



Human Services Department Representative: Michelle Bendyk | Tenant Representatives: Judith Morgan, Naomi Campbell  
1<sup>st</sup> District: Rena Wang | 2<sup>nd</sup> District: Jake Mackenzie | 3<sup>rd</sup> District: Chris Borr | 4<sup>th</sup> District: Teddie Pierce  
5<sup>th</sup> District: VACANT | Executive Director: Michelle Whitman

## **Sonoma County Community Development Committee Regular Meeting**

**PLEASE NOTE: This is a hybrid meeting and will be held in-person and online.**

**The meeting will be held in the Hearing Room of the Sonoma County Community Development Commission located at 141 Stony Circle, Suite 210, Santa Rosa, CA, 95401.**

**The Zoom webinar may be accessed at the following link:**

**<https://sonomacounty.zoom.us/j/97641042730?pwd=c3L07sssFew0BxHuY28lJCbFVimbs.1>**

**Telephone Option: (669) 444-9171**

**Webinar ID: 976 4104 2730**

**Passcode: 823071**

Wednesday, September 17, 2025  
10:00 am – 12:00 pm

### **AGENDA**

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

#### **2. Public Comment on Items Not on the Agenda**

Members of the public will have the opportunity to make comments regarding items that are not listed on this agenda. All commenters are allowed up to three minutes for comments at the discretion of the chair.

#### **3. Approve Meeting Minutes from August 20, 2025 Meeting**

The Committee will review, discuss, and may take action to approve the meeting minutes or may recommend changes.

*Recommended Action: Approve minutes*

#### **4. Executive Director's Report**

Michelle Whitman, Executive Director

Director Whitman will provide an update on agency business.

*Information Only – No action item*

**5. Fiscal Year 2020-21 Annual Action Plan Substantial Amendment: Community Development Block Grant – Coronavirus (CDBG-CV) Funding Recommendations**

Veronica Ortiz-De Anda, Community Development Assistant Manager

Staff will present funding recommendations for the remaining CDBG-CV funding.

*Recommended Action: Recommend approval of the CDBG-CV funding recommendations to the Board of Supervisors*

**6. Adjournment**

**Next Meeting Date (SPECIAL Meeting):**  
**October 22, 2025, 10:00 am – 12:00 pm**

**PUBLIC COMMENTS PRIOR TO THE COMMITTEE MEETING:** Public comments may be submitted via email to [CDC-8130-Public-Comment@sonomacounty.gov](mailto:CDC-8130-Public-Comment@sonomacounty.gov). Virtual attendees are encouraged to submit their comments via email before the meeting.

**PUBLIC COMMENTS DURING THE COMMITTEE MEETING:** Any member of the audience that would like to address the committee - please raise your hand during the public comment period, which will be noted after staff have presented each item. When called by the Chair, please walk to the table that is labeled with the **Public Speaker** nameplate, then you may state your name and make your comments. Comments should be limited to the subject matter under discussion. Virtual attendees may raise their hand using Zoom, or dial \*9 to raise their hand by telephone and will be directed to speak by the Chair. Each person is granted 3 minutes to speak; time limitations are at the discretion of the Chair.

**MEETING DOCUMENTS:** The associated documentation is available on the website at <https://sonomacounty.ca.gov/development-services/community-development-commission/boards-commissions-and-committees/community-development-committee>. Any changes to the date of the meeting, or any other updates, will be noticed on the above website.

**DISABLED ACCOMMODATION:** If you have a disability that requires an accommodation, an alternative format, or requires another person to assist you while attending this meeting, please contact the Section 504 Coordinator at (707) 565-7520 as soon as possible to ensure arrangements for accommodation.

Language Services are available upon request if made at least 48 hours in advance of the meeting to help ensure availability. For more information or to request services, please contact the Section 504 Coordinator at (707) 565-7520.

#### **QUESTIONS ABOUT THIS MEETING**

For questions related to this meeting please contact Commission staff by calling 707-565-1268.

**COMENTARIOS PÚBLICOS ANTES DE LA REUNIÓN DEL COMITÉ:** Pueden enviarse por correo electrónico a [Veronica.Ortiz-DeAnda@sonomacounty.gov](mailto:Veronica.Ortiz-DeAnda@sonomacounty.gov).

**COMENTARIOS DEL PÚBLICO DURANTE LA REUNIÓN DEL COMITÉ:** Cualquier miembro de la audiencia que desee dirigirse al Comité sobre un asunto de la agenda, por favor alze la mano cuando el presidente del comité anuncie el asunto y pregunte si hay alguien que quiera hacer un comentario. Cuando el presidente lo llame, diríjase a la mesa de comentarios públicos, diga su nombre y haga sus comentarios. Para que todos los interesados tengan la oportunidad de hablar, limite sus comentarios al tema en discusión. Generalmente a cada persona se le conceden 3 minutos para hablar; Las limitaciones de tiempo quedan a discreción del presidente.

**DOCUMENTOS DE LA REUNIÓN:** La documentación asociada está disponible en el sitio web en <https://sonomacounty.ca.gov/development-services/community-development-commission/boards-commissions-and-committees/community-development-committee>. Cualquier cambio en la fecha de la reunión, o cualquier otra actualización, se notificará en el sitio web mencionado arriba.

**SERVICIOS PARA LOS DISCAPACITADOS:** Si tiene una discapacidad que requiere un alojamiento, un formato alternativo o requiere que otra persona lo ayude mientras asiste a esta reunión, comuníquese con el Coordinador de la Sección 504 al (707) 565-7520 lo antes posible para garantizar los arreglos para alojamiento.

Los servicios lingüísticos están disponibles si recibimos su petición al menos 48 horas antes de la reunión para ayudar a garantizar la disponibilidad. Para obtener más información o solicitar servicios, comuníquese con el Coordinador de la Sección 504 al (707) 565-7520.

#### **PREGUNTAS SOBRE ESTA REUNION**

Si tiene preguntas sobre esta reunión, por favor comuníquese con el personal de la Comisión llamando al 707-565-7520.



Human Services Department Representative: Michelle Bendyk | Tenant Representatives: Judith Morgan, Naomi Campbell  
1<sup>st</sup> District: Rena Wang | 2<sup>nd</sup> District: Jake Mackenzie (Chair) | 3<sup>rd</sup> District: Chris Borr (Vice Chair)  
4<sup>th</sup> District: Teddie Pierce | 5<sup>th</sup> District: VACANT | Executive Director: Michelle Whitman

**Sonoma County Community Development Committee  
Regular Meeting**

**DRAFT Meeting Minutes**

Wednesday, August 20, 2025  
141 Stony Circle, Suite 210, Santa Rosa, CA 95401  
10:00 a.m. - 12:00 p.m.  
Hybrid Meeting

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

The meeting was called to order at 10:03 a.m. by Vice Chair Borr. Community Development Commission (CDC) staff conducted the roll call:

Community Development Committee Members

Rena Wang – District 1	Present
Jake Mackenzie, Chair – District 2	Absent
Chris Borr, Vice Chair – District 3	Present
Teddie Pierce – District 4	Present
VACANT – District 5	VACANT
Judy Morgan – Tenant Representative	Present
Naomi Campbell – Tenant Representative	Present
Michelle Bendyk – Human Services Representative	Present

CDC and Sonoma County Housing Authority Staff Present

Rhonda Coffman, Deputy Director  
Martha Cheever, Deputy Director  
Veronica Ortiz-De Anda, Community Development Assistant Manager  
Tracy Becker, Community Development Program Coordinator  
Dorothy (Dot) Norton, Community Development Program Coordinator  
Matthew Burns, Administrative Aide

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

One member of the public made a public comment.

### **3. Approval of July 16, 2025 Meeting Minutes**

**Public comments:** None.

Action: The committee moved to approve the meeting minutes.

Motion: Wang

Second: Pierce

Ayes: Wang, Borr, Pierce, Morgan, Campbell, Bendyk

Noes: None

Abstain: None

Absent: Mackenzie

***Motion Passed.***

### **4. Deputy Director's Report**

Deputy Director Rhonda Coffman provided a report to the committee regarding recent agency business. Director Coffman began her presentation by noting the date of the grand opening for Petaluma River Place before sharing the current status of multiple local housing projects. Director Coffman concluded her presentation by highlighting the recent approval of the final map for Tierra de Rosas, an affordable housing project located in the Roseland neighborhood of Santa Rosa.

**Public comments:** Two members of the public made a public comment.

### **5. PUBLIC HEARING: Sonoma County Housing Authority - Public Housing Authority (PHA) Administrative Plan Updates for Fiscal Year 2025-26**

Deputy Director Martha Cheever, Tracy Becker, and Dot Norton, Housing Authority staff, presented to the committee updates to the PHA Administrative Plan for Fiscal Year 2025-26. Deputy Director Cheever started by noting the purpose of the administrative plan before explaining a number of non-optional and optional changes that will be implemented over the next fiscal year. Ms. Becker and Ms. Norton provided further explanation regarding different sections of the administrative plan. Staff then responded to questions from members of the committee.

**Vice Chair Borr opened the public hearing.**

**Public comments:** One member of the public made a public comment.

**Vice Chair Borr closed the public hearing.**

Action: Recommend approval of FY 2025-26 PHA Administrative Plan to the Board of Supervisors.

Motion: Borr

Second: Wang

Ayes: Wang, Borr, Pierce, Morgan, Campbell, Bendyk

Noes: None

Abstain: None

Absent: Mackenzie

***Motion Passed.***

**6. Adjournment**

The meeting adjourned at 10:59 a.m.



**Sonoma County Community Development Commission  
Sonoma County Housing Authority**

141 Stony Circle, Suite 210, Santa Rosa, CA 95401  
P.O. Box 12025, Santa Rosa CA 95406-2025

*Members of the  
Commission*

**Lynda Hopkins**  
Chair

**Rebecca Hermosillo**  
Vice Chair

**David Rabbitt**  
**Chris Coursey**  
**James Gore**

**Michelle Whitman**  
Executive Director

**MEMORANDUM**

**Date:** September 17, 2025

**To:** Community Development Committee (CD Committee)  
Cities and Towns Advisory Committee (CTAC)

**From:** Veronica Ortiz-De Anda, Community Development Assistant Manager

**Subject:** Proposed FY 2020-21 Action Plan Substantial Amendment - Community Development Block Grant - Coronavirus (CDBG-CV) Funding Recommendation

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Background

On March 27, 2020, the President of the United States signed the Coronavirus Aid, Relief, and Economic Security (CARES) Act, providing supplemental funding to federal grantees nationwide to address the impacts of the coronavirus. The Sonoma Urban County received a total of \$2,963,500 in CARES Act funds, also known as the Community Development Block Grant CARES Act (CDBG-CV) program, from the U.S. Department of Housing and Urban Development (HUD). The Board of Supervisors approved allocations to eligible projects and/or services during the course of multiple fiscal years, with the last approval made on July 8, 2025. However, a previously funded activity was unable to move forward, so a total of \$113,295.85 in CDBG-CV funding must be reallocated. HUD requires that a Substantial Amendment to the Fiscal Year 2020-21 Action Plan be processed to reprogram these funds to another eligible activity. Projects and/or services supported by these funds must demonstrate how the activity will prevent, prepare for, and/or respond to coronavirus. The CDBG-CV funds will expire on September 4, 2026.

Beneficiaries of CDBG-CV funds must be located in the Urban County, which is comprised of the unincorporated county area and the cities of Cloverdale, Healdsburg, Sonoma, Sebastopol, Rohnert Park, Cotati, and the Town of Windsor. The cities of Santa Rosa and Petaluma each receive their own entitlement grants directly from HUD and are not a part of the Urban County. There are two advisory committees that assist the Community Development Commission (Commission) in the administration of these grants and their distribution - the Community Development (CD) Committee and the Cities and Towns Advisory Committee (CTAC). Members of the CD Committee are appointed by the Board of Supervisors, one for each district in the County, and two tenant participants who are appointed by the



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Sonoma County Housing Authority. Members of the CTAC are comprised of one city staff member, who is appointed by each of the seven municipalities that make up the Urban County. Both committees review matters of policy related to the federal funding programs and make funding recommendations that go before the Board of Supervisors.

#### Notice of Funding Availability (NOFA) and Funding Recommendation

As mentioned above, a total of \$113, 295 remains available for allocation. The Commission received three applications in response to the CDBG-CV NOFA published on July 17, 2025. Applications were due to the Commission on August 15, 2025. Staff conducted a review and evaluation of each application to determine eligibility, application completeness, conformance with the Federal Funding Policies and identified priorities contained in the 2020-2024 Consolidated Plan, and compliance with applicable program regulations. One funding application was deemed ineligible, and Commission staff met with the applicant prior to this meeting to inform them of this determination.

A summary analysis of each of the two remaining funding requests was prepared and is included as an attachment to this memorandum. The two funding requests and the staff's funding recommendation to the Committees are as follows:

<b>Applicant</b>	<b>Proposed Activity</b>	<b>Funding Requested</b>	<b>Funding Recommended</b>
West County Community Services	Emergency Housing - Shelter Operation	\$113,295	\$0
Legal Aid of Sonoma County	Housing Justice Program – Homeless Prevention	\$113,295	\$113,295

Both applicants have previously received federal funding from the Commission for these same activities. While each organizations submitted a competitive application, only Legal Aid of Sonoma County is recommended for funding. This recommendation supports effective service delivery and timely expenditure and minimizes the risk of forfeiting funds to HUD due to the short timeline for expenditure. Although the funds expire on September 4, 2026, subrecipients must expend the funds and submit final reimbursement requests by June 30, 2026. This internal deadline ensures the Commission has sufficient time to process payments and draw down the funds from HUD before the expiration date. Commission staff met with West County Community Services prior to this meeting to inform them that their proposal was not being recommended for funding.

#### Brown Act

All Commission and Board members are subject to the Brown Act and must publicly disclose any and all communications related to the business of the Committees or Board, which includes any communication with applicants or applicant sponsors. All applicants should be advised and reminded of this disclosure, which will occur at public meetings.

#### Requested Action

1. Review and concur with funding recommendation of CDBG-CV funds.
2. Direct staff to prepare a Substantial Amendment to the FY 2020-21 Action Plan incorporating the CDBG-CV funding recommendation, to be published for a 30-day public comment period

and presented to the committees during concurrent public hearings at a special meeting on October 22, 2025.

Attachments:

1. Staff Report – Legal Aid of Sonoma County
2. Staff Report – West County Community Services

**COMMUNITY DEVELOPMENT BLOCK GRANT – CORONAVIRUS (CDBG-CV)**

**STAFF REPORT**

**Organization Name:** Legal Aid of Sonoma County (LASC)

**Project Name:** Housing Justice Program (HJP)

**Project Description** (*Applicant-Provided Summary Description*):

The Housing Justice Project (HJP) provides legal services to tenants in Urban County zones disproportionately impacted by housing and economic insecurity, including COVID-19. HJP affirmatively furthers fair housing by combatting discriminatory practices in eviction defense matters, Section 8 terminations, and other cases of landlord discrimination, harassment, and retaliation. In a county where high housing costs, limited housing stock, and the lingering effects of the pandemic continue to displace vulnerable residents, housing justice is essential to advancing equity and mitigating health disparities. HJP's services include educating tenants and landlords on housing laws, including remaining COVID protections (CARES Act), and providing direct legal support and in-court representation.

**Amount Requested:** \$113,295.85

**Project Type:** Homeless Prevention Services

**Proposed Use of Funds:** 90% of the requested funds will be used for personnel costs, and the remaining 10% will be used for miscellaneous operational costs.

List the total number of beneficiaries served for each population type below:

Population Type	<u>Proposed</u> number to be served by project during CDBG-CV Funding Period: Jan. 1, 2026 – June 30, 2026	Current number served as of the filing of this application (if project is currently in operation): July 1, 2024 to Date of Application Submission	Number served by project last Fiscal Year: July 1, 2023 - June 30, 2024
Number of <u>households</u> served	50	N/A	58
Number of <u>adults</u> served	75	N/A	82
Number of <u>children</u> served	35	N/A	42
Number of <u>persons</u> served	110	N/A	124

List the total percentage of beneficiaries served for each of the income categories below:

Household Income	List the total estimated percentage of the households served in each of the income categories below	<u>Considering only Urban County residents</u> , list the estimated percentage of households served in each of the income categories below
Extremely Low (Below 30% AMI)	50%	50%
Very Low (Between 31% - 50% AMI)	35%	35%
Low (Between 51% -80% AMI)	15%	15%
Moderate (Over 80% AMI)	0%	0%

If there are substantial changes to the past, current, or proposed number of households to be served, does the applicant provide an explanation for the changes?

Legal Aid was not awarded CDBG-CV funding for FY 2024-25, so there are no values to report for that time period. Legal Aid did receive CDBG-CV funding for FY 2023-24, so the number of households/persons served was included for that fiscal year. The organization also reported the proposed number of households/persons to be served by the program during the CDBG-CV funding period of January 1<sup>st</sup>, 2026 to June 30<sup>th</sup>, 2026.

**All CDBG-funded projects must primarily benefit low-income households. Does the applicant describe the method that will be used to verify income eligibility?**

LASC confirms that 100% of their clients are low-income. During the initial intake process, clients undergo extensive screening to ensure income eligibility based upon HUD guidelines. If a client's income level falls within the required parameters, staff ask the client to provide proof of income by submitting recent paystubs, three months of bank statements, a tax return, or some other kind of documentation that can be used to certify income. Alternatively, if a client is unable to submit the required documentation, they may complete a self-certification process, during which the client submits a signed attestation confirming their income level under penalty of perjury.

**Federal regulations require that 51% of participants are located within the Urban County of Sonoma (excluding the cities of Petaluma and Santa Rosa). Does the applicant describe the method that will be used to track the required demographic and quantitative data?**

LASC has received CDBG and CDBG-CV funds in the past, so they are familiar with the Urban County requirements. The initial intake procedure involves income verification, and clients are also asked to provide verification of their current address. Program staff updated the intake process when LASC first started working with Commission staff in an effort to ensure that CDBG funds are only used to support low-income residents from the Urban County.

## **SELECTION CRITERIA**

**Does the applicant describe the primary outcome/s of the activity?**

Yes, the applicant notes that homeless prevention and housing retention as the primary outcome of the proposed activity.

**How do the proposed outcomes of the project/activity align with the goals of the Five-Year Consolidated Plan?**

The Housing Justice Program supports the following priority: 1) promote effective and proven strategies for homelessness prevention and intervention countywide. LASC provides legal representation to low-income clients at zero cost, and these services help to prevent illegal evictions and housing discrimination, which might otherwise lead to further housing displacement or increased homelessness.

**Does the applicant demonstrate capacity to effectively deliver the proposed project? Does the applicant have experience providing the proposed services?**

LASC has received CDBG funding and CDBG-CV funding from the Commission during previous funding cycles, and the organization continues to administer the awarded funds in accordance with federal regulations and local policy. Furthermore, Legal Aid has a strong track record of compliance in adhering to reporting requirements mandated by the federal government.

**Does the applicant describe how data and other information will be used as a self-evaluation tool or as an outcome measurement?**

Legal Aid staff collect a variety of client data during the initial intake process and throughout the provision of legal services. This data includes certain required information, such as income and place of residency documentation, but it also includes more specific details like rental and eviction history, reasonable accommodation requests, and COVID-related impact. This data is especially helpful as it relates to CDBG-CV funds because it allows staff to more closely track beneficiaries that have been most affected by the COVID-19 pandemic.

**Does the activity require participation in Coordinated Entry? If yes, provide an overview of the organization's ability, knowledge, and potential challenges related to participation in Coordinated Entry.**

This program does not require participation in Coordinated Entry. However, the proposed project is still aligned with the Strategic Plan goals set by Sonoma County because it helps to reduce the inflow of people into homelessness by preventing unlawful evictions.

**FUNDING POLICIES (Funding Goals and Objectives):**

**Does the project address one of the following funding priorities?**

- 1) Creating or preserving affordable housing,**
- 2) Building infrastructure or public facilities that support creation or preservation of affordable housing,**
- 3) Building infrastructure or public facilities that support low-income communities,**
- 4) Promoting effective and proven strategies for homelessness prevention and intervention county-wide that align with Continuum of Care Strategic Plan goals,**
- 5) Emphasizing self-sufficiency of agencies and or life skills for beneficiaries?**

The project supports the preservation of affordable housing in the Urban County by providing legal representation to low-income clients facing eviction or fair housing discrimination. The legal services provided by LASC enable clients to remain in their homes, and in some cases, clients may even be able to improve their housing situation. These services also promote housing stabilization, which prevents housing disruption and lowers the risk of homelessness for clients served. These services preserve housing for low-income households while addressing a critical need for pro-bono legal representation within Sonoma County.

## **THRESHOLD CRITERIA**

### **Does the proposed project or activity meet the eligibility requirements of the program funding source requested? (If not, provide the specific reason)**

This program meets the eligibility requirements associated with CDBG-CV funds. The HJP responds to the COVID-19 pandemic by helping to prevent COVID-related housing displacement through the enforcement of specific housing protections authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES) Act. Program staff will also educate tenants and landlords on the COVID-era protections that are still valid.

### **Does the project Affirmatively Further Fair Housing?**

This project serves a variety of vulnerable, low-income populations, and many clients are members of one or more protected classes. These beneficiaries will have the opportunity to learn about their housing rights, and they will have access to full legal representation, further empowering clients to understand and enforce their fair housing rights. Project staff will also assist with cases against property owners who violate fair housing laws, thereby helping to reduce discrimination. Additionally, many of Legal Aid's eviction defense cases involve requests for reasonable accommodations under the Americans with Disabilities Act.

## **PROJECT BUDGET**

<b>Total Organization Budget</b>	\$ 4,820,457.00
<b>Total program budget</b>	\$ 997,985.00
<b>Percent of program budget to organization budget</b>	20.7%
<b>Percent of funds requested to program budget</b>	11.4%
<b>Total proposed number of households to be served by program</b>	50
<b>Total proposed number of beneficiaries to be served by program</b>	110
<b>Program cost per person</b>	\$9,072.59
<b>Program cost per household</b>	\$19,959.70

### **Describe the long-term financial sustainability of the proposed project AND the applicant organization.**

This project has received funding from the Commission for over a decade, and LASC will continue to submit applications during future funding cycles for funding sources that are administered by the Commission and by Sonoma County. While acknowledging the current precarious nature of certain federal funding, LASC notes that this project utilizes additional grants from the State Bar of California's Interest on Lawyers' Trust Accounts (IOLTA) program, the City of Santa Rosa, and the "Keeping People Housed" collaborative hosted by the Committee on the Shelterless (COTS). In conclusion, the organization will continue to pursue

federal, state, and local funding programs to maintain the financial sustainability of the project. As for the organization itself, LASC receives funding from a wide variety of sources, including some private foundations and individual donations from members of the community. LASC has created strong, lasting funding partnerships and is confident that the organization will continue to be financially sustainable by leveraging new funding streams, receiving in-kind support, and improving service delivery to ensure the maximum impact while conserving financial resources.

**Additional Information:**

Members of the committee have previously expressed some concern about the high cost per person/household associated with this program. However, due to the expensive nature of legal services, the cost per person/household for this program is reasonable. Additionally, CDBG-CV funds must be spent within a 6-month period, and serving over 100 beneficiaries within this time period will have a significant, positive impact. Furthermore, many organizations that provide housing-related services and depend on direct or indirect federal funding are currently experiencing budget cuts, further reducing the pool of funding that is available.

**Potential Impacts Due to Lack of Funding:**

LASC requested \$248,683 of CDBG funding for fiscal year 2025-26. However, the agency was granted about half of the requested funds, with an award totaling approximately \$123,936, due to the limited amount of funding that was available. However, if the agency receives all of the requested CDBG-CV funds, the additional financial resources will allow the organization to maintain the same level of staffing and service delivery for the upcoming fiscal year.

**STAFF RECOMMENDATION:**

Staff recommend awarding the full funding request of \$113,295.85. Legal Aid has demonstrated a high level of competence and efficiency in disbursing previous funding awards from the Commission. Additionally, the agency is facing significant federal funding cuts, so these funds will help to sustain this vital program as LASC continues to pursue additional funding sources as they become available.



**COMMUNITY DEVELOPMENT BLOCK GRANT – CORONAVIRUS (CDBG-CV)**

**STAFF REPORT**

**Organization Name:** West County Community Services (WCCS)

**Project Name:** West County Navigation Center/Emergency Shelter

**Project Description** (*Applicant-Provided Summary Description*):

“WCCS Navigation Site Shelter serves as a critical intervention point for individuals experiencing homelessness in West Sonoma County, offering a low-barrier, trauma-informed environment that supports both safety and public health. Upon entry, all participants are screened for COVID-19 symptoms, PPE available at the entrance, and given information on prevention. The site follows enhanced sanitation protocols, maintains physical distancing in shared spaces, and coordinates access to testing, vaccination, and medical care. Participants receive intensive case management and housing navigation to expedite transitions to permanent housing, reducing time spent in congregate settings. Integrated supports, behavioral health, substance use resources, peer mentoring, and workforce development.”

**Amount Requested:** \$113,296

**Project Type:** Emergency Shelter and Homeless Services

**Proposed Use of Funds:** Shelter Staff—Aids, Supervisor, Homeless Services Manager, Director of Housing and Homeless Services. Operations, Shelter/client supplies, Food, Mileage, Laundry COVID screening tests and supplies.

List the total number of beneficiaries served for each population type below:

Population Type	<u>Proposed</u> number to be served by project during CDBG-CV Funding Period: Jan. 1, 2026 – June 30, 2026	Current number served as of the filing of this application (if project is currently in operation): July 1, 2024 to Date of Application Submission	Number served by project last Fiscal Year: July 1, 2023 - June 30, 2024
Number of <u>households</u> served	0	0	129
Number of <u>adults</u> served	27	103	131
Number of <u>children</u> served	0	0	2
Number of <u>persons</u> served	27	103	133

Total percentage of beneficiaries served for each of the income categories below:

Household Income	List the total estimated percentage of the households served in each of the income categories below	<u>Considering only Urban County residents</u> , list the estimated percentage of households served in each of the income categories below
Extremely Low (Below 30% AMI)	90%	90%
Very Low (Between 31% - 50% AMI)	3%	3%
Low (Between 51% -80% AMI)	2%	2%
Moderate (Over 80% AMI)	5%	5%

**If there are substantial changes to the past, current, or proposed number of households to be served, does the applicant provide an explanation for the changes?**

The shelter offers a maximum capacity of 27 beds. WCCS had previously expanded their capacity without any additional funding, but they recently had to reduce the nightly maximum capacity due to limited financial resources.

**All CDBG-funded projects must primarily benefit low-income households. Does the applicant describe the method that will be used to verify income eligibility?**

WCCS staff will provide intensive, personalized case management services to all clients, which includes gathering the necessary documentation to verify income and current place of residency. Furthermore, the organization is located within Guerneville, which is an area that is included in the Urban County of Sonoma; clients that reside in this area are eligible to receive CDBG-CV funds.

**Federal regulations require that 51% of participants are located within the Urban County of Sonoma (excluding the cities of Petaluma and Santa Rosa). Does the applicant describe the method that will be used to track the required demographic and quantitative data?**

WCCS Navigation Site and Emergency Shelter is located and provides services in the rural Lower Russian River region of West Sonoma County. Currently, WCCS' shelter request form asks which town/area the person has been staying in for the last 2 weeks. WCCS is the lead agency for West County's BLN, which can be used to verify where beneficiaries have been served, indicating which regions of the county they are staying in. If awarded funds, they will establish a verification and documentation process to meet this requirement.

## **SELECTION CRITERIA**

**Does the applicant describe the primary outcome/s of the activity?**

The primary outcome for the proposed project includes providing shelter or transitional housing for clients until they are ready to exit the program and enter permanent housing.

**How do the proposed outcomes of the project/activity align with the goals of the Five-Year Consolidated Plan?**

The proposed outcomes of the project are aligned with the Five-Year Consolidated Plan because they promote effective and proven strategies for homelessness prevention and intervention countywide.

**Does the applicant demonstrate capacity to effectively deliver the proposed project? Does the applicant have experience providing the proposed services?**

Yes, WCCS has demonstrated success in managing a variety of funding sources, and the agency has been awarded funding by the Commission multiple times during previous funding cycles. The applicant states that shelter staff are trained in housing navigation and have connected hundreds of clients to various types of housing, including permanent supportive housing, transitional housing, and fair-market rentals.

**Does the applicant describe how data and other information will be used as a self-evaluation tool or as an outcome measurement?**

The applicant states that staff utilize HMIS data to track demographic and outcome information, and there are also internal systems that help track client participation and success. Furthermore, the organization employs the HUD Housing First Assessment Tool on a yearly basis to better understand the efficacy of the program while gaining a better understanding of client needs. WCCS uses this data to identify aspects of the program that may need improvement in order to respond to developing needs amongst their clientele.

**Does the activity require participation in Coordinated Entry? If yes, provide an overview of the organization's ability, knowledge, and potential challenges related to participation in Coordinated Entry.**

WCCS has demonstrated extensive participation in the Coordinated Entry system, and the organization hosts four different Coordinated Entry Access Points throughout the West County region. The application notes that limited staffing and funding have presented a challenge, but staff maintain a high level of internal coordination to alleviate these issues as they arise.

**FUNDING POLICIES (Funding Goals and Objectives):**

**Does the project address one of the following funding priorities?**

- 1) Creating or preserving affordable housing,**
- 2) Building infrastructure or public facilities that support creation or preservation of affordable housing,**
- 3) Building infrastructure or public facilities that support low-income communities,**
- 4) Promoting effective and proven strategies for homelessness prevention and intervention county-wide that align with Continuum of Care Strategic Plan goals,**
- 5) Emphasizing self-sufficiency of agencies and or life skills for beneficiaries?**

This project is aligned with the following funding priority: Promoting effective and proven strategies for homelessness prevention and intervention county-wide that align with Continuum of Care Strategic Plan goals.

## **THRESHOLD CRITERIA**

**Does the proposed project or activity meet the eligibility requirements of the program funding source requested? (If not, provide the specific reason)**

Yes, WCCS operated a winter shelter for many years until the COVID outbreak in 2020. During this emergency, the shelter stayed open twelve months of the year, seven days a week, 24 hours a day, and was named the COVID Navigation Site. To this day, WCCS still takes daily temperatures, provide CV testing on site, offer supplies (e.g. masks, gloves, enhanced cleaning and supplies), quarantine people who test positive or have symptoms providing extra sanitation after use of facilities like the restroom/showers. WCCS, also, partners with the West County Health Center to provide health care and guidance as well as reporting to Public Health if and when the threshold is met. This allows sheltering in place for infected individuals, so they are not out in the public areas for extended periods of time potentially spreading the virus.

**Does the project Affirmatively Further Fair Housing?**

While the proposed activity is not housing related, it supports the principles of Affirmatively Furthering Fair Housing by providing services to low-income clients that cannot access services due to financial or geographical barriers. The proposed activity will deliver services to low-income households that can help to improve their lives and promote self-sufficiency.

## **PROJECT BUDGET**

<b>Total Organization Budget</b>	\$5,209,668
<b>Total program budget</b>	\$858,067
<b>Percent of program budget to organization budget</b>	16%
<b>Percent of funds requested to program budget</b>	13%
<b>Total proposed number of households to be served by program</b>	0
<b>Total proposed number of beneficiaries to be served by program</b>	27
<b>Program cost per person</b>	0
<b>Program cost per household</b>	\$31,780.25

**Describe the long-term financial sustainability of the proposed project AND the applicant organization.**

The application notes that WCCS will continue to solicit funding from the Commission and the Sonoma County Department of Health Services to support the project. The organization will continue to apply for local funding as available, while also securing private grant funds whenever possible, to remain financially stable.

**Additional Information:**

West County Community Services (WCCS) has faced challenges in fully expending awarded funds over the past three consecutive fiscal years, resulting in unspent funds. This has led to a loss of funding for the CDC.

**Potential Impacts Due to Lack of Funding:**

If the organization receives less funding than requested, the shelter may need to remain closed on certain days or reduce its operating hours, resulting in fewer clients being served.

**STAFF RECOMMENDATION:**

Staff is not recommending funding at this time, primarily due to the limited timeline available to expend these funds, in addition to concerns about the applicant's past performance. WCCS provides essential services to lower-income households, including the homeless population, in a predominantly rural area of the county. The Commission has supported their efforts for several years. However, based on WCCS's past performance—particularly over the last three consecutive fiscal years—the organization was unable to fully expend all funds awarded by the Commission from LMIHAF and ESG sources. Despite this, the Commission did allocate LMIHAF and ESG funding to WCCS in the FY 2025-26 Action Plan, which was approved by the Board of Supervisors in July, and the organization has also received funding from the Department of Health Services.