

II. General

Narrative Responses

GENERAL

Executive Summary

The Executive Summary is optional, but encouraged. If you choose to complete it, please provide a brief overview that includes major initiatives and highlights that are proposed during the next year.

Program Year 1 Action Plan Executive Summary:

The FY 2005-2006 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. During FY 2005-2006, 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 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.

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 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 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.
- 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.

Geographic Distribution of Funded Activities

The County employs the target area concept for the implementation of projects. The County has determined that concentration of funds in designated low- and moderate-income neighborhoods provides a greater impact than a scattered program. Therefore, the County uses a comprehensive approach to meeting community development needs throughout the

unincorporated neighborhoods of the County and in the seven participating incorporated jurisdictions that comprise the Urban County. This target area concept does not eliminate the possibility that there will be projects selected that might operate citywide or countywide; however, most projects will be targeted to specific areas.

Other Actions to be Taken During FY 2005-2006

As described further in the 2005 Consolidated Plan’s Five-Year Strategic Plan, during FY 2005-2006 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 2005-2006, Sonoma County will receive \$2,295,165 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 2005-2006 CDBG funds for activities that benefit low- and moderate-income persons.

The projected uses of funds for CDBG are as follows:

1. Catholic Charities- Family Support Center	Public Service	Countywide	\$ 55,000
2. Catholic Charities- Homeless Service Center	Public Service	Countywide	\$ 27,000
3. Church of the Incarnation-Living Room	Public Service	Countywide	\$ 8,000
4. COTS-Svcs. For Homeless Children/Parents	Public Service	Countywide	\$ 40,000
5. COTS-Mary Isaak Center	Public Service	Countywide	\$ 40,000
6. CAPSC- Fair Housing	Public Service	Countywide	\$ 35,000
7. CAPSC- HCA Emergency Rental Assistance	Public Service	Countywide	\$ 38,000
8. CAPSC- Chanate Women’s Shelter	Public Service	Countywide	\$ 12,000
9. CSN- Representative Payee Program	Public Service	Countywide	\$ 5,000
10. SAY – Coffee House	Public Service	Countywide	\$ 15,000
11. SCAYD – Homless Prevention Program	Public Service	Rohnert Park	\$ 5,000
12. SCHA - Project HERO	Public Service	Countywide	\$ 31,075
13. SOME – The Family Connection	Public Service	Countywide	\$ 5,000
14. St. Paul’s Episcopal Church - Wallace House	Public Service	Countywide	\$ 5,000
15. Women’s Recovery Services	Public Service	Countywide	\$ 13,000
16. YWCA - Adobe Project	Public Service	Countywide	\$ 10,200
17. Guerneville Library ADA Improvements	Public Facility	Unincorp. Area	\$ 50,000
18. Steelhead Beach Restroom ADA	Public Facility	Unincorp. Area	\$ 50,000
19. Corby Ave./Victoria Dr. Collection System	Public Improv.	Unincorp. Area	\$ 150,000
20. Penngrove Main Street ADA Sidewalks	Public Improv.	Unincorp. Area	\$ 94,275
21. Sidewalks/Streetlights for Wild Oaks Phase II	Public Improv.	Windsor	\$ 66,670
22. CRI-Access Modifications	Housing Related	Countywide	\$ 100,000
23. Divine Senior Apartments	Housing Related	Cloverdale	\$ 300,000
24. Housing Rehab. Grant Program	Housing Related	Cotati	\$ 66,670

25. East Street Transitional Housing	Housing Related	Healdsburg	\$ 66,670
26. Housing Rehab. Grant Program	Housing Related	Rohnert Park	\$ 66,670
27. Covert Lane Homeownership	Housing Related	Sebastopol	\$ 66,675
28. Village Green Apartments ADA	Housing Related	Sonoma	\$ 66,670
29. SCCDC Housing Rehab. Grant Program	Housing Related	Countywide	\$ 347,557
30. Administration			\$ 459,033
TOTAL OF CDBG PROJECTS			<u>\$2,295,165</u>

Home Investment Partnerships Program (HOME)

In FY 2005-2006, Sonoma County will receive \$1,237,006 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 (CHDOs). The set-aside amount for FY 05-06 is \$185,551. Unexpended FY 2004-2005 set-aside funds in the amount of \$24,835 raise the total set-aside amount available to \$210,386. 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 \$43,068 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:

1. BHDC-Larkfield Oaks Apartments	Housing Develop.	Unincorp. Area	\$ 371,102
2. CHDCSR-COTS Commons	CHDO Set-Aside	Rohnert Park	\$ 210,386
3. Sonoma County Housing Authority	Rental Assistance	Countywide	\$ 556,653
4. Administration			<u>\$ 123,700</u>
TOTAL OF HOME PROJECTS			<u>\$1,261,841</u>

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

HUD has notified Sonoma County that it will receive \$43,068 in FY 05-06 HOME ADDI funds. These funds may only be used to assist low-income persons become first-time homebuyers. ADDI funds can be used for downpayment 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 \$89,054 in FY 2005-2006 FESG funds. Federal regulations impose a maximum available for both essential service and homeless prevention activities at 30% of the current allocation (\$26,716 each). The remainder of the allocation (\$35,622) 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, a number appropriate to the 5% staff administration allowance of \$4,453.

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:

1. Catholic Charities FSC	Shelter/Services	Countywide	\$ 23,052
2. COTS-Svs. for Homeless Children/Parents	Shelter/Services	Countywide	\$ 23,050
3. COTS-Mary Isaak Center	Shelter/Services	Countywide	\$ 23,050
4. YWCA-Safe House	Shelter/Services	Countywide	\$ 15,450
5. Administration			<u>\$ 4,452</u>
TOTAL OF FESG PROJECTS			<u>\$ 89,054</u>

Contingency Projects

In addition to the projects listed above, the FY 2005-2006 One-Year Action Plan includes a listing of CDBG, HOME and FESG contingency projects that will be funded if sufficient program income and/or reprogrammed funds become available during FY 2005-2006.

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. 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 listed below. Contingency projects in the CDBG Housing Rehabilitation category will be funded in the order of need.

CDBG City/Town Projects:

1. Covert Lane Homeownership	Housing Related	Sebastopol	\$ 233,325
2. East Street Transitional Housing Expansion	Housing Related	Healdsburg	\$ 34,133
3. Village Green ADA Rehabilitation Improve.	Housing Related	Sonoma	\$ 108,330

CDBG Unincorporated Area Public Facility/Improvements Projects

1. Penngrove Main Street Sidewalk ADA	Public Improvement	Unincorp. Area	\$ 255,725
2. Guerneville Library ADA	Public Facility	Unincorp. Area	\$ 50,000
3. Graton Road Sidewalks Phase I	Public Improvement	Unincorp. Area	\$ 60,000
4. Old Redwood Hwy Sidewalks Phase I	Public Improvement	Unincorp. Area	\$ 60,000

CDBG Housing Rehabilitation Projects:

Housing Rehab. Grant Program	Housing Related	Cloverdale	\$ 100,000
Housing Rehab. Grant Program	Housing Related	Cotati	\$ 33,330
Housing Rehab. Grant Program	Housing Related	Healdsburg	\$ 60,000
Housing Rehab. Grant Program	Housing Related	Rohnert Park	\$ 183,330
Housing Rehab. Grant Program	Housing Related	Sebastopol	\$ 100,000
Housing Rehab. Grant Program	Housing Related	Sonoma	\$ 200,000
Housing Rehab. Grant Program	Housing Related	Windsor	\$ 300,000
So. Co. CDC Housing Rehab. Grant Program	Housing Related	Countywide	<u>\$ 852,443</u>

TOTAL CDBG Contingency Projects..... \$2,630,616

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 fund the contingency project listed below.

1. BHDC-Larkfield Oaks	Housing Develop.	Unincorp. Area	\$ 13,898
2. Sonoma County Housing Authority	Rental Assistance	Countywide	\$ 93,347
3. CHDCSR-COTS Commons	CHDO Set-Aside	Rohnert Park	\$ 9,614
TOTAL OF HOME CONTINGENCY PROJECTS			\$ 116,859

Projected Use of Future FESG Program Income and Reprogrammed Funds:

Any FESG program income and/or reprogrammed funds received will be used to fund the following contingency projects in the priority order listed below.

1. Catholic Charities-Family Support Center	Shelter/Services	Countywide	\$ 21,948
2. COTS-Homeless Facilities	Shelter/Services	Countywide	\$ 5,475
3. COTS-Mary Isaac Center	Shelter/Services	Countywide	\$ 5,475
TOTAL OF FESG CONTINGENCY PROJECTS			\$ 32,898

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.
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.

Program Year 1 Action Plan General Questions response:

Question 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.

This FY 2005-2006 Action Plan, Year 1, 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. Five housing development proposals were recommended for funding, three of them in the U.S. Highway 101 corridor and two adjacent to Highway 12 that transverses Sonoma County laterally. Five public facility/improvement projects were recommended for funding, two adjacent to Highway 12 in the Russian River area and three located along the Hwy. 101 corridor. All of these projects are located in areas of higher concentration of low-income individuals, and most within areas of higher minority concentrations. The balance of the funding was recommended for services for homeless individuals and families, tenant-based rental assistance and housing rehabilitation activities that serve low- and moderate-income individuals and families countywide, and do not conform to boundaries. Maps representing the location of projects recommended for funding under this FY 2005-2006 Action Plan are included in the Year 1 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 2005-2006 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 2005-2006 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 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.

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 1 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 City and Town Managers 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 two technical assistance sessions for entities that are interested in using CDBG, HOME and/or FESG funds. As part of the formulation of this 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 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 2005-2006 Action Plan Funding Priorities chart included in *Year 1 Additional Files* section of this Action Plan.

Sonoma County Health and Human Services Functional 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
 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 non-profit agencies listed below also receive funding from the SCCDC to directly implement programs described in the FY 2005-2006 Action Plan Funding Priorities chart included in *Year 1 Additional Files* section of this Action Plan.

Becoming Independent	InterFaith Shelter Network
Bucklew Programs	Living Room
Burbank Housing Development Corporation	Oaks of Hebron
Catholic Charities	Redwood Gospel Mission
Committee on the Shelterless (COTS)	St. Paul’s Episcopal Church/The Wallace House
Community Action Partnership of Sonoma County (CAPSC)	Salvation Army
Community Housing Development Corporation of Santa Rosa	Social Advocates for Youth
Community Resources for Independence	Sonoma County A.I.D.E (SCAYD)
Community Support Network	Sonoma County Task Force on the Homeless
Face to Face	Vietnam Veterans of California
Housing Advocacy Group	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.

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Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.
Program Year 1 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.

September 8, 2004	Technical Advisory Committee (TAC) reviewed possible revisions to CDBG and HOME Policies.
September 14, 2004	Community Development Committee (CDC) reviewed possible revisions to CDBG, HOME and FESG Policies.
October 12, 2004	TAC/CDC Concurrent Public Hearings to identify housing and community development needs, review past program performance, and review CDBG, HOME and FESG Policies.
November 2, 2004	Board of Supervisors adopted CDBG, HOME and FESG Policies.
November 4, 2004	Notice of CDBG, HOME and FESG funding availability issued inviting submission of proposals for inclusion in FY 2005-2006 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 1, 2004	Technical Assistance Session #1 for agencies/ organizations interested in submitting proposals for inclusion in the FY 2005-06 Action Plan and assessment of delivery system capacity.
December 8, 2004	Technical Assistance Session #2 for agencies/ organizations interested in submitting proposals for inclusion in the FY 2005-06 Action Plan and assessment of delivery system capacity.
December 16, 2004	Public Needs Assessment Forum to gather input for the Consolidated Planning Process.
January 7, 2005	All proposals (except CDBG non-Public Service proposals initiated by the incorporated jurisdictions) due at SCCDC office.
February 11, 2005	CDBG non-Public Service proposals for projects in the incorporated jurisdictions, with endorsing resolutions for Housing Set-Aside proposals and priority resolutions for all other proposals, due at SCCDC office.

March 8, 2005	Community Development Committee Public Hearing on Countywide and County Target 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 2005-06 Action Plan.
March 15, 2005	Community Development and Technical Advisory Committee Concurrent Public Hearings to review the draft 2005 Consolidated Plan.
March 15, 2005	TAC Public Hearing on City/Town proposals for CDBG funding, including Housing Set-Aside proposals, resulting in TAC funding recommendations for proposals to be included in FY 2005-06 Action Plan.
March 21, 2005	Publication and dissemination of summary of proposed 2005 Consolidated Plan and FY 2005-2006 Action Plan. Commence 30-day comment period.
April 20, 2005	End of 30-day public comment period. Written comments due at Commission office.
April 26, 2005	Board of Supervisors public meeting to discuss and adopt the 2005 Consolidated Plan and FY 2005-06 Action Plan, including final funding decisions.
May 15, 2005	Deadline for 2005 Consolidated Plan, including the FY 2005-2006 Action Plan, to be received at HUD office.

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

At the Board of Supervisor's public meeting held on April 26, 2005, seven representatives of non-profit agencies spoke in support of increasing their FY 2005-2006 funding recommendation to enable their agencies to better serve their clientele. The Chair of the Community Development Committee spoke of the Committee's rationale for funding recommendations and reiterated the difficulty with which funding decisions must be made as available funding falls well short of the operational needs of many worthy programs. After consideration of all comments, the Board made final funding recommendations for FY 2005-2006 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 draft, public review Consolidated Plan, the adopted Consolidated Plan, 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 1 Action Plan Institutional Structure response:

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

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 2005-2006 Action Plan Funding Priorities chart included in the *Year 1 Additional Files* section of this Action Plan contains a listing of those entities receiving funding in FY 2005-2006. 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 1 Action Plan Monitoring response:

Question 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.

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. 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.

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.

Program Year 1 Action Plan Lead-based Paint response:

Question 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.

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. 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.