



**Sonoma County Community Development Commission**  
Housing Authority • Redevelopment Agency  
1440 Guerneville Road, Santa Rosa, CA 95403-4107

**MEMORANDUM**

Date: November 5, 2009  
To: All Interested Parties  
From: Heather Bond, Community Development Specialist  
Subject: Request for Proposals

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*Members of the  
Commission*

**Paul L. Kelley**  
Chairman

**Valerie Brown**  
Vice Chairwoman

**Mike Kerns**  
**Shirlee Zane**  
**Efren Carrillo**

**Kathleen H. Kane**  
Executive Director

The Sonoma County Community Development Commission (SCCDC) requests proposals for activities/projects to receive funding from the following sources:

Community Development Block Grant (CDBG)  
HOME Investment Partnerships (HOME)  
Emergency Shelter Grants (ESG)

Please contact the Community Development Specialist at the number listed below to request an application packet or go to [www.sonoma-county.org/cdc/cdadmin](http://www.sonoma-county.org/cdc/cdadmin). Please specify if you plan to apply for a housing development activity. The packet will contain the Sonoma County Policies, the FY 2010-2011 Consolidated Plan Application Process Timetable and application forms pertinent to the funding source and activity requested. Please review the Sonoma County Policies and application instructions carefully for important information on project/activity eligibility, and application procedures.

The provision of fair housing services is a specific federal requirement. Thus, the funding of these services shall be determined separately from other public services funded from CDBG funds. The Commission is requesting proposals as part of the CDBG public services funding process from capable non-profit agencies to provide fair housing services. The fair housing set-aside amount shall be up to \$52,500, subject to adequate CDBG funding.

In the event that there are multiple proposals for providing fair housing services, the Community Development Committee will recommend one applicant to provide these services based on the following factors:

1. The capacity of the applicant to provide these services.
2. The degree to which a capable applicant can leverage additional funding sources to augment the County's funding allocation.
3. Coordination with neighboring jurisdictions in the regional provision of fair housing services for optimizing efficiency and customer service.



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4. Cost-effectiveness.
5. The degree to which the proposed services will overcome the effects of the fair housing barriers and issues as identified in the current Analysis of Impediments to Fair Housing Choice.

All proposals (**including** proposals initiated by the incorporated jurisdictions) must be submitted to the Community Development Commission by 5 p.m. on January 8, 2010.

*NOTE: For projects located within one of the incorporated areas of Cloverdale, Cotati, Healdsburg, Rohnert Park, Sebastopol, Sonoma and Windsor, applications must be reviewed and endorsed by the appropriate city/town council before submission.*

*Therefore, a SCCDC-provided Letter of Intent summarizing the details of the project must be sent to SCCDC, which will then forward it to the city or town where the project will be located, not later than December 4, 2009 in order to allow sufficient time for City/Town Council action. Eligible proposals will be considered for funding at one of two public hearings, on March 8 and March 9, 2010. At the conclusion of the hearings, funding recommendations will be forwarded to the Sonoma County Board of Supervisors. The Board will make final funding decisions on May 4, 2010.*

Please contact Heather Bond, Community Development Specialist, at (707) 565-7522, if you have any questions about the application process and requirements, or to receive an application packet.