

Agenda Report Reviewed by:  
City Manager: 

CITY OF SEBASTOPOL  
CITY COUNCIL  
AGENDA STAFF REPORT

Meeting Date: January 15, 2019  
To: Honorable Mayor and City Councilmembers  
From: Kari Svanstrom, Planning Director   
Subject: Proposed Resolution Submitting for Funding from the Homeless  
Emergency Aid Program (HEAP) through the Sonoma County Community  
Development Commission  
Recommendation: Receive Presentation, Adopt Resolution  
Funding: Currently Budgeted: \_\_\_\_\_ Yes  No  N/A  
Net General Fund Cost: none  
Amount: \$150,000 grant request for capital improvements, plus any  
funding for associated WCCS supportive services, from the Community  
Development Commission for HEAP funds

**INTRODUCTION:**

Homeless Emergency Aid Program (HEAP) is a State funding program (authorized by Senate Bill 850) to provide funding to combat homelessness in California. The City of Sebastopol is eligible to apply for funding for projects to help reduce or end homelessness.

**BACKGROUND:**

The State has released \$500 million in funding collected through the real estate transfer fee increase and approved to be allocated and expended over the next two years; approximately \$12 million is allocated to Sonoma County. The Sonoma County Community Development Agency (CDC) is the lead agency for local funding application and distribution.

Local governments that have declared a Shelter Crisis, and non-profit organizations that provide services to the homeless, are eligible for funding. There are some considerations for city-sponsored projects through a 'set-aside' for these projects. Non-profit organizations will need to submit applications for competitive grants. The "Continuum of Care" (CoC) Leadership Council will be recommending projects, with the Board of Supervisors approving final funding allocations. Applications for funding are slated to be available in mid-January and are due February 8, 2019. It is anticipated that there will be a high rate of response to this funding opportunity, and all funding is likely to be allocated during this first round. If there is remaining funding, the CDC may issue a follow-up funding cycle to award any remaining funds. At this time it is unknown if additional funding will be provided by the State in future years.

The CoC's highest priority is homeless service projects that impact three key goals: Increase housing placements (from unsheltered into temporary and from temporary to permanent housing); decrease the overall length of homeless episodes; and minimize returns to homelessness from permanent housing. "Housing First", that is, housing services without pre-conditions (e.g. without requiring participation in services to access housing) is a prerequisite for any state-funded housing program.

Aside from these priorities and requirements, HEAP funding is, by design, intended to be flexible, and may be used for: capital improvements; services (prevention services, outreach, operating support); or, rental assistance or subsidies. However, funding must be awarded and in contract by January 1, 2020, and expended by June 30, 2021. This factor will limit certain longer-range projects that would take longer to implement.

On October 2, the City Council passed Resolution 6213, which declared a Shelter Crisis in the City, and adopted a Notice of Intention to apply for HEAP funds to support solutions to homelessness in the City. The Housing Subcommittee was tasked as the Council subcommittee to review homelessness issues and work on this grant opportunity. Additionally, on December 18, 2018, Council approved Resolution 6219 identifying the RV project discussed in detail below as a priority project for the City as part of its Community Development Block Grant project review.

#### DISCUSSION:

Staff has been meeting with the Housing Subcommittee, County staff and Supervisory Hopkins' office, and local non-profit partners (particularly West County Community Services, which operates Park Village) to review projects eligible for this funding.

Similar to the Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) funding resolution adopted by the Council on December 18, 2018, staff is recommending that the Council review the below projects and adopt a Resolution that: 1) authorizes the City Manager to work with CDC staff to determine the best application package; and 2) expresses support for West County Community Services' application for funding as discussed below.

Projects that have been identified for potential HEAP funding include:

- Expansion of Park Village to include two (2) spaces for Recreational Vehicles (RVs). This project would include the preparation of two graded/gravel parking spaces for RVs as well as extension of utilities (power, water, and sewer) to these RV pads. This project was outlined briefly in the December 18, 2018 CDBG staff report as a potential project for HEAP funding, and is being submitted as part of the City set-aside part of the program.
- Extending West County Community Services (WCCS) "Rapid Rehousing" program in Sebastopol and the greater Sebastopol area. This program provides assistance to help individuals and families to quickly exit homelessness and return to permanent housing. This project would not require City involvement, but the proposed Resolution expresses

support for WCCS's application for funds to expand this program in Sebastopol and the greater Sebastopol/West County area with HEAP funding.

Park Village RV sites

The capacity of Park Village could be expanded to include two "RV pads" which would include utility connections for power, water, and sewer, as well as a level gravel area for parking RVs. The goal is to provide a location for temporary housing of persons living in their RVs. These people would receive case management support from the current full-time Park Village Case Manager provided by West County Community Services (WCCS). The intent would be for these families to transition to more permanent housing (through Rapid Rehousing or other programs), and then the RV spots reused by the next family(ies).

Those living in an RV with no permanent utility hookups are considered homeless under Housing and Urban Development (HUD) guidelines, which is a requirement for the funding. The City of Sebastopol has experienced an increase of RVs parking along city streets, particularly along Morris Street. These RVs have no permanent access to sewer, water, and electricity, resulting in health and safety concerns for both the RV residents and the community.

WCCS staff would target outreach to the RVs in this area to determine interested and eligible for the two proposed empty RV sites. WCCS would also provide support services for the families housed at the RV sites to support them in moving on to more permanent housing (through existing on-site case management services, and housing location services to find permanent housing). If the grant is awarded, the City would amend its contract with West County Community Services for the provision of services for these new RV sites. WCCS does not anticipate a need to increase the budget for supportive services; however staff is working with WCCS to determine any operational or facility cost increases, and will provide any updated information to the Council at the January 15, 2019 Council meeting.

The proposed location at Park Village for these RV sites is near the west side of the site near the emergency access gate. This area is accessible directly off of the main loop road that provides access through the site and is currently being used for open/undedicated parking. It is far from the environmentally sensitive areas of the site (near Tomodachi Park or the southern border) and already semi-developed as dirt parking area. Although the area (as with the rest of the site) is in the flood plain, it is at a higher elevation than other parts of the site. An Evacuation Plan exists for the site in case of a flooding event, which includes relocation of the RVs via the emergency gate on the west side and through the adjoining property to the west. As such, RVs are not required to meet the flood plain elevation (which is several feet above natural grade), instead any RVs using these new pads would need to be maintained in an operable state so they could drive out in case of flooding.

Note, while the environmental review for this project for CEQA (California Environmental Quality Act) and local regulations (discussed below) is fairly straightforward, the CDC will also require NEPA (National Environmental Protection Act) review for this project prior to commencement of

this, or any other CDC-funded projects (e.g. the apartment renovation slated for spring 2019 supported by CDBG funding), can commence.

Although the ground disturbance for the RV pads and utilities is all within previously disturbed areas, any ground disturbance can trigger a longer review period for the NEPA review. Staff is working closely with CDC staff and their consultants who are currently doing a preliminary assessment to determine the level of NEPA review that will be required for the RV sites and/or the apartment renovation.

As the RV site environmental review may take longer than desired given the City's commitment to renovate two apartments. depending on the level of review required, it may be necessary or advisable to withhold the application for these RV sites so that the renovation of the currently vacant apartments can move forward in a timely manner to make these apartments available for housing as soon as possible.

The estimated grant request for this project is approximate \$150,000 for capital improvements (there is no match required for this funding). WCCS will target RVs along Morris Street to determine eligible and interested people, and then provide support services for the people housed at the RV sites. Staff is working with WCCS to determine any facility/operational costs, which would be included in the grant.

#### Extended Rapid Rehousing Services

WCCS currently has a Rapid Rehousing program in the Lower Russian River which has served 82 people in the last 12 months (43 homeless housed; 39 people who had received pay or quit notices provided short term assistance to remain housed). Need for these services is great, but WCCS funding for their Lower Russian River ends on June 30, 2019. WCCS receives several calls a month from the greater Sebastopol area which they do not have the capacity to serve. WCCS would like to expand their Rapid Rehousing program to include all of West County, including Sebastopol, through the HEAP program. Rapid Rehousing is considered a 'permanent housing solution' as the people served find or retain permanent housing through the process.

WCCS intends to ask for \$790,000 to extend the program to all of West County, and anticipates being able to assist approximately 80 people, which likely translates to 20-25 people in the Sebastopol area. These assistance services would provide Although no City involvement is required, staff recommends the City Council support WCCS's application for HEAP funding for this program (included in the attached Resolution).

#### APPROVALS AND ENVIRONMENTAL REVIEW:

The installation of two temporary dwelling units (including RVs) at a mobile home park would normally require approval of a Temporary Use Permit by the Planning Commission. The adoption of a Shelter Crisis in the City provides an exemption from local ordinances to the provision of emergency housing provided on publicly owned facilities (Gov. Code Section 8698.1). Note, once the Shelter Crisis has subsided, the sites would need to be decommissioned or otherwise permitted as noted above.

The RV site project will need to undergo two levels of Environmental Review: 1) the City of Sebastopol's local review; and, 2) National Environmental Protection Act, which the CDC will undertake prior to distributing funds.

The following outlines the local environmental review required:

ESOS (Environmental Scenic Open Space Overlay)

The project could be exempt from the Environmental Scenic Open Space (ESOS) overlay based on the Sebastopol Municipal Code (SMC) Section 17.46.070(E), which exempts projects of the City unless they involve construction of buildings for occupancy. However, given that the two sites will provide a location where people will be living, even on a temporary basis, staff is proceeding with the required ESOS review for the site. The RV site project qualifies for Administrative review by the Planning Director under SMC Section 17.46.080, as the modification is a minor site improvement and addition that involves less than 25 percent increase from the site's existing square footage [and capacity]. This review will be completed prior to the Funding Application deadline.

CEQA (California Environmental Quality Act)

The project would be Exempt from CEQA based on CEQA guidelines for Class 3 structures, which exempts the construction of limited numbers of new, small facilities or structures. Specifically, Sections 15303(b) and 15303(d) exempt the new construction or conversion of small structures, including "a duplex or similar multi-family residential structure totaling no more than four dwelling units," Although the RVs will not be permanent dwelling units, the project consists of the construction of two pads for parking of two RV vehicles that will serve as temporary housing units, so no more than two new "units" are proposed. The extension of the utilities will be through already developed / disturbed areas, in compliance with 15303(d), which exempts "water main, sewage, electrical, gas, and other utility extensions...of reasonable length to serve such construction."

PUBLIC COMMENT:

No public comments have been received as of this staff report.

RECOMMENDATION:

That City Council:

- 1) Receive staff report and presentation; and
- 2) Approve the Resolution regarding HEAP Funding Application.

ATTACHMENTS:

1. Resolution \_\_\_\_\_
2. Park Village RV Site Cost Estimate
3. West County Community Services HEAP Funding Concepts white paper
4. Sonoma County HEAP funding flyer and DRAFT Funding Priorities sheet (not yet adopted)
5. October 2, 2018 Staff Report and adopted Resolution

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL AUTHORIZING THE CITY  
MANAGER TO SUBMIT AN APPLICATION FOR HOMELESS EMERGENCY AID PROGRAM  
(HEAP) FUNDING FOR PARK VILLAGE AND SUPPORTING WEST COUNTY COMMUNITY  
SERVICES APPLICATIONS FOR HEAP FUNDING TO EXPAND THEIR SERVICES

WHEREAS, homelessness is one of the most pervasive challenges facing cities throughout California; and

WHEREAS, California's Governor Edmund G. Brown, Jr. and the members of the California Legislature have recognized the urgent and immediate need for funding at the local level to address homelessness; and

WHEREAS, the Governor and Legislature have provided funding to local governments under the Homeless Emergency Aid Program (HEAP) as part of SB 850 and the 2018-19 Budget Act (Chapter 48, Statutes of 2018); and

WHEREAS, that based on the 2018 Homeless Point in Time Count, 69 persons within the City of Sebastopol, and an additional 214 persons within the greater Sebastopol and West County area, are homeless and living without shelter, and

WHEREAS, on October 2, 2018, the City Council of the City of Sebastopol adopted Resolution 6213, declaring a Shelter Crisis in the City of Sebastopol in accordance with California Government Code §8698.2, and authorized the City of Sebastopol to participate in HEAP; and

WHEREAS, the City of Sebastopol continues to work with the County of Sonoma, non-profit stakeholders and other regional partners throughout the county to address this ongoing issue, and have identified projects to combat homelessness with these partners; and

WHEREAS, the City of Sebastopol and West County Community Services, a non-governmental organization that operates Park Village Mobile Home Park, have identified the addition of two recreational vehicles (RVs) parking spaces, with utilities, as a project that would assist the City in combating homelessness by providing a transitional housing site and services for residents of RVs; and

WHEREAS, on December 18, 2018, the City Council adopted Resolution 6219, which identified the two RV sites as a priority project for the City.

NOW, THEREFORE BE IT RESOLVED that the City of Sebastopol:

Authorizes the City Manager to:

- 1) Submit an application on behalf of the City of Sebastopol to the Sonoma County Community Development Commission for Homeless Emergency Aid Program (HEAP) funding for Park Village, an ongoing City project to provide expanded housing and support services for homeless and low income people, in the amount of \$150,000, plus any additional costs for WCCS operations. These funds will be utilized to create two new parking pads and utility connections for recreational vehicles (RVs) to provide transitional housing support for RV residents as they transition to permanent housing.
- 2) Amend the Contract with West County Community Services to provide supportive services to the families that move in to these sites, if grant funding is awarded.

And, BE IT FURTHER RESOLVED, that the City of Sebastopol endorses and supports its community partner, West County Community Services, in its application to the Sonoma County CDC for expansion of West County Community Services' Rapid Rehousing program to include all of West County, including Sebastopol and the greater Sebastopol area.

IN COUNCIL DULY PASSED, APPROVED, and ADOPTED this 15th day of January, 2019.

VOTE:

Ayes:

Noes:

Abstain:

Absent:

APPROVED: \_\_\_\_\_  
Mayor Neysa Hinton

ATTEST:

\_\_\_\_\_  
Mary Gourley, Assistant City Manager/City Clerk, MMC

APPROVED AS TO FORM: \_\_\_\_\_

Larry McLaughlin, City Attorney



## **West County Housing Concepts (2 Year duration under HEAP Funding)**

### ***Greater Sebastopol***

#### **\*Housing at Park Village**

Two RV sites would be provided at Park Village, the City-owned Mobile Home Park that WCCS operates. These sites, which would include gravel or concrete pads and utility hookups, would allow for two additional families to move into the park on a temporary basis, with the goal of finding them permanent housing. These families will receive case management support from the current full-time Park Village Case Manager, as well as assistance locating permanent housing. When/if permanent housing is found, the RV sites would become available for new families to continue the upward cycle.

**Estimated impact: two units, 4 people at a time, new people served as turnover occurs.**

**EST TOTAL: \$150,000.**

#### **\*Extended Rapid Rehousing (Sebastopol)**

The LRR Rapid Rehousing Project has been very successful to date. Current funding will end on June 30, 2019. In the past twelve months, 82 people have been served: 43 homeless housed, 39 people who have received pay or quit notices have been provided short term assistance to remain housed. The requests for assistance in the LRR has not decreased and we additionally receive several calls a month from greater Sebastopol and the Coast which we are unable to serve. This project would extend RRH to all of West County. *According to the 2018 PIT count, 24% of West County homeless citizens reside within the Sebastopol City limits. If we increase that # to 33% to include more of unincorporated Sebastopol, then the project might expect to house 25 or so Sebastopoleans.*

**Estimated Impact: 80 people in West County. Includes Case Manager, Housing Locator and Site Manager at Housing Support Center, transportation, etc.**

**EST. TOTAL: \$790,000**

CITY OF SEBASTOPOL  
 PARK VILLAGE MOBILEHOME PARK  
 ADD TWO NEW RV SPACES  
 PRELIMINARY COST ESTIMATE  
 January 9, 2019

**Project Description:**

This project will construct two new RV parking spaces at the Park Village\_Mobilehome Park. The spaces will be built near the westerly boundary of the park, and will include a graded and compacted gravel RV pad, sewer and water utilities, and a power pedestal at each space.

Item	Description	Quantity	Unit Price	Total
1.	NEPA review	1 LS	\$5,300	\$5,300
2.	Mobilization	1 LS	\$5,000	\$5,000
3.	Bonds & Insurance	1 LS	\$2,000	\$2,000
4.	Stormwater Pollution Plan	1 LS	\$2,500	\$2,500
5.	Clearing & Grubbing	1 LS	\$5,000	\$5,000
6.	2 RV parking pads	1080 SF	\$40 /SF	\$43,200
7.	Sewer Lateral	2 LS	\$10,000	\$20,000
8.	Water Lateral	2 LS	\$4,000	\$8,000
9.	Power Pole Distribution	1 EA	\$10,000	\$10,000
10.	Power Pedestal	2 EA	\$7,000	\$14,000
11.	Operational Costs (2 years)			TBD
			Subtotal	\$115,000
			Contingencies @ 30%	\$35,000
			<b>TOTAL</b>	<b>\$150,000</b>

# SONOMA COUNTY

## 2019 FUNDING PRIORITIES



HOME  
SONOMA COUNTY

## \$11,505,727 FOR SONOMA COUNTY HOMELESS PROJECTS

In an effort to combat California's homeless crisis, the state has launched a one-time \$500 million block grant called the Homeless Emergency Aid Program (HEAP) to provide direct assistance to local jurisdictions. From this grant, Sonoma County expects to receive \$11,505,727 for homeless services projects.

The one-time influx of HEAP dollars is significant, equal to half of Sonoma County's existing system of care. Funding will be administered by the Sonoma County Community Development Commission, which has managed state and federal housing fund allocations since 1978. The Commission recommends the following priorities to bring Sonoma County closer to ending homelessness.

### Stakeholder Input

Homeless Youth Task Force

Homeless Action!

Continuum of Care Members

Homeless Veterans Committee

AAA Senior Housing Group

9 incorporated cities within Sonoma County

### Community Collaboration

In creating its recommendations for HEAP funding priorities, the Commission relied on verified approaches to ending homelessness, prioritizing a Housing First approach designed to quickly connect people in crisis to temporary and permanent housing. Additionally, the Commission sought extensive input from stakeholders within the community.

### ELIGIBLE USES

PER THE STATE NOTICE OF FUNDING AVAILABILITY

#### Services

- Street Outreach
- Health & Safety Education
- Criminal Justice Diversion
- Prevention Services
- Navigation Services
- Operating Support

#### Rental Assistance

- Housing Vouchers
- Rapid Re-Housing
- Eviction Prevention

#### Capital Improvements

- Emergency Shelter
- Transitional Housing
- Drop-In Centers
- Permanent Supportive Housing
- Small/Tiny Houses
- Structure Improvements

The Commission encourages creativity and will consider applications for all eligible uses, provided the applicant can show its ability to deliver the proposed services and manage the funds awarded.

## SONOMA COUNTY NEEDS

# 1,150

PERMANENT SUPPORTIVE HOUSING UNITS

# 442

RAPID RE-HOUSING RENTAL ASSISTED UNITS

# 24/7

NAVIGATION CENTERS

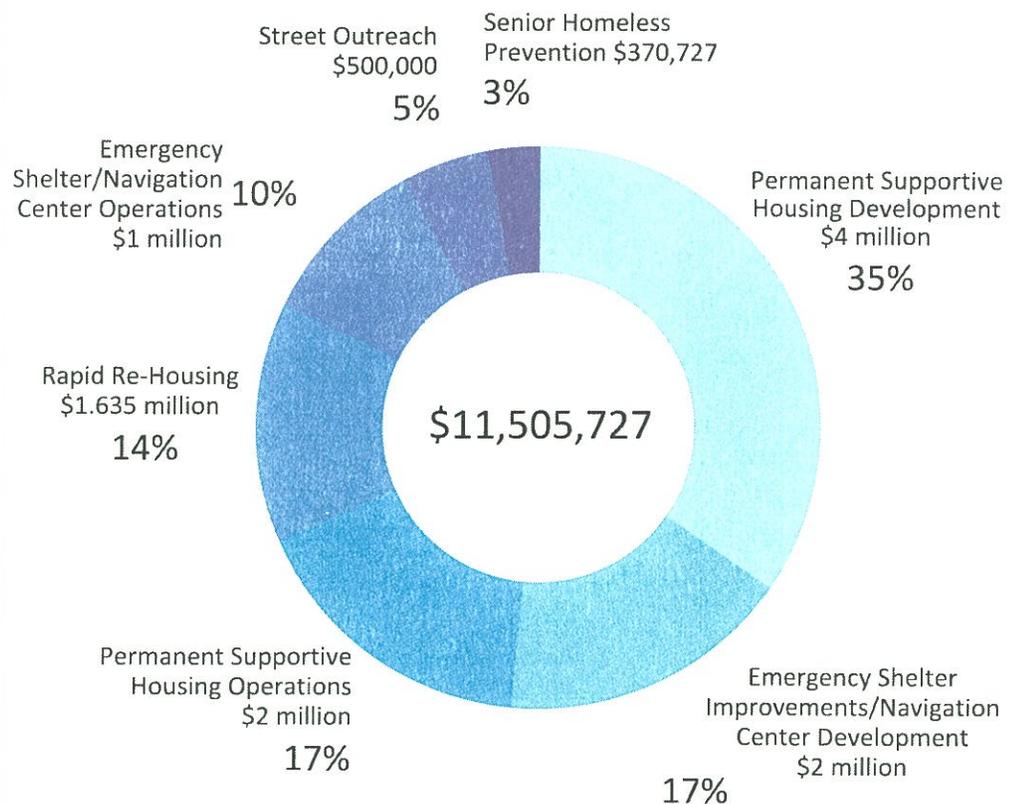
## HEAP-SPECIFIC RULES

- Half of HEAP funds must be in contract by Jan. 1, 2020; all funds must be spent by June 30, 2021.
- At least 5% of total award must be dedicated to homeless youth under 25.
- To qualify for capital improvement or facility-based uses, proposed programs must be located in a jurisdiction that has declared a shelter crisis: County of Sonoma, cities Cloverdale, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol and Sonoma.

## HOME SONOMA COUNTY HEAP RECOMMENDATIONS

Functional zero homelessness occurs when the number of people experiencing homelessness in a community is less than the number being connected with permanent housing each month. Based on the goal of reaching functional zero, Home Sonoma County recommends the following HEAP funding priorities.

### Recommended Distribution of Funds by Use



Home Sonoma County also recommends dedicating \$1.95 million from the total award to homeless youth services and distributing the sum based on the following geographical-need considerations:

- Santa Rosa Area, \$6.38 million
- South County, \$1.675 million
- North County, \$1.263 million
- West County, \$1.225 million
- Sonoma Valley, \$589,750
- County Seniors, \$370,727

For more information, visit [sonoma-county.org/cdc/cdhomeless.htm](http://sonoma-county.org/cdc/cdhomeless.htm) or contact Michael Gause at [michael.gause@sonoma-county.org](mailto:michael.gause@sonoma-county.org).

## Homeless Emergency Aid Program - Sonoma County Priorities

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Under the Homeless Emergency Aid Program, \$11,505,727 will be available for awards.

### Eligible Uses *(from the State Notice of Funding Availability)*:

- **Services:** Street outreach, health and safety education, criminal justice diversion programs, prevention services, navigation services, and operating support for short-term or comprehensive homeless services. *Note: Shelter and permanent supportive housing operating expenses are eligible uses.*
- **Rental assistance or subsidies:** Housing vouchers, rapid re-housing programs, and eviction prevention strategies. *Note: HEAP allows rent payments up to 200% of the federal Fair Market Rent.*
- **Capital improvements:** Emergency shelter, transitional housing, drop-in centers, permanent supportive housing, small/tiny houses, and improvements to current structures that serve homeless individuals and families. Some communities are discussing solutions to address homelessness and the public health crisis by using funds for handwashing stations or public toilet and shower facilities. *Note: Permanent supportive housing construction investments are eligible if the project meets HEAP deadlines.*

The Commission will consider applications for *any eligible use*, as long as the applicant can demonstrate its ability to deliver the services and manage the funds awarded.

### Special HEAP Rules

- **Deadlines:** Half of funds must be in contract by Jan. 1, 2020. All funds must be spent by June 30, 2021.
- **Youth:** At least 5% of the total award must serve homeless youth under the age of 25.
- **Declaration of Shelter Crisis:** This declaration is required for all capital and facility-based program operations funding.

### Collaborative Process

The Continuum of Care sought extensive input from the community for uses of HEAP funds:

- Homeless Youth Task Force, Sept. 8, 2018
- Homeless Action! Oct. 12, 2018
- Continuum of Care Quarterly Membership, Oct. 18, 2018
- Continuum of Care Board, Oct. 30, 2018
- Homeless Veterans Committee, Nov. 1, 2018
- AAA Senior Housing Group, Nov. 13, 2018
- Consultations with cities/town: Cloverdale, Cotati, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, Sonoma, Windsor.
- The Commission's multi-program staff group explored use of HEAP funding in housing in the development pipeline: Sept. 13, Sept. 27, Oct. 4, Oct. 11, and Nov. 6.

### Jurisdictions Declaring a Shelter Crisis:

County of Sonoma, cities of Cloverdale, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, and Sonoma.

# Homeless Emergency Aid Program - Sonoma County Priorities

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## Needs Analysis and Funding Priorities

Using data from the 2018 Homeless Count and from the Homeless Management Information System (2016-2018), the Commission updated its estimate of housing needed to end homelessness and evaluated the best potential uses of a one-time infusion of funds *equal to 50% of Sonoma County's existing system of care*.

Based on this review, the Commission created the following recommendations. As much as possible, the Commission recommends using HEAP dollars to create enough permanent housing to reach “functional zero” homelessness for key homeless subpopulations. To that end, we propose allocating \$1.95 million for projects targeting youth, who constitute 17 percent of Sonoma County's homeless population.

These recommendations also consider the need to increase program capacity in a way that is sustainable, or in a way that can be scaled up and down within HEAP's two-year timeframe. Therefore the Commission will consider applications for two years of funding in all program operations categories.

As a result of this analysis, the Commission recommends these priorities for HEAP dollars, as well as all other funds allocated through the Commission's annual Homeless Services funding cycle:

### *1. Publicly Owned Facilities (\$ To Be Determined)*

The Commission recommends creating a set-aside fund for cities that own facilities serving the entire homeless system of care and have declared a shelter crisis. To qualify, the city must submit an expense estimate to the Commission by **November 30, 2018**. Once the set-aside fund is established, the Commission will include all other funds in its annual Notice of Funding Availability, planned for release January 2, 2019. The costs related to publicly-owned facilities will be included in the funding recommendations below.

### *2. Develop Permanent Supportive Housing (\$4,000,000)*

**Recommendation:** Use HEAP funds to help create 1,150 units with wraparound supportive services.

**Need:**The highest priority is to create permanent supportive housing, while meeting HEAP deadlines and requirements. *In combination with family-dedicated Rapid Re-Housing, creating just 17 permanent supportive housing units for families with children can bring our system to “functional zero” homeless families with children.* Investing in the 68 permanent supportive housing units needed for youth could bring us closer to “functional zero” for youth. To end homelessness for Veterans we need 162 more permanent housing units and to end homelessness for seniors requires 315 units—these groups may overlap.

### *3. Improve Existing Shelters/Create Navigation Centers (\$2,000,000)*

**Recommendation:** Invest in existing shelters by addressing major repairs, overcrowding, and accessibility.

**Need:** Many of our existing shelters are in disrepair. HEAP funds should be used to help the most vulnerable homeless people get inside. In addition to major repairs, this could include upper-bunk

## Homeless Emergency Aid Program - Sonoma County Priorities

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accessibility improvements, privacy partitions, and other disability accommodations. It could also include the creation of 24-hour Navigation Centers for highly vulnerable people as well as alternative sites to be used while repairs are made, to relieve congestion, and to better serve the homeless population in parts of the County-without shelters.

### *4. Provide Services in Permanent Supportive Housing (\$2,000,000)*

**Recommendation:** HEAP funds should be used over a 2-year period to provide supportive services and operating expenses in permanent supportive housing.

**Need:** Each household in permanent supportive housing will require approximately \$15,000 annually in combined operating expenses and wraparound supportive services.

### *5. Invest in Rapid Re-Housing (\$1,635,000)*

**Recommendation:** Create up to 442 additional units of time-limited rental subsidies and financial assistance, with housing location and case management attached, for people who can thrive without long-term services.

**Need:** Rapid Re-Housing is an effective and inexpensive approach to ending homelessness for about half of homeless families as well as for many single adults and youth—even with Sonoma County’s tight rental market. Each unit of rental subsidy permanently houses at least two households each year. HEAP funds should be used to create up to 2 years of rental subsidies with housing location assistance and case management. Investments in 18 additional units targeted to Veterans, 49 additional units targeted to seniors, or 51 units targeted to transition-aged youth would all help our system get closer to ending homelessness among these key groups.

### *6. Invest in Emergency Shelters and Navigation Centers (\$1,000,000)*

**Recommendation:** Use HEAP funds for up to 2 years of personnel and operating expenses, to enhance staffing, ensure accessibility, and make appropriate services available for the increasingly vulnerable people needing shelter and Navigation Center services.

**Need:** In recent years, emergency shelters have been forced to operate on fewer dollars, just as requirements have increased for assisting more and more vulnerable people.

### *7. Increase Street Outreach (\$500,000)*

**Recommendation:** HEAP funding should be used to build street outreach and engagement on a multi-disciplinary team model, in jurisdictions and regions where more than 60% of the population is unsheltered. HEAP funding can provide up to 2 years of operating expenses for these projects.

**Need:** In North and West Sonoma County, 85-86 percent of the homeless population is unsheltered on any given night. In the Sonoma Valley, 63 percent are unsheltered. In incorporated Rohnert Park, more than 90 percent are unsheltered.

### *8. Increase Homelessness Prevention (\$370,727)*

**Recommendation:** Use HEAP dollars to fund up to 2 years of Homelessness Prevention services (financial assistance, case management, and assistance with housing relocation) for extremely low-income seniors, whose income is at or below 30% of Area Median Income. Services should target

## Homeless Emergency Aid Program - Sonoma County Priorities

especially seniors who were displaced by the 2017 Sonoma Complex Fire and who lack the resources to resolve their housing crisis.

**Need:** According to a 2018 survey of unstably housed residents, the number of people living “doubled up” had doubled as a result of the fire disaster. Seniors were impacted more severely than other age groups: 43% of the fire-impacted unstably housed population was over the age of 55 (compared to 22% of the non-fire impacted population).

### Recommended Expenditures

The Commission recommends the following regional distribution of funds. This distribution is based on where homeless people were found on the night of the 2018 Homeless Count.

Use	North (10%)	South (15%)	Sonoma Valley (5%)	West (10%)	Santa Rosa (60%)	Total (100%)
<b>Capital Investments</b>	<b>\$600,000</b>	<b>\$900,000</b>	<b>\$300,000</b>	<b>\$600,000</b>	<b>\$3,600,000</b>	<b>\$6,000,000</b>
Permanent Supportive Housing	\$400,000	\$600,000	\$200,000	\$400,000	\$2,400,000	\$4,000,000
Emergency Shelters/ Navigation Centers	\$200,000	\$300,000	\$100,000	\$200,000	\$1,200,000	\$2,000,000
<b>Operating Expenses</b>	<b>\$663,500</b>	<b>\$775,250</b>	<b>\$289,750</b>	<b>\$625,500</b>	<b>\$2,781,000</b>	<b>\$5,505,727</b>
Permanent Supportive Housing	\$200,000	\$300,000	\$100,000	\$200,000	\$1,200,000	\$2,000,000
Rapid Re-Housing	\$163,500	\$245,250	\$81,750	\$163,500	\$981,000	\$1,635,000
Emergency Shelters/ Navigation Centers	\$100,000	\$150,000	\$50,000	\$100,000	\$600,000	\$1,000,000
Street Outreach in communities/regions with >60% unsheltered	\$200,000	\$80,000 (Rohnert Park <sup>1</sup> )	\$58,000	\$162,000	\$ -	\$500,000
<b>Regional Subtotal</b>	<b>\$1,263,500</b>	<b>\$1,675,250</b>	<b>\$589,750</b>	<b>\$1,225,500</b>	<b>\$6,381,000</b>	<b>\$11,135,000</b>
<b>County-wide Allocation</b>						<b>\$370,727</b>
Senior Homelessness Prevention (a single county-wide program)						
<b>TOTAL</b>	<b>\$1,263,500</b>	<b>\$1,675,250</b>	<b>\$589,750</b>	<b>\$1,225,500</b>	<b>\$6,381,000</b>	<b>\$11,505,727</b>

For more information, contact Michael Gause, Continuum of Care Coordinator, at [michael.gause@sonoma-county.org](mailto:michael.gause@sonoma-county.org) or 707-565-1997.

<sup>1</sup> In the 2018 Homeless Count, 467 people were found in the southern part of the county, from Petaluma to Rohnert Park; 262 (56%) of them were unsheltered. Analyzing the concentrations of unsheltered persons throughout this region puts a focus on the 138 homeless persons who were found in Rohnert Park—127 of whom were unsheltered (92%).

CITY OF SEBASTOPOLE  
CITY COUNCIL  
STAFF REPORT

Meeting Date: October 2, 2018  
 To: Honorable Mayor and Honorable City Councilmembers  
 From: Engineering Manager (City CDBG Representative)  
 City Manager/Planning Director (Housing Sub-Committee Staff Liaisons)  
 Subject: Homeless Emergency Aid Program (HEAP) – Continuum of Care  
 Recommendation : That the City Council Approve and Authorize the Mayor to Sign Letter of Intent to Submit an Application Requesting Funds from the Sonoma County Continuum of Care (CoC) (Homeless Emergency Aid Program (HEAP). HEAP is a \$500 million block grant program designed to provide direct assistance to cities and counties to address the homelessness crisis throughout California. The HEAP grant is authorized by Senate Bill (SB) 850, which was signed into law by Governor Brown in June of 2018. This action is to also by Resolution, declare a shelter crisis pursuant to Senate Bill 850 and authorize the city’s participation in the newly established “Homeless Emergency Aid Program.”

Funding: Currently Budgeted: \_\_\_\_\_ Yes \_\_\_\_\_ No XX N/A  
 Net General Fund Cost: N/A  
 Amount: \$0

INTRODUCTION: This item is to request that the City Council Approve and Authorize the Mayor to Sign a Letter of Intent to Submit an Application Requesting Funds from the Sonoma County Continuum of Care (CoC) (Homeless Emergency Aid Program (HEAP); and that the City Council, by Resolution, declare a shelter crisis pursuant to Senate Bill 850 and authorize the city’s participation in the newly established “Homeless Emergency Aid Program.”

BACKGROUND: Recently, the State of California announced a new funding stream to local cities called the Homeless Emergency Aid Program (HEAP). HEAP is a \$500 million block grant program designed to provide direct assistance to cities and counties to address the homelessness crisis throughout California. HEAP is authorized by Senate Bill (SB) 850, which was signed into law by Governor Brown in June 2018.

The HEAP program is administered by the California Homeless Coordinating and Financing Council (HCFC), which is a division of the California Business, Consumer Services and Housing Agency. As part of the application process for the HEAP funds, the governing body of an eligible jurisdiction must adopt a shelter crisis declaration pursuant to Chapter 7.8 of the Government Code.

DISCUSSION: HEAP funds are intended to provide funding to Continuums of Care (CoCs) and large cities (LCs - with populations over 330,000), so they may provide immediate emergency assistance to people experiencing homelessness. Eligible uses include, but are not limited to the following: homelessness prevention activities, criminal justice diversion programs for homeless individuals with mental health needs, establishing or expanding services meeting the needs of homeless youth or youth at risk of homelessness, and emergency aid.

The Sonoma County Continuum of Care (CoC) Board has governed \$3+million of Federal funds for permanent housing including services for homeless persons. The Board is currently being reconstituted with Board of

Supervisors and Councilmembers from Santa Rosa and Petaluma. The Community Development Commission, as the Lead Agency for the Continuum of Care, is the only body eligible to apply for funding from the State. Once they have received the funding, they will hold a local competition for HEAP funding. No deadline has been set yet and the process for submittal of applications has not yet been established

At its Board meeting of September 25, 2018, the CoC discussed and explained the HEAP program, which will be offered to the cities which use CDC as their housing agency. Sebastopol is one of those cities and is eligible to apply for these funds through the CoC. City staff attended this meeting, and noted the City was a center for services not only to those within the City limits, but also as a hub for West County and the greater Sebastopol area. Per Michael Gause, Homeless Programs Coordinator for Sonoma County and lead staff member to the Continuum of Care Board, the CoC is scheduled to have an input session on HEAP on October 18, 2018 at their Continuum of Care Quarterly meeting from 1-4pm at 1440 Guerneville Road in Santa Rosa. This meeting will be the primary place to provide feedback on what we should consider for funding priorities. State representatives will also be at this meeting to discuss more details of the HEAP program. Staff will be attending this session in anticipation of submitting for grant funds.

The HEAP funding allocation for the County of Sonoma is \$12,111,291.50 over the next two years, and is based on the population and homeless count of 2017. Future funding allocations are unknown. The CDC and CoC intend to apply for this entire allocation of funding in the Round 1 funding cycle (CoC's application is due by December 31, 2018). Applications from local entities to the CoC for this funding will likely be available in January or February 2019.

NEXT STEPS:

The attached Resolution declaring a shelter crisis contains specific language and text that is required by the HCFC and program administrators to be eligible for grant funding.

At its September 18, 2018 City Council meeting, the Council was in consensus to review creation of a Subcommittee to address potential projects and services to use these funds. This item is currently scheduled for the October 16<sup>th</sup> City Council meeting. City staff is currently working to identify local projects and priorities that are eligible for HEAP funds in preparation for the anticipated Notice of Grant Funding Availability by the Sonoma County CoC in early 2019, and will work with this Subcommittee to prepare the City's application.

RECOMMENDATION:

Staff recommends that the City Council Approve and Authorize the Mayor to Sign a Letter of Intent to Submit an Application Requesting Funds from the Sonoma County Continuum of Care (CoC) (Homeless Emergency Aid Program (HEAP)); and that the City Council, by Resolution, declare a shelter crisis pursuant to Senate Bill 850 and authorize the city's participation in the newly established "Homeless Emergency Aid Program."

Attachments

- Letter of Intent
- Resolution Declaring a Shelter Crisis
- 2017 Homeless Census & Survey results
- Homeless Emergency Aid Program (HEAP) grant overview

RESOLUTION NO. 6213

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL, STATE OF CALIFORNIA, DECLARING A SHELTER CRISIS PURSUANT TO SENATE BILL 850 (CHAPTER 48, STATUTES OF 2018 AND GOVERNMENT § 8698.2).

WHEREAS, homelessness is one of the most pervasive challenges facing cities throughout California; and

WHEREAS, the City of Sebastopol continues to work with the County of Sonoma, non-profit stakeholders and other regional partners throughout the county to address this ongoing issue; and

WHEREAS, California's Governor Edmund G. Brown, Jr. and the members of the California Legislature have recognized the urgent and immediate need for funding at the local level to address homelessness; and

WHEREAS, the Governor and Legislature have provided funding to local governments under the Homeless Emergency Aid Program as part of SB 850 and the 2018-19 Budget Act (Chapter 48, Statutes of 2018); and

WHEREAS, the Governor and Legislature require jurisdictions seeking an allocation through the Homeless Emergency Aid Program to declare a Shelter Crisis pursuant to Government Code §8698.2; and

WHEREAS, the City of Sebastopol has developed a homelessness plan and undertaken multiple efforts at the local level to address homelessness.

NOW THEREFORE IT BE RESOLVED, THAT THE City Council of the City of Sebastopol hereby finds:

that based on the 2018 Homeless Point in Time Count, 69 persons within the City of Sebastopol, and an additional 214 persons within the greater Sebastopol and West County area, are homeless and living without shelter; and

that the number of homeless is significant, and these persons are without the ability to obtain shelter; and

that the health and safety of unsheltered persons in Sebastopol is threatened by a lack of shelter; and

BE IT FURTHER RESOLVED that the City of Sebastopol affirms its commitment to combatting homelessness and creating or augmenting a continuum of shelter and service options for those living without shelter in the community; and

BE IT FURTHER RESOLVED, by the City Council of the City of Sebastopol that a shelter crisis pursuant to Government Code §8698.2 exists in the City of Sebastopol, and authorizes the City's participation in the Homeless Emergency Aid Program.

THE FOREGOING RESOLUTION is approved and adopted by the City Council of the City of Sebastopol on this 2<sup>nd</sup> day of October, 2018.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the City of Sebastopol City Council by the following vote:

VOTE:

Ayes: Councilmembers Carnacchi, Glass, Gurney, Vice Mayor Hinton, Mayor Slayter

Noes: None

Abstain: None

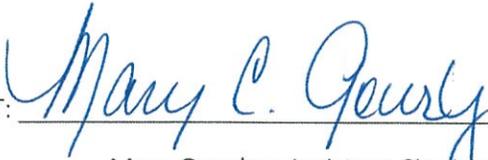
Absent: None

APPROVED: \_\_\_\_\_



Mayor Patrick Slayter

ATTEST: \_\_\_\_\_



Mary Gourley, Assistant City Manager/City Clerk, MMC

APPROVED AS TO FORM: \_\_\_\_\_



Larry McLaughlin, City Attorney