack while homeless. Additionally, the 2015 Homeless Count estimated that at any given time, more than 1,000 homeless persons have experienced home/domestic violence or abuse.

\* A 2015 Homeless Count was conducted in January, and preliminary results inform this report to the extent possible at the time of submission. A comprehensive report will be available in June 2015, thus some data are taken from the 2013 report.

### **What are the most common housing problems?**

As clearly presented in the "Housing Problems" table above, cost-burden is the most common problem for residents in the Urban County. Using CHAS data from 2007-2011, a period before several more recent years of double-digit rent escalation, the figures still yield staggering numbers of severely cost-burdened renters. The 2007-2011 CHAS data shows 3,964 extremely low-income residents (37% of the total) pay greater than 50% of their income toward housing costs.

### **Are any populations/household types more affected than others by these problems?**

Given that the unaffordability of rental housing is the most common housing problem, it follows that the lowest income households will be most affected. The cost-burden data found in tables in this section bears this out, that the extremely low-income households have the highest rates of paying in excess of 30% and 50% of their gross income to rent and other housing costs.

**Describe the characteristics and needs of Low-income individuals and families with children (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered 91.205(c)/91.305(c)). Also discuss the needs of formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance**

Households, both individuals and families with children, in the extremely low-income group are at high risk of becoming homeless due to limited or lack of income, or high housing cost burden. Job loss, which is the leading cause of homelessness in Sonoma County according to the Homeless Count, coupled with a shortage of affordable housing, further increase the risk of homelessness for individuals and families with children in the extremely low-income group. A total of 3,097 homeless individuals were counted as part of Sonoma County's 2015 point-in-time count (the results of which will be summarized in the 2015 Sonoma County Homeless Point-in-Time Homeless Census & Survey Comprehensive Report), 67 percent of whom were unsheltered. Because of the severe shortage of emergency shelter for households that are already homeless, the Sonoma County Continuum of Care (CoC) has focused its homeless prevention resources on diverting households that are at the most imminent risk of homelessness from entering the homeless services system. Prevention providers have agreed their common aim is to stabilize such households and improve their housing stability to avoid future housing crises. Sonoma County's Prevention & Diversion Program Standards define those most at risk of homelessness as those meeting categories 2, 3 or 4 of the federal definition of Homelessness (e.g., are at imminent risk of homelessness, meet other federal definitions of unstable housing, or are fleeing domestic violence), but have not yet entered homeless services.

Rapid Re-Housing is a critical strategy for ending homelessness for households with children due to the extreme shortage of affordable housing, and a high priority for single adults who assess as self-sufficient and can address affordability through a combination of shared housing and increasing income. Since 2012, the Sonoma County Community Development Commission has funded and encouraged the expansion of Rapid Re-Housing programs. By the end of 2014, the Rapid Re-Housing programs had permanently housed 276 households (87% of participating households) at a cost of approximately \$6,200 per household. Because Rapid Re-Housing programs have been funded for one year at a time, the local standard is no more than 12 months of rental assistance, leading providers to target services to participants whose ability to increase their income would allow a successful exit within 12 months. The Rapid Re-Housing program standards discuss increasing case management in the last few months and decreasing rental assistance to mitigate challenges anticipated as services end (Sonoma County Continuum of Care).

**If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates:**

Neither the Sonoma County Community Development Commission nor the Continuum of Care provides estimates of the at-risk population. Some data on Sonoma County's at-risk population is tracked through the Homeless Management Information System (HMIS), a federally mandated on-line data system for all homeless-related programs. The HMIS collects data from most local homelessness prevention programs serving persons at risk of homelessness, but this represents only a fraction of those seeking assistance. Sonoma County homelessness prevention providers utilize HUD's official definition of "at-risk of

homelessness,” as described in the Emergency Solutions Grants Program Interim Rule, 24 CFR Part 91 §576.2.

Sonoma County’s 2-1-1 program reports that in the last two quarters of 2014, the program received 5,298 information and referral calls, 2,853 (54%) of which were for housing-related issues. Of these, nearly as many households contacted 2-1-1 for assistance with housing expenses (36%, or 1,031 households) as did for shelter or supportive housing (38%, or 1,080 households). Thus we can deduce that the number of “at risk” households is likely as large as the homeless population. (211 Sonoma County Call Reports, July – December 2014).

**Specify particular housing characteristics that have been linked with instability and an increased risk of homelessness**

The housing characteristics most commonly linked with instability and an increased risk of homelessness include high cost burden (the gap between income and the high cost of housing), a tight rental market, and a shortage of affordable housing. These are further compounded by quickly increasing rents, job losses, and personal circumstances such as health conditions, mental illness, substance abuse, and trauma.

The link between income and homelessness is clearly demonstrated in the 2013 Count data, in which only 1 household of 534 responding to survey questions on income, had an income above 50% of the area median income (AMI); 2 households had incomes at 31%-50% of AMI; and all other respondents (531 households, 99.4% of respondents) had incomes below 30% of AMI.

## NA-15 Disproportionately Greater Need: Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

### Introduction

The incidence of housing problems, notably housing cost burden, are influenced by the race and ethnicity of households. As indicated by the data in this section, lower income households of these races and ethnicities - Black/African American, Asian, American Indian/Alaska Native, Pacific Islander and Hispanic - are generally more likely to experience a housing cost-burden or other housing problems than are lower income households in general.

### 0%-30% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	8,509	1,955	918
White	6,094	1,575	844
Black / African American	170	0	0
Asian	249	24	4
American Indian, Alaska Native	145	15	0
Pacific Islander	0	0	0
Hispanic	1,689	299	69

**Table 12 - Disproportionally Greater Need 0 - 30% AMI**

Data Source: 2007-2011 CHAS

\*The four housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than one person per room,
4. Cost Burden greater than 30%

### 30%-50% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	8,244	3,160	0
White	5,984	2,675	0
Black / African American	54	20	0
Asian	240	27	0
American Indian, Alaska Native	118	25	0
Pacific Islander	25	0	0
Hispanic	1,714	405	0

**Table 13 - Disproportionally Greater Need 30 - 50% AMI**

Data Source: 2007-2011 CHAS

\*The four housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than one person per room,
4. Cost Burden greater than 30%

### 50%-80% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	9,609	7,590	0
White	6,744	6,065	0
Black / African American	119	105	0
Asian	103	183	0
American Indian, Alaska Native	60	62	0
Pacific Islander	0	0	0
Hispanic	2,440	1,079	0

**Table 14 - Disproportionally Greater Need 50 - 80% AMI**

Data Source: 2007-2011 CHAS

\*The four housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than one person per room,
4. Cost Burden greater than 30%

### 80%-100% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	4,754	5,485	0
White	3,640	4,550	0

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Black / African American	53	45	0
Asian	184	108	0
American Indian, Alaska Native	10	33	0
Pacific Islander	0	20	0
Hispanic	796	613	0

**Table 15 - Disproportionally Greater Need 80 - 100% AMI**

Data Source: 2007-2011 CHAS

\*The four housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than one person per room,
4. Cost Burden greater than 30%

### Discussion

From the first table above, of the extremely low-income households (at or below 30 percent of area median income or AMI), minority households disproportionately experience one or more of four housing problems: while Black/African Americans make up 1.49% of the extremely low-income households, they are 2.00% of those experiencing housing problems; while Asians make up 2.43% of these households population, they are 2.93% of those experiencing housing problems. While American Indians make up 1.41% of these households, they are 1.70% of those experiencing housing problems, and while Hispanics make up 18.07% of these households, they are 19.85% of those experiencing housing problems. In contrast, while 74.80% of extremely low-income households are White, they only make up 71.62% of the households experiencing housing problems. There was insufficient data to make a comparison for Pacific Islanders.

From the second table above, of the very low-income households (those earning between 30 and 50 percent of area median income or AMI), minority households in general disproportionately experience one or more of four housing problems: While Black/African Americans make up 0.65% of very low-income households, they make up 0.66% of those experiencing housing problems; while Asians make up 2.34% of these households, they are 2.91% of those experiencing housing problems; while American Indians make up 1.25% of these households, they are 1.43% of those experiencing housing problems; and while Pacific Islanders make up 0.22% of the population, they are 0.30% of that experiencing housing problems. Very low-income households that identify as White and as Hispanic do not experience disproportionate housing problems: Hispanic households make up 30.86% of the households in this income category and a similar percentage, 29.60% of the households experiencing housing problems. White households make up 75.93% of the households in this income category and a lower percentage, 72.59%, of the households experiencing housing problems.

From the third table above, of the low-income households (those earning between 50 and 80 percent of area median income or AMI), Hispanic households experience housing problems disproportionately. They make up 20.46% of the low-income households, but 25.39% of those experiencing housing problems. Other minorities in this income group do not disproportionately experience housing problems: while Black/African Americans make up 1.30% of low-income households, they are 1.24% of

those households experiencing housing problems; while Asians make up 1.66% of these households, they are 1.07% of those experiencing housing problems; while American Indians make up 0.71% of this population, they are 0.62% of that experiencing housing problems. White households make up 74.48% of the households in this income category and a lower percentage, 70.18%, of those experience housing problems. There was insufficient data to make a comparison for Pacific Islanders.

From the fourth table above, of the of the moderate-income households (those earning between 80 and 100 percent of area median income or AMI), minority households in general disproportionately experience one or more of four housing problems: Black/African Americans make up 0.96% of the households in this income group, but 1.11% of those experiencing housing problems; Asians make up 2.85% of the households but 3.87% of those experiencing housing problems; and Hispanics make up 13.76% of these households, but 16.75% of those experiencing housing problems. In comparison, White households make up 79.99% of the population, but 76.57% of those experiencing housing problems. There is insufficient data to make a determination about American Indians or Pacific Islanders.

## NA-20 Disproportionately Greater Need: Severe Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

### Introduction

Severe housing problems are defined as overcrowding and paying more than 50 percent of income toward housing. The incidence of severe housing problems is naturally less than the incidence of housing problems, but the disparities by race and ethnicity are actually greater. As in the previous section, the data below indicates that lower income households of these races and ethnicities - Black/African American, Asian, American Indian/Alaska Native, Pacific Islander and Hispanic - are more likely to experience a severe housing problem than the population as a whole in the same income categories.

### 0%-30% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	7,369	3,090	918
White	5,174	2,485	844
Black / African American	170	0	0
Asian	235	38	4
American Indian, Alaska Native	145	15	0
Pacific Islander	0	0	0
Hispanic	1,484	519	69

**Table 16 – Severe Housing Problems 0 - 30% AMI**

Data Source: 2007-2011 CHAS

\*The four severe housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than 1.5 persons per room,
4. Cost Burden over 50%

### 30%-50% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	5,369	6,005	0
White	3,883	4,790	0
Black / African American	40	34	0
Asian	170	96	0
American Indian, Alaska Native	65	78	0
Pacific Islander	0	25	0
Hispanic	1,184	928	0

**Table 17 – Severe Housing Problems 30 - 50% AMI**

Data Source: 2007-2011 CHAS

\*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room,
4. Cost Burden over 50%

### 50%-80% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	4,648	12,540	0
White	3,099	9,690	0
Black / African American	44	180	0
Asian	84	202	0
American Indian, Alaska Native	30	92	0
Pacific Islander	0	0	0
Hispanic	1,319	2,203	0

**Table 18 – Severe Housing Problems 50 - 80% AMI**

Data Source: 2007-2011 CHAS

\*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room,
4. Cost Burden over 50%

### 80%-100% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,952	8,300	0
White	1,225	7,000	0

<b>Severe Housing Problems*</b>	<b>Has one or more of four housing problems</b>	<b>Has none of the four housing problems</b>	<b>Household has no/negative income, but none of the other housing problems</b>
Black / African American	4	89	0
Asian	94	198	0
American Indian, Alaska Native	0	43	0
Pacific Islander	0	20	0
Hispanic	595	817	0

**Table 19 – Severe Housing Problems 80 - 100% AMI**

Data Source: 2007-2011 CHAS

\*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

### Discussion

From the first table above, of the extremely low-income households (at or below 30 percent of area median income or AMI), minority households disproportionately experience severe four housing problems: while Black/African Americans make up 1.49% of the extremely low-income households, they are 2.31% of those experiencing severe housing problems; while Asians make up 2.43% of these households population, they are 3.19% of those experiencing severe housing problems. While American Indians make up 1.41% of these households, they are 1.97% of those experiencing severe housing problems, and while Hispanics make up 18.21% of these households, they are 20.14% of those experiencing severe housing problems. In contrast, while 74.74% of extremely low-income households are White, they only make up 70.21% of the households experiencing severe housing problems. There was insufficient data to make a comparison for Pacific Islanders.

From the second table above, of the very low-income households (those earning between 30 and 50 percent of area median income or AMI), minority households overall disproportionately experience severe housing problems: While Black/African Americans make up 0.65% of very low-income households, they make up 0.75% of those experiencing severe housing problems; while Asians make up 2.34% of these households, they are 3.17% of those experiencing severe housing problems; and while Hispanics make up 18.57% of these households, they are 22.05% of those experiencing severe housing problems. Very low-income households that identify as White do not experience disproportionate severe housing problems: White households make up 76.26% of the households in this income category and a lower percentage, 72.32%, of the households experiencing severe housing problems. There was insufficient data to make a comparison for American Indians and Pacific Islanders.

From the third table above, of the low-income households (those earning between 50 and 80 percent of area median income or AMI), some minorities experience severe housing problems disproportionately, whereas others do not. Hispanic households experience severe housing problems disproportionately as do Asians. Hispanics make up 20.49% of low-income households, but 28.38% of those experiencing severe housing problems. Asians make up 1.66% of these households but 1.81% of those experiencing severe housing problems. Black/African American households in this income group do not disproportionately experience housing problems: while Black/African Americans make up 1.30% of low-

income households, they are 1.24% of those with severe housing problems. White households make up 74.48% of the households in this income category and a lower percentage, 70.18%, of those experience housing problems. There was insufficient data to make a comparison for American Indians and Pacific Islanders.

From the fourth table above, of the of the moderate-income households (those earning between 80 and 100 percent of area median income or AMI), most minority households in general disproportionately experience one or more of four housing problems: Asians make up 2.85% of the households but 4.82% of those experiencing housing problems; and Hispanics make up 13.77% of these households, but 30.48% of those experiencing housing problems. Black/African Americans in this income group do not disproportionately experience severe housing problems: they make up 0.91% of the households in this income group, but 0.20% of those experiencing housing problems. White households make up 80.23% of the population, but only 62.76% of those experiencing housing problems. There is insufficient data to make a comparison about American Indians or Pacific Islanders.

## NA-25 Disproportionately Greater Need: Housing Cost Burdens – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

### Introduction:

As discussed elsewhere in this plan, the most common and most pronounced housing problem in the Urban County is housing cost, especially for renters. In general, housing cost burden is disproportionately high among minority households, but this varies across the income groups.

### Housing Cost Burden

Housing Cost Burden	<=30%	30-50%	>50%	No / negative income (not computed)
Jurisdiction as a whole	54,710	23,604	19,576	963
White	45,860	18,709	15,040	859
Black / African American	292	248	284	0
Asian	1,387	461	489	34
American Indian, Alaska Native	362	144	220	0
Pacific Islander	65	25	30	0
Hispanic	5,840	3,771	3,254	69

**Table 20 – Greater Need: Housing Cost Burdens AMI**

Data Source: 2007-2011 CHAS

### Discussion:

For extremely low-income households, Asians and Whites experience a disproportionate housing cost burden: while making up 2.40% of households overall, Asians make up 2.54% of extremely low-income households with a housing cost burden; while making up 81.40% of all households, Whites make up 83.82% of extremely low-income households with a housing cost burden. In this income category, Black/African American, Native American and Hispanic households are less impacted by housing cost burden: while making up 0.83% of households overall, African American/Blacks make up 0.53% of extremely low-income households with a housing cost burden; while making up 0.73% of households overall, American Indians are 0.66% of extremely low-income households with a housing cost burden; while making up 13.08% of households overall, Hispanics make up 10.67% of extremely low-income households with a housing cost burden. There is insufficient data to make a comparison for Pacific Islanders.

For very low-income households, Black and Hispanic households experience a disproportionate housing cost burden: while making up 0.83% of households overall, Black/African Americans are 1.05% of very low-income households with a housing cost burden; while making up 13.08% of all households, Hispanic households are 15.98% of very low-income households with a housing cost burden. In this income category, Asian and American Indian households are less impacted by housing cost burden: while making up 2.40% of households overall, Asians are 1.95% of very low-income households with a housing cost burden; while making up 0.73% of households overall, American Indians are 0.61% of very low-income households with a housing cost burden. There is insufficient data to make a comparison for Pacific Islanders.

For low-income households, minority households experience a disproportionate housing cost burden: while making up 0.83% of households overall, Black/African Americans are 1.45% of low-income households with a housing cost burden; while making up 2.40% of households overall, Asians are 2.50% of low-income households with housing cost burden; while making up 0.73% of households overall, American Indians are 1.12% of low-income households with a housing cost burden; while making up 0.12% of households overall, Pacific Islanders are 0.15% of low-income households with a housing cost burden; while making up 13.08% of all households, Hispanic households are 16.62% of low-income households with a housing cost burden. In contrast, while making up 81.40% of households overall, Whites are 76.83% of low-income households with a housing cost burden.

## **NA-30 Disproportionately Greater Need: Discussion – 91.205(b)(2)**

### **Are there any Income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole?**

For all four income groups, minorities generally experience greater housing problems and housing cost burden than the population as a whole. The disproportion is more pronounced for extremely low-income minority households.

In general, for the lowest income classes, the non-White categories have a well-above average incidence of housing problems and the White category, below average. In the higher income classes, this difference is far less pronounced.

### **If they have needs not identified above, what are those needs?**

### **Are any of those racial or ethnic groups located in specific areas or neighborhoods in your community?**

The Urban County consists of 7 incorporated jurisdictions and the largely rural unincorporated county areas, spanning nearly 1,500 square miles. Thus, generalizations regarding race and ethnicity by area or neighborhood are not possible.

## NA-35 Public Housing – 91.205(b)

### Introduction

The County of Sonoma hosts two Housing Authorities (HAs): the City of Santa Rosa HA and the Sonoma County HA. The City HA's Housing Choice Voucher (Section 8) program serves only residents within the city limits. The County's Housing Choice Voucher program serves the balance of the county. Thus, the County HA's service area is similar to the Urban County. The difference is that the County HA service area for the Housing Choice Voucher program includes the City of Petaluma whereas, the Urban County service area excludes Petaluma.

Both of the local HAs administer rental assistance programs other than the Housing Choice Voucher program. In each case, the service area is the entire County of Sonoma. This means that both HAs operate some rental assistance programs throughout all jurisdictions within Sonoma County.

In Sonoma County, there are very few project-based rental assistance properties and none of them are owned and operated by either HA. The vast majority of all rental assistance programs are tenant-based assistance programs operated by one of the two local HAs.

### Totals in Use

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher		
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled*
# of units vouchers in use	0	0	0	2,820	75	2,745	0	50	0

**Table 21 - Public Housing by Program Type**

**\*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition**

**Alternate Data Source Name:**

Sonoma County Housing Authority

Data provided by Sonoma County Housing Authority

**Data Source Comments:**

The numbers provided above are for the Sonoma County Housing Authority vouchers only. They do not include the City of Santa Rosa Housing Authority vouchers.

### Characteristics of Residents

	Program Type							
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher	
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program
Average Annual Income	0	0	0	16,293	14,560	15,844	0	18,474
Average length of stay	0	0	0	4	0	0	0	0
Average Household size	0	0	0	2	2	0	0	3
# Homeless at admission	0	0	0	199	17	169	0	17
# of Elderly Program Participants (>62)	0	0	0	982	16	966	0	0
# of Disabled Families	0	0	0	1,545	37	1,504	0	4
# of Families requesting accessibility features	0	0	0	2,609	42	2,517	0	50
# of HIV/AIDS program participants	0	0	0	0	0	0	0	0
# of DV victims	0	0	0	0	0	0	0	0

**Table 22 – Characteristics of Public Housing Residents by Program Type**

Alternate Data Source Name:  
 Sonoma County Housing Authority  
 Data Source Comments:

### Race of Residents

Race	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher		
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
White	0	0	0	2,499	39	2,411	0	33	0
Black/African American	0	0	0	132	5	126	0	1	0

Program Type									
Race	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher		
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
Asian	0	0	0	70	2	68	0	0	0
American Indian/Alaska Native	0	0	0	92	5	84	0	3	0
Pacific Islander	0	0	0	8	0	8	0	0	0
Other	0	0	0	0	0	0	0	1	0
<b>*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition</b>									

**Table 23 – Race of Public Housing Residents by Program Type**

**Alternate Data Source Name:**  
 Sonoma County Housing Authority  
**Data Source Comments:**

**Ethnicity of Residents**

Ethnicity	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher		
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
Hispanic	0	0	0	391	10	376	0	5	0
Not Hispanic	0	0	0	2,410	61	2,320	0	33	0
<b>*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition</b>									

**Table 24 – Ethnicity of Public Housing Residents by Program Type**

**Alternate Data Source Name:**  
 Sonoma County Housing Authority  
**Data Source Comments:**

**Section 504 Needs Assessment: Describe the needs of public housing tenants and applicants on the waiting list for accessible units:**

The Sonoma County Housing Authority does not own or manage any public housing units. The Housing Authority complies with Section 504 of the Rehabilitation Act of 1973 and offers qualified Housing Choice Voucher (HCV) applicants and participants reasonable accommodations upon request. Private rental property owners and managers agree to comply with all federal, state and local laws as they relate to nondiscrimination and accessibility for persons with disabilities.

Beginning on July 1, 2012, the Housing Authority began gathering data from applicants regarding the need for accessible units. Of the 19,155 applicants that have applied since that date, 1,421 (7.4%) have indicated a need for a dwelling with accessibility features.

**Most immediate needs of residents of Public Housing and Housing Choice voucher holders**

The Sonoma County Housing Authority does not own or manage any public housing units. The most immediate need for Housing Choice Voucher (HCV) holders is affordable rental dwellings. Local demand for rental housing has outpaced supply resulting in few available units and substantial rent increases. Seventy-five percent of all new HCV admissions are required to be extremely low-income households at or below 30% of Area Median Income (AMI) or poverty level. Families at this income level have difficulty meeting basic needs even with HCV rental assistance. Housing Authority staff frequently refer voucher holders to appropriate community resources. The Housing Authority also offers the Family Self Sufficiency program helping participants to reach education, employment and economic independence goals.

**How do these needs compare to the housing needs of the population at large**

According to American Community Survey estimates, eleven percent (11%) of the population within the jurisdiction of the Housing Authority are persons with a disability. By contrast, thirty-eight percent (38%) of the people assisted by the Housing Authority's HCV program are persons with a disability. Similarly, sixteen percent (16%) of the population at large within the jurisdiction of the Housing Authority are persons age 65 or older, while twenty-three percent (23%) of persons served the Housing Authority's HCV program are seniors.

**Discussion**

## NA-40 Homeless Needs Assessment – 91.205(c)

### Introduction:

The Sonoma County Community Development Commission hosts and staffs the Sonoma County Continuum of Care (CoC), which was formed together with the cities of Santa Rosa and Petaluma to organize and coordinate a homeless services consortium, pursue McKinney-Vento/HEARTH Act funding, and to develop and implement plans such as the 10-Year Homeless Action Plan. The CoC’s 10-Year Homeless Action Plan and the annual funding application submissions to HUD reflect the demographics, needs and available shelter, housing and services in all three HUD entitlement jurisdictions in order to provide a cohesive services system throughout the County. Homelessness is viewed as a countywide issue, therefore, data presented in this section is based on statistics for the entire region rather than for the Urban County alone.

The data in the table below, Homeless Needs Assessment, come from multiple sources, including Sonoma County’s 2015 and 2013 point-in-time-counts (the 2015 submission to the HUD Data Exchange, and the full 2013 Sonoma County Homeless Point-in-Time Census & Survey Comprehensive Report, or “Count Report”). The point-in-time counts collected data on both the sheltered and unsheltered population in Sonoma County, most recently on January 23, 2015, and reports the number of persons experiencing homelessness on one night. Data in the last column represent the average length of stay for persons who utilized and exited homeless services during a 12-month period (based on the average number of days persons experience homelessness once they are engaged in services). According to data from recent street outreach efforts, many people experience years of homelessness prior to coming into services.

3,097 homeless people were counted in January 2015, all of them meeting the narrowest federal definition of homelessness – sleeping in a place not fit for human habitation, or in emergency or transitional housing for homeless people.

### Homeless Needs Assessment

Population	Estimate the # of persons experiencing homelessness on a given night		Estimate the # experiencing homelessness each year	Estimate the # becoming homeless each year	Estimate the # exiting homelessness each year	Estimate the # of days persons experience homelessness
	Sheltered	Unsheltered				
Persons in Households with Adult(s) and Child(ren)	344	23	833	395	1,233	497
Persons in Households with Only Children	0	48	109	196	383	3
Persons in Households with Only Adults	693	1,989	6,088	1,628	4,637	178
Chronically Homeless Individuals	114	588	702	0	223	Not available
Chronically Homeless Families	0	0	0	0	40	Not available
Veterans	81	136	412	98	190	Not available
Unaccompanied Child	0	48	109	196	383	3
Persons with HIV	19	37	123	50	67	Not available

**Table 25 - Homeless Needs Assessment**

**Alternate Data Source Name:**  
2015 Homeless Count

2015 Homeless Count preliminary data. Annual homeless experience and new homeless episodes per year are based on 2013 survey data, adjusted to 2015 numbers. Estimates of annual veteran homelessness, number of veterans becoming homeless year and estimate of number of veterans exiting homelessness each year

**Data Source Comments:** additionally uses national rates from the 100,000 Homes Acceleration Calculator for Ending Veterans Homelessness.

Indicate if the homeless population is:  Partially Rural Homeless

### Rural Homeless Needs Assessment

Population	Estimate the # of persons experiencing homelessness on a given night		Estimate the # experiencing homelessness each year	Estimate the # becoming homeless each year	Estimate the # exiting homelessness each year	Estimate the # of days persons experience homelessness
	Sheltered	Unsheltered				
Persons in Households with Adult(s) and Child(ren)	8	18	9	2	497	0

Population	Estimate the # of persons experiencing homelessness on a given night		Estimate the # experiencing homelessness each year	Estimate the # becoming homeless each year	Estimate the # exiting homelessness each year	Estimate the # of days persons experience homelessness
	Sheltered	Unsheltered				
Persons in Households with Only Children	6	36	17	24	3	0
Persons in Households with Only Adults	704	1,598	777	185	2,525	0
Chronically Homeless Individuals	194	194	0	38	0	0
Chronically Homeless Families	0	0	0	0	0	0
Veterans	45	85	20	19	0	0
Unaccompanied Youth	6	36	17	24	0	0
Persons with HIV	12	28	13	7	0	0

**Table 26 - Homeless Needs Assessment**

**Alternate Data Source Name:**  
2015 Homeless Count

2015 Homeless Count preliminary data. Annual homeless experience and new homeless episodes per year are based on 2013 survey data, adjusted to 2015 numbers. Estimates of annual veteran homelessness, number of veterans becoming homeless year and estimate of number of veterans exiting homelessness each year additionally uses national rates from the 100,000 Homes Acceleration Calculator for Ending Veterans Homelessness.

**Data Source Comments:**

**For persons in rural areas who are homeless or at risk of homelessness, describe the nature and extent of unsheltered and sheltered homelessness with the jurisdiction:**

While seven cities and the unincorporated County constitute a HUD entitlement jurisdiction called an “Urban County”, the combined population of nearly 260,000 persons is spread across 1,500 square miles. Much of the unincorporated County is made up of rural and agricultural areas, with an estimated 678 unsheltered homeless persons on any given night. In the 2015 Homeless Count, 33% of the county’s unsheltered population (678 persons) was found in census tracts that were fully in the unincorporated County, in rural areas and small unincorporated communities. A 40-bed winter shelter in unincorporated Guerneville was full on the night of the Count as well, bringing the total number in rural areas to 718. About 28% of the rural homeless population is located in the small communities along the lower Russian River (201 persons). Of these, 40 persons were at the unincorporated County’s lone winter shelter, and 161 persons were unsheltered. Another 16% (106 persons) were found unsheltered in the agricultural areas of northern Sonoma County and the Sonoma Valley. Nearly one-third of the unincorporated County’s homeless persons (218) found were found in the unincorporated outskirts of Santa Rosa. These figures are based on preliminary census tract data from the 2015 Count, and are likely under-estimated because they do not include census tracts with both incorporated and unincorporated areas.

The rural homeless populations in the lower Russian River, northern Sonoma County and Sonoma Valley overwhelmingly lived in those communities before becoming homeless, and many refuse (or are unable) to travel to enter homeless services in more urban areas. In 2013, about 4% of the County’s total homeless population was made up of day laborers/seasonal agricultural workers, who are located in unincorporated agricultural areas for access to their work. Although estimates do not exist for individuals and families who are at risk of homelessness, as noted above in NA-10 one might deduce that at any given time, at least as many people are at risk of homelessness as are experiencing homelessness.

**If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth):**

Number becoming homeless each year: The number becoming homeless each year is estimated based on the 2013 Homeless Count Report, Survey Results Addendum, Question # 38, “How long have you been homeless this current time?” 48.6% of respondents had been homeless less than 12 months. This factor is applied to the estimated number experiencing homelessness each year, for each subpopulation category. It is assumed that chronically homeless families and individuals have been homeless more than one year; therefore new entries to homelessness for these subpopulations is recorded as 0.

Number exiting homelessness each year: Per national data, approximately half of persons experiencing homelessness resolve their housing crisis on their own, without accessing homeless services. The number exiting homelessness each year was developed by estimating half the number experiencing homelessness each year, and adding confirmable exits to permanent housing from HMIS-participating programs in 2013. These

exits were recorded in the Focus Strategies Performance Improvement Calculator tool distributed by the National Alliance to End Homelessness, or in tracking documents utilized by the local CoC's Veterans Housing Campaign. Chronically homeless individuals and families exiting homelessness are estimated based on chronically homeless persons as a percentage of those utilizing homeless services (approximately 25% of homeless persons served). (Sonoma County Continuum of Care).

Number of days persons experience homelessness: For persons in households with adults and children, persons in households of children only, and persons in households with only adults, estimates are from 2013 HMIS data as recorded in the Focus Strategies Performance Improvement Calculator. For households with adults and children and Households with Only Adults, these are weighted averages in which it is assumed all entering transitional housing or rapid re-housing have also had a shelter stay. For Households with Only Children/Unaccompanied Child, the average is based solely on HMIS data for the Teen Shelter. For chronically homeless individuals and families, veterans, and persons with HIV, this data is not readily available. However from surveys conducted with 470 unsheltered persons across Sonoma County in 2014 (approximately 14% of the unsheltered population), 82% had been homeless for more than one year; among this group, the average length of homelessness was approximately 6 years.

### Nature and Extent of Homelessness: (Optional)

<b>Race:</b>	<b>Sheltered:</b>	<b>Unsheltered (optional)</b>
White	725	1,323
Black or African American	67	132
Asian	6	36
American Indian or Alaska Native	115	112
Pacific Islander	22	46
<b>Ethnicity:</b>	<b>Sheltered:</b>	<b>Unsheltered (optional)</b>
Hispanic	236	363
Not Hispanic	801	1,697

**Alternate Data Source Name:**

2015 Homeless Count

**Data Source**

**Comments:** 2015 Homeless Count, HDX data submission.

### Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.

Based on the findings of the Homeless Count\*:

- 127 families (367 family members) with children are homeless, 6% are unsheltered
- No families are chronically homeless
- 217 veterans are homeless, 63% are unsheltered. Although only about 14% of the 81 veterans in shelter or transitional housing entered services with their families, as many as one in three homeless veterans (approximately 32% or 69 veterans) has family members who would join them in permanent housing (Sonoma County Continuum of Care, Sonoma County Housing Veterans Campaign)

### Describe the Nature and Extent of Homelessness by Racial and Ethnic Group.

Comparing the 2015 Homeless Count data to US Census data for Sonoma County (2013), the following is evident:

- In comparison to the overall population of Sonoma County, there was a disproportionate number of Black/African American (199 persons, 6% of the homeless population vs. 1.9% of the overall population) and multi-ethnic persons (513 persons, 17% of the homeless population vs. 3.7% of the total population) who experienced homelessness.
- A greater percentage of the youth population identified themselves as multi-ethnic, compared to the general adult homeless population (26% vs.17%).
- While the majority of the veteran and non-veteran homeless population was White/Caucasian (63% and 68%, respectively), there was a greater percentage of homeless veterans who identified as Black/African American (9% versus 6%), but a smaller percentage who identified as Hispanic/Latino (14% versus 11%).

**Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.**

Of the 3,097 homeless individuals counted as part of the Homeless Count,\* 67% were unsheltered. The Homeless Needs Assessment table provides a breakdown of the sheltered and unsheltered counts based on population. Overall, data by household type showed that the majority (87%) of the homeless population was comprised of people in households without children, while family households represented 12% and households comprised of children only accounted for 2%. Amongst the four federally-prioritized subpopulations – chronically homeless individuals and families, homeless veterans, homeless families, and unaccompanied homeless children and transition age youth – the vast majority (98%) of unaccompanied children and single transition age youth were unsheltered in 2015. This is followed by chronically homeless individuals (84%), homeless veterans (63%), and families (6%). No chronically homeless families were found.

**Discussion:**

The Continuum of Care’s 10-Year Homeless Action Plan 2014 Update provided an estimate of housing needs based on 2013 Homeless Count data and vulnerability surveys conducted among approximately 600 homeless persons in 2014. The vulnerability survey data yielded an estimate that 35% of homeless persons face serious barriers to housing and need permanent supportive housing; approximately 50% of homeless persons face moderate barriers to housing that can be addressed with a rapid re-housing approach; and approximately 15% of households face few barriers to housing that require brief interventions and affordable housing options. The unmet housing need has been updated using 2015 Count data. Adjusting based on average number of persons per household and average lengths of stay, the Continuum of Care estimates a county-wide need for 172 units of Rapid Re-Housing, 1,692 units of permanent supportive housing, and 998 affordable housing units (without services). This estimate assumes the conversion of 456 existing shelter and transitional housing beds into permanent housing. System modeling yields an estimate of 1,202 units requiring new construction, 640 of them in the Urban County (Sonoma County Continuum of Care).

## **NA-45 Non-Homeless Special Needs Assessment - 91.205 (b,d)**

### **Introduction:**

Non-homeless individuals often benefit from supportive housing and services that enable them to live independently and to avoid homelessness or institutionalization. These sub-populations include the elderly, persons with physical, mental or developmental disabilities, persons with HIV/AIDS, victims of domestic violence, children leaving group homes or aging out of foster care, farmworkers, and substance abusers. The Urban County has prioritized the creation of affordable housing, which will benefit these non-homeless special needs populations. Many households within these subpopulations are dependent upon disability benefits or otherwise are attempting to maintain rental housing with extremely low incomes. Affordable housing projects that most benefit these subpopulations are those that have "set-asides" for target populations and those that have rent levels formulated to meet the needs of households at or below 30 percent of area median income.

### **Describe the characteristics of special needs populations in your community:**

Sonoma County has seniors, veterans, people with mental and physical disabilities, foster youth, victims of domestic violence and farmworkers, all of which are special needs populations with unique housing and supportive service needs. It is expected that during the planning period, the needs of these populations will continue and serving them will be a goal of the 5-Year Consolidated Plan.

**Elderly persons** – Based on the 5 year ACS 2009-2013 estimate, 16 percent of the Urban County is 65 years old or older, compared to 14 percent, nationwide. The population over 65 grew by 3.1% between 2000 and 2010, and is projected to continue to increase because of the maturing “baby boom generation”. Among the Sonoma County Housing Authority Housing Choice Voucher holders, approximately 31 percent are over the age of 62. Seniors are often on fixed incomes and, as a result, have high housing cost burdens. Based on ACS estimates for 2011-2013, 64% of renters 65 years and over pay 30% or more of their gross income to rent, whereas for renters under 65 years of age, the corresponding figure is 53%. However, for owner-occupants, this disparity does not exist. For senior owners, 32% experience a housing cost burden defined as spending over 30% of their gross income on housing, compared to 41% of those under 65 years of age. According to the County Area Agency on Aging, Area Plan Update 2007-2008, “The significant lack of affordable housing is one of the major barriers to keeping seniors in the community.” The Update states, “As people age, their housing needs change. There is a critical shortage of affordable housing options for seniors and disabled adults in Sonoma County. Waiting lists for affordable housing continue to increase as the demand outpaces the supply and the senior population grows.”

**Veterans** – According to the 5 year ACS 2009-2013 estimate, 9% of the Urban County population is made up of veterans, 51.4% of whom are over the age of 65. Among all veterans, 5% have incomes below the poverty level (ACS Table C21007). According to the Sonoma County Veterans Service Office, many Veterans are unaware of services and benefits available to them based on their military service. Those with mental and physical disabilities often require assistance in accessing these services and stabilizing their lives. According to a representative of the North Bay Veterans Resource Center, many local veterans and veterans’ families struggle to find employment and to maintain housing.

**Persons with mental, physical, and/or developmental disabilities** – The ACS 3 year estimate for 2009-2011 indicates that in Sonoma County 75,769 persons have a disability. The same data set indicates that

more than 5 percent of the general population has "independent living difficulty" (ACS table S1810, Disability Characteristics). Not surprisingly, the disability rate increases with age. The rate for minors in the Urban County is 3.5%, the rate for those from 18 to 64 years of age is 7.9% and the rate for those 65 and over is 31.7% - nearly a third of the age group (ACS Table S1811 for 2009-2013). Approximately 34% of Sonoma County Housing Authority Housing Choice Voucher holders are disabled households, which is significantly higher than the population at large (Sonoma County Housing Authority). Persons with disabilities face a number of challenges including securing housing and employment due in large part to the lack of affordable housing and other issues such as lack of financial resources.

**Persons with alcohol or other drug addiction** – According to the 2012-13 National Survey on Drug Use and Health (NSDUH), an estimated 2.5 million Californians (ages 18 or older) were estimated to experience substance dependence or abuse—almost 9% percent of the total adult population (SAMHSA, Center for Behavioral Health Statistics and Quality, National Survey on Drug Use and Health, 2012 and 2013). In its 2011-12 survey, the California Health Interview Survey (CHIS) found that 32.7% of Sonoma County respondents had engaged in binge drinking in the past year, and nearly 18% responded that they needed help for mental health problems or for use of alcohol and drugs. CHIS reports these responses represent approximately 122,000 and 66,000 Sonoma County residents, respectively. The Sonoma County Behavioral Health Division of the Department of Health Services (DHS) and the providers with which it contracts served approximately 8,900 clients in Sonoma County in 2013. Persons with drug addictions often have trouble maintaining stable incomes and stable housing situations without intervention and treatment.

**Foster youth** – According to the Sonoma County Human Services Department 2013 Self-Assessment, in 2012 there were 507 children living in out-of-home care, including 101 over the age of 16. As of 2010, California passed a law extending the length of time that youth can remain in foster care to 21. As of 2013, there were 52 youth in Sonoma County who chose to remain in foster care under the new law. While many young people “aging out” of the foster care system go on to lead successful lives, others fare poorly. A high percentage experience inadequate housing, low education and career attainment, early parenthood, substance abuse, physical and mental health problems, and involvement with the legal system (kidsdata.org).

**Victims of Domestic Violence** - The YWCA of Sonoma County receives on average 3,000 calls per year to its domestic violence hotline. Approximately 700 are calls requesting shelter. Domestic violence is emotionally, physically, and financially devastating for victims and their families. Community services must devote and be able to provide resources to treating and assisting victims, while the criminal justice system must bear a variety of other costs. Sonoma County’s shortage of affordable housing and the increase in the cost of basic needs creates a problematic barrier for women who are trying to leave a violent home.

**Farmworkers** – Because of the robust wine industry in the County, grape production is a major local employer. According to the 2014 Sonoma County Housing Element Update, “laborers who fill these jobs include some who migrate to the County and maintain a permanent home elsewhere, typically in Mexico. The motivation to save as much of their paychecks as possible and to send their earnings home to support families often leads these migrant farmworkers to seek out the lowest-cost alternative for housing during their stay.” However, according to the 2012 Census conducted by the United States Department of Agriculture, there were 13,710 farmworkers in Sonoma County. Of these, only 2,916

were considered migrant workers. According to the Housing Element, “this figure corresponds to ancillary information collected from housing advocates indicating that fewer and fewer agricultural workers in Sonoma County are ‘migrant,’ with the majority remaining now in the area year-round. (...) While seasonal farmworker units are still needed..., more and more permanent affordable housing units are needed for farm laborers and their families who call Sonoma County home, and will continue to be a significant special need in the County and its cities.”

### **What are the housing and supportive service needs of these populations and how are these needs determined?**

Of the groups described above, each has a unique set of housing needs that are rarely met in the housing market. Lack of affordability is a primary barrier – being that many of these populations have incomes below the poverty level. In addition to housing affordability, some of the populations need access to ongoing social services to allow them to maintain decent quality of life.

### **Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:**

In 2011 (the most recent data per the Sonoma County Department of Health Services 2013 report, Epidemiology of HIV/AIDS in Sonoma County), Sonoma County had the seventh highest prevalence of persons living with AIDS of all 58 California counties, with approximately 1,600 persons living with HIV infection or AIDS in the County. From 1981 through 2011, 2,177 Sonoma County residents have been reported with AIDS. Of these cases, 55% have died over the course of the epidemic. However, the overall mortality rate has fallen dramatically over the years, reflecting the gradual transition of AIDS from a usually lethal infection to a chronic illness thanks to improving treatment. Compared to the Sonoma County population, males overall (89%) and White and African American persons represent a larger portion of cases of HIV infection and AIDS. Eighty-seven percent (87%) of persons living with HIV infection or AIDS are aged 40 or older, compared to only 47% of the general population. Throughout many communities, persons living with HIV or AIDS risk losing their housing due to compounding factors, such as increased medical costs and limited incomes or reduced ability to keep working due to AIDS and related illnesses. Stable housing allows persons living with HIV/AIDS treatment to access comprehensive healthcare and adhere to complex HIV/AIDS drug therapies (HIV/AIDS Housing - CPD - HUD).

## **NA-50 Non-Housing Community Development Needs – 91.215 (f)**

### **Describe the jurisdiction's need for Public Facilities:**

The Urban County consists of eight separate jurisdictions, seven incorporated jurisdictions and the unincorporated county area. Unlike the Housing and Homelessness needs that are essentially the same across all jurisdictions, the non-housing community development needs vary in each jurisdiction. Non-housing needs for public facilities to benefit lower-income residents span the gamut from fire stations, senior centers, parks, youth centers, libraries, and community recreation facilities. Common to all eight jurisdictions is a priority to complete Americans with Disabilities Act (ADA) retrofit improvements to remove architectural barriers in existing libraries, parks, community rooms, and other public facilities. This is due to the fact that many public facilities were originally constructed before ADA standards were established and therefore, remain out-of-compliance until retrofit projects can bring them into compliance with current standards.

### **How were these needs determined?**

Generally, each of the eight jurisdictions making up the Urban County has undertaken a formal assessment of their capital project needs, and an analysis of their own ADA retrofit needs for public facilities. Typically, that process results in a comprehensive list of projects in priority order. Some high priority projects will be too large in scope and estimated cost to be considered as CDBG projects.

### **Describe the jurisdiction's need for Public Improvements:**

As discussed above, public improvement needs varies amongst the eight participating jurisdictions, and include storm/flood drain improvements, water and sewer lines, streets, streetlights, and curb/gutter/sidewalks. Here again, ADA retrofit projects to remove architectural barriers in existing public infrastructure is a top priority for all jurisdictional members of the Urban County to enable ultimately all public areas to be fully accessible.

### **How were these needs determined?**

As noted above, Urban County member jurisdictions complete their own assessment, and prioritization, of public improvement needs.

### **Describe the jurisdiction's need for Public Services:**

The community demand for public services to assist lower-income and special needs persons is seemingly endless. The need for services to assist seniors, after-school programs for disadvantaged youth, educational achievement programs, domestic violence interventions, employment training programs, health care access, and a large list of other services, including "safety net" programs, cannot be met in full.

### **How were these needs determined?**

Public input solicited for the 5-Year Consolidated Plan drafting process identified some of these non-housing needs, while others have been identified by local service providers and document in their requests for funding to expand services to address unmet needs in the community.

# Housing Market Analysis

## MA-05 Overview

### Housing Market Analysis Overview:

Analysis of the Housing Market was generated from public input and data on housing cost, availability and conditions. Sources include the Comprehensive Housing Affordability Strategy (CHAS) data by the Census Bureau for HUD, the American Community Survey, as well as data provided by a number of local sources cited throughout this section.

Within the urban county, housing cost burden is high, especially for renters. The actual Area Median rent in Sonoma County is significantly higher than the Fair Market Rent, as established annually by HUD. Furthermore, vacancy rates for rental housing are so low that finding available, affordable rental housing is extremely difficult, especially for extremely low- and very low-income households, and those with special needs.

## MA-10 Number of Housing Units – 91.210(a)&(b)(2)

### Introduction

Within the Urban County, new housing construction primarily occurs within the existing urban boundaries of the seven jurisdictions, and within the sphere of influence of the City of Santa Rosa. While the majority of new market rate development is for homeownership, the Consolidated Plan is focused on providing rental housing restricted to extremely low- and very-low income households, as these are the Urban County residents that are least able to access what is available in the housing market.

### All residential properties by number of units

Property Type	Number	%
1-unit detached structure	83,800	73%
1-unit, attached structure	7,149	6%
2-4 units	5,828	5%
5-19 units	6,093	5%
20 or more units	4,394	4%
Mobile Home, boat, RV, van, etc	7,761	7%
<b>Total</b>	<b>115,025</b>	<b>100%</b>

Table 27 – Residential Properties by Unit Number

Data Source: 2007-2011 ACS

### Unit Size by Tenure

	Owners		Renters	
	Number	%	Number	%
No bedroom	348	1%	1,125	3%
1 bedroom	2,525	4%	8,403	23%
2 bedrooms	16,590	26%	15,664	43%
3 or more bedrooms	45,114	70%	10,857	30%
<b>Total</b>	<b>64,577</b>	<b>101%</b>	<b>36,049</b>	<b>99%</b>

Table 28 – Unit Size by Tenure

Data Source: 2007-2011 ACS

**City of Cloverdale -**

<b>Community Name</b>	<b>Household Type</b>	<b>Total Units</b>	<b>AMI 30%</b>	<b>AMI 50%</b>	<b>AMI 80%</b>	<b>Affordability Start</b>	<b>Affordability Expires</b>
Oak Meadows Apartments	All Ages	15		0	2	2006	2061
Quincy Court	All Ages	6		0	2	2006	2036
Divine Apartments	Senior 55+	32		12	19	1989	2035
Cloverdale Garden Apartments	Senior 62+ or Disabled	34		33	0	1991	2041
Vineyard Manor	All Ages	36		34	2	1991	2046
Kings Valley Senior Apartments	Senior	99		0	98	2014	2069
<b>Total</b>		<b>222</b>		<b>79</b>	<b>123</b>		

**City of Cotati -**

<b>Community Name</b>	<b>Household Type</b>	<b>Total Units</b>	<b>AMI 30%</b>	<b>AMI 50%</b>	<b>AMI 80%</b>	<b>Affordability Start</b>	<b>Affordability Expires</b>
Wilford Lane Apartments	All Ages	36		18	18	2003	2033
Charles Street Village	Senior	48		47	0	2001	2031
<b>Total</b>		<b>84</b>		<b>65</b>	<b>18</b>		

**City of Healdsburg -**

<b>Community Name</b>	<b>Household Type</b>	<b>Total Units</b>	<b>AMI 30%</b>	<b>AMI 50%</b>	<b>AMI 80%</b>	<b>Affordability Start</b>	<b>Affordability Expires</b>
Canyon Run Apartments	All Ages	51		14	36	2001	2056
Oakgrove Apartments	All Ages	81		40	41	1999	2055
Harvest Grove	All Ages, Farm Labor	44		43	1	1996	2026
Parkland	Senior	23		22	1	1999	2054
Fitch Mountain Terrace 1	Senior 62+ or Disabled	40		40	0	1986	2099
Fitch Mountain Terrace II	Senior 62+ or Disabled	20		6	14	1990	2089
Foss Creek Apartments	All Ages, homeless, mentally ill	64		63	0	2009	2064
Riverfield Homes	All Ages	17		4	13	1995	2044
Victory Apartments	All Ages	4		4	0	2002	2057
Victory Studios	All Ages	7		7	0	2009	2054
<b>Total</b>		<b>351</b>		<b>243</b>	<b>106</b>		

**City of Rohnert Park -**

<b>Community Name</b>	<b>Household Type</b>	<b>Total Units</b>	<b>AMI 30%</b>	<b>AMI 50%</b>	<b>AMI 80%</b>	<b>Affordability Start</b>	<b>Affordability Expires</b>
Altamont Apartments	Senior	93		23	70	1991	2021
Arbors	All Ages	55		33	22	2007	2062
Centerfield Family	All Ages	4			4	2007	2037
Copeland Creek Apartments	Affordable, Senior 55+	170		17	153	2007	2062
Country Club Village	Senior, Disabled	63		0	63		
Crossbrook Apartments	Affordable, All Ages	226		0	45	1995	2025
Edgewood Apartments	Affordable, All Ages	168		0	67	1996	2026
Marchesiello	Affordable	20		0	7	2006	2061
Muirfield Apartments	Affordable, Disabled	23		23	0	1997	2039
Maurice Apartments	All Ages	7		0	7	2001	
Oak View Senior Living	Senior, Disabled	207		4	41	2005	2035
Park Garden Apartments	Affordable	26		0	26	1998	2033
Park Gardens II	Affordable	20		1	19	2006	2035
Redwood Creek	All Ages	232		0	35	2005	2035
Santa Alicia Gardens (The Gardens)	All Ages	20		8	12	1996	2026
Tower Apartments	All Ages	50		11	20	2013	2068
Vida Nueva	All Ages	24		23	0	2007	2062
<b>Total</b>		<b>1408</b>		<b>143</b>	<b>591</b>		

**City of Sebastopol -**

<b>Community Name</b>	<b>Household Type</b>	<b>Total Units</b>	<b>AMI 30%</b>	<b>AMI 50%</b>	<b>AMI 80%</b>	<b>Affordability Start</b>	<b>Affordability Expires</b>
Bodega Hills Apts.	All Ages	23		24	0	1998	2050
Gravenstein North I Apartments	All Ages	18		18	0	1987	never
Gravenstein North II Apartments	All Ages	42		9	33	1988	never
Burbank Heights	Senior 62+ Mobility Impaired	138		138	0	1975	2040
Burbank Orchards	Senior 62+ Mobility Impaired	60		60	0	1991	2031
Petaluma Avenue Homes	All Ages	45		35	10	2009	2068
<b>Total</b>		<b>326</b>		<b>284</b>	<b>43</b>		

**City of Sonoma -**

<b>Community Name</b>	<b>Household Type</b>	<b>Total Units</b>	<b>AMI 30%</b>	<b>AMI 50%</b>	<b>AMI 80%</b>	<b>Affordability Start</b>	<b>Affordability Expires</b>
Firehouse Village	All Ages	29		9	21	2001	never
Maysonnave Apartments	Senior	10		0	9	1996	2025
Maysonnave Apts II	Senior	8		0	8	1996	2025
Sonoma Creek Apartments	Senior	34		20	14	1987	never
Village Green II	Senior	34		17	17	1983	never
Cabernet Apartments	Senior 62+	7		0	7	1988	2018
MacArthur Village	Family	3		0	2	2004	2033
Sonoma Centro	Family	1		0	1	2003	2048
Rememberance	Family	5		0	3	2003	2058
Tarassa (Eastside Estates)		11		4	5	2003	2033
Vintage Sonoma - Jones, Engler, Brockman		10		0	5	2003	2033
Sonoma Valley Oaks	Family	43		42	0	2013	2067
<b>Totals</b>		<b>195</b>		<b>92</b>	<b>92</b>		

***Town of Windsor -***

<b>Community Name</b>	<b>Household Type</b>	<b>Total Units</b>	<b>AMI 30%</b>	<b>AMI 50%</b>	<b>AMI 80%</b>	<b>Affordability Start</b>	<b>Affordability Expires</b>
Forest Winds	All Ages	48		18	30	1994	2071
Esmond Place	All Ages	27		0	27	2001	2033
Windsor Park Apartments	All Ages	80		80	0	2000	2030
Windsor Redwoods	All Ages	64		52	12	2011	2066
Winter Creek Apartments	All Ages	41		10	30	2003	2058
Bell Manor II	Senior	81		0	46	1982	2033
Vinecrest Senior Apartments	Senior	60		59	0	1998	2047
<b>Totals</b>		<b>401</b>		<b>219</b>	<b>145</b>		

**County of Sonoma – unincorporated area -**

<b>Community Name</b>	<b>Household Type</b>	<b>Total Units</b>	<b>AMI 30%</b>	<b>AMI 50%</b>	<b>AMI 80%</b>	<b>Affordability Start</b>	<b>Affordability Expires</b>
Carillo Place Apartments	All Ages	68	0	41	26	2002	2057
Chelsea Gardens Apartments	All Ages	120	0	120	0	1977	2053
Faught Court Townhomes	All Ages	9	0	1	0	1994	2024
Feeney Apartments	All Ages	8	0	0	4	1994	2024
Fife Creek	All Ages	48	0	35	12	2012	2067
Harbor View	All Ages	14	0	0	14	2009	2039
Larkfield Oaks	All Ages	56	0	34	21	2006	2061
Lavell Village	All Ages	49	0	13	36	1995	2054
Malibu East	All Ages	72	0	6	5	2006	2061
Mill Street Supportive Housing	supported	8	0	8	0	2013	2064
North House	disabled	8	0	8	0	2014	2068
Oak Ridge Apartments	Senior - Disabled	35	0	23	11	2007	2062
Redwood Grove Cottages	All Ages	11	0	2	4	2013	2068
Rusky Rika Dachas	All Ages	15	0	3	0	2009	2064
Sea Ranch I	All Ages	14	0	8	6	1986	2024
Sea Ranch II	All Ages	31	0	0	31	1993	2049
Sonoma Garden Apartments	All Ages	60	0	6	53	2013	2068
Sonoma Valley Apts.	All Ages	16	0	0	16	1991	2021
Springs Village	All Ages	80	0	48	32	2005	2060
Vineyard Creek Apts.	All Ages	232	0	47	0	2007	2037
West Avenue Apartments	All Ages	40	0	12	28	1987	2070
West Hearn Ave	Veterans	12	12	0	0	2012	2067
Woodstone Commons	All Ages	2	0	0	2	2006	2061
<b>Total</b>		<b>1008</b>	<b>12</b>	<b>415</b>	<b>301</b>		
<b>Grand Total</b>		<b>3995</b>	<b>12</b>	<b>1540</b>	<b>1419</b>		

**Describe the number and targeting (income level/type of family served) of units assisted with federal, state, and local programs.**

In the Urban County, there are a total of 3,934 income restricted rental housing units assisted with federal, state, and local programs. Of these, at least 12 are restricted to Extremely Low-Income Households, 1,537 to Very Low-Income Households, and 1,429 to Low-Income Households. The above tables list the rental housing by jurisdiction.

**Provide an assessment of units expected to be lost from the affordable housing inventory for any reason, such as expiration of Section 8 contracts.**

None of the units listed above are at risk of being lost from the affordable housing inventory during the planning period.

**Does the availability of housing units meet the needs of the population?**

The availability of housing units is far below the needs of the population. This is demonstrated by the estimate of housing units needed generated by the Association of Bay Area Governments (ABAG). The ABAG Regional Housing Needs Assessment indicate that within the Urban County for the period 2014-2022, there is a need for 3,037 new housing units to meet the pent-up demand of the population. Of this, 672 units are needed to serve Very Low-Income Households and 410 are needed to serve Low-Income Households.

**Describe the need for specific types of housing:**

As demonstrated by the ABAG numbers, there is a need for rental homes that serve extremely and very low-income households that is unlikely to be met in the housing market. There is also need for housing designed for homeless individuals and families. See Section NA-40 for more detail.

**Discussion:**

The focus of the Consolidated Plan is on rental housing, particularly rental housing affordable to Extremely Low- and Very Low-Income households.

## MA-15 Housing Market Analysis: Cost of Housing - 91.210(a)

### Introduction:

Housing costs in the Urban County are out of reach for lower income households, especially for renters. Recent patterns indicate a trend for continued increase in rents, as well very low vacancy rates. According to the Sonoma County 2014 Housing Element Update, the average rental rate for a two bedroom housing unit in the county was \$1,529 in 2014. The area median household income in the County was \$76,900. This means that a household of four considered to be low-income (earning 50-80% area median income) is not able to afford market rent in Sonoma County.

### Cost of Housing

	Base Year: 2000	Most Recent Year: 2011	% Change
Median Home Value	265,200	477,300	80%
Median Contract Rent	789	1,133	44%

**Table 29 - Cost of Housing**

Data Source: 2000 Census (Base Year), 2007-2011 ACS (Most Recent Year)

Rent Paid	Number	%
Less than \$500	4,864	13.5%
\$500-999	10,543	29.3%
\$1,000-1,499	12,817	35.6%
\$1,500-1,999	5,725	15.9%
\$2,000 or more	2,100	5.8%
<b>Total</b>	<b>36,049</b>	<b>100.0%</b>

**Table 30 - Rent Paid**

Data Source: 2007-2011 ACS

### Housing Affordability

% Units affordable to Households earning	Renter	Owner
30% HAMFI	1,699	No Data
50% HAMFI	4,292	2,211
80% HAMFI	16,937	5,109
100% HAMFI	No Data	7,304
<b>Total</b>	<b>22,928</b>	<b>14,624</b>

**Table 31 - Housing Affordability**

Data Source: 2007-2011 CHAS

### Monthly Rent

Monthly Rent (\$)	Efficiency (no bedroom)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Fair Market Rent	873	1,018	1,332	1,963	2,301
High HOME Rent	820	956	1,187	1,362	1,500
Low HOME Rent	723	775	930	1,074	1,198

**Table 32 – Monthly Rent**

Data Source: HUD FMR and HOME Rents

### **Is there sufficient housing for households at all income levels?**

There is not sufficient housing for households at all income levels. As previously mentioned, according to the Regional Housing Needs Assessment prepared by the Association of Bay Area Governments, there is a need for 3,037 additional housing units for the period from 2014-2022. Of these, 672 are needed for households earning 0-50% AMI, 410 for households earning 51-80% AMI, 475 for households earning 81-120% AMI, and 1480 for households earning above 120% AMI.

### **How is affordability of housing likely to change considering changes to home values and/or rents?**

Given the market trends in recent years, it is likely that affordability will continue to be a challenge for renters and homebuyers. The data in Table 3 shows that home values have gone up 80% between 2000 and 2010, despite the Great Recession. Rents have increased by 30% during the same period. Rental rates are even more rapidly increasing in recent years: A December 2014 article in the local paper, The Press Democrat, stated that rents had climbed 30% over the past three years. In a January 28, 2015 newspaper article in the same paper, Real Answers, a research firm based in Marin County, CA, stated that countywide, rental rates have gone up 8.4% over the past year alone. Given the saturated rental market and supply that does not meet demand, increased rents is a trend that will continue during this planning period.

According to an annual county wide report generated by the California Association of Realtors, since a low Median Home Price of \$312,338 in February 2009, median home values have increased 66% to a high of \$519,470 in December 2014. It is likely that this trend of rising home values will continue during the planning period.

### **How do HOME rents / Fair Market Rent compare to Area Median Rent? How might this impact your strategy to produce or preserve affordable housing?**

Fair Market and HOME rents as published by HUD are substantially below Sonoma County median rent. For a two-bedroom unit, the FMR is currently \$1,332 and HOME rent is \$1,187. Per an article in the local paper, The Press Democrat, dated January 28<sup>th</sup>, 2015, the average 2-bedroom apartment rent is currently \$1,567. Fair Market Rents (FMR) are intended to reflect gross rents at the 40<sup>th</sup> percentile of the rental market. Therefore, by definition, FMR will always be less than median. More problematic is the recent rapid and steep increase of rental prices in Sonoma County pushed by the over-heated San Francisco Bay Area market. The annual changes to the FMR cannot keep pace when area rents are increasing three to five times faster than other inflation factors. Also, FMR is a gross rent number, meaning the contract rent plus tenant-paid utilities. In recent years, many rental properties have converted to mostly tenant-paid utilities through the use of sub-metering and ratio utility billing services. This drives gross rents higher but it is largely unreported because when surveyed about their rent, most tenants do not include their tenant-paid utilities as part of their housing costs.

The Out of Reach Report prepared annually by the National Low-Income Housing Coalition (NLIHC) shows that even the FMR is out of reach for many, meaning that the Area Median rent is even more difficult to afford. According to NLIHC, to afford a 2-bedroom apartment at 2014 FMR of \$1,251 (this number increased for 2015) without paying more than 30% of income on housing, a household must earn \$50,040 annually. The estimated hourly mean renter wage is \$14.67, which calculates to a \$30,514 annual salary. This means that to afford a two bedroom apartment, a household earning the mean wage would need 1.6 jobs to pay the rent.

Given that the area median rents are higher than the HOME and FMR rents, providing income restricted rental housing remains a top priority for the Urban County during this planning period.

**Discussion:**

In 10 public input meetings held during January and February 2015, participants cited the lack of rental stock, not just affordability of available housing, as a major issue impacting lower income households. These observations by participants are supported by the current low rental vacancy rate of less than 2 percent (See MA-20 Vacant Units). Increasing the supply of rental housing affordable to lower income households would certainly help some of this pent up demand, as would increasing the supply of housing generally, given that an increase in supply would likely make rental pricing drop across the board.

## MA-20 Housing Market Analysis: Condition of Housing – 91.210(a)

Based on the data in this section, 43% of owner-occupied and 52% of renter-occupied units have one or more of the following housing conditions: 1) lacks complete plumbing facilities; 2) lacks complete kitchen facilities; 3) more than one person per room; and 4) cost burden greater than 30%. With regards to the age and condition of the housing stock, the largest portion of the Urban County’s housing units were built between 1950 and 1979 (44% for both renter and owner occupied), followed by 1980 to 1999 (33% for owner-occupied and 30% for renter-occupied), before 1950 (14% for owner-occupied and 18% for renter-occupied), and 2000 or later (9% for owner-occupied and 8% for renter-occupied). Older units are generally in greater need of repair, including possible lead-based paint remediation: 58% of owner-occupied and 62% of renter-occupied units were built before 1980. Approximately 5% of owner-occupied and 7% of renter-occupied units built before 1980 have children present. These units pose the greatest risk of lead poisoning.

### Definitions

The eight jurisdictions primarily use the State Health and Safety Code as the standard for building inspection.

“Standard condition” is defined within Section 13143.2 of the California Health and Safety Code.

“Substandard condition but suitable for rehabilitation” is defined within Section 17920.3 of the California Health and Safety Code.

### Condition of Units

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
With one selected Condition	26,976	42%	17,086	47.4%
With two selected Conditions	624	1%	1,871	5.2%
With three selected Conditions	149	0%	152	0.4%
With four selected Conditions	0	0%	35	0.1%
No selected Conditions	36,828	57%	16,905	46.9%
<b>Total</b>	<b>64,577</b>	<b>100%</b>	<b>36,049</b>	<b>100.0%</b>

Table 33 - Condition of Units

Data Source: 2007-2011 ACS

### Year Unit Built

Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
2000 or later	5,975	9%	2,970	8%
1980-1999	21,270	33%	10,689	30%
1950-1979	28,414	44%	15,997	44%
Before 1950	8,918	14%	6,393	18%
<b>Total</b>	<b>64,577</b>	<b>100%</b>	<b>36,049</b>	<b>100%</b>

Table 34 – Year Unit Built

Data Source: 2007-2011 CHAS

## Risk of Lead-Based Paint Hazard

Risk of Lead-Based Paint Hazard	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Total Number of Units Built Before 1980	37,332	58%	22,390	62%
Housing Units build before 1980 with children present	3,329	5%	2,396	7%

**Table 35 – Risk of Lead-Based Paint**

**Data Source:** 2007-2011 ACS (Total Units) 2007-2011 CHAS (Units with Children present)

## Vacant Units

**Table 36 - Vacant Units**

**Data Source:** Vacant units table has been deleted and replaced with this narrative:

The 2009-2013 American Community Survey estimates that 13% of the Urban County housing units were vacant for this period. Of these vacant units, only 14% were for rent, meaning that the vacancy rate for available rentals was only 1.8% (14% of 13%). Two percent were rented but not occupied, 2% were for sale, 54% were used as a vacation or seasonal home, and 19% were classified as “other vacant”. In 2014 the rental market remained tight: according to DTZ Bay Area Multi-Family Snapshot, the multifamily vacancy rate for Sonoma County as a whole was 2.9% in the Fourth Quarter 2014.

## Need for Owner and Rental Rehabilitation

The Sonoma County Community Development Commission has operated owner-occupied and rental housing rehabilitation program for three decades. The program has made 662 housing rehabilitation loans to low-income households, 124 housing access modification grants to low-income households with disabilities and 487 Earthquake Bracing Grants for Mobilehomes. This program continues to be active, and demand continues to be high, especially for mobile home rehabilitation. The program is available throughout the Urban County.

## Estimated Number of Housing Units Occupied by Low or Moderate Income Families with LBP Hazards

Based on the demographic data provided in this Plan, approximately 40% of Urban County households (39,828 of 100,606), both renter and owner, are low-income (at or below 80% of AMI - see Needs Assessment). Applying this percentage to the total number of units built before 1980 (37,332) results in an estimated 14,932 units that may contain lead-based paint (LBP) hazards occupied by low-income families.

The Sonoma County Community Development Commission has addressed the issue of LBP hazards by providing notices to landlords and tenants that participate in the Section 8 Housing Choice Voucher Program, warning them of the hazards of LBP. Additionally, all rental units that are rehabilitated with CDBG and HOME funds are subject to LBP compliance requirements. Through the creation of new affordable housing units, low-income households are able to reside in new housing units that are free of LBP hazards.

## MA-25 Public and Assisted Housing – 91.210(b)

### Introduction:

There is no public housing in the Urban County. This section discusses the role of the Sonoma County Housing Authority and the available affordable housing stock.

### Totals Number of Units

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project -based	Tenant -based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers available	0	0		2,820	75	2,745	0	50	0
# of accessible units									

\*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Table 37 – Total Number of Units by Program Type

Data Source: Sonoma County Housing Authority

Note: In addition to the Housing Choice Vouchers, the Sonoma County Housing Authority administers Continuum of Care Permanent Supportive Housing Rental Assistance for 119 households.

### Describe the supply of public housing developments:

#### Describe the number and physical condition of public housing units in the jurisdiction, including those that are participating in an approved Public Housing Agency Plan:

The Sonoma County Housing Authority, which serves the Urban County, does not own or operate any Public Housing.

In terms of publicly-owned housing developments, the Sonoma County Community Development Commission does own a 34-unit apartment complex affordable to very low- and low-income seniors in the City of Sonoma and two three-bedroom single family homes affordable to low-income households in the City of Sebastopol. These properties were acquired in 2012 when the City of Sonoma and the City of Sebastopol redevelopment agencies were dissolved and their housing assets were conveyed to the Commission. These housing units will remain affordable in perpetuity.

The Housing Authority has 2,820 Housing Choice Vouchers. The units subsidized by the Housing Choice Voucher program must pass a biennial Housing Quality Standards (HQS) inspection in addition to an HQS inspection prior to move-in to the assisted unit.

## **Public Housing Condition**

**Public Housing Condition Table has been deleted as the County does not own or operate public housing units**

### **Describe the restoration and revitalization needs of public housing units in the jurisdiction:**

Typically, Housing Quality Standards inspection failures in the Housing Choice Voucher program are due to minor maintenance issues that are repaired in 30 days or less following the failed inspection. The Sonoma County Housing Authority takes a proactive approach in working with property owners and managers on safety and habitability issues, such as sharing information on new requirements regarding carbon monoxide detectors.

### **Describe the public housing agency's strategy for improving the living environment of low- and moderate-income families residing in public housing:**

In addition to ensuring safety and habitability through Housing Quality Standards compliance and other efforts, such as requirements for carbon monoxide detectors, the Housing Choice Voucher program also provides notices to landlords and tenants warning them of the hazards of lead based paint.

Although the Housing Choice Voucher program primarily serves extremely-low and very-low income families, the Housing Authority provides information to the general public about quality affordable housing developments, and referrals to Fair Housing and local building code enforcement departments to assist families in improving their living environments.

## MA-30 Homeless Facilities and Services – 91.210(c)

### Introduction

The Sonoma County Community Development Commission acts as lead agency for the Sonoma County Continuum of Care (CoC), which was formed by the cities of Santa Rosa and Petaluma, and the Commission (representing the Urban County) to develop region-wide strategies to address homelessness, guided by the CoC's 10-Year Homeless Action Plan and a Plan Update published in 2014. The CoC annually documents the demographics, needs and available shelter, housing and services in all three HUD entitlement jurisdictions in order to provide a cohesive system of care throughout the County. As previously stated in the Needs Assessment section of this Plan, homelessness is viewed as a countywide issue, therefore, data presented in this section is based on statistics for the entire region rather than for the Urban County alone. The data in table below was provided by the CoC as of January 31, 2015.

### Facilities and Housing Targeted to Homeless Households

	Emergency Shelter Beds		Transitional Housing Beds	Permanent Supportive Housing Beds+	
	Year Round Beds (Current & New)	Voucher / Seasonal / Overflow Beds	Current & New	Current & New	Under Development++
Households with Adult(s) and Child(ren)	191	0	260	551	684
Households with Only Adults	361	193	215	480	94
Chronically Homeless Households	114*	0	0^	275	88
Veterans	45	0	31	257	85
Unaccompanied Youth	6	0	0	0	0
*Chronically Homeless (CH) shelter beds – No shelter beds are CH-dedicated. Here we are reporting number housed in the 2015 point-in-time (PIT) count.					
^Per HUD, people living in Transitional Housing are not reported as CH.					
+Per Housing Inventory Chart guidance all Permanent Supportive Housing, Rapid Re-Housing, and Other Permanent Housing are included in this category.					

	Emergency Shelter Beds		Transitional Housing Beds	Permanent Supportive Housing Beds+	
	Year Round Beds (Current & New)	Voucher / Seasonal / Overflow Beds	Current & New	Current & New	Under Development++
<p>++Projects under development include:</p> <ul style="list-style-type: none"> <li>Households with adults and children: 130 Rapid Re-Housing units for households with children have been awarded funding with local and State Emergency Solutions Grants, and 84 Rapid Re-Housing units funded by CalWORKS; 27 units for families with &lt;30% of AMI are now fully funded and proceeding to construction at the Springs (18 units) and Ortiz Plaza (9 units). At an average of 3 persons per family, these 253 units will accommodate 684 beds. Total: 130+84+27 units = 241 units, 684 beds.</li> <li>Households with Only Adults: the 94 beds for households with only adults include: 27 Continuum of Care funded beds for chronically homeless operated by Catholic Charities and opening in 2015; CoC Rental Assistance awarded to SAY for 8 new SRO units for chronically homeless youth; 4 new beds for chronically homeless to be operated by Community &amp; Family Service Agency in Guerneville; and funding is recommended for SAY to create 6 new Rapid Re-Housing units for transition-aged youth. In addition, the VASH program has been awarded 61 vouchers that are not yet rented up: based upon historic data the new VASH vouchers should house approximately 49 persons in households with only adults. Total: 27+8+4+6+49 = 94 beds.</li> <li>Chronically Homeless Households: The VASH program has committed 80% of new vouchers to house at least 49 chronically homeless households; with 39 new beds dedicated to chronically homeless persons, a total of 88 new beds will be added in 2015. These are included in the Households with Only Adults above.</li> <li>Veterans: The VASH program anticipates has been awarded 61 vouchers that are not yet being used: based upon historic data these VASH vouchers should house approximately 85 persons.</li> </ul>					

**Table 37 - Facilities and Housing Targeted to Homeless Households**

**Alternate Data Source Name:**

Facilities & Housing Targeted to Homeless Table

**Data Source Comments:** Sonoma County Continuum of Care

**Describe mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons**

The following is a brief summary and not meant to be a comprehensive list of all mainstream services.

**Community Clinics** – There are eight community clinic agencies throughout Sonoma County, all of which serve homeless persons in their local communities. Three of them (Santa Rosa Community Health Centers, Petaluma Health Center, and West County Health Center) are partners in a federal Health Care for Homeless project that supports a drop-in health clinic in Santa Rosa (Brookwood Health Clinic) and street outreach and other health services targeted to homeless persons in the lower Russian River area (unincorporated County) and Petaluma. In addition to providing a medical home and increasing substance abuse and mental health treatment services under the Mental Health Parity and Addiction Equity Act of 2008, the Community Clinics are a critical partner in enrolling low income persons – including homeless persons – in California’s Medicaid and Food Stamp programs.

**Hospitals and respite care** – All local hospitals (and the clinics above) participate in a grassroots Health Care for the Homeless Collaborative (HCHC) led by the Sonoma County Task Force for the Homeless, which collaboratively developed 19 shelter beds for recuperative care for homeless people released from hospitals (supported by the hospitals), as well as a Care Transitions program offering intensive case management to stabilize homeless in-patients with complex medical/social conditions. Also in collaboration with the hospitals, the Health Care for the Homeless Collaborative has engaged healthcare and law enforcement partners in developing a Serial Inebriate Program to divert homeless persons who are frequently transported to hospital emergency rooms due to public intoxication to treatment and housing resources.

**Sonoma County Department of Health Services (DHS)**, contracts with several community agencies to provide integrated health, mental health and substance abuse treatment services, including but not limited to California Human Development, Drug Abuse Alternatives Center, Women’s Recovery Services, Buckelew Programs, Community Support Network, Telecare, and Progress Foundation. In collaboration with the Sheriff’s Department, DHS operates a Forensic Assertive Community Treatment program that engages mentally ill offenders in treatment and provides discharge planning to avoid re-entry to homelessness.

**Sonoma County Human Services Department (HSD)** programs serve adults, children, families, veterans, people with disabilities and the elderly, and include four primary areas of service – Adult and Aging Services, Economic Assistance, Employment and Training, and Family, Youth, and Children. The Economic Assistance Division includes programs such as Medi-Cal and County Medical Services Program, CalFresh (formerly Food Stamps) and General Assistance. With implementation of the Affordable Care Act, the Economic Assistance Division has enrolled 36,800 Sonoma County residents and is working with the CoC towards a goal of full enrollment of the homeless population. The Employment and Training Division provides cash assistance, employment, and training services for residents of Sonoma County, including SonomaWORKS (Sonoma County’s welfare program that gives cash aid and services to eligible needy California families), Job Link, Youth Education and Employment Service Providers, and the Sonoma County Workforce Investment Board. The SonomaWORKS program has obtained an \$878,033 grant from the State for a Housing Support Program offering rental assistance and case management to homeless SonomaWORKS families.

**Sonoma County 211** (Information and Referral Services) provides an on-line search function and live telephone consultation for a wide range of local services, including alcohol, tobacco or drug services, clothing, mental health, disability services, employment services, educational services, food and shelter, legal services and more. 211 is a key partner in implementation of Sonoma County's new Coordinated Intake project, conducting vulnerability screenings over the phone for people experiencing housing crises and providing a warm handoff (e.g., setting up an appointment) with Coordinated Intake staff.

**List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations.**

The following information on emergency shelters, transitional housing, and permanent housing is based on the data table above provided by the Continuum of Care (CoC) as of January 31, 2015. Many of the agencies and projects noted below have received funding from the CoC, the Sonoma County Community Development Commission, and/or from the cities of Santa Rosa and Petaluma. As previously stated, this is not a comprehensive list of all services, facilities, programs, or agencies serving homeless persons in Sonoma County. For a more comprehensive listing of agencies, see the Process and Strategic Plan sections of this Plan (specifically SP-40). Many of these agencies also serve the non-homeless special needs subpopulations discussed in the next section (MA-30 Special Needs Facilities and Services).

**Coordinated Intake** – In alignment with the Opening Doors Federal Strategic Plan to Prevent and End Homelessness, and in compliance with the HEARTH Act and CoC Interim Rule, after over three years of planning, the Sonoma County Community Development Commission and CoC launched Phase 1 of a Coordinated Intake project in early 2015, serving families with children and participants in a County-funded Homeless Outreach Service Team (HOST) project. Families that are experiencing homelessness may access Coordinated Intake from anywhere in Sonoma County through the 211 Information and Referral system. The 211 staff members conduct initial screenings, entering data directly into the Homeless Management Information System (HMIS) and scheduling full assessments with Coordinated Intake staff, who have a mobile component that will allow them to meet families anywhere they may be in Sonoma County. Similarly, HOST street outreach workers enter data directly into HMIS from computer tablets on the largely chronically homeless single adults they meet in the field. Using research-based screening and assessment tools, Coordinated Intake staff will help participants to develop a housing plan, and place them as quickly as possible into a program that will meet their needs. Because the need is so much greater than the housing available, these tools will enable staff to develop central waiting lists based on the highest need; and the Coordinated Intake project will provide crisis case management to participants while they are on a waiting list.

**Emergency Shelters** – There are a total of 751 emergency shelter beds in Sonoma County, including 193 seasonal and overflow beds. Twelve facilities in Santa Rosa (422 beds plus 109 seasonal and overflow beds) and two in Petaluma (114 beds plus 42 seasonal and overflow beds) serve a county-wide homeless population that moves in and out of those jurisdictions. The Sonoma County Community Development Commission has provided financial support to the majority of these facilities, and has been the primary funder of small shelters in Urban County jurisdictions such as Cloverdale, Sonoma, and the unincorporated County (Guerneville). In addition to the largest family shelter between the Golden Gate

and the Oregon border (Family Support Center in Santa Rosa, 138 beds operated by Catholic Charities) and two large shelters for single adults (Samuel Jones Hall in Santa Rosa, 120 beds with seasonal expansion capacity to 170); and Mary Isaak Center in Petaluma, 100 beds with seasonal expansion capacity to 142), the Community Development Commission provides financial support to the area's only women's shelter (22 beds) and a domestic violence safe house (27 beds). In addition to these, local shelters include a 6-bed program for unaccompanied minors; a 13-bed shelter for adults with serious, persistent mental illness; 2 emergency treatment beds for Veterans; and two respite care programs with a total of 18 beds. The County also owns the former Russell Avenue shelter, which now operates as a 7-bed shelter for former foster youth.

**Transitional Housing** – There are a total of 460 transitional housing beds in Sonoma County – 245 for families with children, 215 for single adults (31 of these for veterans). There are 20 facilities in Santa Rosa totaling 279 beds, and 4 facilities in Petaluma with 81 beds; these serve homeless persons from all over Sonoma County. In addition there are 7 transitional programs with a total of 100 beds in the Urban County jurisdictions, including Cloverdale, Healdsburg, Rohnert Park, and the unincorporated County (Glen Ellen). Veteran-serving facilities include Hearn Avenue Veteran's Housing (owned by Community Housing Sonoma County and operated by North Bay Veterans Resource Center), a 15-bed transitional supportive housing facility for homeless veterans in Santa Rosa; Rocca House (an 8-bed transitional facility operated by North Bay Veterans Resource Center); and Mariposa House (an 8-bed transitional house operated by Interfaith Shelter Network). Tamayo Village (owned by Burbank Housing Development Corporation and operated by Social Advocates for Youth) provides 12 beds of transitional housing to young adults ages 18-24 who are either former foster youth or young adults living with severe mental illness (as well as permanent supportive housing beds).

**Permanent Supportive Housing** – There are 40 permanent supportive housing programs serving over 1,000 formerly-homeless persons throughout Sonoma County, and another 778 beds currently under development (253 family units and 94 beds for single adults—see data table in this section). Throughout Sonoma County, 275 beds are dedicated to chronically homeless persons; there are another 205 beds serving single adults in addition to those units dedicated to chronically homeless persons, and approximately 150 of these beds will be made available to chronically homeless persons through preferences as beds turn over. There are currently 151 beds serving mentally ill persons and 97 beds serving people living with HIV/AIDS.

The City of Santa Rosa Housing Authority's Veterans Administration Supportive Housing (VASH) program provides rental assistance to 240 persons veteran households, 80% of them chronically homeless. In addition to VASH, there is a preference for veterans in another 17 beds provided via CoC funding. Also, 145 households with children are housed through a range of programs including CoC Rental Assistance (4 households), the YWCA's Adobe Project (DV aftercare, 16 households), Vida Nueva (a permanent supportive housing facility in Rohnert Park owned by Burbank Housing Development Corporation and operated by COTS, 17 families), and in units in affordable housing developments that were set aside for extremely low income families through tax credit financing (42 households), two NSP houses (Cloverdale, 2 households) and three Rapid Re-Housing programs serving approximately 52 households.

## **MA-35 Special Needs Facilities and Services – 91.210(d)**

### **Introduction**

Given the tight rental market, it is difficult for low income households to find affordable rentals, and has become significantly more difficult since 2013 when Sonoma County's economic recovery ignited. Sonoma County's rental prices have increased more quickly than almost any other market in the US, creating incentives for landlords to raise rents and abandon affordability covenants when these expire. The market fails to meet the needs of an increasing number of those who rely on public assistance for income. Given this, there is a significant need for special needs dedicated housing as well as an increase in the number of units serving households earning extremely low incomes (below 30% of AMI).

**Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs**

### **Elderly:**

There are over 1,160 units in affordable senior complexes in Sonoma County. Many additional senior units are in the 128 mobile home parks county-wide (including Santa Rosa and Petaluma), which are protected in the Urban County by the county's Mobile Home Rent Stabilization Program or by local Mobile Home Rent Stabilization ordinances enacted by the cities of Cloverdale, Cotati, Healdsburg, Rohnert Park, Santa Rosa, Sebastopol, Sonoma, and the Town of Windsor. The Council on Aging, a local non-profit, provides services to support the independence and well-being of older residents. It provides services such as financial counselors, Meals on Wheels, legal assistance, and senior day activities among others. Classes and daily events are available at the Healdsburg, Sebastopol, Rohnert Park and Windsor Senior Centers as well as senior programs in Petaluma and Santa Rosa. The County will continue to support services that encourage the development of affordable housing for the elderly, particularly for those in need of assisted housing and skilled care.

**Persons with disabilities** - There are almost 400 units dedicated to persons with disabilities in affordable complexes in Sonoma County, but according to the US Census Bureau, well over 75,000 persons with disabilities.

According to the North Bay Regional Center, one of 21 regional centers in California that provide point-of-entry services for people with developmental disabilities, there are 3,477 persons with developmental disabilities living in Sonoma County (Housing Element 2014 Update). While more than half live with family members, more than 530 live in community care or intermediate care facilities including more than 400 people who reside at the Sonoma Developmental Center in Eldridge (one of the State's largest such centers, and which is slated for closure in 2015). Approximately 600 persons with developmental disabilities are living in community housing with community living supports provided by agencies such as North Bay Housing Coalition or Becoming Independent, and smaller independent programs such as Sweetwater Spectrum and Lifehouse.

Disability Services and Legal Center (DSLCL) provides advocacy, legal aid, and support for persons with disabilities in Sonoma County. Transportation for persons with disabilities is provided through Sonoma County Paratransit, which provides linkage with all regional bus, train, and air transportation. This service

is extended via the Volunteer Center of Sonoma County's Volunteer Wheels program, which provides more than 33,000 rides each year to elderly and disabled persons, as well as by Becoming Independent's fleet of 60 vans (which can reach areas of the county off the paratransit routes).

**Mental Illness and Substance Abuse** - All of the county's nearly 400 affordable units designated for disabled persons may house individuals with severe and persistent mental illness (SPMI). In addition, the Behavioral Health Division of the Sonoma County Department of Health Services has used State of California Mental Health Services Act funds to finance the capital costs associated with development of permanent supportive housing for individuals with mental illness and their families. Units dedicated to mental health clients include Vida Nueva in Rohnert Park (6 permanent supportive housing units in partnership with St. Joseph's Health Care Systems and COTS); Windsor Redwoods in Windsor (8 permanent supportive housing units); Fife Creek Commons in Guerneville (8 permanent supportive housing units); and McMinn Avenue in Santa Rosa (shared permanent supportive housing in a four-plex) in partnership with Telecare ACT-Sonoma County.

Individuals with substance dependence or abuse can access a variety of services throughout Sonoma County. These include: Drug Abuse Alternatives Center, which operates a 30-bed detox facility, a 130-bed residential treatment program, and outpatient and methadone programs; California Human Development, which operates a women's residential treatment program and outpatient services; Women's Recovery Services, which provides residential treatment for up to 20 women and their children; and R House residential (30 beds) and outpatient treatment for youth. Additional outpatient services are provided by Santa Rosa Treatment Program and Sonoma County Indian Health Project.

Significant gaps persist in providing access to mental health and substance abuse treatment. Despite the effectiveness of treatment, of 66,000 Sonoma County respondents who reported they needed help with mental health or substance abuse issues, 42.5% did not receive it (2011-12 California Health Interview Survey).

**Youth** - Numerous organizations provide housing and services to Sonoma County's at-risk youth. Sonoma County Human Services Department's Valley of the Moon Children's Home provides a stable, supportive and nurturing environment to children removed from their homes due to abuse or neglect until a suitable foster home or other appropriate placement is arranged. Children's Village of Sonoma County provides nurturing, stable family homes in a multi-generational, enriched environment for children and their siblings in foster care; currently serving 24 children, when fully developed the program will serve 48 children. TLC Child and Family Services provides support and assistance in independent living skills to young people ages 16-18 (Transitional Housing Placement Program-THP), 18-24 (THP-Plus), and "THP+Foster Care" for non-minor dependent foster youth up to the age of 21. VOICES Sonoma promotes the wellness, life planning, and independent living skills of transition-aged youth emancipating from systems of care – including assistance applying for and obtaining housing. VOICES partners with Sonoma County Human Services Department to provide an Independent Living Skills program and My LIFE transition planning program to help youth develop the skills needed for becoming independent adults. Community Action Partnership operates Youth Connections, a High School Diploma, Work Readiness Preparation, College & Career Mentoring, and Entrepreneurial Development program for out-of-school youth ages 16 to 24 in Sonoma County.

Social Advocates for Youth (SAY) is the county's largest provider of counseling, employment, and housing targeted to at-risk youth. In addition to a 26-bed transitional and permanent housing facility for transition-aged youth (Tamayo Village), construction has begun on the former Warrack Hospital which will become the SAY Dream Center, housing up to 63 residents, many of whom have aged out of the state's foster care system. In addition, SAY operates the Coffee House Teen Shelter (6 beds) and Stepping Stone, an emergency housing program for up to 7 returning foster youth ages 18-21.

Approximately 319 beds are needed to address the county-wide housing needs of youth under the age of 18 and transition-aged youth ages 18-25. With current projects in development, a gap of 147 beds still needs to be addressed (Sonoma County Continuum of Care, 2015).

**HIV/AIDS** - All of the county's nearly 400 affordable units designated for disabled persons may house individuals living with HIV. In addition to being the primary housing provider for this population, Face to Face provides comprehensive support services to people living with HIV disease in Sonoma County, including assistance navigating health care services, benefits counseling, and volunteer services. Face to Face provides permanent supportive housing and emergency rental assistance utilizing Continuum of Care rental assistance (74 beds) and HOPWA funds through the State of California Office of AIDS.

**Victims of Domestic Violence** - The Family Justice Center of Sonoma County (FJCSC) brings together, in one place, government, law enforcement and non-profit resources for families experiencing violence. As a founding partner of FJCSC, the YWCA is Sonoma County's premier service provider for victims of domestic violence, offering a 24-hour domestic violence hotline, a 27-bed women's emergency shelter, counseling, education and training. Through its Adobe Project, the YWCA provides supportive services for up to 24 months to families housed in set-aside units in affordable housing complexes scattered throughout the County.

**Farmworkers** - Sonoma County is an agricultural county with a need for housing and supportive services for agricultural workers. There are 238 farmworker family affordable housing units located throughout unincorporated Sonoma County, and 22 agricultural-employer sponsored units were built between 2008 and 2013, with 732 beds. Despite such production and other farmworker housing resources, reports of overcrowded homes, apartments, and motel rooms are common. For the period 2015-2023, the Sonoma County Housing Element sets goals of 10 farmworker family units and 40 new beds in farmworker bunkhouses.

California Human Development (CHD), a statewide agency with offices in Santa Rosa, provides a wide range of employment, housing, immigration and other services for farmworkers in Sonoma County. Later in 2015, CHD is slated to start construction on a project that will provide 29 units of USDA and tax credit financed affordable family housing to farmworkers in Sonoma County.

### **Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing**

The Sonoma County Continuum of Care has worked with Sonoma County Behavioral Health (SCBH) to document discharge processes, identify unaddressed gaps, and design strategies to address incomplete referrals of poly-substance using clients exiting Psychiatric Emergency Services (PES). For enrolled mental health clients, SCBH case managers discharge those at PES to SCBH-funded Opportunity House and Progress Sonoma Crisis Residential facilities. A County Housing Specialist assists with long-term housing.

Many of PES' "incomplete referrals" end up at hospital emergency departments. An effort is now taking place to enhance sobering services with police drop-offs at Drug Abuse Alternatives Center's Orenda Detox, and to develop a chronic inebriate program in consultation with hospitals, PES, Detox, emergency medical transport, and police. SCBH also launched a Mobile Support Team that provides mental health support in collaboration with law enforcement.

Hospitals are now legally responsible for ensuring persons discharged from their care are not routinely discharged into homelessness. Locally these include St. Joseph Health Systems (SJHS) including Santa Rosa Memorial Hospital & Petaluma Valley Hospital; Sutter Medical Center; Kaiser Hospital; and three small regional hospitals (Palm Drive, Healdsburg, & Sonoma Valley). The three larger hospitals & SJHS fund recuperative beds operated by Catholic Charities (13-bed Nightingale respite facility, co-located with SRCHC's drop-in Brookwood Health Center serving the homeless) and COTS (2 recuperative care beds within its Mary Isaak Center Emergency Shelter with nursing support from Petaluma Health Center). SRCHC's Care Transitions program provides nursing visits, and links multiply-disabled patients to a medical home & housing.

**Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. 91.315(e)**

Not applicable. See response for entitlement/consortia grantees.

**For entitlement/consortia grantees: Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. (91.220(2))**

The funding priorities of the Urban County are for homeless and housing services. Additionally, the seven jurisdictions in the Urban County have prioritized making ADA improvements to public facilities. For the fiscal year 2015-2016 awards made to serve special needs populations were as follows:

<b>County-owned Public Facilities and Improvements serving Non-homeless Special Needs Persons</b>				
<b>Agency</b>	<b>Project Description</b>	<b>Special Needs Population Served</b>	<b>Funding Source</b>	<b>Award Amount</b>
Sonoma County Fair & Exposition, Inc.	ADA Hall of Flowers	Persons with disabilities	CDBG	\$91,917
Sonoma County General Services	La Plaza Offices ADA	Persons with disabilities	CDBG	\$80,000
Sonoma County Regional Parks	Maxwell Farms Regional Park ADA Improvements	Persons with disabilities	CDBG	\$75,000
<b>City and Town Facilities serving Non-homeless Special Needs Persons</b>				
<b>Agency</b>	<b>Project Description</b>	<b>Special Needs Population Served</b>	<b>Funding Source</b>	<b>Award Amount</b>
City of Cloverdale	City ADA Improvements	Persons with disabilities	CDBG	\$120,000
City of Cotati	Cader Fields ADA Improvements	Persons with disabilities	CDBG	\$67,000
City of Healdsburg	ADA Sidewalk Ramps Project Phase 5	Persons with disabilities	CDBG	\$67,000
City of Rohnert Park	ADA Upgrades Alicia and Colegio Vista Parks Restrooms	Persons with disabilities	CDBG	\$138,065
City of Sebastopol	ADA Transition Plan Improvements	Persons with disabilities	CDBG	\$40,000
Town of Windsor	Town Green Playground ADA	Persons with disabilities	CDBG	\$60,000

	Retrofit for disabled adult access			
<b>Public Services serving non-homeless Special Needs Persons</b>				
<b>Agency</b>	<b>Project Description</b>	<b>Special Needs Population Served</b>	<b>Funding Source</b>	<b>Award Amount</b>
Committee on the Shelterless (COTS)	Vida Nueva Permanent Supportive Housing	Persons with disabilities, persons with alcohol or other drug addictions	Community Services Fund (local funding source)	\$40,000 (non-federal funds)
Legal Aid of Sonoma County	SAFE Domestic Violence Program	Victims of domestic violence	Community Services Fund (local funding source)	\$31,400 (non-federal funds)
Mendocino Family & Youth Services	North Coast Family & Youth Services	Foster youth	Community Services Fund (local funding source)	\$18,053 (non-federal funds)
On the Move	VOICES Sonoma	Former foster youth	Community Services Fund (local funding source)	\$18,600 (non-federal funds)
Petaluma People's Service Center	PPSC System of Care	Elderly, among others	Community Services Fund (local funding source)	\$18,000 (non-federal funds)
Petaluma People's Service Center	SHARE of Sonoma County	Elderly	Community Services Fund (local funding source)	\$38,230 (non-federal funds)
Petaluma People's Service Center	Sonoma County Fair Housing	residents who are vulnerable to housing	CDBG	\$52,500

		discrimination		
Redwood Empire Food Bank	Megan Furth Harvest Pantry	All special needs populations	Community Services Fund (local funding source)	\$20,000 (non-federal funds)
Verity	Crisis Intervention, Prevention & Treatment	Victims of sexual violence	Community Services Fund (local funding source)	\$15,000 (non-federal funds)

## **MA-40 Barriers to Affordable Housing – 91.210(e)**

### **Describe any negative effects of public policies on affordable housing and residential investment.**

Potential constraints to housing development in the Urban County vary by area, but generally may include infrastructure, residential development fees, land use controls, development standards, development and building permit application processing times, and resource preservation.

Additionally, an analysis of barriers to affordable housing is a mandated component of the Housing Element of the General Plan that the State of California requires for each jurisdiction, which must be updated every 8 years. Links to the most recent Housing Elements of the Urban County participating jurisdictions are provided below:

County of Sonoma, 2014 Housing Element Update, Adopted:

[http://www.sonoma-county.org/prmd/docs/housing\\_update/](http://www.sonoma-county.org/prmd/docs/housing_update/)

City of Cloverdale Housing Element, 2015-2023 Public Review Draft:

<http://www.cloverdale.net/DocumentCenter/View/1613>

City of Cotati Housing Element, 2012 Revised Draft:

[http://cotati.generalplan.org/sites/default/files/Housing% 20Element% 20-% 20November% 202012\\_compress.pdf](http://cotati.generalplan.org/sites/default/files/Housing%20Element%20-%20November%202012_compress.pdf)

City of Healdsburg Housing Element, 2015-2023 Public Review Draft:

<http://www.ci.healdsburg.ca.us/modules/showdocument.aspx?documentid=14062>

City of Rohnert Park Housing Element, 2015-2023 Public Hearing Draft:

<http://www.ci.rohnert-park.ca.us/Modules/ShowDocument.aspx?documentid=12294>

City of Sebastopol Housing Element, 2014 Draft Housing Element Update:

[http://sebastopol.generalplan.org/sites/default/files/Draft-Housing-Element\\_September-2014.pdf](http://sebastopol.generalplan.org/sites/default/files/Draft-Housing-Element_September-2014.pdf)

City of Sonoma Housing Element, 2015-2023 Draft:

[http://www.sonomacity.org/uploadimg/Housing\\_Element\\_PC\\_Review\\_Draft.pdf](http://www.sonomacity.org/uploadimg/Housing_Element_PC_Review_Draft.pdf)

Town of Windsor Housing Element, 2015-2023 Adopted:

[http://www.windsor2040.com/wp-content/uploads/2015/02/TWHE\\_Final\\_2015-2-12\\_web.pdf](http://www.windsor2040.com/wp-content/uploads/2015/02/TWHE_Final_2015-2-12_web.pdf)

## MA-45 Non-Housing Community Development Assets – 91.215 (f)

### Introduction

This section uses data from the 2007-2011 American Community Survey as well as data from the Sonoma County Economic Development Board and Workforce Investment Board to discuss the primary industries, labor force characteristics, and economic development and workforce development needs of the Urban County.

According to the Workforce Investment Board (WIB) Strategic Workforce Development Plan for Sonoma County 2013-2017, total employment for Sonoma County as a whole (including Petaluma and Santa Rosa) was 241,000 in August 2012, up 3.4% from the previous year. As of that date, unemployment was still high at 7.8%. Between 2000 and 2011 the median household income increased by 16.9% to \$64,031 and the percentage of households earning less than \$35,000 was reduced by 6.7%.

### Economic Development Market Analysis

#### Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	3,252	4,877	4	7	3
Arts, Entertainment, Accommodations	10,721	10,209	13	15	2
Construction	4,963	4,954	6	7	1
Education and Health Care Services	13,197	6,948	16	10	-6
Finance, Insurance, and Real Estate	4,790	3,057	6	4	-1
Information	1,714	918	2	1	-1
Manufacturing	10,082	11,168	12	16	4
Other Services	5,569	4,507	7	6	0
Professional, Scientific, Management Services	7,850	6,773	9	10	0
Public Administration	0	0	0	0	0
Retail Trade	10,137	7,506	12	11	-2
Transportation and Warehousing	2,084	2,008	3	3	0
Wholesale Trade	3,969	4,203	5	6	1
Total	78,328	67,128	--	--	--

**Table 38 - Business Activity**

**Data Source:** 2007-2011 ACS (Workers), 2011 Longitudinal Employer-Household Dynamics (Jobs)

## Labor Force

Total Population in the Civilian Labor Force	136,708
Civilian Employed Population 16 years and over	125,487
Unemployment Rate	8.21
Unemployment Rate for Ages 16-24	22.24
Unemployment Rate for Ages 25-65	5.37

**Table 39 - Labor Force**

Data Source: 2007-2011 ACS

Occupations by Sector	Number of People
Management, business and financial	30,317
Farming, fisheries and forestry occupations	4,120
Service	12,965
Sales and office	31,014
Construction, extraction, maintenance and repair	14,251
Production, transportation and material moving	5,694

**Table 40 - Occupations by Sector**

Data Source: 2007-2011 ACS

## Travel Time

Travel Time	Number	Percentage
< 30 Minutes	73,718	66%
30-59 Minutes	27,814	25%
60 or More Minutes	10,844	10%
<b>Total</b>	<b>112,376</b>	<b>100%</b>

**Table 41 - Travel Time**

Data Source: 2007-2011 ACS

Note: Travel Time in the chart above refers to travel time to work.

## Education:

Educational Attainment by Employment Status (Population 16 and Older)

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Less than high school graduate	11,990	1,119	5,198
High school graduate (includes equivalency)	19,358	1,776	6,427
Some college or Associate's degree	35,763	3,135	10,481
Bachelor's degree or higher	35,710	1,520	7,812

**Table 42 - Educational Attainment by Employment Status**

Data Source: 2007-2011 ACS

## Educational Attainment by Age

	Age				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Less than 9th grade	627	2,588	2,411	4,565	2,248
9th to 12th grade, no diploma	2,983	2,802	2,447	3,500	2,621
High school graduate, GED, or alternative	7,645	6,193	6,698	14,702	8,883
Some college, no degree	11,180	7,331	8,152	20,608	8,821
Associate's degree	1,069	2,223	2,723	8,493	2,145
Bachelor's degree	1,643	6,051	5,882	17,700	7,064
Graduate or professional degree	99	1,351	3,273	10,814	5,840

**Table 43 - Educational Attainment by Age**

Data Source: 2007-2011 ACS

## Educational Attainment – Median Earnings in the Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	22,268
High school graduate (includes equivalency)	33,267
Some college or Associate's degree	38,340
Bachelor's degree	51,485
Graduate or professional degree	65,042

**Table 44 – Median Earnings in the Past 12 Months**

Data Source: 2007-2011 ACS

### Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?

According to the Business Activity table, the four largest business sectors in terms of both workers and jobs are “Arts, Entertainment, Accommodations,” “Education and Health Care Services,” “Manufacturing” and “Retail Trade.” Of these, “Arts, Entertainment, Accommodations” and “Manufacturing” have more jobs than workers, meaning that there may be a need for work force training for both of these industries. “Education and Health Care Services” and “Retail Trade” have more workers than jobs, meaning that there may be a need for job creation strategies in these sectors.

### Describe the workforce and infrastructure needs of the business community:

According to the WIB Sonoma County Workforce Development Plan 2013-2017, Sonoma County is expected to add 22,440 jobs over the next five years (2012-2017). It appears that this projection is on track: According to the Economic Development Board’s 2014 Local Economic Report, all sectors experienced job growth between 2012 and 2013. The three fastest growing sectors account for 76% of these jobs. These sectors are “Professional, Scientific and Technical Services,” “Accommodation and Food Services,” and “Health and Social Assistance.”

The WIB Strategic Plan identifies a need for health care workers as a top priority because health care is a local economic cluster with high paying jobs, many current health care employees are reaching retirement age, and the Affordable Care Act has created additional pressure on available health care services.

**Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.**

Three major transportation infrastructure projects are underway in Sonoma County: widening of the Highway 101 corridor, SMART commuter rail, and runway expansion at the county airport. These projects create both temporary and permanent employment opportunities. The highway widening and commuter rail will ease worker travel within the Urban County and surrounding “commute-shed.”

In addition, some broad economic trends including the Great Recession, the aging and retiring of the baby boomers, and the growth of the Latino community in the County are likely to create job growth and a need for workforce development, as well as put additional pressure on the limited affordable housing stock.

**How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?**

According to a 2012 Annual Workforce Development Survey conducted by the Workforce Investment Board there are some significant gaps in the skills and education of the workforce and the employment opportunities in Sonoma County. Approximately 45% of employers in the Manufacturing field, 75% of employers in the Technology and 56% of employers in the “Arts, Entertainment, Accommodations” (Hospitality/Tourism) field indicated that they had difficulty finding employees with the necessary education level and vocational training to fill employment gaps. As part of the survey, employers also identified the skills sought in new employees that they were not finding in the current workforce. Among 11 skills, the top four skills in demand were ability to communicate clearly, think critically, solve problems and make decisions, and to possess basic “soft skills” (i.e. punctuality, professional demeanor).

**Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.**

In its 2013 Strategic Plan, the Workforce Investment Board has included a major initiative to align business, workforce and education needs to address the employee gap, to prepare job seekers with relevant skills in demand by local businesses. This is supported by a number of programs: an On-the-Job-Training program that provides matching funds to employers who hire employees in need of training; a Job Link program that works with clients to match them with available jobs; a soft skills development program; and the Sonoma County Youth Ecology Corps that provide workforce training and eco-system education to youth and young adults.

These programs complement the Consolidated Plan by creating living wage jobs that will help lower income Sonoma County residents to earn more income and be better able to access market rate housing, although housing cost remains a major challenge, even for working families.

**Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)?**

Yes.

**If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.**

A CEDS was prepared in 2011 as a collaborative effort by county agencies, local businesses, institutions of higher learning, unions, city staff, and non-profits. The Sonoma County Community Development Commission helped to author the plan. The CEDS covers the entirety of Sonoma County, including the cities of Santa Rosa and Petaluma. An updated CEDS is currently being prepared, as the current version relies heavily on the functions provided by the Commission in its role as the County Redevelopment Agency. Since redevelopment agencies were dissolved in 2012, elements of the plan are no longer viable.

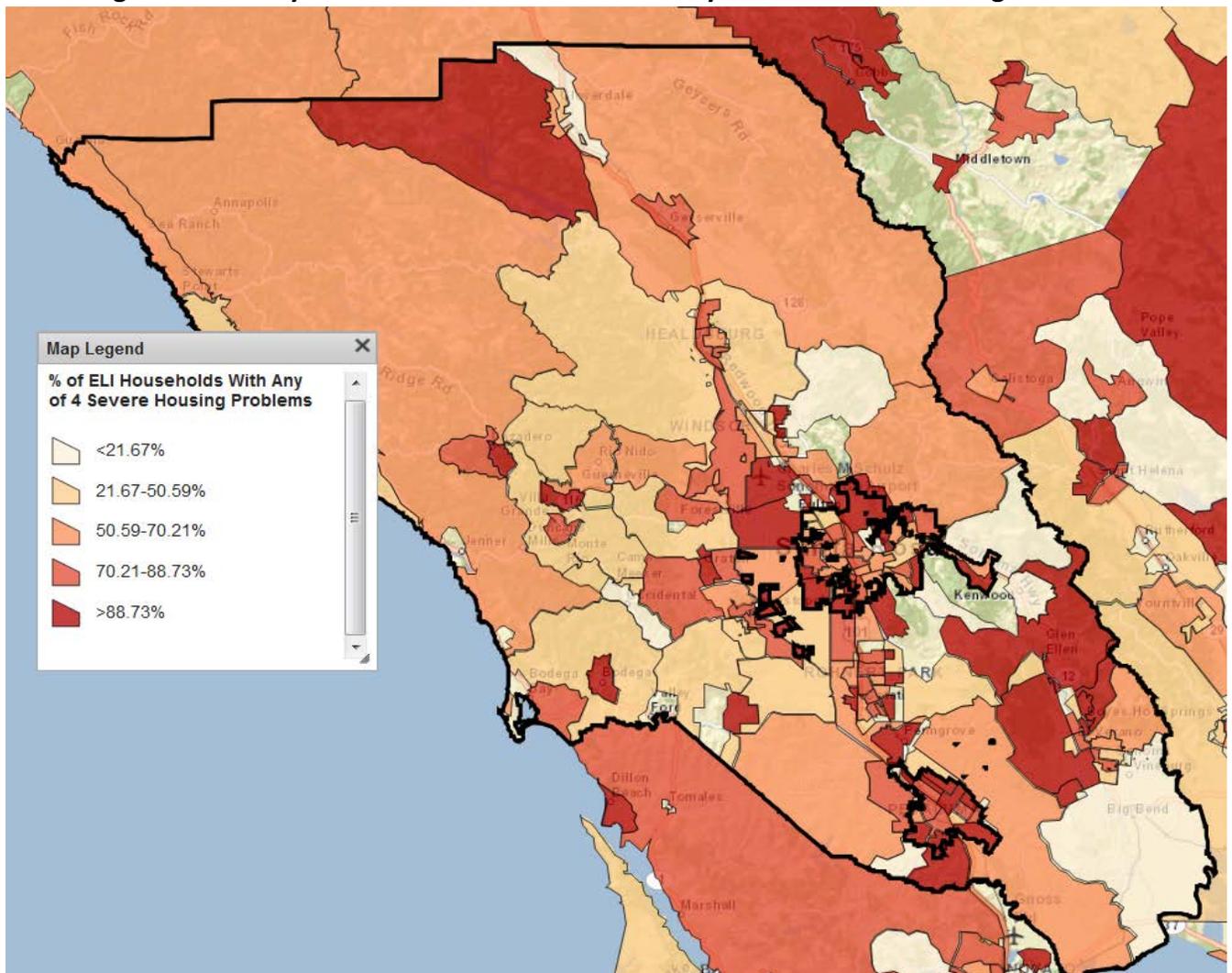
The Commission includes Microenterprise Economic Development as an award category in its funding cycle. The program has funded business incubator programs and Individual Development Account matching programs. During this planning period, the Commission will continue to make funds available to facilitate Microenterprise Economic Development within the Urban County.

## MA-50 Needs and Market Analysis Discussion

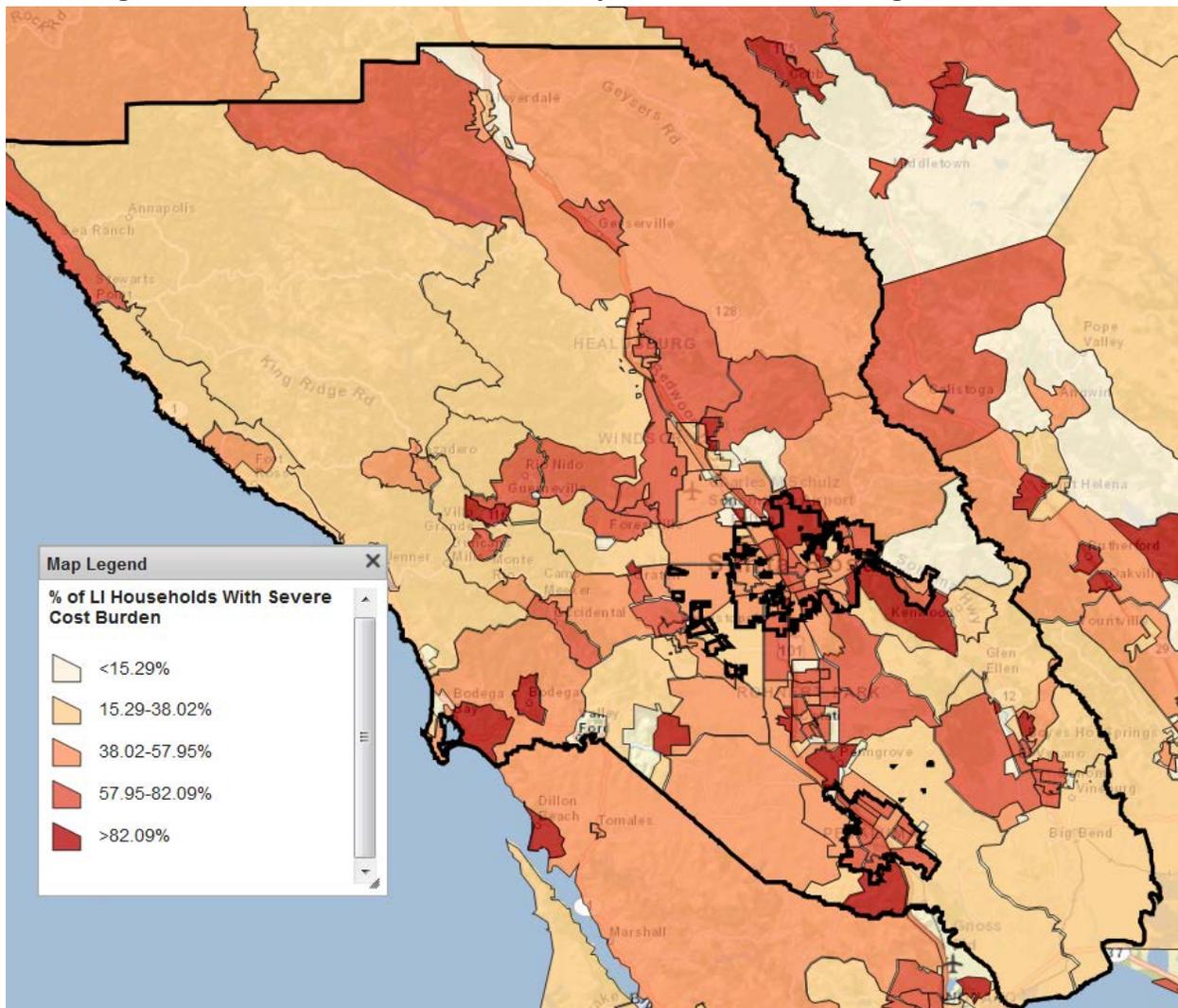
### Are there areas where households with multiple housing problems are concentrated? (include a definition of "concentration")

The attached maps provided by the HUD Office of Community Planning and Development show the percentage of Extremely Low- and Low-Income Households with Any of Four Severe Housing Problems. As illustrated on the first map, there are approximately 17 census tracts in the Urban County in which more than 88.73% of the Extremely Low-Income population experiences one of four severe housing problems. As illustrated on the second map, there are approximately 13 census tracts in the Urban County in which more than 82.09% of the Low-Income population experiences one of four severe housing problems.

### Percentage of Extremely Low Income Households with Any of Four Severe Housing Problems.



## Percentage of Low Income Households with Any of Four Severe Housing Problems.



As demonstrated by the maps, the census tracts where severe housing problems affect low-income households are scattered throughout the Urban County. The Urban County does not allocate funds on a geographic basis; instead, funds are allocated to organizations that provide low-income households with housing and supportive services. During each funding cycle, if an applicant applies for funds for a community project or program, a determination is made as to whether the project or program meets federal, state and local objectives.

That said, the three former redevelopment project areas in the County of Sonoma (Roseland, The Springs, and the Russian River) are considered to be priority investment areas by both the Sonoma County Board of Supervisors and in terms of qualifying for Low Mod Area Benefits for the purpose of this Consolidated Plan, and specifically CDBG funding.

### **Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")**

For the purpose of this Consolidated Plan, "area of minority concentration" is defined as census tracts in which 51% or more of the population is of minority race or ethnicity. According to Census Data

compiled by Measure of America for the Portrait of Sonoma County in 2012, within the Urban County, there are 6 census tracts where the concentration of minority families is more than 51%: The Springs in the Sonoma Valley, Central Healdsburg, and four tracts in unincorporated South Santa Rosa's Roseland and Bellevue neighborhoods.

For the purpose of this Consolidated Plan, "area of low-income concentration" is defined as census tracts in which 51% or more of the population has annual incomes at or below 80% of the area median. Again using the Measure of American Portrait of Sonoma County data, 6 census tracts in the Urban County were identified that have a concentration of low-income households. These areas include the A and B/C/R Sections of Rohnert Park, The Springs in the Sonoma Valley, and three tracts in unincorporated South Santa Rosa's Roseland neighborhood.

### **What are the characteristics of the market in these areas/neighborhoods?**

According to the Census Data collected for the Portrait of Sonoma County prepared by Measure of America, within the census tracts with concentrations of racial and ethnic minorities and concentrations of low-income households, the housing units occupied by renters is 55.41%, compared to 40.1% for Sonoma County as a whole (inclusive of Santa Rosa and Petaluma). The inverse is true for housing units occupied by owners: 44.59% within the identified census tracts and 59.0% for the County as a whole are occupied by owners. In terms of earning potential, the median income for the identified census tracts is \$21,942, which is only 72.6% of the County median; 19.93% of persons in the identified census tracts work in management and related occupations, compared to 33.4% for Sonoma County as a whole; and only 15.89% of residents have at least a bachelor's degree, compared to 31.8% in the County on average.

### **Are there any community assets in these areas/neighborhoods?**

Each of the identified census tracts have unique community character and assets that support local residents.

At the north end of the county, Central Healdsburg has as its hub, the Healdsburg town square. The area is served by two elementary schools, one junior high school, ample downtown retail and a full size grocery store. Other than the town square, the area has limited parks. A large portion of the housing stock is multi-family rental, as demonstrated by the fact that 58.5% of residents are renters.

The Roseland area encompasses four of the identified census tracts and is a designated redevelopment area under California's Redevelopment Law. It retains this designation although there is no longer redevelopment funding available as of 2012. The area features six schools: five elementary schools and one high school. There are also four small parks and access to the regional Joe Rodota biking and walking trail. The area boasts an active business association and many locally owned businesses, including small grocery stores. The Sonoma County Community Development Commission owns a seven acre parcel at the northern end of the neighborhood which will eventually be developed as mixed use commercial, affordable housing and public space. Even as a vacant parcel, the site supports interim uses and serves as an important community hub: hosting an annual Cinco de Mayo celebration, weekly visits from a mobile pet clinic, mobile food bank, and a weekend farmer's market.

The Rohnert Park A, B, C and R Sections are primarily residential, but feature three neighborhood parks and one elementary school. Las Casitas Mobile Home Park provides affordable rental and ownership options for low-income residents. Within the neighborhood is one small retail center. The following

assets are not located within the census tract, but are adjacent to it: a full service grocery store, Elsie Allen High School, Sonoma State University, the Rohnert Park Community Center and Spreckles Performing Arts Center.

The Springs in the Sonoma Valley is also a designated redevelopment area under California Redevelopment Law. The Commission acquired Village Green II in 2014 as part of the winding down of the City of Sonoma Community Development Agency. The property provides 34 units of housing affordable to low-income seniors. La Luz Bilingual Center is a community based non-profit that offers a day labor assistance program, various family services, provides job training and supports cultural events. The day labor service is funded in part by the Sonoma County Board of Supervisors who recognized a lack of resources for day laborers in the area. Also within the area are two elementary schools, a small public park, a public pool, affordable family apartments, and a mobile home park. There are also a few small retail establishments and restaurants.

**Are there other strategic opportunities in any of these areas?**

As mentioned above, in Roseland, the Commission owns a 7-acre parcel planned for future mixed-use development including retail and affordable housing. In June 2013, after the State of California dissolved redevelopment agencies and seized remaining funds, the Sonoma County Board of Supervisors created a special Reinvestment and Revitalization Fund pledging \$6.6 million for Roseland Village Neighborhood Center over a five-year period. The site will be developed with extensive involvement of the local community. It is likely that the development will include a one acre public plaza, neighborhood serving retail and affordable rental housing.

In addition, through the Health Action Initiative led by the Sonoma County Human Services Department, an agenda for action has been established that targets certain communities for place-based interventions that will improve community well-being. On the agenda are improving neighborhood conditions, improving the safety net for immigrants, addressing education inequality, reducing youth disconnect and increasing well-paying jobs. Both The Springs and Roseland have been identified as Priority Places for implementing this agenda.

# Strategic Plan

## SP-05 Overview

### Strategic Plan Overview

The Urban County eight-jurisdiction partnership consists of the unincorporated County and seven incorporated jurisdictions. Two advisory committees, made up of representatives from each jurisdiction and from all of the districts of the County, make recommendations for funding to ensure distribution throughout the region.

Because Sonoma County is such a high cost area in which to build housing and to rent, with a very low vacancy rate and a high rate of homelessness compared to other similar regions, the priority needs within the Urban County are expanding affordable rental housing stock and ending and preventing new homelessness.

The Sonoma County Community Development Commission functions as the responsible entity for distributing, managing, reporting and monitoring of HOME, CDBG and ESG funds. If funding remains level, the Commission anticipates \$12.5 million in these funds over the five year planning period. These funds will be leveraged with local and private dollars to maximize use of federal dollars.

The Urban County has established the following goals for the planning period:

1. Affordable Housing: Increase and preserve the housing stock that is affordable, safe, and accessible for low-, very low-, and extremely-low families and individuals, including those with special needs and those who are homeless or at imminent risk of homelessness.
2. Homelessness: Promote effective and proven strategies for homelessness prevention and intervention county-wide.
3. Non-Housing Community Development: a) 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; and b) Promote the well-being and economic integration of lower income persons through non-housing services, self-sufficiency programs, job training, and economic development assistance for micro-enterprises to increase job opportunities in the Urban County.

## SP-10 Geographic Priorities – 91.215 (a)(1)

### Geographic Area

Table 45 - Geographic Priority Areas

### General Allocation Priorities

#### **Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA)**

The Urban County eight-jurisdiction partnership consists of the unincorporated County and seven incorporated jurisdictions, the Town of Windsor and the cities of Cloverdale, Cotati, Healdsburg, Rohnert Park, Sebastopol and Sonoma. Thus, the Urban County service area is all 1,500 square miles of Sonoma County less the areas within the city limits of Petaluma and Santa Rosa, each of which is a separate HUD-entitlement jurisdiction. The funding allocation processes are formulated to serve this vast area.

Annually, the two advisory committees charged with forging funding recommendations for ratification by the Sonoma County Board of Supervisors are the Technical Advisory Committee (TAC) and the Community Development Committee (CD Committee). The TAC consists of a representative from each of the seven incorporated jurisdictions. By local policy, 30.5% of the CDBG funds are set-aside for the TAC to recommend for allocation to projects and programs sponsored by member jurisdictions or sponsored by outside agencies, but endorsed by the member jurisdiction. This CDBG set-aside for the TAC assures that the incorporated jurisdictions will see a high percentage of proposed projects and programs funded and implemented within their boundaries.

The balance of the funding recommendations are made by the CD Committee. This Committee has eight members. One is an *ex officio* member appointed by the Director of County Human Services, five are appointed to represent the five Supervisorial Districts, and the final two are tenant representatives that are Housing Choice Voucher (Section 8) participants, at least one of which is formerly homeless and at least one a senior.

The CD Committee makes recommendations for use of HOME and ESG funds, and CDBG funds under three designated categories: County-sponsored, Unincorporated and County-wide, and Public Services. County-sponsored is 15% of the CDBG grant, which is distributed through a competition with proposals submitted by county departments and agencies. The Unincorporated and County-wide category is 19.5% of the CDBG grant and eligible competitive proposals are those that are situated in the unincorporated regions of the county or that by their nature provide a county-wide service (e.g. a homeless shelter).

The Public Services category consists of a single competition for four funding sources: 15% of the CDBG award; 92.5% of the ESG award; \$610,000 in local discretionary funding known as Community Services Funds (CSF); and \$250,000 in Low-Mod Income Housing Asset Funds (LMIHAF) that can be used for rapid re-housing or homeless prevention.

This funding allocation process utilizing two committees and five categories helps assure that funds support projects and programs throughout the 1,500 square miles making up Sonoma County. The Urban County's CDBG administration does not utilize Target Areas.

## SP-25 Priority Needs - 91.215(a)(2)

### Priority Needs

Table 46 – Priority Needs Summary

<b>1</b>	<b>Priority Need Name</b>	Affordable Housing
	<b>Priority Level</b>	High
	<b>Population</b>	Extremely Low Low Large Families Families with Children Elderly Rural Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence
	<b>Geographic Areas Affected</b>	All
	<b>Associated Goals</b>	Increase and preserve the housing stock that is affordable, safe, and accessible for low-, very low-, and extremely-low families and individuals, including those with special needs and those who are homeless or at imminent risk of homelessness.

	<b>Description</b>	<p>The Urban County will use all of the HOME funding and a portion of the annual allocation of CDBG funding to support affordable rental housing projects and programs. Assisted activities will include new development and tenant-based rental assistance (HOME funds only).</p> <p>The Urban County will continue to direct the vast majority of CDBG program income and reprogrammed funds to the Housing Rehabilitation program that serves the entire Urban County. Additionally, the Commission will continue to pursue and secure non-federal funding to operate and sustain the Housing Rehabilitation program, which has rehabilitated thousands of units since its inception in the 1970's. The program focus shall remain providing deferred-payment loans and construction management assistance to low-income owner-occupants residing in single family and mobile homes. Investor-owned units will remain eligible provided the owner will execute long-term affordability covenants as detailed in the Housing Rehabilitation program policies.</p>
	<b>Basis for Relative Priority</b>	<p>Based on data provided in needs assessment and the public input received, the need for an increase in affordable rental housing stock, in particular, is a top priority. Expanding the availability of affordable rental housing will help alleviate and prevent homelessness and relieve economic stress on lower income households.</p> <p>The housing rehabilitation program provides below market interest rate loans and grants, and no-cost, wrap-around construction management services to low-income owner-occupants to assist them in staying in a safe and affordable home. In the absence of this program, these households would likely either reside in unsafe or unhealthy homes or be forced to try and secure a new home in an extremely challenging housing market. The vast majority of the clients served are elderly, disabled, or both. For these reasons, this is classified as a high need.</p>
<b>2</b>	<b>Priority Need Name</b>	Homelessness
	<b>Priority Level</b>	High

	<b>Population</b>	Extremely Low Low Large Families Families with Children Elderly Rural Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth
	<b>Geographic Areas Affected</b>	All
	<b>Associated Goals</b>	Promote effective and proven strategies for homelessness prevention and intervention county-wide.
	<b>Description</b>	The Urban County will prioritize the use of Public Services funding for homelessness and affordable housing purposes. This includes 15% of the CDBG award, 92.5% of the ESG award and \$610,000 in local discretionary funding known as Community Services Funds or CSF; and \$250,000 in Low-Mod Income Housing Asset Funds (LMIHAF) that can be used for rapid re-housing or homeless prevention. For fiscal year 2015-16, for illustration purposes, the total Public Services amount is approximately \$1.2 million.
	<b>Basis for Relative Priority</b>	Sonoma County has one of the highest known rates of homelessness in the nation (7.7 homeless persons per 1,000 residents) and thus, this is a top priority for the community, as reflected in public input commentary and data in the homelessness section of this document.
<b>3</b>	<b>Priority Need Name</b>	Non-Housing Community Development
	<b>Priority Level</b>	High
	<b>Population</b>	Low Non-housing Community Development
	<b>Geographic Areas Affected</b>	All

<b>Associated Goals</b>	<p>a) 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; and</p> <p>b) Promote the well-being and economic integration of lower income persons through non-housing services, self-sufficiency programs, job training, and economic development assistance for micro-enterprises to increase job opportunities in the Urban County.</p>
<b>Description</b>	<p>A portion of available CDBG funding will be used to support a range of non-housing services, micro-enterprise development assistance, and public improvements targeting and benefiting low income residents of the Urban County.</p>
<b>Basis for Relative Priority</b>	<p>All eight jurisdictional members of the Urban County have ADA-retrofit public facility projects as very high priorities within their own jurisdiction. Thus, this is a high priority for the Urban County as a whole. Funding proposals for program services targeting disabled and other special needs populations, and micro-enterprise assistance to increase job opportunities (and therefore economic self-sufficiency) are also reviewed as high priorities as they help to prevent homelessness and the need for more expensive interventions or ongoing public assistance.</p>

**Narrative (Optional)**

**SP-30 Influence of Market Conditions – 91.215 (b)**

Affordable Housing Type	Market Characteristics that will influence the use of funds available for housing type
Tenant Based Rental Assistance (TBRA)	The Urban County has a long history of using HOME funds for TBRA. As noted throughout this document, rental housing affordability is a key and critical community concern and Urban County priority. Thus, TBRA services will most likely continue to assist both homeless households and non-homeless households in achieving rental housing affordability.
TBRA for Non-Homeless Special Needs	The Urban County has a long history of using HOME funds for TBRA. As noted throughout this document, rental housing affordability is a key and critical community concern and Urban County priority. Thus, TBRA services will most likely continue to assist both homeless households and non-homeless households in achieving rental housing affordability.
New Unit Production	As detailed in the Needs Assessment and Market Analysis sections of this document, the need for new rental housing stock throughout Sonoma County, especially affordable units, is acute. As discussed in the needs assessment section, the Association of Bay Area Governments (ABAG) has calculated that the Urban County needs to produce over three thousand new housing units in the 2014-2022 time period in order to meet the projected housing needs of the community. In some areas of the County, substantial percentages of the housing stock have been converted to short-term vacation rentals, a commercial usage that exacerbates the housing stock shortfall.
Rehabilitation	Given the shortage of housing units described in the preceding paragraph, preserving existing stock is crucial. The housing rehabilitation program is a mechanism to achieve this for low-income households who do not possess the wherewithal to make needed health, safety, accessibility, and other needed improvements to their homes in the absence of this program and financial assistance.
Acquisition, including preservation	As noted above in "New Unit Production," the expansion of housing stock, particularly affordable rental stock, is a top community need. Real estate transactions are inherently opportunistic, that is, properties will only be available for sale at certain times given the owner's interest and market conditions. Thus, while new production is a clear top priority, opportunities may arise to acquire existing stock and convert it to affordable stock or to preserve existing affordable stock that is subject to converting to market uses. In these instances, strong consideration will be given to intercede to sustain affordable housing stock.

**Table 47 – Influence of Market Conditions**

## SP-35 Anticipated Resources - 91.215(a)(4), 91.220(c)(1,2)

### Introduction

The amount of CDBG, HOME and ESG funds expected annually is approximately \$2.5 million. Based on consistent historical trends, these funds are expected to leverage many times this amount in other, non-federal funds, each year.

### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,600,000	250,000	0	1,850,000	7,400,000	CDBG will be used for a variety of purposes including housing and homeless projects and programs, ADA retrofit and other public facility/improvement projects, non-housing services, and micro-enterprise programs.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	600,000	0	0	600,000	2,400,000	HOME funds will be used to finance affordable rental housing development and preservation, and to provide tenant-based rental assistance

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	150,000	0	0	150,000	600,000	ESG funds will be used almost entirely for rapid re-housing programs for homeless persons. A small portion of funds may continue to be used to support shelter operations as may be permitted by regulations.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
McKinney Vento competitive Homeless Assistance (Continuum of Care) funds	Public-federal	Admin and Planning Housing Transitional housing	2,900,000			2,900,000	11,600,000	CoC funds will be used almost entirely for permanent supportive housing projects that currently serve 234 homeless persons, and will increasingly be dedicated to chronically homeless populations. Current transitional housing projects are anticipated to be reallocated to fund new permanent supportive housing. A small portion of funds will continue to be used to support system infrastructure costs such as HMIS data systems, Coordinated Intake and CoC planning and management.
Section 8	Public-federal	Rental assistance	26,200,000			26,200,000	104,800,000	Section 8 funds are used for tenant based and project based vouchers and are administered by the Sonoma County Housing Authority.

Table 48 - Anticipated Resources

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

Generally speaking, based on consistent historical trends for nearly all affordable housing projects, HOME and CDBG funds can be expected to leverage 3-30 times the amount of funding making up the capital development budget. The funding leveraged includes tax credit equity

investment, local affordable housing funds, and State of California housing program funds. For public services, CDBG and ESG typically leverage, in aggregate, similar ratios. These leveraged operational funds include local government funds, private and foundation donated funds, federal Continuum of Care funds, and state ESG program funds. CDBG-funded micro-enterprise and ADA retrofit projects tends to leverage less, in practice, and in some instances, CDBG is the sole source of funding. The funding application process utilized by the Commission requests applicants describe and quantify leveraged funding and the funding policies encourage leveraging by making it an evaluation criteria. Through the funding contract administration process, all awardees are required to rigorously document the amounts and sources of leveraged funds.

HOME Match Requirement: The HOME regulations require a 25% match for all HOME funds used, excluding HOME funds used for CHDO operational expense, and general program administration. The Sonoma County Community Development Commission estimates that the leveraged funds will generate match sufficient to cover the match obligation for the HOME loans to rental housing projects. Any residual match will be credited against the Tenant Based Rental Assistance (TBRA) program match obligation. Any balance of the TBRA match obligation will be drawn from the previously accumulated match that the Commission has earned. The Commission will calculate the match value of the property tax waiver that the projects receive when the rental housing projects become operational and add the match value to the Commission's match tracking system.

ESG Match Requirement: The ESG regulations require grantees to provide a 100% match for all ESG funds used. Any projects to be funded through the Commission must document sufficient match through funds from other sources including but not limited to contributions, client fees, incidental program revenue and rent, foundation grants.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

The Urban County consists of eight local government jurisdictions and so it is difficult to characterize how publicly-owned land will be used in support of this Plan over the five-year planning period. In general and historically, local government has frequently provided land for many affordable housing projects. This practice has been largely curtailed since 2012 due to the dissolution of redevelopment agencies state-wide. Nevertheless, community discussions continue about the potential to use the limited amount of land owned by local government for this purpose.

**SP-40 Institutional Delivery Structure – 91.215(k)**

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
Sonoma County Community Development Commission	Other	Affordable Housing – ownership Affordable Housing – rental Economic Development Homelessness Non-homeless special needs Planning Public Housing Neighborhood improvements Public facilities Public services	Jurisdiction
City of Cloverdale	Government	Economic Development Non-homeless special needs Neighborhood improvements Public facilities Public services	Jurisdiction
City of Cotati	Government	Economic Development Non-homeless special needs Neighborhood improvements Public facilities Public services	Jurisdiction
City of Healdsburg	Government	Non-homeless special needs Neighborhood improvements Public facilities Public services	Jurisdiction

<b>Responsible Entity</b>	<b>Responsible Entity Type</b>	<b>Role</b>	<b>Geographic Area Served</b>
CITY OF ROHNERT PARK	Government	Economic Development Non-homeless special needs Ownership Rental Neighborhood improvements Public facilities Public services	Jurisdiction
City of Sebastopol	Government	Economic Development Non-homeless special needs Neighborhood improvements Public facilities Public services	Jurisdiction
City of Sonoma	Government	Economic Development Non-homeless special needs Neighborhood improvements Public facilities Public services	Jurisdiction
Town of Windsor	Government	Economic Development Non-homeless special needs Neighborhood improvements Public facilities Public services	Jurisdiction
Sonoma County Fair & Exposition, Inc	Nonprofit organization	Non-homeless special needs Public facilities	Jurisdiction
Burbank Housing Development Corporation	Nonprofit organization	Affordable Housing – ownership Affordable Housing – rental	Region

<b>Responsible Entity</b>	<b>Responsible Entity Type</b>	<b>Role</b>	<b>Geographic Area Served</b>
Community Housing Sonoma County	Nonprofit organization	Affordable Housing – Rental Homelessness	Region
MidPen Housing Corporation	Nonprofit organization	Affordable Housing – Rental	Region
EAH, Inc.	Nonprofit organization	Affordable Housing – Rental	Region
Satellite Affordable Housing Associates	Nonprofit organization	Affordable Housing – Rental	Region
Catholic Charities	Nonprofit organization	Homelessness Non-homeless special needs	Region
Cloverdale Community Outreach Committee	Nonprofit organization	Homelessness Non-homeless special needs	Region
Committee on the Shelterless	Nonprofit organization	Homelessness Non-homeless special needs	Region
Community & Family Service Agency	Nonprofit organization	Homelessness Non-homeless special needs	Region
Community Action Partnership	Nonprofit organization	Homelessness Non-homeless special needs	Region
Community Support Network	Nonprofit organization	Homelessness Non-homeless special needs	Region
Legal Aid of Sonoma County	Nonprofit organization	Homelessness Non-homeless special needs	Region
On The Move	Nonprofit organization	Homelessness Non-homeless special needs	Region
Petaluma People’s Service Center	Nonprofit organization	Homelessness Non-homeless special needs	Region
Social Advocates for Youth	Nonprofit organization	Homelessness Non-homeless special needs	Region
Sonoma Overnight Support	Nonprofit organization	Homelessness	Region
The Living Room	Nonprofit organization	Homelessness	Region

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
YWCA Sonoma County	Nonprofit organization	Homelessness Non-homeless special needs	Region

**Table 49 - Institutional Delivery Structure**

### Assess of Strengths and Gaps in the Institutional Delivery System

CDBG and HOME funds received by the Urban County are administered by the Sonoma County Community Development Commission (Commission).

The Commission relies on private, non-profit organizations as well as for-profit developers to build new, affordable units and rehabilitate existing housing units. The Commission will continue to work closely with these entities to ensure that each year as many new, affordable units are produced as possible.

The Commission relies on other public entities to carry out public facility, public improvement, and microenterprise assistance activities, and will continue to support these types of projects over the term of this Plan.

The Commission also relies on the non-profit service sector to provide emergency shelter, transitional housing, rapid re-housing and permanent supportive housing, as well as homeless prevention services and microenterprise assistance. The Commission will continue to support these organizations and their activities to the fullest extent possible.

### Availability of services targeted to homeless persons and persons with HIV and mainstream services

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
<b>Homelessness Prevention Services</b>			
Counseling/Advocacy	X	X	X
Legal Assistance	X	X	
Mortgage Assistance	X		X
Rental Assistance	X	X	X
Utilities Assistance	X	X	X
<b>Street Outreach Services</b>			
Law Enforcement	X	X	
Mobile Clinics	X	X	X
Other Street Outreach Services	X	X	
<b>Supportive Services</b>			
Alcohol & Drug Abuse	X	X	
Child Care	X		
Education	X	X	
Employment and Employment Training	X	X	
Healthcare	X	X	X
HIV/AIDS	X	X	X

Supportive Services			
Life Skills	X	X	X
Mental Health Counseling	X	X	X
Transportation	X	X	X
Other			

Table 50 - Homeless Prevention Services Summary

**Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)**

For over 40 years, nonprofit housing and service agencies, the County Departments delivering health care, social services and housing, the cities of Santa Rosa and Petaluma, and increasingly other cities, have built a homeless assistance network comprised of more than 90 housing and service programs. Since 1997, the Continuum of Care has provided a backbone infrastructure to lead the system of care towards ending homelessness. In 2013, Sonoma County providers helped 751 people to exit homelessness to permanent housing, and the number of homeless families with children dropped. Those who are able to access homeless housing receive case management, health, mental health and substance abuse treatment, life skills training, transportation, child care, employment services, and more.

The Continuum of Care’s 10-Year Homeless Action Plan 2014 Update includes the following key strategies which are summarized below:

- 1) Increase Sonoma County’s permanent affordable housing for homeless persons, to meet the need: 2,911 units, 1,222 as new construction and 1,668 in existing housing. Of these units, 651 new affordable housing units are needed in the Urban County.
- 2) Increase incomes through an expanded Work Readiness Initiative and implementation of a SOAR (SSI/SSDI Outreach, Access, and Recovery) Initiative utilizing national best practices to expand access to SSI/SSDI income for people with disabilities.
- 3) Ensure access to integrated health care, by enrolling the vast majority of homeless persons in health coverage, establishing healthcare homes, and ensuring access to both primary and behavioral health care.

Since the 2014 Update was adopted, the Continuum of Care has reorganized its working groups to support these key goals, and engaged national technical assistance to bring best practices to local providers. Concurrent with this Plan, the Commission is developing a housing plan to address the homeless housing needs described in the 10-Year Homeless Action Plan 2014 Update.

**Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above**

Sonoma County’s service delivery system benefits from a culture of cooperation between nonprofit agencies, increasing experience with collaborative efforts and deepening trust between agencies, and agencies with a culture of excellence. Consistent staffing of the Continuum of Care over many years has

led to a high level of collaborative functioning and understanding of requirements of homeless services funding streams and development of reliable data upon which to base planning efforts. In addition, through its Upstream Investments Initiative, the County of Sonoma has cultivated a system-wide commitment to evidence-based practice and alignment with other collective impact initiatives.

The 2014 Update to the 10-Year Homeless Action Plan identifies the following significant gaps in the system of care's capacity to address the needs of persons experiencing homelessness:

**1. Sonoma County's current homeless population has been homeless longer, and is more medically compromised, than in the past.** Two-thirds of the homeless population experienced one or more serious medical conditions, and/or disabling conditions. Many report the vulnerability risk factors that most commonly lead to death on the street (homeless for more than 6 months and experiencing a range of serious medical conditions – or simply being over the age of 60). There is a great unmet need for integrated health care, including substance abuse and mental health treatment, and for case management in permanent supportive housing. Although the Affordable Care Act has introduced new options for providing these services, these resources are not yet available in Sonoma County.

**2. One-third of the homeless population is under the age of 25.** These include unaccompanied teens, transition-age youth (18-24), young parents (18-24), and children who are homeless with their parents—more than 1,400 persons under the age of 25. People who have experienced trauma at a young age (including homelessness) require intensive services to stabilize in housing. This expertise exists in Sonoma County, but the housing capacity in which to provide these services is severely lacking.

**3. The number of homeless veterans remains high.** 400 homeless veterans were found in 2013, nearly the same number as in 2011 possibly due to an increase in recently returned Veterans. The vast majority of homeless veterans is unsheltered. The need for assistance far outstrips the sizeable VA Supportive Housing program. Sonoma County has been designated a Priority 1 community by the Veterans Administration, in its efforts to end veteran homelessness, but no Priority 1 awards have yet been made in Sonoma County.

**4. As noted throughout this Plan, Sonoma County has a severe shortage of affordable housing.** More than half of Sonoma County households spend over 30% of their income on housing; nearly 83% spend more than 45% of their income on housing and transportation combined. The extremely low vacancy rates of recent years have led to extended periods of homelessness while people search for an apartment—even for those with rental assistance.

**Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs**

The 10-Year Plan's 2014 Update identifies three key goals to overcome the gaps in Sonoma County's service delivery system: Housing + Health + Income.

**HOUSING:** Increase permanent affordable housing to meet the need (4,128 units), requiring 1,015 affordable housing units for extremely low income households; Rapid Re-Housing assistance for 959 households; and 2,154 units of Permanent Supportive Housing. Aligning with national research and practice, the CoC aims to implement a "Housing First" approach that eliminates barriers or conditions to housing, while providing services to stabilize homeless people.

HEALTH: Ensure access to integrated health care, involving enrolling the vast majority of homeless persons in health coverage and establishing healthcare homes. Partnerships with clinics and County Departments of Health Services and Human Services are essential to ensure that homeless persons may access primary and behavioral health care.

INCOME: Increase incomes, requiring a two-pronged income initiative to address the vast majority of homeless adults who have no income. A Work Readiness Initiative will develop pathways to earned income for approximately half of homeless adults who can work, expanding pre-employment soft-skills preparation and training in homeless services settings, with the goal of connecting participants to existing County services and employment. For the approximately half of all homeless adults who are disabled, a SOAR Disability Income Initiative will convene the many partners providing benefits advocacy, to create the necessary capacity to garner them benefits. The Sonoma County Continuum of Care has recently won an award for SOAR Technical Assistance to build capacity for this effort.

The Sonoma County Community Development Commission is the lead agency for the Sonoma County Continuum of Care and hosts its planning process. The Commission works with the cities of Santa Rosa and Petaluma, to ensure compatibility between the CoC planning process and related Consolidated Plans, Housing Authority Agency Plans, Housing Elements and related policies. The CoC's membership includes the widest possible representation from the non-profit, governmental, service provider, housing development, law enforcement, faith-based, business, homeless and general communities. The CoC membership meets quarterly to share information, discuss emerging issues, plan solutions, prioritize community needs, and prepare the annual CoC funding submission. The CoC is governed by an elected Board, which addresses policy issues and organizational structure such as the recent restructuring of the CoC working groups to directly address 10-Year Plan goals.

**SP-45 Goals Summary – 91.215(a)(4)**

**Goals Summary Information**

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable Housing	2015	2020	Affordable Housing	County-wide	Development of new affordable rental housing units Preservation of existing affordable housing stock Assist affordable ownership housing	CDBG: \$2,033,000 HOME: \$3,000,000 Section 8: \$131,000,000 Funds from resale of housing units: Amount TBD	Rental units constructed: 40 Household Housing Unit Housing for Homeless added: 10 Household Housing Unit Rental units rehabilitated: 20 Household Housing Unit Homeowner Housing Rehabilitated: 50 Household Housing Unit Direct Financial Assistance to Homebuyers: 10 Households Assisted Tenant-based rental Assistance: 2,820 households assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
2	Homelessness	2015	2020	Homelessness	County-wide	Homelessness Interventions Homelessness Prevention	ESG: \$750,000  CDBG: \$1,521,000 McKinney-Vento Homeless Assistance: \$14,500,000	Tenant-based rental assistance / Rapid Rehousing: 150 Households Assisted Homeless Person Overnight Shelter: 750 Persons Assisted Homelessness Prevention: 250 Persons Assisted
3	Non-Housing Community Development	2015	2020	Non-Housing Community Development	County-wide	Public facilities and infrastructure serving low-income communities Projects and Programs Serving Disabled Persons Micro-Enterprise Economic Development	CDBG: \$5,696,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 5,000 Persons Assisted Public service activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted  Public service activities for Low/Moderate Income Housing Benefit: 100 Households Assisted Businesses assisted: 75 Businesses Assisted

Table 51 – Goals Summary

### Goal Descriptions

1	<b>Goal Name</b>	Affordable Housing
	<b>Goal Description</b>	Increase and preserve the housing stock that is affordable, safe, and accessible for low-, very low-, and extremely-low families and individuals, including those with special needs and those who are homeless or at imminent risk of homelessness.
2	<b>Goal Name</b>	Homelessness
	<b>Goal Description</b>	Promote effective and proven strategies for homelessness prevention and intervention county-wide.
3	<b>Goal Name</b>	Non-Housing Community Development
	<b>Goal Description</b>	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; and b) Promote the well-being and economic integration of lower income persons through non-housing services, self-sufficiency programs, job training, and economic development assistance for micro-enterprises to increase job opportunities in the Urban County.

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)**

Based on Goal 1 – “Increase and preserve the housing stock that is affordable, safe, and accessible for low-, very low-, and extremely-low families and individuals, including those with special needs and those who are homeless or at imminent risk of homelessness”, the Commission plans to produce at least 40 new units and preserve 20 units of rental housing during the planning period. The Commission prioritizes affordability to extremely low- and very low-income households, as these are the households whose needs are not met in the housing market, therefore, at least 18 of the units will be affordable to extremely low-income households. These numbers include only permanent housing, not rapid re-housing funds or transitional housing.

## **SP-50 Public Housing Accessibility and Involvement – 91.215(c)**

### **Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement)**

The Sonoma County Housing Authority is not under a Section 504 Voluntary Compliance Agreement.

### **Activities to Increase Resident Involvements**

The Housing Authority does not own or operate public housing units. The Sonoma County Community Development Committee (advisory board) includes two Section 8 participants and serves as the Housing Authority's resident Advisory Board.

### **Is the public housing agency designated as troubled under 24 CFR part 902?**

No

### **Plan to remove the 'troubled' designation**

Not applicable. The Sonoma County Housing Authority has been designated as a High Performing Agency fourteen years in a row.

## **SP-55 Barriers to affordable housing – 91.215(h)**

### **Barriers to Affordable Housing**

Potential constraints to housing development in the Urban County vary by area, but generally may include infrastructure, residential development fees, land use controls, development standards, development and building permit application processing times, and resource preservation.

Additionally, an analysis of barriers to affordable housing is a mandated component of the Housing Element of the General Plan that the State of California requires be updated every 8 years. Links to the most recent Housing Elements are provided below:

County of Sonoma, 2014 Housing Element Update, Adopted:

[http://www.sonoma-county.org/prmd/docs/housing\\_update/](http://www.sonoma-county.org/prmd/docs/housing_update/)

City of Cloverdale Housing Element, 2015-2023 Public Review Draft:

<http://www.cloverdale.net/DocumentCenter/View/1613>

City of Cotati Housing Element, 2012 Revised Draft:

[http://cotati.generalplan.org/sites/default/files/Housing%20Element%20-%20November%202012\\_compress.pdf](http://cotati.generalplan.org/sites/default/files/Housing%20Element%20-%20November%202012_compress.pdf)

City of Healdsburg Housing Element, 2015-2023 Public Review Draft:

<http://www.ci.healdsburg.ca.us/modules/showdocument.aspx?documentid=14062>

City of Rohnert Park Housing Element, 2015-2023 Public Hearing Draft:

<http://www.ci.rohnert-park.ca.us/Modules/ShowDocument.aspx?documentid=12294>

City of Sebastopol Housing Element, 2014 Draft Housing Element Update:

[http://sebastopol.generalplan.org/sites/default/files/Draft-Housing-Element\\_September-2014.pdf](http://sebastopol.generalplan.org/sites/default/files/Draft-Housing-Element_September-2014.pdf)

City of Sonoma Housing Element, 2015-2023 Draft:

[http://www.sonomacity.org/uploadimg/Housing\\_Element\\_PC\\_Review\\_Draft.pdf](http://www.sonomacity.org/uploadimg/Housing_Element_PC_Review_Draft.pdf)

Town of Windsor Housing Element, 2015-2023 Adopted:

[http://www.windsor2040.com/wp-content/uploads/2015/02/TWHE\\_Final\\_2015-2-12\\_web.pdf](http://www.windsor2040.com/wp-content/uploads/2015/02/TWHE_Final_2015-2-12_web.pdf)

### **Strategy to Remove or Ameliorate the Barriers to Affordable Housing**

Potential constraints to housing development in the Urban County vary by jurisdiction and area, but generally may include infrastructure, residential development fees, land use controls, development standards, development and building permit application processing times, and resource preservation. An analysis of these potential barriers is detailed in each of the Housing Elements of the General Plan for each of the eight jurisdictions composing the Urban County; the County of Sonoma, the Town of Windsor and the cities of Cloverdale, Cotati, Healdsburg, Rohnert Park, Sebastopol and Sonoma.

Some of the strategies that jurisdictions within the Urban County are likely to pursue to remove barriers to affordable housing are:

- Streamlined permitting for affordable housing developments.
- Fee deferrals and possible waiver of certain zoning standards improve the feasibility of affordable housing developments
- Implementing or revising inclusionary housing ordinances.
- Financing of quality non-profit and for-profit organizations that build affordable housing.

- Reduced parking requirements for affordable housing developments.
- Revising land use and building standards to accommodate non-traditional forms of housing, e.g. "tiny homes"

The Urban County member jurisdictions will continue efforts to implement new strategies and strengthen participation with its partners to expand support for affordable housing programs.

## **SP-60 Homelessness Strategy – 91.215(d)**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The Sonoma County Continuum of Care (CoC) 10-Year Homeless Action Plan and its annual submissions to HUD reflects the demographics, needs and available shelter, housing and services in all three HUD entitlement jurisdictions in order to provide a cohesive homeless services system throughout the County. The goals and strategies outlined below are those of the entire region rather than for the Urban County alone.

Sonoma County Community Development Commission has implemented a Homeless Outreach Services Team (HOST) multi-disciplinary program to engage unsheltered persons living along waterways and in parks, assess their needs with an evidence-based assessment tool, and place people into housing as quickly as possible. Now in its pilot year, the HOST project will be expanded county-wide as resources allow. It is understood that the success of HOST depends not just on street outreach resources, but also on available housing. Thus expansions of street outreach efforts will be accompanied, to the largest extent possible, by commitments of rapid re-housing and other housing resources.

The HOST project works closely with recently-opened Coordinated Intake, which will provide standardized assessment and housing placement for all homeless populations, beginning with the HOST project and families with children who are entering the homeless service system. Through Coordinated Intake and an evidence based assessment that prioritizes persons with high vulnerability or who are chronically homeless, local providers hope to dispense with first-come first-served approaches that prioritize those best equipped to navigate bureaucracies.

### **Addressing the emergency and transitional housing needs of homeless persons**

Strategies include but are not limited to the following:

- Sustaining existing emergency shelter inventory and helping those in shelter exit to permanent housing through expanded rapid re-housing and case management addressing specific barriers to obtaining and retaining housing.
- Creating “housing locator” positions to assist clients in identifying housing opportunities throughout the system of care.
- Implement trauma-informed evidence-based practices to help shelter and transitional housing residents to stabilize and reduce returns to homelessness.
- Implement a SOAR Disability Income Initiative to assist disabled participants to establish income.
- Expand economic stability programming, by coordinating services with local employment training agencies and by offering financial literacy workshops, to help participants achieve long-term stability. Increasing the inventory of permanent supportive housing for homeless households through the development of affordable housing.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.**

The Continuum of Cares 10-Year Homeless Action Plan 2014 Update estimates that 959 units of rapid re-housing are needed to effectively shorten the period of time that individuals and families experience homelessness, and to help them transition to permanent housing and independent living. Based on rapid re-housing costs to date, as of FY 2014-15 adequate resources exist in Sonoma County to assist approximately 186 households with rapid re-housing assistance (including about 50 veteran households through a Supportive Services for Veteran Families grant). In addition to dedicating most Emergency Solutions Grant (ESG) funding to rapid re-housing, the Sonoma County Community Development Commission plans to expand these services by allocating local Low-Mod Income Housing Asset Funds for rapid re-housing to the extent allowable by California law, and to pursue additional funding for rapid re-housing such as Balance of State ESG funding (for programs located in Santa Rosa and Petaluma), CalWORKS, and new Supportive Services for Veteran Families funding.

All families with children in the homeless services system, and those seeking to enter it, are screened with the evidence-based VI-SPDAT screening tool in use by Coordinated Intake. Households scoring in the 5-9 range are referred into rapid re-housing programs pending a full needs assessment. Currently rapid re-housing funding has been limited to a single year, thus services are targeted to households who are judged to have the capacity for self-sufficiency within 12 months. While rapid re-housing is a priority intervention for households with children in particular, it is also being used to assist transition-aged youth and other households of adults only to access affordable housing, especially in shared units. All local rapid re-housing programs require participation in case management, and case management is increased in the last several months as rental assistance decreases, to ensure that the end of assistance does not plunge participants into a new episode of homelessness.

One critical function of all programs seeking to place homeless persons in rental housing is that of a housing locator. As vacancy rates dropped and rental prices soared well above the Fair Market Rent in the past two years, the need for this role at the program level has become ever clearer. In the 2015-2020 period, it will be a priority to establish housing location roles that serve multiple agencies in a cooperative and more cost-effective way.

**Help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to become homeless after being discharged from a publicly funded institution or system of care, or who are receiving assistance from public and private agencies that address housing, health, social services, employment, education or youth needs**

Several kinds of homeless prevention programs are offered in Sonoma County, including HOPWA-funded Short Term Rental, Mortgage & Utility assistance (STRMU), Supportive Services for Veteran Families (SSVF), several privately funded programs, and ESG-funded prevention assistance. Homeless prevention programs target at least 20% of services to persons considered to be the most likely to become homeless—that is, households that already meet the federal Homeless definitions 2, 3 or 4 at program intake, but which are ineligible for rapid re-housing assistance. The attached Prevention/Diversion program standards describe system-wide efforts to impact housing stability for at-risk households.

As noted in MA-35, Special Needs Facilities and Services, the Sonoma County Community Development Commission has worked through the Continuum of Care to document discharge processes from Sonoma County Behavioral Health (SCBH), identify unaddressed gaps, and design strategies to address incomplete referrals of poly-substance using clients exiting Psychiatric Emergency Services (PES). For enrolled mental health clients, SCBH case managers discharge those at PES to SCBH-funded Opportunity House and Progress Sonoma Crisis Residential facilities. A County Housing Specialist assists with long-term housing. SCBH operates a Jail Mental Health program and has launched a Mobile Support Team that provides mental health consultation to law enforcement partners encountering citizens in apparent mental health crisis. For those clients exiting PES whose crisis is due to substance abuse disorders, the Continuum of Care is participating in multi-party efforts to enhance sobering services and to develop a program to serve chronic inebriates in consultation with hospitals, PES, Detox, emergency medical transport, and police.

Hospitals are now legally responsible for ensuring persons discharged from their care are not routinely discharged into homelessness. Through the Continuum of Care, the Community Development Commission is engaged in the development of recuperative beds funded by the hospitals and operated by Catholic Charities (13-bed Nightingale respite facility, co-located with Santa Rosa Community Health Center's drop-in Brookwood Health Center serving the homeless) and COTS (5 recuperative care beds within its Mary Isaak Center Emergency Shelter with nursing support from Petaluma Health Center). The Commission has recently funded operation of SRCHC's Care Transitions program, which provides nursing visits, and links multiply-disabled patients to a medical home and housing.

Through the Continuum of Care as well as through the Commission's Public Services funding process, the Commission has also worked with the Sonoma County Division of Family, Youth and Children Services (FYC) to mitigate the number of foster youth who become homeless upon reaching their 18<sup>th</sup> birthday. FYC conducts exit planning at VOICES youth-run multi-service center, which receives operational funding from the Commission. The Continuum of Care developed a housing needs estimate for homeless youth, and participated in planning for California's AB12 Fostering Connections After 18 Act in 2012. The Community Development Commission also collaborated with FYC to convert the County's Russell Avenue emergency shelter into an emergency housing program serving homeless returning foster youth.

Since 2011, California's Public Safety Realignment legislation assigned low- to medium-risk offenders to County Probation, increasing discharges to homelessness in the short run and creating an opportunity for discussing the housing needs of released offenders. The Probation Department is responsible for reducing returns to jail (and prison) by the probationers it supervises, and is actively working towards a Community Corrections Center that would house some homeless probationers. In 2014, County Probation joined the Commission's Homeless Outreach Services Team project, as did the Sheriff's Department and the Santa Rosa Police Department, enabling the Commission to more actively build the necessary relationships to influence jail discharge policies.

## **SP-65 Lead based paint Hazards – 91.215(i)**

### **Actions to address LBP hazards and increase access to housing without LBP hazards**

Making housing lead-safe is the most effective strategy to protect children from lead poisoning. The Sonoma County Community Development Commission addresses this through proactively disseminating printed information concerning lead-based paint hazards to all residents of housing rehabilitation and rental assistance programs. The Commission's Housing Quality Standards (HQS) Inspectors have received training in visual assessment of lead-based paint hazards and are observant of the existence of this hazard during their property inspections, thereby preventing exposure to lead hazards by identifying the risks before families with children under six years of age move into rental units that are assisted by the Housing Authority.

The Commission's Construction Services Specialists are trained in the identification of lead hazards, proper methods of paint stabilization, interim control, abatement procedures and testing/clearance reports to ensure compliance with all lead hazard reduction requirements during rehabilitation activities. Any dwellings not exempt from HUD's lead hazard reduction provisions (single-room occupancy, dedicated senior housing and housing construction after 1978) renovated under the Housing Rehabilitation Program undergo a lead hazard risk assessment by a state-certified Risk Assessor prior to the formulation of the project's scope of work. Any identified lead hazards are addressed in the scope of work and a certified clearance is obtained before the project is considered complete.

The Commission will also ensure compliance with lead hazard reduction requirements by subrecipients of CDBG, HOME, and ESG funding used to acquire and/or renovate existing buildings for housing or to undertake residential and re-housing service activities through regular monitoring of those activities.

### **How are the actions listed above related to the extent of lead poisoning and hazards?**

Section MA-20 contains a table using ACS 2007-2011 data showing that in the Urban County, there are 37,332 owner-occupied units built before 1980 (thereby being deemed at risk for the presence of lead-based paint) and that 3,329 of those (5%) have children present. The corresponding figures for rental housing are 22,390 units with 2,396 containing children (7%).

The Sonoma County Department of Health Services (DHS) has identified seven unincorporated localities where over fifty percent of the housing units were constructed prior to 1960 and thereby exhibit the highest probability of exposing the residents to lead-based paint hazards: Rio Nido (84%), Guerneville (69%), Camp Meeker (68%), West Petaluma (57%), Monte Rio (57%), Stewart's Point (57%) and Glen Ellen (53%). DHS estimates that 2,320 children, aged 1 to 15 years, have some degree of lead poisoning and reports that over two-thirds of the children from 0 to 5 years of age are reported to have elevated blood lead levels are of Hispanic ethnicity.

### **How are the actions listed above integrated into housing policies and procedures?**

See discussion in first question.

## **SP-70 Anti-Poverty Strategy – 91.215(j)**

### **Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families**

In July 2011, the County of Sonoma adopted an Upstream Investments strategic policy initiative. The initiative is based on the philosophy that poverty can be eliminated by investing early and wisely in collaboration across agencies in prevention-focused policies and interventions. The mission of Upstream Investments is to increase equality and reduce monetary and societal costs for all residents within a community. The vision is that poverty will be eliminated and that all people will have equal opportunity for quality education and good health in nurturing home and community environments.

The Upstream Initiative is sponsored by the Board of Supervisors and led by an Ad Hoc Committee that includes representatives from 25 organizations. The County uses General Fund dollars to support the initiative and provides staffing through the Human Services Department. Many departments, including the Sonoma County Community Development Commission, participate in workgroups and align their work with the initiative.

The Upstream Initiative sets four goals, each accompanied by a set of measurable indicators of success that are monitored in order to track progress. The four goals are healthy development of children; access to education and training; safe shelter and support; and a thriving, diverse economy. With its slogan, “Invest early, invest wisely, and invest together,” the Upstream Initiative has led County-funded agencies to strategically invest in prevention-oriented programs, support the adoption of evidence-based practices, and engaged all local funders in impacting poverty together.

A tandem initiative is the Department of Health Service’s Health Action Initiative. Health Action aims to move beyond a narrowly defined focus on sickness and medical care to take into account a wide range of determinants of well-being and health. The Health Action vision is that by 2020 Sonoma County will be a healthy place to live, work, and play and a place where people thrive and achieve their life potential. The initiative identifies 10 goals related to economic opportunities, living and working conditions in homes and communities, access to healthy food and activities, as well as access to quality health care.

Upstream Investments and Health Action initiatives have aligned their efforts to ensure that County social services efforts move in a common positive direction. The Continuum of Care has aligned its 10-Year Homeless Action Plan goals with Upstream and Health Action goals and indicators of success wherever possible to create a unified County anti-poverty strategy.

### **How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan**

Both the Upstream Investment and Health Action Initiatives have a goal of safe and healthy housing for all Sonoma County residents. The Upstream Investments Indicators of Success include an increase in housing affordability and a decrease in homelessness. The Continuum of Care, coordinated by the Community Development Commission, has aligned its strategic initiatives to address these local anti-poverty efforts, through collaboration on expanding income strategies for homeless persons, assisting adults and youth to complete a high school education, lowering the percentage of people living below the poverty level, and increasing incomes to 300% of the poverty level. In addition to these efforts, the Commission plays a role in the governance of the Upstream Investments Policy: Executive Director,

Kathleen Kane, sits on the Upstream Investments Policy Committee and Portfolio Review Appeal Committee.

## **SP-80 Monitoring – 91.230**

**Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

Projects and programs that are funded with CDBG, ESG, and HOME monies are subject to monitoring.

All subrecipients receiving CDBG Public Services funds are monitored on a regular basis through the submittal of either monthly, quarterly, or one-time reports to Commission staff, as identified in their annual Funding Agreements. Each report provides statistics on the program participants and a narrative on the activities undertaken during the reporting period. Each subrecipient also submits an annual report at the end of the contract term summarizing their accomplishments for the year. The information that is provided to the Sonoma County Community Development Commission staff is input into HUD's Integrated Disbursement and Information System (IDIS). On either a monthly, quarterly, or one-time basis, dependent upon the Funding Agreement, the subrecipients submit reimbursement requests including proof of payment for all expenses. Commission staff reviews the financials and program records of each subrecipient annually; a selection of these reviews are done on-site, and the remainder are desktop reviews.

For all capital improvement projects, the Commission collects income and asset verifications, demographic data, verification of insurance, and ownership verification, if applicable. All projects are inspected during construction to ensure that all work is in compliance with the originally proposed scope. Most construction projects are subject to the National Environmental Protection Act (NEPA). The Commission has NEPA compliance trained staff who conduct an Environmental Review of each project. Finally, for all capital improvement projects subject to Davis-Bacon Labor Standards, the Commission conducts in-house desk reviews and on-site interviews to ensure wage compliance of all contractors.

For organizations that receive HOME or CDBG funds for development of housing, long-term affordability controls are recorded in conjunction with the funding documents. Commission staff conducts compliance reviews as required by the program regulations or as deemed prudent. In addition, each recipient of funds is subject to federal audit requirements. The Commission has monitoring and compliance procedures in place to ensure that any deficiencies or findings are handled consistently. For rental complexes that have received funding through the CDBG or HOME programs, regular reporting and compliance monitoring is conducted by Commission staff. For HOME units, monthly reporting includes information on the number of household members; household income level; whether the household receives HCV rental assistance; the bedroom size of the unit, the rent being charged; the maximum rent that can be charged for the unit; and the household's recertification date. HOME units are subject to regular on-site monitoring per the HOME Regulations.

The CDBG, ESG, and HOME programs' performance is evaluated by staff at the end of the Commission's fiscal year, June 30th. That review is incorporated into the Consolidated Annual Performance and Evaluation Report (CAPER).

On an annual basis, the Commission submits the CDBG and HOME Minority Owned and Women Owned Business Report to HUD. The Commission encourages participation from minority and women business enterprises. This effort includes notices in bid solicitation, newspaper advertisements and contract clauses requiring contractors, to the greatest extent feasible, to provide opportunities for training and employment for minority and women business enterprises.

## Expected Resources

### AP-15 Expected Resources – 91.220(c)(1,2)

#### Introduction

The amount of CDBG, HOME and ESG funds expected annually is approximately \$2.5 million. Based on consistent historical trends, these funds are expected to leverage many times this amount in other, non-federal funds, each year.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,600,000	250,000	0	1,850,000	7,400,000	CDBG will be used for a variety of purposes including housing and homeless projects and programs, ADA retrofit projects, and micro-enterprise programs.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	150,000	0	0	150,000	600,000	ESG funds will be used entirely, or nearly so, for rapid re-housing programs for homeless persons

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
McKinney Vento competitive Homeless Assistance (Continuum of Care) funds	Public-federal	Admin and Planning Housing Transitional housing	2,900,000			2,900,000	11,600,000	CoC funds will be used almost entirely for permanent supportive housing projects that currently serve 234 homeless persons, and will increasingly be dedicated to chronically homeless populations. Current transitional housing projects are anticipated to be reallocated to fund new permanent supportive housing. A small portion of funds will continue to be used to support system infrastructure costs such as HMIS data systems, Coordinated Intake and CoC planning and management.
Section 8	Public-federal	Rental assistance	26,200,000			26,200,000	104,800,000	Section 8 funds are used for tenant based and project based vouchers and are administered by the Sonoma County Housing Authority.

Table 52 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

Generally speaking, based on consistent historical trends for nearly all affordable housing projects, HOME and CDBG funds can be expected to leverage 3-30 times the amount of funding making up the capital development budget. The funding leveraged includes tax credit equity investment, local affordable housing funds, and State of California housing program funds. For public services, CDBG and ESG typically leverage, in aggregate, similar ratios. These leveraged operational funds include local government funds, private and foundation donated funds, federal Continuum of Care funds, and state ESG program funds. CDBG-funded micro-enterprise and ADA retrofit projects tends to leverage less, in practice, and in some instances, CDBG is the sole source of funding. The funding application process utilized by the Commission requests applicants describe and quantify leveraged funding and the funding policies encourage leveraging by making it an evaluation criteria. Through the funding contract administration process, all awardees are required to rigorously document the amounts and sources of leveraged funds.

HOME Match Requirement: The HOME regulations require a 25% match for all HOME funds used, excluding HOME funds used for CHDO operational expense, and general program administration. The Sonoma County Community Development Commission estimates that the leveraged funds will generate match sufficient to cover the match obligation for the HOME loans to rental housing projects. Any residual match will be credited against the Tenant Based Rental Assistance (TBRA) program match obligation. Any balance of the TBRA match obligation will be drawn from the previously accumulated match that the Commission has earned. The Commission will calculate the match value of the property tax waiver that the projects receive when the rental housing projects become operational and add the match value to the Commission's match tracking system.

ESG Match Requirement: The ESG regulations require grantees to provide a 100% match for all ESG funds used. Any projects to be funded through the Commission must document sufficient match through funds from other sources including but not limited to contributions, client fees, incidental program revenue and rent, foundation grants.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

The Urban County consists of eight local government jurisdictions and so it is difficult to characterize how publicly-owned land will be used in support of this Plan over the five-year planning period. In general and historically, local government has frequently provided land for many affordable housing projects. This practice has been largely curtailed since 2012 due to the dissolution of redevelopment agencies state-wide. Nevertheless, community discussions continue about the potential to use the limited amount of land owned by local government for this purpose.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable Housing	2015	2020	Affordable Housing	County-wide	Development of new affordable rental housing units Preservation of existing affordable housing stock Assist affordable ownership housing	CDBG: \$406,600 HOME: \$600,000 Funds from resale of housing units: Amount TBD Section 8: 26,200,000	Rental units constructed: 8 Household Housing Unit Housing for Homeless added: 2 Household Housing Unit Rental units rehabilitated: 4 Household Housing Unit Homeowner Housing Rehabilitated: 10 Household Housing Unit Direct Financial Assistance to Homebuyers: 2 Households Assisted Tenant-based Rental Assistance: 2,820 households assisted
2	Homelessness	2015	2020	Homelessness	County-wide	Homelessness Interventions Homelessness Prevention	ESG: \$150,000 CDBG: \$304,200 McKinney-Vento Homeless Assistance: \$2,900,000	Tenant-based rental assistance / Rapid Rehousing: 17 Households Assisted Homeless Person Overnight Shelter: 736 Persons Assisted Homelessness Prevention: 50 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Non-Housing Community Development	2015	2020	Non-Housing Community Development	County-wide	Public facilities and infrastructure serving low-income communities Projects and Programs Serving Disabled Persons Micro-Enterprise Economic Development	CDBG: \$1,139,200	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1,000 Persons Assisted Public service activities other than Low/Moderate Income Housing Benefit: 20 Persons Assisted  Public service activities for Low/Moderate Income Housing Benefit: 20 Households Assisted Businesses assisted: 15 Businesses Assisted

**Table 53 – Goals Summary**

### Goal Descriptions

1	<b>Goal Name</b>	Affordable Housing
	<b>Goal Description</b>	Increase and preserve the housing stock that is affordable, safe, and accessible for low-, very low-, and extremely-low families and individuals, including those with special needs and those who are homeless or at imminent risk of homelessness.
2	<b>Goal Name</b>	Homelessness
	<b>Goal Description</b>	Promote effective and proven strategies for homelessness prevention and intervention county-wide.
3	<b>Goal Name</b>	Non-Housing Community Development
	<b>Goal Description</b>	a) 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; and b) Promote the well-being and economic integration of lower income persons through non-housing services, self-sufficiency programs, job training, and economic development assistance for micro-enterprises to increase job opportunities in the Urban County.

## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

In FY 2015-2016, Sonoma County will receive \$1,646,115 in CDBG funds. CDBG funds will be used for housing, public services, micro-enterprise economic development, public improvements, and public facilities. Federal regulations impose a 15 percent maximum cap on funding to be expended for public service activities. Administrative costs are limited to 20 percent of the total CDBG funding and program income received.

In FY 2015-2016, Sonoma County will receive \$631,026 in HOME Program funds. Federal regulations require a minimum of 15 percent of each year’s HOME allocation to be set-aside for projects sponsored by Community Housing Development Organizations (CHDOs). In addition, maximum funding in an amount equal to the lesser of 5 percent of the total HOME award or \$50,000 for operational support for approved Community Housing Development Organizations (CHDO’s) is allowed as an eligible activity. Administrative costs are limited to 10 percent of the annual HOME allocation and program income received.

Sonoma County will receive \$144,160 in FY 2015-2016 ESG funds. This year three proposals are recommended for funding—one for a homeless shelter, one for a rapid re-housing program, and one a homelessness prevention program.

#### Projects

#	Project Name
1	Catholic Charities - Family Support Center
2	Catholic Charities - Homelessness Prevention
3	Catholic Charities - Rapid Re-housing
4	Catholic Charities - Supportive Housing Programs
5	Committee on the Shelterless - Mary Isaak Center Emergency Shelter
6	Committee on the Shelterless - MIC Family Transitional Housing
7	Petaluma People's Service Center - Sonoma County Fair Housing
8	Sonoma County Fair & Exposition, Inc. - ADA Hall of Flowers Restroom
9	Sonoma County General Services - La Plaza Offices ADA
10	Sonoma County Regional Parks - Maxwell Farms Regional Parks ADA Improvements
11	Burbank Housing Development Corporation - Crossroads Apartments
12	Community Action Partnership of Sonoma County - Microenterprise Business Development
13	The Living Room Center - The Living Room Kitchen
14	Community Housing Sonoma County - Robinson Road Transitional Housing
15	Community Housing Sonoma County - CHDO Operating Funds
16	City of Cloverdale - Economic Development Program
17	City of Cloverdale – City ADA Improvements
18	City of Cotati – Cader Field ADA Improvements
19	City of Healdsburg – ADA Sidewalk Ramps Project Phase 5
20	City of Rohnert Park – ADA Upgrades Alicia and Colegio Vista Parks Restrooms

#	Project Name
21	City of Sebastopol – ADA Transition Plan Improvements
22	Town of Windsor – Town Green Playground ADA Retrofit

**Table 54 - Project Information**

**Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

Funding allocation priorities are based upon the Funding Policies which are adopted by the Sonoma County Board of Supervisors annually. The Community Development Committee, an advisory committee appointed by the Board, and which includes Supervisorial District, Human Services Department, and Housing Choice Voucher Program representatives, meets in public hearings to review the applications. The prior funding year performance, if applicable, is reviewed, as is the readiness to move forward with a project. Based upon the Funding Policies, the Committee makes recommendations to the Board. Beyond those represented in Tab 3, 15 additional projects addressing homelessness were funded with local resources. The main obstacle to addressing underserved needs is that there is insufficient funding to provide resources for all projects and programs that apply.

## AP-38 Project Summary

<b>Project Summary Information 1</b>	<b>Project Name</b>	Catholic Charities - Family Support Center
	<b>Target Area</b>	
	<b>Goals Supported</b>	Homelessness
	<b>Needs Addressed</b>	Homelessness
	<b>Funding</b>	CDBG: \$13,498 ESG: \$61,502
	<b>Description</b>	Families at Catholic Charities' 138-bed Family Support Center receive emergency shelter, food, clothing, medical and dental care, and implement action plans to overcome homelessness.
	<b>Target Date</b>	6/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	130 homeless families with children
	<b>Location Description</b>	465 A Street, Santa Rosa, CA 95401
	<b>Planned Activities</b>	Family action plans emphasize life skills training and include obtaining employment, housing, and meeting the educational, emotional and developmental needs of the family's children. Child-centered services in this short-term emergency shelter include tutoring and a liaison to local schools, on-site childcare, and a youth center with supervised activities and field trips. Parents receive help obtaining employment and/or public benefits, money management, housing search assistance, parenting education and support for their active maintenance of sobriety and mental health. Most families who graduate from the Family Support Center move into either independent housing or one of Catholic Charities' transitional or supportive permanent housing units.
<b>2</b>	<b>Project Name</b>	Catholic Charities - Homelessness Prevention
	<b>Target Area</b>	
	<b>Goals Supported</b>	Homelessness
	<b>Needs Addressed</b>	Homelessness
	<b>Funding</b>	ESG: \$7,846
	<b>Description</b>	Catholic Charities' Homelessness Prevention Program provides financial assistance and tailored support services to stabilize low-income families or individuals at imminent risk of homelessness. ESG dollars will be matched with \$59,154 in local funds to assist extremely low-income families to remain housed.

	<b>Target Date</b>	6/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	50 extremely low income families at imminent risk of homelessness.
	<b>Location Description</b>	465 A Street, Santa Rosa, CA 95401
	<b>Planned Activities</b>	Financial aid may include security deposits, rent and/or utility payments. Support services include advocacy with landlords, budgeting and financial literacy education, Coach 2 Career program to increase employment income when possible, public benefits enrollment assistance, resource advising and referrals, and case management to create and implement a housing stability plan. For participants requiring housing relocation to better align rental expense with household income, the Program assists with housing location. As a result, children and adults will avoid the trauma of homelessness and prevent further pressure on the local shelter system which is struggling with growing wait lists.
<b>3</b>	<b>Project Name</b>	Catholic Charities - Rapid Re-housing
	<b>Target Area</b>	
	<b>Goals Supported</b>	Homelessness
	<b>Needs Addressed</b>	Homelessness
	<b>Funding</b>	ESG: \$64,000
	<b>Description</b>	Catholic Charities' Rapid Re-Housing will provide rental assistance, housing placement, and case management to guide homeless families or individuals into permanent housing and support their transition to independence.
	<b>Target Date</b>	6/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	50 homeless families
	<b>Location Description</b>	465 A Street, Santa Rosa, CA 95401

	<b>Planned Activities</b>	Client selection involves outreach with shelters and other programs serving people in crisis. Potential clients are assessed using an intensive Support Assessment Tool and Triage Tool based on National Alliance to End Homelessness standards which analyze income, family size, and risk factors for homelessness. Program staff will perform housing inspections and facilitate landlord-tenant negotiations to enter into and maintain housing agreements. Case management focuses on increasing income, maintaining sobriety and mental health, and meeting needs of client children. Monthly after-care check-ins during the first year post program exit further reduces the likelihood of a return to homelessness.
4	<b>Project Name</b>	Catholic Charities - Supportive Housing Programs
	<b>Target Area</b>	
	<b>Goals Supported</b>	Homelessness
	<b>Needs Addressed</b>	Homelessness
	<b>Funding</b>	CDBG: \$20,000
	<b>Description</b>	Supportive Housing prepares clients for long-term success through comprehensive case management which tapers as clients' need for support decreases.
	<b>Target Date</b>	6/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	115 households; families or single adults exiting shelters or referred by drug rehabilitation programs.
	<b>Location Description</b>	465 A Street, Santa Rosa, CA 95401
	<b>Planned Activities</b>	Client strengths are assessed and supported to maintain sobriety and mental health, increase income and financial stability, and support social, physical, and academic development of children served. Staffing includes a "Housing Locator" to aid in housing search, act as a mediator with landlords, and expand agency inventory of master lease properties.
5	<b>Project Name</b>	Committee on the Shelterless - Mary Isaak Center Emergency Shelter
	<b>Target Area</b>	
	<b>Goals Supported</b>	Homelessness
	<b>Needs Addressed</b>	Homelessness
	<b>Funding</b>	CDBG: \$119,392

	<b>Description</b>	Mary Isaak Center Emergency Shelter provides 100 beds and supportive services to homeless single adults for up to six months; additional beds during severe weather, and day use for homeless adults not housed.
	<b>Target Date</b>	6/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	606 homeless single adults
	<b>Location Description</b>	900 Hopper Street, Petaluma, CA 94952
	<b>Planned Activities</b>	Day use participants are offered voluntary case management services to assist with meeting basic needs and facilitate entry into COTS programs. The Emergency Shelter also includes a Medical Respite Unit, caring for clients exiting local hospitals who would otherwise use hospital emergency services. Clients live and work toward goals in a focused, drug and alcohol-free environment; receive essential services/support (meals, clothing, medical, etc.). Clients access programs that provide a foundation for sustained success; empower them to meet life's challenges/overcome barriers that led to homelessness.
<b>6</b>	<b>Project Name</b>	Committee on the Shelterless - MIC Family Transitional Housing
	<b>Target Area</b>	
	<b>Goals Supported</b>	Homelessness
	<b>Needs Addressed</b>	Homelessness
	<b>Funding</b>	CDBG: \$41,527
	<b>Description</b>	The Mary Isaak Center 2nd floor is home to COTS Family Center, providing cost effective Transitional Housing to homeless families with children. Families live in private rooms with shared kitchen and bath facilities for up to one year. CDBG funds will be matched with \$35,473 in local funds to assist homeless families to exit homelessness.
	<b>Target Date</b>	6/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	18 homeless families with children
	<b>Location Description</b>	900 Hopper Street, Petaluma, CA 94952

	<b>Planned Activities</b>	Family members receive case management; participate in Triple P and COTS Kids First award winning parenting classes, and have access to a full range of services designed to empower families to meet life's challenges and overcome barriers that led to their homelessness. COTS programs provide a foundation for sustained success for families who live and work toward goals in a focused, drug & alcohol-free environment designed to meet needs of both children and adults. Our goal is to provide lifeline support and break the cycle of homelessness.
<b>7</b>	<b>Project Name</b>	Petaluma People's Service Center - Sonoma County Fair Housing
	<b>Target Area</b>	
	<b>Goals Supported</b>	Affordable Housing
	<b>Needs Addressed</b>	Affordable rental housing Sustain Existing Housing Stock
	<b>Funding</b>	CDBG: \$52,500
	<b>Description</b>	Fair Housing Sonoma County, provided by Petaluma People Services Center (PPSC) promotes equal access to housing.
	<b>Target Date</b>	6/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2,800 households at risk of housing discrimination
	<b>Location Description</b>	1500 Petaluma Blvd. South, Petaluma, CA 95952
<b>Planned Activities</b>	Fair Housing Sonoma County, provided by Petaluma People Services Center (PPSC), works to eliminate housing discrimination and to ensure equal housing opportunity for all people through leadership, education, conciliation, outreach, advocacy and engaging with enforcement agencies if necessary. The program provides support services and referrals that aid in the prevention of homelessness and promote permanent housing conditions.	
<b>8</b>	<b>Project Name</b>	Sonoma County Fair & Exposition, Inc. - ADA Hall of Flowers Restroom
	<b>Target Area</b>	
	<b>Goals Supported</b>	Non-Housing Community Development
	<b>Needs Addressed</b>	Projects and Programs Serving Disabled Persons
	<b>Funding</b>	CDBG: \$91,917

	<b>Description</b>	ADA Upgrade to the Hall of Flowers Men & Women's Restroom
	<b>Target Date</b>	6/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	All disabled persons using Sonoma County Fair facilities. The 2009-2013 American Communities Survey estimates that there are 27,879 persons with disabilities in the Urban County.
	<b>Location Description</b>	1350 Bennett Valley Road, Santa Rosa, CA 95404
	<b>Planned Activities</b>	This project will remove ADA barriers at the Hall of Flowers toilet rooms. The facility served by these toilet rooms receives heavy and continuous use during the County Fair and other events throughout the year. In future years, the newly completed ADA master plan will connect these facilities with an ADA compliant path of travel.
<b>9</b>	<b>Project Name</b>	Sonoma County General Services - La Plaza Offices ADA
	<b>Target Area</b>	
	<b>Goals Supported</b>	Non-Housing Community Development
	<b>Needs Addressed</b>	Projects and Programs Serving Disabled Persons
	<b>Funding</b>	CDBG: \$80,000
	<b>Description</b>	Project will remove ADA barriers and replace with code compliant ADA parking and paths of travel on the north and south parking lots serving the County's La Plaza A and B buildings.
	<b>Target Date</b>	10/31/2015
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	All disabled persons using County Center facilities. The 2009-2013 American Communities Survey estimates that there are 27,879 persons with disabilities in the Urban County.
	<b>Location Description</b>	2300 County Center Drive, Santa Rosa, CA 95403
	<b>Planned Activities</b>	This project will remove ADA barriers and replace them with code compliant ADA parking and paths of travel for public use. The work is located at the north and south parking lots serving the County's La Plaza A and B buildings. The two buildings house programs that receive significant public traffic for services offered by Regional Parks, Energy, County Clerk and a congressman. The proposed path of travel work is part of an on-going plan to upgrade accessibility. Recently completed work includes upgraded toilet rooms, signage and auto door openers at compliant main entries.

<b>10</b>	<b>Project Name</b>	Sonoma County Regional Parks - Maxwell Farms Regional Parks ADA Improvements
	<b>Target Area</b>	
	<b>Goals Supported</b>	Non-housing Community Development
	<b>Needs Addressed</b>	Projects and Programs Serving Disabled Persons
	<b>Funding</b>	CDBG: \$75,000
	<b>Description</b>	This project removes existing barriers and provides ADA improvements to Maxwell Farms Regional Park, including accessible parking, path of travel, and renovations to existing restroom, accessible tables, benches, and installation of high-low drinking fountains.
	<b>Target Date</b>	6/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	All disabled persons using Maxwell Farms Regional Park. The 2009-2013 American Communities Survey estimates that there are 27,879 persons with disabilities in the Urban County.
	<b>Location Description</b>	100 Verano Avenue, Sonoma, CA 95476
	<b>Planned Activities</b>	This project will remove existing barriers and provide ADA improvements to Maxwell Farms Regional Park. This project includes accessible parking, path of travel, renovations to an existing restroom, accessible tables, benches, and installation of high-low drinking fountains. This is a portion of the \$384,000 in ADA improvements identified in the County's Self Evaluation and Transition Plan. This 82.15-acre regional park supports 320,966 visits per year, making it our most used park in Sonoma Valley. Park attractions include multi-use sports fields, tennis and volleyball courts, an ADA accessible children's playground and picnic facilities along with 2.5 miles of nature trails. The park also houses the popular Macdougland Skateboard Park and the Valley of the Moon Boys & Girls Club.
<b>11</b>	<b>Project Name</b>	Burbank Housing Development Corporation - Crossroads Apartments
	<b>Target Area</b>	
	<b>Goals Supported</b>	Affordable Housing
	<b>Needs Addressed</b>	Affordable rental housing

	<b>Funding</b>	CDBG: \$170,992 HOME: \$441,729
	<b>Description</b>	Crossroads is a proposed 79-unit multifamily rental development which will serve Sonoma County households earning between 30% and 60% of area median income.
	<b>Target Date</b>	1/31/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	78 low- very low-, and extremely low-income families.
	<b>Location Description</b>	1980 - 2010 Burbank Avenue, Santa Rosa, CA 95407
	<b>Planned Activities</b>	Crossroads is a proposed 79–unit multifamily rental development which will serve Sonoma County households earning between 30% and 60% of area median income. The design includes 22 one-bedroom, 24 two-bedroom, and 33 three-bedroom units, on-grade parking, and indoor and outdoor community spaces. Twenty-four units will be affordable to households at 30% AMI, 16 units affordable to households at 40% AMI, 16 units at 50% AMI and 22 units at 60% AMI; one 3-bedroom unit will be reserved for the Resident Manager. We are applying for 19 PBVs, which will improve affordability for ELI and VLI households. The development will be well served by public transportation and near public schools, shopping, and services.
<b>12</b>	<b>Project Name</b>	Community Action Partnership of Sonoma County - Microenterprise Business Development
	<b>Target Area</b>	
	<b>Goals Supported</b>	Non-Housing Community Development
	<b>Needs Addressed</b>	Micro-Enterprise Economic Development
	<b>Funding</b>	CDBG: \$75,000
	<b>Description</b>	Community Action Partnership of Sonoma County's (CAPSC) Center for Economic Success (CES) Microenterprise Business Development (MBD) program
	<b>Target Date</b>	6/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	15 small businesses will be started
	<b>Location Description</b>	1300 North Dutton Avenue, Santa Rosa, CA 95401

	<b>Planned Activities</b>	The MBD program's goal is to help low-income communities to start new and expand existing micro businesses, resulting in increased opportunities for employment; increased income and wealth; overall improvement in the ability of residents to lead self-sufficient lives and achieve economic stability. In addition to offering training sessions in English and Spanish and providing mentoring/coaching services, CAPSC also collaborates with local chambers, financial institutions, private businesses and other agencies to enhance services and provide financial assistance to the participants. The MBD program strategically leverages the Individual Development Account (IDA) to create micro funds for the participants in the program.
<b>13</b>	<b>Project Name</b>	The Living Room Center - The Living Room Kitchen
	<b>Target Area</b>	
	<b>Goals Supported</b>	Homelessness
	<b>Needs Addressed</b>	Homelessness
	<b>Funding</b>	CDBG: \$75,000
	<b>Description</b>	Install a commercial kitchen in new upgraded facility that serves homeless and at-risk women and children.
	<b>Target Date</b>	8/15/2015
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	55 breakfasts and 70 lunches per day for homeless women and children.
	<b>Location Description</b>	1207 Cleveland Avenue, Santa Rosa, CA 95401
	<b>Planned Activities</b>	The Living Room is in its 21st year of providing day services to homeless women and children in Sonoma County. It remains the only day center for the homeless serving exclusively women and children. Our participants are in various situations including sleeping outside, living in cars and staying in emergency shelters that are closed during the day. We serve an average of 55 breakfasts and 70 lunches each weekday for a total of nearly 30,000 meals per day. We have to move. We are over capacity in our program rooms. We have secured a new facility with several buildings on a 1/2 acre, but it needs a commercial kitchen. Our meals are very nutritious and our food costs are incredibly low; less than .40 cents per meal. Our food program brings people in for other critical services such as mental health counseling.
<b>14</b>	<b>Project Name</b>	Community Housing Sonoma County - Robinson Road Transitional Housing

	<b>Target Area</b>	
	<b>Goals Supported</b>	Affordable Housing Homelessness
	<b>Needs Addressed</b>	Affordable rental housing Homelessness
	<b>Funding</b>	HOME: \$243,301
	<b>Description</b>	Robinson Road Transitional Housing will create 14 beds of transitional housing for unaccompanied adults who are experiencing homelessness after exiting drug and alcohol treatment and/or the criminal justice system.
	<b>Target Date</b>	9/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	14 adults experiencing homelessness after exiting drug and alcohol treatment and/or the criminal justice system, with a preference for veterans.
	<b>Location Description</b>	778 Robinson Road, Sebastopol, CA 95472
	<b>Planned Activities</b>	CHSC is requesting HOME CHDO financing in the amount of \$234,588 to help acquire and develop 778 Robinson Road, Sebastopol to create 14 beds of transitional housing for unaccompanied adults who are experiencing homelessness after exiting drug and alcohol treatment and/or the criminal justice system. There will be a preference for veterans at this property. 50% of the beds will be affordable to people living at or below 30% AMI. CHSC will provide on-site staffing and Program Director staffing for this property as part of a new initiative to create housing and supportive services for unaccompanied adults exiting treatment and the criminal justice system through realignment with a veterans preference.
<b>15</b>	<b>Project Name</b>	Community Housing Sonoma County - CHDO Operating Funds
	<b>Target Area</b>	
	<b>Goals Supported</b>	Affordable Housing
	<b>Needs Addressed</b>	Affordable rental housing
	<b>Funding</b>	HOME: \$31,540
	<b>Description</b>	Operating funds to allow Community Housing Sonoma County to serve the most vulnerable, hard-to-serve populations throughout Sonoma County.
	<b>Target Date</b>	6/30/2016

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	n/a
	<b>Location Description</b>	131-A Stony Circle, Suite 500, Santa Rosa, CA 95401
	<b>Planned Activities</b>	Community Housing Sonoma County is requesting a \$50,000 operating grant from the HOME Program. The HOME Program recognizes the important contribution of CHDOs, which are by definition small, grassroots organizations that serve a critical development function, yet because of their size, are often difficult to fund through traditional financing sources. \$50,000 will provide 20% of the organization's budget and thereby enable it to continue serving the most vulnerable, hard-to-serve populations throughout Sonoma County. Most of its projects are complicated, and often require much more substantial time and cost to develop or acquire. These projects typically require that CHSC help to build the capacity of social service agencies who deliver services to the residents housed in CHSC's developed properties.
16	<b>Project Name</b>	City of Cloverdale - Economic Development Program
	<b>Target Area</b>	
	<b>Goals Supported</b>	Non-Housing Community Development
	<b>Needs Addressed</b>	Micro-Enterprise Economic Development
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	The City of Cloverdale CAFE Program provides business education and consulting services specifically targeted toward microenterprise
	<b>Target Date</b>	6/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	20 low-income individuals
	<b>Location Description</b>	Cloverdale, CA
	<b>Planned Activities</b>	The program will provide businesses education and consulting services specifically targeted toward micro-enterprise with the intent to reduce out-commute by developing and expanding jobs and opportunities for Cloverdale residents to work in Cloverdale.
17	<b>Project Name</b>	City of Cloverdale - City ADA Improvements
	<b>Target Area</b>	
	<b>Goals Supported</b>	Non-Housing Community Development

	<b>Needs Addressed</b>	Projects and Programs Serving Disabled Persons
	<b>Funding</b>	CDBG: \$120,000
	<b>Description</b>	Sidewalk and street improvements to improve ADA accessibility and safety.
	<b>Target Date</b>	10/31/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	South Cloverdale Boulevard between Citrus Fair Drive and South Franklin Street
	<b>Planned Activities</b>	This project would remove existing architectural barriers through the construction of ADA street and sidewalk improvements including removing and replacing sections of broken and uneven sidewalk, relocating and replacing signs located in the middle of the sidewalk, blocking ADA path of travel and ADA ramp bulb-outs at crosswalks, and implementing traffic calming measures including creating narrow travel lanes and raised medians.
18	<b>Project Name</b>	City of Cotati - Cader Field ADA
	<b>Target Area</b>	
	<b>Goals Supported</b>	Non-Housing Community Development
	<b>Needs Addressed</b>	Projects and Programs Serving Disabled Persons
	<b>Funding</b>	CDBG: \$67,000
	<b>Description</b>	Project will provide ADA accessible path of travel from parking area and neighborhood streets to Civic Center Park and Cader Field ballfields.
	<b>Target Date</b>	12/31/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	216 E. School Street at Civic Center Park and Cader Field (ballfields)

	<b>Planned Activities</b>	Removal of impediments (uneven and failing paved surfaces, curb ramps and parking wheel stops) in locations which do not facilitate, and in some cases, prevent access from existing parking to Civic Center Park and Cader Little League Field. Removal of these barriers will allow mobility impaired access to all park facilities including public restrooms, picnic tables, barbeque facilities and seating areas). The project will also include construction of an accessible pathway (sidewalk) connection from its current termination point in the adjacent residential neighborhood west of the park to connect with existing sidewalk east of the park.
19	<b>Project Name</b>	City of Healdsburg - ADA Sidewalk Ramps Project Phase 5
	<b>Target Area</b>	
	<b>Goals Supported</b>	Non-Housing Community Development
	<b>Needs Addressed</b>	Projects and Programs Serving Disabled Persons
	<b>Funding</b>	CDBG: \$67,000
	<b>Description</b>	Installation of ADA ramps at several street corners to facilitate a walkway for disabled persons along major pedestrian routes.
	<b>Target Date</b>	07/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	Various street corner locations in Healdsburg City limits.
	<b>Planned Activities</b>	This project will install ADA ramps at several street corners. This will facilitate a walkway corridor for disabled persons along major pedestrian routes to the Healdsburg High School, Healdsburg Junior High School, and Fitch Mountain Elementary School.
20	<b>Project Name</b>	City of Rohnert Park - ADA Upgrades Alicia and Colegio Vista Parks Restrooms
	<b>Target Area</b>	
	<b>Goals Supported</b>	Non-Housing Community Development
	<b>Needs Addressed</b>	Projects and Programs Serving Disabled Persons
	<b>Funding</b>	CDBG: \$138,065
	<b>Description</b>	Rehabilitation of existing restrooms at Alicia Park and replace the restrooms in Colegio Vista Park.
	<b>Target Date</b>	08/31/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	

	<b>Location Description</b>	Alicia Park (300 Arlen Drive) and Colegio Vista Park (1200 Southwest Boulevard), Rohnert Park, CA 94928
	<b>Planned Activities</b>	The upgrade includes redesigning the restroom buildings for ADA accessibility; new ADA-compliant fixtures; lighting; and enhanced security features (auto locking doors, alarms, surveillance and exterior lighting). The project also includes path-of-travel improvements from the playgrounds and parking lots. The parks serve older Rohnert Park neighborhoods characterized by household incomes below 80% of the Rohnert Park median income of \$57,387 and in which 16% -26% of households live below the poverty line. The parks are used by nearby residents and the community at large who enjoy the ballfields and picnic grounds. The project will remove blight and provide improved basic facilities for these popular parks.
21	<b>Project Name</b>	City of Sebastopol - ADA Transition Plan Improvements
	<b>Target Area</b>	
	<b>Goals Supported</b>	Non-Housing Community Development
	<b>Needs Addressed</b>	Projects and Programs Serving Disabled Persons
	<b>Funding</b>	CDBG: \$40,000
	<b>Description</b>	Preparation of ADA Improvement reports for various City Owned buildings
	<b>Target Date</b>	05/01/2015
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	City Owned Buildings at various locations within the City of Sebastopol
	<b>Planned Activities</b>	This ongoing project consists of preparation of reports for various buildings by a Certified Access Specialist; preparation of architectural plans and specifications; bidding and construction of building improvements; and project management and administration. Environmental Assessment is included in items to be funded by the CDBG Grant. The City has completed CASP reports for ten City-owned buildings and facilities. The Environmental Assessment is pending completion for 8 buildings, which will be the City's initial priority for improvement. Funding from prior years' CDBG grants will be used to complete architectural plans for these 8 buildings, and to construct improvements as funding allows. This year's grant funds are intended to be used for construction and associated administrative costs.
22	<b>Project Name</b>	Town of Windsor - Town Green Playground ADA Retrofit
	<b>Target Area</b>	

	<b>Goals Supported</b>	Non-Housing Community Development
	<b>Needs Addressed</b>	Projects and Programs Serving Disabled Persons
	<b>Funding</b>	CDBG: \$60,000
	<b>Description</b>	The project consists of the installation of ADA accessible pour-in-place rubberized playground surfacing in areas accessed by disabled adults near existing play equipment within the Town Green Playground.
	<b>Target Date</b>	06/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	Windsor Town Green in Old Downtown Windsor (McClelland Dr, Duvander Ln, and Joe Rodota Dr)
	<b>Planned Activities</b>	Accessible rubberized surfacing will ensure that the playground is inclusive by providing access to parents with disabilities.

## AP-50 Geographic Distribution – 91.220(f)

### Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

This FY 2015-2016 Action Plan, Year 1, encompasses activities undertaken by the County of Sonoma, as well as the seven municipalities comprising the HUD entitlement Urban County: Cloverdale, Cotati, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and Windsor. Sonoma County does not dedicate funds to target areas.

### Geographic Distribution

Target Area	Percentage of Funds

Table 55 - Geographic Distribution

### Rationale for the priorities for allocating investments geographically

The Urban County jurisdictions share CDBG funds for capital projects and economic development programs in rough proportion to the number of residents living in each area. Beyond an initial allocation of available CDBG funds intended to assist capital projects and microenterprise economic development programs in incorporated and unincorporated areas, the jurisdictions do not pre-determine the use of CDBG, HOME, and ESG funding in Sonoma County.

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

One Year Goals for the Number of Households to be Supported	
Homeless	19
Non-Homeless	22
Special-Needs	0
Total	41

Table 56 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	17
The Production of New Units	10
Rehab of Existing Units	14
Acquisition of Existing Units	0
Total	41

Table 57 - One Year Goals for Affordable Housing by Support Type

#### Discussion

The 17 rental assistance units are provided through Rapid Rehousing funded by ESG Grants.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

Sonoma County's 2011 Analysis of Impediments to Fair Housing Choice cited the lack of affordable housing as a barrier. The Sonoma County Community Development Commission will continue to use its CDBG and HOME funding to support projects that increase the supply and improve the conditions of affordable housing for lower income persons.

### **Actions planned during the next year to address the needs to public housing**

The Urban County does not operate public housing. During the next year, the Community Development Commission plans to address the priority housing needs discussed in the Strategic Plan. The County will primarily focus resources on rental housing development and preservation. As opportunities arise, the County also will devote resources to affordable homeownership opportunities for lower-income first-time homebuyers.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

N/A

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

HUD has consistently designated the Sonoma County Housing Authority as a "high performer" agency.

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

The Sonoma County Community Development Commission combines ESG, CDBG and \$860,000 in local funding allocations into one process for Public Services programs. The priority for funding is homeless services including homeless prevention services. Additionally a private donor contributes annually to a homeless prevention fund operated by an awardee and has contributed over \$7 million to date.

Additionally, the Commission hosts the local Continuum of Care and has leadership representation on the Continuum of Care Steering Committee. The local Continuum brings in another \$2.9M annually in Continuum of Care funding used to address homelessness, and consults with the California Department of Housing and Community Development on allocation of its Balance of State ESG funds (\$500,000-\$750,000 annually) to address homelessness and support homelessness prevention.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

Sonoma County Community Development Commission has launched HOST (Homeless Outreach Services Team), a multi-disciplinary street outreach effort in cooperation with the Continuum of Care's implementation of Coordinated Intake. The street outreach teams utilize the same evidence-based screening tools that are being used by Coordinated Intake, and directly connect participants with Coordinated Intake for housing placement, as well as with benefits and health resources. The standard screening and assessment tools prioritize resources to the persons with the most acute health needs and the longest periods of homelessness. The goals of HOST include assessing at least 230 unsheltered persons, and housing 173 of them, in the project's first year. In addition, local funds will support three homeless day centers: one serving approximately 900 homeless women and their children annually; one serving up to 1,000 homeless transition aged youth; and one serving approximately 1,800 homeless persons annually and housing the Coordinated Intake project.

#### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The focus of Sonoma County's emergency shelter and transitional housing programs is establishing safety through trauma-informed care, to stabilize and more quickly house participants. In FY 2015-16, CDBG funds will be used to support emergency shelter for 130 families with children at Catholic Charities' Family Support Center and transitional housing for 40 families with children at Catholic Charities' several transitional housing programs as well as 18 families at Committee on the Shelterless' Family Transitional Housing. CDBG funds will additionally support 100 emergency shelter beds at Committee on the Shelterless' Mary Isaak Center, serving 606 persons. In addition, local funds are allocated to support emergency shelters and transitional housing throughout the Urban County, including Cloverdale, Guerneville, and Sonoma, as well as a women's shelter and a domestic violence safe house that serve the entire region but are located in Santa Rosa.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

In FY 2015-16, the Sonoma County Community Development Commission has allocated ESG funds for Rapid Re-Housing and supplemented them with local funds to support three Rapid Re-Housing programs serving up to 130 households including 16 transition-aged youth. The Commission has also allocated CDBG funds to support permanent supportive housing for up to 75 households served by Catholic Charities, and local funds to additionally support permanent supportive housing for 24 family households in permanent supportive housing operated by Committee on the Shelterless in Rohnert Park, as well as permanent supportive housing for 8 transition-aged youth operated by Community Support Network in Cotati. As noted elsewhere in this plan, the Sonoma County Continuum of Care is implementing system-wide training in the Seeking Safety evidence-based practice to give traumatized clients the tools to address life challenges before they become a trigger for relapse and a return to homelessness.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

The County, Cities and local nonprofit agencies offer a range of programs that provide financial and other assistance to those who are at-risk of becoming homeless due to financial emergencies, loss of existing dwelling units through inaccessibility by persons with mobility impairments, natural disasters, or unabated deterioration. In FY 2015-16, the Sonoma County Community Development Commission has allocated ESG and local matching funds for a Homelessness Prevention program operated by Catholic Charities and serving 50 households. In addition, the Commission is allocating additional local funds for staffing for the HCA Family Fund (a rental assistance program operated by Community Action Partnership and serving 300 households annually), Eviction Defense provided by Legal Aid of Sonoma County (serving 635 households), and for a new effort to improve the housing stability of elderly persons by matching at risk seniors with seniors who have housing to rent (SHARE of Sonoma County – projected to serve 140 seniors in its initial year).

In conjunction with these specific prevention programs, many of the supportive services detailed in the Homeless Inventory section of the Strategic Plan are available to non-homeless persons who have special needs and who may be at risk of homelessness.

A range of effective diversion programs have been, and are continuing to be, developed to effectively move homeless people with special needs out of local criminal justice facilities and into appropriate services and housing, as described in MA-35.

**Discussion:**

The County of Sonoma, as outlined in the Sonoma County Strategic Plan (<http://www.sonoma-county.org/strategic>), endeavors to enhance the capacity of County programs and community systems to more effectively meet the changing needs of individuals, families, and communities in Sonoma County by following the concept of “*upstream investments*.” Upstream investments are defined as opportunities to provide prevention or intervention assistance before more expensive consequences develop. By prioritizing homeless and supportive housing programs and expanding the use of evidence-based practice, the Community Development Commission and the Continuum of Care are supporting this concept.

## **AP-75 Barriers to Affordable Housing – 91.220(j)**

### **Introduction:**

Sonoma County's 2011 Analysis of Impediments to Fair Housing Choice cited the lack of affordable housing as a barrier. The Sonoma County Community Development Commission will continue to use its CDBG and HOME funding to support projects that increase the supply and improve the conditions of affordable housing for lower income persons.

As mentioned in the Market Analysis, the State of California requires each jurisdiction's General Plan Housing Element to identify constraints to housing development and to identify measures the jurisdiction will undertake to ameliorate those constraints. SP- 55 provides a list of the type of measures likely to be undertaken by one or more of the individual jurisdictions. Because the Urban County is comprised of eight different jurisdictions, seven municipalities plus the County of Sonoma, it is not possible to identify the cumulative measures planned by the eight jurisdictions for FY 2015-2016. However, each jurisdiction has a Housing Element that identifies their various programs and actions steps specific to their communities. The websites for these Housing Elements are listed in MA-40 and SP-55.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

The Sonoma County Community Development Commission ensures compliance with the Federal Fair Housing Act and Section 504 of the Rehabilitation Act of 1973 for all new housing construction projects. This includes that, at a minimum, five percent of the total dwelling units or at least one unit in a multifamily housing project, whichever is greater, shall be made accessible for persons with mobility impairments. A unit that is on an accessible route and is adaptable and otherwise in compliance with the standards set forth in § 8.32 is accessible for purposes of this section. An additional two percent of the units (but not less than one unit) in such a project shall be accessible for persons with hearing or vision impairments.

In addition, the Sonoma County Community Development Commission requires all projects receiving HOME funds to adhere to the requirements of 24 CFR 92.351 and to follow its affirmative marketing procedures and requirements for rental and homebuyer projects containing 5 or more HOME-assisted housing units. Affirmative marketing steps consist of actions to provide information and otherwise attract eligible persons in the housing market area to the available housing without regard to race, color, national origin, sex, religion, familial status or disability.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

#### **Actions planned to address obstacles to meeting underserved needs**

All of the projects recommended for funding under this FY 2015-2016 Action Plan address one or more of the obstacles to meeting underserved needs delineated in the Strategic Plan. In addition, the County of Sonoma has committed County General Funds to support programs that serve the needs of the most vulnerable in the community through the Community Services Fund (CSF) program and the County Fund for Housing (CFH). Projects and programs recommended for funding demonstrate efficiencies to best utilize the decreasing amounts of funding available to support their endeavors. Affordable housing projects recommended for funding are based on readiness to proceed and innovative approaches to overcoming regulatory barriers and provide or preserve both rental and homeownership housing opportunities for lower-income persons. Emergency rental assistance and family self-sufficiency activities enable lower-income individuals and families to obtain and retain rental housing in the high-priced market in Sonoma County. As the high cost of housing is a contributing factor in the County's homeless population, the emergency shelter, transitional housing, permanent supportive housing, and homelessness prevention and re-housing assistance recommended for funding assist those in need to move as quickly as possible towards the ultimate goal of attaining stable, permanent housing. Micro-enterprise activities will support economic development with the goal of establishing, stabilizing and expanding small businesses and therefore creating new employment opportunities for low-income residents.

In response to Sonoma County's 2011 Analysis of Impediments to Fair Housing Choice report which cited the lack of affordable housing as a barrier to fair housing choice, the Community Development Commission will continue to use its CDBG, ESG, and HOME funding to support projects that increase the supply and improve the conditions of affordable housing for lower income persons. In addition, the Commission will allocate funds for a Fair Housing program and will encourage the creation of a HUD-certified Fair Housing Initiative Program (FHIP) in the County. The Commission will also work to provide fair housing information more effectively to the public by including information on its website and encouraging our jurisdictional partners in the Urban County to do the same.

#### **Actions planned to foster and maintain affordable housing**

See response above.

#### **Actions planned to reduce lead-based paint hazards**

Making housing lead-safe is the most effective strategy to protect children from lead poisoning. The Community Development Commission addresses this through proactively disseminating printed information concerning lead-based paint hazards to all residents of housing rehabilitation and rental assistance programs. The Commission's Housing Quality Standards (HQS) Inspectors have received training in visual assessment of lead-based paint hazards and are observant of the existence of this hazard during their property inspections, thereby preventing exposure to lead hazards by identifying the risks before families with children under six years of age move into rental units that are assisted by the Housing Authority.

The Commission's Construction Services Specialists are trained in the identification of lead hazards, proper methods of paint stabilization, interim control, abatement procedures and testing/clearance

reports to ensure compliance with all lead hazard reduction requirements during rehabilitation activities. Any dwellings not exempt from HUD's lead hazard reduction provisions (single-room occupancy, dedicated senior housing and housing construction after 1978) renovated under the Housing Rehabilitation Program undergo a lead hazard risk assessment by a state-certified Risk Assessor prior to the formulation of the project's scope of work. Any identified lead hazards are addressed in the scope of work and a certified clearance is obtained before the project is considered complete.

The Commission will also ensure compliance with lead hazard reduction requirements by subrecipients of CDBG, HOME, and ESG funding used to acquire and/or renovate existing buildings for housing or to undertake residential and re-housing service activities through regular monitoring of those activities.

### **Actions planned to reduce the number of poverty-level families**

The Urban County will work to reduce the number of poverty-level families by targeting CDBG, HOME, ESG and local funds to projects that will provide services to foster self-sufficiency, in conjunction with the provision of housing, shelter and other public facilities. The Sonoma County Community Development Commission implements the Section 8 Housing Choice Voucher Program and numerous Continuum of Care Rental Assistance Programs. Rental assistance enables lower-income individuals and families to obtain and retain rental housing in the high-priced market in Sonoma County. These households face severe housing obstacles and cannot afford market-rate rental housing. The Commission will make CDBG and ESG funding available to nonprofit agencies to operate programs that work to reduce the number of persons living below the poverty level through various homeless services, including both homeless prevention and rapid re-housing programs. The Commission will also make CDBG funding available to support micro-enterprises that build wealth and create jobs for low income households. Among the activities supported are individual development accounts, micro-lending assistance, and classes and individualized coaching on a number of topics including starting a business, budgeting, and creating marketing plans. The County's involvement in the Continuum of Care process, Section 3 compliance, SonomaWORKS, Job Link, Upstream Investments, Health Action, and the actions of the Local Workforce Investment Board will all foster greater economic opportunities for the lower-income residents of Sonoma County.

### **Actions planned to develop institutional structure**

The Sonoma County Community Development Commission will continue to work in conjunction with multiple County departments, the seven participating municipalities, and various nonprofit agencies receiving CDBG, HOME, and ESG funding to carry out the activities in this plan during the next year. The Sonoma County Housing Authority will maintain service provider agreements with local supportive service agencies to provide services to the Housing Authority's Family Self-Sufficiency participants.

The County of Sonoma will continue to encourage collaboration between housing providers and health, mental health and service agencies with the intention of fostering development of more supportive housing options throughout the County. The County's leading nonprofit housing developers successfully collaborate with other local nonprofit agencies to develop and operate affordable housing projects with specific set-asides of permanent supportive housing units for persons with mental, developmental or other disabilities included in the overall development.

The ongoing Continuum of Care planning process will continue to facilitate increased collaboration among the County, City of Santa Rosa, City of Petaluma, the County Departments of Health and Human

Services, and virtually all housing and homeless service providers throughout Sonoma County. The information sharing and brainstorming that takes place at these meetings will continue as an instrumental force in forging new connections and working relationships among several different participants as well as responding to the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act requirements of reducing the length of homeless episodes, reducing returns to homelessness, and increasing participant incomes.

The Community Development Commission will support the Continuum of Care Board in addressing the goals and action steps required under the HEARTH Act regulations and the Emergency Solutions Grant program, including reducing and ending homelessness through:

- Expanded street outreach and system-wide coordinated assessment;
- Shortening lengths of stay while addressing the key needs of people in emergency and transitional housing, especially their health and income needs;
- Helping homeless persons access permanent housing; and
- Helping low-income persons avoid homelessness.

Specific goals for addressing and preventing homelessness in Sonoma County are outlined in the Continuum of Care's 10-Year Homeless Action Plan 2014 Update, available on the Community Development Commission's website at <http://www.sonoma-county.org/cdc/cdhomeless.htm>. The 2014 application for Continuum of Care funds also addresses the homeless needs in Sonoma County and can be accessed by contacting the Sonoma County Community Development Commission. Additional specific data can be found in the Continuum of Care Homeless Population and Subpopulations Chart in the Additional Files section of this Action Plan.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

The Community Development Commission will continue the on-going interaction with many public and private entities to further the objectives of this plan. All agencies, public and private, County departments, as well as the general public, are invited to all public meetings and forums. Representatives of many of these agencies also attend Continuum of Care meetings.

The Continuum of Care Board will continue to recommend standards for administering ESG funds under the HEARTH Act, will monitor implementation of coordinated intake, and will invite participation from all local agencies that serve Sonoma County's current and potential homeless population.

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

#### Introduction:

#### Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	
This Action Plan covers FY 2015-16	100.00%

**HOME Investment Partnership Program (HOME)**  
**Reference 24 CFR 91.220(l)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:  
No other forms of investment will be used in the First Year Action Plan.
2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:  
No homebuyer activities are being funded in the First Year Action Plan with HOME funds.
3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:  
All units that are being constructed or funded with HOME funds in the First Year Action Plan will be required to have restrictions on the deeds to indicate that units remain affordable for at least 55 years.
4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:  
No HOME funds will be used for this purpose in the First Year Action Plan.

**Emergency Solutions Grant (ESG)  
Reference 91.220(l)(4)**

1. Include written standards for providing ESG assistance (may include as attachment)  
See the Sonoma County Funding Policies attached. The Continuum of Care (CoC) has also developed the attached standards for its consultation on Balance of State ESG Funding. For allocations of Urban County ESG funds, consultation with the CoC is accomplished through staff consultation with the CoC Coordinator, adapting these standards to the Sonoma County Community Development Commission’s funding process.
2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.  
After 3 years of planning, Phase 1 implementation of Coordinated Intake began in January 2015, serving beta test populations of homeless households with children and unsheltered homeless referred by the Homeless Outreach Services Team. Screening tools and referral protocols have been built in the Sonoma County Homeless Management Information System (HMIS), and policies and procedures are in development. Homeless families with children who are seeking assistance are referred to Sonoma County’s 211 Information and Referral program, where they are screened with the standardized evidence-based tool and their data live-entered into the HMIS. Once that is complete, 211 staff schedule appointments for participants with Coordinated Intake staff for a full needs assessment and assignment of a housing strategy. Street outreach workers similarly live-enter screenings into HMIS; since the focus is housing people as quickly as possible, resources for full needs assessments are currently being prioritized for situations where the kind of housing placement needed is not clear from the initial screening (and conducted after placement for all others). Wherever possible, placements are made immediately; the HMIS now has a waitlist management capacity that prioritizes new entries into shelter, transitional housing, rapid re-housing and permanent supportive housing by vulnerability rather than “first-come, first-served” criteria. A crisis case management function will be launched imminently.
3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).  
The Sonoma County Community Development Commission allocates the CDBG public service funds, the ESG funds (and the local funds called Community Services Funds and Low-Mod Income Housing Asset Funds) through a single competitive allocation process governed by the attached Funding Policies. This allocation and contract administration function is staffed by the Community Development Division of the Sonoma County Community Development Commission, the same division that hosts and administers the Sonoma County Continuum of Care and the HMIS program. Thus, HEARTH Act and Continuum of Care policies, goals and objectives—including standards for allocation of ESG funds—are fully integrated into the entitlement fund allocation process.
4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

N/A

5. Describe performance standards for evaluating ESG.

The Sonoma County Community Development Commission staff evaluates all public services awards, including those funded with CDBG, ESG and local CSF, as a collective group. Minimally, all awardees are required to do a 'desktop monitoring' process (respond to an in-depth questionnaire) and approximately one-quarter of all awardees are asked to host on-site monitoring visits each year. The selection criteria includes whether there are recent or still outstanding concerns or findings, whether or not the awardee's program is newly funded by the Sonoma County Community Development Commission, and the amount of elapsed time since the last monitoring visit. When ESG-funded programs are monitored, HEARTH Act and ESG policies and criteria are included in the overall monitoring.

**Citizen Participation Comments**

Included in the Citizen Participation Comments attachment are:

- 1) 2015 Adopted Citizen Participation Plan
- 2) Public Noticing regarding the 2015 Consolidated Plan comment period
- 3) A summary of oral public comment received during public hearings regarding the 2015 Consolidated Plan.
- 4) Copy of written comment letter received from National Fair Housing Alliance
- 5) Copy of response letter addressing National Fair Housing Alliance's comments

## SONOMA COUNTY

# CITIZEN PARTICIPATION PLAN

**May 2015**

### **Purpose of the Citizen Participation Plan**

Pursuant to the U.S. Department of Housing and Urban Development (HUD) regulations set forth in 24 CFR Part 91, jurisdictions receiving housing and community development funds under the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) and Emergency Solutions Grants (ESG) programs must prepare a Consolidated Plan. The Consolidated Plan is designed to help local jurisdictions assess their affordable housing and community development needs and market conditions, and make data-driven, place-based investment decisions. The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus the use of CDBG, HOME, and ESG funds from HUD. The Consolidated Plan includes 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. Grantees report on accomplishments and progress toward Consolidated Plan goals in the Consolidated Annual Performance and Evaluation Report (CAPER).

Jurisdictions receiving housing and community development funds under the CDBG, HOME and ESG programs are further required to adopt and follow a Citizen Participation Plan. The purpose of the Citizen Participation Plan is to provide a written policy and procedure document that describes the actions to be taken to provide for, and to encourage, citizen participation in the development of the Consolidated Plan and Annual Action Plans, any substantial amendments to an adopted Consolidated Plan, and the annual performance report. This May 2015 Citizen Participation Plan amends Sonoma County's April 2005 Citizen Participation Plan to more fully describe the actions that the Sonoma County Community Development Commission (Commission) will take to encourage the participation of all residents.

### **Access to Meetings, Information, Records**

To ensure that citizens, public agencies, and other interested parties have the opportunity to review and comment, the public will be provided with reasonable and timely access to meetings, information and records relating to proposed activities, the proposed use of CDBG, HOME, and ESG funds, and the County's use of CDBG, HOME and ESG assistance during the preceding 5-year period. The Community Development Committee, appointed by the Sonoma County Board of Supervisors as their advisory body for community development activities, regularly meets on the second Tuesday of each month at 3:30 p.m.

and will hold special meetings from time to time. The meetings are held at the Community Development Commission office, 1440 Guerneville Road, Santa Rosa, CA. All members of the public are invited to attend the Committee's meetings to listen to and comment on any of the items on the Committee's meeting agenda. In addition, the Committee's regular agenda includes a time for the public to make comments on any other community development issues that are not on the meeting agenda. All meetings are noticed as described below and are conducted in accordance with the State of California Ralph M. Brown Act.

#### Technical Assistance

The Commission will provide technical assistance to any persons or groups interested in developing CDBG, HOME or ESG funding proposals, including groups that are representative of low- and moderate-income persons. Such assistance will include at least one annual applicant workshop, in-person or via webinar, where Commission staff will provide information and assistance on funding applications. Additional technical assistance will be available by individual appointments with Commission staff.

#### Public Notices

Citizens are encouraged to participate in the development of the Consolidated Plan and Annual Action Plans, any substantial amendments to an adopted Plan, and the annual performance report. Special efforts will be made to encourage participation by persons of low- and moderate-income, particularly those who are: (1) residents of slum and blighted areas, (2) residents of areas in which community development funds are proposed to be used, (3) residents of predominantly low- and moderate-income neighborhoods, (4) residents of any designated neighborhood revitalization areas, (5) minorities, (6) non-English speaking persons, and (7) persons with disabilities. The Commission will also encourage participation of local and regional institutions, the Continuum of Care, and other organizations, including businesses, developers, nonprofit organizations, philanthropic organizations, and community- and faith-based organizations in the process of developing and implementing the Consolidated Plan and Annual Action Plans, any substantial amendments to an adopted Consolidated Plan and the annual performance report. Also, in consultation with the Sonoma County Housing Authority (SCHA), the Commission will encourage the participation of residents who are participants in the SCHA's rental assistance programs. Furthermore, the Commission will provide information to the SCHA about consolidated plan activities related to housing that is assisted by the SCHA in its area of operation so that the SCHA can make this information available at the annual public hearing required for the Public Housing Agency Plan.

In an attempt to reach low- and moderate-income citizens, the Commission will make radio public service announcements and distribute flyers announcing (1) public hearings and other public meetings related to

the consolidated planning process, (2) funding availability and applicant workshops, (3) publication of the draft Consolidated Plan and Annual Action Plans, (4) proposed substantial amendments to an adopted Consolidated Plan (as defined further below), and (5) publication of the draft annual performance report. . The flyers will be distributed through community-based organizations and other entities throughout the County that serve low- and moderate-income persons, posted in the lobby of the SCHA, and posted on the CDC's official website. The flyers will be printed in both English and Spanish and radio public service announcements will be made in both English and Spanish.

Notices of (1) public hearings and other public meetings related to the consolidated planning process, (2) funding availability and applicant workshops, (3) availability of the draft Consolidated Plan and Annual Action Plans, (4) proposed substantial amendments to an adopted Consolidated or Action Plan, and (5) availability of the draft annual performance report will also be published in *The Press Democrat* and posted on the Commission's office door, as well as on the CDC's official website.

Notices of (1) funding availability and applicant workshops and (2) the schedule of public hearings and other public meetings related to the consolidated planning process will be disseminated directly to interested parties who request to be included on a distribution list maintained for this purpose.

Each public hearing will be noticed at least two weeks prior to the public hearing date. Notices will include the time, date and location of the hearing, as well as summary information about the matter to be discussed. A contact name and telephone number will be included in the notice for interested parties who have questions or requests for special accommodations prior to the hearing.

Information on the amount of CDBG, HOME and ESG funding available and the range of activities that may be undertaken will be published in *The Press Democrat* prior to the technical assistance workshop(s) for interested applicants. An estimate of funding to be used for activities that benefit low- and moderate-income persons will be provided at the annual public hearings, held by the Sonoma County Community Development Committee and the Technical Advisory Committee, and will be included in the annual Consolidated Plan Summary.

#### Publication of Draft Documents

The annual Consolidated and Action Plan Summary will be published in *The Press Democrat* and on the Commission's official website. This Summary will describe the contents and purpose of the Plan and will include a description of the proposed activities in sufficient detail, including location, to allow citizens to determine the degree to which they may be affected. Notices of any proposed substantial amendments to an adopted Consolidated or Action Plan and of the draft annual performance report will also be published

in *The Press Democrat* and on the Commission's official website. All notices will list the locations where a full copy of the draft documents will be available for review. At a minimum, these locations will include the Sonoma County Community Development Commission, the Board of Supervisors' office, and the Main Branch of the Sonoma County Library. The draft documents will also be available for download from the Commission's official website. The County will also make free copies of the draft documents available to citizens who do not have Internet access, upon request.

### Public Hearings and Public Meetings

The Commission will hold at least three public hearings annually, during different stages of the annual community development planning process to obtain citizens' views and to respond to proposals and questions. One hearing will be scheduled to review housing and community development needs, proposed policies and procedures, and past program performance. At least two public hearings will be scheduled to consider development of proposed activities and the Consolidated Plan and annual Action Plan submissions. These hearings will be held before the draft Plan is published for a 30-day comment period.

Public hearings and meetings will be scheduled at times and locations convenient to potential or actual beneficiaries and with accommodation for persons with disabilities. The hearings will be held at the Sonoma County Community Development Commission office or at the Board of Supervisors' chambers, both of which are located in the most heavily populated, central part of Sonoma County. These offices are easily reached by car, public transportation, bicycle or on foot. The hearing rooms are wheelchair accessible. Public meetings may be held at the Commission office or at the Board of Supervisors chambers, or may be held in other locations throughout the County as may be considered convenient to interested parties. In all cases, selected locations will be wheelchair accessible. Special accommodations for persons with visual or hearing impairments will be made upon request.

In cases where a significant number of non-English speaking residents are expected to attend a public hearing or meeting, the Commission will supply an interpreter. Several Commission staff members are fluent in Spanish and will provide Spanish translations. If other non-English speaking residents are expected, the Commission will seek interpreters from appropriate service organizations assisting such persons.

### Public Comments

The views of citizens, public agencies and other interested parties will be considered before the County submits the 5-year Consolidated Plan, the annual Action Plan, any substantial amendments to an adopted

Consolidated or Action Plan and the annual performance report to HUD. Public comments may be presented orally at public hearings and meetings, or may be submitted in writing to the Commission. Following publication of the draft Consolidated or Action Plan and any substantial amendments to an adopted Consolidated or Action Plan, citizens will be given at least 30 days in which to submit written comments. Following publication of the draft annual performance report, citizens will be given at least 15 days in which to submit written comments. A summary of all oral comments and full copies of all written comments received, including comments not accepted and the reasons therefore, will be attached to the Consolidated Plan or Action Plan, the substantial amendment or the performance report, as applicable. At a public meeting following the 30-day comment period for the Consolidated Plan, Action Plan or any substantial amendment, the Sonoma County Board of Supervisors will review and consider all written and oral comments received prior to approval of the Plan or amendment. The Board may elect to modify the Plan or substantial amendment prior to adoption and submission to HUD.

### **Availability of Final Documents**

The adopted Consolidated Plan, Action Plan, approved substantial amendments and the annual performance report will be made available to the public on the Commission's official website. Free copies of the documents will be provided to interested citizens who do not have Internet access, upon request. The documents will also be made available in a form accessible to persons with disabilities, upon request. Citizens may request a copy of the documents by calling the Sonoma County Community Development Commission office or through the "Contact Us" link on the Commission's official website.

### **Substantial Amendments**

A substantial amendment of the Consolidated Plan is defined as:

- 1) A change in use of CDBG, HOME or ESG funds from one eligible activity to another; or
- 2) A change in location where CDBG, HOME or ESG funds will be used for the same eligible activity;  
or
- 3) A change in the amount of CDBG, HOME or ESG funds allocated to an eligible activity if the change exceeds 10% of the amount of CDBG, HOME or ESG funds previously allocated to that activity as evidenced by the activity's designation as either a "funded" or a "contingency" project in an approved and adopted Action Plan.

### **Displacement**

The Sonoma County Anti-Displacement and Relocation Assistance Plan, amended October, 2002, details the County's plans for minimizing displacement of persons as a result of CDBG, HOME and ESG assisted activities. It provides a guideline for assistance to persons who are displaced as a result of such

activities. Copies of the Anti-Displacement and Relocation Assistance Plan are available for download from the Commission's official website and will be made available to citizens at the annual public hearings held by the Community Development Committee and Technical Advisory Committee.

#### Response to Complaints

The Commission will provide a timely, substantive written answer to every written citizen complaint relating to the Consolidated Plan, Action Plan, substantial amendments to a Plan and the performance report, where practicable, within 15 working days.

#### **Public Review of the Citizen Participation Plan**

This Citizen Participation Plan was made available for public review and comment prior to adoption, in accordance with the Consolidated Plan public notice, public hearing and public comment procedures described herein. Any substantial amendments to this Citizen Participation Plan will be made available for public review and comment through the same process prior to adoption. This Citizen Participation Plan will be available for download on the Commission's official website. Copies will also be made available to those that do not have Internet access at no charge and will be made available in a format accessible to persons with disabilities, upon request. Interested citizens should call or e-mail the Community Development Commission to request a copy of this Plan.



**Comments Received in response to  
Public Review Draft of the Sonoma County 2015 Consolidated Plan**

**Written Comments:**

Comment: A letter was received from the National Fair Housing Alliance. Comment letter is attached.

Response: A response was provided in writing by Kathleen H. Kane, Executive Director of the Sonoma County Community Development Commission. Response letter is attached.

**Oral Comments at April 14<sup>th</sup>, 2015 Public Hearings of the Technical Advisory Committee and Community Development Committee:**

Comment: Oral comment by Billy Bartz, Redwood Empire Food Bank. He discussed the importance of food security in alleviating poverty.

Response: Specific language about food insecurity was not added, however the Consolidated Plan includes general language about Non-Housing Community Development Needs and food security is encompassed in this category. Redwood Empire Food Bank applied for funding and is recommended as a recipient of funds in the FY 2015-16 Action Plan.

**Oral Comments at May 4<sup>th</sup>, 2015 Board of Supervisors Meeting:**

Comment: Oral comment by John Lowry, housing advocate. He discussed the importance of allocating a minimum of 20% of general fund dollars that have been returned to local governments as a result of the end of redevelopment in California, to increasing supply of affordable housing.

Response: Sonoma County's Adopted Housing Element includes a policy to use at least 20% of the above mentioned funds for housing and homelessness related purposes.

Comment: Oral comment by Paula Cook, Community Housing Sonoma County. She expressed gratitude to the Community Development Committee and Board of Supervisors for being supportive in the difficult process of allocating HUD funds when there are too little resources available.

Response: Ms. Cook's comment did not require a response.

Comment: Oral comment by Robin Bowen, Child Parent Institute. She expressed gratitude to Community Development Staff and Supervisor Shirlee Zane for assistance with Child Parent Institute's application submission. Discussed importance of the work Child Parent Institute is doing in Rohnert Park and that she hopes the organization will be funded in future years.

Response: Ms. Bowen's comment did not require a response.

Comment: Oral comment by Tom Bieri, Community Support Network. He thanked Community Development Committee members and Community Development staff and described Community Support Network's services for the homeless.

Response: Mr. Bieri's comment did not require a response.

Comment: Oral comment by Linda Mayberry Chavez, Community Development Committee Member. She expressed gratitude for being appointed to the Community Development Committee and was

appreciative of Board of Supervisor's passion for important issues. She also appreciated a good funding cycle process by Community Development Commission staff.

Response: Ms. Mayberry Chavez's comment did not require a response.



1101 Vermont Avenue, NW, Suite 710, Washington, DC 20005 • (202) 898-1661 • Fax: (202) 371-9744 • www.nationalfairhousing.org

**VIA EMAIL**

April 24, 2015

Susan Gorin  
Board of Supervisors  
Sonoma County  
575 Administration Drive, Room 100A  
Santa Rosa, CA 95403

Dear Supervisor Gorin:

The National Fair Housing Alliance (NFHA) is a consortium of more than 220 private non-profit fair housing organizations and state and local civil rights groups throughout the United States. There are currently more than twenty NFHA members in California, including Fair Housing of Marin in San Rafael. NFHA also co-chairs the Fair Housing Task Force of the Leadership Council on Civil and Human Rights, the largest civil rights coalition in our nation.

As you know, recipients of Community Development Block Grant (CDBG) funding (whether direct recipients or sub-recipients through a state) must certify that they expend such federal funds in a manner that "affirmatively furthers fair housing" (AFFH). To that end, the U.S. Department of Housing and Urban Development (HUD) requires that recipients of CDBG funding conduct an Analysis of Impediments to Fair Housing Choice (AI) every three years. The AI helps inform funding decisions related to the elimination of housing, lending and insurance discrimination within a jurisdiction.

Sonoma County, Santa Rosa, and Petaluma together adopted an updated AI in 2011 which called for funding a full-scale fair housing organization that would prioritize complaint intake and enforcement of fair housing laws, including filing lawsuits and fair housing testing.<sup>1</sup> The AI states, "Fair Housing of Marin may be the only organization in the county eligible for FHIP [the federal Fair Housing Initiatives Program] status." While indicating to HUD and the public that Fair Housing of Marin (FHOM) is the only organization in the County eligible for FHIP enforcement dollars as a qualified fair housing center, Sonoma County has not funded FHOM or any other qualified fair housing organization providing enforcement work for the past three years. Even prior to the 2011 AI, the county did not fund an agency to conduct fair housing enforcement work. This failure to engage in efforts to AFFH as certified may place Sonoma County in violation of the requirements for recipients of CDBG funds.

<sup>1</sup> Courts, researchers, and practitioners have all recognized testing as the most effective way to detect housing discrimination.

The National Fair Housing Alliance (NFHA) is the voice of fair housing. NFHA works to eliminate housing discrimination and to ensure equal housing opportunity for all people through leadership, education, outreach, membership services, public policy initiatives, advocacy and enforcement.



5/1/15  
10:30

memorandum can be accessed here:

<http://www.hud.gov/offices/fheo/library/FairHousingAgencies-CDBGfunds.pdf>.

I would be happy to discuss with you in greater detail the certification requirement to affirmatively further fair housing, how cities and counties can go about carrying out their obligation and the ways in which Sonoma County can be a leader in fair housing education and enforcement. Please do not hesitate to contact me.

Sincerely,



Shanna L. Smith  
President and Chief Executive Officer

cc: Bruce Goldstein, Sonoma County Counsel  
Jenny Abramson, Homeless and Community Services Manager  
Jeff Jackson, Program Compliance Branch Chief, HUD FHEO



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

May 14, 2015

Shanna L. Smith  
President and Chief Executive Officer  
National Fair Housing Alliance  
1101 Vermont Avenue, NW, Suite 710  
Washington, DC 20005

*Members of the Commission*

**Susan Gorlin**  
Chair

**Efren Carrillo**  
Vice Chair

**David Rabbitt**  
**Shirlee Zane**  
**James Gore**

**Kathleen H. Kane**  
Executive Director

Dear Ms. Smith:

Thank you for your letter advocating for Community Development Block Grant (CDBG) funding for your member organization, Fair Housing of Marin in San Rafael. Your letter was received by the Sonoma County Board of Supervisors and considered during their noticed public meeting held on May 5, 2015. After considering applications submitted by Fair Housing of Marin (FHOM) and Petaluma People's Service Center (PPSC), the Board approved the recommendation made by its advisory committee following a public hearing held on March 10, 2015, to fund PPSC for FY 2015-16.

The applications were considered in light of the 2011 Sonoma County Regional Analysis of Impediments (AI) to Fair Housing Choice. PPSC has provided Fair Housing services to address the needs identified in the AI for all entitlement jurisdictions in Sonoma County in past years. We are cognizant that Fair Housing requirements will be changing in the near future, and that these changes are likely to impact the needed services and how they are delivered. Therefore, while the applicants requested three-year funding, PPSC was funded for only a one-year contract at this time.

Fair Housing of Marin has been invited to apply again for FY 2016-17 funding.

Thank you again for your interest in our funding process.

Sincerely,

Kathleen H. Kane  
Executive Director

cc: Sonoma County Board of Supervisors Members  
Bruce Goldstein, Sonoma County Counsel  
Jenny Abramson, Homeless and Community Services Manager  
Jeff Jackson, Program Compliance Branch Chief, HUD FHEO



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



**Grantee Unique Appendices**

Included as Unique Grantee Attachments:

- 1) Minutes showing Sonoma County Board of Supervisors Approval of 2015 Consolidated Plan and 2015 Citizen Participation Plan
- 2) Fiscal Year 2015-16 Funding Policies
- 3) Rapid Re-Housing Program Standards
- 4) Emergency Shelter Standards
- 5) Homeless Prevention-Diversion Program Standards

**ACTION SUMMARY**  
**AGENDA**  
**BOARD OF SUPERVISORS**  
**SONOMA COUNTY**  
**575 ADMINISTRATION DRIVE, ROOM 102A**  
**SANTA ROSA, CA 95403**

**TUESDAY****MAY 5, 2015****08:30 A.M.**

Susan Gorin	First District	Veronica	A. County
David Rabbitt	Second District	Ferguson	Administrator
Shirlee Zane	Third District	Bruce Goldstein	County
James Gore	Fourth District		Counsel
Efren Carrillo	Fifth District		

This is a simultaneous meeting of the Board of Supervisors of Sonoma County, the Board of Directors of the Sonoma County Water Agency, the Board of Commissioners of the Community Development Commission, the Board of Directors of the Sonoma County Agricultural Preservation and Open Space District, the Board of Directors of the Northern Sonoma County Air Pollution Control District, the Sonoma County Public Finance Authority, and as the governing board of all special districts having business on the agenda to be heard this date.

The Board welcomes you to attend its meetings which are regularly scheduled each Tuesday at 8:30 a.m. Your interest is encouraged and appreciated.

**AGENDAS AND MATERIALS:** Agendas and most supporting materials are available on the Board's website at <http://www.sonoma-county.org/board/>. Due to legal, copyright, privacy or policy considerations, not all materials are posted online. Materials that are not posted are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at 575 Administration Drive, Room 100A, Santa Rosa, CA.

**SUPPLEMENTAL MATERIALS:** Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the Board of Supervisors office at 575 Administration Drive, Room 100A, Santa Rosa, CA, 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 Clerk of the Board at (707) 565-2241, as soon as possible to ensure arrangements for accommodation.

**Public Transit Access to the County Administration Center:**

Sonoma County Transit: Rt. 20, 30, 44, 48, 60, 62

Santa Rosa CityBus: Rt. 14

Golden Gate Transit: Rt. 80

For transit information call (707) 576-RIDE or 1-800-345-RIDE or visit or <http://www.sctransit.com/>.

Pages 2-6 are not relevant to the 2015 Consolidated Plan and Action Plan or May 2015 Citizen Participation Plan and so have not been included in this attachment.

Shirlee Zane, Efren Carrillo ABSENT: James Gore Approved by Resolution 14-0491

### TRANSPORTATION AND PUBLIC WORKS

20. Authorize the Chair to execute Amendment No. 1 to Settlement Agreement Highway 12 Corridor Improvement Project C08002 between the County and Wiley and Ladas authorizing payment of \$25,390. (First District)

Board Action: Approved as Recommended AYES: Susan Gorin, David Rabbitt, Shirlee Zane, Efren Carrillo ABSENT: James Gore Approved by Resolution 14-0491

### APPOINTMENTS/REAPPOINTMENTS

(Item 21)

21. Approve the reappointment of Mary Basham to the Commission on the Status of Women for a two-year term beginning on May 5, 2015 and ending on May 5, 2017. (Third District)

Board Action: Approved as Recommended AYES: Susan Gorin, David Rabbitt, Shirlee Zane, Efren Carrillo ABSENT: James Gore Approved by Resolution 14-0491

Public Speaker: Peter Tscherneff

## IV. REGULAR CALENDAR (Items 22 through 24)

### COMMUNITY DEVELOPMENT COMMISSION

(Commissioners: Gorin, Rabbitt, Zane, Gore, Carrillo)

22. Sonoma County 2015 Five-Year Consolidated Plan, for use of Housing, Homelessness, and Community Development Funds, Fiscal Year 2015-16 One-Year Action Plan, and Revised Sonoma County Citizen Participation Plan - (A) Approve the Sonoma County 2015 Consolidated Plan and Action Plan: One Year Use of Funds Fiscal Year 2015-16 for the proposed use of Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grants (ESG) funds and associated (9) Board actions, as shown on the Supplemental Page. (B) Approve the May 2015 Citizen Participation Plan for use by the Sonoma County Community Development Commission in administering the CDBG, HOME and ESG programs.

Presenters: John Haig, Community Development Deputy Director Jenny Abramson, Homeless & Community Services Manager Felicity Gasser, Senior Community Development Specialist Public Speakers: John Lowry Paula Cook

Robin Bower Tom Biero Linda Mayberry Chavez Board Action: Approved as Recommended AYES: Susan Gorin, David Rabbitt, Shirlee Zane, Efren Carrillo ABSENT: James Gore

The Board recessed: 10:39 a.m. The Board reconvened: 10:58 a.m.

#### TRANSPORTATION AND PUBLIC WORKS/PERMIT AND RESOURCE MANAGEMENT

23. Adopt a Resolution reading the title, waiving further reading of and introducing for adoption an ordinance adding a new section 15.8.1 to Chapter 15 Article III of the Sonoma County Code to allow oversight of encroachments on public roads that are not part of the County Road system. (4/5 vote required) (First Reading)  
Presenters: Susan Klassen, Transportation and Public Works Director Tennis Wick, Permit and Resource Management Department Director Board Action: Approved as Recommended AYES: Susan Gorin, David Rabbitt, Shirlee Zane, Efren Carrillo ABSENT: James Gore Approved by Resolution 15-0182

#### PERMIT AND RESOURCE MANAGEMENT

24. Permit and Resource Management Department Code Enforcement Enhancement - (A) Receive overview of Code Enforcement Efforts Program. (B) Endorse the current methodology used by the Code Enforcement Section of PRMD to prioritize violations. (C) Adopt a Resolution increasing the previously delegated settlement authority of the PRMD Building and Safety Division Manager to compromise costs, fees and/or penalties from \$7,500 to \$50,000 for each violation, but not-to-exceed a reduction of 50% of the full amount owed. (D) Receive information regarding clean-up of properties chronically in code violation. (E) Receive information on future proposal for adoption of a multi-departmental Administrative Citation Program.  
Presenters: Tennis Wick, Permit and Resource Management District Director Ben Neuman, Permit and Resource Management District Building Division Manager Debbie Latham and Holly Rickett, Deputy County Counsel Board Action: Approved as Recommended AYES: Susan Gorin, David Rabbitt, Shirlee Zane, Efren Carrillo ABSENT: James Gore Approved by Resolution 15-0183

The Board recessed to closed session: 11:59 a.m.

#### V. CLOSED SESSION CALENDAR (Items 25 through 28)

2:05 P.M. County Counsel Goldstein reported on Closed Session Items #25 - 28.

Pages 9-12 are not relevant to the 2015 Consolidated Plan and Action Plan or May 2015 Citizen Participation Plan and so have not been included in this attachment.



**Sonoma County Community Development Commission**

**2015-2016 Funding Policies**

Federal CDBG, HOME and ESG Funding Programs

Community Services Funding (CSF) Program

Low- and Moderate-Income Housing Asset Fund

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## **I. Introduction**

### **Consolidated Plan**

The Consolidated Plan is a five-year plan required by the U.S. Department of Housing and Urban Development (HUD) in order for Sonoma County to receive federal housing and community development funds under the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and the Emergency Solutions Grants (ESG) programs. The Plan, including the goals and specific objectives for the five-year period, also includes the County's One-Year Action Plans for use of CDBG, HOME and ESG funds during each fiscal year.

A new 2015 Sonoma County Consolidated Plan will include the goals and specific objectives for the five-year period from July 1, 2015 through June 30, 2020. The new goals and objectives will be developed through a citizen participation process to be conducted concurrently with the FY 2015-2016 CDBG, HOME, and ESG funding approval process. Because the new goals and specific objectives are as yet unknown, the goals and specific objectives from the 2010 Sonoma County Consolidated Plan will be effective for the FY 2015-2016 proposal review and selection process.

The Consolidated Plan serves the following four functions:

1. A planning document for Sonoma County, which builds on a participatory process;
2. A strategy to be followed in carrying out HUD programs;
3. An action plan that provides a basis for assessing performance; and
4. A required element of the annual application for federal funds under HUD's CDBG, HOME, and ESG programs.

The Sonoma County Consolidated Plan encompasses activities undertaken by the County of Sonoma, as well as the seven participating municipalities of Cloverdale, Cotati, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and Windsor. Together, these eight jurisdictions comprise the Urban County, an entity recognized by HUD as an entitlement jurisdiction eligible for formula grant funding under the CDBG, HOME, and ESG programs. The cities of Santa Rosa and Petaluma, although located within the boundaries of Sonoma County, each qualify as separate entitlement jurisdictions and administer their respective HUD funding allocations. Each establishes an individual Consolidated Plan for their sole jurisdiction.

This document, the Urban County's Funding Policies, provides the policy framework to guide the allocation and administration of CDBG, HOME, and ESG funds, described below, consistent with federal rules, statutes and regulations, and local priorities. The references to "County" refer to the eight-jurisdiction Urban County. The references to "special needs subpopulations" in the objectives include, but are not limited to: 1) elderly households, 2) persons with physical, mental or developmental disabilities, 3) persons with HIV/AIDS and their families, 4) large families, 5) single-headed households, and 6) farm workers.

### **Community Services Funding (CSF) Program & Low- and Moderate-Income Housing Asset Fund (LMIHAF)**

Additionally, the Sonoma County Community Development Commission (Commission) administers the locally-funded County Community Services Funding (CSF) and the Low- and Moderate-Income Housing Asset Fund (LMIHAF).

The CSF and the portion of LMIHAF funds dedicated to homeless program funding, an amount limited by state law and local discretion, per direction from the Sonoma County Board of Supervisors and the Board of Commissioners, are to be integrated with the CDBG Public Services and ESG funding processes to the extent possible. The balance of the LMIHAF funds are governed by a separate LMIHAF Fund Policies document. For convenience, throughout the remainder of this document, "LMIHAF" refers solely to the homeless program-dedicated portion of LMIHAF assets that are subject to these policies.

These four funding sources will be combined for allocation purposes and implementation and the LMIHAF and CSF programs will follow the priorities set forth in the Consolidated Plan and these funding policies.

### **HUD Funding Programs**

The Community Development Block Grant (CDBG) Program, as created by the federal Housing and Community Development Acts of 1974 and 1987, has as its primary objective the development of viable communities through the provision of decent housing, a suitable living environment and the expansion of economic opportunities, primarily for lower income persons. At least 70% of Sonoma County's CDBG funds must be used for activities that benefit lower income persons (i.e., persons earning less than 80% of the area median income). Any programs or projects allocated CDBG funding must meet one of the following National Objectives:

1. Benefit low- to moderate-income persons
2. Prevent or eliminate slums and blight as determined by HUD
3. Meet an urgent need

The Emergency Solutions Grants Program (ESG), originally authorized under the Stewart B. McKinney Homeless Assistance Act of 1987 as the Emergency Shelter Grants program, permits HUD to make grants to states and units of general local government for homelessness prevention and intervention services.

The Cranston-Gonzalez National Affordable Housing Act created the HOME Investment Partnership (HOME) Program in 1990. The HOME Program provides funding to local jurisdictions to increase the stock of housing affordable to very low- and low-income households. In 1991, HUD designated Sonoma County a Participating Jurisdiction under the HOME Program.

The Sonoma County Community Development Commission (Commission) is the designated local administrative body for each of the three federal funding programs.

## **II. Funding Goals and Objectives**

As stated in the Consolidated Plan, the overall goal of the CDBG, HOME and ESG federal funding programs is to develop viable urban communities principally for low-income persons by:

1) Providing decent housing;

- assisting homeless persons to obtain affordable housing;
- assisting persons at risk of becoming homeless to retain their housing;
- preserving and retaining the affordable housing stock;
- increasing the availability of permanent housing that is decent, safe, sanitary, and affordable to lower-income families, particularly to members of disadvantaged minorities, without discrimination on the basis of race, color, religion, sex, national origin, familial status, or disability;
- increasing the supply of supportive housing which includes structural features and services to enable persons with special needs (including persons with HIV/AIDS) to live in dignity and independence; and
- providing affordable housing that is accessible to public transportation and job opportunities.

2) Providing a suitable living environment;

- improving the safety and livability of neighborhoods;
- eliminating blighting influences and the deterioration of property and facilities;
- increasing access to quality public and private facilities and services;
- reducing the isolation of income groups within areas through spatial deconcentration of housing opportunities for lower income persons and the revitalization of deteriorating neighborhoods;
- restoring and preserving properties of special historic, architectural, or aesthetic value; and
- conserving energy resources and using renewable energy sources.

3) Expanding economic opportunities.

- creating and retaining jobs;
- establishing, stabilizing and expanding microenterprises (businesses having 5 or fewer employees, one or more of whom owns the business);
- providing public services in support of employment;
- providing jobs to lower-income persons living in areas affected by those programs and activities, or jobs resulting from carrying out activities under programs covered by the plan;
- promoting availability of mortgage financing for lower-income persons at reasonable rates using non-discriminatory lending practices;
- promoting access to capital and credit for development activities that support the long-term economic and social viability of the community; and
- promoting empowerment and self-sufficiency for lower-income persons to reduce generational poverty in federally assisted housing and public housing.

Operationally, these broad goals are implemented in three areas: Homelessness, Housing and Non-Housing Community Development, as follows:

## **A. Homelessness**

Goal: To promote new and existing day centers, emergency shelters, housing facilities and services that will coordinate and improve the continuum of care system for homeless residents of Sonoma County.

### **1. Homeless Specific Objectives:**

- a. Provide day center services to homeless persons, some with special needs.
- b. Provide emergency shelter beds for homeless persons, some with special needs.
- c. Provide housing with supportive services to persons leaving homeless shelters or to persons who are living “on the streets”, some with special needs.
- d. Provide mental health, other health and social services, counseling, employment training, education, childcare, parenting education, substance abuse treatment, domestic violence intervention, transportation assistance and self-sufficiency skills including, but not limited to, rental housing education, financial literacy, and independent living skills, to homeless persons living “on the streets” or in emergency shelters, including outreach to the “street” homeless and assessment of individual and family needs. Some of the assisted persons will be from special needs subpopulations.
- e. Provide homeless prevention services to households who are at risk of becoming homeless, some with special needs.

### **2. Eligible Use of Funds:**

- a. Homeless Shelter Operations (CDBG, CSF and ESG).
- b. Services to Homeless Persons (CDBG, CSF, LMIHAF and ESG).
- c. Homeless Prevention Activities (CDBG, CSF, LMIHAF and ESG).
- d. Acquisition, construction, and rehabilitation of homeless day centers and emergency shelters (CDBG).
- e. Acquisition, construction, and rehabilitation of homeless housing facilities (CDBG and HOME).

### **3. Non-Eligible Use of Funds:**

- a. ESG, LMIHAF, and CSF funds may not be used for acquisition, construction, rehabilitation, or other capital costs.
- b. HOME and LMIHAF funds may not be used for capital costs associated with day centers or emergency shelters.
- c. HOME funds may not be used for costs of operations or services.
- d. LMIHAF funds may only be used for homelessness prevention and rapid re-housing services.
- e. CDBG, HOME, CSF, LMIHAF, and ESG funds may generally not be used for general administration costs. Such costs are allowed in the public services

category provided the Commission staff approves, in advance, an indirect expense allocation plan for the applicant agency.

## **B. Housing**

Goal: To increase the housing stock that is affordable, accessible and available to extremely low-, very low-, low-, and moderate-income residents of Sonoma County, including special needs subpopulations.

### **1. Housing Specific Objectives:**

- a. Develop new rental and ownership housing units that are affordable and available to extremely low-, very low-, low- and moderate-income households, some with special needs.
- b. Develop new housing units with appropriate supportive services that are affordable, accessible and available to extremely low-, very low-, low- and moderate-income special needs households.
- c. Provide tenant-based rental subsidies to make market rate housing units affordable to extremely low-income households, some with special needs.
- d. Provide comprehensive rehabilitation and targeted hazard mitigation assistance to make needed repairs and improvements conventional single- and multi-family housing and mobile homes owned and/or occupied by extremely low-, very low-, low- and moderate-income households, some with special needs.
- e. Provide loans to eligible entities to acquire and/or rehabilitate existing multi-family housing affordable, accessible and available to extremely low-, very low-, low- and moderate-income households at risk of becoming market rate housing. The occupants of some of these assisted housing units will include special needs households.
- f. Provide direct fair housing education and mediation services to low- and moderate-income renter households, some with special needs.

### **2. Eligible Use of Funds:**

- a. Housing Development and Preservation:
  - i. Site acquisition (CDBG and HOME).
  - ii. Acquisition of existing rental housing (CDBG and HOME).
  - iii. Development impact fees (HOME).
  - iv. Site improvements for new rental housing developments (HOME).
  - v. Construction of new rental housing developments (HOME).
  - vi. Demolition associated with development of new housing units (CDBG and HOME).
  - vii. Rehabilitation of existing rental housing developments (CDBG and HOME).
  - viii. Energy-related and disabled accessibility improvements (CDBG and HOME).

ix. Relocation associated with development or rehabilitation of housing units (CDBG and HOME).

b. CBDO Housing Development (CDBG):

An approved Community Based Development Organization (CBDO) may use CDBG funds for predevelopment costs (including, but not limited to: architectural, engineering or related professional services required to prepare plans, drawing, specifications, or work write-ups), site improvements, and hard costs of unit construction for qualifying “neighborhood revitalization projects” as defined at 24 CFR 570.204(a).

c. Scattered-Site Housing Rehabilitation (CDBG):

The Commission will provide assistance for hazard mitigation measures and comprehensive rehabilitation of single-family houses, mobile homes, and multi-family units located on scattered sites throughout the Urban County that are occupied by low-income households.

d. First Time Homebuyer Assistance (CDBG):

The Commission will provide assistance to low-income households to purchase homes in designated subdivisions throughout the Urban County. CDBG funds can also be used as loan proceeds to new buyers in affordable home-ownership “re-sale” situations with properties that the Commission already has an interest.

e. Tenant-Based Rental Assistance (HOME):

The Sonoma County Housing Authority is eligible to provide rental assistance for households residing in emergency or transitional shelters that have obtained supportive services that will enable them to become self-sufficient, persons with disabilities who have obtained supportive services, senior citizens, former foster youth, and persons displaced due to locally declared disasters.

f. CHDO Operating Costs (HOME):

Up to 5% of the County’s fiscal year HOME allocation may be used for operational support for approved Community Housing Development Organizations (CHDOs) in an aggregate amount not to exceed the lesser of \$50,000 or 50% of the CHDOs total operating expenses in that fiscal year and adhering to HOME federal regulations §92.208, §92.300(e), and §92.300(f).

3. Non-Eligible Use of Funds:

- a. CDBG, CSF, LMIHAF, and ESG funds may not be used for long-term tenant-based rental assistance. “One-time only” or short- or medium-term Homelessness Prevention or Rapid Re-Housing rental assistance are eligible, with possible limitations based on the underlying funding source.
- b. CDBG funds may not be used for costs associated with construction of new, permanent housing units, except by an approved CBDO.
- c. LMIHAF funds may be used for permanent housing only through the County Fund for Housing.

- d. HOME funds may not be used for ownership projects.
- e. HOME funds may not be used to pay holding or option costs.
- f. HOME funds may not be used for development soft costs, except for eligible impact fees.
- g. ESG and CSF funds may not be used for acquisition, construction, rehabilitation, or other capital costs.
- h. CDBG, HOME, CSF, LMIHAF, and ESG funds may not be used for general administration expenses.

### **C. Non-Housing Community Development**

Goal: To assist in creating and/or replacing infrastructure systems, public facilities and non-housing services that meet the needs of the extremely low-, low- and moderate-income residents of Sonoma County, including the homeless and special needs subpopulations.

1. Non-Housing Community Development Specific Objectives:
  - a. Preserve low- and moderate-income neighborhoods and improve the quality of neighborhood-based living, including construction or reconstruction of storm/flood drain improvements, water and sewer improvements (connecting water and sewer lines to new or existing affordable housing developments, sewer mains, and rural water facilities), streets, streetlights, sidewalks, curbs and gutters (either non-existent or in need of repair or upgrade).
  - b. Construct, renovate or install access modifications to reduce or eliminate architectural barriers to meet the special needs of persons with disabilities and the elderly in accordance with the American with Disabilities Act (ADA) in public facilities, including but not limited to public parks, restrooms, youth centers, senior centers, fire stations, libraries and community recreation facilities.
  - c. Facilitate economic integration and self-sufficiency for lower income persons through self-sufficiency programs and through job training and economic development assistance for microenterprises to increase job opportunities.
2. Eligible Use of Funds:
  - a. Public Improvements and Facilities (CDBG):
    - i. Site acquisition.
    - ii. Acquisition of existing facilities.
    - iii. Site improvements for new facilities.
    - iv. Development and construction of new improvements and facilities.
    - v. Demolition associated with development of new improvements and facilities.
    - vi. Rehabilitation of existing facilities.
    - vii. Reconstruction of existing improvements.

- viii. Energy-related and disabled accessibility improvements.
  - ix. Relocation associated with development of new improvements and facilities.
  - b. Public Services (CDBG, ESG and CSF).
  - c. Economic development assistance and services for microenterprises (CDBG).
3. Non-Eligible Use of Funds:
- a. HOME, LMIHAF, and CSF funds may not be used for any capital, operating, or maintenance costs associated with public improvements or facilities.
  - b. HOME funds may not be used for costs of services.
  - c. CDBG funds may not be used for repair (vs. reconstruction) of public improvements.
  - d. CDBG funds may not be used to assist businesses that do not qualify as microenterprises per 24 CFR 570.
  - e. CDBG, HOME, CSF, LMIHAF, and ESG funds may not be used for general administration expenses except that for CDBG-funded microenterprise awards, general administration expense is allowed subject to the same limitations and conditions associated with public services awards, see section II.A.3.e.

### **III. Eligible and Ineligible Applicants**

Eligible applicants for HOME funding include non-profit and qualifying for-profit organizations, and public agencies (local government entities).

Eligible applicants for CSF, LMIHAF, and ESG funding include non-profit organizations and public agencies. Eligible non-profits must have attained their IRS 501(c)(3) status at the time the funding application is submitted.

Eligible applicant organizational types for CDBG funding are those identified in the federal CDBG regulations. The type of qualified entity varies by activity type.

Individual persons are not eligible to apply for CDBG, HOME, CSF, LMIHAF, and ESG funding; however, individuals may apply for assistance from programs assisted with these funds such as housing rehabilitation, first-time homebuyer, or tenant-based rental assistance programs.

### **IV. Funding Conditions and Regulations**

#### **A. Timeliness**

All projects shall proceed in a timely manner as detailed below. Extensions may be granted for good cause at the discretion of the Executive Director and must be consistent with the funding source regulations.

1. Funds for program operations (i.e. non-capital programs), referred to here as "Public Services" or as "Economic Development" activities must be expended within the 12 months of the fiscal year for which funding is allocated. Public Service and Economic Development funding that is unexpended after the agreement term will be reprogrammed.

2. Funds for site acquisition must be spent within 6 months of the date on which the Funding Agreement is offered for execution. The applicant must satisfy all conditions of approval that are prerequisite to the CDC offering the Agreement for execution within 12 months of the start of the fiscal year associated with the award. If the site acquisition is not complete within 6 months of that date, the funds will be reprogrammed.
3. Disbursement of funds for all affordable housing projects, including hard and soft costs of new development, renovation, rehabilitation, and reconstruction projects (but excluding site acquisition costs, which are governed by IV.A.2 above), must be initiated within 12 months of the date on which the Funding Agreement is offered for execution. The applicant must satisfy all conditions of approval that are prerequisite to the CDC offering the Agreement for execution within 12 months of the start of the fiscal year associated with the award. All funds must be disbursed within 18 months after the date on which the Funding Agreement is offered for execution. Funding that is unexpended after this deadline will be reprogrammed.
4. Funds for all public facilities and other public improvement projects (excluding site acquisition costs, which are governed by IV.A.2 above), must be expended within 24 months of the date on which the Funding Agreement is offered for execution. Funding that is unexpended after 24 months will be reprogrammed.

#### **B. Site Control**

Capital project proposals must demonstrate site control at the time funding is made available to the County by HUD (generally August of the new fiscal year). An executed long-term lease, signed option or purchase agreement or equivalent, legally enforceable instrument may satisfy this requirement. If site control is not in force at the time HUD makes the funding available to the County, the funding approval will be rescinded and the funds will be reprogrammed.

#### **C. Environmental Conditions**

Project allocation awards that have been approved by the Board of Supervisors cannot be offered a Funding Agreement for execution until the required federal environmental and contract compliance conditions have been met except for CSF awards which are not subject to these federal requirements. The Commission's Executive Director is designated by the Board of Supervisors as the Certifying Officer for all National Environmental Policy Act (NEPA) environmental review of CDBG, ESG and HOME-funded projects. Therefore, the Commission will determine and complete, or cause to be completed, the appropriate level of NEPA environmental review, the cost of which shall be the responsibility of the awardee and may be paid from the grant/loan funds allocated. The awardee must provide all requested information pertinent to completing the environmental review in a timely manner. Failure to do so will result in the reprogramming of the allocated funds to another project.

The applicant must provide the Commission with documentation verifying the satisfaction of any required environmental impact mitigation measures.

As applicable, the project also must receive local environmental clearance in accordance with the requirements of the California Environmental Quality Act (CEQA). The applicant must submit a copy of the CEQA clearance to the Commission.

#### **D. Reasonable Cost of Real Estate Acquisition**

A property appraisal carried out by a licensed real estate appraiser, or other evidence of valuation acceptable to the Commission, must be provided to the Commission prior to an offer of a Funding Agreement for execution obligating funds for acquisition of real estate. Funds for direct site acquisition will not be provided if the purchase price exceeds the documented "reasonable cost" of the real property. As defined in OMB Circulars A-87, *Cost Principles for State, Local and Indian Tribal Governments*, and A-122, *Cost Principles for Non-Profit Organizations*, "A cost is reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs." Funds for related transaction costs (e.g., title, soils tests, Phase I reports, etc.) may be allowed above the reasonable cost.

#### **E. Land Use Approvals**

Proposed projects that require land use approvals must be consistent with the General Plan of the jurisdiction in which they are located in order to meet the goals and objectives of the jurisdiction. A certification of the project's consistency with the applicable General Plan, signed by an authorized representative of the jurisdiction, must be submitted with the proposed project application.

#### **F. Compliance with Disabled Access Requirements**

All applicants for funds must be able to comply with the Architectural Barriers Act of 1968 (PL 90-480) and with 24 CFR Part 8 entitled "Nondiscrimination Based on Handicapped Status in Federally Assisted Programs and HUD Activities."

24 CFR Part 8 states that no qualified individual with disabilities shall, solely on the basis of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance from the Department of Housing and Urban Development.

Disabled access must be provided to the greatest extent feasible in non-housing as well as housing facilities. Proposed activities that do not provide access for the disabled may not be considered for funding. In addition, all local and state disability access guidelines must be followed.

#### **G. Compliance with Federal Procurement and Labor Standards**

Those projects that involve construction and/or rehabilitation must comply with federal procurement procedures and with federal labor standards including Davis-Bacon and Related Acts governing prevailing wage and other labor standards requirements.

Commission staff will assist with compliance on such projects and will monitor the awardee's compliance with the applicable federal labor standards. As required by HUD,

the Commission will withhold allocated funding from projects that do not maintain compliance with all applicable labor standards provisions.

#### **H. Building Standards**

All capital projects must be constructed and maintained in compliance with all applicable federal, state and local codes, standards and ordinances.

#### **I. Green Building Guidelines**

All capital proposals that include building construction or substantial rehabilitation shall include a “Green Design” self-score. If the jurisdiction in which the project is located has an established “Green Design” scoring methodology, the applicant shall provide that completed scoring information along with the funding application. The reviewing bodies will use the “Green Score” in considering funding allocations but there will not be a required minimum threshold score for determining eligibility.

#### **J. Relocation and One-for-One Replacement**

If applicable, relocation and one-for-one replacement procedures outlined in 24 CFR 570.606 and in HUD’s Uniform Relocation and Real Property Acquisition Act must be followed. Projects requiring permanent displacement of families, individuals and/or businesses must also comply with the Sonoma County Residential Anti-displacement and Relocation Assistance Plan.

#### **K. Change in Use**

All properties acquired and/or improved using CDBG funds must comply with the CDBG regulations at 24 CFR 570.505, which require that the use of the property (including the beneficiaries of such use) cannot be changed from that for which the acquisition or improvement was made unless the recipient provides affected citizens with reasonable notice of, and opportunity to comment on, any proposed change, and either: (1) The new use of such property qualifies as a CDBG-eligible activity; or (2) If the recipient determines, after consultation with affected citizens, that it is appropriate to change the use of the property to a use which does not qualify for CDBG funding, the recipient reimburses the Sonoma County CDBG Program in the amount of the current fair market value of the property, less any portion of the value attributable to expenditures of non-CDBG funds for acquisition of, and improvements to, the property. Compliance with this requirement shall be secured by a deed restriction recorded on title to the acquired or improved property. For County-owned or controlled properties, compliance with this requirement shall be secured through an annual certification of the County Real Estate Manager documenting that the use of CDBG-assisted properties remains unchanged.

#### **L. Assistance for Site Acquisition, Development, and Rehabilitation**

##### **1. Form of Assistance – Rental Housing and Public Facility Projects**

All financial assistance will be in the form of loans secured by real property except for non-housing projects (i.e. public facility projects) sponsored and owned by units of local government where the assistance will be in the form of a grant. Generally, all loans will be 3% simple interest with payments deferred for the term of the loans. See Sonoma County Community Development Commission Loan Policies for additional information regarding interest rates and other loan parameters. Upon completion of the project, Commission loans must be fully secured by the post-completion value of the property. The term of the loan will be the longer of thirty (30) years or the longest term of any financing which is senior in lien position to the Commission loan.

#### 2. Form of Assistance – Ownership Housing Projects

The interest rate and security requirements for home ownership projects will be the same as those for rental housing developments, as detailed above. The Commission loan to the developer will be for a maximum five-year term and will convert to deferred-payment, subordinate loans to income-eligible buyers at the time of first sale of each unit in the ownership project. The total amount of these loans will be sufficient to recapture the initial amount of Commission loan, plus any interest accrued on the Commission loan as of the date of conversion.

#### 3. Loan Documents and Close of Escrow

The Commission will execute a Funding Agreement and Promissory Note with each developer and record a Deed of Trust with a Rider in evidence of the Commission loan commitment and obligations.

#### 4. Alternate Loan Terms

The Commission will consider alternate loan terms that the applicant may request for coordination with other sources of project financing. On a case-by-case basis, the Commission staff may approve requests to assign the Funding Agreement and/or Commission loan to a partnership or other assignee in compliance with HUD regulations.

### **M. Affordability Restrictions for Housing Projects**

The following provisions identify the minimum affordability requirements for new housing development and rehabilitation of existing rental housing developments. Projects that provide greater and/or longer affordability than the minimums shown will receive a higher priority.

#### 1. Income Limits

a. 100% of the CDBG and HOME funds will be used to assist units occupied by households with incomes of no more than eighty percent (80%) of the Sonoma County area median income (AMI), adjusted for household size.

b. At least eighty percent (80%) of the units assisted with HOME funds must initially be occupied by households with incomes of no more than sixty percent (60%) of Sonoma County AMI, adjusted for household size. Subsequently, these

units may be occupied by households with incomes of up to eighty percent (80%) of Sonoma County AMI, adjusted for household size.

c. At least twenty percent (20%) of the units assisted with HOME funds must be occupied by households with incomes of no more than fifty percent (50%) of the Sonoma County AMI, adjusted for household size.

## 2. Rent and Purchase Price Limits

Units assisted with CDBG or HOME funds may be sold or rented to income-eligible households at affordable prices and rents, as determined by the Commission in accordance with HUD regulations.

## 3. Term of Income and Price Restrictions

Upon completion or acquisition of a housing project, the assisted units must remain affordable for the longer of thirty (30) years or the longest affordability term required by other financing in the project. In no case shall the period of affordability be less than the original term of the loan.

## N. Homeless Management Information System (HMIS)

All funded applicants operating homeless-dedicated activities must input data into the County Homeless Management Information System (HMIS), and must provide match funding from non-McKinney-Vento, non-HEARTH Act funding sources to the agency managing HMIS. Funded homeless-dedicated programs must meet both HUD Continuum of Care and locally developed data standards for timeliness and completion.

## O. Match Requirements

1. Per federal regulation, the expenditure of HOME funds will accrue a match obligation equal to 25% of the amount of the HOME funds expended. The Commission looks to each project receiving HOME funds to generate eligible match funds during the same fiscal year in which the HOME funds are expended. However, the Commission may cite previously reported match funds to satisfy HOME match requirements in subsequent years.
2. Each awardee must match the ESG funding with an equal amount of funds from other, non-McKinney-Vento, non-HEARTH Act funding sources. Match funds must be provided after the date of the grant award.

## P. Public Service Projects - Area of Service

Proposed Public Service projects that are located in, and will serve the residents of, one or more specific incorporated areas, but not all of Sonoma County, must receive the endorsement of the governing body of the jurisdiction(s) in which the project will operate. A Council resolution endorsing the project must be submitted with the proposed project application.

## **Q. Other Federal Requirements**

In addition to the requirements outlined in this document, all awardees are required to adhere to federal rules, statutes, policies and regulations associated with the underlying source of federal funds. Primary federal regulatory citations for the three funding sources, CDBG, HOME and ESG are listed below:

1. CDBG: 24 CFR Parts 91 and 570
2. HOME: 24 CFR Parts 91 and 92
3. ESG: 24 CFR Parts 91 and 576

## V. Funding Allocation and Selection Process

### A. Allocation of Funds

1. New annual allocations of CDBG, HOME, CSF, LMIHAF, and ESG funds shall be allocated per the table below:

Allocation Categories	Percentage of Funding CDBG	Percentage of Funding HOME	Percentage of Funding ESG	Percentage of Funding CSF	Percentage of Funding LMIHAF
County-Sponsored projects <sup>1</sup>	15%				
Unincorporated Area projects <sup>2</sup>	19.5%				
Public Service projects	15%		92.5%	85%	100%
Tenant-Based Rental Assistance, Rental housing development and CHDO operation support, a minimum of 15% of which shall be used for CHDO development / preservation of rental housing <sup>3</sup>		90%			
City / Town projects <sup>4</sup>	30.5%				
Program Administration <sup>5</sup>	20%	10%	7.5%	15%	

1. Non-housing capital and economic development –microenterprise projects sponsored by County departments and agencies.
2. Capital, housing rehabilitation and economic development–microenterprise projects located in an unincorporated area of the County.
3. Rental Housing projects located in any of the 8 Urban County jurisdictions. If adequate eligible applications are not submitted to use the full amount of HOME or HOME CHDO set-aside funds, the balance will roll over for use in the next fiscal year.
4. Capital and economic development projects located within the incorporated limits of Cloverdale, Cotati, Healdsburg, Rohnert Park, Sebastopol, Sonoma or Windsor may be sponsored by the municipality or a subrecipient.
5. Program administration funding to Commission as allowed by federal regulation.

2. Program Income and Reprogrammed Funds

a. CDBG:

- i. The Commission will use up to twenty percent (20%) of CDBG program income for program administration and operation of the CDBG program. The remaining program income will be reallocated as follows:
- ii. Program income/reprogrammed funds derived from housing rehabilitation, homebuyer assistance or public services activities will be used for housing rehabilitation and homebuyer assistance and associated direct program delivery costs in either the incorporated or unincorporated areas of the Urban County.
- iii. Program income/reprogrammed funds derived from all other sources (i.e. not from housing rehabilitation, public services or homebuyer activities) will be used as follows: CDBG program income/reprogrammed funds derived from City / Town projects, including reprogrammed funds from homebuyer projects, will be reallocated to housing rehabilitation and/or homebuyer projects within the incorporated Urban County jurisdictions, and CDBG program income/reprogrammed funds derived from Unincorporated Area projects will be reallocated to housing rehabilitation and/or homebuyer projects within the unincorporated County.

b. HOME:

- i. The Commission will use ten percent (10%) of program income for program administration and operation of the HOME program.
- ii. The remaining ninety percent (90%) of program income, and any non-CHDO reprogrammed funds, will be reallocated at the Executive Director's discretion to the Sonoma County Housing Authority's TBA Program or rolled-forward to the next fiscal year allocation. CHDO Set-Aside funds may only be reprogrammed to eligible CHDO projects.

c. CSF:

- i. Any reprogrammed CSF funds will be used to replace CDBG funds in a like amount in an existing public services CDBG award. The released CDBG funds will then be reprogrammed as prescribed in *V.2.a.ii* above.

d. LMIHAF:

- i. Any reprogrammed LMIHAF funds will be used to replace CDBG funds in a like amount in an existing public services CDBG award for homelessness prevention or rapid re-housing assistance, if any. The released CDBG funds will then be reprogrammed as prescribed in *V.2.a.ii* above. If there are no

such CDBG awards, LMIHAF funds will be returned to the LMIHAF for future use.

### 3. Fair Housing Services Set-Aside Funding

Each jurisdiction receiving CDBG funds from HUD must certify that it will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard. In that the provision of fair housing services is required to remain eligible for CDBG funding, adequate funding for these services shall be provided through a Set-Aside under the Public Services category.

The annual Notice of Funds Available (NOFA) process includes a request for Proposals (RFP) to solicit proposals from capable non-profit agencies to provide fair housing services. The CDC shall endeavor to join with other entitlement jurisdictions within Sonoma County in the RFP process to provide consistent and cost-effective service and assistance to citizens of the entire County.

In the event that there are multiple proposals for providing fair housing services, a committee made up of staff members of each jurisdiction will recommend one applicant to provide these services based on the following factors:

- a. The capacity of the applicant to provide these services.
- b. The degree to which a capable applicant can leverage additional funding sources to augment the County's funding allocation.
- c. Coordination with neighboring jurisdictions in the regional provision of fair housing services for optimizing efficiency and customer service.
- d. Cost-effectiveness.
- e. The degree to which the proposed services will overcome the effects of the fair housing barriers and issues as identified in the current Analysis of Impediments to Fair Housing Choice.

In the event no viable proposals are received from community-based non-profit agencies or no fair housing proposals are awarded funds, Commission staff will provide the required fair housing services utilizing funding from the fair housing set-aside until which time that a subsequent RFP process can be implemented to secure a qualified contract provider of Fair Housing services.

The fair housing set-aside amount shall be \$52,500, subject to adequate Public Services funding. If the Community Development Committee recommends a change to the set-aside amount for any fiscal year, the following factors will be considered:

- Current funding level for the CDBG, ESG and CSF.
- Historical funding levels of this service.
- Expected cost of activities required to address issues identified in the analysis of impediments to fair housing choice document.
- Consideration of actual or potential funding from other sources.

## B. Proposal Submission Process

1. Details regarding the application requirements and time lines are included in the application instructions and related materials released in early- to mid-November of each year for the fiscal year that begins the following July.
2. Proposal Submission

Please see the Consolidated Plan Application Timetable for the proposal deadline and public hearing dates discussed in this section.

**All applicants should attend a Technical Assistance Session for interested applicants to be held on the date listed on the Consolidated Plan Application Timetable. Any applicant who cannot attend the scheduled Sessions should contact the Commission staff as soon as possible.**

Applicants must submit funding proposals to the Commission by 5:00 p.m. on the date listed on the Consolidated Plan Application Timetable. Project applications must be complete by the deadline date to be considered eligible for funding. Applications which do not include a Resolution from the Board of Directors, a required Certification of Consistency with the jurisdiction's General Plan, a required City Council Resolution endorsing a Public Service project, a current operating budget, a copy of the applicant's most recent audit, or complete answers to all applicable questions, will be deemed ineligible for funding.

Proposals may not be revised and/or submitted after the deadline date. In addition, once a proposal is awarded funding by the Commission it cannot be materially revised prior to contract execution.

3. City/Town Local Priority Ranking

Each municipality will review the proposals to be located within its jurisdiction and will assign priorities for funding. All proposals from the municipalities must be submitted to the Commission together with city/town council resolutions adopting priority rankings by the deadline date shown in the Consolidated Plan Application Timetable.

## C. Selection Process:

1. Community Development Committee:

The Sonoma County Community Development Committee (CD Committee) appointed by the Board of Supervisors will assume responsibility for reviewing all proposals except those competing in the “City/Towns Projects” category.

The CD Committee conducts one or more annual public hearings to take testimony regarding proposals submitted under these categories. See the Consolidated Plan Application Timetable for the CD Committee’s public hearing dates. The CD Committee will formulate a funding recommendation to the Board of Supervisors for each program year. The CD Committee’s recommendation will include a list of projects recommended for funding, the level of funding recommended and conditions to be satisfied prior to funding, if any. The CD Committee will not recommend funding for any project unless a representative from the applicant agency is present at the hearing to answer questions about the proposed project.

2. Technical Advisory Committee:

The Technical Advisory Committee (TAC), comprised of one appointed representative from each of the seven incorporated jurisdictions included in the Urban County, will assume responsibility for reviewing all capital and economic development project CDBG proposals that will be implemented within the cities/town, i.e. proposals submitted in the city/town project category.

The TAC will conduct an annual public hearing on the date shown in the Consolidated Plan Application Timetable to take testimony regarding proposals submitted to the cities/town. At the conclusion of its hearing, the TAC will develop its funding recommendation to the Board of Supervisors for each program year. The TAC’s recommendation will include a list of projects recommended for funding, the level of funding recommended and conditions to be satisfied prior to funding, if any. The TAC will not recommend funding for any project for a jurisdiction unless the duly appointed TAC representative or the duly appointed TAC alternate of the jurisdiction is present at the hearing to answer questions about the proposed project.

3. Action Plan – One-Year Use of Funds

The Commission will use the CD Committee and TAC recommendations to prepare the “Action Plan: One Year Use of Funds” to be included in the appropriate Sonoma County Consolidated Plan. The Consolidated Plan Summary will be published/disseminated in accordance with HUD regulations and the Sonoma County Citizen Participation Plan and thirty days allowed for written comments to be submitted to the Commission. See the Consolidated Plan Application Timetable for the publication dates and the end of the comment period.

4. Multi-Year Awards for Public Services

In recommending awards for Public Services, the CD Committee may, but is not obligated to, recommend some awards for a three-year duration. In doing so, the following criteria will govern this act:

- a. The maximum annual amount of Public Services funding awarded on a three-year basis in aggregate will not exceed approximately 80% of the total in the Public Services category during the year in which the recommendation is made.
  - b. For Public Services awards made on a three-year basis, all funding Agreements shall be executed for a one-year term and funding for years two and three is contingent upon:
    - a. Adequate funding available in the Public Services category, and
    - b. Full substantive compliance with funding Agreement(s) from the prior year or prior two years, as applicable.
5. Board of Supervisors and Board of Commissioners Final Approval

The CD Committee and TAC recommendations, along with all written comments received during the Action Plan comment period and supplementary Commission staff comments, will be submitted to the Board of Supervisors/Board of Commissioners for approval. The Board is the final decision-maker for determining CDBG, HOME, CSF, LMIHAF, and ESG awards. See the Consolidated Plan Application Timetable for the Board's public meeting date.

**D. Review and Selection Criteria**

The following criteria will be the basis of evaluation by the Community Development Committee and the Technical Advisory Committee, as well as the Board of Supervisors.

- 1. **General (The following criteria apply to applications for funding to assist in the prevention of homelessness, provide affordable housing and non-housing community development.)**
  - a. In no event will an award be granted in an amount less than \$15,000 for non-HMIS-mandated programs and \$20,000 for HMIS-mandated programs. The larger minimum funding amount for HMIS-mandated programs is intended to partially off-set the greater administrative burden of HMIS participation.
  - a. ESG, CSF, LMIHAF, and CDBG Public Services funds will be combined for allocation purposes.
  - b. Proposals for housing and homeless related purposes will be given a high priority for funding.
  - c. The project will have joint funding from other sources.
    - i. Degree to which the proposal demonstrates the leveraging of other funds and in-kind contributions.
    - ii. Degree to which the applicant demonstrates a continuing effort to locate alternate sources of funding.

- d. The applicant demonstrates the administrative capacity to complete the proposed project and will have adequate provisions for long-range maintenance and operations.
  - i. Degree to which work products, Board of Director's meeting minutes, reports and reimbursement requests from previous awards were submitted in a complete, accurate and timely manner.
  - ii. Degree to which previously awarded grant funds were expended on eligible activities in a timely manner and in compliance with applicable policies, rules and regulations.
  - iii. Degree to which new applicants demonstrate a record of administrative and programmatic capacity using federal, state, local and private grant funds from other sources.
  - iv. Cost effectiveness of the project.
- e. Geographic Service Area
  - i. The reviewing bodies will endeavor to ensure that all areas of the County are appropriately served.
  - ii. For public services proposals that serve a geographic area less than all of Sonoma County, the reviewing bodies will give weight to an affected city or town's priority in making funding recommendations.
  - iii. The project is appropriate in size, scope and location to successfully address the targeted clientele and defined service area.
- g. A funding priority for affordable housing projects will be given to non-profit organizations to increase the likelihood that units will remain affordable for a longer period of time, per the Sonoma County Housing Element.
  - i. The project will not duplicate existing projects or services.
    - i. Degree to which the project provides unique, non-duplicative services.
    - ii. Degree to which a documented and verifiable need for the proposed project/service is demonstrated.
  - i. The project will impact significantly on the identified problem.
    - i. Degree to which the proposal demonstrates that the funded activities will result in outcomes that are clearly defined, measurable and directly related to alleviation of the stated problem.

- j. The project will produce visible, permanent results in meeting the immediate needs of lower income persons.
  - i. Degree to which the proposal addresses immediate needs in a manner that promotes permanent solutions.

**2. Homelessness (In addition to the General criteria, the following criteria apply to applications for funding to assist in addressing and preventing homelessness.)**

- a. Projects that provide shelter, housing and/or services for people who are homeless will address needs identified in the Sonoma County Continuum of Care - 10-Year Homeless Action Plan, 2014 Plan Update.
  - i. Degree to which the proposal clearly fills an identified gap in the Sonoma County Continuum of Care system.
  - ii. Degree to which the provider participates in the Sonoma County Continuum of Care planning process.
  - iii. Degree to which the provider participates in the local implementation of the HUD-mandated Homeless Management Information System (HMIS).
  - iv. Degree to which the proposal supports meeting one or more HEARTH Act or Continuum-wide goals as designated in the 2014 10-Year Plan Update:
    - 1. Shorten the average length of stay in emergency shelters and transitional housing, for households exiting to permanent housing.
    - 2. Reduce the number of households re-entering the homeless system after exiting to permanent housing.
    - 3. Increase percentage of households exiting emergency shelters and transitional housing to permanent housing.
    - 4. Increase percentage of Permanent Supportive Housing participants retaining permanent housing
    - 5. Increase the percentage of participants exiting with employment income
    - 6. Increase the percentage of participants that exit with income from sources other than employment.
    - 7. Increase the percentage of participants exiting with non-cash mainstream benefits
    - 8. Enroll 100% of adults in health insurance

9. Connect 96% of homeless persons with a usual source of health care

10. 75% of adults needing Behavioral Health Care Services will receive them

**3. Housing (In addition to the General criteria, the following criteria apply to applications for funding to provide affordable housing.)**

- a. The project will impact significantly on the identified problem.
  - i. Degree to which the project targets extremely low-, very low- and low-income families and special needs populations, the households given priority in the County's Consolidated Plan.
  - ii. Degree to which the number of assisted households exceeds the minimum HOME or CDBG Program requirements.
  - iii. For rental housing, degree to which the rents will be below the maximum rents allowed by the HOME and CDBG Program regulations.
  - iv. Degree to which the proposed affordability period exceeds the minimum requirement.
- b. The project will produce visible, permanent results in meeting the immediate needs of lower income persons.
  - i. Degree to which the project promotes greater choice of housing opportunity.
  - ii. Degree to which the project facilitates and furthers fair housing principles; specifically, full compliance with the applicable provisions of Title VI of the Civil Rights Act of 1964, the Fair Housing Act, E.O. 11063 and HUD regulations issued pursuant thereto.

**4. Upstream Investments. In reviewing funding applications and formulating recommendations for funding amounts in the Public Services category, the CD Committee will utilize principals consistent with the County of Sonoma's Strategic Plan element known as "Upstream Investments".**

Specifically, funding proposals for programs that have the following characteristics will be given a higher priority for funding.

- Evidence Based.
- Outcomes Oriented
- Collaborative

In addition, those program proposals that contain one or more of the following characteristics will be evaluated more favorably over those that do not.

- a. Programs that are prevention-focused and interventions that increase equality and reduce monetary and societal costs for all residents of the County.

- b. Programs that help to eliminate poverty, promote equal opportunity for quality education and good health in nurturing home and community environments.
- c. Programs that target the factors of:
  - i) Poverty and racial/ethnic disparities
  - ii) Community conditions
  - iii) Family dysfunction
  - iv) Negative peer influence
  - v) Early antisocial behavior
- d. Programs that promote the goals of:
  - i) Supporting the healthy development of children
  - ii) Providing access to education and training to adequately prepare community members for challenges of the future.
  - iii) Ensuring that all community members are well sheltered, safe, and socially supported.
  - iv) Promoting a thriving, diverse economy and economic security for all.
- e. Programs that will have an impact on the following indicators:
  - i) Reduced child maltreatment
  - ii) Reduced youth binge drinking
  - iii) Reduced youth drug use
  - iv) Reduced youth depression
  - i) Reduced youth tobacco use
  - ii) Reduced teen births
  - iii) Reduced obesity
  - iv) Improved pre-school attendance
  - v) Improved 3<sup>rd</sup> grade reading
  - vi) Improved 3<sup>rd</sup> grade math
  - vii) Improved high school completion
  - viii) Improved higher education
  - ix) Improved housing affordability
  - x) Reduced homelessness
  - xi) Reduced juvenile arrests
  - xii) Reduced adult arrests
  - xiii) Reduced domestic violence

- xiv) Reduced gang membership
- xv) Improved youth connectedness
- xvi) Reduced poverty
- xvii) Reduced unemployment
- xviii) Improved health insurance rates

More information about the “Upstream Initiatives” and related material regarding evidence-based practices can be found here: <http://www.upstreaminvestments.org/>

## V. Questions?

Information regarding these policies, funding year timelines, application, allocation and funding year reporting and reimbursement process, etc may be found online at:

<http://www.sonoma-county.org/cdc/>

Additional information about public service programs, public facilities or public improvements projects may be obtained by contacting:

John Haig, Capital Programs Manager

Sonoma County Community Development Commission

1440 Guerneville Road, Santa Rosa, CA. 95403

phone 707-565-7508 ♦ fax 707-565-7583 ♦ [John.Haig@sonoma-county.org](mailto:John.Haig@sonoma-county.org)

## RAPID RE-HOUSING (RRH) PROGRAM STANDARDS

### Introduction

In Sonoma County, Rapid Re-Housing (RRH) has been adopted as a critical strategy for ending homelessness. Housing First, as a strategy to end homelessness, has been promulgated by all federal funders as the most cost effective strategy to end homelessness, and as a result has been gaining support with the Sonoma County Continuum of Care Homeless (CoC) providers.

This document provides guidelines for operating local RRH programs. Although RRH programs are funded under various federal regulations, these standards have been developed using the federal ESG Interim Rule as primary guidance. Future iterations will work to align these standards with additional funding streams. Providers working collaboratively on these standards have also contributed their own best practices to its development. In addition, we have incorporated program practices using the mandated Homeless Management Information System (HMIS) processes to develop this document.

The overall goal is to assure compliance for all providers to the highest and most rigorous federal standards while supporting the flexibility needed to accommodate different funding sources. Consistent program delivery will strengthen our local efforts not only to continually receive funding for these programs, to promote continuity of funding and notably reduce Sonoma County's homeless population by providing effective services.

### RRH Program Standards Workgroup

The RRH Program Standards Group is composed of providers who receive funding through the following channels: Community Development Commission ESG funding, County of Sonoma Low-Mod Income Housing Asset Funds (LMIHAF), County of Sonoma CalWORKS RRH funding, State of California Housing and Community Development ESG funding, and Veteran's Administration SSVF funding. The workgroup formally meets quarterly for the purpose of updating local RRH policy and to finalize proposed changes to earlier agreements. Meetings requested and/or scheduled in between quarterly meetings will be published to all RRH workgroup members. Discussions that drive proposed changes to the program standards (including recommended working forms) may be finalized in between quarterly meetings if all workgroup members are present OR are contacted and agree to the change.

Changes to the RRH Program Standards will be considered and agreed to by working consensus of providers experienced in RRH Program delivery. Conflicts and/or dissenting opinions will first attempt to be resolved in person. On other issues, working consensus will be the prevailing process for resolving disputes. If no consensus can be gained within two quarterly meetings, the majority vote of the workgroup will prevail.

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## Integration with Sonoma County Coordinated Intake

Once local Coordinated Intake (CI) is operational, Sonoma County RRH Programs will receive initial participant referrals from the federally mandated Coordinated Intake (CI) program. Once a provider receives that referral, they are expected to consider program eligibility on the basis of the Service Prioritization and Decision Assistance Tool (SPDAT) vulnerability score combined with information gleaned from the CI case management process. The SPDAT ranking will be combined with a more deeply targeted RRH interview process designed by this workgroup. Should the participant not be enrolled in the RRH program and still meet the federal Homeless Definition, they will be referred back to the Coordinated Intake Program with an accompanying explanation for non-enrollment from the RRH provider.

All Sonoma County Rapid Re-Housing programs will collect and enter data in compliance with the Homeless Management Information Systems (HMIS) federal mandate. Procedural flows and instructions for HMIS compliance are included throughout the RRH Program Standards.

## Coordination With Non-RRH Providers

### Street Outreach –

- I. Until CI begins, outreach workers will refer homeless persons found on the street as quickly as possible and assist with direct linkage to Rapid Re-Housing providers for RRH screening. On occasion this may mean accompanying RRH provider staff with visits on the street.

### Prevention and One-Time Financial Assistance Providers –

- I. Prescreen households seeking assistance for homeless vs. at-risk housing status. If homeless, screen for RRH with CI screening tool and refer through CI to a Rapid Re-Housing program.
- II. RRH Providers will collaborate with agencies providing one-time assistance, for one-time or deposit assistance (e.g., SOS, HCA, SSVF).

### Shelter Providers –

- I. Until CI begins prescreening for Rapid Re-Housing using the local CI screening tool will be completed and potential participants will be referred to RRH providers as appropriate.

All coordination efforts will aim to avoid duplication of funding and service provision.

## Program Design

### Evaluating Program Eligibility for Rapid Re-Housing

- Initial Evaluation

Currently RRH providers meet with potential participants and complete a screening and

# Sonoma County Continuum of Care \* Program Standards

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assessment through use of a provider-designed targeted Rapid Re-Housing tool. At that time, documentation may be collected to further assist the participant with the ability to become housed.

Sonoma County RRH providers will work from the viewpoint of screening people *in* rather than *out*. In doing so providers commit to being good stewards of the funds, acting in the best interest of the client, and with transparency regarding the program limitations.

- **Initial Evaluation conducted by Coordinated Intake**

Once operational, providers will utilize Coordinated Intake to conduct initial evaluations of applicants to determine baseline eligibility for entry into an RRH program. To do so, CI will combine ESG's regulations for determination of Homeless Status ( 246.101 ESG Interim Rule) along with consideration of the VI-SPDAT and SPDAT assessment scores to determine those at highest risk of health vulnerabilities.

- **Verification of Homelessness**

All RRH participants must meet the definition of "literally homeless." Until CI is operational, RRH providers will determine homeless status using the federal definition as follows:

- **Category 1 - Literally Homeless Status:** at the time of intake. HUD defines "Category 1" as:

Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- (i) Has a primary nighttime residence that is a public or private place not meant for human habitation;
- (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or
- (iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

(See:[https://www.onecpd.info/resources/documents/HomelessDefinition\\_RecordkeepingRequirementsandCriteria.pdf](https://www.onecpd.info/resources/documents/HomelessDefinition_RecordkeepingRequirementsandCriteria.pdf))

- **Category 4 – Fleeing/Attempting to Free Domestic Violence:** at the time of intake. HUD defines "Category 4" as:

- (i) Fleeing or attempting to Flee Domestic Violence
- (ii) No subsequent residence
- (iii) Lacks resources to obtain other housing

- **RRH Provider Assessment**

When Coordinated Intake is operational and prior to final program acceptance from a CI referral, RRH providers shall have an opportunity to meet directly with the Participant Household, to review,

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discuss and verify as correct, all data collected through Coordinated Intake (as well as HMIS historical HUD assessment information) in order to make a final determination regarding program enrollment. Should the household be denied enrollment by the provider, they will be informed as to the reason and will be referred back to Coordinated Intake accompanied by an explanation regarding denial of service. This may result in further case conferencing among Coordinated Intake, RRH, and other providers.

- **Income Determination:** Determination of household income is not a requirement of Rapid Re-Housing program enrollment per the HUD's ESG FAQ #1042 dated December 17, 2012. Once the participant household has been enrolled in an RRH program, full re-evaluation (including determination of current income levels) shall be performed at least annually using the either the Annual or Exit Assessment in the Homeless Management Information System (HMIS). At the time of re-evaluation, if the program participant's household annual income exceeds 30% of Area Median Income (AMI), as determined by HUD, the program participant household must be exited from the RRH program (24 CFR §576.401(b)). Information regarding AMI is included later in this document.

Locally, the RRH workgroup members are encouraged to assess quarterly income updates using the Periodic Income Update TouchPoint assessment in the HMIS. If it is determined through periodic income updates, that the household's income increases to over 30% Area Median Income (AMI), the provider may, at its discretion, exit the household from program services (ESG FAQ ID 1000 published 12/17/2012).

- **Personal Identification Requirement:** Coordinated Intake will work with the client to gather the following:
  - Certification of Homelessness status – See attached “Homeless Definition
  - A future iteration of these standards will include a self-certification form for “fleeing from a domestic violence situation.”
  - Other Personal identification as needed to assure participant is the person they claim during their intake process, any accompanying child in a family belongs to that family, and the household has met the ability to move into housing – See attached “Acceptable Forms of Personal Identification for Housing Programs.”
  - Income documentation, while not a requirement to determine program eligibility, may be reviewed to inform development of the participant's Housing Plan

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## ESG Eligible Rapid Re-Housing Activities

Activities that may be conducted for Rapid Re-Housing (according to key program regulations found at 24 CFR Parts 84, 85, 91 and 576).

<b>Housing Relocation and Stabilization</b>	
Participant must meet with a case manager at least once a month for duration of these assistance types (except as covered by VAWA or FVSP)	
Housing Search and Placement	Assessment of housing barriers, needs and preferences; development of an action plan for locating housing; housing search and outreach to and negotiation with owner; assistance with submitting rental applications and understanding leases; assessment of housing compliance with ESG requirements for habitability, lead-based paint, and rent reasonableness; assistance with obtaining utilities and making moving arrangements.
Housing Stability Case Management	Working with the CI program to conduct initial evaluation and re-evaluation; working with Agency delivering program services for counseling; developing and securing services including Federal, state and local benefits; monitoring and evaluating participant progress providing information and referrals to other providers and developing individualized housing and service plans.
Mediation	Mediation services between program participant and housing owners, property managers, or person(s) with whom the program participant is living to prevent loss of permanent housing in which they currently reside.
Legal Services	Hourly fees for legal advice and representation; fees based on actual service performed; client intake, prep for cases for trial and counseling and representation at hearings; filing fees and other necessary court costs; landlord tenant matters; child support; guardianship; paternity; emancipation; legal separation; resolution of outstanding criminal warrants; orders of protection and other civil remedies for DV victims including dating violence, sexual assault and stalking, appeals of veterans and public benefit claim denials.
Credit Repair	Services necessary to assist program participants with critical skills related to household budgeting, managing money, access a free personal credit report, and resolution of personal credit problems through credit counseling or other related services. This activity may NOT cover payment or modification of client debt.
	Note: All participants must be assessed for and then assisted as needed to obtain appropriate support services, including mainstream benefits such as Medicaid or MediCal, SSI or TANF.
<b>Rental and Financial Assistance</b>	
Short-term rental assistance	Up to 3 months - total not to exceed 24 months during any 3 year period, including any payment for last month's rent.
Medium-term rental	Up to 3 months - total not to exceed 24 months during any 3 year period,

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assistance	including any payment for last month's rent.
Payment of Rental Arrears	One-time payment of up to 6 months on those arrears (including any late fees). Also storage fees in arrears are not eligible.
Combinations of Rental Assistance Types	Total of any rental assistance types may not exceed 24 months during any 3-year period including payment for last month's rent.
Rental Application Fee	Fees charged by owner to all applicants.
Security Deposits	Not to exceed two month's rent – These are NOT allowable under Short/Med Term Assistance.
Utility Payment	Standard deposit required by utility companies for gas, electric, water and sewage (note this activity type does not include cable tv, internet or cell phone charges for the participant).
Moving Costs	Truck rental, hiring moving company, temporary storage not to exceed 3 months provided fees are accrued after participant is deemed program eligible and before participant moves into permanent housing (note may not include funds to generally transport automobiles to new residence – initial move only).
Rental Assistance Paid for Affordable Housing Units	Note: Short or Medium-term rental assistance may be for either Tenant-based or Project-based rental permanent housing types but must comply with FMR limits and rent reasonableness restrictions; be set under a rental assistance agreement guided by a legally binding written lease (unless the assistance is strictly for rental in arrears). Project based must be set an initial term of one year. RRH rental assistance may not be used in combination with other subsidies from any other public source or who are receiving replacement housing payments under the URA (Uniform Relocation Assistance Act), however RRH rental assistance may be used to pay for housing with rent restriction covenants stemming from development financing (i.e. Burbank Housing in Sonoma County).
Deposits and Assistance – Other sources contributing	ESG funds may be used to provide security deposits to help veterans move into units receiving HUD-VASH rental assistance, as long as the security deposit is not being paid for with another source of funds. ESG may not be used to provide rental assistance during the same period of time that HUD-VASH is providing rental assistance for the same participant. (See 24 CFR §576.106). (Note – various other funding sources may be combined to meet the amount needed for a rental deposit as long as those combined funds do not exceed the total deposit amount).

### Determining Amount and Duration of Rental Assistance

RRH Providers shall meet with each participant household to develop a Housing Stability Plan which will include determining the type, maximum amount and duration of housing assistance for households who enter the program. Providers will factor in total funding availability and the federal

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minimum requirements set for case management and re-evaluation, and include disclosure to participants regarding policies and practices if government funding is lost or discontinued. Standards for determining the share of rent and utility costs for each household will observe the following practice:

1. All Participants will work with their provider to develop a program exit strategy which includes plans to reduce financial assistance over time. Practices vary among provider but generally include a way to decline the amount of rental assistance to a household over time. Participants will be made aware and agree to the plan structure before moving into housing. Providers will work through periodic case management sessions to keep participants aware of pending reductions in assistance. Providers also have the option to defer scheduled reductions or increased support temporarily on a case by case basis.

Any decreases in financial assistance may be accompanied by increased case management as the provider deems necessary to retain a participant's housing stability.

2. The maximum amount of rental assistance can be up to 100% of the monthly rental amount, however it is expected that on at least a quarterly basis providers will re-assess a participant's financial ability to pay rent, and make any adjustments needed to support the maintenance of stable housing and appropriate use of funding.
3. The maximum percentage of income paid by participants toward rent at program completion should generally not exceed 50%. There may however, be participants whose rental share may exceed 50% based on their individual circumstances.

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A-1. At what point is this data being collected? \*

Select
Project Entry
Project Update
Project Annual Assessment
Project Exit

A-1. Relationship to the head of house

- a. Progressive reductions to participant rental assistance will be determined by RRH provider and be accompanied as necessitated by planning for program termination. Please note that during Annual Re-evaluation providers should use the HMIS Annual Update or Project Exit Assessment to comply with the federal standards for calculating income under §24 CFR 5.609.
4. If project funding ends and the agency runs out of rental assistance funds before a participant is ready for termination, on mutual agreement with another Sonoma County RRH provider who has funds, the remaining agency may take on the current case as long as that household's total service time does not exceed the ESG 24-month limit. Should this not be possible, provider will refer the household to local Prevention/Diversion programs.

HUD states in AAQ #34468 dated July 17, 2014 that if both grantee subrecipients receive ESG

## Sonoma County Continuum of Care \* Program Standards

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funding from the same recipient (i.e. California HCD), transfer of a participant household may occur to a different RRH provider IF the participant has been properly determined to be eligible for ESG RRH assistance. This transfer would not require a new participant application or trigger re-evaluation. However, the documentation of eligibility rather an intake or re-evaluation must be made available to the new provider and if the first provider had additional, more restrictive eligibility requirements, the new provider must ensure continued compliance with the additional criteria.

The funder must be informed that this type of activity is taking place with its funds, providers should discuss the best ways to ensure accurate project reporting and performance tracking between the two projects and assure data is capture accurately within the HMIS including project exit from the former and entry into the new.

5. Other than the ESG rule stating that the participation period shall not exceed 24 months within three years, local providers have discretion to determine the maximum number of times assistance may be provided.

### Area Median Income (AMI) to determine ESG income levels

Providers will conduct annual re-evaluation of participant income against the HUD Area Median Income (AMI) standards. HUD updates the AMI data annually usually in October. Providers should always use the most current income guidelines available which may be found at this link: <http://www.huduser.org/portal/datasets/il/il14/index.html>. The current AMI chart is also available at <http://sonoma-county-cdc-funding.wikispaces.com/file/view/2014+Rent-Income+Limits+Federal+FI+NAL.pdf>.

### Fair Market Rents (FMR's)

Fair Market Rent (FMR) is a rate set by the federal government for each U.S. housing market. It is based upon the average cost of rent for a unit plus the utility allowance. The calculation that is used to determine FMR for a specific unit is:

$$\text{Rent of Unit} + \text{Utility Allowance} = \text{FMR}$$

In order for a rental to qualify for RRH rental assistance, it cannot exceed the determined FMR amount, which is based on the number of bedrooms in a unit (24 CFR 576.106 (d)). FMR limitations do not apply when RRH is providing any type of financial assistance other than "rental" assistance (i.e. a security deposit, last month's rent, utility deposits and payments, payments in arrears or moving costs). HUD FMR rates are updated annually in October and apply to any new housing units occupied on or after the date of publication. Current FMR data sets for each county may be found here:

<http://www.huduser.org/portal/datasets/fmr.html>

The utility allowance is an estimate of how much monthly utilities are likely to cost in a particular unit. It is not a maximum "allowance" for how much RRH program participants are allowed to pay for utilities. The utility allowance will be different for every unit and is based on Sonoma County's

# Sonoma County Continuum of Care \* Program Standards

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average utility costs. Utility allowances for a rental unit will be determined during the inspection.

A worksheet for utility allowances in Sonoma County can be found here:

<http://www.sonoma-county.org/cdc/s8utilityallow.htm>

## Habitability Standards including Lead Based Paint

Minimum standards for ESG permanent housing programs have been set by HUD and the RRH provider may establish additional standards that exceed or add to the federal minimums. Per §576.403(c) minimums are set for:

- o Structure and materials
- o Space and security
- o Interior air quality
- o Water supply
- o Thermal environment
- o Illumination and electricity
- o Food preparation
- o Sanitary conditions
- o Fire safety

Rent reasonableness guidelines mandate that all housing units must be inspected to ensure habitability and no lead based paint prior to participant move-in and provision of financial assistance. Sample Inspection and Lead Screening Checklist are included in the attachments section.

RRH providers should comply with the occupancy standards established by the Housing Authority for their locations—either Sonoma County Housing Authority or the City of Santa Rosa Housing Authority.

## HMIS Procedure for RRH Programs

As of October 1, 2014, entry of Rapid Re-Housing data including assessments and services into the local Homeless Management Information System (HMIS) is mandated for the following funding sources under the HMIS 2014 Data Manual guidance:

- \* California Department of Housing and Community Development – Emergency Solutions Grant – ESG Interim Rule Part 576, December 5, 2011
- \* Sonoma County Community Development Commission Emergency Solutions Grant – ESG Interim Rule Part 576, December 5, 2011
- \* Sonoma County Community Development Commission – local Rapid Re-Housing funding administered on behalf of the County of Sonoma (LMIHAF or other County funds)
- \* Sonoma Works Housing Support Program – administered by County of Sonoma Human Services
- \* Veterans Administration – All Supportive Services for Veterans Families (SSVF) grants

Sonoma County uses Social Solutions Efforts to Outcomes HMIS template (referred hereto as EtO) to record the ESG required HMIS data.

# Sonoma County Continuum of Care \* Program Standards

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## HMIS Security and Confidentiality

HMIS standards mandate that all client information either being entered into the HMIS or being made use of for program management be held to the highest standard of confidentiality. The address or location of any housing or rental units and personal client data funded under any of the rapid re-housing streams must be kept confidential from disclosure outside the provider's normal need for information consistent with federal, state and local regulation.

## Protection for Domestic Violence Victims

The Violence Against Women Act of 1994 includes a provision that prohibits the use of Domestic Violence providers from participating in a CoC-wide HMIS. The HUD Assessment does contain two questions about the participant's domestic violence history. RRH providers should make every effort to record responses to the following HMIS Assessment questions:

A-177 Is the client a victim/survivor of domestic violence?

A-178 When did the client's last episode of domestic violence occur?

Outside of these two required HUD questions, case notes about domestic violence episodes should not be maintained in the HMIS.

## Acceptance into RRH Pre-Service Programs (Non-SSVF)

Upon program acceptance (from the Coordinated Intake Referral and Provider evaluation), the RRH provider will enroll the Head Of Household (only) into a "pre-service" RRH project within the HMIS. The goal of pre-service enrollment will be to provide Rapid Re-Housing services aimed to ready the participant for immediate housing stability (without ongoing financial supports) or for movement into an RRH "housed" program where the client will receive ongoing financial and case management supports.

Providers are required by ESG to keep a record of every participant who presents for RRH service regardless of their acceptance into a program. To that end providers are strongly encouraged to enter all initial contacts into the HMIS. A tracking field within the basic ESG services touchpoint allows entry to determine a participant's final enrollment status. Enter the Head of Household and any other participants in the household to whom individual services will be provided into one of the designated RRH Pre-Service programs in the HMIS.

1. Perform a Search/Enroll to determine if a participant is already entered into the HMIS. If the participant is not found through the Search/Enroll function, proceed to "Add New Participant/Family."
2. If the participant already exists in the HMIS and was created through the Search Enroll function, provider will check and confirm the participant's Demographics information to assure accuracy of the data for the current program enrollment, and enter or update as needed.
3. Enter a HUD Assessment (Entry/Update/Annual/Exit) by selecting the value Project Entry for Q.A-1.

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A-1. At what point is this data being collected? \*

- Project Entry
- Project Update
- Project Annual Assessment
- Project Exit

Relationship to the head of house

4. Record each service provided for each participant being served, using the:
  - a. Sono - ESG Financial Assistance (for one time payments of financial assistance log to HOH only) or
  - b. Sono - ESG Services, Prevention or Rapid Re-Housing

  	Sono - ESG Financial Assistance
  	Sono - ESG Services Prevention/Rapid Re-Housing

\*Note that enrollments into the RRH Pre-Service program should observe the thirty (30) day limitation for housing stability "case management" services prior to the client becoming housed (§ 576.105 (2)). Other services under Housing Relocation and Stabilization are not subject to this limitation. See chart on p. x for a list of eligible activities. (HMIS users may use an EtO feature to set the "anticipated" program end date during program enrollment)

## Enrollment into "Housed" RRH HMIS Programs (non-SSVF)

If the household (whether single or family) is accepted into the "housed" program and upon location of suitable housing where they will receive ongoing financial support and case management, the household should be exited on the day they enter housing from the "pre-service" HMIS project, and entered into the "housed" HMIS project component.

1. Complete a Project Exit from the RRH Pre-Service Program using the A-183 response to Exit Destination "Rental by client with other ongoing housing subsidy" and A-185 response Housing Assessment Disposition at Exit "Referred to Rapid Re-Housing" values.
2. Complete a Project Entry into the RRH "housed" HMIS program for each family member being placed into a bed.
3. Record each service provided for each participant receiving a service using these EtO Touchpoint assessments:
  - a. Sono - ESG Financial Assistance (for one time payments of financial assistance log to HOH only) or
  - b. Sono - ESG Services, Prevention or Rapid Re-Housing

Sono - ESG Financial Assistance
Sono - ESG Services Prevention/Rapid Re-Housing

## Participants screened and deemed ineligible

The ESG program requires that a record of all clients screened, and classified as ineligible for RRH service, be retained along with the reason for the ineligible determination. While maintaining those

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records in the HMIS is optional –RRH providers will utilize the Sono – ESG Services Prevention/Rapid Re-Housing Touchpoint to record a final disposition. Recording of a participant deemed ineligible for service does not eliminate the requirement to follow up with the participant in writing as to their enrollment determination.

### Participant Project Exit

If the household will receive ongoing financial support other than a one-time deposit, they should be exited from the Pre-Service program on the day they enter housing, and entered into the “housed” program component in the HMIS. Regardless of the exact exit date, the HMIS information must correspond to the actual project exit date from housing.

### Participant Grievances

All providers of RRH programs shall be required to have a written formal termination and grievance policy that is provided to all participants at intake and made available at any time, to enable a participant to dispute an agency decision on eligibility for assistance (or for any other reason). The policy must include the method by which an applicant would be made aware of the grievance procedure, and the formal process for review and resolution.

If a participant household violates program requirements, the provider may terminate assistance in accordance with a formal process established in the RRH Program Standards. The policy will include a written notice providing a clear statement of reason(s) for termination and the participant household must be given the opportunity to present information before someone other than the person (or subordinate of that person) making the termination decision. A final written notice of the termination decision must be delivered to the participant no later two weeks after a determination is made.

The Client Grievance Procedure document and list of low-income legal mediators is attached to these standards.

### Conflict of Interest

The provision of any type or amount of ESG assistance may not be conditioned upon an individual or family's acceptance or occupancy of emergency shelter or housing owned by any RRH Provider or its parent organization. Further details can be found at Sec. § 576.404 on p.75987 of the ESG Interim Rule.

### Participant Follow Up

Follow up after RRH Program exit at a one-year anniversary is encouraged (dependent upon currently available resources). A custom HMIS follow-up assessment which includes a tickler capability may be used at the discretion of the RRH provider to record the date and method of attempted contact, who spoke to the household (if that occurs) and their current housing status.

# Sonoma County Continuum of Care \* Program Standards

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## Program Monitoring and Evaluation

Program monitoring will be performed by the project funder as that entity determines the need. Program evaluation will be ongoing by the Rapid Re-Housing Workgroup and the Continuum of Care Evaluation Committee, which will take into consideration the requirements as stated by the State of California Housing and Community Development as informed by the requirements of its annual application process. It will also take into consideration progress against local data benchmarks as defined by the workgroup and the Continuum of Care Evaluation Committee and Board.

RRH program evaluation and review by the CoC Rapid Re-Housing Standards Group will occur at least semi-annually.

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## Glossary of Key Rapid Re-Housing Project Terms

**CalWORKS** – A welfare program operated by California county welfare departments that provides cash aid and services to eligible needy families.

**Continuum of Care (CoC)** – The Continuum of Care (CoC) Program is designed to promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments.

**Coordinated Intake (CI)** – A process designed to coordinate program participant intakes and referrals. A centralized, or coordinated, system creates a singular process for accessing homeless services.

**Emergency Solutions Grant (ESG)** – Emergency Solutions Grant is a federal funding source designed to assist homeless persons through five activity types including Street Outreach, Emergency Shelter, Homeless Prevention, Rapid Re-housing, and HMIS. Funding is provided via Entitlement City or State Governments.

**EtO** – Social Solutions Group Efforts to Outcomes HMIS system used by Sonoma County Continuum of Care

**HCD** – State of California Department of Housing and Community Development – the entity who administers federal ESG funding passed through to the state

**Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act** – Amended and reauthorized the earlier McKinney-Vento Homeless Assistance Act with substantial changes in 2009. It consolidated HUD's Continuum of Care grant programs and changed HUD's definition of homelessness and chronic homelessness.

**Housing First** - A model of housing assistance that is offered without preconditions (such as sobriety or a minimum income threshold) or service participation requirements. Rapid housing placement and stabilization in “permanent” settings is the primary goal for the participant household.

**Household (HH)** – any group of persons presenting for services together (as a household or family).

**Head of Household (HoH)** –a term used in the HMIS data standards for consistency with other regulatory guidance and it does not necessarily indicate the individual’s status in the household. The term “primary client” may be substituted for Head of Household. If the household is composed of two or more unaccompanied youth, one minor must be designated as the head of the household.

**Households with only Adults** – when a group of persons apply together for services at least one person must be deemed the Head of Household. Any group of persons applying for service together shall be considered a household. As a general rule, one adult should not provide the HMIS information for any other adult in the household.

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**Households with Children** – a Household composed of at least one adult and one child under the age of 18. The Children are not required to be present at the time the household applies for service, however, information should not be recorded for children under age 18 if it is indicated children will not be entering the project on the same day as the head of household. Information for these children should be recorded when children join the project. A project should edit the project entry record as part of the household and other adults.

- **Custody:** Where partial custody of the child creates a question as to whether to include the child in the household, the adopted Occupancy Standards will guide the determination. If this is inadequate, the provider may make this decision.
- **Foster care:** If a child is in foster care for fewer than 180 days, the child must be counted as part of the household. If the child is permanently removed, the HH size may be reduced for purposes of occupancy.

**Pregnant Women** – a pregnant women is considered to be a “Self Head of Household” at project entry until the child is born at which time the household record is changed via EtO Edit Families function. At this time, a full assessment process must be conducted for the child and entered into the HMIS.

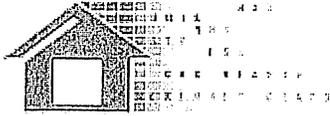
**HUD** – The federal Department of Housing and Urban Development which provides ESG funding

**LMIHAF** –Sonoma County’s Low- and Moderate-Income Housing Asset Fund (assets from County of Sonoma, Cities of Sonoma and Sebastopol Redevelopment Successor Agencies), of which up to \$250,000 annually may be used for Rapid Re-Housing.

**Rapid Re-housing (RRH)** - Program that provides financial assistance and services to prevent individuals and families from becoming homeless and help those who are experiencing homelessness to be quickly re-housed and stabilized.

**URA** – The Uniform Act (or “Uniform Relocation Act”), passed by Congress in 1970, is a federal law that establishes minimum standards for federally funded programs and projects that require the acquisition of real property (real estate) or displace persons from their homes, businesses, or farms. The Uniform Act's protections and assistance apply to the acquisition, rehabilitation, or demolition of real property for federal or federally funded projects.

**Veterans Affairs Supportive Housing (VASH)** - Program combines Housing Choice Voucher (HCV) rental assistance for homeless Veterans with case management and clinical services provided by the Department of Veterans Affairs (VA). VA provides these services for participating Veterans at VA medical centers (VAMCs) and community-based outreach clinics.



# Homeless Definition

<b>CRITERIA FOR DEFINING HOMELESS</b>	<b>Category 1</b>	<b>Literally Homeless</b>	<p>(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> <li>(i) Has a primary nighttime residence that is a public or private place not meant for human habitation;</li> <li>(ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); <u>or</u></li> <li>(iii) Is exiting an institution where (s)he has resided for 90 days or less <u>and</u> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution</li> </ul>
	<b>Category 2</b>	<b>Imminent Risk of Homelessness</b>	<p>(2) Individual or family who will imminently lose their primary nighttime residence, provided that:</p> <ul style="list-style-type: none"> <li>(i) Residence will be lost within 14 days of the date of application for homeless assistance;</li> <li>(ii) No subsequent residence has been identified; <u>and</u></li> <li>(iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing</li> </ul>
	<b>Category 3</b>	<b>Homeless under other Federal statutes</b>	<p>(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <ul style="list-style-type: none"> <li>(i) Are defined as homeless under the other listed federal statutes;</li> <li>(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;</li> <li>(iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <u>and</u></li> <li>(iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers</li> </ul>
	<b>Category 4</b>	<b>Fleeing/ Attempting to Flee DV</b>	<p>(4) Any individual or family who:</p> <ul style="list-style-type: none"> <li>(i) Is fleeing, or is attempting to flee, domestic violence;</li> <li>(ii) Has no other residence; <u>and</u></li> <li>(iii) Lacks the resources or support networks to obtain other permanent housing</li> </ul>

## Determination of Chronic Homeless Status

**Overview:** With the recent 2014 HMIS Data Standards update taking effect Wednesday you are being requested to use this form to determine a client's chronically homeless status.

**Definition:** Per federal regulation 24 CFR 578.3 an individual or family member meets the Chronically Homeless Definition when: consistent with the RHSP Interim rule, the chronically homeless persons includes individuals and families who have a

- a. *qualifying disabling condition and*
- b. *have been homeless and living in a place not meant for human habitation, emergency shelter, or safe haven for 1 year continuously or over a period of four occasions in the past 3 years. It is important to point out that persons in transitional housing are not considered to be chronically homeless even if they met the criteria prior to entering the transitional housing program.*

**Qualifying Disabilities:** A qualifying disability for the purpose of determining chronically homeless status includes:

- A diagnosable substance abuse disorder
- A serious mental illness
- A developmental disability
- A chronic physical illness or disability, including the co-occurrence of two or more of these conditions

Verification of a disability can include:

1. Letter from a medical professional attesting to the presence of the condition.
2. Verified through receipt of Supplemental Security Disability Income (SSDI) if the SA obtains written verification from the Social Security Administration that the disability is one of the targeted populations within the grant

Verification of homelessness can include:

1. Certification letter from an emergency shelter
2. Certification letter from a homeless service provider or outreach worker
3. Certification letter from any other health or human service provider
4. Certification Self-Statement signed by the client

Staff Name: \_\_\_\_\_ Staff Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Participant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Client Release of Information Form

**Overview:** The Sonoma County Homeless Coordinated Intake Program provides a single access point to over 140 shelter and housing programs throughout the county, which reduces the work families and individuals must do to locate housing or shelter and move out of homelessness.

**Use of Confidential Information:** The purpose of this Release of Confidential Information consent form is to allow the Sonoma County Continuum of Care Coordinated Intake (CI) Program to use information you provide to assist in procuring housing/shelter placement and provide support services for you and your family. In order to enroll you and your family in the CI Program, we need to collect some personal information from you as the head of your household. When housing resources become available you will be notified about the referral(s) being made.

While you are enrolled in the CI Program, Coordinated Intake staff will have access to your confidential information. In addition, should you and your family be referred to a Sonoma County homeless service agency/program for housing placement, that agency will be afforded the information you have provided.

Unless you stipulate otherwise, your confidential information will only be forwarded to Homeless Management Information System (HMIS) Participating Provider. The HMIS is a HIPAA compliant online database. All staff and administrators with access to the HMIS observe rigorous client security and ethical standards as mandated by the federal Department of Housing and Urban Development (HUD) and the Sonoma County Continuum of Care HMIS Quality Assurance workgroup. HMIS users are re-certified in Client Security and Ethics on an annual basis.

Your information will not be provided to any other party unless specifically outlined and agreed to in an addendum to this form, except for situations where a threat exists of harm to yourself or other persons.

*(\*\*Note\*\* If you ever have reason to believe your confidential information in the Sonoma County HMIS has been misused, you should immediately contact the Sonoma County Continuum of Care HMIS Coordinator by emailing [hmis@sonoma-county.org](mailto:hmis@sonoma-county.org) or calling the Community Development Commission at (707) 565-7500)*

**Disclosures and Period of Enforcement:** The release I am signing will be in effect for a period of two years from the date of signed authorization by you. Should you refuse to sign this consent, you and your family may not be refused service, however by allowing the homeless providers you work with access to this information, a more relevant case plan will be able to be created to assist you.

Specifically the information you provide will be considered active until one of the following events occur:

1. The Release of Confidential Information lapses after a period of two years
2. You return to the Coordinated Intake Program with a new request to obtain shelter/housing services
3. You (at any time) formally request this Confidential Release of Information be revoked

# Sonoma County Continuum of Care \* Program Standards

**Provisions of this Release of Information:** By providing my consent I am allowing Coordinated Intake Program staff to provide case management and housing placement services and share my information with Sonoma County HMIS Participating Providers where I and my family have been referred for service.

I, \_\_\_\_\_, (full name) and/or

\_\_\_\_\_ (alias) on this day of \_\_\_\_\_

as head of my household, authorize the Sonoma County Homeless Coordinated Intake Program to collect and share the following information with HMIS Participating homeless service providers to whom I have been referred for housing, shelter or other homeless service:

- Client Demographics including full name, DOB, SSN, Race, Ethnicity (see attached)
- Confidential information gathered during the Sonoma County VI-SPDAT for Families assessment process (including health and personal finance information – see attached)
- The shelter and/or housing program(s) preference my family has expressed interest in
- The date my family was placed on the Coordinated Intake Family Wait List for shelter and/or housing

The list of Sonoma County Homeless Service Providers who may have access to your information (upon acceptance into their program) is below. I understand additional agencies may join the Coordinated Intake system at any time and upon my request I will be provided a current list of those partner agencies.

Agency Name	Acronym
Buckelew Programs	BUCK
Catholic Charities of the Diocese of Santa Rosa	CC
Cloverdale Community Outreach	CCOC
Committee on the Shelterless	COTS
Community Action Partnership	CAPS
Community and Family Service Agency	CFA
Community Support Network	CSN
County of Sonoma Human Services	HSD
Drug Abuse Alternatives Center	DAAC
Face to Face	F2F
Interfaith Shelter Network	IFSN

# Sonoma County Continuum of Care \* Program Standards

Legal Aid Sonoma County	LASC
Petaluma People Services	PPSC
Redwood Gospel Mission	RGM
Santa Rosa Health Centers	SRHC
Sonoma County Housing Authority	SCHA
Social Advocates for Youth	SAY
Sonoma Overnight Support	SOS
The Living Room	TLR
Veteran's Resource Centers of America	VRCOA
Volunteer Center of Sonoma County 211	211

**SIGN BELOW IF AGREEING TO BE ENROLLED AND ASSESSED**

Your signature (or mark) indicates that you have read (or been read) the information provided above, have had all your questions satisfactorily answered and agree to provide information for the purpose of enrolling in the Sonoma County Homeless Coordinated Intake Program.

**I certify that this request has been made freely, voluntarily and without coercion and that the information given above is accurate to the best of my knowledge. I understand that I may revoke this authorization at any time except to the extent that action has already been taken to comply with it. Unless revoked in writing, this release of information is valid for a period of two years from the date of Coordinated Intake program enrollment.**

\_\_\_\_\_  
SIGNATURE OF HEAD OF HOUSEHOLD

\_\_\_\_\_  
DATE

<p><b><u>TO BE COMPLETED BY THE Sonoma County Homeless Coordinated Intake Program</u></b>  <i>Please write clearly to ensure accuracy</i></p>
Head of Household's Name/Alias: _____
Date enrolled in the Coordinated Intake Program: _____
The program(s) your family expressed interested in being referred to:

## Acceptable Forms of Personal Identification for Housing Programs

- Valid driver's license or identification card issued by DMV
- Valid driver's license or identification card from the state or country of origin
- Birth Certificate
- United States Passport
- Foreign passport
- Verification of citizenship, alienage, or immigration status
  - Permanent Resident Card or Alien Registration Receipt Card
  - Employment Authorization Document (Card) that contains a photograph
  - Green Card
  - Work Visa
- Certificate of Naturalization or Citizenship
- American Indian Card
- Voter's registration card
- US military card
- Military dependent's ID card
- Social Security Card or Tax ID number
- State Benefits Card

## Efforts to Outcomes HMIS Required RRH Forms

- Participant Demographics
- Participant Project Entry (Adult)
- Participant Project Entry (Child)
- Participant Mid-Term Annual Assessment
- Sono – ESG Financial Assistance
- Sono – ESG Services Prevention/Rapid Re-Housing
- Sono – Service Follow Up
- WEBi Reports – RRH evaluation reports to be listed on this page

Obtain all forms and currently updated information at the HMIS Wiki page:

[http://sonoma-county-hmis.wikispaces.com/Nav\\_HMIS+Forms](http://sonoma-county-hmis.wikispaces.com/Nav_HMIS+Forms)

Note – you must be an HMIS Wiki Member to access the wiki pages

## Sample Participant Grievance Procedure

# Sonoma County Continuum of Care \* Program Standards

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**Overview:** It is a program participant's right, as well as program policy to be informed of and utilize a formal grievance procedure to resolve disputes or difficulties that arise between the agency's residents and staff. The following is our grievance procedure:

**Step 1:** Complete the attached Grievance Form (provided you during initial program intake). The form will ask you to describe the problem you are having and with whom. It is very important to include as many details as possible. If you need assistance completing the form, please let \_\_\_\_\_ know.

**Step 2:** You have a chance for an in-person meeting with the staff person with whom you are having the problem in order to explain your grievance and express your feelings. Be sure to ask the staff person for further consideration of your side of the issue and try to resolve your grievance at that meeting.

**Step 3:** If the discussion with the staff person does not resolve the grievance, let the staff person know you will be scheduling a meeting with their supervisor to work toward resolution.

**Step 4:** The staff member will setup the appointment with their supervisor for you and notify you of the date and time. When you meet with the staff supervisor be sure to bring your completed Grievance Form along with you for the meeting.

**Step 5:** If the discussion with the staff person's supervisor has not resolved the problem, let the supervisor know that you are requesting a meeting with the next higher authority who is \_\_\_\_\_. Please be aware the \_\_\_\_\_ may have the Program Manager and other agency staff present at this meeting.

**Step 6:** If the discussion with \_\_\_\_\_ does not resolve your dispute, inform them you will be writing a letter of grievance to the Executive Director of the agency and requesting a meeting to resolve the dispute. Write a letter and include a copy of the grievance form and mail to:

Name  
Title  
Address

Please note: The agency Board of Directors will not be involved in the grievance process unless the grievance directly involves the Executive Director, or unless the Executive Director recommends the Board hear a particular grievance because it is necessary they make a final determination on the issue.

## Participant Program Termination Policy

## Sonoma County Continuum of Care \* Program Standards

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**Overview:** Participants who are enrolled into any housing program of the Sonoma County Continuum of Care need to read and understand a program termination policy. Program termination occurs for both a successful end to program services and early termination from services for cause:

- A. Program Exit - Participants who successfully complete the program will be terminated when their rent subsidy times out, or if, at their annual re-evaluation, their income exceeds the current federal guidelines.
- B. Termination for Cause – Participants who are evicted by their landlords, or who do not adhere to the rules, regulations and requirements of the program, or the requirements agreed to in their Individual Housing Plan(s) may be terminated from the program for cause.
- C. Participants are informed of the program’s expectations, rules and requirements at the time of program intake and receive a copy of the Termination Policy and Grievance Procedure at intake.
- D. Termination Process:
  - a. Successful program termination will consist of providing the participant(s) with a 30-day notice acknowledging successful completion of the program.
  - b. Termination for Cause will consist of providing the client(s) with a written notice of Program non-compliance that will provide details and consequences specific to the area of non-compliance. All notices will be hand-delivered and if not directly received by the participant, will be posted and sent via certified mail.
  - c. Any participant who is terminated for cause may appeal their termination using the CoC grievance procedure outlined in the documents provided to them at enrollment by the Case Manager/Intake Coordinator. *The grievance document will be reviewed by a person other than the person (or that person’s subordinate) who made or approved the termination decision. Program participants shall receive prompt written notice of the final decision.*

## ESG Minimum Habitability Standards for Emergency Shelters and Permanent Housing

### About this Tool

The Emergency Solutions Grants (ESG) Program Interim Rule establishes different habitability standards for emergency shelters and for permanent housing (the Rapid Re-housing and Homelessness Prevention components).

- **Emergency Shelter Standards.**
  - Emergency shelters that receive ESG funds for renovation or shelter operations must meet the minimum standards for safety, sanitation, and privacy provided in §576.403(b).
  - In addition, emergency shelters that receive ESG funds for renovation (conversion, major rehabilitation, or other renovation) also must meet state or local government safety and sanitation standards, as applicable.
- **Permanent Housing Standards.** The recipient or subrecipient cannot use ESG funds to help a program participant remain in or move into housing that does not meet the minimum habitability standards under §576.403(c). This restriction applies to all activities under the Homelessness Prevention and Rapid Re-housing components.

Recipients and subrecipients must document compliance with the applicable standards. Note that these checklists do not cover the requirements to comply with the Lead-Based Paint requirements at §576.403(a). For more discussion about how and when the standards apply, see *ESG Minimum Standards for Emergency Shelters and Permanent Housing*, located at <http://OneCPD.info/esg>.

The checklists below offer an optional format for documenting compliance with the appropriate standards. These are intended to:

1. Provide a clear summary of the requirements and an adaptable tool so recipients and subrecipients can formally assess their compliance with HUD requirements, identify and carry out corrective actions, and better prepare for monitoring visits by HUD staff.
2. Provide a tool for a recipient to monitor that its subrecipient is in compliance with HUD requirements. Where non-compliance is identified, the ESG recipient can use this information to require or assist the subrecipient to make necessary changes.

Prior to beginning the review, the subrecipient should organize relevant files and documents to help facilitate their review. For instance, this may include local or state inspection reports (fire-safety, food preparation, building/occupancy, etc.), or policy and procedure documents related to emergency shelter facility maintenance or renovations.

Carefully read each statement and indicate the shelter's or unit's status for each requirement (Approved or Deficient). Add any comments and corrective actions needed in the appropriate box. The reviewer should complete the information about the project, and sign and date the form. This template includes space for an "approving official," if the recipient or subrecipient has designated another authority to approve the review. When the assessment is complete, review it with program staff and develop an action plan for addressing any areas requiring corrective action.

# Sonoma County Continuum of Care \* Program Standards

## Minimum Standards for Permanent Housing

**Instructions:** Place a check mark in the correct column to indicate whether the property is approved or deficient with respect to each standard. The property must meet all standards in order to be approved. A copy of this checklist should be placed in the client file.

Approved	Deficient	Standard (24 CFR part 576.403(c))
		1. <i>Structure and materials:</i> The structure is structurally sound to protect the residents from the elements and not pose any threat to the health and safety of the residents.
		2. <i>Space and security:</i> Each resident is provided adequate space and security for themselves and their belongings. Each resident is provided an acceptable place to sleep.
		3. <i>Interior air quality:</i> Each room or space has a natural or mechanical means of ventilation. The interior air is free of pollutants at a level that might threaten or harm the health of residents.
		4. <i>Water Supply:</i> The water supply is free from contamination.
		5. <i>Sanitary Facilities:</i> Residents have access to sufficient sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste.
		6. <i>Thermal environment:</i> The housing has any necessary heating/cooling facilities in proper operating condition.
		7. <i>Illumination and electricity:</i> The structure has adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There are sufficient electrical sources to permit the safe use of electrical appliances in the structure.
		8. <i>Food preparation:</i> All food preparation areas contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner.
		9. <i>Sanitary condition:</i> The housing is maintained in sanitary condition.
		10. <i>Fire safety:</i> a. There is a second means of exiting the building in the event of fire or other emergency. b. The unit includes at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors are located, to the extent practicable, in a hallway adjacent to a bedroom. c. If the unit is occupied by hearing-impaired persons, smoke detectors have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person. d. The public areas are equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, day care centers, hallways, stairwells, and other common areas.
		11. Meets additional recipient/subrecipient standards (if any).

# Sonoma County Continuum of Care \* Program Standards

## CERTIFICATION STATEMENT

I certify that I have evaluated the property located at the address below to the best of my ability and find the following:

- Property meets all of the above standards.
- Property does not meet all of the above standards.

### COMMENTS:

ESG Recipient Name: \_\_\_\_\_

ESG Subrecipient Name: \_\_\_\_\_

Program Participant Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Apartment: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_

Date of review:

Evaluator Name: \_\_\_\_\_

Approving Official Signature (if applicable): \_\_\_\_\_

Date:

Approving Official Name (if applicable): \_\_\_\_\_

### ESG Lead Screening Worksheet

#### About this Tool

The *ESG Lead Screening Worksheet* is intended to guide grantees through the lead-based paint inspection process to ensure compliance with the rule. ESG staff can use this worksheet to document any exemptions that may apply, whether any potential hazards have been identified, and if safe work practices and clearance are required and used. A copy of the completed worksheet along with any additional documentation should be kept in each program participant's case file.

#### INSTRUCTIONS

To prevent lead-poisoning in young children, ESG grantees must comply with the Lead-Based Paint Poisoning Prevention Act of 1973 and its applicable regulations found at 24 CFR 35, Parts A, B, M, and R. Under certain circumstances, a visual assessment of the unit is not required. This screening worksheet will help program staff determine whether a unit is subject to a visual assessment, and if so, how to proceed. A copy of the completed worksheet along with any related documentation should be kept in each grantee or program participant's file.

Note: ALL pre-1978 properties are subject to the disclosure requirements outlined in 24 CFR 35, Part A, regardless of whether they are exempt from the visual assessment requirements.

#### BASIC INFORMATION

Name of Participant

Address

Unit Number

City

State

Zip

ESG Program Staff

#### PART 1: DETERMINE WHETHER THE UNIT IS SUBJECT TO A VISUAL ASSESSMENT

If the answer to one or both of the following questions is 'no,' a visual assessment is not triggered for this unit and no further action is required at this time. Place this screening worksheet and related documentation in the program participant's file.

If the answer to both of these questions is 'yes,' then a visual assessment is triggered for this unit and program staff should continue to Part 2.

1. Was the leased property constructed before 1978?

Yes

No

2. Will a child under the age of six be living in the unit occupied by the household receiving ESG assistance?

Yes

No

# Sonoma County Continuum of Care \* Program Standards

## PART 2: DOCUMENT ADDITIONAL EXEMPTIONS

If the answer to any of the following questions is 'yes,' the property is exempt from the visual assessment requirement and no further action is needed at this point. Place this screening sheet and supporting documentation for each exemption in the program participant's file.

If the answer to all of these questions is 'no,' then continue to Part 3 to determine whether deteriorated paint is present.

1. Is it a zero-bedroom or SRO-sized unit?  
 Yes  
 No
2. Has X-ray or laboratory testing of all painted surfaces by certified personnel been conducted in accordance with HUD regulations and the unit is officially certified to not contain lead-based paint?  
 Yes  
 No
3. Has this property had all lead-based paint identified and removed in accordance with HUD regulations?  
 Yes  
 No
4. Is the client receiving Federal assistance from another program, where the unit has already undergone (and passed) a visual assessment within the past 12 months (e.g., if the client has a Section 8 voucher and is receiving ESG assistance for a security deposit or arrears)?  
 Yes (Obtain documentation for the case file.)  
 No
5. Does the property meet any of the other exemptions described in 24 CFR Part 35.115(a).  
 Yes  
 No

Please describe the exemption and provide appropriate documentation of the exemption.

## PART 3: DETERMINE THE PRESENCE OF DETERIORATED PAINT

To determine whether there are any identified problems with paint surfaces, program staff should conduct a visual assessment prior to providing HPRP financial assistance to the unit as outlined in the following training on HUD's website at:

<http://www.hud.gov/offices/lead/training/visualassessment/h00101.htm>.

If no problems with paint surfaces are identified during the visual assessment, then no further action is required at this time. Place this screening sheet and certification form (Attachment A) in the program participant's file.

If any problems with paint surfaces are identified during the visual assessment, then continue to Part 4 to determine whether safe work practices and clearance are required.

# Sonoma County Continuum of Care \* Program Standards

1. Has a visual assessment of the unit been conducted?  
 Yes  
 No
2. Were any problems with paint surfaces identified in the unit during the visual assessment?  
 Yes  
 No (Complete Attachment A – Lead-Based Paint Visual Assessment Certification Form)

## PART 4: DOCUMENT THE LEVEL OF IDENTIFIED PROBLEMS

All deteriorated paint identified during the visual assessment must be repaired prior to clearing the unit for assistance. However, if the area of paint to be stabilized exceeds the de minimus levels (defined below), the use of lead safe work practices and clearance is required.

If deteriorating paint exists but the area of paint to be stabilized does not exceed these levels, then the paint must be repaired prior to clearing the unit for assistance, but safe work practices and clearance are not required.

1. Does the area of paint to be stabilized exceed any of the de minimus levels below?
  - 20 square feet on exterior surfaces  Yes  No
  - 2 square feet in any one interior room or space  Yes  No
  - 10 percent of the total surface area on an interior or exterior component with a small surface area, like window sills, baseboards, and trim  Yes  No

If any of the above are 'yes,' then safe work practices and clearance are required prior to clearing the unit for assistance.

## PART 5: CONFIRM ALL IDENTIFIED DETERIORATED PAINT HAS BEEN STABILIZED

Program staff should work with property owners/managers to ensure that all deteriorated paint identified during the visual assessment has been stabilized. If the area of paint to be stabilized does not exceed the de minimus level, safe work practices and a clearance exam are not required (though safe work practices are always recommended). In these cases, the ESG program staff should confirm that the identified deteriorated paint has been repaired by conducting a follow-up assessment.

If the area of paint to be stabilized exceeds the de minimus level, program staff should ensure that the clearance inspection is conducted by an independent certified lead professional. A certified lead professional may go by various titles, including a certified paint inspector, risk assessor, or sampling/clearance technician. Note, the clearance inspection cannot be conducted by the same firm that is repairing the deteriorated paint.

1. Has a follow-up visual assessment of the unit been conducted?  
 Yes  
 No
2. Have all identified problems with the paint surfaces been repaired?  
 Yes  
 No

# Sonoma County Continuum of Care \* Program Standards

3. Were all identified problems with paint surfaces repaired using safe work practices?
- Yes
- No
- Not Applicable – The area of paint to be stabilized did not exceed the de minimus levels.
4. Was a clearance exam conducted by an independent, certified lead professional?
- Yes
- No
- Not Applicable – The area of paint to be stabilized did not exceed the de minimus levels.
5. Did the unit pass the clearance exam?
- Yes
- No
- Not Applicable – The area of paint to be stabilized did not exceed the de minimus levels.

Note: A copy of the clearance report should be placed in the program participant's file.

## ATTACHMENT 1: LEAD-BASED PAINT VISUAL ASSESSMENT CERTIFICATION TEMPLATE

I, \_\_\_\_\_, certify the following:

(Print name)

- I have completed HUD's online visual assessment training and am a HUD-certified visual assessor.
- I conducted a visual assessment at \_\_\_\_\_ on

(Property address and unit number)

\_\_\_\_\_

(Date of Assessment)

- No problems with paint surfaces were identified in the unit or in the building's common areas.



\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## Sonoma County Continuum of Care \* Program Standards

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### Sonoma County Mediation Providers - Specializing in Landlord/Tenant Issues

**Legal Aid of Sonoma County – (707) 542-1290**

<http://legalaidsc.org/>

Service focus on homelessness prevention for low-income persons due to unlawful evictions

**Recourse Mediation – (707) 525-8545**

<http://www.recoursemediation.com/>

Service focus on conflict resolution between landlords and tenants over outstanding rental payments, security deposits disputes, property damage and eviction

# Sonoma County Continuum of Care \* Program Standards

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## Links to other ESG Regulatory Sources

- ESG Interim Rule – Part 576 published December 5, 2011  
<https://www.hudexchange.info/resource/1927/hearth-esg-program-and-consolidated-plan-conforming-amendments/>
- ESG Frequently Asked Questions  
<https://www.hudexchange.info/faqs/programs/emergency-solutions-grants-esg-program/>
- ESG SNAPS-Shots  
<https://www.hudexchange.info/resource/2893/snaps-shots/>
- ESG Record Keeping Requirements for Homeless Status  
<https://www.hudexchange.info/resource/2016/homeless-status-recordkeeping-requirements-webinar/>
- ESG Minimum Habitability Standards  
<https://www.hudexchange.info/resource/3766/esg-minimum-habitability-standards-for-emergency-shelters-and-permanent-housing/>

## EMERGENCY SHELTER PROGRAM STANDARDS

**RATIONALE:** Emergency shelters are safety net facilities for people experiencing housing crisis. They provide an entry point into stabilization services leading as quickly as possible to permanent housing. Because participants are in crisis, entry requirements and documentation are minimal and regardless of ability to pay. Programs involve congregate living, therefore basic community rules ensure a safe and healthy environment in which participants can progress in resolving their housing crisis.

Program Standards serve as a common policy framework for Sonoma County's Emergency Shelters. These policies have been developed through a working consensus process with agreements recorded in a decision log. Ultimately the intent is to bring the policy to the Continuum of Care Board for adoption system-wide. While the Emergency Shelter Program standards are not policies and procedures, they may be used as an outline for local agency policies and procedures, and adopted policies should be incorporated into local manuals.

**TARGET GROUPS:** This document establishes minimum standards for shelters serving single adults, families with children, unaccompanied teenagers, and other specialized populations. *Individual shelters may establish standards for more specialized practice.*

### 1. Evaluating eligibility for assistance

#### a. Homeless per federal definitions.

- i. All shelters participating in HMIS must serve only clients who meet federal definitions of homelessness (and in limited cases, those "at-risk" of homelessness). Shelters operating with federally-originated funds may only serve people meeting federal homeless definitions 1, 2, or 4. Homeless status is verified at intake for all incoming shelter residents. Refer to attached Homeless Definitions chart, page 14.
- ii. Documentation: Please see the chart on page 15 for acceptable forms of documentation. Shelters should make every effort to meet federal standards of documentation. The preference is for 3<sup>rd</sup> party documentation. 2<sup>nd</sup> party documentation (observation by a homeless services provider) is acceptable if 3<sup>rd</sup> party documentation is not available. At a minimum, client self- certification will be accepted.
- iii. Lack of 3<sup>rd</sup> party documentation must not prevent an individual or family from being immediately admitted to emergency shelter. Records contained in an HMIS or comparable database used by victim service or legal service providers are acceptable evidence of 3<sup>rd</sup> party documentation and intake worker observations.

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- b. **Income Levels:** *There is no fee for using emergency shelter services.* However, all shelter participants will be required to certify their income level. Please see current Sonoma County Community Development Commission guidelines, attached page 17.
- c. **Required intake documents:**
  - i. **Personal identification:** at least one photo ID is preferred, see attached list for options, page 16. If the participant is unable to produce personal identification, the shelter may make a local decision about the necessity of pursuing ID.
  - ii. **Documentation of Homelessness or At Risk status** per federal guidelines (page 15).
  - iii. **Income self-declaration**
  - iv. **HMIS intake forms**
  - v. **Signed acknowledgment of receiving program rules or requirements.**
- d. **Eligibility screening:**
  - i. All persons seeking shelter will be screened first for their housing status to identify whether they meet federal homelessness definitions (1, 2 or 4—see page 14).
  - ii. As Coordinated Intake is phased in with specific target populations and eventually rolled out to all homeless populations, adult members of the household will be screened with the VI-SPDAT screening tool to identify acuity of housing and service needs—either by the agency where the household presents for services (if the agency has this capacity), or via referral to 211 or Coordinated Intake for screening and follow-up comprehensive assessment on completion of the VI-SPDAT. The VI-SPDAT screening tools can be found at <http://sonoma-county-continuum-of-care.wikispaces.com/Coordinated+Intake+Task+Force>.
  - iii. Coordinated Intake was launched on February 17<sup>th</sup>, 2015 in a six-month beta test phase. Until Coordinated Intake is fully implemented, individual shelters will maintain individual waiting lists for populations not yet included in Coordinated Intake. Shelters will incorporate vulnerability screening with the VI-SPDAT as possible among people identified as homeless per federal definitions.
- e. **Comprehensive Assessment:**
  - i. Comprehensive Assessments will be conducted by the Coordinated Intake provider within one week of initial screening if at all possible. It is anticipated that the Coordinated Intake provider's waitlist case management and education about services will minimize the phenomenon of participants leaving the shelter before a full assessment can be conducted.

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- ii. Shelters will provide a basic intake, with HMIS enrollment, within 24 hours of accepting a participant into services.
- iii. A case management interview, resulting in a written action plan, is preferred within 7 days. All shelters will work toward this standard, with the understanding this is impacted by capacity: current capacity often limits case management beginning before 21 days in many cases.
- f. **Changes to forms:** The Emergency Shelter Standards Group will meet quarterly. Proposed changes to forms and policies are due to the CoC Coordinator 7 days prior to the quarterly meeting, and will be presented there. Changes will be considered and agreed to by working consensus. Any conflicts will be discussed and resolved in person. The relevant regulations will rule first. On other issues, working consensus will be the required process for resolving disputes. If no consensus can be found within a reasonable length of time (currently defined as two quarterly meetings), the majority will rule.

### 2. Coordination with other providers

#### a. Coordinated intake

- i. Universal prescreening, assessment and referral will be conducted by the Coordinated Intake provider.
- ii. Shelters will receive prescreened referrals from Coordinated Intake operator. The Coordinated Intake provider will be responsible for the appropriateness of referrals and for ensuring there is space before a referral is made.
- iii. Coordinated Intake will make every attempt to begin the effort to obtain identification, CalFresh, Medi-Cal and a primary care home, and to address income needs (via benefits advocacy or work readiness activities).
- iv. If a shelter wishes to turn away a referral, or if no slots are available:
  - 1. **Inappropriate referral:** the client will be referred back via an immediate call to Coordinated Intake, or rejection of the referral through EtO HMIS. This includes clients who have been suspended or expelled from the program for cause.
  - 2. **No availability:** If the referral is appropriate, the shelter may, at its discretion, provide one night of emergency shelter or place the client in a motel, prior to referring them back to Coordinated Intake for routine placement.
  - 3. In addition to referral back to Coordinated Intake, the shelter should provide the client with referrals to appropriate community resources. A direct referral with a "warm" handoff is preferred.

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4. If the client is in danger due to family violence, a referral should be made to the YWCA for placement in another county.
  - v. **Wait list management** will be provided by the Coordinated Intake agency, including tracking acceptance of referrals and/or housing placements.
  - vi. **Grievance procedure:** A sample grievance form is attached at page 18, for providers to put on their own letterhead and customize for specific agency practice. If a common pattern of grievance emerges, the Program Standards Group will take up possible changes of policy.
- b. Street Outreach**
- i. Outreach workers will refer unsheltered persons into Coordinated Intake as quickly as possible, conducting the VI-SPDAT screening as possible and assisting them to access Coordinated Intake.
- c. Prevention & One-time Financial Assistance providers**
- i. Households seeking assistance must first be screened for homeless vs. at risk housing status. If homeless, prescreen for Limited Assistance with VI-SPDAT screening tool and refer through Coordinated Intake to a one-time financial assistance program. If At Risk, refer directly to Prevention/Diversion assistance as resources are available.
  - ii. Emergency Shelter providers will collaborate with agencies providing one-time assistance, to help exiting participants to access one-time assistance or deposit assistance, (e.g., SOS, HCA, SSVF).
- d. Rapid Re-Housing providers**
- i. Households meeting federal homeless definitions will be screened for Rapid Re-Housing at Coordinated Intake, and if appropriate referred through Coordinated Intake to a Rapid Re-Housing program. Options will be explored for accommodations short of entering the shelter, until an appropriate rental unit is located.
  - ii. Emergency Shelter providers will collaborate with Rapid Re-Housing providers, by providing short-term admittance to shelter while the household locates new housing.
- 3. Determining and prioritizing accepted clients vs. other forms of assistance**
- a. Each adult referred will be screened with the VI-SPDAT and assessed with the SPDAT comprehensive assessment tool. The full SPDAT tool can be found at: <http://sonoma-county-continuum-of-care.wikispaces.com/Coordinated+Intake+Task+Force>.

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- b. Coordinated Intake will provide knowledgeable referrals with a feedback loop and the possibility of case conferences triggered by inappropriate referrals. With this understanding, Sonoma County emergency shelter providers will operate from the viewpoint of screening people *in* rather than out. In doing so they commit to being good stewards of the funds, acting in the best interest of the clients in residence, and with transparency regarding the limits of the program.
- c. **Prohibition against involuntary family separation:** per federal requirements, the age and gender of a child under age 18 cannot be used as a basis for denying any family's admission to emergency shelter. All shelters funded with federally-originated dollars must adhere to this rule.
- d. Families and individuals meeting federal definitions of homelessness, but who cannot be assisted because of family size, being prohibited from being on site due to past behavior, or current challenges will be routed to Coordinated Intake for case conferencing and more refined referrals.
- e. **Persons/Households accepted with limitations**
  - i. **Mental Health Issues:** The Coordinated Intake provider will assess current ability to maintain in a group environment, compliant on medication and not actively violent.
  - ii. **Persons with drug or alcohol history:** We acknowledge that the Sonoma County system of care needs a common minimum policy regarding approaches to substance use. At this time (November 2014), each year-round shelter operates under its own rules, but seasonal/winter shelters must be behavior-based. Discussion has begun toward developing a common policies on drugs and alcohol, and will appear in the next iteration of these standards, expected 2015.
  - iii. **Persons with prescription medications:** Adult clients must be capable of self-administration of medications; staff will administer medications for unaccompanied minors. Prescriptions must have doctor's name and be locked. Locked prescription medications may be kept in adult client's possession or be held by staff for unaccompanied minors.
- f. **Exclusions with appropriate referral:**
  - i. **Households with children:** No one under the age of 18 should be allowed to remain at a single adult shelter. Families with minor children and unaccompanied minors should be referred to Coordinated Intake for screening and referral. As a priority, newly homeless families should be referred into Rapid Re-Housing (RRH) via the Coordinated Intake agency. If local resources do not exist to serve homeless families (for example in West County), RRH should be first choice for local housing, followed by the family

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shelter wait list. Coordinated Intake is responsible for the disposition of homeless families throughout the county.

- ii. Unaccompanied minors may only be served with agreement of the legal guardian or appropriate authorities. As of November 2014, per Community Care Licensing, the legal guardian must be notified within 24 hours of the minor's presence (within 72 hours if intake is via law enforcement). *This provision is expected to be updated in 2015 due to new legislation.* If the youth cannot be served (due to no vacancy, specific prohibited behaviors, or lack of Child Welfare, Probation, or parental approval), the legal guardian or authorized representative must be notified to request an alternative placement. Minors cannot be discharged without prior written approval from the proper authorities.
- iii. Mental Health Crisis: If the participant is unstable but not actively violent, she or he should be immediately referred to Psychiatric Emergency Services (800-746-8181) or the Brookwood Clinic during operating hours. If safety of self or others is at stake (suicidal, imminent danger to oneself or others), an immediate call should be made to 911.
- iv. Current drug or alcohol abuse should be referred to Orenda Detox (565-7450).
- v. Readmission: People who have been suspended or expelled require the approval of the program manager to be readmitted. The process will include referral back to Coordinated Intake and a case conference with relevant partners towards addressing the behaviors that led to suspension or expulsion. An assessment in EtO HMIS will be provided to allow conditions of expulsions to be visible to, and inform referrals by Coordinated Intake.
- vi. Legal concerns:
  - a. The Sonoma County Sheriff's Warrant Search database will be checked before and during the resident's stay to assist participants in addressing outstanding warrants that may be a barrier to housing. *Having an outstanding warrant does not disqualify a person from entering the shelter.*
  - b. 290 Sex Offenders: Shelters serving children must check adult names with the State sex offender registry before allowing entry. Single-gender adult shelters may accept 290 sex offenders. Offenders will be asked to make legally required disclosures and will be advised of youth programs in the vicinity so they can live up to their responsibilities. A stay may be discontinued if staff learn the offender is lingering in proximity to a youth facility.
  - c. History of violent behavior: Many shelters do not accept persons with a history of violent behavior due to children on site or other specialty service populations.

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Single-gender adult shelters may accept persons with this history on the basis of current behavior.

## 4. Emergency Shelter Program Elements

- a. **Stabilization and basic orientation to program:** Shelters should ensure personal contact is made to acclimate new participants to the facility and help them establish a sense of safety. A one-to-one meeting should take place within the first week to build rapport and offer support in resolving housing crises.
- b. **Resolving housing crisis is shelter's primary focus.** Emergency shelter programs should direct their services to resolving the individual's housing crisis. Working towards a Housing First model, case management should create a dialog focused on addressing barriers to housing. Individual activities should be compiled in an Individual Action Plan or equivalent, with weekly review with the case manager. HMIS staff will work towards a common case management template that addresses key challenges such as identification, food, medical care, and income.

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- c. Sonoma County shelters seek to provide a trauma-informed system of care. All shelters should work to bring *Seeking Safety* evidence-based practice into their programs. Trauma-informed services should include case management; onsite integrated health resources; ACEs-based programs; living skills programs focused on communication skills, grief/loss, and well-being.
- d. With the understanding that each participant's needs are individual, as a system of care the CoC seeks to make the following services available to all shelter participants:
  - i. Health Assessment, establishment of primary care home and health coverage, and access to behavioral health treatment as needed.
  - ii. Financial education, Money Management & Savings Programs, including tenancy education and credit clean-up.
  - iii. Work readiness, including resume development, computer skills, and mock interviews, GED. This may include community service, mentoring & other opportunities to foster self-esteem and confidence.
  - iv. SOAR benefits assistance (see <http://soarworks.prainc.com/course/ssisdi-outreach-access-and-recovery-soar-online-training> for free on-line training).
  - v. Legal services: record expungement, addressing pending charges, and legal services for those fleeing domestic violence.

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- e. Community rules: Emergency shelters must have a code of conduct that supports the dignity of participants, and creates a safe and supportive environment to help participants resolve their housing and other crises.
  - i. Residents and staff are to be treated with dignity, respect & kindness:
    - a. No discrimination or harassment of residents, volunteers or staff; no inappropriate language.
    - b. Respect for personal space: no non-residents in resident rooms; residents may not take anything that does not belong to them.
    - c. Attention to sound levels including TV and music; use private radios or other electronic devices only with earphones.
    - d. Respect for the physical site: no damage to the property.
  - ii. Our goal is to support a safe environment on site:
    - a. Fire Prevention: No flammable chemicals, fireworks, candles, incense, or cooking in resident's rooms. No tampering with fire or smoke alarms. Smoking is allowed only in designated outside areas.
    - b. Preventing physical harm: Participants cannot bring in any objects that could be used to harm self or others, e.g., no weapons (real or toy), and no verbal or physical threats.
    - c. No illegal activity, including illegal drug use or possession on site.
    - d. A Healthy and Sanitary Environment: No food in client rooms; residents must have access to personal hygiene resources. Shelters may require participation in chores or volunteer services to maintain a healthy environment, with provisions for disabilities and illness (e.g., modified assignments or being excused).
    - e. No inappropriate sexual behavior. Shelters should specify what is appropriate or not depending on the population they serve, the room arrangements, or specific situations of participants.
  - iii. Policies to support the health and safety of children under 18:
    - a. Children on site must be supervised by their parents or legal guardians at all times (with the exception of the Teen Shelter, where they are present by permission of the legal guardian).

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- b. **Continuum of Care Policy on Children's Educational Rights:** All school-aged children must attend school, unless they are ill. All children should be observed and screened for appropriate development. Referrals should be made for additional services needed, provided on site if possible. Parent Education should be provided, on site if possible. Agencies serving families with children should contact the home school district's School Homeless Liaison and facilitate arrangements to keep the child in the most appropriate school setting, including transportation arrangements. Exceptions can be made where the family's safety needs or the parents' treatment for chemical dependency make retaining the child in the home school impossible. Children's educational needs should be a primary consideration in placing families in housing, especially if the child has special needs and is accessing needed services in school. *Adopted by the CoC governing body, October 26, 2010.*
- iv. Community meetings will be conducted to ensure good communication, empowered problem-solving, health and well-being; individual shelters may make these mandatory.
- v. The Continuum of Care encourages shelters to make accommodations to support program participants who are working swing shift and graveyard shifts, giving them daytime access to the shelter site.
- f. Consequences of actions counter to participants' safe and quiet enjoyment of shelter facilities.
  - i. Sonoma County shelter providers will adhere to the principle of **consistent application of consequences**. The size of the facility, and special needs of the population served, may influence the way consequences are delivered; therefore all shelter providers will aim for consistent application of consequences when they occur within their programs.
  - ii. All program participants will be given a set of the house rules and expectations, and shelter-specific consequences will be reviewed with participant at Coordinated Intake (prior to accepting a placement), and as they come into the shelter. House rules, shelter-specific consequences, and grievance procedures will be posted in common areas of shelters.
  - iii. **Violation of quiet enjoyment of the premises** includes rude language, refusal to participate in community care of the facility, or not attending to basic hygiene (as it affects others). These are treated with verbal warnings and support for behavioral change. If they are repeated, it is possible to write up warnings and for participants to be asked to leave for periods of 1 to 30 days.
  - iv. **Violations of Safety:** Verbal violence can lead to temporary expulsion; physical violence can lead to permanent expulsion, especially if the police must be involved or

## Sonoma County Continuum of Care \* Program Standards

if there is physical harm to staff. Each shelter will have clear written procedures for expulsions, subject to exceptions under behavior contract provisions below.

- v. **Support for behavioral change:** In implementing consequences, shelter staff will assess the participant's openness to change, and whenever possible design behavior contracts to address those behaviors that have led to concerns, while making every effort to avoid an expulsion.
  - vi. If an expulsion is required to ensure safety, every effort will be made to connect the participant with more appropriate resources, and to identify a way to ensure the participant's safe transport to alternate services (e.g., detox). Whenever possible, shelter staff will elevate the case to a higher level of care, including case conferences with the Coordinated Intake program
- g. Winter (Seasonal) Shelter and Extreme Cold/Wet Weather Policies:
- i. The Sonoma County Community Development Commission is the lead agency for County-wide response to homeless services. See attached Homelessness Winter Weather Response Plan (County Plan), pages 19-25.
    - a. The County Plan distinguishes between Seasonal efforts mounted in a sustained way between November 1 and March 31 each year, vs. "pop-up" activities that can be opened and closed based on weather triggers ("Code Blue").
  - ii. Seasonal Efforts:
    - a. The 24/7 Cold Weather Hotline, currently operated by Catholic Charities, is 707-800-2927. During cold weather, this line will provide information about seasonal shelter and weather-triggered warming efforts (e.g., "Code Blue" advisories).
    - b. **Seasonal shelter:** Shelter expansions are designed to address the public health risk of cold or wet winter weather to unsheltered people. Because this health risk is increased with consumption of drugs or alcohol, seasonal shelters should be **behavior-based**, with no sobriety or drug-testing requirements. Shelters should review safety and legal requirements to be in shelter with participants on entry (e.g., weapons and drugs cannot be brought inside the shelter).
      - i. Volunteers staffing seasonal shelters should receive training on protocols for behavior problems, e.g., when to call staff, and when to call 911.
      - ii. Any behavior problems occurring within seasonal shelters should be referred first to designated staff; and to police if there is a threat to the safety of self or others.

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- h. *Future iterations of these standards will include policies on Pets & Service Animals, and on Day Use of Facilities.*

### 5. How long a particular program participant will be provided with emergency shelter:

- a. **Typical length of assistance:** Policies differ for Year Round Shelters vs. Winter/Seasonal shelters, and for General shelters vs. specialty shelters.
  - i. **At year-round shelters,** admissions are for a minimum of 30 days, with extensions possible based on progress on individual action plans to ensure that in a community with limited shelter resources, these are most effectively used. Emergency overnight stays may be allowed, with 30-day admission dependent on behavior in the first 24 hours.
  - ii. **Specialty shelter lengths of stay:**
    - a. The YWCA's Safe House has a set 60-day program. 8 week program, with aftercare up to 2 years.
    - b. Length of stay at the Coffee House Teen Shelter is determined case-by-case: youth who present on their own, without parental permission, may stay 23.5 hours. If brought by law enforcement, they may stay up to 72 hrs. Typical stays range from 1-21 days with the primary concern of placing children in a permanent situation as quickly as possible.
  - iii. **Winter/Seasonal Shelters** are available November through March, funding available; there is no minimum or maximum length of stay as long as the seasonal shelter is open.
- b. **Extensions of stay:** Extensions may be approved, typically on a 30-day basis up to 6 months based on engagement with an individual housing plan. In some cases, extensions may be available beyond 6 months if the participant has a contract for housing but special circumstances require them to wait for move-in.
- c. **Re-Admission after exiting:** With the exception of expulsions, participants can re-enroll after a designated period of time out—as of November 2014, this is individual to each shelter. In collaboration with the Coordinated Intake provider, a standardized “time out” policy will be developed.
  - i. Exited participants may apply for re-admission via Coordinated Intake. Coordinated Intake will gather information about what has happened since the last admission and how the participant hopes to spend a new stay in the shelter. For the Teen Shelter, these questions are asked of the parents. Readmission will be reviewed by a case conference.

## Sonoma County Continuum of Care \* Program Standards

### 6. Occupancy standards: Minimum space, bedding, meals, and personal item storage to be provided per person:

- a. Normal occupancy is set by a combination of use permits and construction or operational funding contracts. Sonoma County zoning allows up to 50 beds in designated urban service areas, with a use permit.
- b. Standards for Temporary Shelters have been published by the Sonoma County Department of Health Services, Environmental Health & Safety (see full attachment on page 26):
  - i. Each shelter will provide clean bedding upon entry: sheets, blankets, pillows, mattress covers, and mattress. These should be in a clean and sanitary condition and should be inspected, and if necessary treated, for presence or evidence of arthropod/insect activity.
  - ii. Shelters must adhere to local building and fire codes. At a minimum, 2 means of egress should be available.
  - iii. Shelters must have a minimum of 30 square feet per person in single-tier beds, or 20 square feet per person in 2-tier beds. At least 50 cubic feet of airspace must be provided per person, and when arranged head-to-toe, beds should have 3 feet of separation one from the next.
  - iv. Every shelter must have at least 1 hand-washing sink and at least one shower per 15 people, with soap, warm water, and disposable towels.
  - v. Every shelter must have 1 toilet for every 20 people (or 1 for every 10-20 females and 1 combined toilet/urinal for every 25-59 males).
- c. Each shelter will provide personal items as possible: towels, minimum toiletries, and hygiene articles.
- d. Storage may not always be available; the CoC preference is that each shelter provides a minimum of 10 cubic feet of personal storage per person.

### 7. Limits on emergency shelter assistance

- a. Emergency shelter is always for a maximum of six months in any given homeless episode (with exceptions as noted in 5b, page 11). Assistance is generally approved in one-month increments, with reassessment every month. Extensions can be approved up to a total of six months in a given homeless episode.
- b. There is no maximum number of times a participant may re-enter a shelter, with the exception of permanent expulsion due to violent behavior.

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### 8. Records retention:

- a. It is the common practice of Sonoma County homeless service providers to retain paper records for 7 years. The Continuum of Care's preference is that all data be entered into HMIS. HMIS meets all HIPAA, privacy and security requirements, more completely than most paper systems. Private user information can be drawn from the meta-data. Participating providers may scan documents and upload them to HMIS. Under HUD's data standards, the HMIS vendor will be responsible for regular secure storage of data retained beyond the required periods. To the extent possible, providers will move toward such electronic records, with the understanding some agencies will be required to retain paper records for monitoring by their funders.

# Sonoma County Continuum of Care \* Program Standards

## ACKNOWLEDGMENTS

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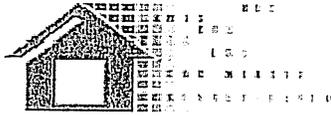
Redwood Gospel Mission, Men’s Shelter, Rose Shelter – Pat Stratford, Rich Sundahl

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YWCA – Dawn Silveira, Fabiola Saucedo

Sonoma Overnight Support – Jeff Severson

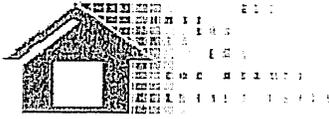
So. Co. Community Development Commission/So. Co. Continuum of Care – Jenny Abramson, Lynn Campanario, Teddie Pierce



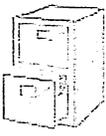
# Homeless Definition

<b>CRITERIA FOR DEFINING HOMELESS</b>	<b>Category 1</b>	<b>Literally Homeless</b>	<p>(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> <li>(i) Has a primary nighttime residence that is a public or private place not meant for human habitation;</li> <li>(ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); <u>or</u></li> <li>(iii) Is exiting an institution where (s)he has resided for 90 days or less <u>and</u> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution</li> </ul>
	<b>Category 2</b>	<b>Imminent Risk of Homelessness</b>	<p>(2) Individual or family who will imminently lose their primary nighttime residence, provided that:</p> <ul style="list-style-type: none"> <li>(i) Residence will be lost within 14 days of the date of application for homeless assistance;</li> <li>(ii) No subsequent residence has been identified; <u>and</u></li> <li>(iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing</li> </ul>
	<b>Category 3</b>	<b>Homeless under other Federal statutes</b>	<p>(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <ul style="list-style-type: none"> <li>(i) Are defined as homeless under the other listed federal statutes;</li> <li>(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 90 days prior to the homeless assistance application;</li> <li>(iii) Have experienced persistent instability as measured by two moves or more during in the preceding 90 days; <u>and</u></li> <li>(iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers</li> </ul>
	<b>Category 4</b>	<b>Fleeing/ Attempting to Flee DV</b>	<p>(4) Any individual or family who:</p> <ul style="list-style-type: none"> <li>(i) Is fleeing, or is attempting to flee, domestic violence;</li> <li>(ii) Has no other residence; <u>and</u></li> <li>(iii) Lacks the resources or support networks to obtain other permanent housing</li> </ul>

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## Homeless Definition

RECORDKEEPING REQUIREMENTS  	Category 1.	Literally Homeless	<ul style="list-style-type: none"> <li>• Written observation by the outreach worker; <u>or</u></li> <li>• Written referral by another housing or service provider; <u>or</u></li> <li>• Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter;</li> <li>• For individuals exiting an institution—one of the forms of evidence above <u>and</u>:                         <ul style="list-style-type: none"> <li>◦ discharge paperwork <u>or</u> written/oral referral; <u>or</u></li> <li>◦ written record of intake worker's due diligence to obtain above evidence <u>and</u> certification by individual that they exited institution</li> </ul> </li> </ul>
	Category 2.	Imminent Risk of Homelessness	<ul style="list-style-type: none"> <li>• A court order resulting from an eviction action notifying the individual or family that they must leave; <u>or</u></li> <li>• For individual and families leaving a hotel or motel—evidence that they lack the financial resources to stay; <u>or</u></li> <li>• A documented and verified oral statement; <u>and</u></li> <li>• Certification that no subsequent residence has been identified; <u>and</u></li> <li>• Self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing</li> </ul>
	Category 3.	Homeless under other Federal statutes	<ul style="list-style-type: none"> <li>• Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute; <u>and</u></li> <li>• Certification of no PH in last 60 days; <u>and</u></li> <li>• Certification by the individual or head of household, and any available supporting documentation, that (s)he has moved two or more times in the past 60 days; <u>and</u></li> <li>• Documentation of special needs <u>or</u> 2 or more barriers</li> </ul>
	Category 4.	Fleeing/ Attempting to Flee DV	<ul style="list-style-type: none"> <li>• For victim service providers:                         <ul style="list-style-type: none"> <li>◦ An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self-certification or a certification by the intake worker.</li> </ul> </li> <li>• For non-victim service providers:                         <ul style="list-style-type: none"> <li>◦ Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; <u>and</u></li> <li>◦ Certification by the individual or head of household that no subsequent residence has been identified; <u>and</u></li> <li>◦ Self-certification, or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.</li> </ul> </li> </ul>

# Sonoma County Continuum of Care \* Program Standards

## ACCEPTABLE FORMS OF IDENTIFICATION FOR EMERGENCY SHELTER PROGRAMS

- Valid driver's license or identification card issued by DMV
- Valid driver's license or identification card from the state or country of origin
- Birth Certificate
- United States Passport
- Foreign passport
- Verification of citizenship, alienage, or immigration status
  - Permanent Resident Card or Alien Registration Receipt Card
  - Employment Authorization Document (Card) that contains a photograph
  - Green Card
  - Work Visa
- Certificate of Naturalization or Citizenship
- American Indian Card
- Voter's registration card
- US military card
- Military dependent's ID card
- Social Security Card or Tax ID number
- State Benefits Card

# Sonoma County Continuum of Care \* Program Standards

# Sonoma County Continuum of Care \* Program Standards

## HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME) COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG) NEIGHBORHOOD STABILIZATION PROGRAM (NSP)

Effective May 2014

Notes: (1) These Income Limits apply only to Sonoma County Community Development Commission assisted units. They are NOT to be used as a guide for programs regulated by any agency other than the Sonoma County Community Development Commission. It is up to each property owner to determine which regulations preside if a unit is regulated by more than one program.

(2) These Income Limits do not apply to state or locally regulated programs (Density Bonus, Second Dwelling Unit, County Fund for Housing, California Redevelopment Law). Please refer to separate schedule for these units which are regulated by state income limits set annually by the California Department of Housing and Community Development.

Persons in Household	INCOME LIMITS			
	30% Income Limit	50% Very Low Income (HOME)	60% Income Limit	80% Low Income (HOME High)
1	16,150	26,950	32,340	43,050
2	18,450	30,800	36,960	49,200
3	20,750	34,650	41,580	55,350
4	23,050	38,450	46,140	61,500
5	24,900	41,550	49,860	66,450
6	26,750	44,650	53,580	71,350
7	28,600	47,700	57,240	76,300
8	30,450	50,800	60,960	81,200

### MAXIMUM RENT LIMITS for all HOME, CDBG, and NSP Units As set by the U.S. Department of Housing and Urban Development

RENT LEVEL	Studio	1 BR	2 BR	3 BR	4 BR
LOW (Very Low-Income - 50%)	723	775	930	1,074	1,198
HIGH (Low Income - 65%)	820	956	1,187	1,362	1,500

Subtract from the maximum rent the approved utility allowance for any utilities that the tenant pays in addition to the rent. A utility allowance sheet is attached. Confirm the appropriate utility allowance with the Sonoma County Community Development Commission.

Published June 28, 2014

## Sample Client Grievance Procedure

### DEFINITIONS:

**Complaint** – When a client or community member doesn't like particular procedures, the outcome of a process, style differences between staff, time frame of staff responses, or behavioral styles that may feel abrupt or too direct when compared to other staff styles. A complaint may be handled in an informal conversation with staff person or supervisor, if necessary.

**Grievance** – When a client or community member states that they have been harmed by staff behavior and that behavior significantly deviates from appropriate, professional behavior or when a client's complaint is not resolvable with the staff person's supervisor. Filing a grievance is a formal procedure that will include management involvement and possible oversight from the relevant agency's Executive Director.

### POLICY:

It is important to have a mechanism for clients to address grievances or complaints promptly. Clients need to feel that their concerns are well heard, that they are treated respectfully, and that the agency makes every effort to formally investigate complaints in a fair and thorough manner. Client needs to know that we are engaged in continuous improvement of our services.

### PROCEDURE:

1. In the instance of every complaint or grievance we learn of, the client must be encouraged to first try to work out the issue with the staff person involved or the staff person in charge of the client program.
2. If the grievance cannot be resolved by informal discussion between the client and the staff member, the client may submit the grievance in writing to the staff member's supervisor. If the grievance cannot be resolved by the staff member's supervisor, the client may request the grievance be submitted to the Executive Office.
3. The Executive Office will review all the information presented by the client, the staff member, and the supervisor and may collect additional information to resolve the grievance. The decision of the Executive Office is final.
4. The client may request a written response to the grievance. The final decision with regard to the grievance shall be made a part of the client's files.

\_\_\_\_\_  
Client Name

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Witness Name

\_\_\_\_\_  
Witness Signature

# Sonoma County Continuum of Care \* Program Standards

\_\_\_\_\_  
Date

## Homelessness Winter Weather Response Plan – November 2014

### INCIDENT OVERVIEW

INCIDENT TYPE: Extreme Cold or Wet Weather

LEAD AGENCY: Sonoma County Community Development Commission (SCCDC)

KEY PARTNERS: SCCDC, Department of Health Services, 2-1-1, Fire & Emergency Services, Catholic Charities of the Diocese Santa Rosa (Charities) and other emergency shelter & day center homeless services providers, County Administrator Office.

OVERARCHING OBJECTIVES: Minimize illness and death due to extreme cold weather, among unsheltered homeless individuals.

### ANTICIPATED IMPACTS

- Unsheltered persons are at high risk of exposure related illnesses and deaths due to both exposure and the already vulnerable conditions many of these people survive. These conditions can quickly threaten the life of those living outside. Two of the common ailments during cold weather for the homeless are hypothermia.
- Hypothermia occurs when a person's core body temperature falls below 95 degrees.
- Hypothermia can occur not only during very cold weather, but other types of weather such as wind and rain can cause the body to lose heat even more quickly. Inadequate or wet clothing can quicken hypothermia.
- Additional risk factors include: malnutrition; decreased body fat; underlying infection; lack of fitness; fatigue; inadequate shelter and heat; pre-existing medical conditions; diabetes; smoking; presence of an infected wound.
- The National Health Care of the Homeless Council reports that people experiencing homelessness are 3-6 times more likely to become ill than housed people and the risk of developing hypothermia is further heightened by the use of alcohol, nicotine, drugs, and some medications.
- Social services systems that interface regularly with unsheltered homeless persons include, but not limited to, law enforcement and public safety, Department of Health Services, community-based non-profit organizations (NPO's), Emergency Medical Services (EMS) providers. Other public systems and networks that interact with unsheltered persons include public works, utilities, transportation, and environmental stewardship departments and agencies. Efficient and timely communication across these systems and sectors is critical.

### THRESHHOLDS TO RESPONSE WITH COUNTY & HOMELESS SERVICE PARTNERS

- Seasonal: Possibility of cold and wet weather (November 1-March 31)
- High Risk Cold Weather: Temperature below 38°F; wind chill that is predicted to reduce the effective temperature to below 38°F; rainfall that makes it difficult or impossible for unsheltered

## Sonoma County Continuum of Care \* Program Standards

individuals to remain dry. Determination of a High Risk Cold Weather condition is determined by the Decision Team described below.

### ROLES and RESPONSIBILITIES:

Sonoma County Community Development Commission (SCCDC): Plan coordination; lead on communications – the communications “hub”; package and assess funding requests; administer County-provided winter emergency funding; compile comprehensive listing of winter emergency efforts for stakeholder and public consumption. The SCCDC hosts and staffs the Sonoma County Continuum of Care (CoC) and can utilize the CoC communication infrastructure to communicate with non-profit homeless services providers and other interested stakeholders. Participate in Decision Team, as described below.

Catholic Charities of the Diocese of Santa Rosa (Charities): In coordination with the SCCDC, implement the county-wide Cold Weather Response Plan they developed for their agency. The Charities plan includes employing a Cold Weather Coordinator, seasonal shelter expansion, the piloting of a Cold Weather Hotline that operates 24/7 from November through March; targeted outreach efforts, fixed and mobile warming stations, and a seasonal expansion of the Safe Parking Program. Participate in Decision Team, as described below.

Other homeless service providers: Facilitate communication amongst all other homeless services providers and other stakeholders, implement High Risk Cold Weather-triggered warming stations; communicate with unsheltered homeless about seasonal and weather-triggered efforts via street outreach teams, communicate with the SCCDC as “hub” to facilitate multi-directional communication.

Department of Health Services (DHS): Coordinate communications with EMS and health services partners. Gather and monitor weather-related health data. Issue High Risk Cold Weather Advisories and Alerts, as needed. Participate in Decision Team, as described below.

Human Services Department (HSD): Publicize winter emergency efforts; assure coordination of communication and information between the Charities 24/7 Cold Weather Hotline and 2-1-1 (a Volunteer Center program funded by HSD).

2-1-1: Develop and implement a system, in conjunction with SCCDC and other members of the Continuum of Care, to maintain current information and staff training regarding homeless services and resources.

EMS providers: Gather and report data about weather-related transports of homeless individuals and related data points. Provide referral and resource information to unsheltered persons as possible.

County Administrator’s Office, Public Affairs (CAO): Issue PIO alerts on weather-triggered events and responses, assist in communication across county government departments and agencies and other units of local government.

Department of Fire and Emergency Services: Support efforts to provide information to the public, provide technical assistance on emergency response techniques and protocols, provide liaison and communicator role to public safety agencies county-wide.

# Sonoma County Continuum of Care \* Program Standards

**Law Enforcement:** Distribute information about seasonal and weather-triggered efforts to unsheltered persons as they encounter them.

**Cities in Sonoma County:** Collaborate with SCCDC towards coordinated weather-triggered expansion policy; work with homeless service providers to support and publicize local warming stations and other seasonal resources. Provide operational funding support as possible.

**American Red Cross (ARC):** Distribute information about seasonal and weather-triggered efforts to unsheltered persons as they encounter them and communicate information to their broader network. Provide logistical and material support as possible.

## DECISION TEAM:

- The team responsibility for determining whether or not the county is in a High Risk Cold Weather condition consists of three member agencies: the SCCDC, DHS and Charities.
- Each of the three organization shall designate a primary and secondary designee to be Team liaison
- Any of the three Team agencies can convene the Team to request the declaration of a High Risk Cold Weather condition.
- Three-way agency concurrence activates the High Risk Cold Weather response.

## COMMUNICATIONS SYSTEMS:

- Health Alert/Advisory media releases and postings on County and homeless service provider websites
- Social media sign-up via homeless service providers
- Message boards at homeless service sites
- Word of Mouth via Street Outreach Teams and Law enforcement
- Email to provider listserv and key department and agency contacts
- Press releases/conferences
- 2-1-1
- Charities 24/7 Cold Weather Hotline

## RELATED PLANS AND REFERENCES:

Catholic Charities Cold Weather Response Plan. Charities website: <http://www.srcharities.org/>

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## COORDINATED INCIDENT RESPONSE

### **Pre-Winter**

**Objectives for this Phase: Develop & renew winter response infrastructure in preceding summer and autumn**

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Sonoma County Community Development Commission

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## Sonoma County Continuum of Care \* Program Standards

- Identify rapid response activities to be implemented when High Risk Cold Weather status is declared
- Identify responses better implemented as seasonal service expansions (i.e. without High Risk Cold Weather declaration)
- Develop funding strategy for seasonal expansion and cold weather expansions, in partnership with providers
- In partnership with homeless service providers, develop and refine provider communication system
- Identify staff persons to be primary and secondary Decision Team designees who will also monitor weather conditions and forecasts.
- Package and assess funding request to County for unmet resource needs
- Develop Homeless Management Information System (HMIS) reporting capability for seasonal and weather-triggered projects
- Compile a comprehensive listing of existing and seasonal/weather-triggered projects for sharing with 2-1-1 and emergency response partners
- Administer contracts with providers to fund seasonal and weather-triggered projects
- Facilitate communication with other funders to ensure common weather-triggered expansion policies (e.g., 15% expansion)
- Confirm and renew contact information for broad range of partners and stakeholder organizations

### Homeless Service Providers (inclusive of Catholic Charities)

- Catalog existing program services and document plan for seasonal or wet weather-triggered program expansions
- Communicate actual, developing and potential winter plans with SCCDC in a timely fashion
- Identify other resources needed for winter program expansions, either seasonal or weather-triggered
- Organize staff and volunteer resources needed to mount seasonal and weather-triggered expansion efforts

## Sonoma County Continuum of Care \* Program Standards

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Prepare to open a 24/7 cold weather telephone hotline November 1-March 31 (Charities)

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Prepare to open seasonal programs November 1 or as soon thereafter as feasible

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Designate staff to serve as primary and secondary Decision Team designees (Charities)

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### Department of Health Services

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Notify all Healthcare partners and EMS of communication plan

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Prepare to refine and implement data tracking for winter weather-related health and emergency transportation incidents

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Designate staff to serve as primary and secondary Decision Team designees

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### Winter:

***Objectives for this Phase: Efficiently mount seasonal and triggered service expansions***

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### Sonoma County Community Development Commission

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Notify homeless provider community via email, listserv, wiki and web communications as conditions and available resources and services change or expand, daily if required during periods of time of rapidly shifting information.

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Post comprehensive listing of seasonal and weather-triggered efforts to all partners and interested stakeholders

---

Initiate communication with all Key Partners agencies regarding status of events and resources available

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Provide coordination support to 2-1-1 to assure 2-1-1- database is current

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### Homeless Service Providers

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# Sonoma County Continuum of Care \* Program Standards

- Open day programs to 24-7 if possible, minimum open until midnight to 4:00 am.
- Operate fixed and mobile warming stations, as resources allow
- Expand facility capacity as possible to allow more unsheltered persons to come inside, as resources allow
- Implement pre-established winter weather communication plans designed to reach unsheltered persons in their service area
- Keep program services information current with 2-1-1

## Department of Health Services

- Communicate with 911, EMS, Clinics, Urgent Care Centers, and Hospitals to detail and catalog changes in circumstances and resources due to change of season or due to High Risk Cold Weather declaration
- Communicate all changes to data-gathering expectations to healthcare providers
- Issue High Risk Cold Weather advisories and alerts as appropriate

## 911 Dispatch/EMS providers

- 

## Clinics / Urgent Care Centers

- 

## Post-Winter

**Objectives for this Phase: Evaluation of Cold Weather Response Plan program for effectiveness during the spring**

Sonoma County Community Development Commission

## Sonoma County Continuum of Care \* Program Standards

- 
- Monitor program delivery to understand numbers served, services delivered, and program outcomes.
  - Perform quality assurance checks on submitted data and repair data errors and omissions with service providers
- 

- Update seasonal/weather-triggered expanded services listing as needed
- 

- Analyze collected data and share analysis with the DHS, Key Partners, and the CoC
- 

- Convene Key Partners and other stakeholders to de-brief winter season. Revise and refine this Plan based on feedback provided. Disseminate revised Plan to all stakeholders prior to October 1.
- 

### Homeless Service Providers

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- Conduct internal debriefing on winter season and provide this information to the SCCDC. Revise and refine agency plans for future winters based on de-briefing information
- 

- In concert with SCCDC, correct errors and omissions in HMIS data
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- 

### Department of Health Services

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- Conduct internal debriefing on winter season and provide this information to the SCCDC. Revise and refine Department plans for future winters based on de-briefing information
- 

- Analyze collected data and share analysis with the SCCDC, Key Partners and other health partners, as appropriate
- 

- Communicate to all health services partners any data gathering changes expected for subsequent winter(s)
-

# Sonoma County Continuum of Care \* Program Standards



**Sonoma county**  
DEPARTMENT OF HEALTH SERVICES  
PUBLIC HEALTH DIVISION

Rita Scardaci, PHN, MPH – Director  
Ellen Bauer, PhD, MPI – Division Director

## Temporary Shelter Guidelines

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### Water and Food sanitation (CalCode):

- 1) Provide for an approved potable water source to assure safe drinking water to the public.
- 2) Do not accept food or water from unapproved or unknown sources.
- 3) Follow rules of the California Retail Food Code
- 4) Keep hot foods HOT (above 135°F), cold foods COLD (less than 41°F) and frozen food HARD.
- 5) Food contact surfaces should be:
  - i. Washed (with soap and hot water to remove food)
  - ii. Rinsed (with plain water to remove soap)
  - iii. Sanitize for 1 minute (with 100 ppm\* bleach or 200 ppm quaternary ammonium)\*\*

\*2 ½ tablespoons of household bleach mixed with 5 gallons of water is approximately 100 ppm.

\*\*Always follow label instructions on cleaning products and sanitizers.

### Life Safety

- 1) Maintain fire egress (at least 2), automatic fire extinguishing systems, portable fire extinguishers, emergency evacuation plan.
- 2) Contact your local fire jurisdiction for additional life safety requirements.

### Sufficient toilet facilities:

- 1) 1 toilet for every 10-20 females
- 2) 1 combined toilet/urinal for every 25-50 males
- 3) Or a minimum average of 1 toilet per 20 people

### Facilities for maintaining personal hygiene:

- 1) One hand wash sink with warm water (100°F-108°F), soap and single-use towels per 15 people.
- 2) One showering facility per 15 people.
- 3) Laundry facilities.
- 4) Ensure proper solid waste storage and disposal; containers should be vermin proof with tight fitting lids, and all refuse be removed at least every 7 days. Ensure proper storage and disposal of biohazardous waste and sharps waste.
- 5) Toilet and shower facilities, points of common contact (railings, door handles, faucet handles, etc.) should be cleaned and disinfected\*\* daily.

*If an EPA-registered disinfectant is not available, use a chlorine bleach solution \**

*\* ¼ cup household bleach to 1 gallon of water (disinfecting solution).*

*\*\*Always follow label instructions on cleaning products and disinfectants.*

### Adequate space and ventilation:

- 1) Minimum floor space of 30 square feet per person for single tier bed units; 20 square feet per person for double-tier bed units.
- 2) A minimum of 40-50 cubic feet of air space per person
- 3) Bed units spaced a minimum of 3 feet apart.
- 4) Beds arranged alternately head-to-toe to reduce spread of communicable diseases.
- 5) Assign appropriate number of shelter personnel to monitor sanitation, prevent overcrowding, and information.

### Outdoor shelters:

- 1) 16' x 16' tents are preferred with no more than 6-8 individuals per tent
- 2) Tents should be separated from each other at a minimum of 10 feet.
- 3) Tent material should be of flame retardant material.
- 4) Heating, smoking, or presence of any open flame is NOT advised. All electrical wiring and equipment shall meet the requirements of the National Electrical Code or Underwriters' Laboratories as appropriate.

## HOMELESSNESS PREVENTION & DIVERSION PROGRAM STANDARDS

**RATIONALE:** Homelessness Prevention and/or Diversion is a short- to medium-term intervention designed to

- Ensure individuals and families at the most imminent risk of homelessness avoid entering the homeless services system;
- Stabilize individuals and families who are at risk of becoming homeless; and
- Improve the housing stability of at risk families and individuals, to avoid future housing crises.

These Program Standards provide a common policy framework for Sonoma County's Homelessness Prevention & Diversion programs. These policies have been developed through a working consensus process with providers of homelessness prevention services. Ultimately the intent is to bring this policy to the Continuum of Care Board for system-wide adoption. While the Homelessness Prevention & Diversion Program Standards are not policies and procedures, they may be used as an outline for local agency policies and procedures, and adopted policies should be incorporated into local manuals.

### 1. General Provisions:

- a. **ELIGIBILITY for services is driven by each funding stream's regulations.** See crosswalks on page 3-4. Eligibility alone does not predict the *likelihood* of a person actually becoming homeless, thus targeting and preference criteria are described below in an effort to ensure the most *effective* use of resources.
- b. **TARGET GROUPS:** Targeting means identifying the people we believe are *most likely to become homeless*. At the time of these standards, we define those most likely to become homeless as those already meeting the federal (HUD) definition of Homelessness, categories 2, 3 or 4, who are ineligible for homeless-targeted resources (see Homeless Definition, attached page 13):
  - i. Category 2: People at *imminent* risk of homelessness with less than 14 days to vacate housing or an institutional setting, who lack resources to avoid becoming homeless;
  - ii. Category 3: People who would be considered homeless under definitions used by federal departments other than HUD, such as unaccompanied youth or families with children who have not had a legal tenancy in permanent housing and experienced persistent instability (e.g., 2 or more moves) in the 60 days prior to the homeless assistance application, and who lack resources to avoid becoming literally homeless; or

## Sonoma County Continuum of Care \* Program Standards

- iii. Category 4: People who are fleeing (or attempting to flee) domestic violence, who lack resources to avoid becoming homeless, and do not fit the Category 1 Homeless definition.

**Targeting for Emergency Solutions Grant (ESG) Prevention projects:** Sonoma County projects funded with ESG will aim to serve at least 20% participants who meet the federal Homeless definitions 2, 3 or 4 at program intake. This will allow programs to test the success of such targeting against cases meeting "general eligibility." This target population may be living in any number of situations, for example:

- They are staying in a motel without the means to rent a new apartment;
- They have been notified they are losing rental assistance provided by a housing authority, County Economic Assistance, or Child Welfare agency;
- They are staying with friends or family and have no means to rent a new place;
- They have lost housing due to being institutionalized in a hospital or other system of care;
- They have a major health problem or documented disability (including HIV) and meet at-risk eligibility criteria otherwise.

**Targeting for Supportive Services for Veteran Families (SSVF) Prevention services:** In serving at-risk very low-income Veterans, SSVF programs will use the attached SSVF Eligibility Screening Disposition Form (p. 15-17), requiring a minimum score of 6.

- c. **PRIORITIZATION** indicates a preference. These standards establish a preference for people with known disabilities or other key vulnerability per the VI-SPDAT screening tool (e.g., a score of 7 or higher) or a Level 3 or greater score on the Case Management Functional Acuity & Barrier Assessment Matrix. The VI-SPDAT tool can be found at <http://sonoma-county-continuum-of-care.wikispaces.com/Coordinated+Intake+Task+Force>; the locally developed Functional Acuity & Barrier Assessment Matrix is attached to these standards at pages 23-25. If there is a waiting list for prevention/diversion services, and an applicant for services meets the targeting criteria above and one of the vulnerability conditions, they will be served first. Any vulnerability criteria per the VI-SPDAT will suffice for this preference, with the exception of tobacco as a substance abuse qualifier. As required by the Veterans Administration, SSVF programs will prioritize those eligible Veterans who score higher on the attached Eligibility Screening Disposition Form, above eligible Veterans scoring lower on this form. This priority will hold in all cases, unless prohibited by funding regulations.

- 
- d. **Payer of last resort:** Homelessness prevention/diversion programs for the general at risk population are to be tapped only after specialized resources are exhausted. If a potential program participant qualifies for assistance from a specialized funding stream, those

# Sonoma County Continuum of Care \* Program Standards

resources must be used until they are exhausted: individuals with HIV should be referred first to HOPWA Short-Term Rent, Mortgage & Utilities assistance (STRMU, administered locally by Face to Face) until those resources are exhausted; veterans should be referred first to SSVF until those resources are exhausted, etc.

- e. **Geographic focus:** Sonoma County Prevention/Diversion programs are intended to serve Sonoma County residents only. Specific funding streams drive geographic eligibility for services:
  - i. **County-wide services:** Programs funded through Housing Opportunities for People with AIDS, SSVF, County funds, or private philanthropy (e.g., HCA Fund) must be offered to at risk persons living anywhere in Sonoma County.
  - ii. **Locality-specific services:** As a balance of state allocation, prevention services funded by State ESG must be provided only to residents of Santa Rosa or Petaluma only. Localities are encouraged to establish prevention funds to serve their own residents.

## 2. Evaluating eligibility for assistance

- a. **Housing Status:** Different funding streams categorize “homeless” and “at risk” status differently. The crosswalk below addresses housing situation (homeless vs. at risk, as defined by each funding stream), eligibility for prevention/diversion services, and funding source. Stable housing status involves not just the means to pay rent, but the ability to pay for utilities that keep a unit habitable (water, garbage, heat and electricity). See 2e below (page 5) for requirements for documenting homelessness or at risk status..

Funding Source	Housing Status At Risk	Housing Status Homeless
Emergency Solutions Grant (HUD)	At imminent risk of losing housing within 21 days, eligible for Prevention assistance. See HUD guidance, p. 14.	Homeless categories 2, 3 & 4 are eligible for Prevention assistance. See HUD guidance p. 13.
Supportive Services for Veteran Families (VA): <sup>1</sup>	VA Category 1 (Very low income veteran households residing in permanent housing) and Category 3 (veteran households that have exited permanent housing in the last 90 days) are eligible for Prevention assistance	VA Category 2 is eligible for Rapid Re-Housing (not prevention)
HOPWA Short-Term Rent, Mortgage & Utility assistance (STRMU)	Must have a permanent address; eligible for prevention assistance on the first day rent or mortgage payment is late.	Eligible for other housing services (not prevention)

<sup>1</sup> see SSVF Program Guide, <http://www.va.gov/HOMELESS/ssvf/docs/SSVFUniversity/SSVF Program Guide March31 2014.pdf>

## Sonoma County Continuum of Care \* Program Standards

Funding Sources	Housing Status: At Risk	Housing Status: Homeless
HCA Fund (private)	Must have a permanent address; eligible for prevention assistance on the first day rent or mortgage payment is late.	Eligible for Rapid Re-Housing (not prevention)

- b. **Income requirements** for eligibility determination depend on the funding stream and are shown in the table below. A 2014 Area Median Income chart is attached on p. 18; see below on page 5, 2e(iii) for income documentation requirements.

	Emergency Solutions Grant (ESG)	Supplemental Services for Veteran Beneficiaries	HOPAWA & HCA Fund
Eligible Income level	<30% AMI	<50%/30% AMI (see next paragraph)	<80% AMI

iii. **Additional income requirements:**

- **SSVF:** When SSVF is used in combination with HUD-VASH, the income limit is 30% of Area Median Income. The VA has established guidelines for waiving the 30% AMI limit, see SSVF Program Guide.
  - **HCA:** Staff must assess that with the program's short-term assistance, participant can sustain themselves in housing.
- iv. **Not included in income calculations:** Income recently terminated is not included. The household's assets will not be included as income, as long as the assets either cannot be used to resolve the housing crisis, or if they are inadequate to resolve the crisis.
- a. Some program regulations (e.g., SSVF) require an inquiry into assets. The above paragraph provides a guiding principle to judge whether an asset can be liquidated *in a timeframe* that will help address the housing crisis and whether its liquidation will result in *adequate* funds to resolve the crisis.
- c. **Lack of Resources/Lack of Support Requirements:** The applicant must meet both criteria: lacks both the financial resources to resolve the crisis AND lacks the family/friends who can take them in or assist them to avoid becoming literally homeless.
- i. **Documenting Lack of Resources/Lack of Support:** Source documents (e.g., notice of termination from employment, unemployment compensation statement, bills showing arrears); written statements by relevant third parties (e.g., former employer, public administrator, relative); or written certification by intake staff of oral verification by relevant third party. If unobtainable, a written statement by intake staff will suffice, describing the efforts taken to obtain the required evidence. See attached

## Sonoma County Continuum of Care \* Program Standards

documentation checklist ("Verification of Lack of Resources and Support Networks," page 19), which may be used if no specific form is required by the funding source.

- d. **Willingness to participate in Case Management:** The household must be willing to participate in case management as long as necessary to resolve the crisis, and to develop an individualized plan to help that program participant retain permanent housing after the assistance ends.
  - i. ESG-funded case management is required at least monthly
  - ii. SSVF- and HOPWA-funded programs require "as much case management as necessary" given the overall issues presented by the participant.
  - iii. Privately-funded HCA participants must be willing to meet with a financial counselor and participate in budgeting and spending reduction.
- e. **Documentation:** The household must produce required documents at intake, or prior to funding, up to 90 days. Required documentation includes:
  - i. **Documentation of At Risk or Homeless Status:** The federal definition of "At Risk of Homelessness" appears on page 14. Prevention funds can serve this population or persons meeting homeless definitions 2, 3, or 4 on page 13.

Prevention/Diversion programs may use the attached documentation checklist and self-certification form (pages 19-20) or a comparable agency form covering the same content. Examples of documentation include:

- a. Copy of occupancy agreement naming applicant as legal tenant, in combination with Copy of Notice (e.g., late notice, eviction notice or eviction letter from host family/friend)—required for anyone who is a legal tenant; or
- b. Court order of eviction action; or
- c. Notice indicating building in which applicant is renting or otherwise residing is being foreclosed on or condemned; or
- d. For ESG, HOPWA and SSVF utility assistance: utility shutoff or late notice;
- e. If loss of housing is due to institutionalization, a written statement from the hospital or other institution; or
- f. Self-declaration of housing status in combination with a hotel/motel bill; or
- g. Written or oral third party declaration of request to leave, in combination with a self-certification of at risk housing status.

## Sonoma County Continuum of Care \* Program Standards

- ii. **Identification:** Programs will require a minimum of one (1) form of government photo ID for each adult, per the attached list of acceptable forms of identification (see page 21).
  - a. SSVF participants must provide two (2) forms of identification: one government-issued ID, and a Veterans Administration ID or proof of military service. (Non-veteran adults in the household must present one government form of identification.)
- iii. **Documentation of Income**
  - a. Bank Statements (If income is Direct Deposit—up to 3 months of statements)
  - b. If employed, up to 3 most recent pay stubs (both spouses if applicable)
  - c. Social Security Statements or most recent Award Letter
  - d. Most recent VA Award Letter or letter from VASH or Veterans Service Offer (if applicable)
  - e. General Assistance Paperwork & CalFresh Verification (if applicable)
  - f. Student Loan and/or Child Support documentation (if applicable)
  - g. Documentation of Legal Cash Income (e.g., letters)
  - h. Verification of other regular income
  - i. Self-Certification of Zero Income, in combination with documentation of expected income. See page 21 for a sample Zero Income certification form.
- f. **Eligibility screening:**
  - i. Prevention/Diversion programs will maintain full documentation of all households applying for assistance. If household is determined ineligible, the reason must be documented following eligibility screening.
  - ii. Prospective participants will be screened using the VI-SPDAT screening tool in use by Coordinated Intake, to identify vulnerabilities per the preferences outlined in 1c above, "Prioritization." The VI-SPDAT may be found at <http://sonoma-county-continuum-of-care.wikispaces.com/Coordinated+Intake+Task+Force>.
  - iii. **Organizational Conflict of Interest:** Assistance may not be conditioned on use of services or shelters owned by the program provider, including a parent or a subsidiary agency. A Homelessness Prevention/Diversion provider cannot conduct the initial evaluation for individuals/families occupying housing owned by the same agency or

## Sonoma County Continuum of Care \* Program Standards

receiving ongoing case management from that agency (including, any parent or subsidiary). The Prevention Program Standards Group will provide a cooperative service whereby such cases can be evaluated by staff of another agency, including cooperative case conferences with the applicant's release of information. The format for this cooperative arrangement will be taken up in ongoing quarterly meetings of the Prevention Standards Group.

### g. Comprehensive Assessment:

- i. Until non-Continuum of Care funding is available to allow Coordinated Intake to refer into Prevention/Diversion programs, the Prevention/Diversion Program Standards Group will designate screening and assessment tools. At this time, Prevention/Diversion providers have agreed to use the **Case Management Functional Acuity & Barrier Assessment Matrix**, attached at pages 23-25. A Supervisor signature is required to confirm admission. If the Case Manager or Supervisor believes a strategic conversation is needed to best serve the client, it will be brought to a Case Conference.
  - ii. If household was presumed eligible but is determined ineligible following comprehensive assessment, the reason for the change must be documented.
  - iii. The participant will obtain (and/or agency will assist participant to obtain) a Credit report.
- h. **Changes to forms:** The Prevention Program Standards Group will meet quarterly. Proposed changes to forms or standards language will be brought to the quarterly meeting. Changes will be considered and agreed to by working consensus. Any conflicts will be discussed and resolved in person. The relevant regulations will rule first. On other issues working consensus will be the required process for resolving disputes. If no consensus can be found within a reasonable length of time (currently defined as two quarterly meetings), the majority will rule.

### 3. Coordination with other providers

- a. **Coordinated Intake:** As of December 2014, only persons who are *homeless* per federal definitions 1, 2 or 4 may be served by Coordinated Intake. At some time in the future, funding may become available to pay for referral into Prevention/Diversion programs. Until such time, Prevention/Diversion programs will receive referrals who have been determined ineligible for Coordinated Intake and homeless services, directly from 211, Coordinated Intake, and other agencies.
  - i. Per 1(f)(iii) Organizational Conflicts of Interest on page 6 above, if the applicant resides in housing owned or operated by the agency to which they are applying for assistance, the Prevention Program Standards Group will provide staff from another

## Sonoma County Continuum of Care \* Program Standards

prevention agency to conduct the initial intake; review of the application will be done as a cooperative case conference.

- ii. If a referral is turned away or no slots are available, Prevention/Diversion providers will refer to non-homeless or other financial assistance services, via 211.
  - iii. **Grievance Procedure.** A sample grievance form is attached on page 25, for providers to put on their own letterhead. If a common pattern of grievance emerges, the Program Standards Group will take up possible changes of policy.
- b. **Street Outreach:** Should a household be identified via street outreach that meets homeless definition 2, 3 or 4 (and not definition 1—see Homeless Definition on page 13), outreach workers will prescreen them for Homelessness Prevention or Diversion assistance as possible, and assist them to connect with Prevention/Diversion programs.
  - c. **Rapid Re-Housing, shelter and other homeless assistance providers:** Should a household presenting for Homelessness Prevention/Diversion services be found ineligible due to definition 1 homeless status, they will be referred to Coordinated Intake for comprehensive assessment and referral to other appropriate homeless assistance services based on prescreening criteria.
  - d. At the request of permanent supportive housing providers, in future quarterly sessions Homelessness Prevention & Diversion providers will consider ways their programs can be responsive to the needs of non-homeless persons with disabilities who need permanent supportive housing.

#### 4. Determining and prioritizing accepted clients vs. other forms of assistance

- a. Each adult referred will be screened for housing status and vulnerability, using the VI-SPDAT vulnerability screening tool (see <http://sonoma-county-continuum-of-care.wikispaces.com/Coordinated+Intake+Task+Force>) and a Comprehensive Assessment will be made with the attached Case Management Functional Acuity & Barrier Assessment Matrix (pages 23-25). If required, screening and comprehensive assessment may be performed with additional funder-designated tools.
- b. Sonoma County Homelessness Prevention/Diversion providers will operate from the viewpoint of screening people in rather than out. In doing so they commit to being good stewards of the funds, acting in the best interest of the client, and with transparency regarding the limits of the program.
- c. At risk households who cannot be assisted within regulatory guidelines, or due to the targeting criteria or financial limits of this program, will be routed to one-time financial assistance programs, to County Economic Assistance, or other community services.

## Sonoma County Continuum of Care \* Program Standards

### 5. Determining what percentage or amount of rent and utilities costs each program participant must pay

#### a. **One-time assistance:** Prevention/Diversion program may provide one-time payment for:

- i. **Arrears:** Up to 6 months of rent or utilities in arrears, including late fees on arrears. HOPWA-funded programs are limited to 21 weeks, and can pay in arrears multiple times up to 21 weeks. SSVF programs can pay a maximum of 4 months utility payments in a 3 year period and a maximum of 2 months in a 12-month period, either current or in arrears.
- ii. Rental Application Fees charged by owner to all applicants.
- iii. Security deposits not exceeding two months' rent.
- iv. Standard utility deposit required by utility companies for gas, electric, water and sewage.
- v. ESG only: Last month's rent (if paid at the time the security deposit and first month's rent are paid, and not to exceed one month's rent). Moving costs, to include truck rental, hiring a moving company, temporary storage for up to 3 months (provided fees are accrued after participant is determined eligible and before the participant moves into permanent housing). Storage fee arrears are not eligible.
- vi. The SSVF program additionally can pay for transportation assistance (unlimited public transportation assistance and up the \$1,000 car repairs in a 3-year period); childcare assistance (up to 4 months in a 12-month period, per household); moving costs once in a 3-year period; and up to \$1500 per household General Housing Stability Assistance for a wide range of needs (see pages 23-24 of the SSVF Program Guide).

#### b. Short-term (up to 3 months) Rental Assistance

- i. In general, the participant pays 30% of monthly income for rent per HUD guidelines. At agency discretion depending on participant need, prevention provider can pay up to 100% of rent for 3 months.

#### c. Medium-term (3-24 months) Rental Assistance

- i. Participant household is required to pay 30% of current monthly income toward the rent, per HUD guidelines, reviewed quarterly and adjusted with income changes as needed.
- ii. **Fair Market Rent:** Rent must comply with Fair Market Rents (FMR) set by HUD annually. Current FMRs are attached to these standards on p. 18.

## Sonoma County Continuum of Care \* Program Standards

- iii. A legally binding Lease or rental agreement between the program participant and owner/property manager is required. Written leases are required unless financial assistance is limited solely to payment of rental arrears.
  - iv. Except for one-time payment of arrears on tenant's portion of rent payment, rental assistance cannot be provided to any participant who is receiving tenant- or project-based rental assistance (a "voucher") through other public sources during the same time period, including units receiving operating subsidies or URA (Relocation) replacement housing payments. However, rental assistance *may* be used in housing with rent restriction covenants stemming from development financing.
- d. Utility payments: ESG can pay for up to 24 months including up to 6 months of payments in arrears as in 5(a)i on page 9. HOPWA funds have no limit of utility payments as long as funds are available; see 5(a)i for SSVF limits.

### 6. How long a particular program participant will be provided with assistance

- a. **Typical length of assistance:** up to 3-5 months, funding available. (As ESG-funded programs develop more experience, this will be fine-tuned).
  - i. The HOPWA program can assist participants up to 147 days, or 21 weeks per year. (HOPWA funds cannot assist people who do not have their own lease.) HOPWA participants may return as many times as they need, but may go on a waiting list.
  - ii. The SSVF program limits rental assistance to 8 months in 3 years, or 5 months out of every 12 months. There are limits to the length of other assistance, see pages 18-26 of the SSVF Program Guide.<sup>2</sup>
- b. **Mandatory services** include monthly Case Management meetings (unless prohibited by Violence Against Women Act-VAWA or Family Violence and Prevention Services Act-FVPSA), and Housing Stability Planning to assist participants to retain permanent housing post-assistance. If a participant consistently refuses either of these services, other forms of assistance will end.
- c. **Extensions** may be approved up to 3 months at a time based on quarterly reassessment, with possibility of extension up to 24 months, if the funding regulations allow and funding is available.
- d. **Re-enrollment:** Other than limits connected to specific funding regulations, there are no local limits on re-enrollment. Re-assessment should drive possible placement in a higher level of care, but this decision is left to case management.

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<sup>2</sup> [http://www.va.gov/HOMELESS/ssvf/docs/SSVFUniversity/SSVF\\_Program\\_Guide\\_March31\\_2014.pdf](http://www.va.gov/HOMELESS/ssvf/docs/SSVFUniversity/SSVF_Program_Guide_March31_2014.pdf).

# Sonoma County Continuum of Care \* Program Standards

## 7. Whether and how the amount of assistance will be adjusted over time

- a. Income assessments will be completed quarterly.
- b. Re-evaluations of eligibility are required at least annually.
- c. Additionally, providers will re-evaluate assistance each time a participant experiences a change in income, household composition, or need for assistance.
- d. At re-evaluation, to remain eligible for homelessness prevention services, the household must continue to have income that is at or below 30% of AMI, and must lack sufficient resources and support networks to retain housing without ESG assistance.

## 8. Occupancy and Habitability standards:

- a. Occupancy standards: Homelessness prevention providers will use the occupancy standards established by the Sonoma County Housing Authority for all units other than those located in the City of Santa Rosa. For Santa Rosa units, providers will use the Santa Rosa Housing Authority's occupancy standards. A comparison of the two public housing authorities' standards is attached at pages 27-29.
- b. A Habitability assessment is required any time ESG funds are used to help a participant remain in or move into housing. A lead-based paint visual assessment is required any time a child under the age of 6 will be living in the unit and it was constructed before 1978. A habitability assessment form appears on pages 30-31 of this document; a lead-based paint assessment form appears on pages 32-35.

## 9. Limits on the homelessness prevention assistance

- a. There will be no lifetime maximum amount of homelessness prevention assistance. Depending on funds available, individual programs may impose limits on the amount of assistance within a particular fiscal year. The funding stream determines the maximum number of months the program participant may receive assistance in a particular enrollment.
  - i. Assistance will be approved in 3-month increments, with reassessment quarterly.
  - ii. Extensions of assistance can be approved up to 24 months for ESG, and indefinitely for HOPWA (albeit within annual limits). SSVF limits are defined in pages 18-26 of the SSVF Program Guide.
  - iii. Homelessness Prevention/Diversion programs will track average total assistance. As noted above, there will be no lifetime limit on assistance, understanding that re-entry to the program will be determined primarily through re-assessment of needs. *A common policy that aligns the limits of all prevention providers regardless of funding source will be developed in 2015.* Over time, it is our expectation that those returning

## Sonoma County Continuum of Care \* Program Standards

to the program may be better served with more intensive services. On an annual basis, the Prevention/Diversion Program Standards Group will review the average amounts for the preceding year(s), with the goal of developing a target average amount over the next several years.

- b. There will be no limit on the number of times the program participant may receive assistance, within regulatory limits. It is understood determinations of program re-entry will be through needs assessment rather than a set rule, as long as the participant is otherwise eligible for the program.

### 10. Terminating Assistance

- a. Whatever the reason for exit, households exiting homelessness prevention and diversion programs will be noticed in writing that assistance is being terminated.
- b. If the exit is for cause (e.g., non-compliance with program requirements, disappearance), the written notice will provide an opportunity to present objections and a formal review of the decision by the Program Director. See grievance procedures, page 8 and page 25. Notice of final decisions will be provided promptly in writing.
- c. The Prevention/Diversion program will exercise judgment and examine all extenuating circumstances in determining if a violation warrants termination, so that a program participant's assistance is terminated only in the most severe cases.

### 11. Other Requirements

- a. **Retention of documentation:** Documentation of participant eligibility and assistance provided will be retained for 5 years after the expenditure of all funds from the grant under which the program participant was served. The Continuum of Care encourages retention of electronic records in HMIS for 7 years.
- b. **Individual Conflict of Interest:** In addition to organizational conflict of interest requirements, employees, agents, consultants, officers, or elected or appointed officials of the Prevention/Diversion agency are prohibited from obtaining a financial interest or benefit from Prevention/Diversion activities (including an interest in any contract/subcontract/agreement) either directly for him/herself or for familial/business ties during tenure or for one year after.

*The following persons participated in development of the Sonoma County Homelessness Prevention/Diversion Program Standards:*

*Anita Storms, Catholic Charities of the Diocese of Santa Rosa; Pamela Powers, Community Action Partnership; Meghan Murphy, Face to Face; Mary Haynes & Emily Smith, North Bay Veterans Resource Center; Jenny Helbraun Abramson, Sonoma County Continuum of Care.*

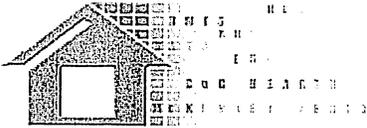
# Sonoma County Continuum of Care \* Program Standards



## Homeless Definition

<b>CRITERIA FOR DEFINING HOMELESS</b>	<b>Category 1</b>	<b>Literally Homeless</b>	<p>(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> <li>(i) Has a primary nighttime residence that is a public or private place not meant for human habitation;</li> <li>(ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); <u>or</u></li> <li>(iii) Is exiting an institution where (s)he has resided for 90 days or less <u>and</u> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution</li> </ul>
	<b>Category 2</b>	<b>Imminent Risk of Homelessness</b>	<p>(2) Individual or family who will imminently lose their primary nighttime residence, provided that:</p> <ul style="list-style-type: none"> <li>(i) Residence will be lost within 14 days of the date of application for homeless assistance;</li> <li>(ii) No subsequent residence has been identified; <u>and</u></li> <li>(iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing</li> </ul>
	<b>Category 3</b>	<b>Homeless under other Federal statutes</b>	<p>(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <ul style="list-style-type: none"> <li>(i) Are defined as homeless under the other listed federal statutes;</li> <li>(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;</li> <li>(iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <u>and</u></li> <li>(iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers</li> </ul>
	<b>Category 4</b>	<b>Fleeing/ Attempting to Flee DV</b>	<p>(4) Any individual or family who:</p> <ul style="list-style-type: none"> <li>(i) Is fleeing, or is attempting to flee, domestic violence;</li> <li>(ii) Has no other residence; <u>and</u></li> <li>(iii) Lacks the resources or support networks to obtain other permanent housing</li> </ul>

# Sonoma County Continuum of Care \* Program Standards



## At Risk of Homelessness

<b>CRITERIA FOR DEFINING AT RISK OF HOMELESSNESS</b>	<b>Category 1</b>	<b>Individuals and Families</b>	<p>An individual or family who:</p> <ul style="list-style-type: none"> <li>(i) Has an annual income below <u>30%</u> of median family income for the area; <u>AND</u></li> <li>(ii) Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the "homeless" definition; <u>AND</u></li> <li>(iii) Meets one of the following conditions:                             <ul style="list-style-type: none"> <li>(A) Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; <u>OR</u></li> <li>(B) Is living in the home of another because of economic hardship; <u>OR</u></li> <li>(C) Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; <u>OR</u></li> <li>(D) Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; <u>OR</u></li> <li>(E) Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; <u>OR</u></li> <li>(F) Is exiting a publicly funded institution or system of care; <u>OR</u></li> <li>(G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved Con Plan</li> </ul> </li> </ul>
	<b>Category 2</b>	<b>Unaccompanied Children and Youth</b>	<p>A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute</p>
	<b>Category 3</b>	<b>Families with Children and Youth</b>	<p>An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her.</p>

# Sonoma County Continuum of Care \* Program Standards

## Supportive Services for Veteran Families (SSVF) Homelessness Prevention Eligibility Screening Disposition Form

SCREENING DATE (e.g., 05/24/2010) (All clients)

Month	/	Day	/	Year									

APPLICANT HEAD OF HOUSEHOLD

First Name	Last Name

### STAGE 1: VA ELIGIBILITY

Eligibility Condition 1. Veteran Status	
Eligible? ___ YES ___ NO	VA Eligibility Requirements: <input type="checkbox"/> Served in the active military, naval, air service, Merchant Marines, or was activated by Presidential order and served in a another state or country while in the National Guard or Reserves.  <input type="checkbox"/> Other than dishonorable discharge

Eligibility Condition 2. Very Low Income Status	
Eligible? ___ YES ___ NO	VA Eligibility Requirement: <input type="checkbox"/> Gross annual household income less than 50% Area Median Income for household size (grantee may set lower income threshold)  Household size (all adults/children): _____ 50% of Area Median Income for Household Size: \$ _____ Total Annual Gross Income from All Sources: \$ _____

Eligibility Condition 3. Imminently At-Risk of Literal Homelessness	
Eligible? ___ YES ___ NO	VA Eligibility Requirements: <input type="checkbox"/> Imminent loss of current primary nighttime residence (housing an individual or family owns, rents, or lives in with or without paying rent; housing shared with others; and rooms in hotels or motels paid for by the individual or family); AND <input type="checkbox"/> No other residence; AND <input type="checkbox"/> No resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from becoming literally homeless; AND <input type="checkbox"/> At least one of the following: <input type="checkbox"/> Has moved because of economic reasons two or more times during

# Sonoma County Continuum of Care \* Program Standards

	<p>the 60 days immediately preceding the application for homelessness prevention assistance;</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Is living in the home of another because of economic hardship;</li> <li><input type="checkbox"/> Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of a application for assistance;</li> <li><input type="checkbox"/> Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;</li> <li><input type="checkbox"/> Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, or correctional institution) without a stable housing plan; OR</li> <li><input type="checkbox"/> Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the SSVF grantee's approved screening tool.</li> </ul>
--	---

Other Program Eligibility Conditions	
Eligible? ___ YES ___ NO ___ Not Applicable	Additional Grantee Eligibility Requirements (must be VA approved)

Stage 1 Disposition	
	Eligible: <u>Meets ALL Eligibility Requirements Above-Complete Stage 2</u>
	Not Eligible: <u>Does Not Meet One or More Eligibility Requirements Above</u>

## STAGE 2: TARGETING

Targeting Criteria	
Circle all that apply	Targeting Criteria
3	Has moved because of economic factors two or more times in the past 60 days
3	Living in a hotel or motel not paid for by charitable organizations or by Federal, State, or local government programs
3	Living with friends or family, on a temporary basis
3	Being discharged from an institution and reintegrating into the community without a stable housing plan
3	History of homelessness as an adult, prior to any homeless episode occurring in the past 60 days

# Sonoma County Continuum of Care \* Program Standards

3	Households annual gross income is less than 50% of local Area Median Income for household size
3	Housing loss within 14 days
3	At least one dependent child under age 6
2	At least one dependent child age 6 - 17
2	Veteran returning from Iraq or Afghanistan
2	Applied for shelter or spent at least one night during the prior 60 days in a shelter (shelter, place not meant for human habitation, transitional housing for homeless persons)
2	Sudden and significant loss of income, including employment and/or cash benefits
2	Housing loss within 21 days
1	Rental and/or utility arrears
	Total Points (sum of VA targeting criteria circled points above)
	Additional Target Factors/Scoring (Established by Grantee (must be VA approved))
	Total Points (sum of VA/Grantee points above)

Stage 2 Disposition	
	Meets Targeting Threshold (threshold must be VA approved)
	Does Not Meet Targeting Threshold

**SSWF STAFF COMPLETING SCREENING FORM:**

--	--

First Name (Print)

Last Name (Print)

--

Signature

# Sonoma County Continuum of Care \* Program Standards

## HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME) COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG) NEIGHBORHOOD STABILIZATION PROGRAM (NSP)

Effective May 2014

Notes: (1) These Income Limits apply only to Sonoma County Community Development Commission assisted units. They are NOT to be used as a guide for programs regulated by any agency other than the Sonoma County Community Development Commission. It is up to each property owner to determine which regulations preside if a unit is regulated by more than one program.

(2) These Income Limits do not apply to state or locally regulated programs (Density Bonus, Second Dwelling Unit, County Fund for Housing, California Redevelopment Law). Please refer to separate schedule for these units which are regulated by state income limits set annually by the California Department of Housing and Community Development.

Persons in Household	INCOME LIMITS			
	30% Income Limit	50% Very Low Income (HOME)	60% Income Limit	80% Low Income (HOME High)
1	16,150	26,950	32,340	43,050
2	18,450	30,800	36,960	49,200
3	20,750	34,650	41,580	55,350
4	23,050	38,450	46,140	61,500
5	24,900	41,550	49,860	66,450
6	26,750	44,650	53,580	71,350
7	28,600	47,700	57,240	76,300
8	30,450	50,800	60,960	81,200

### MAXIMUM RENT LIMITS for all HOME, CDBG, and NSP Units As set by the U.S. Department of Housing and Urban Development

RENT LEVEL	Studio	1 BR	2 BR	3 BR	4 BR
LOW (Very Low-Income - 50%)	723	775	930	1,074	1,198
HIGH (Low Income - 65%)	820	956	1,187	1,362	1,500

Subtract from the maximum rent the approved utility allowance for any utilities that the tenant pays in addition to the rent. A utility allowance sheet is attached. Confirm the appropriate utility allowance with the Sonoma County Community Development Commission.

Published June 26, 2014

## Final FY 2015 Sonoma County FMRs for All Bedroom Sizes

Final FY 2015 FMRs By Unit Bedrooms				
Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
\$898	\$1,047	\$1,370	\$2,019	\$2,367

# Sonoma County Continuum of Care \* Program Standards

## VERIFICATION OF LACK OF RESOURCES AND SUPPORT NETWORKS

Participant Name: \_\_\_\_\_

**This is to certify that the above named individual or household that is currently at-risk of homelessness lacks the resource and support networks to prevent homelessness without intervention.**

### Lack of Resources:

- 1.) The participant lacks the income necessary to pay rent and basic utilities  
Proof of loss of income (i.e. unemployment stub indicating benefit end, termination letter);  
Verification by third party contact with previous employer (name) \_\_\_\_\_  
stating the client will no longer be employed as of \_\_/\_\_/\_\_;  
Proof of arrears in basic utilities required for habitability (electricity, water, and heat);  
Proof of arrears in rent (i.e. Pay or Quit Notice, Late Notice);  
Self-Declaration of At-Risk of Homelessness Attached.
  
- 2.) The participant lacks savings or assets that can prevent homelessness  
Bank statement showing a balance too low to prevent homelessness;  
The participant confirms that they do not have cash or savings that they can use to prevent them  
from becoming homeless;  
The participant confirms that do not have assets that they can use to prevent them from becoming  
homeless that are beyond those necessary for transportation and housing.

### Lack of Support Networks:

- 1.) The participant lacks support networks that can provide a safe and stable housing situation  
The participant confirms that they do not have someone they can live with safely for two or more  
months;  
The participant confirms that they do not have someone who can provide them the financial  
resources to ameliorate their housing crisis  
Verification by third party contact that can verify the lack of support networks sufficient to prevent  
homelessness (name) \_\_\_\_\_ (relationship) \_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_/\_\_\_\_.

### Staff Certification

I understand that third-party verification is the preferred method of certifying lack of resources for an individual who is applying for assistance.

*Documentation of attempt made for third-party verification:*

\_\_\_\_\_  
\_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Sonoma County Continuum of Care \* Program Standards

## SELF-DECLARATION OF AT-RISK OF HOMELESSNESS STATUS

Participant Name: \_\_\_\_\_

Household without dependent children (complete one form for each adult in the household)

Household with dependent children (complete one form for household)

Number of persons in the household: \_\_\_\_\_

**This is to certify that the above named individual or household is currently homeless or at-risk of homelessness, based on the following and other indicated information and the signed declaration by the applicant.**

---

### Check only one:

- 1.) I [and my children] am/are the victim(s) of domestic violence and am/are fleeing from abuse;  
And I [and my children] have not identified a subsequent residence;  
And I [and my children] do not have the financial resources or support networks needed to obtain permanent housing.
- 2.) I [and my children] am/are being evicted from the housing we are presently staying in and must leave this housing within the next \_\_\_ days;  
And I [and my children] have not identified a subsequent residence;  
And I [and my children] do not have the financial resources or support networks needed to obtain permanent housing.
- 3.) I [and my children] am/are at risk of becoming homeless due to the lack of funds to pay rent arrears in the amount of \$\_\_\_\_, by \_\_\_/\_\_\_/\_\_\_;  
Or essential utilities (gas, electric, water) in the amount of \$\_\_\_\_;  
Or application fees and/or deposit to secure my new living situation.

**I certify under penalty of perjury that the information above and any other information I have provided in applying for assistance is true, accurate and complete.**

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

### Staff Certification

I understand that third-party verification is the preferred method of certifying homelessness for an individual who is applying for assistance. I understand self declaration is only permitted when I have attempted to but cannot obtain third party verification.

*Documentation of attempt made for third-party verification (must include attempts to contact landlord if client selects #3 or #4 above):*

\_\_\_\_\_  
\_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Sonoma County Continuum of Care \* Program Standards

## ACCEPTABLE FORMS OF IDENTIFICATION FOR PREVENTION/DIVERSION PROGRAMS

- Valid driver's license or identification card issued by DMV
- Valid driver's license or identification card from the state or country of origin
- Birth Certificate
- United States Passport
- Foreign passport
- Verification of citizenship, alienage, or immigration status
  - o Permanent Resident Card or Alien Registration Receipt Card
  - o Employment Authorization Document (Card) that contains a photograph
  - o Green Card
  - o Work Visa
- Certificate of Naturalization or Citizenship
- American Indian Card
- Voter's registration card
- US military card
- Military dependent's ID card
- Social Security Card or Tax ID number
- State Benefits Card



# Sonoma County Continuum of Care \* Program Standards

## Prevention & Diversion Case Management Functional Acuity & Barrier Assessment Matrix

Client's Name: \_\_\_\_\_ Last 4 of SSN: \_\_\_\_\_

Screening Date: \_\_\_\_\_

Assessment Date: \_\_\_\_\_

Referral by: \_\_\_\_\_

### Basic Requirements

1. Income verification meets Extremely Low category of Sonoma County AMI	<u>Yes</u>	<u>No</u>
2. Meets Definition 2, 3 or 4 for Homelessness, or At Risk definitions per HUD	<u>Yes</u>	<u>No</u>
3. Willingness to participate in ongoing Case Management	<u>Yes</u>	<u>No</u>

## Sonoma County Continuum of Care \* Program Standards

Domains	(1) Little/No Barriers	(2) Low Barriers	(3) Medium Barriers	(4) Medium-High Barriers	(5) High Barriers
<b>Rental History</b>	An established local rental history. No evictions, landlord references are good to fair.	Rental History is limited or out of state	May have 1 explainable eviction for non-payment. Prior landlords may report a problem with timely rent. Partial damage deposit returned	Rental history includes up to 2 evictions for non-payment. Prior landlord references fair to poor. Security deposit may have been kept due to damage to unit. Some complaints by other tenants for noise. History of chronic homelessness.	Extremely poor rental history, multiple evictions, serious damage to apartment, complaints.
<b>Credit History</b>	Credit history is good, with the exception of a few late utility and credit card payments.	Credit history shows pattern of late or missed payments.	Credit history includes late payments and possible court judgments for debt, closed accounts.	Credit history is poor, includes records of late payments, judgments, wage garnishments, and/or closed accounts.	Credit history includes multiple judgments, unpaid debts to landlords, wage or bank garnishments, and/or closed accounts. Or no credit history
<b>Criminal History</b>	Household has no criminal history	Household has no serious criminal history, but may have a few minor offenses such as moving violations, a DUI, or a misdemeanor	Household may have some criminal history, but none involving drugs or serious crimes against persons or property	Criminal history, violations may include drug offense or crime against persons or property	Extensive criminal background
<b>Employment History/ Income</b>	Participant is employed full time  Income is over \$1,450 per month for a single person. For a family, the combined family income is sufficient to meet all needs.	Participant is employed part time. Participant has strong employment history  Income is over \$1350 for a single person. If a family, combined family income is sufficient to meet most needs	Participant has strong employment history Participant has employable skills (i.e. CDL, Specialty license, education). The participant has at least 2 employment references.  Income is over \$1200 per month for a single person. If a family, combined family income is not sufficient to meet needs	Participant has inconsistent employment history with gaps up to one year. The participant has at least one employment reference.  Income is less than \$1200 for a single person. If a family, combined family income is low enough that it causes a great stressor and impacts ability to meet basic needs.	Participant has worked but has little employment history with gaps up to 24 months. The participant has no credible employment references  Income is \$0 or the income Participant/family has is going to be cut off within the next few weeks.
<b>Physical Health</b>	No medical problems.	Immediate problems are being adequately addressed. The Participant has access to primary care provider and accesses care when necessary (annual checkup).	Participant has some chronic health problems (i.e. hypertension, diabetes etc.) but help is available and Participant's quality of life is not severely impacted.	Participant has severe health problems (i.e. insulin dependent diabetes, severe chronic pain, seizure disorder, HIV) that have a significant impact on quality of life and the Participant is marginally engaged with medical care.	Participant has serious life threatening health (i.e. End-Stage Liver Disease, kidney failure, dialysis, AIDS) that puts Participant at imminent and acute risk if left untreated or if Participant remains homeless, but the Participant does not meet COPES level of care for SNF placement.
<b>Substance Abuse</b>	No evidence to suggest that use of substances constitutes abuse or dependence; no evidence of behavioral disturbances related to substance use.	History of substance abuse/dependence; no current indication of dependence or abuse or need for treatment	History of substance abuse or dependence; is currently in treatment with ongoing abstinence or in need of treatment and voices willingness and desire to attend	Relapse risk ; voices desire to not use, but evidence indicates Participant may not be committed to treatment/abstinence; or Participant is in harm reduction group with ongoing use	Ongoing substance abuse crisis, refusal of treatment services; dangerous behaviors such as infection-risk; will require intensive effort on case manager's part to motivate



# Sonoma County Continuum of Care \* Program Standards

## Client Grievance Procedure

### DEFINITIONS:

**Complaint** – When a client or community member doesn't like particular procedures, the outcome of a process, style differences between staff, time frame of staff responses, or behavioral styles that may feel abrupt or too direct when compared to other staff styles. A complaint may be handled in an informal conversation with staff person or supervisor, if necessary.

**Grievance** – When a client or community member states that they have been harmed by staff behavior and that behavior significantly deviates from appropriate, professional behavior or when a client's complaint is not resolvable with the staff person's supervisor. Filing a grievance is a formal procedure that will include management involvement and possible oversight from the relevant agency's Executive Director.

### POLICY:

It is important to have a mechanism for clients to address grievances or complaints promptly. Clients need to feel that their concerns are well heard, that they are treated respectfully, and that the agency makes every effort to formally investigate complaints in a fair and thorough manner. Client needs to know that we are engaged in continuous improvement of our services.

### PROCEDURE:

1. In the instance of every complaint or grievance we learn of, the client must be encouraged to first try to work out the issue with the staff person involved or the staff person in charge of the client program.
2. If the grievance cannot be resolved by informal discussion between the client and the staff member, the client may submit the grievance in writing to the staff member's supervisor. If the grievance cannot be resolved by the staff member's supervisor, the client may request the grievance be submitted to the Executive Office.
3. The Executive Office will review all the information presented by the client, the staff member, and the supervisor and may collect additional information to resolve the grievance. The decision of the Executive Office is final.
4. The client may request a written response to the grievance. The final decision with regard to the grievance shall be made a part of the client's files.

\_\_\_\_\_  
Client Name

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Witness Name

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

# Sonoma County Continuum of Care \* Program Standards

## Occupancy Standards

### Comparison of Sonoma County and Santa Rosa Housing Authorities

SCHA	SRHA
<b>1. DETERMINING FAMILY UNIT (VOUCHER) SIZE [24 CFR 982.402]</b>	
<p>The PHA does not determine who shares a bedroom/sleeping room but there must be at least one person per bedroom on the Voucher. The PHA's subsidy standards for determining voucher size shall be applied in a manner consistent with the needs of the family. All standards in this section relate to the number of bedrooms on the Voucher, not the family's actual living arrangements.</p> <p>The unit size on the Voucher remains the same as long as the family composition remains the same, regardless of the actual unit size rented.</p>	<p>The PHA must establish subsidy standards that determine the number of bedrooms needed for families of different sizes and compositions. This part presents the policies that will be used to determine the family unit size (also known as the voucher size) a particular family should receive and the policies that govern making exceptions to those standards. The PHA also must establish policies related to the issuance of the voucher, to the voucher term, and to any extensions or suspensions of that term.</p> <p>The subsidy standards must provide for the smallest number of bedrooms needed to house a family without overcrowding.</p> <p>The subsidy standards must be consistent with space requirements under the housing quality standards.</p> <p>The subsidy standards must be applied consistently for all families of like size &amp; composition.</p>
For subsidy standards, an adult is a person 18 years or older.	[unstated]
Generally, the PHA assigns one bedroom to two people within the following guidelines: [Live-in aides noted below, no statement about single-person families.]	<p>The PHA will generally assign one bedroom for each two persons within the household, except in the following circumstances:</p> <p>Live-in aides will be allocated a separate bedroom.</p> <p>Single person families will be allocated one bedroom</p>
One bedroom will be allowed for adult(s) Head of Household.	[unstated]
Foster children will be included in determining unit size.	A child who is temporarily away from the home because of placement in foster care is considered a member of the family in determining the family unit size.
Live-In Aides who reside in the unit full-time will be provided a separate bedroom. This must be their only residence. No additional bedrooms are provided for the Aide's family. Aides who reside in the unit part-time and who maintain a separate residence will not be provided a separate bedroom.	<p>Any live-in aide (approved by the PHA to reside in the unit to care for a family member who is elderly or disabled) must be counted in determining the family unit size.</p> <p>Unless a live-in-aide resides with a family, the family unit size for any family consisting of a single person must be either a zero- or one-bedroom unit, as determined under the PHA subsidy standards.</p>
At the discretion of the housing authority, a child who is away at school but who lives with the family during school recesses, up to age 22, may be counted as part of the family in determining unit size. Verification must be provided to document that they are residing in the residence during school breaks.	[unstated]

## Sonoma County Continuum of Care \* Program Standards

SCHA	SRHA
[unstated]	A family that consists of a pregnant woman (with no other persons) must be treated as a two-person family.
<b>2. EXCEPTIONS TO SUBSIDY STANDARDS [24 CFR 982.403(a) &amp; (b)]</b>	
The PHA may grant exceptions from the subsidy standards as a reasonable accommodation for a qualified person with a disability	[unstated]
<p><b>Changes for Participants</b></p> <p>The members of the family residing in the unit must be approved by the PHA. The family must obtain approval of any additional family member before the new member occupies the unit except for additions by birth, adoption, or court-awarded custody, in which case the family must inform the PHA within 14 days. If a unit does not meet HQS [housing quality standards] space standards due to an increase in family size, (unit too small), the PHA will issue a new Voucher of the appropriate size.</p>	[unstated]
<b>3. UNIT SIZE SELECTED [24 CFR 982.402(c)]</b>	
<p>The family may select a different size dwelling unit than that listed on the Voucher. There are three criteria to consider:</p> <p><b>Subsidy Limitation:</b> The family unit size as determined under the PHA subsidy standard for a family assisted in the Voucher program is based on the PHA's adopted payment standards. The payment standard for a family shall be the lower of:</p> <p>The payment standard amount for the family unit size; or</p> <p>The payment standard amount for the unit size rented by the family.</p> <p><b>Utility Allowance:</b> The utility allowance used to calculate the gross rent is based on the actual size of the unit the family selects, regardless of the size authorized on the family's Voucher.</p> <p><b>Housing Quality Standards:</b> The standards allow two persons per living/sleeping room and permit maximum occupancy levels (assuming a living room is used as a living/sleeping area) as shown in the table below. The levels may be exceeded if a room in addition to bedrooms and living room is used for sleeping.</p>	[See chart below]

# Sonoma County Continuum of Care \* Program Standards

**Sonoma County Housing Authority:**

## GUIDELINES FOR DETERMINING VOUCHER SIZE

Voucher Size	Persons in Household	
	Minimum Number	Maximum Number
0 Bedroom	1	2
1 Bedroom	1	4
2 Bedrooms	2	6
3 Bedrooms	3	8
4 Bedrooms	4	10
5 Bedrooms	5	12
6 Bedrooms	6	14

**Santa Rosa Housing Authority:**

The PHA will reference the following chart in determining the appropriate voucher size for a family:

Voucher Size	Persons in Household
	(Minimum – Maximum)
0 Bedroom	1
1 Bedroom	1-2
2 Bedrooms	2-4
3 Bedrooms	4-6
4 Bedrooms	6-8
5 Bedrooms	8-10

# Sonoma County Continuum of Care \* Program Standards

## Prevention/Diversion/Rapid Re-Housing Housing Habitability Standards

### Inspection Checklist

#### About this Tool

The standards for housing unit inspections under Prevention/Diversion/Rapid Re-Housing are based on the housing habitability standards described in the regulations for the Recovery Act-funded Homeless Prevention & Re-Housing Program (HPRP). These standards apply only when a program participant is receiving financial assistance and moving into a new (different) unit. Inspections must be conducted upon initial occupancy and then on an annual basis for the term of Prevention/Diversion/Rapid Re-Housing assistance.

The habitability standards are different from the Housing Quality Standards (HQS) used for other HUD programs. Because the HQS criteria are more stringent than the habitability standards, a grantee could use either standard. In contrast to HQS inspections, the habitability standards do not require a certified inspector. As such, Prevention/Diversion/Rapid Re-Housing program staff could conduct the inspections, using a form such as this one to document compliance.

**Instructions:** Mark each statement as 'A' for approved or 'D' for deficient. The property must meet all standards in order to be approved. A copy of this checklist should be placed in the client file.

Approved or Deficient	Element
	1. <i>Structure and materials:</i> The structures must be structurally sound so as not to pose any threat to the health and safety of the occupants and so as to protect the residents from hazards.
	2. <i>Access:</i> The housing must be accessible and capable of being utilized without unauthorized use of other private properties. Structures must provide alternate means of egress in case of fire.
	3. <i>Space and security:</i> Each resident must be afforded adequate space and security for themselves and their belongings. Each resident must be provided with an acceptable place to sleep.
	4. <i>Interior air quality:</i> Every room or space must be provided with natural or mechanical ventilation. Structures must be free of pollutants in the air at levels that threaten the health of residents.
	5. <i>Water Supply:</i> The water supply must be free from contamination.
	6. <i>Sanitary Facilities:</i> Residents must have access to sufficient sanitary facilities that are in proper operating condition, may be used in privacy, and are adequate for personal cleanliness and the disposal of human waste.

# Sonoma County Continuum of Care \* Program Standards

Approved or Deficient	Element
	7. <i>Thermal environment:</i> The housing must have adequate heating and/or cooling facilities in proper operating condition.
	8. <i>Illumination and electricity:</i> The housing must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of residents. Sufficient electrical sources must be provided to permit use of essential electrical appliances while assuring safety from fire.
	9. <i>Food preparation and refuse disposal:</i> All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a sanitary manner.
	10. <i>Sanitary condition:</i> The housing and any equipment must be maintained in sanitary condition.
	11. <i>Fire safety:</i> Both conditions below must be met to meet this standard.
	<ul style="list-style-type: none"> <li>a. Each unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing-impaired persons, smoke detectors must have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person.</li> <li>b. The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, day care centers, hallways, stairwells, and other common areas.</li> </ul>

*(Source: U.S. Department of Housing and Urban Development, Docket No. FR-5307-N-01, Notice of Allocations, Application Procedures, and Requirements for Homelessness Prevention and Rapid Re-Housing Grantees under the Recovery Act)*

### CERTIFICATION STATEMENT

I certify that I am not a HUD certified inspector and I have evaluated the property located at the address below to the best of my ability and find the following:  Property meets all of the above standards.

Property does not meet all of the above standards.

Therefore, I make the following determination:  Property is approved.  Property is not approved.

Case Name:				
Street Address:				
Apartment:	City:	State:	Zip:	
Evaluator's Signature:			Date:	
Please Print. Name:				
Supervisor Initial:				

# Sonoma County Continuum of Care \* Program Standards

## Prevention/Diversion/Rapid Re-Housing

### Lead Screening Worksheet

#### About this Tool

The *Prevention/Diversion/Rapid Re-Housing Lead Screening Worksheet* is intended to guide grantees through the lead-based paint inspection process to ensure compliance with the rule. Prevention/Diversion/Rapid Re-Housing staff can use this worksheet to document any exemptions that may apply, whether any potential hazards have been identified, and if safe work practices and clearance are required and used. A copy of the completed worksheet along with any additional documentation should be kept in each program participant's case file.

#### Instructions

To prevent lead-poisoning in young children, ESG grantees should comply with the Lead-Based Paint Poisoning Prevention Act of 1973 and its applicable regulations found at 24 CFR 35, Parts A, B, M, and R. Under certain circumstances, a visual assessment of the unit is not required. This screening worksheet will help program staff determine whether a unit is subject to a visual assessment, and if so, how to proceed. A copy of the completed worksheet along with any related documentation should be kept in each program participant's file.

Note: ALL pre-1978 properties are subject to the disclosure requirements outlined in 24 CFR 35, Part A, regardless of whether they are exempt from the visual assessment requirements.

#### Basic Information

Name of Participant		
Address		Unit Number
City	State	Zip
HPRP Program Staff		

#### Part 1: Determine Whether the Unit is Subject to a Visual Assessment

If the answer to one or both of the following questions is 'no,' a visual assessment is not triggered for this unit and no further action is required at this time. Place this screening worksheet and related documentation in the program participant's file.

If the answer to both of these questions is 'yes,' then a visual assessment is triggered for this unit and program staff should continue to Part 2.

1. Was the leased property constructed before 1978?  
Yes  
No
2. Will a child under the age of six be living in the unit occupied by the household receiving HPRP assistance?  
Yes  
No

# Sonoma County Continuum of Care \* Program Standards

## Part 2: Document Additional Exemptions

If the answer to any of the following questions is 'yes,' the property is exempt from the visual assessment requirement and no further action is needed at this point. Place this screening sheet and supporting documentation for each exemption in the program participant's file. If the answer to all of these questions is 'no,' then continue to Part 3 to determine whether deteriorated paint is present.

1. Is it a zero-bedroom or SRO-sized unit?  
Yes  
No
2. Has X-ray or laboratory testing of all painted surfaces by certified personnel been conducted in accordance with HUD regulations and the unit is officially certified to not contain lead-based paint?  
Yes  
No
3. Has this property had all lead-based paint identified and removed in accordance with HUD regulations?  
Yes  
No
4. Is the client receiving Federal assistance from another program, where the unit has already undergone (and passed) a visual assessment within the past 12 months (e.g., if the client has a Section 8 voucher and is receiving HPRP assistance for a security deposit or arrears)?  
Yes (Obtain documentation for the case file.)  
No
5. Does the property meet any of the other exemptions described in 24 CFR Part 35.115(a).  
Yes  
No  
Please describe the exemption and provide appropriate documentation of the exemption.

## Part 3: Determine the Presence of Deteriorated Paint

To determine whether there are any identified problems with paint surfaces, program staff should conduct a visual assessment prior to providing HPRP financial assistance to the unit as outlined in the following training on HUD's website at: <http://www.hud.gov/offices/lead/training/visualassessment/h00101.htm>.

If no problems with paint surfaces are identified during the visual assessment, then no further action is required at this time. Place this screening sheet and certification form (Attachment A) in the program participant's file.

If any problems with paint surfaces are identified during the visual assessment, then continue to Part 4 to determine whether safe work practices and clearance are required.

1. Has a visual assessment of the unit been conducted?  
Yes  
No
2. Were any problems with paint surfaces identified in the unit during the visual assessment?  
Yes  
No (Complete Attachment A – Lead-Based Paint Visual Assessment Certification Form)

# Sonoma County Continuum of Care \* Program Standards

## Part 4: document the level of identified problems

All deteriorated paint identified during the visual assessment must be repaired prior to clearing the unit for assistance. However, if the area of paint to be stabilized exceeds the de minimus levels (defined below), the use of lead safe work practices and clearance is required.

If deteriorating paint exists but the area of paint to be stabilized does not exceed these levels, then the paint must be repaired prior to clearing the unit for assistance, but safe work practices and clearance are not required.

1. Does the area of paint to be stabilized exceed any of the de minimus levels below?
  - 20 square feet on exterior surfaces Yes No
  - 2 square feet in any one interior room or space Yes No
  - 10 percent of the total surface area on an interior or exterior component with a small surface area, like window sills, baseboards, and trim Yes No

If any of the above are 'yes,' then safe work practices and clearance are required prior to clearing the unit for assistance.

## Part 5: Confirm all identified deteriorated paint has been stabilized

Program staff should work with property owners/managers to ensure that all deteriorated paint identified during the visual assessment has been stabilized. If the area of paint to be stabilized does not exceed the de minimus level, safe work practices and a clearance exam are not required (though safe work practices are always recommended). In these cases, the HPRP program staff should confirm that the identified deteriorated paint has been repaired by conducting a follow-up assessment.

If the area of paint to be stabilized exceeds the de minimus level, program staff should ensure that the clearance inspection is conducted by an independent certified lead professional. A certified lead professional may go by various titles, including a certified paint inspector, risk assessor, or sampling/clearance technician. Note, the clearance inspection cannot be conducted by the same firm that is repairing the deteriorated paint.

1. Has a follow-up visual assessment of the unit been conducted?
  - Yes
  - No
2. Have all identified problems with the paint surfaces been repaired?
  - Yes
  - No
3. Were all identified problems with paint surfaces repaired using safe work practices?
  - Yes
  - No
  - Not Applicable – The area of paint to be stabilized did not exceed the *de minimus* levels.

# Sonoma County Continuum of Care \* Program Standards

4. Was a clearance exam conducted by an independent, certified lead professional?

Yes

No

Not Applicable – The area of paint to be stabilized did not exceed the *de minimus* levels.

5. Did the unit pass the clearance exam?

Yes

No

Not Applicable – The area of paint to be stabilized did not exceed the *de minimus* levels.

Note: A copy of the clearance report should be placed in the program participant's file.

## LEAD-BASED PAINT VISUAL ASSESSMENT CERTIFICATION TEMPLATE

I, \_\_\_\_\_, CERTIFY THE FOLLOWING:

- I have completed HUD's online visual assessment training and am a HUD-certified visual assessor.
- I conducted a visual assessment at \_\_\_\_\_ on \_\_\_\_\_.
- No problems with paint surfaces were identified in the unit or in the building's common areas.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Client Name: \_\_\_\_\_

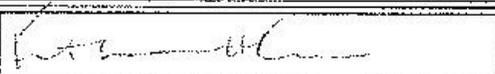
Case Number: \_\_\_\_\_

Grantee SF-424's and Certification(s)

OMB Number: 4040-0004  
Expiration Date: 8/31/2016

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: 07/01/2015	4. Applicant Identifier: 94-6000539	
5a. Federal Entity Identifier: 94-6000539	5b. Federal Award Identifier: <input type="text"/>	
<b>State Use Only:</b>		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: <input type="text" value="County of Sonoma"/>		
* b. Employer/ taxpayer Identification Number (EIN/TIN): 94-6000539	* c. Organization's DUNS: 080126440000	
<b>d. Address:</b>		
* Street1: 1440 Guerneville Road	<input type="text"/>	
Street2: <input type="text"/>	<input type="text"/>	
* City: Santa Rosa	<input type="text"/>	
County/Parish: <input type="text"/>	<input type="text"/>	
* State: CA: California	<input type="text"/>	
Province: <input type="text"/>	<input type="text"/>	
* Country: USA: UNITED STATES	<input type="text"/>	
* Zip / Postal Code: 95404	<input type="text"/>	
<b>e. Organizational Unit:</b>		
Departmental Name: Community Development Commission	Division Name: <input type="text"/>	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: <input type="text"/>	* First Name: Keith Leon	
Middle Name: E	<input type="text"/>	
* Last Name: Fane	<input type="text"/>	
Suffix: <input type="text"/>	<input type="text"/>	
Title: <input type="text" value="Executive Director"/>		
Organizational Affiliation: <input type="text" value="Sonoma County Community Development Commission"/>		
* Telephone Number: <input type="text" value="707-535-7505"/>	Fax Number: <input type="text" value="707-535-7505"/>	
* E-mail: <input type="text" value="Keith.Leon@sonoma-county.org"/>		

Application for Federal Assistance SF-424	
<p><b>* 9. Type of Applicant 1: Select Applicant Type:</b></p> <p><input type="text" value="County Government"/></p> <p>Type of Applicant 2: Select Applicant Type:</p> <p><input type="text"/></p> <p>Type of Applicant 3: Select Applicant Type:</p> <p><input type="text"/></p> <p>* Other (specify):</p> <p><input type="text"/></p>	
<p><b>* 10. Name of Federal Agency:</b></p> <p><input type="text" value="U.S. Department of Housing and Urban Development"/></p>	
<p><b>11. Catalog of Federal Domestic Assistance Number:</b></p> <p><input type="text" value="14.218,239,231"/></p> <p>CFDA Title:</p> <p><input type="text" value="Community Development Block Grant Program, HOME Investment Partnerships Program, Emergency Solutions Grants Program"/></p>	
<p><b>* 12. Funding Opportunity Number:</b></p> <p><input type="text"/></p> <p>* Title:</p> <p><input type="text"/></p>	
<p><b>13. Competition Identification Number:</b></p> <p><input type="text"/></p> <p>Title:</p> <p><input type="text"/></p>	
<p><b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b></p> <p><input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Open Attachment"/> <input type="button" value="Delete Attachment"/></p>	
<p><b>* 15. Descriptive Title of Applicant's Project:</b></p> <p><input type="text" value="5-Year Consolidated Plan for CDBG, HOME Program, ESN Program serving Sonoma County Unincorporated Areas, Cotati, Cloverdale, Healdsburg, Forest Park, Sonoma, Sebastopol, Windsor"/></p>	
<p>Attach supporting documents as specified in agency instructions.</p> <p><input type="button" value="Add Attachments"/> <input type="button" value="Open Attachments"/> <input type="button" value="Delete Attachments"/></p>	

Application for Federal Assistance SF-424	
<b>16. Congressional Districts Of:</b>	
* a. Applicant: <input type="text" value="1. B"/>	* b. Program/Project: <input type="text" value="1. C"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Cancel Attachment"/> <input type="button" value="Delete Attachment"/>	
<b>17. Proposed Project:</b>	
* a. Start Date: <input type="text" value="07/01/2015"/>	* b. End Date: <input type="text" value="06/30/2016"/>
<b>18. Estimated Funding (\$):</b>	
* a. Federal:	<input type="text" value="2,421,301.00"/>
* b. Applicant:	<input type="text"/>
* c. State:	<input type="text"/>
* d. Local:	<input type="text"/>
* e. Other:	<input type="text"/>
* f. Program Income:	<input type="text"/>
* g. TOTAL:	<input type="text" value="2,421,301.00"/>
<b>* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/>	
<input checked="" type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input type="checkbox"/> c. Program is not covered by E.O. 12372.	
<b>* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)</b>	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach <input type="text"/>	
<b>21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 28, Section 1001)</b>	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
<b>Authorized Representative:</b>	
Prefix: <input type="text" value="Mr."/>	* First Name: <input type="text" value="Kathleen"/>
Middle Name: <input type="text" value="E"/>	
* Last Name: <input type="text" value="Kane"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="Executive Director"/>	
* Telephone Number: <input type="text" value="707-565-7505"/>	Fax Number: <input type="text" value="707-565-7504"/>
* Email: <input type="text" value="kathleen.kane@sonoma-county.org"/>	
* Signature of Authorized Representative: 	* Date Signed: <input type="text" value="07/01/2015"/>

**CERTIFICATIONS**

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

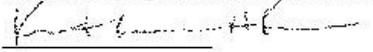
**Anti-Lobbying** -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

  
 Signature/Authorized Official      Date 5/6/2015  
 EXECUTIVE DIRECTOR

**Specific CDBG Certifications**

The Entitlement Community certifies that:

**Citizen Participation** – It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

**Following a Plan** – It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available;
2. Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2015 (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its

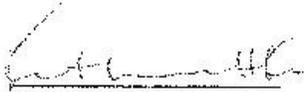
jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

**Compliance With Anti-discrimination laws** – The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint** – Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

**Compliance with Laws** – It will comply with applicable laws.

 5/1/2015  
Signature/Authorized Official Date

EXECUTIVE DIRECTOR  
Title

**OPTIONAL CERTIFICATION  
CDBG**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(e):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

n/a

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**Specific HOME Certifications**

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

**Eligible Activities and Costs** -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

**Appropriate Financial Assistance** -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing.

 5/5/15  
Signature/Authorized Official      Date

EXECUTIVE DIRECTOR  
Title

## ESG Certifications

The Emergency Solutions Grants Program Recipient certifies that:

**Major rehabilitation/conversion** – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

**Essential Services and Operating Costs** – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

**Matching Funds** – The jurisdiction will obtain matching amounts required under 24 CFR 576.201.

**Confidentiality** – The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

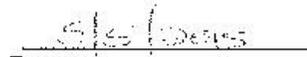
**Homeless Persons Involvement** – To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

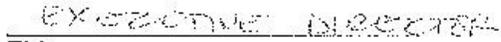
**Consolidated Plan** – All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction’s consolidated plan.

**Discharge Policy** – The jurisdiction will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from

publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

  
Signature/Authorized Official

  
Date

  
Title

**HOPWA Certifications**

The HOPWA grantee certifies that:

**Activities** -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

**Building** -- Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

n/a

\_\_\_\_\_  
Signature/Authorized Official                      Date

\_\_\_\_\_  
Title

**APPENDIX TO CERTIFICATIONS**

**INSTRUCTIONS CONCERNING LOBBYING:**

**A. Lobbying Certification**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1552, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## Appendix - Alternate/Local Data Sources

<b>1</b>	<b>Data Source Name</b> Public Housing by Program Type
	<b>List the name of the organization or individual who originated the data set.</b> Sonoma County Housing Authority
	<b>Provide a brief summary of the data set.</b> Updated totals for # of vouchers provided by the Sonoma County Housing Authority
	<b>What was the purpose for developing this data set?</b> To provide more recent information than what is provided by PIH
	<b>Provide the year (and optionally month, or month and day) for when the data was collected.</b> March 2015
	<b>Briefly describe the methodology for the data collection.</b> The data was collected using reports generated from the Sonoma County Housing Authority Database
	<b>Describe the total population from which the sample was taken.</b> The current portfolio of the Sonoma County Housing Authority
	<b>Describe the demographics of the respondents or characteristics of the unit of measure, and the number of respondents or units surveyed.</b> Sonoma County Housing Authority voucher holders. The data is not a sample. It is based on 100% of the population of voucher holders.
<b>2</b>	<b>Data Source Name</b> Vacant Units
	<b>List the name of the organization or individual who originated the data set.</b> U.S. Census Bureau & DTZ
	<b>Provide a brief summary of the data set.</b> American Community Survey & Bay Area Multi-family Snapshot
	<b>What was the purpose for developing this data set?</b> To provide a description of Sonoma County's vacancy rates and characteristics of vacant housing units.
	<b>Provide the year (and optionally month, or month and day) for when the data was collected.</b> U.S. Census Bureau - 2009-2013 American Community Survey, DTZ - Fourth Quarter 2014

	<p><b>Briefly describe the methodology for the data collection.</b></p> <p>American Community Survey: survey of a statistically significant portion of the Sonoma County Population</p> <p>Bay Area Multi-Family Snapshot: analysis of economic data</p>
	<p><b>Describe the total population from which the sample was taken.</b></p> <p>American Community Survey: the Urban County</p> <p>Bay Area Multi-Family Snapshot: Sonoma County as a whole</p>
	<p><b>Describe the demographics of the respondents or characteristics of the unit of measure, and the number of respondents or units surveyed.</b></p> <p>vacant housing units</p>
<b>3</b>	<p><b>Data Source Name</b></p> <p>2015 Homeless Count</p>
	<p><b>List the name of the organization or individual who originated the data set.</b></p> <p>Sonoma County Continuum of Care</p>
	<p><b>Provide a brief summary of the data set.</b></p> <p>Summary data for 2015 HUD HDX submission and rawv numbers of homeless persons observed by census tract</p>
	<p><b>What was the purpose for developing this data set?</b></p> <p>Required for 2015 HUD Data Exchange submission</p>
	<p><b>Provide the year (and optionally month, or month and day) for when the data was collected.</b></p> <p>January 23, 2015</p>
	<p><b>Briefly describe the methodology for the data collection.</b></p> <p>Unsheltered: Canvassing of 100% of public geography of Sonoma County, California. Teams of 1 volunteer and 1 homeless guide were organized using Sonoma County's 99 census tracts. Sheltered data generated by Sonoma County HMIS.</p>
	<p><b>Describe the total population from which the sample was taken.</b></p> <p>Data set represents 100% of persons observed in shelters, transitional housing, and locations not intended for human habitation.</p>
	<p><b>Describe the demographics of the respondents or characteristics of the unit of measure, and the number of respondents or units surveyed.</b></p> <p>100% of persons residing in emergency shelters or transitional housing as recorded in HMIS or comparable databases; 100% of persons observed in street canvassing of 100% of public space in 99 census tracts.</p>

4	<b>Data Source Name</b>	2013 Homeless Count & Survey
	<b>List the name of the organization or individual who originated the data set.</b>	Sonoma County Continuum of Care
	<b>Provide a brief summary of the data set.</b>	Comprehensive report of 2013 Homeless Count and Survey, published May 2, 2013
	<b>What was the purpose for developing this data set?</b>	Required for 2013 HUD Data Exchange submission, 2013 and 2014 Continuum of Care Collaborative applications, and other local planning.
	<b>Provide the year (and optionally month, or month and day) for when the data was collected.</b>	January 25, 2013
	<b>Briefly describe the methodology for the data collection.</b>	Unsheltered: Canvassing of 100% of public geography of Sonoma County, California. Teams of 1 volunteer and 1 homeless guide were organized using Sonoma County's 99 census tracts. Sheltered data generated by Sonoma County HMIS. Qualitative data: peer-conducted surveys of 513 homeless persons following the canvass date.
	<b>Describe the total population from which the sample was taken.</b>	Quota sample representing all geographic regions of Sonoma County and sheltered and unsheltered populations; a randomized protocol was utilized in each location.
	<b>Describe the demographics of the respondents or characteristics of the unit of measure, and the number of respondents or units surveyed.</b>	As a random sample using a quota to ensure all regions and homeless conditions were proportionately represented, the sample is representative of the entire homeless population of Sonoma County. 513 valid surveys were collected; responses were characterized as percentages of the surveyed universe.
5	<b>Data Source Name</b>	2014 Vulnerability Surveys
	<b>List the name of the organization or individual who originated the data set.</b>	Sonoma County Continuum of Care
	<b>Provide a brief summary of the data set.</b>	Unsheltered persons living in 5 regions of Sonoma County were interviewed using the VI-SPDAT screening tool over the course of 3 days.
	<b>What was the purpose for developing this data set?</b>	Implement 100,000 Homes strategy of identifying most vulnerable unsheltered persons so they could be prioritized for housing.

	<p><b>Provide the year (and optionally month, or month and day) for when the data was collected.</b></p> <p>April 7-13, 2014</p>
	<p><b>Briefly describe the methodology for the data collection.</b></p> <p>Teams of community volunteers and paid homeless guides conducted daily street outreach to locations identified in the 2013 Count as high-density locations for unsheltered persons, and/or known locations. An evidence-based screening tool was utilized to identify conditions associated with mortality on the street. All data was entered into the Sonoma County HMIS.</p>
	<p><b>Describe the total population from which the sample was taken.</b></p> <p>Unsheltered persons in all known locations that could be reached in a 3-day period. Approximately 80% of those contacted were willing to be interviewed. A control group of persons residing in an emergency shelter was also interviewed.</p>
	<p><b>Describe the demographics of the respondents or characteristics of the unit of measure, and the number of respondents or units surveyed.</b></p> <p>570 homeless persons were surveyed, 472 of them unsheltered and 98 sheltered: 349 in Santa Rosa (98 sheltered and 251 unsheltered); 78 in Petaluma; 79 in West County; 14 in Cotati/Rohnert Park; 25 in Healdsburg; and 25 in Cloverdale. The Sonoma Valley was not represented in this survey due to capacity constraints.</p>