

## **TOWN OF WINDSOR AGENDA REPORT**

**Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date:** June 17, 2026

**To:** Mayor and Town Council  
**From:** Kim Voge, Planner III  
**Subject:** Rebuilding Together Petaluma, Inc., Subrecipient Agreement to Implement Objective 1 of the Prohousing Incentive Pilot Program Grant and Provide Comprehensive Home Repair and Modification Services to Eligible Residents

**Recommendation to Council:**

1. Authorize the Town Manager to execute a Subrecipient Agreement with Rebuilding Together Petaluma, Inc., in the amount of \$250,000 for comprehensive home repair and modification services to eligible residents within the Town of Windsor, focusing on safety, accessibility, and aging-in-place.
2. Approve amendment to the FY2026-27 budget increasing both revenues and expenditures in the amount of \$250,000.

**Strategic Plan Element:**

The recommended action supports the goal of Livability. Goal Statement: Preserve community character by maximizing the use of existing amenities and creating future opportunities that enhance quality of life for all.

**Background:**

In 2019, State Assembly Bill 101 established the Prohousing Designation Program, which is administered by the California Department of Housing and Community Development (HCD). The program creates incentives for jurisdictions that: (1) comply with State housing laws, including housing element requirements, and (2) enact local Prohousing policies that go beyond the minimum requirements of existing State housing law to support housing production and preservation. The Town of Windsor is currently one of 74 jurisdictions throughout the State with the Prohousing Designation, including all jurisdictions within Sonoma County.

On January 17, 2023, the Town Council authorized an application for the Town of Windsor to request the Prohousing Designation pursuant to Resolution No. 3817-23 (Attachment 4).

On June 14, 2023, HCD issued a letter officially announcing the Town of Windsor as a Prohousing jurisdiction (Attachment 5). The Prohousing designation makes jurisdictions eligible for certain grants and other incentives, such as additional points in the scoring of competitive funding programs administered by HCD. One significant source of discretionary funds that has been made available to Prohousing jurisdictions is HCD's Prohousing Incentive Pilot (PIP) program.

On November 20, 2024, the Town Council directed staff to apply for the PIP Round 3 grant program pursuant to Resolution No. 3986-24 (Attachment 6).

On September 9, 2025, HCD awarded the Town's full grant request in the amount of \$650,000, based

upon the Town of Windsor Prohousing score and PIP3 grant application.

On April 8, 2026, the Town executed a grant agreement with HCD, which is provided in Attachment 2 with the following exhibits:

Exhibit A - Authority, Purpose, and Scope of Work

Exhibit B - Budget Detail and Payment Provisions

Exhibit D - PIP Terms and Conditions

Exhibit E - Program Specific Provisions:

- Accessibility Modifications to Existing Units
- Universal Design in New Single-Family Units and ADUs
- New Affordable ADUs

The grant will advance the following Housing Element policies:

**Policy H-1.2 Encourage a Range of Housing Types.** The Town shall encourage development of a range of housing types affordable to various income groups, including single-family and multifamily dwellings, “move-up” housing, senior housing, secondary and other smaller units, and special-needs housing.

**Policy H-1.4 Support Workforce Housing.** The Town shall strive to ensure new housing is provided to meet the needs of the local workforce that work and serve the community (e.g., teachers, police officers, fire fighters, nurses and hospital workers, retail, and service workers).

**Policy H-1.9 Accessory Dwelling Units (ADUs).** The Town shall continue to permit accessory dwelling units on residential lots and encourage the development of accessory dwelling units.

**Policy H-1.11 Funding for Affordable Housing.** The Town shall explore new and innovative approaches to funding affordable housing.

**Policy H-1.12 Partnerships for Affordable Housing.** The Town shall continue to allocate staff resources to pursue partnerships that result in the development of affordable housing.

**Policy H-3.1 Financial Assistance for Rehabilitation.** The Town shall encourage property owners to maintain and rehabilitate housing units by marketing and offering grants, loans, and other funds for this purpose.

**Policy H-5.1 Housing for Special Needs.** The Town shall facilitate and encourage the construction of a variety of housing types to provide alternatives to single-family detached housing and to address special housing needs.

**Policy H-5.9 Diversity of Unit Sizes.** The Town, in its discussions with developers producing affordable housing units under the Inclusionary Housing Program or development agreements, shall encourage the provision of a diversity of unit sizes.

**Program Goal 1. H-1. Promote Accessory Dwelling Units.** [Edited for brevity and applicability.] This program says that the Town will encourage the construction of ADUs through actions that include the following:

Provide information to encourage residents to apply for ADUs, particularly where their homes already

include space that is configured for a conforming ADU (e.g., carriage houses, au pair quarters, second kitchens on floors with separate entrances).

Produce a flyer regarding ADUs and make it available at the Community Development Department counter and to project applicants for all discretionary land use applications; at least annually, publish informational materials through a combination of media, including the Town's website and direct mailings.

Distribute materials on the benefits of ADUs in areas of high opportunity and limited rental opportunities to increase mobility for low-income households.

Identify incentives for construction of ADUs with new development, which may include deferring collection of impact fees for the square footage associated with the ADU until issuance of the certificate of occupancy.

Explore an affordable ADU incentive program to encourage property owners to deed restrict ADUs as affordable rental housing for lower- or moderate-income households; establish long-term affordability requirements by providing funding assistance for deed restricted units and a monitoring program to ensure long-term affordability is maintained.

Develop and implement a monitoring program that will track ADU approvals and affordability. The Town will use this monitoring program to track progress in ADU development and adjust or expand the focus of its education and outreach efforts through the 2023-2031 planning period.

**Program Goal 2: Assistance to Developers. Program H-9: Assistance to Affordable Housing and Special Needs Housing Developers.** This program says that the Town will work with housing developers—creating partnerships, providing incentives, and pursuing funding opportunities—to expand opportunities for affordable lower-income housing for special-needs groups, including persons with physical and developmental disabilities, female-headed households, large families, extremely low-income households, and persons experiencing homelessness.

**Discussion:**

Implementation of the grant's three objectives is underway, with the accessibility program for Objective 1 nearly ready to launch. Information about the implementation of Objectives 2 and 3 will be provided separately. Rather than hiring a consultant or managing the accessibility upgrades for Objective 1, staff recommends partnering with a local non-profit called Rebuilding Together Petaluma, Inc. This is a local branch of a nationwide nonprofit that was founded in 1997 to conduct home repairs and accessibility modifications for low-income households. Rebuilding Together provides these services via a network of volunteers, corporate sponsors, sub-contractors, and government grant programs.

Though the local branch is based in Petaluma, services also have been provided in Windsor and other locations in Sonoma County. For more information about Rebuilding Together Petaluma, Inc., visit the following website: <https://rtpetaluma.org/>. Informational brochures and application forms for homeowners and tenants are provided in Attachment 3.

Staff worked with Rebuilding Together Petaluma Inc., and the Town Attorney's office to develop the draft a Subrecipient Agreement (PSA), including a scope of work and budget (Attachment 1). The Town Attorney's office recommended a subrecipient agreement as the most appropriate form of an agreement in this case, since the nonprofit agency would be implementing a portion of the grant on the Town's behalf and in consultation with staff.

Therefore, staff recommends that the Town Council authorize the Town Manager to execute a Subrecipient Agreement with Rebuilding Together Petaluma, Inc., in the amount of \$250,000 to implement Objective 1 of the PIP3 grant, providing comprehensive home repair and modification services to eligible Town of Windsor residents with a focus on safety, accessibility, and aging-in-place. Staff also recommends approval of an amendment to the FY 2026-27 budget increasing both revenues and expenditures in the amount of \$250,000.

**Fiscal Impact:**

Adopted appropriations in the FY 2026-27 budget are not sufficient to cover the full cost of the proposed action item. However, the associated expenditure will be offset by a corresponding revenue source. A budget amendment is required to increase both revenues and appropriations. The following tables summarize the cost, budget amendment details, and resulting fund balance impact:

<b>Fund Name</b>	<b>Cost</b>	<b>Adopted Budget</b>	<b>Budget Amendment (Expense)</b>	<b>Budget Amendment (Revenue)</b>
Grant Fund	\$250,000	\$100,000	\$250,000	\$250,000
<b>Total</b>	<b>\$250,000</b>	<b>\$100,000</b>	<b>\$250,000</b>	<b>\$250,000</b>

	<b>Grant Fund</b>
Beginning Estimated Fund Balance	\$290,968
Plus: Budget Amendment (Revenue)	\$250,000
Less: Budget Amendment (Expense)	(\$250,000)
<b>Estimated Ending Fund Balance</b>	<b>\$290,968</b>

The budget amendment increases both revenues and expenditures by \$250,000, resulting in no net impact to the ending fund balance. The additional revenue is anticipated from HCD PIP3 Grant, and will be recognized in accordance with standard accounting matching principles. A copy of the grant agreement has also been provided with this item.

**Environmental Review:**

The approval of professional services agreements and similar agreements do not meet the definition of a project under CEQA, and therefore the recommended action does not require environmental review.

**Attachment(s):**

1. [Rebuilding Together Subrecipient Agreement](#)
2. [HCD PIP3 Grant Agreement](#)
3. [Rebuilding Together Homeowner-Tenant Information and Forms](#)
4. [TC Reso 3817-23 Authorizing Prohousing Designation Application](#)
5. [HCD Prohousing Designation Letter 2023-07-14](#)
6. [TC Reso 3986-24 Authorizing PIP3 Grant Application](#)

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