



## Fourth Program Year CAPER

The CPMP Consolidated Annual Performance and Evaluation Report includes Narrative Responses to CAPER 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.

The grantee must submit an updated Financial Summary Report (PR26).

### Executive Summary

Program Year 4 CAPER Executive Summary response:

The Sonoma County Consolidated Annual Performance and Evaluation Report (CAPER), prepared by the Sonoma County Community Development Commission describes FY 2008-09 accomplishments resulting from the use of Community Development Block Grant (CDBG), Home Investment Partnerships (HOME) and Emergency Shelter Grants (ESG) funds. These three funding sources are components of a single strategy for meeting locally defined housing and community development needs. This report also details projects and programs completed during the period and measures the accomplishments compared to the goals established in the County's 2005 Consolidated Plan. While the CAPER uses the required Department of Housing and Urban Development's (HUD) Integrated Disbursement and Information System (IDIS) as a means of tracking expenditures and reporting performance, citizens are encouraged to review the narrative and tables in the document to help assess actual performance.

This narrative report, as well as the IDIS financial information, reflects the activities undertaken within the community between July 1, 2008 and June 30, 2009. In FY 2008-09, the Community Development Commission received \$1,968,556 in CDBG Entitlement funds, \$1,122,102 in HOME funds, \$8,674 in HOME ADDI funds and \$88,253 in ESG funds. Any additional CDBG and HOME funds generated as program income was reutilized for programs. Accomplishments noted in the report include:

- Public service programs funded with CDBG dollars served 9,963 low-income households and individuals.
- 100% of the activities funded with CDBG funds were utilized to support either low-income households, access modification (ADA) projects benefiting the elderly or disabled or area-wide benefit projects. 99.4% of individuals assisted had incomes less than 80% of the annual median income for Sonoma County as determined by HUD.
- Sixty-four single-family dwellings, occupied by low-income households, were rehabilitated using CDBG, CalHome and Redevelopment funding. Some of these units house elderly and disabled individuals.
- The County continued support for the development of affordable rental and ownership housing units with the completion of 69 rental units utilizing HOME funds.

The FY 2008-2009 Consolidated Annual Performance and Evaluation Report is comprised of this narrative report and the statistical reports listed below.

#### Narrative Report

The CAPER's narrative report consists of three basic elements: 1) a summary of resources and programmatic accomplishments, 2) the status of actions taken during the year to implement the

jurisdiction's overall strategy, and 3) a self-evaluation as to the progress made during the past year in addressing identified priority needs and objectives, including the extent to which those activities yielded the desired outcomes in the community and lives of the persons assisted. Included in the narrative are:

- A summary of financial resources used to address community development priorities identified in the Sonoma County Consolidated Plan and Action Plans.
- Summaries of the community development accomplishments for FY 2008-2009 using CDBG, HOME and ESG funds for activities in the areas of affordable housing and emergency shelter facilities, public services and public facilities and improvements.
- Summaries of the income levels and the racial/ethnic composition of persons assisted through the CDBG, HOME and ESG Programs.
- Summaries of the relationship between the community development goals and specific objectives identified in the County's Consolidated Plan, the projects funded with CDBG, HOME and ESG funds, and the outcomes achieved by those activities.

Statistical Reports Attached

- **Community Development Block Grant (CDBG) Reports**  
Financial Summary Report (CO4PR26)  
Reconciliation of Funds
- **HOME Investment Partnerships (HOME) Reports**  
Match Report (HUD-40107-A)  
MBE/WBE Report for HOME Projects (HUD-40107)

Statistical Reports Available through HUD's Integrated Disbursement and Information System

- **Consolidated Plan Reports**  
Summary of Consolidated Plan Projects (CO4PR06)  
Program Year 2008 Summary of Accomplishments Report (CO4PR23)
- **Community Development Block Grant (CDBG) Reports**  
Timeliness Report (CO4PR56)  
Activity Summary (GPR) (CO4PR03)  
Housing Activities (CO4PR10)  
New Housing Construction Activities (CO4PR11)
- **Emergency Shelter Grants (ESG) Reports**  
Activity Summary (CO4PR20)  
Statistics for Projects (CO4PR19)
- **HOME Investment Partnerships (HOME) Reports**  
Status of Grants (CO4PR27)  
Status of CHDO Funds (CO4PR25)  
Status of Activities (CO4PR22)  
Cost Per Assisted Unit/Family (CO4PR15)  
Lower-income Benefit (CO4PR16)  
HOME Match Liabilities (CO4PR33)
- **General Reports**  
HUD Grants and Program Income (CO4PR01)

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**GENERAL**
**General Questions**

Program Year 4 CAPER General Questions response:

**1. Assessment of the one-year goals and objectives:**

- a. Describe the accomplishments in attaining the goals and objectives for the reporting period.**

All funds received from the CDBG, HOME and ESG Programs were used to address the goals and objectives identified in the County's Consolidated Plan 2005 and FY 2008-2009 Action Plan. The majority of funds received in FY 2008-2009 were used to develop new affordable housing units, preserve the stock of existing affordable housing, and assist very low- and low-income persons with monthly rental costs. Funds were also used to address the needs of transitional/supportive housing, homeless programs, infrastructure and non-housing community development priorities, fair housing, and family self-sufficiency programs.

- b. Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.**

The following reflects completed activities awarded funding in FY 2008-2009, as well as projects awarded funding in prior years but not completed until FY 08-09. Funding was provided to meet the following goals and objectives:

Housing Goal: To increase the housing stock affordable, accessible and available to extremely low-, low-, and moderate-income residents of Sonoma County, including special needs subpopulations. This meets HUD's objective for Decent Housing (DH).

CDBG funding:

City of Rohnert Park – Housing Rehabilitation Program	\$ 44,088
Community Action Partnership of Sonoma County – Fair Housing	\$ 52,500
Community Action Partnership - Homeless Prevention Program	\$ 36,000
Disability Services and Legal Center - Housing Access Modifications	\$ 47,123
SCAYD – Homeless Prevention Program	\$ 10,000
Sonoma County CDC – Housing Rehabilitation Program	\$ 355,788
<b>TOTAL CDBG Funding for this goal and objective</b>	<b>\$ 545,499</b>

HOME funding:

AHA – Petaluma Ave. Homes Construction	\$ 195,000
CHSC – Vida Nueva – Construction	\$ 557,992
CHSC – Operating Expenses	\$ 37,553.
Sonoma County Housing Authority – Tenant-based Rental Assistance	\$ 550,904
<b>TOTAL HOME Funding for this goal and objective</b>	<b>\$1,341,449</b>

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. This meets HUD's objective for Suitable Living Environment (SL).

CDBG funding:

Catholic Charities – Homeless Service Center	\$ 23,257
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SONOMA COUNTY

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Catholic Charities – Family Support Center	\$ 81,607
Committee on the Shelterless – Services for Homeless Children and Parents	\$ 18,766
Community Action Partnership – Sloan House Shelter	\$ 10,000
Cloverdale Community Outreach Committee – The Wallace House	\$ 10,000
Social Advocates for Youth – The Coffee House	\$ 10,000
Sonoma County Housing Authority – Project HERO:FSS	\$ 10,000
The Living Room, Inc. – The Living Room	\$ 10,000
YWCA – Adobe Project	\$ 10,000
YWCA – Safe House	\$ 11,410
<b>TOTAL CDBG Funding for this goal and objective</b>	<b>\$ 195,040</b>

ESG funding:

COTS – Services for Homeless Children and Parents	\$ 32,841
COTS – Mary Isaak Center	\$ 51,000
<b>TOTAL ESG Funding for this goal and objective</b>	<b>\$ 83,841</b>

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. This meets HUD’s objective for Suitable Living Environment (SL).

CDBG funding:

Town of Windsor – Wild Oak Streetlights	\$ 65,521
General Services – Santa Rosa Veterans ADA Improvements	\$ 50,000
Valley of the Moon Teen Center	\$ 290,000
<b>TOTAL CDBG Funding for this goal and objective</b>	<b>\$ 405,521</b>

**c. If applicable, explain why progress was not made towards meeting the goals and objectives.**

By the end of the 2005-2010 Consolidated Plan we expect to meet all but three multi-year goals. While significant progress has been made toward the availability and accessibility of decent housing, the Commission’s quantified objectives in providing comprehensive rehabilitation loans, hazard mitigation, and access modifications have not been met due to the declining amount of federal funding, escalating costs of rehabilitation construction, and an overestimation of number of units that could be rehabilitated given available resources. In 2005 the Housing Rehabilitation Program Design was revised to work equally well with funding from redevelopment project areas and state funding. This additional funding will help to rehabilitate more homes for low-income individuals.

The Commission’s numerical objectives in providing public facilities have also not met the 2005-2010 Consolidated Plan targets for suitable living environments. Homeless prevention and services to the homeless, as well as the provision of affordable housing, have been an increasing focus during these fiscal years. In addition, the design, environmental, and bidding processes have taken longer than expected and as noted above, the funding has decreased. Completed projects, however, such as a new teen center, rehabilitation of transitional housing, and community centers, libraries, parks, and drainage improvements are having a positive impact on the low-income, elderly, and disabled populations most in need.

The construction of affordable housing units were on track to meet the goals set, and would have done so but for the fact that one agency, Eden Housing, decided not to use HOME funds that the Commission had previously committed to the building of Healdsburg Family Housing, a 64 unit project.

**2. Describe the manner in which the recipient would change its program as a result of its experiences.**

Commission staff has been working with departments and agencies that apply for funding to give better estimates of numerical goals to be accomplished. Because of the inevitable fluctuation of amounts and sources of funding as well as types of services needed as economic conditions change, on-going adjustments will be necessary and explained in future Action Plans.

During the annual funding allocation process, capital projects that can be completed within a 24-month timeframe are encouraged. Environmental review and construction contract deadlines have been set in the Commission's funding policies to assist awardees in realistic timeline estimations. Project timelines are being monitored by staff on at least a quarterly basis to identify delays early and provide assistance if possible.

### **3. Affirmatively Furthering Fair Housing:**

#### **a. Provide a summary of impediments to fair housing choice.**

The 2005 review of statewide fair housing complaints showed that disability, race, familial status, and national origin are the primary areas of fair housing complaints, and complaints submitted to local fair housing providers paralleled those categories.

The Sonoma County Community Development Commission (Commission), in conjunction with the CDBG entitlement Cities of Santa Rosa and Petaluma, completed a joint Analysis of Impediments to Fair Housing Choice (AI) in the fall of 2005. Statistics showed that there is not a great outward discrimination problem in Sonoma County but rather a more pervasive problem of differential treatment towards some renters in protected classes throughout the county.

Other factors impeding fair housing choice for low-income, elderly and disabled persons are:

1. Screening tactics used by landlords.
2. Income and security deposit requirements for approval of rental applications that may be insurmountable burdens to the low-income population who may not have adequate credit ratings or sufficiently available cash.
3. A lack of proactive code enforcement, allowing substandard housing units to go unrepaired, causing tenants to live in unsafe conditions.
4. Limited proficiency in English language that may cause difficulty in house seeking and may afford an avenue allowing abusive terms and conditions to be enforced.
5. Education, job training and credit counseling options that may not be readily available to low-income persons to enable them to rise to the challenge of obtaining and maintaining permanent housing in this still high-cost area.
6. Community Development Block Grant (CDBG) formula allocations and Fair Housing Initiative Program (FHIP) funding have decreased since FY 2000. As these funding sources are primary to the provision of fair housing activities, as well as funding programs that strive to overcome the effects of impediments identified, the funding reduction itself has the potential for becoming an impediment to fair housing choice.
7. Since the mid-1990's, Sonoma County became one of the most expensive areas to live in terms of housing cost.

#### **b. Identify actions taken to overcome effects of impediments identified.**

Fair Housing provisions are required in all contracts with subgrantees and continued desktop and site visit monitoring ensures that all allocated funding is used in a manner that affirmatively furthers fair housing. Please also see Monitoring Section.

The agency providing Fair Housing services for the greater part of Sonoma County reported assistance to one thousand people during FY 08-09. Eleven mediations for tenant-landlord issues took place, 15 complaints were heard and forwarded to the California Department of Fair Employment and Housing, 6 complaints were referred to Marin Fair Housing for testing, and 48 educational community presentations were provided offering materials on Fair Housing laws and landlord/tenant rights and responsibilities. This addresses factors 1 and 2 above.

The Community Development Commission's Rehabilitation division works closely with the Permit and Resource Management Department to ensure smooth progress toward home rehabilitation for low-income individuals. Please also refer to the Barriers to Affordable Housing section. This addresses factors 1 and 3 above.

Two agencies allocated CDBG funds provided one-time-only assistance to 2,574 individuals for security deposits, delinquent rent or mortgages and other emergency assistance, addressing factor 2 above.

The Community Development Commission and all subrecipients have a Limited English Proficiency policy to which all must adhere. In addition to these required policies, factor 4 is further addressed by several agencies providing ESL classes and by the Commission and most other agencies printing all notices, brochures and other publicly disseminated information in both English and Spanish, the two most prevalently spoken languages in Sonoma County.

The CDBG-funded Family Self Sufficiency program assisted 101 individuals to continue education and job training in order to maintain permanent housing, the factor 5 issue, as well as to become independent of public assistance. Catholic Charities is one of the few HUD-approved housing counseling agencies in the area assisting many households with credit and housing issues. COTS provides Work Right and Rent Up education and CAPSC also provides the Rent Up program. COTS also provides the Family Connection, a mentoring program supporting families in their transition from homelessness to permanent housing.

To address factor 6, the Commission sets aside CDBG public services funding to ensure adequate support for the provision of the HUD-mandated level of fair housing activity.

The need for affordable housing has been an on-going need in Sonoma County as noted in factor 7. The housing market has changed significantly during the last two years with many homes selling short of the amount owed or being foreclosed upon and currently on the market as bank-owned properties. While this has had the effect of lowering the median value of resale single-family homes to \$274,740, significantly down from the \$368,250 value reported in June 2008 and increasing the ability of median-income households to purchase homes, the economic climate has forced several businesses to close and caused significant layoffs. The unemployment rate in June 2009 is 10.2%, double the rate reported in June 2008. The rate of foreclosures would seem to make the rental market tighter with a lower vacancy rate and an increase of rents but in fact, RealFacts, a local company that tracks rental markets across the nation, reported that rents have fallen for four consecutive quarters (Press Democrat July 15, 2009). The vacancy rate was increasing but, as of the second quarter, has leveled off indicating rents are becoming more affordable. Still, Fair Housing of Sonoma County reported an increasing number of evictions, possibly as a result of job loss and evictions by banks foreclosing on properties. To address the on-going needs, the Commission provides:

- Homeownership opportunities, through first-time homebuyer and sweat-equity, self-help programs. Please see Sequoia Village and Hollyhock, as well as specifics on other

- ownership and rental housing projects, in the Housing section under Specific Housing Objectives.
- Early-in funding is made available to affordable housing projects to enable developers to leverage funding from other sources. Please see Question 5 in this section, Leveraging Resources, below.
  - Notices of funding availability are disseminated to potential developers and service providers, and the application procedure is clear and not overly restrictive. Notices are emailed, published in the local newspaper, announced in radio service spots in both English and Spanish, and can be located on the County website. Applications, with instructions, can be obtained in person, through the mail, downloaded from the website, and emailed to an interested applicant. An annual Technical Assistance session is provided for all interested applicants.
  - Collaboration between housing developers and other service providers that results in blocks of units with supportive services in new affordable housing projects targeted towards specific special needs populations, such as those with mental disabilities or farm workers. Burbank Housing Development Corporation and Community Housing Sonoma County consistently collaborate with other non-profit agencies to house individuals with special needs such as Veterans on the West Hearn project and providing accessible housing units for disabled individuals referred by Disability Services and Legal Center (DSLCL).
  - Housing Rehabilitation. During FY 08-09 the Commission and DSLCL rehabilitated 71 units using CDBG, Redevelopment, CalHome and FEMA funding to:
    - Provide access modifications to rental and owner-occupied properties and to preserve the existing housing stock.
    - Assist low-income, elderly and disabled households in maintaining housing in lieu of becoming homeless or being driven into institutional facilities prematurely.
    - Create an on-going and additional supply of accessible and affordable housing.
  - Interagency Collaboration with public works officials to facilitate ADA-compliant access and functional public transportation options linking both current and planned affordable housing units to employment opportunities and services.

**4. Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.**

Mortgage Credit Certificate Program: The County's Mortgage Credit Certificate (MCC) Program, available to low-income homebuyer residents of the entire county, assisted 21 local homebuyers in purchasing their first home.

Housing Assistance Committee Employee Programs: The Commission administered the First-Time Homebuyer Program (FTHB), the Rental/Mortgage Assistance Program (RMAP) and the Housing Rehabilitation Program (Rehab) for the County of Sonoma's Housing Assistance Committee utilizing funds consisting of contributions from the County of Sonoma and county employees represented by SEIU Local 1021. During FY 2008-2009 twelve FTHB loans for secondary mortgage financing were provided, sixty-three loans were made for rental move-in costs, and delinquent rent, mortgage, insurance or tax payments and ten loans were made to assist employees in financing needed health and safety improvements in their homes.

Land Use Incentive Programs: In addition to funding and/or administering the variety of affordable housing finance programs described throughout this report, the County has adopted and administers a variety of land-use regulatory incentives, such as density bonuses and parking standard reductions, to encourage creation of new affordable for-sale and rental housing.

County Fund for Housing: During FY 08-09, the County approved a \$175,000 loan to Stewart Cummings to pay predevelopment and construction costs associated with three second-dwelling units affordable to two low-income households and one extremely low-income household attached to three market-rate homes. The current CFH balance available for eligible projects is \$2.3 million.

Tenant-Based Rental Assistance: The Sonoma County Housing Authority operates a number of programs to supplement rents for low-income households to ensure that their housing costs do not exceed 30-40% of their monthly income. These programs enable low-income households to maintain existing rental units that would otherwise be unaffordable to them, and helps to prevent homelessness for these families. The Section 8 Housing Choice Voucher Program, Shelter Plus Care Program, Mobile Home Space Rent Assistance Program and HOME Tenant-Based Rental Assistance Program (TBA) all serve this purpose. During FY 08-09:

- The Section 8 Housing Choice Voucher Program assisted 2,722 households each month.
- Previous McKinney “Continuum of Care” funding commitments and a renewal commitment of Shelter Plus Care funding from HUD provided rental subsidies for homeless individuals and families that included 69 units for persons with HIV/AIDS, 34 units for persons with mental illness, 15 units for persons with physical disabilities and 21 units for former foster youth with disabilities.
- The Mobile Home Space Rental Assistance Program (MSRAP) subsidized the space rent of 31 very low-income seniors and persons with disabilities and families who own their own mobile home and pay for space rent.
- HOME Tenant Based Assistance Program (TBA) provided rental assistance to 83 households. Refer to Housing section titled “Specific Housing Objectives” and “HOME/ADDI.”

Flood Elevation Program: During the report year, the Commission elevated twelve additional flood-prone properties under FEMA Hazard Mitigation Grant Program (HMGP) bringing the total number of elevated homes to 216 since the major flood of 1997. A \$1.5 million FEMA Flood Mitigation Assistance (FMA07) grant has been allocated and projects are underway. Grant allocation of \$1.5 million of FEMA FMA 08 and \$2.2 million of FEMA FMA 09 funds to continue the Flood Elevation Program are pending completion of environmental review and final approval. A grant application for approximately \$9 million of FEMA Severe Repetitive Loss (SRL) funding to mitigate the flood hazards in 60 properties is approved and allocation is pending.

Supportive Services: The Commission provides CDBG funding to nonprofit agencies to operate programs that work to reduce the number of persons living below the poverty level through self-sufficiency programs. For HUD performance measurement purposes, the assisted individuals are reported under the Homelessness Specific Objectives of agencies providing day center services, emergency shelter beds or transitional housing. However, the activities provided in addition to these basics needs are worth noting. Supportive services such as health services, counseling, childcare, parenting education, financial management classes, housing search, a mentoring program for recently homeless families once they achieve permanent housing, substance abuse treatment, domestic violence intervention, transportation assistance, assessment of individual and family needs, and outreach to the “street” homeless are also

provided by the agencies listed below.

Catholic Charities	Community Action Partnership of Sonoma County
Committee On The Shelterless	Cloverdale Community Outreach Committee
Social Advocates for Youth	Sonoma County Housing Authority
The Living Room	YWCA

CalHome: California Department of Housing and Community Development (HCD) funding in the amount of \$600,000 has been granted to the CDC as well as \$600,000 to the City of Rohnert Park to operate a low-income housing rehabilitation program, both of which are administered by the Commission.

Limited English Proficiency (LEP): The Commission, 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 Commission 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.

Various kinds of contacts with the public will be analyzed 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 following four factors will be balanced:

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

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

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. All currently funded agencies have provided 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 located in Year 2 Additional Files, CAPER.

## **5. Leveraging Resources**

- a. Identify progress in obtaining "other" public and private resources to address needs.**

As detailed throughout this report, the Commission utilized CDBG, HOME, ESG, Supportive Housing Program (SHP), S+C, County General Fund, County Fund for Housing, and Redevelopment funds, along with funds from other public and private sources, to administer programs providing emergency shelter, transitional housing, permanent housing, and supportive/transitional services for the low-income residents of Sonoma County, including special needs populations who are not homeless but who require supportive housing. The Commission also worked collaboratively with non-profit developers to pursue State of California housing grants and loans. Through the Continuum of Care, SHP funds were used to administer the Countywide HMIS program.

Several federal funding sources, including HOME and McKinney-Vento funds, provide administration funding in amounts less than actual administration costs. The Sonoma County Board of Supervisors annually appropriates County General Funds to the Commission to augment these administration funds. In addition Sonoma County General Funds provided operational resource for the Russell Avenue Homeless Shelter, providing 30 beds, and the Samuel Jones Homeless Shelter providing 80 beds. Up to 15% additional beds are made available at each of these shelters during inclement weather.

**b. How Federal resources from HUD leveraged other public and private resources.**

For affordable housing projects in general, local government is often looked to as a “gap” financier to provide funds to achieve final feasibility for projects that have acquired commercial mortgage and tax credit equity commitments and, perhaps, other public sources of debt or grant funding. The Commission routinely fills these *pro forma* “gaps” causing projects to move forward and by doing so, leverages five to twenty dollars for every dollar of “gap” financing. The Commission also routinely commits funds early in the pre-development process thereby enabling the sponsor to be more competitive in seeking funding from other sources because a commitment of local public dollars can be demonstrated.

Similarly, with regards to public services funding, service provider agencies invariably cobble together a number of private and public sources of funding in order to deliver program services. Thus, the Commission is typically one of many funders for each public service program awarded grant funding. The level of service delivery taking place is far greater than the commensurate level provided through Commission funding due to this mutual leveraging of funds with other funders.

In addition to ESG matching fund requirements stated in the ESG portion of this report and the matching funds for HOME projects shown on form 40107-A, agencies reported \$1,463,927 of additional federal funding, \$36,000 state funding, \$1,702,877 local public funding, and \$1,237,846 private funding received to enable them to carry out their projects.

**c. How matching requirements were satisfied.**

The chart in the ESG Section, Question 3, delineates the source and amount of matching funds utilized in carrying out the ESG projects in the FY 2008-2009 Action Plan. Form 40107-A, delineating matching funds for HOME projects, can be found in Appendix B.

## Managing the Process

Program Year 4 CAPER Managing the Process response:

### 1. Describe actions taken during the last year to ensure compliance with program and comprehensive planning requirements.

The Commission conducts two Technical Assistance Sessions for subrecipients during each fiscal year. One is held for all parties interested in submitting applications for funding to explain the program guidelines and submission requirements. A second session is held for successful applicants prior to commencement of each new fiscal year delineating the programmatic contractual requirements. All technical assistance sessions are conducted at the Commission's office, which is fully accessible to all, and written feedback is requested at the end of each session and used for designing future sessions. The Community Development Commission's website has a comprehensive handbook, updated regularly, containing sample forms, programmatic descriptions and examples specific to the type of activity the subrecipients are undertaking.

## Citizen Participation

Program Year 4 CAPER Citizen Participation response:

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

### 1. Provide a summary of citizen comments.

The CAPER was made available to the public for examination and written comment for a period of 15 days prior to its submission to the U.S. Department of Housing and Urban Development (HUD) on or before September 30th. Additionally, public comment on the CAPER was solicited during public meetings of the Community Development Committee and the Technical Advisory Committee at the Community Development Commission's office in Santa Rosa. No members of the public appeared at the meeting to submit a verbal comment, and no written comments were received during the public comment period.

**In addition, the performance report provided to citizens must identify the Federal funds made available for furthering the objectives of the Consolidated Plan. For each formula grant program, the grantee shall identify the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, the total amount expended during the reporting period, and the geographic distribution and location of expenditures. Jurisdictions are encouraged to include maps in describing the geographic distribution and location of investment (including areas of minority concentration). The geographic distribution and expenditure requirement may also be satisfied by specifying the census tracts where expenditures were concentrated.**

A variety of resources were available during FY 2008-2009 for affordable housing, public services, public improvements, homeless assistance and generally furthering the goals and specific objectives identified in the Sonoma County Consolidated Plan and Action Plans. The following federal resources were utilized by a variety of entities during this reporting period.

#### Community Development Block Grant Program (CDBG)

In FY 2008-2009, Sonoma County used the majority of the available CDBG funds for housing or housing related activities. Funds were also used for public services and public

facilities/improvements activities. A complete listing of projects funded in various years and completed during FY 08-09 is included in General Questions 1b.

<u>Grant Funds</u>	<u>Program Income</u>	<u>Funds Obligated</u>	<u>Funds Expended</u>	<u>Geographic distribution / location of expenditures</u> -(See Maps in Appendix C)
\$3,437,738.89	\$157,602.61	\$1,783,645.13	\$1,688,016.65	

As of 6/30/09, \$123,679.72 remains to be obligated during FY 2009-2010.

Emergency Shelter Grants Program (ESG)

In FY 2008-2009, the County received a small ESG allocation that was used for the administration and operation of emergency homeless shelters and provision of homeless prevention assistance and supportive services for homeless persons. A listing of projects funded is included in Emergency Shelter Grant portion of this report.

<u>Grant Funds</u>	<u>Program Income</u>	<u>Funds Obligated</u>	<u>Funds Expended</u>	<u>Geographic distribution / location of expenditures</u> -(See Maps in Appendix C)
\$88,253.00	\$0.00	\$0.00	\$88,253.00	

Home Investment Partnerships Program (HOME)

In FY 2008-2009, Sonoma County used its HOME entitlement funds for new rental housing construction, Community Housing Development Organization (CHDO) operating costs, and tenant based rental assistance. Housing Section, HOME/ADDI, Question 1, includes a list of funded projects.

<u>Grant Funds</u>	<u>Program Income</u>	<u>Funds Obligated</u>	<u>Funds Expended</u>	<u>Geographic distribution / location of expenditures</u> -(See Maps in Appendix C)
\$3,086,562.20	\$0.00	\$2,187,710.17	\$898,852.03	

During FY 2008-2009, no HOME program income was received.

## Institutional Structure

Program Year 4 CAPER Institutional Structure response:

### 1. Describe actions taken during the last year to overcome gaps in institutional structures and enhance coordination.

During FY 2008-2009, the Commission worked closely with the various County Departments, municipalities and other entitlement jurisdictions within Sonoma County to address a wide range of housing and homeless issues and needs. Through the annual CDBG, HOME and ESG application and funding approval process, and through coordination with the Continuum of Care planning process, the County works closely with many of the nonprofit agencies and County Departments to coordinate their application for, and utilization of, federal funds. Activities are also coordinated with the Federal Emergency Management Agency (FEMA) in connection with their joint effort to mitigate the effects of seasonal flooding within the County. Please also see General Question #2 and Monitoring Question #1 below.

## Monitoring

Program Year 4 CAPER Monitoring response:

### 1. Describe how and the frequency with which you monitored your activities.

The Commission closely monitors the performance of subrecipients receiving CDBG, HOME and ESG funds. On-site monitoring visits and desktop monitoring are conducted by staff at least annually for each awardee to assure compliance with program regulations and requirements. All requests for reimbursement submitted by subrecipients are compared to the approved budget line items and each request must be accompanied by complete supportive documentation to be eligible for reimbursement. Quarterly reports are required and reviewed to ensure each agency is providing assistance as outlined in the Scope of Service and that capital projects are proceeding in a timely manner. One local policy for all non-profit agencies is to provide minutes from their Board of Director's meetings no later than 30 days from approval of the minutes. These minutes are a valuable source of information about the financial and programmatic health of each agency.

Members of the Evaluation Committee of the Continuum of Care annually visit and review each non-profit agency requesting funding for adherence to federal regulations and acceptable accounting practices. Many agencies receiving McKinney Vento funding through the Continuum of Care, also receive CDBG or ESG funding from the Commission.

Sonoma County's Health and Human Services Coordinating Committee meets semi-monthly. Department heads and other senior staff of all departments involved in human services meet to discuss performance of Health and Human Service activities.

A local administrative board, whose membership includes a Commission staff member, reviews applications and deliberates funding allocations for the Emergency Food and Shelter Program, a FEMA-funded program primarily to provide food for the homeless. In reviewing the applications and deliberating funding allocations, agencies' services, functions, staff turnover, problems, duplication of services, et cetera are monitored. The grant process for this funding is competitive and committee members review past performance of all applicant agencies, many of which also receive CDBG and ESG funding from the Commission.

The Commission's Community Development Manager also participated on a United Way committee involved in agency assessment related to near-future funding decisions and served in

a similar capacity for Community Action Partnership of Sonoma County for their capacity-building program.

**2. Describe the results of your monitoring including any improvements.**

Six public service agencies were visited during FY 08-09 and three agencies underwent a thorough desktop monitoring, covering 13 CDBG/ESG-funded programs. These activities found non-profit agencies funded with CDBG and ESG funding complied with most federal and local requirements. Results of monitoring help to inform the Commission of future technical assistance topics of discussion. The exceptions are as follows:

- One agency was inadequately collecting income, race and ethnicity data. A Finding and a Concern were issued, and one-on-one technical assistance was provided two times. All issues were satisfied, but this agency will be monitored again to confirm continued understanding and compliance.
- One agency was not providing adequate environmental assessment forms, inadequately tracking equipment purchased with federal funding, and did not use funds in a timely manner. This agency was issued one Finding, three Concerns and two Recommendations. On-going financial and programmatic technical assistance is being provided and monitoring will be continued until agency complies. FY 08-09 funding to this agency was decreased due in part to lack of response on these items.
- One agency was using incomplete race/ethnicity and income limit documentation forms, providing inadequate documentation of services offered, and applying a policy requirement in an unfair manner. One Finding, four Concerns and two Recommendations were issued regarding possible noncompliance of federal regulations. Several meetings with this agency have taken place, satisfactory responses were received, and follow up monitoring will be performed to assure continued compliance.
- One agency was given a Concern due to consistent overstatement of goals and a Recommendation was made to provide written copies of current policies and procedures. Both issues were satisfactorily addressed.
- One agency was given two Recommendations to provide quarterly reports and Board of Director's meeting minutes in a timely manner.
- One agency was provided HMIS data collection signs, as none were observed during the visit. Required signage is now in place.

During FY 2008-2009, the Commission's Affordable Housing Staff visited thirteen HOME-assisted rental housing developments. These included the Canyon Run Apartments in Healdsburg, Vinecrest Senior Apartments in Windsor, Winter Creek Village in Windsor, Carrillo Place in the unincorporated area of Southwest Santa Rosa, Lavell Village Apartments in the unincorporated area of Larkfield, the Arbors Apartments in Rohnert Park, Larkfield Oaks Apartments in the unincorporated area of Larkfield, Bodega Hills Apartments in Sebastopol, Parkland Senior Apartments in Healdsburg, Riverfield Homes in Healdsburg, Sea Ranch Homes in the unincorporated area of Sea Ranch, Gravenstein North Apartments in Sebastopol and Springs Village in the unincorporated area of Sonoma Valley. Each HOME site visit included a meeting with the resident manager, a review of a random sample of the files for HOME-assisted and other units, inspections of several HOME-assisted and other units, and a tour of the common areas and grounds. Without exception, all of the HOME-assisted developments were found to be well managed and well maintained. Commission monitoring staff was pleased to witness indicators of positive tenant-relations, and property management staff that were committed and sufficiently trained to meet HOME compliance responsibilities. The site visits did not reveal any findings or

significant concerns. Income verification and other documentation were available, accurate and organized. Minor problems or discrepancies that were noted were followed up and quickly rectified by property managers. Likewise, Commission monitoring staff took the opportunity of site visits to point out minor facility maintenance issues and these were all taken care of in a short time span by responsive property managers. This included minor, but potentially serious, safety issues like broken electrical outlet covers, inoperable smoke alarms and similar routine findings in rental housing developments.

### **3. Self Evaluation**

#### **a. Describe the effect programs have in solving neighborhood and community problems.**

The County's activities and strategies are making a positive impact on the goals and objectives contained in the County's Consolidated Plan 2005. Funding from the County's CDBG, HOME and ESG programs are combined with other resources to achieve measurable outcomes from the services and activities provided to the County's low-income residents and neighborhoods. The CDBG and HOME monies fund new construction and rental assistance programs to increase the affordability and accessibility to decent housing for the low- and moderate-income residents of Sonoma County. Funding from these programs also finance needed improvements in low-income neighborhoods and assist in the elimination of slums and blight, increasing the sustainability and availability to suitable living environments. CDBG and ESG funds also support varied public service activities that assist low-income households and individuals, including those households with special needs such as HIV/AIDS, people with mental illness and physical disabilities, the homeless and those at risk of becoming homeless. These services enhance the accessibility and availability of decent housing and economic opportunities, and help stabilize the lives of many of those served.

#### **b. Describe progress in meeting priority needs and specific objectives and help make community's vision of the future a reality.**

Sonoma County, as one of the least affordable housing markets in the United States, has significant barriers to overcome. Please see the first question in the Housing section of this report under Housing Needs, Specific Housing Objectives, Barriers to Affordable Housing, HOME, ADDI; the first question in the Homeless section under Homeless Needs, Specific Homeless Prevention Elements, Emergency Shelter Grants; the first question in the Community Development section, and the first question in the Non-Homeless Special Needs section, for specific progress made in meeting the priority needs and objectives in this County.

#### **c. Describe how you provided decent housing and a suitable living environment and expanded economic opportunity principally for low and moderate-income persons.**

Please see the Executive Summary, General Question #4, Housing Needs Question #1, Specific Housing Objectives Question #1, HOME/ADDI Question #1, Community Development Question #1, #7 and #12.

#### **d. Indicate any activities falling behind schedule.**

Please see General Question 1c. The County has emphasized timely expenditure of grant funds throughout all programs by both the enactment of specific time-line policies and the implementation of the funding process. The subrecipients of the grant funds, associated members of the Urban County, and the recommending bodies have all responded positively to this emphasis. Funding proposals are not submitted for consideration unless the projects are capable of getting underway in a timely manner and the recommending bodies reinforce that criterion in their funding recommendations. The Commission process contains several

benchmarks to encourage and monitor timely completion of funded activities. As a result, nearly all projects are progressing according to the approved schedule.

**e. Describe how activities and strategies made an impact on identified needs.**

Objectives were clearly defined in the Consolidated Planning process, stating specific goals to be met annually in order to achieve the overall goals of providing decent housing, a suitable living environment and economic opportunity. Please see Monitoring section, Question 3b.

**f. Identify indicators that would best describe the results.**

The CPD Performance Measurement Indicators used to help measure the impact federal funding made on the housing needs identified in the 2005 Consolidated Plan are the number of

- Rental units constructed
- Rental units rehabilitated
- Owner occupied units rehabilitated
- Homeownership units constructed or acquired and rehabilitated
- Households provided with direct housing-related financial assistance
- Individuals with special needs provided with Tenant Based Rental Assistance

The impact made on homelessness is indicated by the number of individuals assisted with:

- Public services
- Homeless shelters
- Emergency housing

The impact made on non-housing community development goals are the number of:

- Public facilities or infrastructure improvements to improve accessibility
- Individuals provided with homeless prevention education and financial assistance
- Individuals utilizing public services for education, referrals, food, shelter, job search assistance and other services.

**g. Identify barriers that had a negative impact on fulfilling the strategies and overall vision.**

Diminishing funding has resulted in several agencies' inability to maintain staff and provide services. Additional mandated activities such as HMIS cause more strain on both financial and staff resources. The economic downturn has exacerbated the housing cost burden for many segments of the communities. Not only are families disrupted, but property taxes used to support county-wide services are diminished, causing further decline to non-profit agencies for public services, affordable housing projects and accessibility improvements.

**h. Identify whether major goals are on target and discuss reasons for those that are not on target.**

The major objectives of the County, specified as Goals and Specific Objectives in the Consolidated Plan 2005 and FY 2008-2009 One Year Action Plan, have been addressed by the activities, programs and projects itemized in General Question 1.c. The County's FY 2009-2010 Annual Action Plan continues to fund programs and activities that directly and materially address the goals and objectives of the County's Consolidated Plan.

**i. Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.**

A minimum allocation amount of \$10,000 has been set, streamlining tracking and administrative tasks for the CDC staff, and providing more adequate grants for awardees. In addition, all reprogrammed funds are now allocated to the low-income housing rehabilitation program, saving time by not having to set contingency projects in place during the allocation process and funding them slowly during the year as funds from failed projects are reprogrammed. Capital projects are now required to be complete within two years of execution of Agreement to encourage readiness of project and avoidance of on-going administration costs. The CDBG, HOME and ESG policies were also combined into one document to save duplication and staff time, when revisions are necessary. Electronic technology is used to the highest extent possible to save time and expense, from the application process through the year-end closing process, as well as monitoring, reimbursement requests and quarterly reports.

### **Lead-based Paint**

Program Year 4 CAPER Lead-based Paint response:

**1. Describe actions taken during the last year to evaluate and reduce lead-based paint hazards.**

The Commission's continuing efforts to reduce lead-based paint hazards include proactively disseminating printed information concerning lead based paint hazards to all residents of housing rehabilitation and rental assistance programs, visual inspections conducted by all on-site inspection staff, and third-party risk assessments conducted on all non-exempt structures in the housing rehabilitation program. The Commission'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. The Housing Rehabilitation Specialists have received training 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. A California state certified risk assessor is utilized to conduct all necessary lead-based paint inspections and risk assessments. Most of the lead-based paint hazards identified have been limited to specific building components, and have been addressed through safe work practices and interim controls specified in the work write-ups. The Commission also ensures compliance with lead hazard reduction requirements by subrecipients of CDBG, HOME and ESG funding used to acquire and/or renovate existing buildings for housing or to undertake residential activities.

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## HOUSING

### Housing Needs

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

Program Year 4 CAPER Housing Needs response:

#### 1. Describe Actions taken during the last year to foster and maintain affordable housing.

See also General Question #4.

The Home Tenant-Based Rental Assistance Program (TBA) enables homeless families residing in shelters, survivors of domestic violence, seniors, persons with HIV/AIDS and other disabilities, and people displaced by a locally declared disaster to receive housing assistance. It provides these very low-income families and individuals with rental subsidies, making market rate housing units affordable to them. It results in their successful transition from homelessness to maintaining decent and affordable housing.

Participants are referred by various emergency shelters, transitional shelters and non-profit service providers, including the Catholic Charities Family Support Center, YWCA, Community Action Partnership, Face to Face, Disability Services and Legal Center, Community Support Network and the County of Sonoma Human Services Department, Division of Adult and Aging Services. Please see HOME/ADDI section, Question 1.

Also during FY 08-09, \$52,500 of CDBG funding was allocated to Community Action Partnership Fair Housing Program. This program assisted 1,000 individuals, 48% of whom had income of less than 30% of the MAI, 31% had incomes between 31-50% of MAI, 16% had incomes between 51-80% of MAI and 5% had incomes over 80% of MAI. Please see General Question 1c. The agency is constricted by federal guidelines to use CDBG funds to assist only those individuals who have provided face-to-face interviews and were willing to certify the amount of their income. Therefore, the number of clients served using CDBG funds represents only a portion of people receiving information and services from the Fair Housing Program. Many people either call in for advice or utilize the agency's website or written material for information. Others do not feel their income relates to the fair housing issue and refuse to comply. Finally, fair housing issues span all income levels and are not limited to the low-income population for which CDBG funding can be allocated. Services for individuals not providing income eligibility certification are funded with non-County funds.

See Monitoring, Question 3b. As stated throughout this report, developing and maintaining affordable housing is a high priority. In addition to funding the above two programs, several major housing projects are listed in Specific Housing Objectives as well as the HOME/ADDI section. Please also see General Question 4 for other funding directed toward affordable housing as well as other services not directly funded.

Two CDBG-supported programs, CAPSC HCA and SCAYD provide direct assistance to low-income families with security deposits and delinquent rent. In this fiscal year, 2,574 individuals benefited from these programs.

### Specific Housing Objectives

Program Year 4 CAPER Specific Housing Objectives response:

**1. Evaluate progress in meeting specific objective of providing affordable housing, including the number of extremely low-income, low-income, and moderate-income renter and owner households comparing actual accomplishments with proposed goals during the reporting period.**

See also HOME/ADDI Question 1a., Housing Needs Table for specific income breakdown and Community Development Question 12.

The Sea Ranch Roof Repair project is currently underway with the majority of the project completed. Roof failure not only required replacement of the roofs but also repair of water damage. There are 31 units in this project. Fiscal Year 07-08 CDBG funding in the amount of \$100,000, with additional FY 08-09 CDBG funding in the amount of \$100,000, was allocated to continue the roof damage repairs in this project.

Vida Nueva is a 24-unit permanent supportive housing complex for homeless individuals and families with disabilities. This project was allocated HOME-CHDO funding in FY 05-06 in the amount of \$210,386 (a portion of which was uncommitted funding from FY 04-05), \$174,518 in FY 06-07 and \$173,088 in unallocated FY 07-08 HOME-CHDO funding awarded in FY 08-09. This project has been completed and the project is fully rented.

Sequoia Village is a 20-unit co-housing homeownership development located in the City of Sebastopol. This project was allocated CDBG funding of \$70,899.03 in FY 05-06 and \$300,000 in FY 06-07, all of which has been paid out in FY 07-08 for acquisition costs of the site. The project has completed the construction phase and is currently in the process of converting the short-term CDBG loan that was originally provided to the developer into 11 long-term deferred-payment loans to the income-eligible homebuyers.

Petaluma Avenue Homes, a rental-housing complex based on co-housing principals has 45 units and is located in the City of Sebastopol. This project was allocated HOME funding in FY 06-07 in the amount of \$145,000 and FY 07-08 funding in the amount of \$50,000. CDBG funding in the amount of \$300,000 was also allocated in FY 07-08 and paid out for acquisition costs of the property. This project is complete and fully rented.

Windsor Redwoods is a 65-unit rental-housing complex that will be built in Windsor. This project was allocated HOME funding of \$109,034 in FY 06-07, \$146,174 in FY 07-08, \$286,630 in FY 08-09, and \$310,756 in FY 09-10. The project is in the predevelopment phase.

West Hearn Transitional Housing will be supportive transitional rental housing of 12 units for homeless veterans. It is located in an unincorporated area contiguous to the City of Santa Rosa. The project has been allocated \$168,342 in FY 08-09 for rehabilitation of an existing structure. The project is in the planning stage.

Hollyhock is a 34-unit homeownership development located in the City of Sebastopol. The project was allocated \$122,318 in FY 08-09 and \$87,384 in FY 09-10 CDBG funds. This project is in the predevelopment phase.

**2. Evaluate progress in providing affordable housing that meets the Section 215 definition of affordable housing for rental and owner households comparing actual accomplishments with proposed goals during the reporting period.**

All of the affordable rental and ownership housing units reported in response to question #1 above, and noted elsewhere throughout this report, qualify as Section 215 units. These include first time homebuyer resales, tenant based rental assistance, rehabilitation of single family and multi-family units and affordable housing developments completed and reported in Specific Housing Objectives Question #1 and HOME/ADDI Question #1.

**3. Describe efforts to address “worst-case” housing needs and housing needs of persons with disabilities.**

As detailed throughout this report, assistance was given to low-income households requiring earthquake hazard mitigation measures, hookups to sewer systems and access modifications to allow disabled persons to live independently. In addition, a joint Redevelopment and CFH loan application was processed to award \$2.6 million to Fife Creek Commons (FFC), formerly known as Guerneville 5<sup>th</sup> and Mill, a proposed 48-unit multi-family affordable rental project to pay a portion of the project's predevelopment and construction costs. The completed project will reserve 17 units for special needs clients. The TBA program provides rental assistance to households currently living in emergency or transitional shelters, seniors, persons with disabilities and people displaced by a locally declared disaster. Several public service agencies were allocated funding for operation of day centers for homeless people, and six public service agencies were allocated funding for eight homeless shelters, one of which serves youth, and one serves women and children who are victims of domestic violence.

In general, as detailed throughout this report, much of the assistance provided by the use of ESG, HOME and CDBG targets individuals and households at or below 30% MAI, including special needs households.

**Public Housing Strategy**

Program Year 4 CAPER Public Housing Strategy response:

**1. Describe actions taken during the last year to improve public housing and resident initiatives.**

The Sonoma County Housing Authority does not own public housing.

**Barriers to Affordable Housing**

Program Year 4 CAPER Barriers to Affordable Housing response:

**1. Describe actions taken during the last year to eliminate barriers to affordable housing.**

Please see the answer to General Question, #4 and HOME/ADDI answer to Question #1.

During FY 08-09, the CDC worked closely with PRMD to draft the revised Housing Element of the General Plan, now certified by the State of California, to eliminate barriers to affordable and market-rate housing. Three public meetings were held to receive input on programs to increase the supply of affordable and market-rate housing. Policies were developed to ensure that design review, development standards and conditions of approval for housing projects do not result in a reduction of allowable project density or number of units.

**HOME/ American Dream Down Payment Initiative (ADDI)**

Program Year 4 CAPER HOME/ADDI response:

**1. Assessment of Relationship of HOME Funds to Goals and Objectives**

- a. Evaluate progress made toward meeting goals for providing affordable housing using HOME funds, including the number and types of households served.**

Please also see Specific Housing Objectives, Question 1.

The HOME Tenant Based Assistance Program (TBA) assisted 83 households, 71 of which had incomes of 30% or less of MAI, 10 of which had 50% or less of MAI and 2 had incomes of 80% or less MAI.

Commission staff administers an American Dream Downpayment Initiative (ADDI) Program to assist low-income, first time homebuyers achieve homeownership by providing deferred-payment loans to pay non-recurring closing costs for homes sold through the Commission's Initial Sale and Resale Program. The ADDI loans carry a 0% interest rate and become due and payable at the end of the thirty year term or when the homes are sold or are otherwise no longer owner-occupied, whichever comes first. Twelve households will be assisted using approximately \$84,215 of ADDI funding in FY 09-10 at the Sequoia Village Homeownership project. Construction of this project was completed in FY 07-08 but due to the State of California budget crisis, state funding was delayed, pushing the owners' loan closing into FY 09-10. Remaining available ADDI funds will be reserved for use by low-income first-time homebuyers at BHDC's Hollyhock Homeownership project.

## **2. HOME Match Report**

- a. Use HOME Match Report HUD-40107-A to report on match contributions for the period covered by the Consolidated Plan program year.** Please see Appendix B.

## **3. HOME MBE and WBE Report**

- a. Use Part III of HUD Form 40107 to report contracts and subcontracts with Minority Business Enterprises (MBEs) and Women's Business Enterprises (WBEs).** See Appendix B.

## **4. Assessments**

- a. Detail results of on-site inspections of rental housing.** See Institutional Structure, Monitoring, Question 2.

- b. Describe the HOME jurisdiction's affirmative marketing actions.**

All recipients of HOME and CDBG funds are required to submit MBE/WBE outreach, affirmative marketing and Section 3 Plans as applicable to their projects, and Commission staff monitors subrecipients on an on-going basis to ensure that they implement such plans and are in compliance with all related laws and regulations.

- c. Describe outreach to minority and women owned businesses.**

The Commission advertised in the most current Minority Business & Professional Directory soliciting minority involvement in the housing programs. A list of Minority Business Enterprises and Women Owned Business Enterprises (MBE/WBE) is provided to the developers of affordable housing and public facilities approved for CDBG or HOME funding, and to all contractors on the Commission's housing rehabilitation pre-screened contractor list, encouraging them to use the MBE/WBE firms and requesting that they document their outreach and contract awards to such firms.

All recipients of HOME and CDBG funds are required to submit MBE/WBE outreach, affirmative marketing and Section 3 (economic opportunities for low- and very low-income persons) Plans as applicable to their projects, and staff monitors subrecipients on an on-going basis to ensure that they implement such plans and are in compliance with all related laws and regulations.

**HOMELESS****Homeless Needs**

\*Please also refer to the Homeless Needs Table in the Needs.xls workbook.  
Program Year 4 CAPER Homeless Needs response:

**1. Identify actions taken to address needs of homeless persons.**

In 1997, Sonoma County joined with the entitlement jurisdictions of Petaluma and Santa Rosa to work with representatives of the nonprofit, governmental, service provider, housing provider, law enforcement, business, homeless and general communities to develop an ongoing Continuum of Care planning process for the Sonoma County region. With the Sonoma County Community Development Commission acting as Lead Agency, the three jurisdictions and this coalition of groups have come together as the Continuum of Care Planning Group since 1998 to review and revise homeless services plans and strategies. The County recognizes that homelessness is an issue that crosses geographic boundaries, and that complex problems result in loss of housing, requiring specific programs and coordinated services directed to specific target populations. The planning group analyzes gaps in the County's continuum of care system and includes the specific goals and action steps to be undertaken during each 12-month period.

During FY 2008-2009, the Continuum of Care Planning Group and others continued working to achieve the Continuum goals. The Planning Group also worked in preparation for responding competitively to revisions to the annual funding submission for McKinney-Vento funding. A 10-year action plan on area homelessness was developed and approved during 2006/2007, entitled: "A Roof Over Every Head: Sonoma County's 10-Year Homeless Action Plan" and this plan increasingly shapes the planning for service delivery and coordination.

A description of the activities for which Supportive Housing Program (SHP) and Shelter Plus Care (S+C) Program funding was used during FY 2008-2009 by the County and thirteen nonprofits under the Sonoma County Continuum of Care Plan is included in General Questions #4 and 5.

During FY 2008-2009, SHP, S+ C, CDBG, HOME, ESG, County General Fund and funds from other sources were used to administer programs providing emergency shelter, transitional housing, permanent housing, and supportive/transitional services for the homeless and for special needs populations who are not homeless but who require supportive housing. The funded activities are further detailed in General Question 4, Monitoring Question 3c, Housing Question 1, Specific Housing Objectives, Question 1, HOME/ADDI Question 1a, Specific Homeless Prevention Elements Question 1 and Emergency Shelter Grants Question 1.

**2. Identify actions to help homeless persons make the transition to permanent housing and independent living.**

By funding nonprofit agencies and administering programs to assist homeless and special needs populations, the County is helping to expand affordable housing opportunities. The Housing Authority's HOME-funded TBA and S+C programs have expanded affordable housing opportunities by providing rental subsidies that enable homeless individuals and families to move off the streets or out of emergency shelters and into transitional or permanent housing. These programs also provide rental subsidies for persons with HIV/AIDS, mental illness, and physical disabilities, and for former foster youth with disabilities, to enable them to live independently while receiving supportive services from Face-to-Face, Community Support Network, Sonoma County Department of Mental Health Services/Mental Health Division, Disability Services and Legal Center, Social Advocates for Youth, Community Action Partnership of Sonoma County, Catholic Charities, and the YWCA, all of which work with these special needs households. Without the

TBA and S+C programs, these homeless and special needs households would likely remain on the streets or have no place to go when their stay at shelters and health care facilities ends.

The funding provided by the County to several nonprofit agencies enables them to operate programs that provide supportive services and supportive housing for homeless people and/or special needs households. The Catholic Charities Family Support Center provides both emergency and transitional housing for homeless families. The Russell Avenue Shelter operated by Catholic Charities provides emergency shelter for homeless individuals and families. The Catholic Charities Homeless Service Center provides both transitional housing for single men and day center services for homeless individuals and families. The COTS transitional housing facilities provide shared housing with supportive services for homeless individuals and families. The Living Room provides a daytime drop-in center for homeless women and children. COT's Family Connection program trains community volunteers and assists them to form mentor teams linked to families leaving homeless shelters to help them obtain and retain permanent housing by providing the types of support many non-homeless people receive from their families and close friends. The YWCA Women's Emergency Shelter provides transitional housing and counseling services for battered women and their children. These activities expand affordable housing opportunities in two ways. First, virtually all of the people served have no other place to live. Without these housing opportunities, most of these individuals and families would be homeless. Second, the supportive services provided to these special needs groups are designed to assist them to acquire the knowledge and skills necessary to make the transition to independent living and to break the cycle of homelessness.

**3. Identify new Federal resources obtained from Homeless SuperNOFA.**

During FY 2008-2009, all McKinney-Vento funded local non-profit agencies and the Commission obtained renewal commitments of Supportive Housing Program and Shelter Plus Care funding from HUD. In addition, the local Continuum of Care successfully applied for and received renewal of \$1.8 million in McKinney-Vento funding for programs operated by ten local non-profit agencies. Additional Shelter Plus Care funding in the amount of \$44,536 was awarded to the InterFaith Shelter Network's Yukon I and II program providing six beds of permanent supportive housing for chronically homeless individuals.

**Specific Homeless Prevention Elements**

Program Year 4 CAPER Specific Housing Prevention Elements response:

**1. Identify actions taken to prevent homelessness.**

CDBG funds were used to support the following programs:

- The YWCA Adobe project assists victims of domestic violence living in the Safe House with family advocacy, case management, and peer support group facilitation.
- Community Action Partnership and SCAYD provide security deposit move-in and one-time emergency assistance with rental payments to prevent homelessness for low-income families, seniors and people living with disabilities.

**Emergency Shelter Grants (ESG)**

Program Year 4 CAPER ESG response:

**1. Identify actions to address emergency shelter and transitional housing needs of homeless individuals and families (including significant subpopulations such as those living on the streets).**

One agency, administering two programs, was funded with ESG funding. The COTS Services for Homeless Children and Parents provides emergency shelter, with supportive services for homeless families. The COTS Mary Isaak Center provides emergency shelter to homeless adults without children in their care.

**2. Assessment of Relationship of ESG Funds to Goals and Objectives**

**a. Evaluate progress made in using ESG funds to address homeless and homeless prevention needs, goals, and specific objectives established in the Consolidated Plan.** Please see Homelessness Specific Objectives table in Appendix D. Emergency Shelter Grant Funding is provided to an agency providing day center services, emergency shelter and transitional housing and supportive services to homeless persons. This agency assists parents to implement rigorous action plans to overcome core causes of their homelessness and improve their children's developmental, educational, physical and mental status. Also provided are tutoring, child assessment and referral center, parenting education and mentoring for families and volunteer support teams for families during their first year post-shelter or transitional housing. As noted in Question 3 below, the annual goal for matching funds for these activities has been met.

**b. Detail how ESG projects are related to implementation of comprehensive homeless planning strategy, including the number and types of individuals and persons in households served with ESG funds.** Please see the Continuum of Care discussion in General Questions 2, 4 and Homeless Question 1. The agency providing services as outlined in question 1 above is expanding affordable housing opportunities to people who have no other place to live and assists them to acquire knowledge and skills necessary to make the transition to independent living and to break the cycle of homelessness. ESG funding is used only to support the homeless population through the agency's emergency shelters. During FY 08-09, 855 individuals were assisted, utilizing 130 emergency shelter beds. All but 22 of these individuals had incomes below 30% MAI.

**3. Matching Resources**

**a. Provide specific sources and amounts of new funding used to meet match as required by 42 USC 11375(a)(1), including cash resources, grants, and staff salaries, as well as in-kind contributions such as the value of a building or lease, donated materials, or volunteer time.**

The amount of other funding (excluding McKinney-Vento funding) received by the agency receiving ESG funding in FY 08-09 is \$626,017 of local public funds and \$88,000 of private funds.

**4. State Method of Distribution**

**a. States must describe their method of distribution and how it rated and selected its local government agencies and private nonprofit organizations acting as subrecipients.**

The Sonoma County Community Development Commission is not a state grantee.

**5. Activity and Beneficiary Data**

**a. Completion of attached Emergency Shelter Grant Program Performance Chart or other reports showing ESGP expenditures by type of activity. Also describe any problems in collecting, reporting, and evaluating the reliability of this information.**

There were no problems collecting this information from subrecipients and it is considered reliable.

Shelter Operation Costs

Operations for COTS	\$46,755
Staff Costs for COTS	\$ 8,384

Essential Services

COTS	\$25,150
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Homeless Prevention

COTS	\$ <u>3,552</u>
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**TOTAL ESG BUDGET:** **\$83,841**

**b. Homeless Discharge Coordination: As part of the government developing and implementing a homeless discharge coordination policy, ESG homeless prevention funds may be used to assist very-low income individuals and families at risk of becoming homeless after being released from publicly funded institutions such as health care facilities, foster care or other youth facilities, or corrections institutions or programs.**

Due to the minimal amount of ESG funding received, funds are used for the operation of homeless shelters and no federal funding received from the Commission is used for assistance to individuals after release from shelters.

**c. Explain how your government is instituting a homeless discharge coordination policy, and how ESG homeless prevention funds are being used in this effort.**

No ESG funding is used for the following efforts:

Two major and recent Sonoma County policy initiatives are directly related to discharge planning and coordination and a third initiative is indirectly related. The first is the endorsement of the Continuum of Care developed “*A Roof Over Every Head: Sonoma County’s 10-Year Homeless Action Plan*”, adopted by the Sonoma County Board of Supervisors in February 2007, that speaks directly to the important preventative need for discharge planning. Specifically, the plan identifies six key steps to end homelessness, the first of which is homelessness prevention. The relevant excerpt from the plan is as follows:

**1) Homeless Prevention**

- Reduce the number of people becoming homeless upon discharge from public institutions by 80%, by developing and implementing **protocols to assist people in finding housing when discharged from public institutions** (jails, prisons, mental health institutions, hospitals, and foster care) under the leadership of a **Homeless Prevention Council**.

The recommendation of creating a Homeless Prevention Council has been assigned to the existing Sonoma County Health and Human Services Coordinating Committee (HHSCC) for deliberation and possible action. This committee consists of County government department heads and other key senior staff from 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, 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).

Planning continued on the steps necessary to develop and implement discharge policies throughout County government institutions, and to the extent possible, private institutions, to

guard against discharges that have the affect of exacerbating the frequency or severity of homelessness. This planning and implementation process will continue into FY 2009-2010 and possibly, subsequent years.

The second major County initiative is the Board of Supervisors directed Sonoma County Strategic Plan, a comprehensive, multi-year planning effort to guide all County departments' efforts and prioritizations for the near future. The Board adopted the final version of the Strategic Plan in December 2007, concluding a fact-finding, public input and drafting process kicked-off in December 2005. In July 2008, the Board adopted the Implementation Plan, a key component of the overall Strategic Plan.

One of the major projects listed in the Implementation Plan, identified as Project #27, is for "Upstream Investments to Reduce Long-Range Demand for County Criminal Justice". In this context, "upstream investments" are defined as opportunities to intervene with individuals before they become involved with the juvenile or adult justice system. It is expected that this project will result in a heightened focus on funding "upstream" or preventative services that will not only reduce future levels of criminal justice incarceration, but also, necessarily reduce future levels of homelessness as well due to the prioritization of prevention and early intervention services targeting at-risk individuals. The County's Human Services Department is the project "owner" and the Commission is identified as a necessary key partner.

The third indirectly related policy initiative is the County's *Corrections Master Plan*. The first phase of this planning effort has been completed and the second phase is under way, to be completed in 2010. This planning effort is a systematic review of over-crowded conditions found in the current County incarceration facilities and new practices are being designed to alleviate this condition. Included in the planning process is the recognition that a full review and assessment of treatment options must be undertaken including, but not limited to, sentence and diversion options. A specific element of the *Corrections Master Plan* is to design a Community Corrections Center, a minimum security residential facility that offers a transitional experience from jail to the community.

Additional elements in the plan include a renewed emphasis on Drug Court and Mental Health Court as a result of a heightened focus on treatment. It is expected that these elements, once implemented, can and will mitigate the incidence of homelessness.

## COMMUNITY DEVELOPMENT

### Community Development

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

Program Year 4 CAPER Community Development response:

#### 1. Assessment of Relationship of CDBG Funds to Goals and Objectives

**a. Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities.**

Please see General Question 1b.

**b. Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.**

Please see Monitoring Question 3c, Housing Question 1 and Specific Housing Objectives Question 1.

**c. Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.**

During FY 08-09, 7,943 individuals with incomes less than 30% of MAI, 1,689 individuals with incomes less than 50% of MAI and 478 individuals with incomes less than 80% of the MAI for Sonoma County were benefited with CDBG and HOME funded activities. Sixty-four individuals were considered over 80% MAI as, in most cases, income documentation was refused.

Projects completed in this fiscal year meeting the Non-Housing Objectives to preserve neighborhoods, perform access modifications to public facilities, or to facilitate economic integration and self-sufficiency were all either certified as benefiting extremely-low or low-income persons, or the project was determined to be an area-wide benefit to 51% or more households with low-income, or the project benefited a limited clientele such as meeting the special needs of persons with disabilities and the elderly in accordance with the American Disabilities Act (ADA).

**2. Changes in Program Objectives**

**a. Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences.**

The Commission continues to believe the program objectives are consistent with the concerns of the citizens of Sonoma County. The overall goals did not change in FY 08-09. See also General Question #2.

**3. Assessment of Efforts in Carrying Out Planned Actions**

**a. Indicate how grantee pursued all resources indicated in the Consolidated Plan.**

See General Question 4, Managing The Process Question 1 and Homeless Needs Question 1.

**b. Indicate how grantee provided certifications of consistency in a fair and impartial manner.**

All requests by non-profit agencies for a certification of consistency with the Consolidated Plan are routed to the Commission's Community Development Manager. The certification is provided only if the subject proposal unambiguously addresses goals and objectives articulated in the Consolidated Plan.

**c. Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.**

The Board-approved CDBG, HOME and ESG policies are based upon the Consolidated Plan, as are the entire funding allocation and contracting processes. Commission actions are dictated and governed by the Consolidated Plan.

**4. For Funds Not Used for National Objectives**

**a. Indicate how use of CDBG funds did not meet national objectives.**

**b. Indicate how did not comply with overall benefit certification.**

Grantee funds were used exclusively for the three national objectives and the grantee complied with the overall benefit certification.

**5. Anti-displacement and Relocation – for activities that involve acquisition, rehabilitation or demolition of occupied real property**

- a. Describe steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities.
- b. Describe steps taken to identify households, businesses, farms or nonprofit organizations who occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences.
- c. Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations.

During FY 2008-2009, one activity utilizing CDBG funds was undertaken that will result in the demolition of existing housing units or business structures, and the displacement of individuals and businesses. This project is the Hollyhock Homeownership Project that has both residential and commercial structures on site scheduled for demolition. The developer, BHDC, has contracted with relocation specialists for the process and is following all the prescribed guidelines set forth by the Uniform Real Property Acquisition and Relocation Act and Section 104(d) of the Housing and Community Development Act of 1974.

**6. Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low- or moderate-income persons**

- a. Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.
- b. List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.
- c. If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience, or education.

No economic development/job creation activities were assisted this year.

**7. Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low and moderate income benefit**

- a. Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of whom are low- and moderate-income.

The County's CDBG funds were used to assist a variety of housing, public service and public improvement/facility activities addressing the Consolidated Plan's specific objectives during FY 2008-2009. One hundred percent of the County's CDBG funding was used for activities that demonstrated compliance with income eligibility requirements in a number of ways.

All housing development and housing rehabilitation activities require documentation that 100% of project beneficiaries are low- or moderate-income persons.

Some public service activities served a clientele falling within one of the categories of presumed 51% low- and moderate-income benefit, such as the homeless, domestic violence victims, disabled and elderly persons.

Some of the public service activities demonstrated at least 51% low- and moderate-income benefit by requiring written certification of family size and income. Other activities carried income eligibility requirements limiting the activity exclusively to low- and moderate-income persons.

Some public improvement/facility activities are considered to be a presumed low- and moderate-income benefit because they are limited to the removal of material or architectural barriers to the mobility or accessibility of elderly or disabled persons.

**8. Program income received**

- a. Detail the amount of program income reported that was returned to each individual revolving fund, e.g., housing rehabilitation, economic development, or other type of revolving fund.**

All program income received by Sonoma County is expended on active projects requiring reimbursement for expenditures prior to drawing down additional funds from the U.S. Treasury. During FY 2008-2009, no program income was deposited into revolving loan funds or retained by subrecipients for use on active projects. Because the Commission performs periodic draws of funding, program income is generally used within one week of receipt and, therefore, no interest is accrued on program income funds. No program income was on hand as of 6/30/09.

- b. Detail the amount repaid on each float-funded activity.**

The Commission does not have float-funded activity.

- c. Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other.**

Housing rehabilitation loan repayment total was \$152,844.04, a water line rebate was received in the amount of \$4,336.65 and document and copy fees in the amount of \$421.92 were received for a total of \$157,602.61.

- d. Detail the amount of income received from the sale of property by parcel.**

None.

**9. Prior period adjustments – where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information:**

- a. The activity name and number as shown in IDIS;**
- b. The program year(s) in which the expenditure(s) for the disallowed activity(ies) was reported;**
- c. The amount returned to line-of-credit or program account; and**
- d. Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.**

No expenditures have been disallowed.

**10. Loans and other receivables**

- a. List the principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received.**

No float-funded activity.

- List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.**

The total number of other loans outstanding is 274 and the principal balance outstanding is \$11,037,564.53 as of June 30, 2009.

- c. List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness.**

The Commission does not originate loans as forgivable loans. However, on October 2, 2007, the Sonoma County Board of Commissioners adopted Mature Loan Policies for Non-Profit Borrowers in order to create a standardized reference for responding to requests for loan term extensions, restructuring or forgiveness for existing Commission loans reaching maturity. Pursuant to these policies, if all criteria are met, the Commission shall forgive loans for public facilities such as, but not limited to, fire stations, transitional housing and emergency shelters for the homeless, teen centers, senior centers, and similar community facilities. The criteria include: 1) The borrower has demonstrated material compliance with conditions of the loan over the life of the loan and is in good status with the Commission and other Sonoma County departments and agencies with regards to the underlying financing and the use and operation of the property. 2) The subject property must be in good condition. If significant amounts of maintenance have been deferred, the loan extension, restructuring or forgiveness request will be denied. 3) The borrower must reasonably demonstrate that projected operating income and reserves are sufficient to finance ongoing operating expenses, including debt service, and capital replacement and maintenance for the period of any proposed loan term extension. 4) The borrower must demonstrate through an appraisal or other means acceptable to Commission staff that the value of the property is adequate to continue to fully secure any extended-term Commission debt. As required by Community Development Block Grant (CDBG) regulations, a deed restriction will be recorded against title to the property stipulating that, in the event the owner chooses to change the use or dispose of the property at any future date, the owner must reimburse the Commission in the amount of the then-current fair market value of the property, less any portion of the value attributable to expenditures of non-CDBG funds for acquisition of and improvements to the property. The property owner shall also continue to abide by all other applicable CDBG regulations. In FY 08-09 two loans met the criteria and were forgiven. Fees for processing expenses were received in the amount of \$160.00.

There are 260 deferred loans for a total of \$10,844,734.34, forty-eight of which are due from non-profit agencies. The outstanding principal for this group is \$8,022,487.42. Most have a 20 or 30-year deferral. Two have a 40-year deferral, four have a 55-year deferral and two loans are due on sale or transfer. The CDC has 40 outstanding first-time homebuyer loans with 30-year deferrals for a total principal due of \$975,099.00. There are 186 outstanding rehabilitation loans, most deferred for 20 years, with an outstanding balance of \$2,039,978.14.

- d. Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period.**

Five loans were written off during 2008-2009 for a total of \$61,684.71.

**e. Provide a List of the parcels of property owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period.** The Commission has not purchased property with CDBG funds. No property acquired by subrecipients using CDBG funds is available for sale.

**11. Lump sum agreements**

- a. Provide the name of the financial institution.**
- b. Provide the date the funds were deposited.**
- c. Provide the date the use of funds commenced.**
- d. Provide the percentage of funds disbursed within 180 days of deposit in the institution.**

The Commission administers no lump sum agreements.

**12. Housing Rehabilitation – for each type of rehabilitation program for which projects/units were reported as completed during the program year**

- a. Identify the type of program and number of projects/units completed for each program.**

The Countywide (including incorporated cities/town and Disability Services and Legal Center) Rehabilitation Program rehabilitated fifty single-family units using CDBG-funds. Redevelopment funding was used to rehabilitate an additional 12 single family units, FEMA funding was used to elevate seven homes out of the flood designated hazard area and CalHome funding was used to rehabilitate two houses utilizing \$56,920 of this funding.

During FY 08-09, the Commission completed twelve housing rehabilitation projects with funding generated from various redevelopment project areas. The City of Rohnert Park provided \$159,706 and the two County-sponsored redevelopment project areas contributed \$164,957 to complete those projects.

Please see Specific Housing Objectives, Question 1.

- b. Provide the total CDBG funds involved in the program.**  
\$399,876.
- c. Detail other public and private funds involved in the project.**  
Owner contributions in the amount of \$13,641 were used in Countywide Rehabilitation CDBG-funded projects, \$247,903 of owner contributions were used in FEMA funded projects and \$92 of owner contributions was provided for the Rohnert Park Redevelopment funded projects.

**13. Neighborhood Revitalization Strategies – for grantees that have HUD-approved neighborhood revitalization strategies**

- a. Describe progress against benchmarks for the program year. For grantees with Federally-designated EZs or ECs that received HUD approval for a neighborhood revitalization strategy, reports that are required as part of the EZ/EC process shall suffice for purposes of reporting progress.**

No Neighborhood Revitalization activities were assisted this year.

## Antipoverty Strategy

Program Year 4 CAPER Antipoverty Strategy response:

- 1. Describe actions taken during the last year to reduce the number of persons living below the poverty level.**

Please see the response to General Question #4.

## NON-HOMELESS SPECIAL NEEDS

### Non-homeless Special Needs

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

Program Year 4 CAPER Non-homeless Special Needs response:

- 1. Identify actions taken to address special needs of persons that are not homeless but require supportive housing, (including persons with HIV/AIDS and their families).**

The Sonoma County Housing Authority offers the Family Self-Sufficiency Program (FSS) as a component of the ongoing Section 8 Housing Choice Voucher Program. The FSS Program assists extremely low and low-income families to develop skills that will permit them to become financially independent. During FY 2008-2009, 34 families were enrolled in the FSS Program and 21 of those used CDBG funding through the Project HERO (Helping Enrich Resources and Opportunities) program. Project HERO funds provide financial assistance with needs such as car repair and education expenses that will enable clients to move towards self-sufficiency. The average amount of assistance provided is \$318.00 per client. Between July 1, 2008 and June 30, 2009, four families completed the requirements of the FSS program and one family graduated from the program and became independent of all governmental assistance. Since the inception of the Family Self-Sufficiency Program, 351 families have enrolled in the FSS program and 149 families have successfully completed the program. Fifty-nine of those families have completed the requirements of the program and 90 families have not only completed the program but have become independent of Section 8 government assistance. The Sonoma County Housing Authority works with the Sonoma County Human Services Department and numerous nonprofit and community based agencies to assist FSS clients in achieving their goals. The services that are available through these organizations include, but are not limited to, adult basic education services, English as a Second Language, GED classes, job club, job search, pre-employment preparation, on-the-job training, transitional employment, vocational training, supported work, education and job services, transportation, work related costs, child care, substance abuse treatment, food programs and pre-and post-natal care.

CDBG funding was provided to the YWCA for its domestic violence program. During FY 08-09, 212 women and children were sheltered and supported.

CDBG funding was provided for housing rehabilitation assistance to enable thirty-six elderly and fourteen disabled individuals to continue living independently. Some elderly persons were also disabled, accounting for the discrepancy in the number of rehabilitated homes. Eighteen elderly individuals were provided tenant-based rental assistance funded by HOME.

CDBG funding was used to perform ADA improvements to the County-owned Santa Rosa Veteran's Building.

## Specific HOPWA Objectives

The Community Development Commission does not receive HOPWA funds.

## OTHER NARRATIVE

Include any CAPER information that was not covered by narratives in any other section.

Program Year 4 CAPER Other Narrative response:

One project funded in years prior to, as well as during, the 2005 Consolidated Plan. This project, described below, will soon be completed. A separate project worksheet file is located in Year One-Additional Files, in the CAPER folder and titled *Projects funded but not completed during 2000-2005*.

The Sonoma County Transportation and Public Works Department was allocated CDBG FY 03-04 funding of \$45,000, FY 04-05 funding of \$200,000 and FY 07-08 funding of \$50,000 for the Fulton Area Sidewalks project. FY 03-04 and FY 04-05 funding has been paid out for Fulton Area expenses. The project is currently in the construction phase