

2017-2018  
**Annual Action Plan**



C I T Y O F  
**WALNUT  
CREEK**

# 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 2017-2018 Annual Action Plan covers the third 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.

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.

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 second year of the 2015-2020 Consolidated Plan Period), the City is making progress on its identified goals and has used the 15-16 CAPER to evaluate its past performance. The CAPER and service providers showed high levels of need to address homelessness, and the City has made addressing that a priority.

#### **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 during the consolidated planning period included five community meetings from April 30, 2014-June 12, 2014 and a widely distributed community survey that was available both online and in print form, and in both Spanish and English. More than 30 people attended the in-person meetings, in addition to service providers, and hardcopies of the surveys were collected from these meetings. On May 29, 2014, an evening meeting was held at Walnut Creek's assembly hall. 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 in the identification of

high priorities and goals for the five-year period of the Consolidated Plan. Comments and results from the survey 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. As a result, the City received an initial 23 applications, mostly for public services. On March 9, 2017 the Council Housing and Community Development Committee held a public hearing to consider all of the applications. During that meeting, applicants were invited to present their program before the committee. Since the City did not receive enough applications for all funding in the Housing/ Infrastructure and Public Facility/ Economic Development category, a second RFP was issued on March 27. Two additional applications were received and reviewed. On May 23, 2017 the Council Housing and Community Development Committee 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, the Housing and Community Development Committee 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 to consider the Annual Action Plan. The City Council approved the 2017-2018 Annual Action Plan, which approved funding for FY17-18 contingent upon fund availability and program performance. Public comments were reviewed and accepted through the Council meeting.

## **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.

During the 30 day public comment period from May 30- June 29, 2017, the following public comments related to the Annual Action Plan or Analysis of Impediments to Fair Housing 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. The City reviewed all comments received, even those submitted after the closing date, because they were comments that came in relation to the Council meeting and during the Council meeting's public comment period. Some comments were from residents that live outside of incorporated Walnut Creek. No public comments were received regarding changes to the Citizen Participation Plan during the public comment period from June 24-July 4, 2017:

- Emails in favor of creating a homeless services fund: 5 (with 4 emails also supporting affordable housing).

During the Public Hearing on 7/5/17, 7 public speakers gave comments. Some of these comments were related to non-CDBG funding proposals being discussed during the same Agenda Item. A summary of their comments is below:

- Supported the funding recommendations, and the new Homeless Services Fund (General Fund) and services for the homeless, as well as commenting on the need for affordable housing.

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

**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**

Lead and Responsible Agencies

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 is 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.

#### **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.

Housing Division staff have also convened a Neighborhood Advisory Committee with the Trinity Center for an evening Winer 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 sub-recipients, 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**

Outreach during the consolidated planning period included five community meetings from April 30, 2014-June 12, 2014 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 hardcopies of the surveys were collected from these meetings. Information on the Survey and community meetings was advertised in the paper and sent to an "Interested Parties" list of over 600 individuals representing various non-profit organizations and public agencies throughout Contra Costa County. Over 500 surveys were returned. The feedback was used in combination with the data collection and needs assessment to identify the highest priority needs, establish goals and strategies to meet those needs. The goals for the 2017-2018 Annual Action Plan are in accordance with those goals identified through the consolidated planning process.

On September 6, 2016, 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. On September 5, 2016, the NOFA/RFP notice was posted. The City held a competitive RFP Kickoff meeting on October 6, 2016 in conjunction with the Contra Costa Consortium to identify projects and programs to use additional program income. The meeting was held in the 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.

On March 9, 2017, the Housing and Community Development Committee (HCD) held a public hearing to consider the proposed 2017-2018 Annual Action Plan and expenditure of CDBG and CSG funds. Because there were additional funds and not enough non-public services applications, the City issued a second RFP for Infrastructure and Public Facilities projects on March 27, 2017. Two additional applications were received on April 27, 2017. On May 23, HCD held a public meeting to make funding recommendations for these applications.

On May 30, 2017, a 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 adoption of the 2017-2018 Annual Action Plan including expenditure of CDBG and CSG grant funds and approval of the Analysis of Impediments to Fair Housing. The draft Annual Action Plan and proposed funding recommendations were posted to the City's website and made available at City Hall from May 30 - June 29, 2017. On June 24, a 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 reflecting the new Affirmatively Furthering Fair Housing regulations. The draft Citizen Participation Plan was posted to the City's website and made available at City Hall from June 24- July 4, 2017.

The City Council considered the Annual Action Plan, Analysis of Impediments to Fair Housing, Citizen Participation Plan, and a new homeless services fund at its July 5, 2017 Council meeting and held a public hearing. 7 speakers attended and gave public comment in support of funding to address homelessness, and 5 emails were received prior to the City Council meeting in support of funding to address homelessness. Some of the emails were received after the close of the official public comment period, but were still reviewed because they were received before the Council meeting or during the public comment portion of the Council meeting.

**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 Hearing	Non-targeted/broad community	3/9/17 Housing and Community Development public hearing attended by representatives from each organization applying for funds to present their proposal.	No comments received aside from presentations.		<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>

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)
2	Public Meeting	Non-targeted/broad community	5/23/17 Housing and Community Development public meeting attended by representatives from two organizations applying for funds to answer questions about their application.	No comments received.		<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>
3	Newspaper Ad	Non-targeted/broad community	No responses to 2/22/17 newspaper ad.	No comments received.		
4	Public Meeting	Non-targeted/broad community	Nearly 100 attendees at RFP Kickoff Meeting on 10/6/16.	NA		
5	Internet Outreach	Non-targeted/broad community	RFP/NOFA notice sent to list of 600 individuals on 9/6/16.	NA		

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)
6	Newspaper Ad	Non-targeted/broad community	5/30/17 Notice ran in Contra Costa Times and no responses received.	No comments received directly by Housing Division. Please see 7/5 City Council meeting.		
7	Newspaper Ad	Non-targeted/broad community	3/27/17 second RFP/NOFA published in Contra Costa Times.	No comments received.		



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)
8	Public Hearing	Non-targeted/broad community	7/5/17 City Council Meeting	7 speakers gave public comment during the 7/5 Council meeting. The speakers supported funding for homelessness, especially a new proposed \$200,000 Homeless Services Fund to be funded out of the general fund. 5 emails in support of the proposed funding allocations for homelessness and the creation of the new Homeless Services Fund were received before the 7/5 Council meeting.	NA	<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>

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)
9	Newspaper Ad	Non-targeted/broad community	NA 9/5/16 Notice of RFP/NOFA kickoff	NA		
10	Internet Outreach	Non-targeted/broad community	3/27/17 Press release/ e-newsletter on website regarding second RFP/NOFA.	Received inquiries from Planned Parenthood, Parkmead neighborhood group, and Resources for Community Development about eligibility for CDBG funding.		
11	Newspaper Ad	Non-targeted/broad community	6/24/17 Notice published in Contra Costa Times, City Hall lobby for Citizen Participation Plan	No comments received		

**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 FY17-18 program year, the anticipated uses of CDBG funds based on actual allocations include the following:

\$150,000 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, \$35,000 may be shifted to the Civic Park Community Center accessibility project.

\$68,052 for public services;

\$30,000 for economic development activities;

\$56,188 for program administration, with the ability to fund up to the 20% cap if additional program income is received;

\$153,812 for accessibility improvements for public facilities, including \$95,000 for the City's Community Arts Center and a minimum of \$58,812 for the Civic Park Community Center;

If additional program income or carry forward funds are received or the Home Rehabilitation Loan and Grant Program is no longer viable, any increase or decrease will be handled in the following ways:

- Program Administration's cap will be re-calculated according to the 20 percent of allocation plus 20 percent of current year program income formula.
- Any increase in funding for Public Services will be applied to the set aside for additional CORE homeless outreach. If additional increases to CORE homeless outreach are not feasible, the City would then proportionately increase all Public Services budgets.
- Any increase in funding for Economic Development/ Housing/ Infrastructure and Public Facilities will be applied first to the Civic Park Community Center (up to a maximum of \$165,000) and any remaining funds applied to the Home Rehabilitation Loan Program. If the Home Rehabilitation Loan program is no longer offered, fully fund the Civic Park Community Center (up to a maximum of \$165,000) and if needed, conduct another RFP to use remaining funds. Past unfunded applications may be reconsidered.

The City supplements the Public Service portion of the CDBG program with \$100,000 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	20,000	177,112	458,052	348,006	Entitlement Funds from the CDBG Program, and program income through loan repayments.
General Fund	public - local	Admin and Planning Housing Public Services	414,256	0	0	414,256	1,041,075	General fund for Community Service Grant Program (\$100,000), Crisis Counselor Program (\$80,000), 2nd CORE Outreach team (\$43,077) and Program Administration (\$191,179).
Housing Trust Fund	public - local	Acquisition Housing	2,797,469	0	0	2,797,469	6,000,000	Housing Impact Fees and Commercial Linkage Fees
Other	public - local	Admin and Planning Housing	482,700	0	0	482,700	1,488,099	Housing Impact Fees (less than 10% for admin)
Other	public - local	Admin and Planning Housing Public Services	365,000	0	0	365,000	300,000	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**

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**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**

The City's FY17-18 Annual Action Plan includes \$95,000 for accessibility improvements at the City's Community Arts Center. The FY17-18 Annual Action Plan provides a minimum of \$58,812 for accessibility improvements at the City's Civic Park Community Center, and this amount may increase if funds are shifted from the Home Rehabilitation Loan and Emergency Grant program (\$150,000) should fewer loans or grants be made than expected or if program income is received.

**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	Housing Trust Fund: \$2,797,469	Homeowner Housing Added: 0 Household Housing Unit
2	AH-2: Homeownership Opportunities	2015	2020	Affordable Housing	City Wide	Affordable Housing	Impact Fees: \$300,000	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: \$150,000	Homeowner Housing Rehabilitated: 8 Household Housing Unit
5	H-1: Shelter for Homeless Population	2015	2020	Homeless	City Wide	Affordable Housing Homelessness Prevention	CDBG: \$6,000	Overnight/Emergency Shelter/Transitional Housing Beds added: 20 Beds
6	H-2: Services for Homeless (Non-Shelter Related)	2015	2020	Homeless	City Wide	Homelessness Prevention Non-Housing Community Development	CDBG: \$39,052 General Fund: \$65,077	Public service activities other than Low/Moderate Income Housing Benefit: 163 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

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
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-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
10	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: 108 Persons Assisted
11	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: 1495 Persons Assisted
12	CD-6: Economic Development	2015	2020	Non-Housing Community Development	City Wide	Non-Housing Community Development	CDBG: \$30,000	Businesses assisted: 15 Businesses Assisted
13	CD-7: Public Facility, Infrastructure & Access	2015	2020	Non-Housing Community Development	City Wide	Non-Housing Community Development	CDBG: \$153,812	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 7304 Persons Assisted
14	CD-8: Administration	2015	2020	Administration	City Wide	Administration	CDBG: \$56,188 General Fund: \$191,179	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>	Expand housing opportunities for extremely low-income, very low-income, and moderate-income households through an increase in the supply of decent, safe, and affordable rental housing and rental assistance.
2	<b>Goal Name</b>	AH-2: Homeownership Opportunities
	<b>Goal Description</b>	The City provides downpayment assistance to low and moderate income households (up to 120% of AMI) through the First Time Homebuyer Assistance program. Household incomes range from 60% of AMI to 120% of AMI. The program provides up to \$65,000 or 17% of the price of the home (whichever is less) towards the downpayment. The loan is a silent second equity share loan that requires owner occupancy for the length of the loan.
3	<b>Goal Name</b>	AH-3: Maintain and Preserve Affordable Housing
	<b>Goal Description</b>	Home Rehabilitation Loans and Emergency Grants through the City's Home Rehabilitation Loan Program. Homeowners in Walnut Creek with household incomes below 80% of area median income are eligible for these low interest loans, and emergency grants for home repairs, particularly those related to health, safety, and accessibility.
5	<b>Goal Name</b>	H-1: Shelter for Homeless Population
	<b>Goal Description</b>	Funding for overnight emergency shelters for homeless individuals and families.
6	<b>Goal Name</b>	H-2: Services for Homeless (Non-Shelter Related)
	<b>Goal Description</b>	Funding for daytime drop in center, outreach programs and homeless prevention services.
7	<b>Goal Name</b>	CD-2: Senior Services
	<b>Goal Description</b>	Funding for organizations that provide critical services to seniors and frail elderly including case management, legal services, and food provision.

8	<b>Goal Name</b>	CD-3: Youth Services
	<b>Goal Description</b>	Fund programs that provide services ensuring the well being and safety of children and youth.
9	<b>Goal Name</b>	CD-5: Fair Housing
	<b>Goal Description</b>	Funding for HUD certified fair housing providers.
10	<b>Goal Name</b>	CD-4: Non-Homeless Special Needs
	<b>Goal Description</b>	Funding for programs that provide critical, supportive, and emergency services to individuals with special needs, such as survivors of domestic violence, persons with HIV/AIDS, and disabled persons.
11	<b>Goal Name</b>	CD-1: General Public Services
	<b>Goal Description</b>	Funding for programs providing critical and supportive services to low income individuals and households, including crisis intervention services, food provision services, tenant/landlord services, and support groups.
12	<b>Goal Name</b>	CD-6: Economic Development
	<b>Goal Description</b>	Funding to assist low income individuals and business owners to start a new microenterprise, or expand existing businesses.
13	<b>Goal Name</b>	CD-7: Public Facility, Infrastructure & Access
	<b>Goal Description</b>	Funding to support accessibility upgrades to public facilities.
14	<b>Goal Name</b>	CD-8: Administration
	<b>Goal Description</b>	Funding to support the administration of the CDBG program, including application review, contract administration, preparation of required plans and reports, including the Annual Action Plan and Consolidated Annual Performance and Evaluation Report, monitoring, and NEPA reviews.



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

### **Introduction**

The City of Walnut Creek receives an annual allocation of Community Development Block Grant (CDBG) funds from the US Department of Housing and Urban Development. HUD awards grant to entitlement communities to carry out a wide range of community development activities directed toward revitalizing neighborhoods.

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 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.

With a recommended \$100,000 for the CSG program, \$165,936 estimated in carry forward, and up to \$20,000 expected in Program Income, there is an estimated \$546,876 in CDBG and CSG funds available: \$165,957 available for public services (CSG and CDBG); \$56,188 for program administration; and \$324,731 for Economic Development, Public Facility and Infrastructure, and Housing activities. \$35,000 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.

Should the City have more carry over or program income than anticipated, the funding will be adjusted in the following ways:

- Administration: Increase up to the allowed 20% cap
  
- Public Services: First, increase funding for CORE Homeless Outreach (2nd team) up to a maximum of \$75,000. Second, apply any additional funds equally as a percent increase across CDBG Public Services.
  
- Housing/ Economic Development/ Infrastructure and Public Facilities: First, apply increases first to the Civic Park Community Center up to \$165,000. Second, apply additional funds to the Home Rehabilitation Loan program. If the Home Rehabilitation Loan program is no longer viable, fully fund the Civic Park Community Center at \$165,000. Second, conduct another Request for Proposals if needed to use any unallocated funds and reconsider unfunded applications.

#	Project Name
1	Center for Community Arts
2	Civic Park Community Center - Lobby and Plaza Accessibility Improvements
3	Program Administration
4	Monument Crisis Center
5	Contra Costa Senior Legal Services
6	Workforce Development Board of Contra Costa County
7	Contra Costa County Homeless Program
8	ECHO Housing - Tenant Landlord
9	ECHO Housing - Fair Housing
10	Shelter, Inc.
11	Contra Costa Crisis Center- Crisis Line
12	STAND! For Families Free of Violence - Crisis Line
13	Ombudsman Services of Contra Costa
14	Senior Outreach Services - Meals on Wheels
15	Senior Outreach Services-Care Management
16	Trinity Center
17	Lions Center for the Visually Impaired - Independent Living
18	Rainbow Community Center
19	CORE Homeless Outreach
20	Home Rehabilitation Loan Program
21	General Fund Public Services and Administration
22	Other Impact Fees
23	Housing Trust Fund
24	Contra Costa Child Care Council
25	Community Violence Solutions

**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. 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. 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.

The City's Home Rehabilitation Loan and Emergency Grant Program will be switching program administrators for the first time in many years. Depending on the time it takes to ramp the program up, the program may make fewer loans and grants and not use the full funding allocated to them, in which case at least \$35,000 would be redirected to accessibility improvements at public facilities, such as the Civic Park Community Center.

The City received an unusually high amount of program income in FY16-17, which will be available in the next year, but much lower program income is anticipated in the remaining two years of the funding cycle. Therefore, the City is setting some funds aside for an additional CORE homeless outreach program for one year. If the City does receive additional program income, it may be directed to additional accessibility improvements at the Civic Park Community Center or the Home Rehabilitation Loan and Emergency Grant program as needed.

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

<b>1</b>	<b>Project Name</b>	Center for Community Arts
	<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: \$95,000
	<b>Description</b>	3 - LMC. Accessibility improvements to the front entry's doors, railings, and ramps; improvements to doors and entry leading to the courtyard; and paving of uneven surfaces for ADA compliance in courtyard.
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The elderly and adult disabled persons will benefit from improved facility access. The Census estimates 3,652 disabled adults in Walnut Creek.
	<b>Location Description</b>	111 North Wiget Lane, Walnut Creek, CA, 94598
	<b>Planned Activities</b>	Accessibility improvements to the front entry's doors, railings, and ramps; improvements to doors and entry leading to the courtyard; and paving of uneven surfaces for ADA compliance in courtyard.
<b>2</b>	<b>Project Name</b>	Civic Park Community Center - Lobby and Plaza Accessibility Improvements
	<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: \$58,812
	<b>Description</b>	3A - LMC. Accessibility improvements at Civic Park Community Center for the lobby and outdoor plaza area leading to the entrance. A minimum of \$58,812 and a maximum of \$165,000, contingent on available funds.
	<b>Target Date</b>	6/30/2018



	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The elderly and disabled adults will benefit from accessibility improvements at public facilities. The Census estimates that 5.3% of Walnut Creek's population in 2015 were disabled (age 65 and lower), which gives a rough estimate of a maximum 3,652 disabled adults benefitting from the improvements. The Civic Park Community Center staff estimate 3000 seniors and disabled adults are served at this facility each year.
	<b>Location Description</b>	The City's Civic Park Community Center, a public facility in Walnut Creek.
	<b>Planned Activities</b>	Accessibility improvements in the Civic Park Community Center front entry lobby reception desk (\$60,000) and plaza area accessibility improvements to make grading to the front entrance meet ADA and building code requirements (\$105,000). Alternatively, a greater portion of the front plaza area could be re-graded for ADA access using the entire \$165,000.
<b>3</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: \$56,188
	<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>	6/30/2017
	<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>4</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>	6/30/2017
	<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.
5	<b>Project Name</b>	Contra Costa Senior 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>	6/30/2018
	<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.
6	<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>	6/30/2018
	<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.
7	<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>	6/30/2018
	<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.
8	<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>	6/30/2018
	<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.
9	<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>	6/30/2018
	<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.
10	<b>Project Name</b>	Shelter, Inc.
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	H-2: Services for Homeless (Non-Shelter Related)
	<b>Needs Addressed</b>	Homelessness Prevention
	<b>Funding</b>	CDBG: \$5,500

	<b>Description</b>	5Q - LMC. This program prevents homelessness for households at-risk of homelessness or rapidly re-housing households who are homeless by providing short-term financial assistance for move-in costs or past due rent. A case manager screens potential recipients, provides counseling and recommends eligible households for financial assistance.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	20 low-income persons.
	<b>Location Description</b>	
	<b>Planned Activities</b>	Provide short-term financial assistance to low-income households for move-in costs or past due rent.
<b>11</b>	<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>	6/30/2018

	<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.
<b>12</b>	<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>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	80 low-income persons, such as victims of domestic violence.
	<b>Location Description</b>	
	<b>Planned Activities</b>	Provide 24-hour crisis line services.
<b>13</b>	<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>	6/30/2018
	<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>14</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>	6/30/2018
	<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.



15	<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>	6/30/2018
	<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.
16	<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>	Homelessness Prevention
	<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>	6/30/2018
	<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.
17	<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>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	28 visually impaired persons.
	<b>Location Description</b>	
	<b>Planned Activities</b>	Provide in-home independent living skills instruction and training.
18	<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>	6/30/2018
	<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.
19	<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: \$33,552 General Fund: \$55,077
	<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>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	50 homeless individuals from the first County-wide CORE team, with 13 additional 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 \$28,552 in CDBG and \$43,077 in General Fund monies.
<b>20</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: \$150,000
	<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>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	8 low-income households.
	<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.
<b>21</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: \$271,179

	<b>Description</b>	Not funded through CDBG. General Fund provides funds Crisis Counselors (\$80,000) and program administration (\$191,179) by providing salary and benefits to 1.25 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 \$43,077 in General Fund monies, which is included in that project.
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	600 youth benefit from crisis counselor. Administration supports the crisis counselors and CSG grant programs, and all of the affordable housing programs.
	<b>Location Description</b>	
	<b>Planned Activities</b>	Administer 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 for 1.25 FTE staff positions.
22	<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>	Impact Fees: \$482,700
	<b>Description</b>	Not funded through CDBG. Housing Impact Fees: Administration and Planning, Housing
	<b>Target Date</b>	6/30/2018
	<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 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.
23	<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: \$2,797,469
	<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 Homebuyers Assistance program for down payment assistance.
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The City anticipates expending previously committed funds for the construction of St. Paul's commons, 45 very low and extremely low income units. Construction will not be completed within the program year. The 45 units will be measured in the 18-19 program year. Some units may be designated as housing for the homeless, but that is not yet determined.
	<b>Location Description</b>	
	<b>Planned Activities</b>	The Housing Trust Fund is funded primarily with Housing Impact Fees. The City anticipates expending previously committed funds for the construction of St. Paul's commons, 45 very low and extremely low income units. Construction will not be completed within the program year. The 45 units will be measured in the 18-19 program year. Some units may be designated as housing for the homeless, but that is not yet determined. Construction is expected to begin in February, 2018.
24	<b>Project Name</b>	Contra Costa Child Care Council
	<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>	6/30/2018
	<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.
25	<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>	6/30/2018
	<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.



**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 is participating with the Contra Costa Consortium in an update of the Analysis of Impediments to Fair Housing (AI) in conjunction with the completion of the City's 2015-2020 Consolidated Plan. A draft of the AI is complete and was approved by City Council along with this Annual Action Plan. The AI will help identify how the landscape has changed since the last AI and what can be done to address any findings.

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.

**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. The study's recommendations are under consideration. The current inclusionary ordinance, fee schedule, and nexus study were last updated in 2010. The current commercial linkage fee ordinance was adopted in 2005.

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 is in the process of updating its Second Family Unit ordinance 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.

## **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 anticipates using some of the funds for homeless prevention and rapid rehousing in the future.

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.

### **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 is in the midst of the public review process to increase fees.
- On March 7, 2017, Housing Division staff presented to City Council on Affordable Housing and the City's current and possible future programs and policies.
- The City will continue 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.

### **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 2017-2018, 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 Contra Costa Childcare Council'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 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**

NA

## 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	11,177
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	165,936
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>177,113</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.	80.00%

## **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.

