



## Legislation Text

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**File #:** 2019-0078, **Version:** 1

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**To:** The Sonoma County Board of Commissioners  
**Department or Agency Name(s):** Sonoma County Community Development Commission  
**Staff Name and Phone Number:** Martha Cheever, (707) 565-7521  
**Vote Requirement:** Majority  
**Supervisory District(s):** All

**Title:**

Addition of One Full-Time, Time-Limited Housing Locator/Navigator

**Recommended Actions:**

Adopt a resolution amending the Department Allocation list adding 1.0 full-time equivalent, time-limited Housing Locator to provide housing location and navigation services to clients of the Human Services Department's Housing Assistance Response Team.

**Executive Summary:**

This item requests authorization to hire a full-time, time-limited Housing Locator (term ending December 31, 2019) to provide housing location and navigation services to clients who are experiencing domestic violence and face housing instability or homelessness. In partnership with the Sonoma County Human Services Department's Housing Assistance Response Team (HART), the housing locator will engage landlords to identify potential rental properties, negotiate financial arrangements to encourage landlords to rent to those receiving subsidies, connect clients with financial resource needed to lease-up, and provide support during the lease-up process. Funding for this position will be provided by HSD through a recently awarded grant to provide housing location to victims of domestic violence. If approved, the Sonoma County Community Development Commission (SCCDC) and HSD will enter into Memorandum of Understanding for the housing location services to be provided by SCCDC where the infrastructure for these services already exists.

**Discussion:**

The Sonoma County Human Services Department was awarded a Cal OES grant to fund a new Domestic Violence Housing First Program for one year. Housing locator services are vital for the success of this new housing program, given the tight housing market in Sonoma County, especially for individuals whose housing needs are unique and waiting often equals danger. A portion of the grant funding has been earmarked to support a Housing Locator position at the Community Development Commission to provide the needed housing locator services. Due to the time-limited nature of this funding, the Community Development Commission is requesting the addition of 1 full-time, time-limited Housing Negotiator/Inspector within agency to provide housing location and navigation support to victims of domestic violence who are being assisted through this grant. The term of the position will be through December 31, 2019. Per a written Memorandum of Understanding with the Human Services Department's (HSD), HSD will provide funding to the Community Development Commission (CDC) to hire the Housing Locator that will assist participants with locating and obtaining housing.

**Prior Board Actions:**

1/29/2019: The Board of Supervisors Authorized the Director of the Human Services Department to accept \$300,000 in Cal OES Domestic Violence Housing First (XD) grant funding from the

California Governor's Office of Emergency Services (Cal OES) to support the development of the Human Service Department's Housing Assistance Response Team (HART) in support of victims of domestic violence.

### FISCAL SUMMARY

<b>Expenditures</b>	<b>FY 18-19 Adopted</b>	<b>FY19-20 Projected</b>	<b>FY 20-21 Projected</b>
Budgeted Expenses	34,469	67,693	
Additional Appropriation Requested			
<b>Total Expenditures</b>	<b>34,469</b>	<b>67,693</b>	
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other	34,469	67,693	
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>	<b>34,469</b>	<b>67,693</b>	

### Narrative Explanation of Fiscal Impacts:

Reimbursement funding will be provided to the SCCDC by HSD through a Memorandum of Understanding. The SCCDC has adequate appropriations available in the FY 2018-19 budget for the services. The \$67,693 for FY 2019-20 will be included as part of the annual budget development process.

<b>Staffing Impacts:</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A - I Step)</b>	<b>Additions (number)</b>	<b>Deletions (number)</b>
Housing Negotiator/Inspector	58,293-70,879	1	0

### Narrative Explanation of Staffing Impacts (If Required):

The addition of one time-limited, full-time Housing Locator will enable the SCCDC to provide housing location services to clients of HSD's Domestic Violence Housing First program.

### Attachments:

Resolution

Memorandum of Understanding

**Related Items “On File” with the Clerk of the Board:**  
Position Change Request Form