

# Executive Summary

## AP-05 Executive Summary - 91.200(c), 91.220(b)

### 1. Introduction

Through the Department of Housing and Urban Development, the City of Walnut Creek receives Community Development Block Grant (CDBG) funds to carry out a wide range of community development activities directed toward revitalizing neighborhoods and developing viable urban communities by providing decent housing, a suitable living environment and expanding economic opportunities for low- and moderate- income households. The priority needs for the City of Walnut Creek, and the strategy and objectives to address those needs are detailed in the Contra Costa Consortium's Five-Year Consolidated Plan. This 2018-2019 Annual Action Plan covers the fourth of the five program years discussed in the Consolidated Plan.

### 2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

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Below is a brief summary of the overall goals identified within the Consolidated Plan.

#### Affordable Housing

AH-1: Expand housing opportunities for extremely low-income, very low- income, low-income, and moderate-income households through an increase in the supply of decent, safe, and affordable rental housing and rental assistance.

AH-2: Increase homeownership opportunities for Low-to-Moderate Income households.

AH-3: Maintain and preserve the existing affordable housing stock, including single family residences and apartments owned and occupied by Low-to-Moderate Income households.

AH-4: Increase the supply of appropriate and supportive housing for special needs populations, including seniors, persons with disabilities, persons with HIV/AIDS, Low-to-Moderate Income veterans, the homeless, and extremely low-income residents.

### **Assisting the Homeless**

H-1: Assist the homeless and those at risk of becoming homeless by providing funding to organizations that provide emergency shelter, and transitional and permanent affordable housing with appropriate supportive services.

H-2: Reduce the incidence and risk of homelessness and assist in alleviating the needs of the homeless.

### **Non-Housing Community Development**

CD-1 General Public Services: Assist in providing opportunities and services to improve the quality of life for lower-income persons.

CD-2 Senior Services: Enhance the quality of life of senior citizens and frail elderly, and enable them to maintain independence.

CD-3 Youth Services: Increase opportunities for children/youth to be healthy, succeed in school, and prepare for productive adulthood.

CD-4 Non-Homeless Special Needs: Assist in providing opportunities and services to improve the quality of life and independence for person with special needs, such as disabled persons, battered spouses, abused children, persons with HIV/AIDS, and low-income veterans.

CD-5 Fair Housing: Promote fair housing activities and affirmatively further fair housing.

CD-6 Economic Development: Reduce the number of persons with incomes below the poverty level, and expand economic opportunities for very low- and low-income residents.

CD-7 Public Facility, Infrastructure and Accessibility: Maintain quality public facilities and adequate infrastructure, and provide access for lower-income persons and persons with special needs.

### **Administration**

CD-8 Administration: Support development of viable urban communities through extending and strengthening partnerships among all levels of government and the private sector, and administer federal grant programs in a fiscally prudent manner.

### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

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The City is responsible for ensuring compliance with all rules and regulations associated with the CDBG program. The City's past Annual Action Plans and Consolidated Annual Performance and Evaluation Reports (CAPERs) provided many details about the innovations, projects and programs completed by the City over the past five years. The evaluation of past performance is critical to ensuring the City and its subrecipients are implementing activities effectively and that those activities align with the City's overall strategies and goals.

In general, the community development and affordable housing activities that were implemented during the last Consolidated Plan time period served the identified needs. The five-year performance measures matrix and the one-year annual performance measures matrix in each of the City's CAPERs show how the City performed against the five-year strategic plan and the one-year action plan goals. The comparison of accomplishment data to goals indicate that the Consolidated Plan activities made a positive impact on the identified needs.

In the previous 2010-2015 Consolidated Plan, the City made significant progress on many of its short- and long-term housing, public service and economic development goals, including the development of a 10 unit affordable homeownership project and a 48 unit affordable rental project, certification of the 2015-2023 Housing Element, and providing public services to over 20,000 Walnut Creek residents.

In the current year (the third year of the 2015-2020 Consolidated Plan Period), the City is making progress on its identified goals and has used the 16-17 CAPER to evaluate its past performance. The CAPER and service providers continued showing high levels of need to address homelessness, and the City has made addressing that a priority. The City has partnered with the City of Concord to jointly fund an additional CORE Homeless outreach team split between the two cities, as well as funding a Winter Shelter homeless program at a local Armory.

### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

The 2015-2020 Consolidated Plan outlines the City's priority needs and identifies strategies and funding sources to meet those needs. The consolidated planning process included extensive community outreach, citizen input and consultation with government, non-profit agencies, and other stakeholder groups. Outreach included five community meetings and a widely distributed community survey that

was available both online and in print form, and in both Spanish and English. On May 29, 2014, an evening meeting was held at Walnut Creek's assembly hall. More than 30 people attended the in-person meetings, in addition to service providers, and survey hardcopies were collected. Information on the survey and community meetings was advertised in the paper and sent to over 600 interested parties. Over 500 surveys were returned and tallied. The surveys and community meetings helped identify priorities and goals for the five-year period of the Consolidated Plan. Comments and survey results were included in Appendix A of the County's 2015 Consolidated Plan.

The Consortium held a kick off meeting for the 2017-2020 grant cycle in October 2016, attended by nearly 100 people representing various non-profit and public agencies. The RFP was sent to over 600 agencies and interested parties. The City received an initial 23 applications, mostly for public services. On March 9, 2017 the Council Housing and Community Development Committee (HCD) held a public hearing to consider all of the applications and applicants presented their program before the committee. The City issued a second RFP on March 27 for Housing/ Infrastructure and Public Facility/ Economic Development proposals. Two additional applications were received and reviewed, forming a list of eligible projects. On May 23, 2017, HCD held a public meeting to consider the two applications. On May 23, 2017 the City Council met to consider funding additional homeless services with non-CDBG funds. On June 21, 2017, HCD met to make recommendations regarding funding for additional homeless services using non-CDBG funds. The Draft Annual Action Plan, Analysis of Impediments to Fair Housing, and funding recommendations were available for public comment between May 30-June 29, 2017. The Draft Citizen Participation Plan was available for public comment between June 24-July 4, 2017.

On July 5, 2017, the City Council held a public hearing and approved the 2017-2018 Annual Action Plan, with funding for FY17-18 contingent upon fund availability and program performance. Public comments were accepted through the Council meeting.

FY18-19 is a renewal year because it is the second year in our three year funding cycle. Current recipients with good performance submitted renewal applications due February 5, 2018 to request the same level of funding. Unfunded Infrastructure and Public Facilities projects that were on the eligibility list were also reconsidered for funding. On March 2, a notice for the public meeting of the HCD meeting on March 7 was posted online and at City Hall. Applicants were notified by email. There was one public comment during the HCD meeting. On March 31, a notice was published in the Contra Costa Times newspaper alerting residents to the draft Annual Action Plan and funding recommendations available online and at City Hall and the public hearing to consider the item during the City Council meeting on May 2, 2018. Public comment was reviewed and considered at each stage.

## **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

At the March 7, 2018 HCD meeting, there was one public comment by the new Executive Director of the Contra Costa Crisis Center about the services they provide.

During the 30 day public comment period from April 2, 2018- May 1, 2018, the following public comments related to the Annual Action Plan were received. [Some of these comments were related to non-CDBG funding proposals included in the same staff report and Agenda Item for City Council and came after the close of the 30 day public comment period. Some comments were from residents that live outside of incorporated Walnut Creek.]

**6. Summary of comments or views not accepted and the reasons for not accepting them**

None.

**7. Summary**

None.

**PR-05 Lead & Responsible Agencies - 91.200(b)**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	WALNUT CREEK	Community & Economic Development Department

**Table 1 – Responsible Agencies**

**Narrative**

The City of Walnut Creek is the Lead Agency for the United States Department of Housing and Urban Development (HUD) entitlement programs. The City’s HUD Programs Administrator in the Housing Division in the Community & Economic Development Department is responsible for the administration of Housing and Urban Development (HUD) Entitlement grants, which include the Community Development Block Grant Program (CDBG).

**Consolidated Plan Public Contact Information**

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## **AP-10 Consultation - 91.100, 91.200(b), 91.215(l)**

### **1. Introduction**

The City launched an in-depth and collaborative effort to consult with elected officials, City departments, community stakeholders, and beneficiaries of entitlement programs to inform and develop the priorities and strategies contained within the five year Consolidated Plan. The consultation activities associated with the consolidated planning process are detailed in the 2015-2020 Consolidated Plan and included extensive community outreach, citizen input, and consultation with government, non-profit agencies and other stakeholders.

The FY17-18 Annual Action Plan was the first year in the three year program cycle and applications were sought for all eligible activities. Second and third year funds are contingent on fund availability and program performance. FY18-19 is a renewal year because it is the second year in the grant cycle.

#### **Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).**

The City works closely with community partners to enhance coordination between the affordable housing providers, homeless services providers, and private and governmental health, mental health and service agencies. The Walnut Creek Police Department in particular works closely with the local homeless services provider, Trinity Center, and homeless outreach teams, to ensure that homeless residents get connected with the support services they need. The City provides mental health and other service resources to residents over the phone, on the City's website, and in person at City Hall. The City collaborates with other jurisdictions through the Contra Costa Consortium, and with services providers through the Continuum of Care and the local homeless task force.

#### **Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

In 2007, Homeless Inter-Jurisdictional Inter-Departmental Work Group (HIJIDWG) and the Homeless Continuum of Care Board (CoCB) merged into one group: the Contra Costa Interagency Council on Homelessness (CCICH). CCICH is charged with providing a forum for communication and coordination about the overall implementation of the county's Ten Year Plan to End Homelessness and providing advice and input on the operations of homeless services, program operations, and program development efforts. CCICH provides a forum for orchestrating a vision on ending homelessness in Contra Costa County, educating the community on homeless issues, and advocating on federal, state,

county and city policy issues affecting people who are homeless or at-risk of homelessness. City staff regularly attends the quarterly CCICH meetings.

To help homeless individuals and families, and to prevent further incidents of homelessness, the City of Walnut Creek partners with homeless service providers, and has historically committed CDBG and CSG funds to activities addressing these issues. Partners include homeless shelters, daytime drop in centers, crisis lines, housing counseling agencies and homeless prevention service providers.

The Walnut Creek Police Department and Housing Division staff are active participants in a local homeless task force, which includes City staff, homeless service providers, the business community, homeless persons, and residents. The purpose of the task force is to address homeless related issues as they arise in the community, and to collaborate efforts to addressing the needs of the homeless. Walnut Creek's City Council recommended on May 23, 2017 that the task force become a regional task force for Central Contra Costa and have representatives and stakeholders from this area to address the regional issue of homelessness. On March 27, 2018, the local homelessness task force will hold a community meeting to help educate the public on homelessness and answer the community's questions. A panel of speakers from the City's Police Department, Continuum of Care and County homeless shelter programs, the CORE homeless outreach programs, and local homeless services provider Trinity Center will present.

Housing Division staff have also convened a Neighborhood Advisory Committee with the Trinity Center for an evening Winter Shelter program for the homeless. Housing Division staff also serve on the Oversight Board for the County's new Coordinated Entry efforts.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

The City of Walnut Creek does not receive ESG funds.

**2. Agencies, groups, organizations and others who participated in the process and consultations**

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	Contra Costa County Department of Conservation & Development
	<b>Agency/Group/Organization Type</b>	Other government - County
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Market Analysis
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Link to the Needs Assessment Survey was sent to subrecipients, and the County's non-profit interested party list.

**Identify any Agency Types not consulted and provide rationale for not consulting**

Not applicable.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	CCICH	

**Table 3 - Other local / regional / federal planning efforts**

## **Narrative**

The City is an active member of the Contra Costa CDBG Consortium (includes the Cities of Antioch, Concord, Pittsburg, the Urban County, and Walnut Creek), and regularly attends consortium meetings attended by all of the entitlement jurisdictions in Contra Costa County, as well as the HUD representatives for each jurisdictions. The City is also a member of the HOME Consortium, and participates in funding discussions/decisions for the County HOME Funds.

The City works closely with the State to implement the programs and policies outlined in the Housing Element, and to administer the BEGIN funds awarded to the City for First Time Homebuyer Down Payment Assistance.

The City is a member of the Association of Bay Area Governments, the East Bay Housing Organizations, the Non Profit Housing Association of Northern California, and the Contra Costa Interjurisdictional Council on Homelessness; and City staff regularly attend meetings and events.

## **AP-12 Participation - 91.401, 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

Since FY18-19 is a renewal year, FY17-18 funding recipients with good performance applied to receive the same level of funding for FY18-19. The goals of the FY17-18 and FY18-19 Annual Action Plan are in accordance with the goals identified through the consolidated planning process, which was described in section AP-5. The citizen participation process for the FY18-19 Annual Action Plan builds on that conducted for the FY17-18 Annual Action Plan, which included the following:

-9/6/16: a Notice of Funding Availability/Request for Proposals (NOFA/RFP) for CDBG, HOME, ESG, and HOPWA funds was sent to the County's CDBG "Interested Parties" list.

-9/5/16: NOFA/RFP notice was posted.

-10/6/16: Competitive RFP Kickoff meeting held in conjunction with the Contra Costa Consortium at City of Concord's Senior Center, located at 2727 Parkside Circle, Concord, CA. Nearly 100 people representing various non-profit and public agencies attended the Kickoff meeting. The City received 23 applications as a result.

-3/9/17: Housing and Community Development Committee (HCD) held a noticed public hearing to consider the proposed 2017-2018 Annual Action Plan and expenditure of CDBG and CSG funds.

-3/27/17: City issued a second RFP for Infrastructure and Public Facilities projects.

-5/23/17: HCD held a noticed public meeting to make funding recommendations for the two applications received.

-5/30/17: Public hearing notice was published in the Contra Costa Times newspaper announcing the public hearing at the City Council meeting on 7/5/17 to consider adoption of the 2017-2018 Annual Action Plan including expenditure of CDBG and CSG grant funds.

-5/30/17-6/29/17: Draft Annual Action Plan posted to the City's website and made available at City Hall.

-6/24/17: Public hearing notice was published in the Contra Costa Times newspaper announcing the public hearing at the City Council meeting on July 5, 2017 to consider the approval of an updated Citizen Participation Plan.

-6/24/17-7/4/17: Draft Citizen Participation Plan posted to the City's website and made available at City Hall.

-7/5/17: City Council approved the Annual Action Plan, Citizen Participation Plan, and a new homeless services fund during a public hearing. 7 speakers gave public comment.

-2/5/18: FY18-19 renewal applications due.

-3/7/18: Noticed public meeting of HCD to make FY18-19 funding recommendations. 1 public comment received.

-4/2/18: Contra Costa Times newspaper publishes notice of 30 day public comment period and 5/1/18 public hearing at City Council meeting for approval of the FY18-19 Annual Action Plan.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community	3/7/18 Housing and Community Development Committee public meeting.	1 public comment from the Executive Director of the Contra Costa Crisis Center on the services they provide.		<a href="http://www.walnut-creek.org/government/city-clerk/public-meetings-video-audio">http://www.walnut-creek.org/government/city-clerk/public-meetings-video-audio</a>
2	Newspaper Ad	Non-targeted/broad community	4/2/18 Notice ran in Contra Costa Times and no responses received.	No comments directly received by Housing Division.		
3	Public Hearing	Non-targeted/broad community	5/1/18 City Council Meeting with public hearing.	Summary of Comments received during meeting.		<a href="http://walnut-creek.org/government/city-clerk/public-meetings-video-audio">http://walnut-creek.org/government/city-clerk/public-meetings-video-audio</a>

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

#### Introduction

#### To Meet Affordable Housing and Community Development Needs

For the Consolidated Plan period (2015-2020), the City anticipates that approximately \$14.368 million will be available for local affordable housing programs, community services, and economic development, including \$1.15 million of federal resources. The City will have an estimated \$11.393 million of affordable housing impact and commercial linkage fees, \$1.44 million from the General Fund, and the remaining amount will come from loan repayments, bond revenue and interest earnings.

For the FY18-19 program year, the anticipated uses of CDBG funds based on actual allocations include the following:

\$120,000 for the City's Home Rehabilitation Loan and Emergency Grant program - if the program is unable to make a sufficient number of loans or grants in a timely manner, up to \$120,000 may be shifted to RCD's public facilities project.

\$47,164.41 for public services;

\$30,000 for economic development activities;

\$79,698 for program administration, with the ability to fund up to the 20% cap if additional program income is received;

\$317,294 for infrastructure and public facilities projects.

If additional program income or carry forward funds are received, a higher or lower CDBG grant allocation is received, or the Home Rehabilitation Loan and Grant Program has not spent enough funding in FY17-18, any increase or decrease in available funding will be handled in the following ways:

- The Home Rehabilitation Loan Program: Approve a maximum of \$120,000 for FY18-19, with the ability to shift up to \$120,000 in funds to the RCD proposal below depending on how much funding is unspent at the end of FY17-18.
- Fund the Resources for Community Development's (RCD) Public Facility Project: The City received a request for funding for this project during the call for Infrastructure and Public Facilities projects in 2017 as part of developing its eligible projects list, but it was not chosen for FY17-18 funding due to timing issues and because the amount of funds requested in this category exceeded the funds available. RCD requests funds for the construction of the ground floor community center to be occupied by Trinity Center, which serves homeless clients, as part of the St. Paul's Commons project. In the first scenario, the project will receive up to \$57,255 (the amount available if the Home Rehabilitation Program is funded at \$120,000 and no program income is received.) Between \$149,744 and \$287,295 is available if the \$120,000 from the Home Rehabilitation Program is used and program income is received. Finally, RCD's project may receive more funding if the City receives more program income than expected.
- Additional Program Income or Higher CDBG Allocation: A total of \$137,550 is expected from repaid loans in February and June 2019. If more is received than expected or the City receives a higher grant allocation, it will be used for the following priorities: 1) increase administration up to the cap, 2) any increase in Public Services funds for CDBG will be directed to the CORE Walnut Creek/Concord program up to the total program cost of \$71,629, and 3) any additional funds will go to RCD's project first and the Home Rehabilitation Program second.
- Lower Program Income or CDBG Allocation: Programs will be reduced according to the following priorities: 1) reduce administration according to the cap formula, 2) any decrease in public services funds for CDBG will come from the CORE Walnut Creek/Concord program, and 3) any additional decreases in funding would then be taken out of the RCD project first, and the Home Rehabilitation Program second.

The City supplements the Public Service portion of the CDBG program with \$100,000 from the General Fund. The City also provides a new Homeless Services Fund with \$200,000 annually from the General Fund.

### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	260,940	137,550	45,666	444,156	260,940	Entitlement Funds from the CDBG Program, and program income through loan repayments.
General Fund	public - local	Admin and Planning Housing Public Services	547,225	0	0	547,225	548,992	General fund for Community Service Grant Program (\$100,000), CORE Outreach WC team (\$58464.59), Winter Shelter (\$100,000, Program Administration (\$203,322) and Crisis Counselor Program (\$80,000).
Housing Trust Fund	public - local	Acquisition Housing	4,400,000	0	0	4,400,000	2,000,000	Housing Impact Fees and Commercial Linkage Fees
Other	public - local	Admin and Planning Housing	471,903	0	0	471,903	474,294	Housing Impact Fees (less than 10% for administration)

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - local	Admin and Planning Housing Public Services	366,572	0	0	366,572	67,743	Loan Repayments to the Housing Successor Agency through the First Time Homebuyer Downpayment Assistance Program and Residual Rent Receipts.

Table 5 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

For the development of Affordable Housing, the City is usually the first funder, providing acquisition financing for the development of affordable housing. The City's Acquisition funding is leveraged on an average ratio of 1/7. For every dollar we commit, an additional 7 dollars is leveraged. Leveraged funds include private lending institutions, tax credits, sweat equity, federal HOME and HOPWA funds, as well as other federal programs; and state funds such as the Mental Health Service Act (MHSA) and BEGIN funds. All of the public service and economic development activities funded through the competitive process require additional funding from other sources. Often, CDBG and CSG funds account for only a small percentage of the overall program funding. In the case of the school crisis counselor program, the City requires a minimum of 50% from the school districts to fund the program.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

N/A.

**Discussion**

None.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	AH-1: New Construction of Affordable Housing	2015	2020	Affordable Housing	City Wide	Affordable Housing		
2	AH-2: Homeownership Opportunities	2015	2020	Affordable Housing	City Wide	Affordable Housing	Housing Impact Fees: \$471,903	Direct Financial Assistance to Homebuyers: 3 Households Assisted
3	AH-3: Maintain and Preserve Affordable Housing	2015	2020	Affordable Housing	City Wide	Affordable Housing	CDBG: \$120,000	Homeowner Housing Rehabilitated: 6 Household Housing Unit
4	H-1: Shelter for Homeless Population	2015	2020	Homeless	City Wide	Affordable Housing Homelessness Prevention	CDBG: \$6,000 General Fund: \$100,000	Overnight/Emergency Shelter/Transitional Housing Beds added: 70 Beds
5	H-2: Services for Homeless (Non-Shelter Related)	2015	2020	Homeless	City Wide	Homelessness Prevention Non-Housing Community Development	CDBG: \$18,164 General Fund: \$80,464	Public service activities other than Low/Moderate Income Housing Benefit: 140 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	CD-1: General Public Services	2015	2020	Non-Housing Community Development	City Wide	Non-Housing Community Development	CDBG: \$10,000 General Fund: \$30,500	Public service activities other than Low/Moderate Income Housing Benefit: 895 Persons Assisted
7	CD-2: Senior Services	2015	2020	Non-Housing Community Development	City Wide	Non-Housing Community Development	CDBG: \$7,000 General Fund: \$33,500	Public service activities other than Low/Moderate Income Housing Benefit: 635 Persons Assisted
8	CD-3: Youth Services	2015	2020	Non-Housing Community Development	City Wide	Non-Housing Community Development	General Fund: \$80,000	Public service activities other than Low/Moderate Income Housing Benefit: 600 Persons Assisted
9	CD-4: Non-Homeless Special Needs	2015	2020	Non-Homeless Special Needs	City Wide	Non-Housing Community Development	General Fund: \$14,000	Public service activities other than Low/Moderate Income Housing Benefit: 73 Persons Assisted
10	CD-5: Fair Housing	2015	2020	Non-Homeless Special Needs	City Wide	Non-Housing Community Development	CDBG: \$6,000	Public service activities other than Low/Moderate Income Housing Benefit: 15 Persons Assisted
11	CD-6: Economic Development	2015	2020	Non-Housing Community Development	City Wide	Non-Housing Community Development	CDBG: \$30,000	Businesses assisted: 25 Businesses Assisted
12	CD-7: Public Facility, Infrastructure & Access	2015	2020	Non-Housing Community Development	City Wide	Non-Housing Community Development	CDBG: \$167,294	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 80 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
13	CD-8: Administration	2015	2020	Administration	City Wide	Administration	CDBG: \$79,698 General Fund: \$208,761	Other: 1 Other

**Table 6 – Goals Summary**

**Goal Descriptions**

1	<b>Goal Name</b>	AH-1: New Construction of Affordable Housing
	<b>Goal Description</b>	
2	<b>Goal Name</b>	AH-2: Homeownership Opportunities
	<b>Goal Description</b>	
3	<b>Goal Name</b>	AH-3: Maintain and Preserve Affordable Housing
	<b>Goal Description</b>	
4	<b>Goal Name</b>	H-1: Shelter for Homeless Population
	<b>Goal Description</b>	
5	<b>Goal Name</b>	H-2: Services for Homeless (Non-Shelter Related)
	<b>Goal Description</b>	

6	<b>Goal Name</b>	CD-1: General Public Services
	<b>Goal Description</b>	
7	<b>Goal Name</b>	CD-2: Senior Services
	<b>Goal Description</b>	
8	<b>Goal Name</b>	CD-3: Youth Services
	<b>Goal Description</b>	
9	<b>Goal Name</b>	CD-4: Non-Homeless Special Needs
	<b>Goal Description</b>	
10	<b>Goal Name</b>	CD-5: Fair Housing
	<b>Goal Description</b>	
11	<b>Goal Name</b>	CD-6: Economic Development
	<b>Goal Description</b>	
12	<b>Goal Name</b>	CD-7: Public Facility, Infrastructure & Access
	<b>Goal Description</b>	
13	<b>Goal Name</b>	CD-8: Administration
	<b>Goal Description</b>	



## AP-35 Projects - 91.420, 91.220(d)

### Introduction

In the Fall of 2016, the Contra Costa Consortium issued an RFP requesting applications for the 2017-2020 Grant Cycle. Walnut Creek received 23 applications for the CDBG and CSG programs and an internal request for program administration funds. On March 9, 2017, the Council Housing and Community Development Committee (HCD) held a public hearing to consider the applications. On March 27, the City issued a second RFP for remaining funds and on May 23, the Council Housing and Community Development Committee held a public meeting to review two applications for Infrastructure and Public Facilities projects and make funding recommendations. On July 5, City Council approved the FY17-18 Annual Action Plan. Because this is a renewal year, subrecipients reapplied for the same level of funding in February 2018. HCD held a public meeting on March 7, 2018 to consider the applications. Following a 30 day public comment period, Council approved the FY18-19 Annual Action Plan on May 1, 2018.

With a recommended \$100,000 for the CSG program, \$45,667 estimated in carry forward, and up to \$137,550 expected in Program Income, there is an estimated \$544,157 in CDBG and CSG funds available: \$147,164 available for public services (CSG and CDBG); \$79,698 for program administration; and \$317,294 for Economic Development, Public Facility and Infrastructure, and Housing activities. \$120,000 may be moved from the Home Rehabilitation Loan Program to the accessibility project at the Civic Park Community Center if an insufficient number of loans or grants have been made by a deadline agreed to by the City and the subrecipient. There is also \$200,000 available from the Homeless Services Fund for homeless services, and \$158,456 recommended for homeless services.

Should the City have more carry over or program income than anticipated, the funding will be adjusted according to the priorities described earlier in AP-15.

#	Project Name
1	Program Administration
2	Monument Crisis Center
3	Contra Costa Legal Services
4	Workforce Development Board of Contra Costa County
5	Contra Costa County Homeless Program
6	ECHO Housing - Tenant Landlord
7	ECHO Housing - Fair Housing
8	Contra Costa Crisis Center - Crisis Line
9	STAND! For Families Free of Violence - Crisis Line
10	Ombudsman Services of Contra Costa
11	Senior Outreach Services - Meals on Wheels
12	Senior Outreach Services - Care Management
13	Trinity Center

#	Project Name
14	Lions Center for the Visually Impaired - Independent Living
15	Rainbow Community Center
16	CORE Homeless Outreach
17	Home Rehabilitation Loan Program
18	COCOKids
19	Community Violence Solutions
20	Trinity Center Winter Evening Program
21	St. Paul's Commons Tenant Improvements (Trinity Center)
22	General Fund Public Services and Administration
23	Other Impact Fees
24	Housing Trust Fund

**Table 7 – Project Information**

**Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

The City prioritized projects and programs that meet the CDBG program primary objective to develop viable urban communities by providing decent housing, a suitable living environment, and expanded economic opportunities; principally for person of low and moderate incomes. The projects were also weighed against the City's highest priority needs. This year, the City Council has made addressing homelessness a priority. As shown in the above chart, the City is funding a wide array of priority needs including maintaining and preserving affordable housing, services for the homeless, senior services, economic development activities, and fair housing services.

To address the underserved needs, the City contributes \$100,000 in General Funds for the Community Services Grant (CSG) program. The CSG program is specifically designed to augment the public service portion of the CDBG program. In 2017, the City also created a \$200,000 Homeless Services Fund to supplement homeless services programs. The City is also reviewing the new expenditure regulations for the Housing Successor Agency funds, and is anticipating using some funds in the future for homeless prevention and rapid-rehousing activities.

One grant subrecipient, Shelter Inc., chose not to reapply for CBDG funding for FY18-19. Shelter Inc. works to prevent homelessness through rapid rehousing. Their staff cited a high administrative burden to comply with CDBG requirements for a relatively low number of Walnut Creek clients served compared to other jurisdictions as the reason they are no longer seeking funding.

**AP-38 Project Summary**  
**Project Summary Information**

<b>1</b>	<b>Project Name</b>	Program Administration
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	CD-8: Administration
	<b>Needs Addressed</b>	Administration
	<b>Funding</b>	CDBG: \$79,698
	<b>Description</b>	21A. Covers salaries, benefits, training and general administrative costs associated with the management of the CDBG program. Up to 20 percent of the allocation plus 20 percent of current year program income will be used for Program Administration.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Administration benefits all programs.
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>2</b>	<b>Project Name</b>	Monument Crisis Center
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	CD-1: General Public Services
	<b>Needs Addressed</b>	Non-Housing Community Development
	<b>Funding</b>	CDBG: \$4,500 General Fund: \$9,000
	<b>Description</b>	5- LMC. The Monument Crisis Center offers wrap-around safety net services through on-site food distribution, direct referrals to shelter, referrals and workshops for financial assistance, referrals and access to health care and health care services, basic employment workshops, court mandated community service programs, on site legal and crisis support services.
	<b>Target Date</b>	6/30/2019

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	180 low-income individuals.
	<b>Location Description</b>	
	<b>Planned Activities</b>	Provide on-site food distribution, direct referrals to shelter, referrals and workshops for financial assistance, basic employment workshop, and legal and crisis support services.
<b>3</b>	<b>Project Name</b>	Contra Costa Legal Services
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	CD-2: Senior Services
	<b>Needs Addressed</b>	Non-Housing Community Development
	<b>Funding</b>	CDBG: \$7,000
	<b>Description</b>	5A - LMC. Provide free legal counseling, advice, representation and litigation services to low-income seniors in connection with their housing, income maintenance, consumer and individual rights and other elder law issues.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	75 seniors.
	<b>Location Description</b>	
	<b>Planned Activities</b>	Provide free legal counseling, advice, representation, and litigation services to low-income seniors in connection with their housing, income maintenance, consumer and individual rights, and other elder law issues.
<b>4</b>	<b>Project Name</b>	Workforce Development Board of Contra Costa County
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	CD-6: Economic Development
	<b>Needs Addressed</b>	Non-Housing Community Development
	<b>Funding</b>	CDBG: \$15,000

	<b>Description</b>	18C - LMC. Create and retain jobs for low to moderate-income people through self-employment or micro-enterprise businesses expansion. Provides training and one-on-one business management consulting.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	10 businesses assisted.
	<b>Location Description</b>	
	<b>Planned Activities</b>	The Small Business Development Center (SBDC) delivers group training and individualized advising to support low-to-moderate income individuals achieving self-sufficiency by starting and/or growing micro-enterprises. The project, utilizing matching SBA funds, also supports the creation of additional employment opportunities in key sectors by delivering services focused on accessing capital, securing certifications/procurement contracts, exporting and increasing sales.
5	<b>Project Name</b>	Contra Costa County Homeless Program
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	H-1: Shelter for Homeless Population
	<b>Needs Addressed</b>	Non-Housing Community Development
	<b>Funding</b>	CDBG: \$6,000
	<b>Description</b>	3T - LMC. Provides critical services to homeless individuals seeking emergency shelter at the single adult shelter in Concord. Provides meals, shelter, case management, telephone, vocational services, health care and substance abuse services, and one on one case management services.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	20 homeless persons.
	<b>Location Description</b>	

	<b>Planned Activities</b>	This is a 24-hour emergency shelter program that provides wrap-around services to assist persons in finding appropriate long-term housing. The interim housing program is located in two facilities (in the Cities of Richmond and Concord) and serves consumers from all over the County. The program has a combined capacity to serve 167 homeless men and women and provides case management, housing and benefits assistance, meals, laundry facilities, healthcare, mental health services and substance abuse treatment to residents. Residents can stay at the shelter up to 120-days.
<b>6</b>	<b>Project Name</b>	ECHO Housing - Tenant Landlord
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	CD-1: General Public Services
	<b>Needs Addressed</b>	Non-Housing Community Development
	<b>Funding</b>	CDBG: \$5,500
	<b>Description</b>	5K - LMC. To prevent evictions by educating the public and callers as to their housing rights and responsibilities, to resolve conflicts between residents and their landlords and to help callers get and keep their homes by enabling them to exercise their housing rights.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	75 low-income persons.
	<b>Location Description</b>	
	<b>Planned Activities</b>	ECHO's staff shall provide information and build community awareness with regard to housing rights and responsibilities to both tenants and landlords residing in Walnut Creek. Services shall include telephone counseling regarding housing rights and responsibilities, dispute resolution, development and distribution of flyers and brochures, conducting housing clinics and community presentations.
<b>7</b>	<b>Project Name</b>	ECHO Housing - Fair Housing
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	CD-5: Fair Housing
	<b>Needs Addressed</b>	Non-Housing Community Development

	<b>Funding</b>	CDBG: \$6,000
	<b>Description</b>	5J - LMC. To provide Federal and State Fair Housing Law information, counseling, investigation, mediation and educational training services.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	15 low-income persons.
	<b>Location Description</b>	
	<b>Planned Activities</b>	ECHO Housing is a HUD-approved housing counseling agency, and satisfies the HUD definition of Fair Housing Enforcement Organization (FHO) and Qualified Fair Housing Enforcement Organization (QFHO). ECHO will affirmatively further fair housing by addressing discrimination in Concord and Walnut Creek; assist and educate residents who allege discrimination, conduct a systemic audit to uncover hidden discrimination, and provide training to owners and managers.
8	<b>Project Name</b>	Contra Costa Crisis Center - Crisis Line
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	CD-1: General Public Services
	<b>Needs Addressed</b>	Non-Housing Community Development
	<b>Funding</b>	General Fund: \$9,500
	<b>Description</b>	Not funded through CDBG. Contra Costa Crisis Center's call center is comprised of a 24 hour crisis intervention service and a 211 information and referral service. Both programs utilize a robust social service database of local homeless, health and social services programs. Full-time professional staff and highly trained volunteers provide immediate crisis support service as well as immediate information and referrals 24 hours per day - to emergency shelters, emergency food programs, job training, health care and other services. These programs work on both the mental health as well as the basic needs of people in crisis - to enable those in need to access resources in their community quickly and easily, and allowing residents in need a single point of entry for a variety of resources.
	<b>Target Date</b>	6/30/2019

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	600 low-income persons.
	<b>Location Description</b>	
	<b>Planned Activities</b>	Provide 24-hour crisis line services through two crisis line programs: Crisis Intervention Service and 211 Information and Referral Service.
9	<b>Project Name</b>	STAND! For Families Free of Violence - Crisis Line
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	CD-4: Non-Homeless Special Needs
	<b>Needs Addressed</b>	Non-Housing Community Development
	<b>Funding</b>	General Fund: \$6,500
	<b>Description</b>	Not funded through CDBG. STAND!'s Crisis Line provides 24-hour phone-based response for domestic violence victims, families, and the community. Crisis Line services include immediate crisis response, safety planning and assessment, crisis counseling, screening for the Emergency Shelter, information, and referrals for both in-house and community services, such as counseling, support groups, legal advocacy, and others. The Crisis Line is the primary point of entry for STAND!'s comprehensive services.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	52 low-income persons, such as victims of domestic violence.
	<b>Location Description</b>	
	<b>Planned Activities</b>	Provide 24-hour crisis line services.
10	<b>Project Name</b>	Ombudsman Services of Contra Costa
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	CD-2: Senior Services
	<b>Needs Addressed</b>	Non-Housing Community Development
	<b>Funding</b>	General Fund: \$8,500

	<b>Description</b>	Not funded through CDBG. Dependent adults and elderly residing in long term care facilities will have access to safe and secure environments through the advocacy of trained and certified Ombudsmen who investigate abuse and ensure compliance of facilities with Title 22 California Code of Regulations for the purpose of creating a suitable living environment.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	250 low-income seniors.
	<b>Location Description</b>	
	<b>Planned Activities</b>	Investigate abuse and ensure that long-term care facilities are in compliance with Title 22 California Code of Regulations.
<b>11</b>	<b>Project Name</b>	Senior Outreach Services - Meals on Wheels
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	CD-2: Senior Services
	<b>Needs Addressed</b>	Non-Housing Community Development
	<b>Funding</b>	General Fund: \$18,000
	<b>Description</b>	Not funded through CDBG. Meals On Wheels delivers nutritious meals to all frail, home bound seniors living in Contra Costa County and to help them to live at home in safety, in comfort, and with dignity for as long as they can. Clients are over 60, home bound, and are unable to shop and/or prepare meals for themselves. Seniors benefit from daily health and wellness checks from volunteer drivers and ongoing client monitoring through in-home visits by outreach workers.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	230 low-income seniors.
	<b>Location Description</b>	
	<b>Planned Activities</b>	Deliver nutritious meals to home bound seniors.

12	<b>Project Name</b>	Senior Outreach Services - Care Management
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	CD-2: Senior Services
	<b>Needs Addressed</b>	Non-Housing Community Development
	<b>Funding</b>	General Fund: \$7,000
	<b>Description</b>	Not funded through CDBG. The Care Management Program provides an array of services geared to help older adults and their families meet long-term care needs. Care Managers assist seniors to resolve critical issues affecting their health and wellness while aiming to help them live as independently as possible. Our bilingual care management professionals are trained in gerontology, social work, or counseling, and have decades of experience in the field. One Care Manager is a certified HUD Specialist. Their knowledge and the sensitivity to seniors needs make them uniquely effective advocates for seniors in need.
	<b>Target Date</b>	6/30/0019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	80 low-income seniors.
	<b>Location Description</b>	
	<b>Planned Activities</b>	Provide care management services to assist seniors and help them resolve critical issues affecting their health and wellness while aiming to help them maintain their independent living.
13	<b>Project Name</b>	Trinity Center
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	H-2: Services for Homeless (Non-Shelter Related)
	<b>Needs Addressed</b>	Non-Housing Community Development
	<b>Funding</b>	General Fund: \$10,000
	<b>Description</b>	Not funded through CDBG. Trinity Center is a dynamic, non-residential program that serves people who are homeless or at risk of homelessness. Clients receive resource and referral services, two meals a day, use of laundry and showers, distribution of clothing and food, and access to telephone and mail. The Center is an opportunity for community and safe place off the street.

	<b>Target Date</b>	6/30/0019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	80 homeless persons.
	<b>Location Description</b>	
	<b>Planned Activities</b>	Provide onsite services to the homeless at a daytime multiservice center open 5 days a week. Services include case management, resource and referral, employment assistance, laundry and showers, distribution of clothing and food, and access to telephone and mail.
<b>14</b>	<b>Project Name</b>	Lions Center for the Visually Impaired - Independent Living
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	CD-4: Non-Homeless Special Needs
	<b>Needs Addressed</b>	Non-Housing Community Development
	<b>Funding</b>	General Fund: \$7,500
	<b>Description</b>	Not funded through CDBG. The program provides in-home independent living skills instruction and training to visually impaired adults so they will maintain their independence and avoid institutionalization.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	21 visually impaired persons.
	<b>Location Description</b>	
	<b>Planned Activities</b>	Provide in-home independent living skills instruction and training.
<b>15</b>	<b>Project Name</b>	Rainbow Community Center
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	CD-1: General Public Services
	<b>Needs Addressed</b>	Non-Housing Community Development
	<b>Funding</b>	General Fund: \$7,000

	<b>Description</b>	Not funded through CDBG. The Rainbow Community Center is one of the only agencies in Contra Costa County dedicated to serving the needs of the Lesbian, Gay, Bisexual and Transgender (LGBT) community. The Kind Hearts Program provides congregate meals, food pantry services, wellness calls and home visits to LGBT seniors and persons with HIV/AIDS to promote resilience, reduce isolation and rebuild our community members frayed and broken social networks.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	30 LGBT persons or persons with HIV/AIDS.
	<b>Location Description</b>	
	<b>Planned Activities</b>	The Kind Hearts Program provides congregate meals, food pantry services, wellness calls and home visits to LGBT seniors and persons with HIV/AIDS to promote resilience, reduce isolation and rebuild our community members' frayed and broken social networks.
16	<b>Project Name</b>	CORE Homeless Outreach
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	H-2: Services for Homeless (Non-Shelter Related)
	<b>Needs Addressed</b>	Non-Housing Community Development
	<b>Funding</b>	CDBG: \$18,164 General Fund: \$70,464
	<b>Description</b>	3T - LMC. CORE teams will serve as an entry point into the coordinated entry system for unsheltered persons and work to identify, engage, stabilize and house chronically homeless individuals and families. CORE teams will conduct homeless outreach, such as street or encampment outreach.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	20 homeless individuals from the County-wide CORE team, with 40 additional homeless individuals served by the second CORE outreach team focusing only on Walnut Creek and Concord, with funding from Concord.
	<b>Location Description</b>	

	<b>Planned Activities</b>	The outreach teams will contact homeless individuals to provide basic needs supplies, counseling, benefits assistance, linkages to healthcare, shelter placement, and referrals and transportation to C.A.R.E. Centers.  The County-wide CORE team receives \$5,000 in CDBG and \$12,000 in CSG funds and the Walnut Creek/Concord CORE team receives \$13,164.41 in CDBG and \$58,464.59 in General Fund monies.
<b>17</b>	<b>Project Name</b>	Home Rehabilitation Loan Program
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	AH-3: Maintain and Preserve Affordable Housing
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	CDBG: \$120,000
	<b>Description</b>	14A - LMH. The City of Walnut Creek's Home Rehabilitation Loan and Emergency Grant Program provides low-interest loans and emergency grants to low-income Walnut Creek households in need of home repairs. The program prioritizes health and safety hazards, but also provides loans for energy efficiency upgrades and common repairs.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	A maximum of 6 low-income households if only grants are distributed.
	<b>Location Description</b>	
<b>Planned Activities</b>	Habitat for Humanity will administer the Home Rehabilitation Loan and Emergency Grant program for the City of Walnut Creek. The program gives emergency grants and rehabilitation loans to low-income homeowners for healthy and safety upgrades, energy efficiency, removal of architectural barriers for the disabled, and more.	
<b>18</b>	<b>Project Name</b>	COCOKids
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	CD-6: Economic Development
	<b>Needs Addressed</b>	Non-Housing Community Development
	<b>Funding</b>	CDBG: \$15,000

	<b>Description</b>	18C - LMC. The program benefits very low-income, low-income and moderate-income residents through microenterprise assistance for those who want to maintain or start stable small businesses as licensed home-based family child care providers.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	15 low-income residents starting or maintaining a small business.
	<b>Location Description</b>	
	<b>Planned Activities</b>	Provide microenterprise assistance for those who want to maintain or start stable small businesses licensed home-based family childcare providers. Activities will include outreach, recruiting new and existing childcare providers, assessing training needs, offering technical assistance and support in the application process for licensing, site visits, workshops and classes.
19	<b>Project Name</b>	Community Violence Solutions
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	CD-1: General Public Services
	<b>Needs Addressed</b>	Non-Housing Community Development
	<b>Funding</b>	General Fund: \$5,000
	<b>Description</b>	Not funded through CDBG. The Children's Interview Center program of Community Violence Solutions serves child sexual assault victims aged 2-17 years and their non-offending family members who are involved in criminal and/or child protective services investigations--primarily child sexual abuse, but, increasingly, including physical abuse, domestic violence as well. Services are also provided to developmentally disabled individuals of any age.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	10 children that are victims of abuse.
	<b>Location Description</b>	

	<b>Planned Activities</b>	Services include forensic interview, advocacy, case management, and mental health services. Participants are referred from all areas and cities of the county and only by law enforcement and social services.
20	<b>Project Name</b>	Trinity Center Winter Evening Program
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	H-1: Shelter for Homeless Population
	<b>Needs Addressed</b>	Non-Housing Community Development
	<b>Funding</b>	General Fund: \$100,000
	<b>Description</b>	Trinity Center will administer a temporary evening shelter in the Walnut Creek Armory for a 4 month period during the winter months.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	50 homeless individuals.
	<b>Location Description</b>	
	<b>Planned Activities</b>	The shelter will be a service-rich program to provide overnight shelter services to up to 50 homeless persons. The program will work to find transitional or permanent housing and employment for participants.
21	<b>Project Name</b>	St. Paul's Commons Tenant Improvements (Trinity Center)
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	CD-7: Public Facility, Infrastructure & Access
	<b>Needs Addressed</b>	Non-Housing Community Development
	<b>Funding</b>	CDBG: \$167,294
	<b>Description</b>	This will fund a new construction public facility project. The ground floor community center, which will host the Trinity Center, of the St. Paul's Commons project will use the funding for tenant improvements. The Trinity Center serves the homeless community by providing meals, showers, services, and more.
	<b>Target Date</b>	6/30/2019

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	80 homeless individuals.
	<b>Location Description</b>	1924 Trinity Avenue, Walnut Creek, CA 94596
	<b>Planned Activities</b>	This will fund a new construction public facility project. The ground floor community center, which will host the Trinity Center, of the St. Paul's Commons project will use the funding for tenant improvements. The Trinity Center serves the homeless community by providing meals, showers, services, and more.
<b>22</b>	<b>Project Name</b>	General Fund Public Services and Administration
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	CD-3: Youth Services CD-8: Administration
	<b>Needs Addressed</b>	Non-Housing Community Development
	<b>Funding</b>	General Fund: \$288,761
	<b>Description</b>	Not funded through CDBG. General Fund provides Crisis Counselors (\$80,000) and program administration (\$208,761) by providing salary and benefits to 1.30 FTE staff. The General Fund also funds Community Service Grants, but these projects are highlighted individually elsewhere. The second CORE Homeless Outreach team dedicated to Walnut Creek/Concord receives up to \$58,464.59 in General Fund monies, which is included in that project. The funding for the Winter Shelter (\$100,000) shows up for that individual project.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	600 youth at local schools benefit from the crisis counselors. Administration supports the crisis counselors, CSG, and HSF grant programs, and all of the affordable housing programs.
	<b>Location Description</b>	
	<b>Planned Activities</b>	Administrater grants for public services, including crisis counselors at schools (\$80,000). Administration of all of the affordable housing programs. Administration costs help to support salary and benefits fro 1.30 FTE staff positions.

23	<b>Project Name</b>	Other Impact Fees
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	AH-2: Homeownership Opportunities
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	Loan Repayments: \$471,903
	<b>Description</b>	Not funded through CDBG. Housing Impact Fees: Administration and Planning, Housing.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Downpayment assistance for moderate income homebuyers. We anticipate completing 3 loans in the program year.
	<b>Location Description</b>	
<b>Planned Activities</b>	The majority of the housing impact fees are set aside in a Housing Trust Fund for new construction/acquisition, but a small percentage is set aside to support other affordable housing programs. Currently, those fees are used to support the City's First Time Homebuyer Downpayment Assistance Program, which provides deferred second mortgages to low- and moderate- income homebuyers. The City anticipates funding 3-6 loans during the program year.	
24	<b>Project Name</b>	Housing Trust Fund
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	AH-1: New Construction of Affordable Housing
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	Housing Trust Fund: \$4,400,000
	<b>Description</b>	Not funded through CDBG. The City's Affordable Housing Program uses Housing Impact Fees and Commercial Linkage Fees to assist in the development of new affordable housing, such as acquisition financing. Inclusionary housing fees also fund the City's First Time Homebuyer's Assistance program for down payment assistance.
	<b>Target Date</b>	6/30/2019

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This funding will go to construction of XXXXXXXXXXXXX number of rental units.
	<b>Location Description</b>	
	<b>Planned Activities</b>	The Housing Trust Fund is funded primarily with Housing Impact Fees.

**AP-50 Geographic Distribution - 91.420, 91.220(f)**

**Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

There are not geographic areas of entitlement and the CDBG funds will be distributed to low-income residents throughout the City. Many of the senior services will be utilized by residents living in Rossmoor, a senior-only housing area on the southwest side of Walnut Creek. The average age of Rossmoor residents is 77 years old, and the average income is less than 80% of Area Median Income.

**Geographic Distribution**

Target Area	Percentage of Funds
City Wide	100

Table 8 - Geographic Distribution

**Rationale for the priorities for allocating investments geographically**

N/A

**Discussion**

N/A



## **AP-75 Barriers to affordable housing -91.420, 91.220(j)**

### **Introduction**

The City participated in the Contra Costa Consortium's update of the Analysis of Impediments to Fair Housing (AI), which was approved by City Council on July 5, 2017. The AI was focused on fair housing issues, but also found the following barriers to affordable housing. The following impediments were identified:

1. Education and public perception: Inadequate information on fair housing issues and a lack of understanding about the potential extent of housing discrimination exists.
2. Housing affordability: The high cost of housing and the extreme burden of those costs, particularly for renters, present a barrier to fair housing choice. Also, low vacancies and lack of affordable housing options contribute to these issues. Concentration of the limited supply of affordable housing supply is also a fair housing concern.
3. Home purchase loan denials: Significant disparity between races and ethnicities in loan denial rates exists. Minorities are more likely to be denied loans than whites, even in high income categories.
4. Disability and elder care issues: Availability and access to housing for individuals with physical and mental disabilities is a rapidly emerging impediment to fair housing. Further, insufficient education and enforcement around issues of reasonable accommodations results in discrimination against individuals with disabilities.
5. Local Building Approvals: Lengthy, complex and extensive local review and approval processes discourage construction of affordable housing. Local governments sometimes require separate approvals for every aspect of the development process and sometimes stipulate public hearings that invite community opposition, which can have the same effect as exclusionary zoning.

The City has partnered with the Contra Costa Consortium on its next AI, using the framework of the AFH.

**Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

The AI has the following recommendations:

1. Increase public awareness of fair housing rights
2. Improve financial assistance for housing through actions such as direct and indirect financial support, lower development costs of new affordable housing, and allow for innovative housing options such as tiny homes and accessory dwelling units.
3. Review home purchase loan denial figures with local lenders
4. Increase access to special needs housing, particularly for individuals with physical and mental disabilities. Policies around reasonable accommodation and education may be needed.
5. Review municipal planning code and offer incentives. Local building and zoning codes could be modified to simplify local processes to encourage affordable and special needs housing.

The Bay Area has seen a rebounding economy resulting in more jobs, but a housing market that lags behind with insufficient housing development to meet demand, leading to rising prices. The affordable housing crisis in the Bay Area has intensified, with lower income residents experiencing large rent increases. On March 7, 2017 the City's Housing Program Manager gave a presentation to City Council on the housing crisis, the City's policies and programs, and potential future policies to address housing affordability. The City conducted a residential and commercial nexus fee study to review the City's current Inclusionary and Commercial Linkage fee ordinance, update the supporting residential and commercial nexus studies, provide policy recommendations, and conduct a feasibility analysis of potential fee increases. An increase in the inclusionary housing fee was approved [DATE]. The current commercial linkage fee ordinance was adopted in 2005 and remains unchanged.

In August 2017, the City initiated an education and outreach campaign for Walnut Creek residents and business about the benefits of affordable housing and the state and regional housing affordability crisis. This campaign includes online information, posters, and presentations to local organizations.

The City gives priority review to affordable housing projects, and encourages market rate developers to utilize the density bonus ordinance to incentivize new affordable housing units. The City updated its Second Family Unit ordinance in the summer of 2017 to encourage and facilitate the development of second family units, and is compliance with California's new Accessible Dwelling Unit law. The City has also hired a Development Services Innovation Lead to examine the City's development processes and identify areas for improvement, which may benefit affordable housing. The City issued an RFP for a consultant to reivew and update its Density Bonus Ordinance, and is currently reviewing proposals.

California passed 15 pieces of housing legislation recently, and the City is working to ensure staff, policymakers, and the development community are aware of them. For example, the City Attorney's office provided training to staff, and presented to the City Council, Design Review Commission, and Planning Commission on the new legislation in early 2018.

## **Discussion**



## **AP-85 Other Actions - 91.420, 91.220(k)**

### **Introduction**

The Action Plan outlines activities planned to take place during the next year to address obstacles to meeting underserved needs, foster and maintain affordable housing, remove barriers to affordable housing, evaluate and reduce lead-based paint hazards, reduce the number of poverty level families, develop institutional structure, and enhance coordination between public and private housing and social service agencies.

### **Actions planned to address obstacles to meeting underserved needs**

The biggest obstacle to meeting the underserved needs are funding. To address this, the City continues to provide \$100,000 in General Funds for the Community Service Grant program. The CSG program is specifically designed to augment the public services portion of the CDBG program and will help to bring critical services to Walnut Creek's lowest income residents. The City is also reviewing the new expenditure guidelines for the Housing Successor Agency (former Redevelopment Agency Housing Set Aside Fund) and provides \$200,000 in Homeless Services Funds.

The City has a certified 2015-2023 Housing Elements which describes obstacles to affordable housing development, and actions to address those obstacles. Two primary tools are the City's housing policies, including the Commercial Linkage Fee ordinance and the Inclusionary Housing ordinance, both of which require housing impact fee payments on a square foot basis. New nexus studies have been completed that suggest higher fees may be feasible, and City staff has begun presenting the results to the Planning Commission and City Council. In addition, City staff is prepared a series of Housing Workshops covering issues like affordable housing and homelessness for the City Council in 2017 to receive feedback on policies and actions that could be taken to better meet underserved needs. The first workshop on affordable housing was held March 7, 2017. The workshop on homelessness was held May 23, 2017. The inclusionary housing fee was approved on [DATE], while the commercial linkage fee remains the same.

### **Actions planned to foster and maintain affordable housing**

The City has a strong commitment to foster and maintain affordable housing. In 2014, the City received State Certification for its 2015-2023 Housing Element, which outlines the City's goals, policies, and programs to meet the housing needs over the next decade. Affordable Housing, Special Needs Housing, Fair Housing, and Housing Preservation are among the 8 Primary Goals in the Housing Element. Activities planned to foster and maintain affordable housing include:

- the City completed a new residential and commercial nexus study and increased its Inclusionary Housing Fee.
- The City continues to fund the Home Rehabilitation Loan and Emergency Grant Program.
- The City continues to review affordable housing funding applications and provide funding as monies become available.
- The City will continue to advocate for regional, state, and federal programs that assist in meeting the needs of the lowest income residents and workers.
- The City will be exploring alternate funding sources for affordable housing, both local and regional.
- The City is reviewing permit streamlining and prioritization for affordable housing as part of an initiative to improve the City's development services. An expedited permitting process for 100% affordable housing has been developed and is being piloted.
- The City issued an RFP for a consultant to review and update its Density Bonus Ordinance and is in the process of reviewing consultant proposals.

### **Actions planned to reduce lead-based paint hazards**

The City of Walnut Creek developed a Lead Based Paint Implementation Plan (LBP Plan) that describes the actions to be taken, and the responsibility for compliance with lead based paint abatement regulations (24 CFR 35 and Title X of the Housing and Community Development Act of 1992) under each of its existing affordable housing programs. In particular, any homes constructed prior to 1978 that are assisted through the City's Home Owner Rehabilitation Grant Program or the City's New Construction/Substantial Rehabilitation Program must be in compliance with lead-based paint abatement requirements.

### **Actions planned to reduce the number of poverty-level families**

In 2018-2019, the City of Walnut Creek will continue its efforts to reduce the number of families and individuals living in poverty. The City will focus primarily on supporting programs that raise household incomes through economic development activities, job training and job readiness skills, and increased access to employment opportunities for persons living below the poverty line.

To meet this goal, the City plans to use CDBG funds to support a variety of economic development activities. Funded activities include programs to assist low-income individuals in establishing new businesses, and programs designed to teach job skills to under-employed low-income residents.

The City will provide continued funding for the COCOKid's Road to Success Program that offers technical assistance, training and general support leading to the State licensing of Walnut Creek family child care providers. The City will also continue to support the Contra Costa Small Business Development Center's Small Business Management Assistance program whose goal is to create and retain jobs for low- to moderate-income people through self-employment and micro-enterprise business expansion.

Additionally, the City funds a variety of public service activities that help improve household income by alleviating various obligatory expenses. Such activities include collaborative food distribution, meals on wheels, legal services for the elderly; homeless prevention activities and one-time financial assistance services. Additionally, the City uses CSG funds to support services to prevent and alleviate domestic violence, which often renders women and children impoverished or homeless.

### **Actions planned to develop institutional structure**

The Community and Economic Development Department's Housing Division administers federally funded housing and community development activities. The Housing Division has overall responsibility for the development of the City's housing plans and policies and plays a lead role in pursuing resources and strategies to implement housing programs including CDBG and redevelopment programs.

Housing Division staff administer the City's First-Time Homebuyer Assistance Program, the New Construction and Rehabilitation Programs for affordable housing, and implement the Homeowner Rehabilitation Loan and Grant Program. Staff also implements the Inclusionary Housing and Commercial Linkage Fee Ordinances for the development of new workforce housing. The Housing Division staff administers the CDBG, CSG, HSF, and School Crisis Counselor Grant programs.

As part of the same department, the Housing Division staff work closely with the City Planners. Due to the Inclusionary and Linkage Fee Ordinances, collaboration between Housing Programs and City Planning has increased significantly.

**Developers and Lenders:** Nonprofit developers have received City subsidies to construct new rental housing affordable to very-low-income households. These projects leverage other lending institutions and banks at a ratio of up to 7 dollars for every city dollar. Private for-profit developers provide 10% of new units for either moderate or low-income households.

The City collaborates and trains local lenders to administer the City's First-Time Homebuyer Assistance Program. City staff review and approve buyers who have been pre-approved by the program lenders.

**Public Service Providers:** The CDBG/Housing Analyst monitors the progress and performance of CDBG funded programs, and provides technical assistance as needed. In 2013, the City Council (along with other consortium members) implemented an alternating 2-year/3-year funding cycle, streamlining funding recommendations to be consistent with the consolidated plan, with each new plan coinciding with a new funding cycle.

The Contra Costa Consortium is working closely with service providers to encourage and facilitate collaboration and coordination in service delivery, thereby decreasing duplication.

**Database:** In 2008, the Contra Costa Consortium contracted with City Data Services ([www.citydataservices.net](http://www.citydataservices.net)) to set up an online data reporting and application process for the consortium's CDBG program. All applications for the following grant cycle were submitted through the database, as well as all corresponding reporting and invoicing. The Consortium works closely with City Data Services to continually update/improve/and streamline reporting and grant administrative activities.

**Responding to the Public:** The City collaborates with Eden Council for Hope and Opportunity to respond to tenant concerns throughout the City. City building inspectors and code enforcement officers are available to respond to housing issues that stem from code violations or structural integrity concerns. In 2016, the Housing Division initiated a new language translation service by phone for members of the public that have limited English proficiency, written document translation, and has added translated outreach materials to its website.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

The City of Walnut Creek does not have any public housing.

### **Discussion**

N/A

## Program Specific Requirements

### AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

#### Introduction

#### Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	0.00%

## **Discussion**

At least 70% of CDBG funds will be used to benefit persons of low and moderate income in the years 2017-2020. Up to 20% of funds will be used for program administration per the cap formula and the remainder are used to benefit LMI residents of Walnut Creek.

