

Third Program Year Action Plan

The CPMP Third Annual Action Plan includes the [SF 424](#) and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

Narrative Responses

-GENERAL

Executive Summary

The Executive Summary is required. Include the objectives and outcomes identified in the plan and an evaluation of past performance.

Program Year 3 Action Plan Executive Summary:

The FY 2007-2008 Action Plan: One-Year Use of Funds details the activities to be assisted by Sonoma County using Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) and Federal Emergency Shelter Grants (FESG) funds from the U.S. Department of Housing and Urban Development (HUD).

Priority Needs, Goals and Objectives

The overall goal of the CDBG, HOME and FESG Programs is to develop viable urban communities principally for low- and moderate-income persons by providing decent housing, providing a suitable living environment, and expanding economic opportunities. The County's 2005 Consolidated Plan establishes three goals, one each in the areas of homelessness, housing and non-housing community development, to guide the County in using HUD funding to address the primary federal goals and the priority needs identified in Sonoma County. The Consolidated Plan also establishes specific objectives to address the goals. At the time the goals were set for this Plan, the CPD Outcome Performance Measurement System was not in place. Therefore, an amendment is being requested in order to adequately report how well programs and activities are meeting the established needs and goals. The changes are reflected in the goals below.

During FY 2007-2008, the Community Development Commission will administer programs, either directly or through funding provided to other governmental or nonprofit agencies, that will benefit low- and moderate-income households and assist in the elimination of slums and blight by addressing the goals and objectives enumerated in the Consolidated Plan and summarized below.

Homelessness Goal:

To promote new and existing day centers, emergency shelters, transitional housing facilities and services that will coordinate and improve the continuum of care system for homeless residents of Sonoma County.

Note 1: Under each of the objectives listed below, the financial assistance may be provided to acquire, renovate, construct or reconstruct the facility in which services will be provided and/or to pay a portion of the delivery costs for the services to homeless persons.

Note 2: Permanent supportive housing represents one component of a fully developed continuum of care system for homeless persons, as well as a housing solution for non-homeless people with special needs. The County's specific objective for assisting permanent supportive housing development is discussed in the *Specific Housing Objectives* section of this Plan and is not repeated here.

Homeless Specific Objectives:

- S-1: Provide day center services to homeless persons, some with special needs.
- S-2: Provide emergency shelter beds for homeless persons, some with special needs.
- S-3: Provide transitional housing with supportive services to persons leaving homeless shelters or to persons who are living "on the streets", some with special needs.
- S-4: Provide mental health, other health and social services, counseling, employment training, education, childcare, parenting education, substance abuse treatment, domestic violence intervention, self-sufficiency skills, and transportation assistance, 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.
- S-5: Provide homeless prevention services to households who are at risk of becoming homeless, some with special needs.

Housing Goal:

To increase the housing stock that is affordable, accessible and available to extremely low-, low- and moderate-income residents of Sonoma County, including special needs subpopulations.

Housing Specific Objectives:

- H-1: Develop new rental and ownership housing units that are affordable and available to extremely low-, low- and moderate-income households, some with special needs.
- H-2: Develop new housing units with appropriate supportive services that are affordable, accessible and available to extremely low-, low- and moderate-income special needs households.
- H-3: Provide tenant-based rental subsidies to make market rate housing units affordable to extremely low-income households, some with special needs.
- H-4: Provide comprehensive rehabilitation and targeted hazard mitigation assistance to make needed repairs and improvements to conventional single- and multi-family housing and mobile homes owned and/or occupied by extremely low-, low- and moderate-income households, some with special needs.
- H-5: Provide loans to eligible entities to acquire and/or rehabilitate existing multi-family housing that is affordable, accessible and available to extremely low-, low- and moderate-income households that is at risk of becoming market rate housing. The occupants of some of these assisted housing units will include special needs households.
- H-6: Provide direct fair housing education and mediation services to low- and moderate-income renter households, some with special needs.

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.

Non-Housing Community Development Specific Objectives:

- C-1: 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).

- C-2: Construct, renovate or install access modifications 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-3: Facilitate economic integration and self-sufficiency for lower income persons through self-sufficiency programs and through job training and economic development activities to increase job opportunities.

Other Actions to be Taken During FY 2007-2008

As described further in the 2005 Consolidated Plan’s Five-Year Strategic Plan, during FY 2007-2008 the Community Development Commission will also continue working to:

- 1) reduce lead-based paint hazards through its housing rehabilitation programs and take the actions necessary to comply with HUD’s regulation, “Requirements for Notification, Evaluation and Reduction of Lead-Based Paint Hazards in Federally Owned Residential Property and Housing Receiving Federal Assistance”;
- 2) strengthen the institutional structure that comprises the delivery system for activities to be carried out under the Consolidated Plan;
- 3) enhance the coordination between assisted housing providers and health, mental health and service agencies with the intention of fostering development of more supportive housing options for special needs populations throughout the County; and
- 4) reduce the number of poverty-level families by targeting CDBG, HOME, FESG 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.

Community Development Block Grant Program (CDBG)

In FY 2007-2008, Sonoma County will receive \$2,048,284 in CDBG funds. CDBG funds will be used for housing, public services, public improvements and public facilities. Federal regulations impose a 15% maximum cap on funding to be expended for public service activities. Administrative costs are limited to 20% of the total CDBG funding and program income received. This year’s plan proposes to use 100% of FY 2007-2008 CDBG funds for activities that benefit low- and moderate-income persons or the elimination of slums and blight.

The projected uses of funds for CDBG are as follows:

Catholic Charities- Family Support Center	Public Service	Countywide	\$ 86,692
Catholic Charities- Homeless Service Center	Public Service	Countywide	\$ 25,000
Cloverdale Comm. Outreach - Wallace House	Public Service	Countywide	\$ 10,000
CAPSC- Fair Housing	Public Service	Countywide	\$ 52,500
CAPSC- HCA Emergency Rental Assistance	Public Service	Countywide	\$ 36,000
CAPSC- Sloan House Women’s Shelter	Public Service	Countywide	\$ 10,000
COTS – Svcs. For Homeless Children/Parents	Public Service	Countywide	\$ 24,550
SAY – Coffee House	Public Service	Countywide	\$ 10,000
SCAYD- RP/Cotati Homeless Prevention	Public Service	RP/Cotati	\$ 10,000
Sonoma County Housing Auth.-Project HERO	Public Service	Countywide	\$ 10,000
The Living Room, Inc.	Public Service	Countywide	\$ 10,000
YWCA - Adobe Project	Public Service	Countywide	\$ 10,000
YWCA – Safe House	Public Service	Countywide	\$ 12,500
Valley of the Moon Teen Center Construction	Public Facility	Unincorp Area	\$ 80,000
Fulton Area Sidewalks ADA Improvements	Public Improve.	Unincorp. Area	\$ 50,000
Penngrove Sidewalks ADA Improvements	Public Improve.	Unincorp. Area	\$ 50,000
Graton Sidewalks ADA Improvements	Public Improve.	Unincorp. Area	\$ 37,243
Santa Rosa Vets Sidewalk ADA Improvements	Public Improve.	Santa Rosa	\$ 50,000
Moorland Ave. Reconstruction and Sidewalks	Public Improve.	Unincorp Area	\$120,000
2007 Sidewalk Access ADA Improvement Project	Public Improve.	Cloverdale	\$ 50,000
Curb, Gutter, Sidewalk Access Ramp Program	Public Improve.	Cotati	\$ 50,000
ADA Improvements to Depot Park	Public Improve.	Sonoma	\$ 50,000

Civic Center ADA Improvement Project	Public Improve.	Windsor	\$ 50,000
East Street Transitional Housing Expansion	Housing Related	Healdsburg	\$ 74,728
CRI-Housing Access Modification Program	Housing Related	Countywide	\$ 90,000
Sea Ranch 31 Roof, Window, Water Htr. Repair	Housing Related	Unincorp Area	\$100,000
Housing Rehabilitation Program	Housing Related	Rohnert Park	\$ 50,000
Petaluma Avenue Homes	Housing Related	Sebastopol	\$300,000
So. Co. CDC Housing Rehab. Program	Housing Related	Countywide	\$129,415
Administration			<u>\$409,656</u>
TOTAL OF CDBG PROJECTS			<u>\$2,048,284</u>

Home Investment Partnerships Program (HOME)

In FY 2007-2008, Sonoma County will receive \$1,153,914 in HOME Program funds. Federal regulations require a minimum of 15% of each year's HOME allocation to be set-aside for Community Housing Development Organizations (CHDO's). The set-aside amount for FY 07-08 is \$173,088. No proposals for this category were submitted during this funding year, therefore funds will be combined with the FY 08-09 CHDO Set-Aside. In addition, funding in an aggregate amount not to exceed \$50,000 for operational support for approved Community Housing Development Organizations (CHDO's) has been approved as an eligible activity. Administrative costs are limited to 10% of the annual HOME allocation and program income received. HUD has notified Sonoma County that it will also receive \$21,469 of HOME American Dream Downpayment Initiative (HOME ADDI) funding.

Leverage and Matching of Funds

The HOME regulations require a 25% match for all HOME funds used. The Commission estimates that the leveraged funds will generate match sufficient to cover the match obligation for the HOME loans to the rental housing projects. Any residual match will be credited against the Tenant Based Rental Assistance (TBA) program match obligation. Any balance of the TBA 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.

The projected uses of funds for HOME are as follows:

AHA – Petaluma Avenue Homes	Housing Develop.	Sebastopol	\$ 50,000
BHDC - Windsor Redwoods	Housing Develop.	Windsor	\$ 146,174
CHDCSR-Operating Funds	CHDO Operational	Countywide	\$ 50,000
Eden Housing, Inc.	Healdsburg Family Hsg.	Healdsburg	\$ 100,000
Sonoma County Housing Authority	Rental Assistance	Countywide	\$ 519,261
Administration			\$ 115,391
FY 07-08 CHDO Funds Not Yet Committed			<u>\$ 173,088</u>
TOTAL OF HOME PROJECTS			<u>\$1,153,914</u>

The projected use of funds for HOME ADDI is as follows:

HUD has notified Sonoma County that it will receive \$21,469 in FY 07-08 HOME ADDI funds. These funds may only be used to assist low-income persons become first-time homebuyers. ADDI funds can be used for down payment assistance towards the purchase of single-family housing by low-income first-time homebuyers, and for rehabilitation that is completed in conjunction with a home purchase assisted with ADDI funds.

Federal Emergency Shelter Grants Program (FESG)

Sonoma County will receive \$88,894 in FY 2007-2008 FESG funds. Federal regulations impose a maximum available for both essential service and homeless prevention activities at 30% of the current allocation (\$26,668 each). The remainder of the allocation (\$35,558) must be used to

fund homeless programs that deal directly with provision of emergency shelter. Local FESG Policies allow funding of four proposals with the County's allocation. This year, three proposals are recommended for funding, a number appropriate to the 5% staff administration allowance of \$4,444.

Matching Funds

The FESG regulations require grantees to provide a 100% match for all FESG funds used. The projects listed below will provide sufficient match through funds from other sources such as United Way, local redevelopment agencies, Sonoma County Human Services Commission, CDBG, other State and local programs, and private donations.

The projected uses of funds for FESG are as follows:

COTS-Svs. for Homeless Children/Parents	Shelter/Services	Countywide	\$ 29,950
COTS-Mary Isaak Center	Shelter/Services	Countywide	\$ 54,500
Administration			<u>\$ 4,444</u>
TOTAL OF FESG PROJECTS			<u>\$ 88,894</u>

Contingency Projects

In addition to the projects listed above, the FY 2007-2008 One-Year Action Plan includes a listing of CDBG and HOME contingency projects that will be funded if sufficient program income and/or reprogrammed funds become available during FY 2007-2008.

Projected Use of Future CDBG Program Income and Reprogrammed Funds:

Twenty percent of CDBG program income will be used for the Community Development Commission's administration of the CDBG program. All program income derived from homebuyer activities will be used to assist new eligible homebuyers to purchase previously assisted homes in either the incorporated or unincorporated areas of the County. Contingency projects in the Countywide and Unincorporated Area will share equally in any program income and/or reprogrammed funds up to the amounts listed below. CDBG program income and/or reprogrammed funds derived from activities under the City/Town and Unincorporated Area Public Facility/Improvements categories will be used to fund contingency projects within those categories in the priority order and up to the amounts listed below. Contingency projects in the CDBG Housing Rehabilitation category will be funded in the order of need.

A. CDBG County-Owned Public Facility/Improvements Projects

Sport Fishing Center ADA Improvements	Public Improv.	Unincorp. Area	\$ 65,000
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B. CDBG Countywide and Unincorporated Area Projects:

BHDC-Sea Ranch 31 Roof	Housing Related	Unincorp. Area	\$ 45,900
Housing Rehabilitation Program	Housing Related	Countywide	\$1,842,285

C. CDBG Housing Rehabilitation Projects:

Housing Rehabilitation Program	Housing Related	Cloverdale	\$ 100,000
Housing Rehabilitation Program	Housing Related	Cotati	\$ 150,000
Housing Rehabilitation Program	Housing Related	Healdsburg	\$ 60,000
Housing Rehabilitation Program	Housing Related	Sebastopol	\$ 100,000
Housing Rehabilitation Program	Housing Related	Sonoma	\$ 100,000
Housing Rehabilitation Program	Housing Related	Windsor	\$ 300,000
Housing Rehabilitation Program	Housing Related	Countywide	See ChartB

D. CDBG City/Town Projects:

Community Center ADA Improvements	Public Facility	Rohnert Park	<u>\$ 174,479</u>
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TOTAL CDBG Contingency Projects			<u>\$2,937,664</u>
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Projected Use of Future HOME Program Income and Reprogrammed Funds:

Ten percent of HOME program income will be used for the Community Development Commission’s administration of the HOME program. All other HOME program income and/or reprogrammed funds will be used to equally fund the contingency projects up to the amounts listed below.

AHA – Petaluma Avenue Homes	Housing Develop.	Sebastopol	\$ 110,000
Eden Housing, Inc.	Healdsburg Family Hsg.	Healdsburg	\$ <u>199,000</u>
TOTAL OF HOME CONTINGENCY PROJECTS			\$ <u>309,000</u>

Evaluation of past performance

Each year HUD assesses the County of Sonoma’s management of CDBG, HOME and ESG program funds; the County’s compliance with the county’s Consolidated Plan and the extent to which the County is preserving and developing decent affordable housing, creating a suitable living environment and expanding economic opportunities. Overall, the County has performed satisfactorily in addressing its priority needs and carrying out the programs described in the Consolidated Plan. HUD’s Annual Community Performance Assessment letters have recognized and appreciated the diligence, expertise, and professionalism demonstrated by the County staff.

General Questions

1. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.
2. Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.
3. Describe actions that will take place during the next year to address obstacles to meeting underserved needs.
4. Identify the federal, state, and local resources expected to be made available to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan.

Program Year 3 Action Plan General Questions response:

Question I: Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.

This FY 2007-2008 Action Plan, Year 3, encompasses activities undertaken by the County of Sonoma, as well as the seven municipalities comprising the Urban County; Cloverdale, Cotati, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and Windsor. Three housing development proposals were recommended for funding, one in Sebastopol, one in Windsor and one in Healdsburg. The balance of the funding was recommended for public improvements in both the unincorporated and incorporated areas of Sonoma County, services for homeless individuals and families, tenant-based rental assistance and housing rehabilitation activities that serve low- and moderate-income individuals and families countywide. Maps representing the location of projects recommended for funding under this FY 2007-2008 Action Plan are included in the Year 3 Additional Files section of this Action Plan.

Question 2: Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.

The Urban County jurisdictions do not pre-determine the use of CDBG, HOME and FESG funding in Sonoma County. The Sonoma County Community Development Commission issues an annual Request for Proposals (RFP). All eligible proposals submitted are considered for funding within the context of the broad goals and objectives established in the Strategic Plan. Because the Commission regularly receives requests for funding that far exceed the level of CDBG, HOME and FESG dollars available, the RFP process is highly competitive. Funding recommendations made under this FY 2007-2008 Action Plan were made in response to that RFP process that is largely driven by the capacity of service providers and developers that make up the delivery system in Sonoma County. Consideration was given to the overall readiness of the project, efficiency of the program and the degree to which the project or program addressed the priorities and objectives defined in the Strategic Plan.

Question 3: Describe actions that will take place during the next year to address obstacles to meeting underserved needs.

All of the projects recommended for funding under this FY 2007-2008 Action Plan address one or more of the obstacles to meeting underserved needs delineated in the Strategic Plan. 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 upon innovative approaches to overcoming regulatory barriers and provide or preserve both rental and homeownership housing opportunities for low- and moderate-income persons. Tenant-based rental assistance, emergency rental assistance, family self-sufficiency and fair housing activities enable low- and moderate-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 and supportive services recommended for funding assist those in need to move through the continuum of care towards the ultimate goal of attaining stable, permanent housing.

Question 4: Identify the federal, state, and local resources expected to be made available to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan.

A variety of financial resources are available to address the priority housing needs and specific housing objectives identified in the Strategic Plan. The following is a brief summary of some of the resources that can be utilized either directly through the Commission or through other public or private entities.

Federal Resources

HUD Section 8 Rental Subsidies

The Commission's Housing Authority operates this program, which will provide approximately \$23 million in rental subsidies to more than 2,700 extremely low- and low-income families during FY 2007-2008.

HOME Program

Sonoma County is a HOME participating jurisdiction and will receive approximately \$1.15 million of HOME funding in FY 2007-2008. Sonoma County's HOME Program targets HOME funds for rehabilitation, acquisition and development of affordable rental housing and the provision of tenant-based rental assistance to specified special needs households.

HOME American Dream Downpayment Initiative (ADDI)

In FY 2007-08, Sonoma County will receive \$21,469 in ADDI funds, building a four-year allocation of ADDI funds equal to approximately \$225,563 funding for the implementation of a first-time homebuyer program. As described on pages 28 and 29 of this Action Plan, the County will lend the funds to eligible low-and moderate-income first-time homebuyers to make downpayments and pay closing costs. Given the modest amount of ADDI funding available to the County and the program's even more limited administrative funding, the County will integrate the ADDI program with existing first-time homebuyer programs.

Community Development Block Grant Program (CDBG)

During FY 2007-2008, Sonoma County will receive approximately \$2 million of CDBG entitlement funds, a portion of which will finance housing and housing related activities.

Federal Emergency Shelter Grants Program (FESG)

During FY 2007-2008, the County will receive nearly \$89,000 of FESG funds that will finance administrative and operating costs of emergency homeless shelters and homeless prevention programs.

McKinney Homeless Assistance

During FY 2007-2008, the County expects to receive approximately \$1.8 million of funding available from several McKinney Homeless Assistance programs, including the Supportive Housing and Shelter Plus Care programs. The funds are available only in jurisdictions with approved Continuum of Care Plans addressing the housing and service needs of homeless persons.

Low Income Housing Tax Credits

Sonoma County provides CDBG, HOME and other financial assistance to rental housing developments that receive allocations of federal Low Income Housing Tax Credits. Proceeds from the sale of the tax credits provide a significant percentage of the permanent financing for rental housing projects. Tax credits are expected to finance \$9.7 million of the permanent financing for the Windsor Redwoods project, a \$21.4 million dollar 65-unit multifamily rental housing development for low- and very-low income households. Petaluma Avenue Homes, a \$16.3 million project is expected to receive financing at \$10.1 million for permanent financing of 45 low- and very-low multifamily rental housing units. Eden Housing is building 64 units at a cost of \$20.9 million and is expected to receive \$14.4 million in permanent financing for their low- and very-low affordable rental housing.

HUD Section 811/202

If HUD allocates Section 811 or 202 funds to projects in the Urban County during FY 2007-2008 that will develop affordable rental housing for persons with disabilities and/or seniors, the County will work with the developers to identify local financing for the developments.

HOPWA

During FY 2007-2008, the Sonoma County Health Services Department will receive approximately \$330,000 of Housing Opportunities for Persons with AIDS (HOPWA) from the State of California to provide a variety of housing assistance to an estimated 150 low-income persons with HIV/AIDS and their families. The Health Services Department will allocate the HOPWA funds to two County nonprofits, Face to Face and Food for Thought, to provide emergency rental assistance, utility payments and rent deposits. In FY 2007-2008 only, an additional \$219,000 has been allocated for long-term housing activities.

Federal Emergency Management Agency (FEMA)

Since program inception after the Presidentially-declared disastrous flood events of 1995 and 1997, the County has expended nearly \$9.8 million of FEMA Hazard Mitigation Grant Program (HMGP) along with nearly \$2.5 million in owner contributions to elevate 205 homes in the flood-prone lower Russian River area. During FY 2007-2008, the County expects to elevate up to

twenty at-risk properties in the area utilizing HMGP funds stemming from the flood event of 1997. The County has also submitted an application for \$3 million of FEMA HMGP funding stemming from the 2006 flood event and \$600,000 of FEMA Flood Mitigation Assistance (FMA) funds to continue housing elevation activities in areas of the County prone to flood-related damages. The Commission administers the elevation program, prioritizing assistance to properties owned and/or occupied by low-income households.

Rural Development (U.S. Dept. of Agriculture)

If Rural Development allocates funds to finance rental and/or ownership housing in the Urban County during FY 2007-2008, the County will cooperate with the applicants for the funds to identify local funding for their developments. Many areas in Sonoma County qualify for Rural Development programs that provide financial assistance for development of rental and ownership housing affordable to farmworkers and other low-income households.

Federal Home Loan Bank of San Francisco Affordable Housing Program

If the Federal Home Loan Bank of San Francisco's Affordable Housing Program (AHP) awards forgivable loans to developers of affordable rental and ownership housing in the Urban County during FY 2007-2008, the County will work with the developers to identify local financing for the projects.

State Resources

Farm Worker Housing Grant and Loan Programs

The State farm worker programs are usually used in conjunction with federal Rural Development programs. BHDC received commitments of FWHG funds for the Windsor Redwoods project, which is expected to begin construction by October 2007.

Tax-Exempt Bond Financing

State and local agencies issue tax-exempt bonds to finance construction loans and permanent financing for affordable rental housing projects, especially those that qualify for 4% federal low-income housing tax credits. Tax exempt bonds are financing the construction and permanent financing at the Petaluma Avenue Homes project.

California Housing Finance Agency

The California Housing Finance Agency (CalHFA) will provide the 18 buyers at the Wildflower subdivision below-market rate first mortgages and subordinate financing. CalHFA also is the primary lender for the County's affordable resale program. For rental housing, CalHFA often issues tax-exempt bonds to provide the first mortgage financing for 4% tax credit assisted developments.

Housing Enabled by Local Partnerships (HELP) Program

CalHFA administers the HELP loan program that awards 10-year low-interest rate loans to local jurisdictions to finance development of affordable housing. The County Fund for Housing received a \$750,000 HELP loan that was, in turn, loaned to BHDC to finance a portion of the construction of Springs Village. That loan was repaid when the Springs Village permanent loan close, enabling the funds to be available to assist with another project.

Predevelopment Loan Program

If State Department of Housing and Community Development (HCD) awards low interest, short-term loans for site acquisition and predevelopment to projects in the Urban County, the County will assist the developers to identify local funding.

Multifamily Housing Program

If State HCD awards Multifamily Housing Program loans to assist rental housing developments affordable to extremely low- and low-income households in the Urban County, the County will assist the developers to identify local funding.

Building Equity and Growth In Neighborhoods Program (BEGIN)

State HCD awarded the Commission \$900,000 in BEGIN funds to assist 30 first-time homebuyers at the 30-unit Meadowlark self-help project in Forestville. When those loans are repaid, the Commission will make those funds available for new buyers through its First-time Homebuyer Resale Program.

Local Housing Trust Fund Program (LHTF)

In 2004, State HCD awarded a \$1 million LHTF grant to the County Fund for Housing (CFH) for loans to affordable rental housing developers. Each loan will combine local and LHTF funds.

Emergency Housing Assistance Program (EHAP)

The State provides EHAP funds for capital costs to create or improve emergency homeless shelters and to pay operating costs for homeless shelters.

Local Resources

Cities

Many of the local jurisdictions provide funding to nonprofit agencies to operate programs and build facilities that assist their low-income and homeless residents. The City of Rohnert Park is assisting the Vida Nueva rental housing development in that city; the Town of Windsor has committed funding to BHDC's Windsor Redwoods rental project; and the City of Sebastopol has committed funding to BHDC's Sequoia Village ownership project, and AHA's Petaluma Avenue Homes rental development.

County Departments

The County's Board of Supervisors allocates general funds to the Community Development Commission and the Permit and Resource Management Department to underwrite the affordable housing programs and activities of those County agencies. The Board allocates approximately \$550,000 annually to the Community Development Commission. Several County departments, including the Health and Human Services departments, offer grants to nonprofit agencies and local jurisdictions to operate supportive services programs that provide assistance to low-income and homeless residents of the County.

County Fund for Housing

The County Fund for Housing (CFH) is a \$2.85 million pool of County and State funds currently available for loans to developers of affordable rental and ownership housing in the unincorporated areas of the County. A \$750,000 CFH loan helped to finance construction of the completed 80-unit Springs Village development. There are at least two other projects in the application stages for CFH assistance. The Patwin Family Apartments and the Oak Ridge Senior Apartments, both in Sonoma Valley will be eligible for funding. The Community Development Commission administers the CFH as an over-the-counter program.

Redevelopment Housing Set Asides

The County's three Redevelopment Projects, as well as the seven redevelopment project areas in the Urban County's participating cities, must set aside at least 20% of their tax increment revenues for affordable housing. County Redevelopment funds have been earmarked to assist with the development or preservation of 46 affordable units within the last six months. An additional fifty-five affordable units are anticipated to be recommended for funding within the next three months. Currently, County Redevelopment funds are being used for comprehensive housing rehabilitation loan programs in each County Project Area.

Article 34 Authority

Article 34 in the Constitution of the State of California requires a vote of the people when a public body will develop, construct or acquire rental housing affordable to low income households. In November 2004, the voters residing in the unincorporated areas of the County approved a ballot measure that establishes an annual allocation of Article 34 authority for development of rental

housing affordable to low income households. The annual allocation equals one half of one percent (0.5%) of the housing units available in the unincorporated County that year.

Private Resources

Local Lenders

Local lenders such as Luther Burbank Savings, National Bank of the Redwoods, Exchange Bank, and Washington Mutual have provided and continue to provide predevelopment, construction and permanent financing for affordable housing developments.

Rural Community Assistance Corporation (RCAC)

RCAC provides short-term and long-term loans to developers of affordable housing. BHDC has made extensive use of RCAC financing over the years.

Northern California Community Loan Fund (NCCLF)

NCCLF makes short-term loans to developers of affordable housing, including single family, multifamily and special needs. The loans can finance site acquisition, predevelopment, site development, unit construction, acquisition and rehabilitation of existing units, and the refinancing of existing debt.

HCA Homeless Prevention Fund

The HCA fund was established by a private individual and is administered by Community Action Partnership of Sonoma County. This fund provides short-term financial assistance to low-income persons throughout the County to avoid loss of their housing.

Homeless Prevention Program (SCAYD)

The Homeless Prevention Program, now administered by SCAYD, offers financial assistance in the form of loans to residents of the Rohnert Park and Cotati.

Community Foundation Sonoma County

This foundation provides grants to nonprofit agencies to operate programs that provide services to the County's low-income and homeless residents, with an emphasis on services to teen mothers and other families with children.

United Way

The United Way of Sonoma, Lake and Mendocino Counties provides grants to nonprofit agencies to operate programs that provide services to low-income and homeless persons.

Organizational Resources

Organizational resources are as important as financial resources in ensuring that housing and homeless assistance projects and activities will be carried out successfully. Primary resources in this category include governmental agencies, community-based nonprofits, faith-based organizations, and members of the private sector.

Technical Advisory Committee

The County of Sonoma and the seven participating cities of the Urban County have cooperated successfully in the use of CDBG, HOME and FESG funds since 1982. A Joint Powers Agreement for Community Development has been executed by the County and the incorporated municipalities and defines the roles of the various entities. Members of the Technical Advisory Committee are appointed by either the City and Town Managers or the City and Town Councils of the seven participating municipalities. This Committee will continue to review and make recommendations to the Board of Supervisors on issues and policies relating to the distribution of CDBG funds within their jurisdictions.

Community Development Committee

The Community Development Committee will continue to recommend policies and programs, review and prioritize HOME, FESG and CDBG proposals for funding and review program performance.

Community Development Commission

The Community Development Commission will continue to operate countywide housing projects, redevelopment programs and administer the federal housing and homeless programs made available to the County of Sonoma.

The Board of Supervisors will take actions addressing needs in the unincorporated areas. The Board also is the decision making authority for policies, programs and allocation of the Urban County's CDBG, HOME, and FESG funds for housing and community development projects.

County and City Departments

Commission staff will continue to work closely with other County development services departments (such as Public Works, Permit & Resource Management, General Services, Emergency Services, Water Agency, and Regional Parks), as well as with building and planning departments within the cities to ensure that CDBG-, HOME- and FESG-funded projects are implemented and completed on schedule and in compliance with the applicable federal regulations. Coordinating resources is crucial to the success of all programs.

Continuum of Care Planning Group

The Continuum of Care Planning Group, comprised of a broad range of public, private nonprofit and for-profit entities, as well as private citizens, will continue to meet to discuss, develop and implement the Sonoma County Continuum of Care Plan. As discussed in the *Homeless* sections of the 2005 Consolidated Plan, the Continuum of Care addresses the full spectrum of shelter, housing and service needs for all homeless subpopulations in Sonoma County.

Nonprofit Organizations

Nonprofit developers and agencies such as BHDC and Community Housing Development Corporation of Santa Rosa (CHDCSR) will continue to play a key role in the development of affordable housing. BHDC has the capacity to purchase land, obtain financing, develop and manage a variety of housing types. CHDCSR is especially well suited to the development of housing with supportive services for people with disabilities or who have experienced homelessness. Each of these development organizations has special areas of expertise.

Sonoma County is home to a host of community-based nonprofit organizations that use CDBG, HOME and FESG funding, as well as funding from many other sources, to provide emergency, transitional and permanent supportive housing and supportive services for the County's homeless subpopulations. Brief descriptions of most of these organizations are found in the *General – Managing the Process* section of the Consolidated Plan.

Sonoma County Task Force on the Homeless

The Task Force on the Homeless is a central clearing house for information about local shelters, for periodic needs assessment and to disseminate information on funding. The Task Force convenes meetings of housing and service providers to facilitate information sharing and coordination of services and provides financial assistance to providers. In early 2007, the Task Force planned and implemented the most recent homeless enumeration for the County.

Faith-Based Organizations

Many of the faith-based organizations located throughout Sonoma County provide varying levels and types of services and financial assistance to low-income and homeless persons. In addition, many of these organizations take an active role in recruiting their members to volunteer at the local shelters and other facilities serving the homeless.

The Private Sector

For-profit developers have successfully built affordable housing in Sonoma County. Private sector developers use the County's density bonus programs to create rental and ownership housing affordable to the County's low/moderate-income families. Their efforts will be supported and encouraged whenever possible.

Managing the Process

1. Identify the lead agency, entity, and agencies responsible for administering programs covered by the consolidated plan.
2. Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.
3. Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.

Program Year 3 Action Plan Managing the Process response:

Question 1: Identify the lead agency, entity, and agencies responsible for administering programs covered by the consolidated plan.

Pursuant to a Joint Powers Agreement, Sonoma County is the lead agency for the Urban County, comprised of the County and the seven municipalities of Cloverdale, Cotati, Healdsburg, Rohnert Park, Sebastopol, Sonoma and Windsor. The Urban County is the entity recognized by HUD as eligible for formula grant funding under the CDBG, HOME and FESG programs. The County has the authority to select and carry out activities that are funded by the programs covered under the Plan and to submit the Consolidated Plan, including annual Action Plans, substantial amendments and annual performance reports, to HUD. Sonoma County is governed by an elected Board of Supervisors, composed of one representative from each of the County's five Supervisorial districts.

The Board of Supervisors has designated the Sonoma County Community Development Commission (SCCDC) as the agency responsible for overseeing the development of the Consolidated Plan and for administering the programs covered by the Plan, and acts as the five-member governing body of the Commission. The Board of Supervisors has established a Community Development Committee comprised of eight appointed members as the Commission's advisory body to recommend policies and programs, review and prioritize HOME, FESG and CDBG proposals for funding and review program performance. The appointees of the City and Town Managers or City and Town councils of the seven participating municipalities form a second advisory body, the Technical Advisory Committee that reviews and makes recommendations to the Board of Supervisors on issues relating to the distribution of funds within the seven incorporated jurisdictions.

The Community Development Commission staff works with a wide variety of public and private entities to administer programs covered by the 2005 Consolidated Plan, listed in Question 3 of this section, below.

Question 2: Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.

The 2005 Consolidated Plan was developed in consultation with a wide range of public and private entities, including governmental and nonprofit organizations knowledgeable about the needs of the low/moderate-income residents of Sonoma County, and private citizens interested

in, or affected by, the housing and community development activities discussed in the Plan. Relevant input was gathered from four different aspects, as described below.

The SCCDC annually conducts technical assistance sessions for entities that are interested in using CDBG, HOME and/or FESG funds. As part of the formulation of the 2005 Consolidated Plan, a portion of each session held in December 2004 was dedicated to the discussion of the consolidated planning process and the strengths and weaknesses of the delivery system as it currently exists in Sonoma County. The specific emphasis in these sessions was to ascertain the capacity of the stakeholders and the delineation of their planned activities over the next five years.

The SCCDC also conducted a public Needs Assessment Forum on December 16, 2004, to gather input from housing, facility and service providers, relevant agencies and members of the public. The forum was conducted by defining the role of the Consolidated Plan in determining the Urban County's expenditure of CDBG, HOME and FESG funding, and explaining the relationship of the Plan to the Sonoma County Continuum of Care Plan and the Sonoma County Housing Authority Agency Plan. Once the parameters and limitations of the Consolidated Plan were established, the assessment of priority needs was solicited through an open dialogue, resulting in richly variant input from both geographically and philosophically diverse sources.

The third aspect utilized to develop the 2005 Consolidated Plan was the SCCDC's direct consultation and on-going fact gathering with housing, social service, homeless provider, community development and other stakeholder agencies.

Lastly, SCCDC staff analyzed historic accomplishments and projections of future resources to help shape the diverse input described above into a concise, useful, action-oriented Strategic Plan.

Question 3: Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.

In the next year, the SCCDC will continue the on-going interaction with many public and private entities to further the objectives of the 2005 Consolidated Plan. Several of the public agencies listed below also receive funding from the SCCDC to directly implement programs described in the FY 2007-2008 Action Plan Funding Priorities chart included in *Year 3 Additional Files* section of this Action Plan.

- Sonoma County Health and Human Services Coordinating Committee
- Sonoma County Department of Human Services
- Sonoma County Department of Health Services - Mental Health Division
- Sonoma County Department of Health Services – Public Health Division
- Sonoma County Department of Health Services – Environmental Health Division
- Sonoma County Regional Parks
- Sonoma County Department of Transportation and Public Works (DTPW)
- Sonoma County Permit & Resource Management Department (PRMD)
- Sonoma County Redevelopment Agency
- Sonoma County Housing Authority
- Urban County Cities/Town
- Cities of Petaluma and Santa Rosa
- Continuum of Care Planning Group

The following nonprofit agencies interact regularly with SCCDC staff to share information about their clients' needs. Representatives of many of these agencies also attend Continuum of Care Planning Group meetings and provided input for the 2005 Consolidated Plan. Several of the nonprofit agencies listed below also receive funding from the SCCDC to directly implement programs described in the FY 2007-2008 Action Plan Funding Priorities chart included in *Year 3 Additional Files* section of this Action Plan.

Becoming Independent
Boys & Girls Club of Rohnert Park
Buckelew Programs
Burbank Housing Development Corp
Catholic Charities
Community Resources for Independence
Cloverdale Community Outreach
Committee/The Wallace House
Committee on the Shelterless (COTS)
Community Action Partnership of Sonoma
County (CAPSC)
Community Housing Development
Corporation of Santa Rosa (CHDCSR)
Community Support Network
Face to Face

Housing Advocacy Group
InterFaith Shelter Network
Living Room
Oaks of Hebron
Redwood Gospel Mission
Salvation Army
Social Advocates for Youth
Sonoma County Adult and Youth
Development (SCAYD)
Sonoma County Task Force on the
Homeless
The Living Room
Vietnam Veterans of California
Women's Recovery Services
YWCA of Sonoma County

Citizen Participation

1. Provide a summary of the citizen participation process.
2. Provide a summary of citizen comments or views on the plan.
3. Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.
4. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

Program Year 3 Action Plan Citizen Participation response:

Question 1: Provide a summary of the citizen participation process.

As indicated in the *Managing the Process* section of this Action Plan and more thoroughly in the *Citizen Participation* section of the 2005 Consolidated Plan, the SCCDC engages in a continuous consultation process related to planning and implementing housing and community development activities in Sonoma County.

The following timetable details the formal steps involved in the development of this Action Plan.

August 21, 2006 9:00 a.m.	Technical Advisory Committee (TAC) reviewed possible revisions to CDBG and HOME Policies.
September 12, 2006 3:30 p.m.	Community Development Committee (CDC) reviewed possible revisions to CDBG, HOME and FESG Policies.
October 10, 2006 3:30 p.m.	TAC/CDC Concurrent Public Hearings to identify housing and community development needs, review past program performance, and review CDBG, HOME and FESG Policies.
November 7, 2006 8:30 a.m.	Board of Supervisors adopted CDBG, HOME and FESG Policies, effective 7/1/07.
November 10, 2006	Notice of CDBG, HOME and FESG funding availability issued inviting submission of proposals for inclusion in FY 2007-2008 Action Plan. RFP issued for CDBG Housing Set-Aside proposals for projects located within the incorporated boundaries of the cities of Cloverdale, Cotati, Healdsburg, Rohnert Park, Sebastopol, Sonoma and Town of Windsor.
December 6, 2006	Technical Assistance Session for agencies/ organizations interested in submitting proposals for inclusion in the FY 2007-08 Action Plan and assessment of delivery system capacity.
December through February	City/Town council meetings held for approval resolutions for non-profit agencies presenting projects in incorporated jurisdictions and for city/town projects requiring priority resolutions.
January 5, 2007 Up to 5:00 p.m.	All proposals (except CDBG proposals initiated by the incorporated jurisdictions) due at SCCDC office.
February 9, 2007 Up to 5:00 p.m.	CDBG proposals for projects in the incorporated jurisdictions due at SCCDC office.
March 13, 2007 8:30 a.m.	Community Development Committee Public Hearing on Countywide and unincorporated Area proposals, including all public service projects, for CDBG funding and all HOME and FESG proposals, resulting in Committee funding recommendations for proposals to be included in FY 2007-08 Action Plan.
March 19, 2007 9:00 a.m.	TAC Public Hearing on City/Town proposals for CDBG funding, including Housing Set-Aside proposals, resulting in TAC funding recommendations to be included in the FY 2007-08 Action Plan.
March 30, 2007	Publication and dissemination of summary of proposed 2005 Consolidated Plan and FY 2007-2008 Action Plan. Commence 30-day comment period.
April 30, 2007 5:00 p.m.	End of 30-day public comment period. Written comments due at Commission office.
May 1, 2007	Board of Supervisors public meeting to discuss and adopt the FY 2007-08 Action Plan, including final funding decisions.
May 15, 2007	Deadline for FY 2007-08 Action Plan, to be received at HUD office.

Question 2: Provide a summary of citizen comments or views on the plan.

Three letters were received during the comment period and are included in this Plan. At the Board of Supervisor's public meeting held on May 1, 2007, representatives of non-profit agencies spoke in support of funding or increasing their FY 2007-2008 funding recommendation to enable their agencies to better serve their clientele. The Chair of the Community Development Committee thanked the Board, Community Development staff and non-profit agencies for their hard work. He said the Committee's focus was to get as many programs funded as possible and make sure all geographical areas were being served. The Committee tried to avoid duplication of services and encouraged non-profits to assist and support each other in the services they offer. After consideration of all comments, the Board made final funding recommendations for FY 2007-2008 projects and adopted this Action Plan.

Question 3: Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.

To ensure that all citizens, public agencies, and other interested parties have the opportunity to review and comment on issues relevant to proposed housing and community development activities, the proposed use of housing and community development funds, and the County's past use of CDBG, HOME and FESG assistance, the SCCDC ensures that the public is provided with reasonable and timely access to meetings, information and records. The Commission also provides technical assistance to any persons or groups interested in developing CDBG, HOME or FESG funding proposals, including groups representative of low/moderate-income persons, minority and non-English speaking populations, and persons with disabilities.

All public notices are published at least two weeks prior to the hearing date. Flyers in both English and Spanish are sent to 23 organizations that are frequented by low- and moderate-income persons and minority populations likely to be affected by the SCCDC's CDBG, HOME and FESG-funded activities, including posting in the lobby of the Sonoma County Housing Authority and the main Public Library. Notices related to the consolidated planning process are also mailed directly to over one-hundred interested parties who have requested to be included on a mailing list maintained for this purpose, in both English and Spanish. The SCCDC employs several Spanish-speaking individuals to assist those that require such assistance and maintains access to translators for myriad languages.

All public hearings and public meetings are held in locations throughout the County that are considered convenient to interested parties located near public transportation. In all cases, meeting locations are wheelchair accessible. Special accommodations for persons with visual or hearing impairments are made upon request. In cases where a significant number of non-English speaking residents are expected to attend a public hearing or meeting, the SCCDC supplies an interpreter. The adopted Consolidated Plan, any approved substantial amendments and the annual performance report are made available to the public. Public review drafts and final documents are posted on the SCCDC's website, and no-cost copies of the documents are provided to interested citizens that do not have Internet access, upon request. The documents are also made available in a form accessible to persons with disabilities, upon request.

Question 4: Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

There were no unaccepted comments.

Institutional Structure

1. Describe actions that will take place during the next year to develop institutional structure.

Program Year 3 Action Plan Institutional Structure response:

The Sonoma County Community Development Commission (SCCDC) will continue to work in conjunction with multiple County departments, the seven participating municipalities, and various nonprofit agencies receiving CDBG, HOME and FESG funding to carry out the activities covered by the 2005 Consolidated Plan during the next year. The FY 2007-2008 Action Plan Funding Priorities chart included in the *Year 3 Additional Files* section of this Action Plan contains a listing of those entities receiving funding in FY 2007-2008. In addition, the Sonoma County Housing Authority will maintain the 32 service provider agreements with local supportive service agencies to provide services to the Housing Authority's Family Self-Sufficiency participants.

Throughout the years, the County, the participating cities, the two separate "entitlement cities" of Petaluma and Santa Rosa, and various nonprofit agencies have successfully provided numerous affordable housing opportunities to low/moderate-income households. Parallel, but generally separate, efforts have been successful in providing supportive services needed by the County's special needs populations. Experience, however, has proven that the provision of supportive services in conjunction with affordable housing is the most effective means of delivering both a suitable living environment and the specialized services needed to provide stable, independent lives. Supportive housing, following the model advanced under the continuum of care concept, provides the vehicle to achieve lasting outcomes. The County will continue efforts 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 developer successfully collaborates 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.

Monitoring

1. Describe actions that will take place during the next year to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.

Program Year 3 Action Plan Monitoring response:

Programmatic Compliance

The Sonoma County Community Development Commission (SCCDC) staff regularly monitors CDBG, HOME and FESG funded activities to ensure that all projects are administered in compliance with applicable regulations and that accomplishments are addressing the priorities established in the Consolidated Plan. Because the majority of the funding allocated to the SCCDC is provided to other governmental and nonprofit agencies, providing technical assistance to, and monitoring the performance of, subrecipients is crucial. The Subrecipient Agreement used by the SCCDC details program requirements, applicable statutes and regulations, and references the provisions of several OMB Circulars containing federal cost principles, audit, and

uniform administrative requirements. The SCCDC provides an extensive Subrecipient Handbook containing copies of all pertinent regulatory provisions, along with all other forms and guidelines to all entities receiving funds. The SCCDC conducts a mandatory orientation session at the beginning of each fiscal year, during which all subrecipients receive updated information regarding the regulations and policies pertaining to their funded activities. Throughout the year, SCCDC staff provides additional technical assistance through one-on-one contacts with many of the subrecipient agencies.

Subrecipient Reporting Requirements

Subrecipients of CDBG, HOME and FESG funds are required under contract to submit three quarterly reports and an annual report to the SCCDC. Each of the quarterly reports provides detailed financial and quantifiable narrative information regarding the subrecipients' activities, beneficiaries, and accomplishments during the ninety-day term. The final or annual report covers the entire term of the contract, extending through the final day of the fiscal year. The SCCDC reviews and monitors the reports both for completeness and for compliance with all applicable federal and local regulations.

Reimbursement Reports

Once contracts have been executed between the SCCDC and subrecipients for use of federal funds, the grantees may begin submitting requests for reimbursable expenses. Requests for funds are accompanied by a Reimbursement Report. The Reimbursement Reports contain a breakdown of expenditures by eligible, authorized activity and total expenditures for the report period, which is typically either monthly or quarterly. The reports are accompanied by backup documentation for the reported expenditures, including payroll and tax reports, receipts, bills, and/or check registers. The SCCDC compliance staff reviews the Reports to ensure that expenditures are consistent with contract terms and that all funds have been expended only for eligible activities. Payments are not released for ineligible expenses or for activities that are not authorized in the contract documents.

Project Monitoring

The SCCDC's project management staff routinely monitors the projects being undertaken with federal and local housing and community development funds. In addition to reviewing financial and programmatic reports, staff assists in the development of community development projects and guides the various subrecipients through the project development process. This often entails informing, educating, and ensuring compliance with the numerous federal guidelines including labor standards, environmental assessments, relocation, displacement and one-for-one replacement, and competitive bidding procedures.

When projects or services commence implementation or construction, SCCDC staff may conduct site surveys. SCCDC staff regularly monitors service and construction sites to ensure that the projects are progressing according to schedule and to assess the efficiency and effectiveness of the agencies project management.

Financial Monitoring

The SCCDC's financial staff is responsible for monitoring the fiscal accountability and responsibility of subrecipient organizations. Financial staff periodically performs random checks of Reimbursement Reports and maintains all records of actual reimbursements made to subrecipients. The financial staff reports to project staff regarding the financial progress of all subrecipient activities by fiscal year. Similarly, project staff regularly advises financial staff of new project developments, the status of expenditures, and timeliness of reports.

Many subrecipients are required to submit annual program specific or single audits, as required by OMB Circular A-133, to the SCCDC within 120 days from the end of the subrecipient's fiscal year. All applicants for funds are also required to submit copies of their previous two annual financial statements at the time an application for funding is submitted. Financial staff reviews

and reports on each agency's fiscal year financial statements prior to the execution of new contracts and at the close of each fiscal year.

On-site financial monitoring is also conducted annually and with additional periodic visits, if deemed necessary. Financial staff interviews project delivery staff regarding compliance with federal regulations, local requirements, and tests records for consistency with generally accepted accounting practices. The frequency of monitoring varies depending upon the source of funds, the size of the subsidy, the type of project and the monitoring history.

Monitoring Affordable Rental Housing Developments

The SCCDC has developed an Affordable Rental Housing Monitoring Manual that sets out detailed procedures for monitoring developments funded with CDBG, HOME, or and other local financing/incentives. The manual includes procedures for performing initial tenant eligibility certifications, annual tenant eligibility re-certifications, completing compliance reports, performing site visits, and monitoring maximum rent and income levels. The manual also incorporates all of the current forms and documents the Commission uses to monitor affordable developments. Implementation of the procedures detailed in the manual ensures that the County's CDBG and HOME programs remain in compliance with all applicable, post-completion program requirements.

Performance Measurement System

In formulating the 2005 Consolidated Plan, the County conducted an assessment of the needs prevalent in its jurisdiction and developed goals and specific objectives, along with measurable outputs, to address those needs identified. Beginning with FY 2006-07, the County began use of the Outcome Performance Measurement consistent with the goals and objectives contained in HUD's Strategic Plan for the years 2006-2011 and incorporated them into HUD's Integrated Disbursement and Information System (IDIS) as interpreted in the chart below. This framework creates a performance measurement system that enables the County to track the progress made in achieving the stated goals on both an annual and cumulative basis. By evaluating progress, the County continually strives to delineate meaningful outcomes and indicators to assess the impact upon those benefiting from the CDBG, HOME and FESG programs.

	Outcome 1	Outcome 2	Outcome 3
Objective SL Suitable Living Environment	Improved and/or new Availability/Accessibility	Improved and/or new Affordability	Improved and/or new Sustainability
Objective DH Decent Housing	Improved and/or new Availability/Accessibility	Improved and/or new Affordability	Improved and/or new Sustainability
Objective EO Economic Opportunity	Improved and/or new Availability/Accessibility	Improved and/or new Affordability	Improved and/or new Sustainability

Lead-based Paint

1. Describe the actions that will take place during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to extremely low-income, low-income, and moderate-income families, and how the plan for the reduction of lead-based hazards is related to the extent of lead poisoning and hazards.

Program Year 3 Action Plan Lead-based Paint response:

To parallel HUD's Strategic Plan to Eliminate Childhood Lead Poisoning by 2010 and the U.S. Department of Health and Human Services' Healthy People 2010 objective, Sonoma County will continue operation of the Childhood Lead Poisoning Prevention Project (CLPPP) with the expressed objective to eliminate elevated blood lead levels in the children of Sonoma County by

2010. The program provides information to health care providers on the importance of routine screening of children for exposure to lead, and case management services to children identified with elevated blood lead levels. Additionally, public health nurses and environmental health specialists work with the families to identify and eliminate the source of the lead exposure, including lead-based paint hazards. Health care providers also perform blood lead testing on all children eligible to receive State assistance services at 12 and 24 months of age, and recommend screening for those not previously tested at the ages of two years and six years.

Removing all lead-based paint from the housing stock of Sonoma County is not an economically feasible goal. Making housing lead-safe is the most effective strategy to protect the children of the County. The Sonoma County Community Development Commission (SCCDC) addresses this through proactively disseminating printed information concerning lead-based paint hazards to all residents of housing rehabilitation and rental assistance programs. The SCCDC's Lease Negotiator/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 before clients move into rental units. The SCCDC's Housing Rehabilitation 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 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 SCCDC will also ensure compliance with lead hazard reduction requirements by subrecipients of CDBG, HOME and FESG funding used to acquire and/or renovate existing buildings for housing or to undertake residential service activities through regular monitoring of those activities. In addition, the SCCDC will continue to provide links to additional information regarding lead-based paint and lead hazards on its website.

HOUSING

Specific Housing Objectives

*Please also refer to the Housing Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve during the next year.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

Program Year 3 Action Plan Specific Objectives response:

Question 1: Describe the priorities and specific objectives the jurisdiction hopes to achieve during the next year.

From July 1, 2007 through June 30, 2008, the Urban County plans to address the priority housing needs discussed in the *Housing Needs*, *Priority Housing Needs*, and *Housing Market Analysis* sections of the Strategic Plan. The following Housing Goal and six specific housing objectives generally describe the ways in which the Urban County plans to address these priority needs. The County will primarily focus resources on rental housing development and rental housing assistance. As opportunities arise, the County also will devote resources to affordable homeownership opportunities for low- and moderate-income first-time homebuyers. The specific goal and objectives to address housing needs in Sonoma County are listed below, and a brief description of each project funded in FY 2007-2008, the funding amount and identification of the objectives achieved by the project are included in the Affordable Housing Activities Priority Funding section of FY 2007-2008 Action Plan Funding Priorities chart included in *Year 3 Additional Files* section of this Action Plan.

Housing Goal: To increase the housing stock that is affordable, accessible and available to extremely low-, low-, and moderate-income residents of Sonoma County, including special needs subpopulations.

Housing Objective H-1

Develop new rental and ownership housing units that are affordable and available to extremely low-, low- and moderate-income households, some with special needs.

This objective addresses identified needs by: 1) increasing the supply of housing that is affordable to the specified income groups; 2) providing more large units suitable for occupancy by large families.

Housing Objective H-2

Develop new housing units with appropriate supportive services that are affordable, accessible and available to extremely low-, low- and moderate-income special needs households.

This objective addresses identified needs by: 1) increasing the supply of housing that is affordable to the special needs subpopulations; 2) providing more units that include services for underserved populations; and 3) increasing the supply of housing that is decent, safe and sanitary.

Housing Objective H-3

Provide tenant-based rental subsidies to make market rate housing units affordable to extremely low-income households, some with special needs.

This objective addresses identified needs by increasing the supply of market-rate housing that is affordable to extremely low- and low-income households and to special needs subpopulations.

Housing Objective H-4

Provide comprehensive rehabilitation and targeted hazard mitigation assistance to make needed repairs and improvements to conventional single- and multi-family housing and mobile homes owned and/or occupied by extremely low-, low- and moderate-income households, some with special needs.

This objective addresses identified needs by: 1) increasing the supply of housing that is affordable to extremely low-, low- and moderate-income households (who will avoid the necessity of obtaining higher-rate conventional financing to perform needed repairs); and 2) increasing the supply of housing that is decent, safe and sanitary.

Housing Objective H-5

Provide loans to eligible entities to acquire and/or rehabilitate existing multi-family housing that is affordable, accessible and available to extremely 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.

This objective addresses identified needs by: 1) preventing a decrease in the supply of housing that is affordable to extremely low-, low- and moderate-income households; and 2) increasing the supply of housing that is decent, safe and sanitary.

Housing Objective H-6

Provide direct fair housing education and mediation services to low- and moderate-income renter households, some with special needs.

This objective addresses identified needs by increasing the available supply of affordable housing that is accessible to extremely low-, low- and moderate-income households with children, persons with disabilities, and other groups that may be experiencing barriers to obtaining in housing.

Question 2: Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

See General Questions, answer to Question #4.

Needs of Public Housing

1. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.
2. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.

Program Year 3 Action Plan Public Housing Strategy response:

Question 1: Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.

The Sonoma County Housing Authority does not own public housing. The Sonoma County Community Development Commission, the administrator for the Urban County's HOME, CDBG and FESG programs, includes two Housing Choice Voucher (Section 8) tenants as voting members of the Community Development Committee. This committee provides guidance and

recommendations to the Commission and the Sonoma County Board of Supervisors regarding the policies that govern the Urban County's HOME, CDBG and FESG programs and the allocation of the funds from those federal programs. By providing its clients the necessary counseling and the opportunity to save for a down payment, the Sonoma County Housing Authority's Family Self-Sufficiency (FSS) program represents one avenue for voucher-assisted tenants to become homeowners.

Question 2: If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.

HUD has not designated the Sonoma County Housing Authority a "troubled" agency.

Barriers to Affordable Housing

1. Describe the actions that will take place during the next year to remove barriers to affordable housing.

Program Year 3 Action Plan Barriers to Affordable Housing response:

Regulations of the State of California require 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. The following list provides specific examples of the actions that the Urban County's local jurisdictions will undertake to remove barriers to affordable housing. This listing is intended to illustrate rather than catalog the range of actions the Cities, Town and County will undertake actions each jurisdiction will undertake.

Review Process

Fees and Other Exactions

- The City of Cloverdale will consider funding all or a portion of impact fees for second dwelling units that have deed-restricted affordability restrictions for a period of no less than 15 years.
- The City of Cloverdale will consider adopting a requirement that a developer of large commercial or industrial projects construct the needed housing on site or in another appropriately zoned location near the place of employment and/or pay a housing impact fee.
- The Town of Windsor will consider reducing fees for lower-income housing on a sliding scale related to the level of affordability during the next impact fee review.
- The Town of Windsor will adopt a policy of deferring payment of fees until housing units are sold or ready for occupancy as a means of providing assistance to developers of affordable housing.
- The City of Rohnert Park adopted a policy deferring development fees for housing projects targeted to lower-income households when based on need to ensure project feasibility. This policy is similar to the adopted policy deferring permit and inspection fees for affordable housing projects.
- The City of Cotati would consider adopting a housing impact fee if a nexus can be established which would require the developer of large commercial and industrial projects to construct housing on-site or at another location near the place of employment ad/or pay housing impact fees.
- In the County, when considering new applications for residential development, the need for affordable housing will have priority over amenities that are not required to ensure health and safety, and the cost of the amenities shall be as minimal as possible. The County also established a Housing Trust Fund to provide financing for affordable housing development.

Density Standard

- The Town of Windsor shall provide a sufficient portion of land in the Medium-High Density Residential, High Density Residential, and mixed use/commercial designation that permits residential development to meet its obligation to provide the sites suitable for the production of needed housing affordable to very-low and low-income households.
- The County will continue to consult with residential builders and property owners on an on-going basis to determine what future incentives may be needed to ensure wider use of existing density bonus programs.

Codes and Enforcement

- The City of Healdsburg will increase the maximum residential building height limit from 35 feet to 40 feet in any zone where multifamily housing is allowed.
- The City of Sebastopol shall amend its Municipal Code to provide individuals with disabilities reasonable accommodation in rules, policies, practices and procedures in regard to relief from the various land use, zoning, or building laws that may be necessary to ensure equal access to housing.
- The County will consider revising existing regulations in order to allow long term occupancy of travel trailers and/or recreational vehicles in existing campgrounds, in compliance with State and County codes and regulations.
- The County of Sonoma will consider establishing a procedure to allow illegal units that meet health and safety codes to be granted amnesty in exchange for affordability restrictions.

Growth Management

- The City of Healdsburg will support the highest appropriate density to encourage greater housing production at reduced cost for land designated for residential development within the City's Urban Growth Boundary.
- The City of Sebastopol will maintain exemption from the Growth Management Ordinance for housing projects affordable to lower and median-income households. The City also has selected developers to develop affordable housing on two City-owned parcels.
- The City of Rohnert Park's growth management plan is reviewed annually to determine, in part, whether priority should be given to specific housing types to achieve a balanced land use and housing program and to ensure internal consistency with the General Plan.
- The Town of Windsor will continue to implement its growth control provisions to ensure that adequate affordable units are built. The growth control provisions shall not preclude the Town from meeting its housing unit allocation.

Wastewater Treatment Capacity

- The Sonoma Valley County Sanitation District, which provides the City of Sonoma with wastewater collection services, will continue to require installation of low-flow toilets in new housing units and will maintain a program to replace the toilets in existing housing toilets with low-flow toilets.

Other Infrastructure in Support of Housing

- The City of Sebastopol will implement a five-year Capital Improvement Program to guide development of public facilities required by new residential demand and to improve existing facilities in need of upgrading. Any updated water system study would include all areas identified in the General Plan but currently outside the City, to assure that infrastructure improvements are adequate to meet future demand.
- The County of Sonoma will cooperate with the County's cities and other public agencies in solving regional infrastructure problems including transportation, water supply, sewage treatment, as well as open space preservation.
- Sonoma County will consider sewer and water district annexations or out-of-service-area agreements on properties adjoining urban service boundaries for moderate or lower income housing projects.

- Under a Memorandum of Understanding with the Sonoma County Water Agency, the City of Rohnert Park will continue to receive an interim allocation of water until September 2010, when additional water supplies are expected to become available. The City's annual use of water currently exceeds its entitlement

Zoning/Land Use

- The City of Cloverdale will consider revising the Zoning Ordinance to increase the maximum allowable lot coverage by deleting parking and driveway space from the calculation of lot coverage.
- The City of Cloverdale will adopt an inclusionary Housing Ordinance that requires below-market rate housing to be included as part of residential projects.
- The City of Healdsburg will maintain the Inclusionary Zoning Ordinance to establish minimum affordability requirements and in-lieu fees to promote the inclusion of affordable housing throughout the community.
- In the Town of Windsor, the Zoning Ordinance will ensure that supportive housing and other group living situations with more than six beds are able to be located with a minimum of regulatory barriers.
- The City of Sonoma's primary objective is the housing needs of very low- and low-income households, and will facilitate and encourage affordable housing development by allowing development in higher densities, which helps to reduce per-unit land costs.
- The Town of Windsor's goal is to integrate affordable housing with market rate housing wherever possible in order to provide diversity in housing options to Windsor residents.
- The City of Sebastopol will create a Mobile Home Park Overlay District to promote preservation of this type of housing.
- The City of Rohnert Park amended the Zoning Ordinance to allow for second dwelling units on owner-occupied lots with single-family, detached homes, subject to appropriate standards.

Development Funds for Affordable Housing

- The City of Cloverdale has established a Housing Fund to finance housing affordable to low- to middle-income households through their Redevelopment Agency.
- The City of Sonoma will establish a fund to finance the preservation of affordable units at-risk of becoming market rate units.
- The Town of Windsor, when appropriate and available shall provide financial assistance to developers of very low- and low-income housing.
- The County of Sonoma will promote the County Fund for Housing, a housing trust fund designed to provide both short- and long-term financing for affordable housing development.

Fair Housing

- The Urban County will continue to fund Community Action Partnership of Sonoma County fair housing and equal housing opportunity services.
- Sonoma County worked with the Cities of Petaluma and Santa Rosa to update their analysis of impediments to fair housing choice.

HOME/ American Dream Down payment Initiative (ADDI)

1. Describe other forms of investment not described in § 92.205(b).
2. If the participating jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.
3. If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt. At a minimum these guidelines must:

- a. Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.
 - b. Require a review of management practices to demonstrate that disinvestments in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.
 - c. State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.
 - d. Specify the required period of affordability, whether it is the minimum 15 years or longer.
 - e. Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR 91.215(e)(2) or a Federally designated Empowerment Zone or Enterprise Community.
 - f. State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.
4. If the PJ is going to receive American Dream Down payment Initiative (ADDI) funds, please complete the following narratives:
- a. Describe the planned use of the ADDI funds.
 - b. Describe the PJ's plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants, and families.
 - c. Describe the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.

Program Year 3 Action Plan HOME/ADDI response:

Question 1: Describe other forms of investment not described in § 92.205(b).

Sonoma County will not use HOME funds for any form of investment not described at section 92.205(b) of the Final Rule.

Question 2: If the participating jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.

Sonoma County plans to use ADDI funds to provide down payment and closing costs assistance to eligible first time homebuyers. The assistance of up to \$10,000 per transaction is in the form of a forgivable loan. The loan will be forgiven and convert to a grant if the eligible household is in compliance with loan terms and resides in the purchased unit for five years.

The total amount of ADDI funds available for this program, including the HUD award for fiscal year 2007-2008, is slightly over \$200,000. It is anticipated this amount can assist 10-15 "re-sale" transactions. The Wildflower Homeownership Development will be utilizing these funds on their affordable for-sale units at approximately \$85,000. The closing of those loans is anticipated to be in April 2007.

The ADDI down payment assistance program will be available only to those homebuyers who are being assisted by other Community Development Commission first time homebuyer programs and who are seeking to purchase a "re-sale" unit where the Commission holds a recorded purchase option. These guidelines match the guidelines that the County's Board of Supervisors has approved for the County's other homeownership programs.

Question 3: If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt. At a minimum these guidelines must:

- i. Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.**
- ii. Require a review of management practices to demonstrate that disinvestments in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.**
- iii. State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.**
- iv. Specify the required period of affordability, whether it is the minimum 15 years or longer.**
- v. Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR 91.215(e)(2) or a Federally designated Empowerment Zone or Enterprise Community.**
- vi. State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.**

Sonoma County will not use HOME funds to refinance existing debt secured by multifamily housing that is being rehabilitated with HOME funds.

Question 4: If the PJ is going to receive American Dream Down payment Initiative (ADDI) funds, please complete the following narratives:

- a. Describe the planned use of the ADDI funds.**

Sonoma County will use ADDI funds to provide purchase financing to eligible first-time homebuyers. The ADDI loans will provide down payment and closing cost assistance. Given the limited funding available for ADDI the County will fold the ADDI program into the County's existing homeownership programs.

- b. Describe the PJ's plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants, and families.**

Sonoma County owns no public housing. The County will work with the Sonoma County Housing Authority to conduct outreach to Housing Choice Voucher holders. A focus of the outreach will be the families participating in the County's Family Self Sufficiency (FSS) program who have established as a goal the purchase of their first homes.

- c. Describe the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.**

Two options are available to Sonoma County to provide homeownership counseling to prospective buyers who will receive ADDI purchase assistance. The County will rely upon the FSS program's counseling program and/or work with one or more outside agencies to provide the counseling.

Specific Homeless Prevention Elements

*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

1. Sources of Funds—Identify the private and public resources that the jurisdiction expects to receive during the next year to address homeless needs and to prevent homelessness. These include the McKinney-Vento Homeless Assistance Act programs, other special federal, state and local and private funds targeted to homeless individuals and families with children, especially the chronically homeless, the HUD formula programs, and any publicly-owned land or property. Please describe, briefly, the jurisdiction's plan for the investment and use of funds directed toward homelessness.
2. Homelessness—In a narrative, describe how the action plan will address the specific objectives of the Strategic Plan and, ultimately, the priority needs identified. Please also identify potential obstacles to completing these action steps.
3. Chronic homelessness—The jurisdiction must describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2012. Again, please identify barriers to achieving this.
4. Homelessness Prevention—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.
5. Discharge Coordination Policy—Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how, in the coming year, the community will move toward such a policy.

Program Year 3 Action Plan Special Needs response:

Question 1: Sources of Funds—Identify the private and public resources that the jurisdiction expects to receive during the next year to address homeless needs and to prevent homelessness. These include the McKinney-Vento Homeless Assistance Act programs, other special federal, state and local and private funds targeted to homeless individuals and families with children, especially the chronically homeless, the HUD formula programs, and any publicly-owned land or property. Please describe, briefly, the jurisdiction's plan for the investment and use of funds directed toward homelessness.

The Sonoma County Community Development Commission has received \$88,894 in McKinney-Vento Homeless Assistance Act funds from the Emergency Shelter Grant (ESG) program during FY07/08. The proposed expenditure of these funds is detailed in the accompanying table entitled Fiscal Year 2007/2008 Action Plan Funding Priorities. In addition, the locally adopted CDBG policies prioritize the use of public services CDBG funds for homeless prevention and homeless services and this prioritization for FY07/08 is likewise detailed in the accompanying table. The prioritization and use of CDBG and ESG funds is closely integrated with the Sonoma County Continuum of Care Plan and the associated local planning process resulting in material resources directed to programs serving chronically homeless individuals.

The Sonoma County Community Development Commission is the lead agency in the county Continuum of Care planning process. The Commission and the cities of Petaluma and Santa Rosa work together with over 100 representatives of homeless service providers, housing developers, and other community organizations and interested citizens (collectively known as the Continuum of Care Planning Group) to develop and implement the Sonoma County Continuum of

Care Plan. The Continuum of Care Plan, and all information included in the discussions about homelessness throughout this Consolidated Plan, reflect the demographics, needs and available shelter, housing and services in all three HUD entitlement jurisdictions covering all geographic areas of Sonoma County. Agencies participating in the Continuum of Care Planning Group are successful in obtaining awards of McKinney-Vento Continuum of Care funds typically in the range of \$1,800,000 to \$2,000,000 annually.

In early 2002, the Sonoma County Board of Supervisors prioritized the establishment of a new homeless shelter, resulting in the County purchasing and renovating the Russell Avenue Shelter that opened in late 2003. The capital and operating cost of this successful shelter program is funded with County general funds. The current operational budget is approximately \$250,000 per year. The Russell Avenue shelter operator, Catholic Charities, also operates several other major homeless programs in the county and is highly effective in raising private charitable contributions to augment public funds in support of these, and other, programs. The County also provided the land for the new Chanate Women's Emergency Shelter, Sloan House, for \$1.00 per year that opened in February 2006, and has also made the commitment to provide up to \$100,000 per year from the Sonoma County General Fund for the cost of operation of the new Samuel Jones Hall emergency shelter that opened in late 2005.

Question 2: Homelessness—In a narrative, describe how the action plan will address the specific objectives of the Strategic Plan and, ultimately, the priority needs identified. Please also identify potential obstacles to completing these action steps.

The overarching homelessness goal in the 2005-2010 Strategic Plan is: To promote new and existing day centers, emergency shelters, transitional housing facilities and services that will coordinate and improve the continuum of care system for homeless residents of Sonoma County.

Barriers to achieving this broad goal include scarcity of resources, community acceptance of homeless facilities and programs, and the possibility that, due to socio-economic trends, the incidence of homelessness may grow at a rate greater than the growth of prevention and intervention services.

The specific goal and objectives to address homelessness in Sonoma County are listed below, and a brief description of each project funded in FY 2007-2008, the funding amount and identification of the objectives achieved by the project are included in the Homeless Prevention and Homeless Services Priority Funding section of FY 2007-2008 Action Plan Funding Priorities chart included in *Year 3 Additional Files* section of this Action Plan.

Homelessness Goal: To promote new and existing day centers, emergency shelters, transitional housing facilities and services that will coordinate and improve the continuum of care system for homeless residents of Sonoma County.

Note 1: Under each of the objectives listed below, the financial assistance may be provided to acquire, renovate, construct or reconstruct the facility in which services will be provided and/or to pay a portion of the delivery costs for the services to homeless persons.

Note 2: Permanent supportive housing represents one component of a fully developed continuum of care system for homeless person, as well as a housing solution for non-homeless people with special needs. The County's specific objective for assisting permanent supportive housing development is discussed in the *Specific Housing Objectives* section of this Plan and is not repeated here.

Homelessness Objective S-1

Provide day center services to homeless persons, some with special needs.

Homelessness Objective S-2

Provide emergency shelter beds for homeless persons, some with special needs

Homelessness Objective S-3

Provide transitional housing with supportive services to persons leaving homeless shelters or to persons who are living “on the streets”, some with special needs.

Homelessness Objective S-4

Provide mental health, other health and social services, counseling, employment training, education, childcare, parenting education, substance abuse treatment, domestic violence intervention, self-sufficiency skills, and transportation assistance, 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.

Homelessness Objective S-5

Provide homeless prevention services to households who are at risk of becoming homeless, some with special needs.

Question 3: Chronic homelessness—The jurisdiction must describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2012. Again, please identify barriers to achieving this.

The Sonoma County Community Development Commission and the cities of Petaluma and Santa Rosa jointly comprise the Lead Agency for the Sonoma County Continuum of Care planning process. Comprised of the three HUD entitlement jurisdictions in the County directly funded by HUD, the joint Lead Agency ensures that the Continuum of Care planning process results in a Continuum of Care Plan compatible with their Consolidated Plans and Housing Authority Agency Plans, as well as with local Housing Elements and related policies, so that the Continuum of Care Plan can be coordinated with each jurisdiction’s other efforts in the areas of affordable housing and homelessness. In each year since 1997, the Sonoma County Continuum of Care Plan has been endorsed by the Sonoma County Board of Supervisors, as well as by the cities of Santa Rosa and Petaluma.

The Continuum of Care Planning Group (CCPG) establishes specific Action Steps for addressing chronic homelessness as part of the annual Continuum of Care planning process. A full listing of each year’s Action Steps can be found in the annual Continuum of Care Plan. A full copy of the current Plan can be viewed and downloaded from the Sonoma County Community Development Commission’s website at www.sonoma-county.org/cdc. Most significantly, in FY 06-07, the CCPG developed a 10-year homeless action plan addressing chronic homelessness. The Sonoma County Board of Supervisors enthusiastically endorsed this plan on February 27, 2007.

Specific to FY 07/08 activities, the County’s commitment to tenant-based assistance for homeless people is maintained through HOME funding at \$519,261 and through the maintenance, and expanding where possible, the Shelter Plus Care programs. Additionally, the commitment to the CCPG will be maintained including renewing funding for a Continuum of Care Coordinator for FY07/08. Primary barriers to addressing the needs of chronically homeless individuals mirror those of serving homeless people in general, namely; community acceptance of facilities and programs and the scarcity of resources.

Question 4: Homelessness Prevention—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.

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: 1) financial emergencies, 2) loss of existing dwelling units through inaccessibility by persons with mobility impairments, natural disasters or unabated deterioration, and 3) the rapidly escalating costs of housing in Sonoma County. In addition to 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. Furthermore, most of the listed services provided in conjunction with the emergency shelter, transitional housing and supportive programs discussed in the previous three questions function to prevent a continuation or recurrence of homelessness by working to address the underlying problems that initially led the individual or family to become homeless. All of these services and programs are detailed in the charts included in the Homeless Inventory section of the Strategic Plan and will not be repeated here.

The specific actions and funding levels for FY07/08 are detailed in questions 1,2 & 3 above and in the accompanying Fiscal Year 2007/2008 Action Plan Funding Priorities table.

Question 5: Discharge Coordination Policy—Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how, in the coming year, the community will move toward such a policy.

The Sonoma County Health and Human Services Functional (HHS) Committee continues meeting to discuss policies and protocols that can be successfully implemented to ensure that, to the extent practicable and where appropriate, the discharge of persons from publicly funded institutions or systems of care does not immediately result in homelessness. The HHS Committee is an inter-departmental group comprised of the County departments of Health Services (Divisions of Alcohol and Other Drug Services, Mental Health, Prevention and Planning, Public Health), Human Services (Divisions of Adult & Aging Services, Economic Assistance, Employment & Training Services, and Family, Youth & Children's Services, and the Human Services Commission), Probation, County Administrator's Office, and the Community Development Commission (Housing Authority, Redevelopment Agency and Community Development Division).

Because these departments administer or contract for services with systems of care and publicly funded institutions, such as foster care, youth facilities, mental health treatment facilities, domestic violence programs, homeless shelters, and substance abuse treatment facilities, their coordinated involvement is important to assess current discharge policies and protocols and to recommend new or revised policies and protocols to prevent homelessness upon discharge where feasible. Numerous County agencies have developed and implemented protocols in the area of discharge planning, often in cross-department and public/private collaborations. Several of these efforts are described further below.

The Sonoma County Human Services Department offers youth aging out of foster care two programs designed to provide them with the skills needed to avoid homelessness. The Independent Living Skills Program (ILP) facilitates housing and life skills development for youth aging out of foster care. ILP provides housing search services as well as assistance with housing move-in costs for approximately 60% of the County's youth who are aging out of foster care. The Department's Transitional Housing Placement Program (THPP) places youth ages 16-17 into a quasi-independent living situation rather than traditional foster care through a contract with Redwood Children's Services. THPP provides services, classes and one-on-one mentoring as well as shelter, with the goal of transitioning foster youth from a THPP apartment to a nearby independent apartment.

At the County's psychiatric crisis facility, mental health service providers or social workers discuss discharge plans with mental health patients. A financial counselor is available to assist patients to apply for SSI and other resources, and a range of referrals are made available prior to discharge. Patients who would be homeless on discharge are referred to Project HOPE for comprehensive treatment services, housing assistance, independent living skills coaching, and employment development services.

The Probation Department now issues copies of the Sonoma County Homeless/At-Risk Resource Guide to all inmates being released from the County detention facilities. This pocket guide, which is updated periodically, lists information and contacts for all of the services, shelters, and subsidized housing resources that are available for people who are at-risk of becoming homeless or who are already homeless. While it is not reasonable to expect that the County can prevent homelessness for all released inmates, this guide can help to connect the inmates with local resources that can help to provide the housing and services they need.

The Sonoma County Housing Authority has established a number of preferences for admission to the federally funded Section 8 program, as well as to its Shelter Plus Care and HOME tenant-based rental assistance programs. Several of these preferences are targeted to groups of people who are involved in the County's systems of care. Examples of such preferences are for victims of domestic violence, persons with disabilities and/or seniors, veterans and veterans' families, families and individuals who are involuntarily displaced by natural disasters, families participating in the Family Unification program, youth aging out of foster care, homeless families and individuals transitioning from shelters to self-sufficiency, and persons with HIV/AIDS. By implementing these admission preferences for these target groups, the Housing Authority facilitates provision of monthly rental subsidies that make decent, safe and sanitary housing affordable and available to people who may otherwise become homeless upon leaving their institution or system of care.

A range of effective diversion programs have been developed to effectively move homeless people with special needs out of local criminal justice facilities and into appropriate services and housing. For example, the County-funded Treatment Alternatives to Street Crime (TASC) project allows non-violent offenders with substance abuse issues to have their sentence in the county jail modified or diverted by referring them into dedicated beds in local substance abuse treatment programs. Similarly, several local police jurisdictions have agreements with County Alcohol and Other Drug Services to bring individuals suspected of public drunkenness or similar infractions to the Orenda Center for detoxification services, in lieu of taking them to jail and booking them.

During this past year, the Sonoma County Superior Courts and the Sonoma County Task Force on the Homeless (a member of the Continuum of Care Planning Group Steering Committee) have continued to engage a broad spectrum of public and non-profit sector representatives in designing a Court Homeless Protocol Project, which will bring homeless defendants the assistance they need to stabilize their situations and stop recycling through the court system. The community-wide process to design and implement the program has included several judges and Court personnel, the District Attorney, Public Defender, Santa Rosa City Attorney, Police, and Housing and Redevelopment Agency, County Sheriff's office, Human Services, Mental Health, Public Health, Alcohol and Other Drug Services, Human Services Commission, and Courts, as well as many nonprofit homeless and alcohol and drug services providers, religious congregations, and United Way.

Two service areas are planned for the Court Homeless Protocol Project:

Many defendants could be appropriately diverted from the court system through direct law enforcement referrals to drug and alcohol treatment, and/or shelter. Detoxification and shelter will be made available and linkages strengthened between social services and law enforcement agencies.

An extra-judicial social services advocate (Court Homeless Protocol Project Advocate) will serve within the court system to assure early planning for release to treatment, shelter, or appropriate services. Discharge planning will start at entry to the system, be available at sentencing, and follow up to assure that defendants received appropriate services, including benefits assistance, treatment and/or housing, upon release. Agreements are in process with various agencies to provide beds or services to these defendants upon their release.

The HHS Committee and the other collaborative groups described above will continue to meet to develop and implement plans, and to discuss other ways in which policies and protocols can be developed to prevent future homelessness for those leaving publicly funded institutions or systems of care.

Emergency Shelter Grants (ESG)

(States only) Describe the process for awarding grants to State recipients, and a description of how the allocation will be made available to units of local government.

Program Year 3 Action Plan ESG response:

Not applicable to the Urban County.

COMMUNITY DEVELOPMENT

Community Development

*Please also refer to the Community Development Table in the Needs.xls workbook.

1. Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table (formerly Table 2B), public facilities, public improvements, public services and economic development.
2. Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.

*Note: Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.

Program Year 3 Action Plan Community Development response:

Question 1: Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table (formerly Table 2B), public facilities, public improvements, public services and economic development.

The Year 3 Goals of the *Community Development Needs* table included with the 2005 Consolidated Plan delineates the projected annual accomplishments in FY 2007-2008 for each specific matrix code, providing a more exact depiction of the accomplishments listed under the more generic matrix codes defining the five-year goals. A brief description of each project funded in FY 2007-2008, the funding amount and identification of the objectives achieved by the project are included in the Non-Housing Community Development section of FY 2007-2008 Action Plan Funding Priorities chart included in *Year 3 Additional Files* section of this Action Plan.

Question 2: Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.

The specific goal and objectives to address non-housing community development needs in Sonoma County are listed below, and a brief description of each project funded in FY 2007-2008, the funding amount and identification of the objectives achieved by the project are included in the Non-Housing Community Development Activities Priority Funding section of FY 2007-2008 Action Plan Funding Priorities chart included in *Year 3 Additional Files* section of this Action Plan.

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.

Community Development Objective C-1

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).

Community Development Objective C-2

Construct, renovate or install access modifications 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.

Community Development Objective C-3

Facilitate economic integration and self-sufficiency for lower income persons through self-sufficiency programs and through job training and economic development activities to increase job opportunities.

Antipoverty Strategy

1. Describe the actions that will take place during the next year to reduce the number of poverty level families.

Program Year 3 Action Plan Antipoverty Strategy response:

The County will work to reduce the number of poverty-level families by targeting CDBG, HOME, FESG 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 overriding goal of the County is to provide the environment and tools necessary to enable all County residents to realize a greater degree of economic stability. While the County does not have the resources to directly elevate the incomes of poverty level persons, it will continue to act to reduce the housing costs for these individuals. The Sonoma County Community Development Commission (SCCDC) implements the Section 8 Housing Choice Voucher Program, HOME-funded Tenant Based Rental Assistance Program, Shelter Plus Care Program, and Mobile Home Space Rent Assistance Program to serve this purpose. The SCCDC will also make CDBG funding available to municipalities and nonprofit agencies to operate programs that work to reduce the number of persons living below the poverty level through economic development and employment training activities such as family self-sufficiency programs, various homeless services, including both homeless prevention and transitional housing programs. The County's involvement in the Continuum of Care process, Section 3 compliance, SonomaWORKS, Job Link and the actions of the Local Workforce Investment Board will all foster greater economic opportunities for the low- and moderate-income residents of Sonoma County.

NON-HOMELESS SPECIAL NEEDS HOUSING

Non-homeless Special Needs (91.220 (c) and (e))

*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve for the period covered by the Action Plan.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

Program Year 3 Action Plan Specific Objectives response:

Question 1: Describe the priorities and specific objectives the jurisdiction hopes to achieve for the period covered by the Action Plan.

Many non-homeless persons need supportive housing and services to enable them to live independently and to avoid homelessness or institutionalization. This is particularly true for the elderly, persons with physical, mental or developmental disabilities, persons with HIV/AIDS, victims of domestic violence, parolees, veterans, teens living on their own, children leaving group homes or aging out of foster care, people transitioning from welfare to work, farm workers, non-English speakers, illiterate adults, and substance abusers. The supportive housing and services required by these special needs subpopulations often overlap the housing needs and supportive services identified and addressed in other areas throughout the 2005 Consolidated Plan. As such, the County does not identify specific priorities and objectives for non-homeless special needs populations, but rather includes them within a broad-based array of objectives in the *Housing, Homeless, and Community Development* sections of the Consolidated Plan. A listing of these projects is shown in the FY 2007-2008 Action Plan Funding Priorities chart included in *Year 3 Additional Files* section of this Action Plan.

Question 2: Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

The Urban County will administer housing, homeless, and non-housing community development programs, either directly through the Sonoma County Community Development Commission or through funding provided to other governmental or nonprofit agencies, that will benefit low/moderate-income households, including households with one or more members who have special needs. Federal, State and local public and private sector resources that are expected to be available for these purposes are detailed in the *Specific Housing Needs* section of the 2005 Consolidated Plan.

Housing Opportunities for People with AIDS

*Please also refer to the HOPWA Table in the Needs.xls workbook.

1. Provide a Brief description of the organization, the area of service, the name of the program contacts, and a broad overview of the range/ type of housing activities to be done during the next year.
2. Report on the actions taken during the year that addressed the special needs of persons who are not homeless but require supportive housing, and assistance for persons who are homeless.

3. Evaluate the progress in meeting its specific objective of providing affordable housing, including a comparison of actual outputs and outcomes to proposed goals and progress made on the other planned actions indicated in the strategic and action plans. The evaluation can address any related program adjustments or future plans.
4. Report on annual HOPWA output goals for the number of households assisted during the year in: (1) short-term rent, mortgage and utility payments to avoid homelessness; (2) rental assistance programs; and (3) in housing facilities, such as community residences and SRO dwellings, where funds are used to develop and/or operate these facilities. Include any assessment of client outcomes for achieving housing stability, reduced risks of homelessness and improved access to care.
5. Report on the use of committed leveraging from other public and private resources that helped to address needs identified in the plan.
6. Provide an analysis of the extent to which HOPWA funds were distributed among different categories of housing needs consistent with the geographic distribution plans identified in its approved Consolidated Plan.
7. Describe any barriers (including non-regulatory) encountered, actions in response to barriers, and recommendations for program improvement.
8. Please describe the expected trends facing the community in meeting the needs of persons living with HIV/AIDS and provide additional information regarding the administration of services to people with HIV/AIDS.
9. Please note any evaluations, studies or other assessments that will be conducted on the local HOPWA program during the next year.

Program Year 3 Action Plan HOPWA response:

Not applicable to Sonoma County.

Specific HOPWA Objectives

Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the Action Plan.

Program Year 3 Specific HOPWA Objectives response:

Not applicable to Sonoma County.

Other Narrative

Include any Action Plan information that was not covered by a narrative in any other section.

The Sonoma County Community Development Commission (CDC), including the Housing Authority and Redevelopment Agency, has developed a policy to protect the individual recipients of its services from the effects of discrimination because of their race, color, or national origin. The goal of this policy is to provide meaningful access to translation or interpreter services, for persons with Limited English Proficiency.

A person with Limited English Proficiency (LEP) is a person who does not speak English as their primary language and who has a limited ability to read, write, speak or understand English. The CDC will take affirmative steps to communicate with people who need services or information in a language other than English. This policy was developed to serve applicants, participants, and/or persons eligible for housing assistance and support services.

The CDC will analyze the various kinds of contacts it has with the public, to assess language needs and decide what reasonable steps should be taken. In order to determine the level of access needed by LEP persons, the CDC will balance the following four factors:

- (1) the number or proportion of LEP persons eligible to be served or likely to be applying for program services;
- (2) the frequency with which LEP persons utilize these programs and services;
- (3) the nature and importance of the program, activity, or service provided; and
- (4) the benefits from providing LEP services, and the resources available and costs to the CDC for those services.

Balancing these four factors will ensure meaningful access by LEP persons to critical services while not imposing undue burdens on the CDC.

In addition, this policy extends to all partners in the Commission's programs, including but not limited to local government entities, assisted housing providers, public service providers, and affordable housing developers. These groups shall provide the Commission with copies of their own LEP Policies.

In consideration of these policies, the Commission has developed the Language Access Plan to implement solutions to the identified needs of the LEP populations it serves. A copy of this plan is available upon request.