

ATTACHMENT 1  
FISCAL YEAR 2017/2018 ACTION PLAN APPROVAL AND HOUSING & URBAN  
DEVELOPMENT (HUD) PUBLIC SERVICES CONTRACT SOLICITATION AND AWARD  
PROCESS

In order for the City of Santa Rosa to receive Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), and Housing Opportunities for Persons with AIDS (HOPWA) funds, the United States Department of Housing and Urban Development (HUD) requires submission of three documents.

- The Consolidated Plan (Con Plan): The Con Plan is submitted approximately every five years. It includes multi-year goals and helps assess Santa Rosa's affordable housing and community development needs. The current Con Plan covers the years 2016 through 2020.
- The Annual Action Plan: The Action Plan is essentially the City's application for federal funds and defines how the funds will be spent in the upcoming year. It shows how the City's HOPWA, HOME and the remaining 85% of CDBG funds (after public services funding) will be used and provides a concise summary of actions and activities that will be undertaken to address the needs and goals outlined in the Con Plan. It is due to HUD on May 15<sup>th</sup> of each year.
- The Consolidated Annual Performance and Evaluation Report (CAPER): The CAPER reports on accomplishments and progress toward Con Plan goals. The CAPER is due each year no later than 90 days after the close of the fiscal year.

Staff is currently drafting the Fiscal Year 2017/2018 Action Plan for public review and, as stated in the attached memo, will be soliciting public services proposals that emphasize the focused, comprehensive provision of homeless services with coordinated entry operation of facilities such as the Homeless Services Center and the Family Support Center.

While staff's recommendation for the Fiscal Year 2017/2018 15% portion of CDBG allowed for public services funding is to continue to financially support the coordinated entry operation of facilities providing focused, comprehensive homeless services, the range of activities that may be funded with the portion of CDBG allocated to public services is quite broad and includes, but is not limited to:

- Child care;
- Health care;
- Job training/education programs;
- Recreation programs;
- Education programs;
- Public safety services;
- Energy conservation counseling and testing;
- Homeownership assistance;
- Fair housing counseling;
- Services for the elderly; and
- Drug abuse counseling/treatment.

The activities funded must benefit low- or moderate-income residents, must be eligible under the Code of Federal Regulations, and meet one of the CDBG Program National Objectives, which are:

- Provide a benefit to low- or moderate-income persons; or
- Prevent or eliminate slum and blight; or
- Meet an urgent community need that threatens the health or welfare of residents.

The solicitation period for public services funds will begin on February 9, 2017. Housing & Community Services will host a public meeting on February 9<sup>th</sup> to review the requirements and the process, receive input from residents, and distribute public services applications. Applications will also be available on the City's website. The public services solicitation period will close on March 8, 2017.

Housing and Community Services staff will conduct a preliminary review of the applications, then convene a subcommittee on March 13<sup>th</sup>, including a City Councilmember, to choose the public services contractors that will be recommended to the full Council for action. The subcommittee will make its recommendations for public services contracts for Fiscal Year 2017/2018 based on the applications that are most responsive to the solicitation based on the National Objectives, Resolution 28839 and its extensions declaring a local homeless emergency in Santa Rosa, and the Council's Housing for All goal.

The draft Action Plan will be available for public review on March 21, 2017. The draft will be available online, at the City Hall Annex, the City Manager's Office, and the Main Library on D Street. Members of the public who would like to provide comments on the draft may email them to [nmanchester@srcity.org](mailto:nmanchester@srcity.org). Public comments received will be included in the final draft Action Plan.

A Public Hearing will be held on May 2, 2017, on the Annual Action Plan and public services contract recommendations for Fiscal Year 2017/2018. At the close of the Public Hearing, the Annual Action Plan for Fiscal Year 2017/2018 and the recommendations for contracts for CDBG public services funds, a Housing Opportunities for Persons with AIDS (HOPWA) program provider, and federally-mandated fair housing services will be acted on by Council.