



February 6, 2019

Chuck Mottern
Public Services Funding Coordinator
Sonoma County Community Development Commission
1440 Guerneville Road
Santa Rosa, CA 95403

CITY OF SANTA ROSA APPLICATION FOR STATE HOMELESS EMERGENCY AID PROGRAM (HEAP)
FUNDING FOR CAPITAL PROJECTS

Dear Mr. Mottern,

Enclosed please find the City of Santa Rosa's application requesting \$3.6 million in State HEAP funding for capital projects for two city-owned facilities, the Samuel L. Jones Hall Homeless Shelter and the former Bennett Valley Senior Center. I have also enclosed a Delegation of Authority which gives Carmelita Howard, Deputy Director of Housing and Community Services, authority to execute the application.

Feel free to contact me should any questions at (707) 543-3315 or kkuykendall@srcity.org.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kelli Kuykendall". The signature is stylized with a large, sweeping initial "K" and a long, horizontal flourish extending to the right.

KELLI KUYKENDALL
Housing and Community Services Manager

Enclosures

- *Application*
- *Budgets – City of Santa Rosa State HEAP Funding Request Summary, CDC Project Budget Worksheet (Services), CDC Development Budget (Capital)*



MEMORANDUM

DATE: January 31, 2019
TO: WHOMEVER IT MAY CONCERN
FROM: DAVID E. GOUIN, DIRECTOR OF HOUSING AND COMMUNITY SERVICES
SUBJECT: DELEGATION OF AUTHORITY

I will be out of the office beginning February 2, 2019 until February 11, 2019.

In my absence, I am appointing Carmelita Howard, Deputy Director of Housing and Community Services, to be Acting Director beginning February 2 until February 6, 2019. This Delegation of Authority extends to cover the role of Acting Executive Director of the Housing Authority.

I am giving full signature authority during the above-mentioned dates to Mrs. Howard during my absence and until February 6, 2019. My signature below gives this signature authority on all items, including contracts, travel requests, and matters concerning funding and personnel issues.

Further, I am appointing Megan Basinger, Housing and Community Services Manager, to be Acting Director beginning February 7 until February 11, 2019. This Delegation of Authority extends to cover the role of Acting Executive Director of the Housing Authority.

I am giving full signature authority during the above-mentioned dates to Ms. Basinger during my absence from February 11, 2019 and until such time as I return to the office. My signature below gives this signature authority on all items, including contracts, travel requests, and matters concerning funding and personnel issues.



David E. Gouin
Director of Housing and Community Services

DATE 1/31/19

DEG/ser

A - Cover Sheet

Organization Contact Information

Legal Name of Organization	City of Santa Rosa, Housing and Community Services Dept.
Project Name	Samuel L. Jones Hall Homeless Shelter & Santa Rosa Navigation Center
Project Alternate Name	Santa Rosa Navigation Center at former Bennett Valley Senior Center
Amount of Funding Requested (Section 5.1.2)	\$ 3,600,000.00
Primary Physical Location of Activities	4020 Finley Avenue & 704 Bennett Valley Road
Organization Mailing Address, City State, Zip	90 Santa Rosa Avenue, Santa Rosa, Ca 95404
Main Telephone Number	707-543-3300
Organization Web URL	srcity.org
Agency EIN Number	94-6000428
Agency DUNS Number	071879464

Executive Director or CEO Contact Information

Name	David E. Gouin
Title	Director, Housing and Community Services
Email	dgouin@srcity.org
Phone	543-3316

Contract Manager (or secondary contact)

Name	Kelli Kuykendall
Title	Housing and Community Services Manager
Email	kkuykendall@srcity.org
Phone	543-3315

By my signature, I certify that the information provided in this FY 2019-20 Homeless Services Capital Development - Homeless Emergency Aid Program (HEAP) Funding application is correct, accurate, and complete.

X Camelita Duvall for David Gouin
 Executive Director, CEO, CFO

2/5/19
 Date

B - Project Description

Describe the project, focusing on project-specific language while avoiding organizational marketing language. Please include 1) the project location, 2) a description of existing conditions at the property, 3) a description of any project phasing, and 4) how the costs of equipment or improvements to existing structures will increase shelter utilization. (3000 Characters)

The Housing and Community Services (HCS) Department will be bringing forward a proposal to the Santa Rosa City Council on February 12, 2019, seeking direction to utilize \$3.6 million in HEAP funding for two, City-owned facilities, the Samuel L. Jones Hall Homeless Shelter (SJH) and former Bennett Valley Senior Center (BVSC), which was closed in September 2018. Subject to Council direction, staff may need to revise the project description, timeline, and costs outlined in this application.

SJH, operated by Catholic Charities of the Diocese of Santa Rosa, is a housing-focused, low barrier shelter providing up to 213 year-round beds for single adults. SJH is Sonoma County's largest emergency shelter, serving approximately 600 unique individuals annually. In 2017, the City conducted an assessment of its facilities which identified the roof at SJH as a Priority 1 need (currently critical, requiring immediate attention, 0-12 months). Based on this assessment, the City's Department of Transportation and Public Works (TPW) anticipates the replacement of the roof at SJH to cost approximately \$1.6 million. Further evaluation of the roof is required to develop a scope of work and refine this estimate, which effort is underway and anticipated to be finalized by Summer 2019. Given this uncertainty and the potential need for HEAP funds above the estimated \$1.6 million, HCS is recommending the project be implemented in two phases.

Phase I involves replacing the roof at SJH and utilizing the existing BVSC facility to activate a 40-bed navigation center, the Santa Rosa Navigation Center (SRNC). These forty (40) beds will be relocated from SJH to the SRNC, which will also accommodate SJH clients during roof construction. SJH has maximized its bed capacity, resulting in a need to reduce the number of beds on an on-going basis. The relocation of beds from SJH to SRNC will enable Catholic Charities to better serve highly vulnerable individuals, which are prioritized for services through the Coordinated Entry system, on a smaller scale at the SRNC and provide more options to accommodate persons with disabilities. Additionally, having Catholic Charities serve as the operator of SJH and the SRNC will ensure continuity of services for clients at both facilities as well as economies of scale. The estimated timeline to begin construction at SJH and activate the SRNC is Summer 2019.

Subject to final cost estimates for the replacement of the roof at SJH, Phase II involves expanding the SRNC to include temporary structures in the parking lot providing up to twenty (20) additional beds with implementation anticipated in Fall 2019. The estimate to activate the SRNC (up to 60 beds) is approximately \$2 million (capital and operating) for a two-year period (Summer/Fall 2019 to June 2021) in alignment with HEAP expenditure requirements. See attached budgets for further detail.

C - Project Timeline and Costs

Describe the anticipated execution of the project, outlining the timeframes for each phase of construction that will allow for full expenditure of funds by June 30, 2021. Please include timeframes for 1) design and engineering, 2) permitting, approvals, entitlements, and jurisdictions granting permissions, 3) required demolition, 4) mechanical systems, 5) and completion of the project including receiving the Certificate of Occupancy. Include general descriptions of the anticipated extent of each phase of construction, and the estimated time it will take to complete each phase. (3000 Characters)

Phase I involves replacing the roof at SJH and utilizing the existing BVSC facility to activate a 40-bed navigation center, the SRNC. TPW anticipates the roof replacement to cost approximately \$1.6 million. Further evaluation of the roof is required to develop a scope of work and refine this estimate, which effort is underway and anticipated to be finalized by Summer 2019. TPW will be coordinating the roof construction project, including developing a scope of work and bid proposal, selecting the contractor, obtaining necessary permits and approvals, and providing oversight of the construction. The estimated timeline to begin construction at SJH is Summer 2019 with completion before Winter 2019. The estimated timeline to activate the 40-bed SRNC is Summer 2019 as it is anticipated that the SRNC will need to accommodate SJH clients during roof construction.

Subject to final cost estimates for the SJH roof replacement, Phase II involves expanding the SRNC to include temporary structures in the parking lot providing up to twenty (20) additional beds with implementation anticipated in Fall 2019. Capital improvements to activate the SRNC include one-time costs of approximately \$500,000 to address maintenance and repairs, health and safety items, purchase of shower trailer and connection to utilities as the existing facility has toilets and sinks only, and leasing or purchasing of temporary structures and related site costs. Improvements will be conducted in-house by TPW staff, where appropriate, and by outside contractors to be coordinated by TPW and HCS. Operating costs (facility and services) are approximately \$1.5 million for a two-year period (Summer/Fall 2019 to June 2021) in alignment with HEAP expenditure requirements. See attached budgets for further detail.

D - Environmental

Describe the environmental impact of the project including: 1) a description of proposed improvements 2) a timeline of work to occur in the next five years, 3) a map showing the limits of the ground disturbance including structural sections that shows the depth of any ground disturbing activities, and 4) the status of or need for the completion of NEPA or CEQA reviews.

The following determination has been included in the staff report for the February 12, 2019 Santa Rosa City Council meeting:

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378. Additional CEQA review may be required subject to Council direction.

Local Jurisdiction declaration (Section 3.4)

- The jurisdiction that this project is located in has declared a shelter crisis. (Section 3.4.2)
- The adoption of the jurisdictions shelter crisis declaration occurred prior to December 15, 2018.
- This project is requesting money for a capital improvement project

Funding

- The application requests at least \$50,000. (Section 5.1.2)
- Funding for this project contains leveraging from other sources. (Section 5.2)

Location of Capital Investment project (Section 3.4)

- Sonoma Valley (Glen Ellen to Sonoma)
- Lower Russian River (Forestville to Monte Rio)
- Northern Sonoma County (Windsor to Cloverdale)
- South Sonoma County (Rohnert Park to Petaluma)
- City of Santa Rosa
- City of Sebastopol

Type of Construction (Section 2.2.10)

- Acquisition
- Construction
- Rehabilitation

Project Focus: (Section 2.2.10)

- Emergency shelter/Navigation Centers
- Navigation Centers
- Permanent supportive housing
- Other Innovative housing models
- Improvements to existing structures that serve homeless individuals and families

Full Execution of Grant (Section 2.2.10.4)

- The project described in this application can fully expense an award by June 30, 2021.

Capital development of new permanent supportive housing (PSH) projects (Section 5.6.2.1)

_____ State the number of Permanent Supportive Housing units created through the project

Capital development or Improvements to emergency shelter (Section 2.2.10.2)

- Stated equipment costs or improvements to emergency shelter described in this Application and in the project budget increases the shelter's capacity to accommodate special needs populations.

Environmental Conditions (Section 6.8)

- National Environmental Policy Act (NEPA) review has been completed and documented as approved by the Responsible Entity (Section 6.8.1)
- California Environmental Quality Act (CEQA) review has been completed and documented as approved by the Responsible Entity (Section 6.8.2)
- Documentation of NEPA and/or CEQA review is included in this application (Section 6.8.3)
- The proposed housing structures are legally sited (Section 2.2.10.3)
- The proposed project currently has connections to sewer, water, heat, and electrical services (Section 2.2.10.3)

Identify the applicant's level of site control

- Ownership (attach a copy of grant deed or deed of trust) City-owned properties
- Lease (attach a copy of lease)
- Option agreement (attach a copy of agreement)
- Purchase agreement (attach a copy of agreement)

CITY OF SANTA ROSA STATE HEAP FUNDING REQUEST SUMMARY	
YEAR 1	
Capital Improvements - Samuel L. Jones Hall Roof Replacement	\$ 1,600,000
Capital Improvements - Santa Rosa Navigation Center	
Temporary Structures & Related Site Costs	\$ 400,000
Shower Trailer & Facility Improvements	\$ 100,000
Total Capital Improvements	\$ 2,100,000
Operating - Santa Rosa Navigation Center	
Facility Operating	\$ 200,000
Services Operating	\$ 600,000
Total Operating	\$ 800,000
TOTAL CAPITAL IMPROVEMENTS & OPERATING - YEAR 1	\$ 2,900,000
YEAR 2	
Facility Operating	\$ 200,000
Services Operating	\$ 500,000
TOTAL OPERATING - YEAR 2	\$ 700,000
TOTAL FUNDING REQUEST - YEAR 1 & 2	\$ 3,600,000

Organization Name:

CITY OF SANTA ROSA

Project Title:

SANTA ROSA NAVIGATION CENTER

Name and Position of person completing this form

KELLI KUYKENDALL, HOUSING & COMMUNITY SERVICES MANAGER

PROJECT SPECIFIC REVENUE			Revenue Amount	Percent	
1 -	Fundraising			#DIV/0!	
2 -	Project Revenue			#DIV/0!	
3 -	Agency Cash Reserves			#DIV/0!	
4 -	Foundation or Corporate Grants			#DIV/0!	
5 -	Local Government (County/City)	\$250,000		#DIV/0!	City General Fund from currently funded programs which will provide support to Navigation Center
6 -	Other Government Contracts (State, Federal)	\$800,000		#DIV/0!	State HEAP
7 -	Other Income			#DIV/0!	
8 -	CDC Request			#DIV/0!	
Ref:	PROJECT EXPENSES	Expense Amount	Percent		Generally describe anticipated expenses
9 -	Staff Costs/Personnel	\$350,000	33%		Services - Salaries, Benefits
10 -	Operating Expenses	\$150,000	14%		Services - Telecommunications, Supplies, Janitorial, Security
11 -	Direct Assistance		0%		
12 -	Other	\$100,000	10%		Services - Startup Costs (Furniture, Telecommunications, Supplies)
13 -	Other	\$200,000	19%		Operating - Facility (Utilities, Maintenance, Repairs, Salaries, Benefits)
14 -	Other	\$250,000	24%		See Revenue Line 5
Total Revenue Budgeted		\$1,050,000			
Total Expenses Budgeted		\$1,050,000			
DOES THE BUDGET BALANCE? (Should say "TRUE")			TRUE		

Project Budget Recap	
Total Organization Budget:	\$1,050,000
Project Budget:	#DIV/0!
Percent Project to Org Budget:	\$0
Amount Requested this CDC Application:	0.0%
CDC Request as % of Project Budget:	\$1,050,000
Anticipated Project Revenue	\$1,050,000
Anticipated Project Expenses	\$0
Projected Revenue over Expenses	\$0
Unduplicated Households to be Served:	#DIV/0!
Cost per Participant/Family:	#DIV/0!
Anticipated Number of Successful Housing Outcomes:	#DIV/0!
Percent with Successful Housing Outcome:	#DIV/0!
Cost per Successful Housing Outcome:	#DIV/0!

Instructions

1. Complete all White boxes on this form
2. Gray cells will be automatically calculated
3. Enter revenue for the project (not the organization) in Refs. 1-8
4. Enter expenses for the project (not the organization) in Refs. 9-14
5. Complete the HMIS Cost Analysis calculation worksheet on Tab 2 (only if you are a returning project currently using HMIS)

DEVELOPMENT BUDGET

SOURCE TOTAL AMOUNTS	SOURCES			
	Source #1 - Permanent Debt	CDBG	Other Funding STATE HEAP	TOTAL
				0

USES - DESCRIPTION	TOTAL	SOURCES			
		Source #1 - Permanent Debt	CDBG	Other Funding STATE HEAP	TOTAL
Acquisition					\$0
Closing Costs					\$0
TOTAL ACQUISITION	\$0	\$0	\$0	\$0	\$0

Construction Contract					\$0
Construction Contingency	10%				\$0
Personal Property					\$0
OTHER - SAM JONES HALL ROOF REPLACEMENT				\$1,600,000	\$0
OTHER - SANTA ROSA NAVIGATION CENTER CAPITAL IMPROVEMENTS - Temporary Structures & Related Site Costs				\$400,000	\$0
OTHER - SANTA ROSA NAVIGATION CENTER CAPITAL IMPROVEMENTS - Shower Trailer & Facility Improvements				\$100,000	\$0
TOTAL DIRECT CONSTRUCTION	\$0	\$0	\$0	\$2,100,000	\$0

Architects					\$0
Owner's Rep					\$0
Engineering					\$0
Environmental - Phase I/II, NEPA					\$0
Hazardous Materials Consultants					\$0
Other Consultants					\$0
Zoning/Planning Fees					\$0
Building Permit Fees					\$0
Other Public Fees					\$0
Legal Fees					\$0
Financial Consulting Fees					\$0
Loan Fees					\$0
Relocation Consultant					\$0
Relocation Benefits					\$0
Relocation - Legal Fees					\$0
TOTAL PREDEVELOPMENT COSTS	\$0	\$0	\$0	\$0	\$0

Soft Cost Contingency	10.0%				\$0
Operating Cash Flow Reserve					\$0
Initial Replacement Reserves					\$0
TOTAL CONTINGENCY AND RESERVES	\$0	\$0	\$0	\$0	\$0

DEVELOPER FEE	\$0				\$0
TOTAL DEVELOPMENT BUDGET	\$0	\$0	\$0	\$2,100,000	\$0