



Consolidated Annual Performance and Evaluation Report (CAPER) FY17-18

City of Walnut Creek – CDBG Program

9/25/18

CAPER

1

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

This report covers activities conducted during program year 2017-2018 (FY 17-18) that began July 1, 2017 and ended June 30, 2018. During this period, the City used federal Community Development Block Grant (CDBG) funds and local funds to implement a number of housing and community development programs and projects. Each activity supported one or more of the priorities presented in the Contra Costa Consortium's Five-Year (2015-2020) Consolidated Plan document. The following are key highlights from the program year:

- A total of eight public services programs, two economic development programs, one housing rehabilitation program, and two infrastructure and public facilities projects were funded through CDBG. The FY17-18 infrastructure and public facility improvement projects focused on making facilities more accessible for the disabled.
- To address the underserved needs, the City maintained \$100,000 in funds for the Community Services Grant (CSG) program. The CSG program is specifically designed to augment the public service portion of the CDBG program. A total of nine public services program were fully funded through CSG, and two programs were jointly funded with CSG and CDBG.
- The City continued implementing the Commercial Linkage Fee, Density Bonus, and Inclusionary Housing Ordinance generating affordable units as well as funds for the affordable housing program. A total of \$3.73 million dollars in impact fees and \$81,612.91 in CDBG loan repayments were received.
- The City initiated a new Homeless Services Fund (HSF) with \$200,000 specifically available to address homelessness. Portions of the Walnut Creek/Concord CORE homeless outreach program and the Winter Shelter program were funded by HSF. The City worked collaboratively with the Trinity Center, a local non-profit, as it implemented an evening Winter Shelter program for the homeless that sheltered 78 clients and succeeded in placing 21 into permanent housing or re-uniting them with family.
- Through the General Fund, the City provided funding to the Walnut Creek School Districts to fund crisis counselors at the elementary, middle, and high schools serving about 638 students.

- The City made 1 loan through its First-Time Homebuyer Loan Program.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
AH-1: New Construction of Affordable Housing	Affordable Housing	Housing Trust Fund: \$	Rental units constructed	Household Housing Unit	40	0	0.00%			
AH-2: Homeownership Opportunities	Affordable Housing	Housing Trust Fund: \$ / Housing Successor Agency: \$ / Impact Fees: \$	Homeowner Housing Added	Household Housing Unit	37	0	0.00%			

AH-2: Homeownership Opportunities	Affordable Housing	Housing Trust Fund: \$ / Housing Successor Agency: \$ / Impact Fees: \$	Direct Financial Assistance to Homebuyers	Households Assisted	15	1	6.67%	3	1	33.33%
AH-3: Maintain and Preserve Affordable Housing	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	15	0	0.00%	8	0	0.00%
AH-4: New Supportive Housing - Special Needs	Affordable Housing	Housing Trust Fund: \$	Rental units constructed	Household Housing Unit	18	0	0.00%			
CD-1: General Public Services	Non-Housing Community Development	CDBG: \$ / General Fund: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	5000	961	19.22%	885	961	108.59%
CD-1: General Public Services	Non-Housing Community Development	CDBG: \$ / General Fund: \$	Homeless Person Overnight Shelter	Persons Assisted	0	0		0	0	
CD-2: Senior Services	Non-Housing Community Development	CDBG: \$ / General Fund: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	5000	752	15.04%	635	752	118.43%

CD-3: Youth Services	Non-Housing Community Development	General Fund: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	3000	660	22.00%	610	660	108.20%
CD-4: Non-Homeless Special Needs	Non-Homeless Special Needs	CDBG: \$ / General Fund: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	400	98	24.50%	108	98	90.74%
CD-5: Fair Housing	Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	50	15	30.00%	15	15	100.00%
CD-6: Economic Development	Non-Housing Community Development	CDBG: \$	Facade treatment/business building rehabilitation	Business	0	0		0	0	
CD-6: Economic Development	Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	75	22	29.33%	25	22	88.00%
CD-7: Public Facility, Infrastructure & Access	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	350	1952	557.71%	7304	1952	26.73%

CD-8: Administration	Administration	CDBG: \$ / General Fund: \$ / Housing Successor Agency: \$ / Impact Fees: \$	Other	Other	0	0		1	0	0.00%
H-1: Shelter for Homeless Population	Homeless	CDBG: \$ / General Fund: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1500	0	0.00%	0		
H-1: Shelter for Homeless Population	Homeless	CDBG: \$ / General Fund: \$	Homeless Person Overnight Shelter	Persons Assisted	0	78		38	78	205.26%
H-1: Shelter for Homeless Population	Homeless	CDBG: \$ / General Fund: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	25		20	25	125.00%
H-2: Services for Homeless (Non- Shelter Related)	Homeless	CDBG: \$39052 / General Fund: \$ / Housing Successor Agency: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	100	410	410.00%	143	410	286.71%

H-2: Services for Homeless (Non-Shelter Related)	Homeless	CDBG: \$39052 / General Fund: \$ / Housing Successor Agency: \$	Homeless Person Overnight Shelter	Persons Assisted	0	0		0	0	
H-2: Services for Homeless (Non-Shelter Related)	Homeless	CDBG: \$39052 / General Fund: \$ / Housing Successor Agency: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0		0	0	
H-2: Services for Homeless (Non-Shelter Related)	Homeless	CDBG: \$39052 / General Fund: \$ / Housing Successor Agency: \$	Homelessness Prevention	Persons Assisted	0	17		20	17	85.00%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

The table above shows Goals and Outcomes for both CDBG and locally funded programs. The City prioritized projects and programs that meet the CDBG program's 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. In the 17-18 program year, the City Council had a workplan that prioritized addressing homelessness and the affordability of housing. The City has used CDBG grant funding and local funds to ensure funding for homeless services, and has also used Housing Impact Fees to fund affordable housing projects, such as the recently funded Habitat for Humanity Las Juntas project and St. Paul's Common's. The results for H-1: Shelter for Homeless Population are higher than expected in the Annual Action Plan because the City funded a Winter Nights temporary shelter during the winter for the homeless using General Fund/HSF funds that was not included in the Annual Action Plan.

The CD-7 Infrastructure Public Facilities Expected to Actual seems low because the Annual Action Plan used the census data's disability numbers for the entire City. When reporting actual outcomes, we used the numbers for the zip/census tract in which the facility was physically located rather than the Citywide number.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	2,036
Black or African American	110
Asian	177
American Indian or American Native	41
Native Hawaiian or Other Pacific Islander	4
Total	2,368
Hispanic	270
Not Hispanic	2,098

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

The table above only shows racial and ethnic status for participants in CDBG funded programs. Walnut Creek collected more detailed race and ethnicity for CDBG funded activities beyond the categories listed above:

White - Hispanic: 237

Black - Hispanic: 4

Asian - Hispanic: 18

American Indian or American Native - Hispanic: 11

American Indian/White: 5

American Indian/White - Hispanic: 1

Asian/White: 14

Black/White: 4

American Indian/ Black: 2

Other/ Multiracial: 246

Other/ Multiracial - Hispanic: 82

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG	458,052	415,433
HOME	HOME		
HOPWA	HOPWA		
ESG	ESG		
General Fund	General Fund	414,256	369,946
Housing Trust Fund	Housing Trust Fund	2,797,469	2,624,459
Other	Other	847,700	136,296

Table 3 - Resources Made Available

Narrative

The General Fund spending includes the Crisis Counselor program, additional administrative costs for two staff (equal to .85 FTE), and the CSG program. Other General Fund expenditures not included above are \$100,000 in costs for the Trinity Center's evening Winter Shelter program at the National Armory.

In FY17-18, the City actually received \$3,736,591 in Housing Trust Funds (Commercial Linkage Fee and Inclusionary Fees). The Housing Trust Fund spent \$2,626,459 on predevelopment costs for St. Paul's Commons, an approved 45 unit low-income multifamily development. An additional \$2 million was committed to St. Paul's Commons and the City anticipates committing additional funding from the Trust Fund for the upcoming affordable project on Las Juntas Way (to be developed by Habitat for Humanity).

Other includes Admin and Planning/ Housing (Housing Impact Fees with less than 10% for administration). Other also includes loan repayments to the Housing Successor Agency through the First Time Homebuyer Downpayment Assistance Program and residential rent receipts. Some of the revenues through the housing successor agency are made available for affordable housing acquisition and development. The expenses of this category included program administration and acquisition/predevelopment funding for affordable housing.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
City Wide	100	100	The funds are targeted City Wide

Table 4 – Identify the geographic distribution and location of investments

Narrative

The City did not make any investments based on area-benefit. All investments were made Citywide.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

A combined \$2.7 million of City CDBG, Housing Successor Agency, and City Revolving Bond funds, Impact Fees, and State Grants were expended or committed in 2017-2018 to support affordable housing activities. These funds, along with funding previously allocated to affordable housing projects, leveraged additional funding sources on an average of 1/6. Major sources of funding for these activities include, HOME funds, State Tax Credits, AHP funds, other CDBG funds, private lender bank loans and owner equity. The City's funds were used to implement the City's First-Time Homebuyer Loan program (1 loan was made), and to provide acquisition and development financing for two new affordable housing projects: St. Paul's Commons and Habitat for Humanity.

The School Crisis Counselor Grants granted through the Community Service Grant Program are provided at a 1 for 1 match and therefore leverage a minimum of 100%.

The CDBG and CSG funding that support public services and economic development is a strong leverage. The funding contribution from the City of Walnut Creek generally makes up less than 10% of the program budget, but even some government funding provides a very strong endorsement as it can be used to leverage other public and private grants and contracts.

There were two infrastructure and public facilities projects on City-owned property at the Civic Park Community Center, which hosts the Senior Center, and the Center for Community Arts. Both projects increased accessibility for disabled adults.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	0	0

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	8	0
Number of households supported through Acquisition of Existing Units	0	0
Total	8	0

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The City anticipated funding eight home rehabilitation loans/grants through the Home Rehabilitation Loan Program which is administered by Habitat for Humanity East Bay/Silicon Valley. However, this is the first year this program administrator is running the program and the ramp up time was considerable. Several home rehabilitation emergency grants were in process at the end of June, but none had been finalized. Therefore, none are being reported for FY17-18. The program is expected to make several grants and loans in FY18-19.

The City had previously committed significant funding to non-profit developers for acquisition, predevelopment, and construction loans. Three affordable housing projects that received funding are at various stages of completion. These projects received a combined total of \$14.6 million in funding from the City (\$3.15 million for Habitat for Humanity, \$6 million for Riviera Family Apartments, and \$5.5 million for St. Paul's Commons). During the 17-18 program year, \$948,001 was expended for predevelopment of St. Paul's Commons, which started construction at the end of the year. Riviera Family Apartments is nearing completion and expected to have residents move in by December, 2018. Habitat for Humanity has received their entitlements for 42 affordable homes at 1250 Las Juntas Way and is working to secure financing for the development.

The City also has a First Time Homebuyer Downpayment Assistance program that provides downpayment assistance (up to \$65,000) to low and moderate income households. Despite dozens of interested borrowers, only 1 loan was successfully closed this year. The primary obstacle to utilizing the program is the high housing costs, and recent escalation of median home values. The average Walnut Creek home is now usually too high for low or moderate income homebuyers to afford even with our assistance. We are considering increasing the loan amount, or changing other parameters of the program to increase the program's success.

Discuss how these outcomes will impact future annual action plans.

There is no specific impact on future annual action plans. The City will continue to work with the Home Rehabilitation Loan Program administrator and help market the program to increase uptake.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	0	0
Low-income	0	0
Moderate-income	0	0
Total	0	0

Table 7 – Number of Households Served

Narrative Information

The City assists in the development of affordable housing projects by working closely with non-profit housing developers to identify suitable sites, and by providing acquisition, development, and predevelopment funding to low-income housing projects. The City committed an additional \$3.2 million in funding for St. Paul's Commons, a 45 unit affordable housing development project being developed on site at St. Paul's Presbyterian Church, where the Trinity Center is located (for a total commitment of

\$5.5 million). In previous years, \$6 million was committed to Riviera Family Apartments, 58 affordable rental units, and \$3.15 million for Habitat for Humanity to acquire former Redevelopment Agency owned land for the development of 42 affordable homes. Most of the funding came from impact fees, but a portion also came from the Housing Successor Agency. Riviera Family Apartments is nearing completion and St. Paul's Commons broke ground in May 2018.

During the 17-18 program year, the City conducted an update of the Commercial and Residential Nexus Studies, which showed a significant increase in the maximum supportable fees for commercial and residential development. On August 1, 2017, the City Council approved an increase up to \$18/ square foot effective January 2018 for the Housing Impact and In Lieu Fees based on the study and feasibility analysis, but no change was made to the Commercial Linkage fee. These fees will help fund affordable housing. Also during the 17-18 program year, the City began a comprehensive update of its Density Bonus Ordinance with the goal of effectively incentivizing the development of affordable housing.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Walnut Creek and the County have moved to more robust data collection and analysis to better assess the needs of the homeless and determine how best to reach and assist them. Homeless service providers and homeless outreach programs all use the same integrated Homeless Management Information System (HMIS) database (and are transitioning to a new system called Clarity) and have adopted the Vulnerability Index- Service Prioritization Decision Assistance Tool (VI-SPDAT) model of prioritizing those homeless individuals who are most in need. The County and service providers are continuing to use the Coordinated Entry model.

The Contra Costa Homeless Continuum of Care (CoC) conducted its annual point-in-time (PIT) count of families and individuals experiencing homelessness on January 23, 2018. The PIT count found that on that evening, 2,234 individuals identified as homeless or at risk of homelessness in Contra Costa County. The PIT count contains data on the demographics of those who are homeless and the types of issues facing them. There was a 39 percent increase in the number of homeless since the 2017 PIT count. For Walnut Creek, there were 39 unsheltered homeless in 2016, 19 unsheltered homeless in 2017, and 42 unsheltered homeless in 2018 during the PIT count. This reflects a regional growth in homelessness as well as more extensive outreach that began in 2017, helping to identify more people.

The City's Housing Program staff strives to maintain contact with the County service providers to learn the needs of the homeless and has facilitated meetings between homeless representatives and City management. City staff participate in a local Walnut Creek homeless task force made up of service providers, residents, business owners, and the police department.

This year, Walnut Creek funded three homeless outreach and service programs through CDBG, CSG, and HSF: the Trinity Center and Contra Costa County's CORE homeless outreach program (Countywide and Walnut Creek/Concord teams). By partnering with the City of Concord, we were able to have an additional homeless outreach team that spent dedicated time in Walnut Creek and Concord.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City continued funding the County's homeless shelter using CDBG funds. The Contra Costa Adult Continuum of Services (CCACS) shelter served 25 homeless individuals from Walnut Creek out of a goal of 20. The program continued to provide clean and safe emergency shelter services.

In addition, the City also used \$100,000 from HSF to support permitting and operation of a new, temporary evening Winter Shelter program located at the Walnut Creek Armory and administered by the Trinity Center, a local non-profit. The Winter Shelter program provided additional beds for a total of 78 individuals over the course of four months. City staff met with an ad-hoc committee of neighbors, residents, and service providers throughout the program's duration to ensure the public's concerns were addressed. The Winter Shelter program was open from December 4, 2017 through March 31, 2018 and the shelter was coupled with services designed to place people in permanent housing. Of the 78 members enrolled in the program, 21 people successfully found housing or were re-united with family, 22 gained either part-time or full-time employment, 13 accessed mental health services, and 39 participated in individual wellness plans. The Trinity Center has applied for \$100,000 in HSF funding to operate the Winter Shelter program again in FY18-19.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

Shelter Inc.'s Homeless Prevention and Rapid Rehousing program, supported through the CDBG program, assisted 17 Walnut Creek residents with financial assistance, landlord/tenant counseling and resource and referral services. Their One Door system, with a dedicated telephone line answered 9:00 to 4:00 each workday, has increased public access to prevention and rapid rehousing services administered by SHELTER, Inc.

Other CDBG and CSG funded agencies assisted marginally housed persons to retain their homes through crisis counseling, food provision, direct services, conflict resolution, tenant/landlord counseling and referral services. Crisis counselors at Walnut Creek schools provided counseling to 638 students, of which 200 were from single-parent households, 104 were Special Education students, and 70 were English language learners. Counselors also worked with 184 parents and 164 teaching assistants.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City of Walnut Creek supports a wide array of programs that provide services addressing the multitude of issues faced by individuals and families who are homeless and/or marginally housed. Such programs include: a homeless and crisis hotline operated by the Contra Costa Crisis Center, providing crisis intervention, resource and referral services to callers in crisis; a continuum of services for survivors of domestic violence operated by STAND! Against Family Violence, including crisis intervention, safe shelter, legal advocacy, and safety planning; food provisions services through the Monument Crisis Center, providing access to nutritional food for very low-income and homeless persons and critical services to persons struggling with major life altering issues in addition to homelessness. The Trinity Center offers a safety net for the local homeless population by providing hot meals, clothing, phone and mail access, laundry and shower facilities, and case management services.

In addition to its intensive case management services, the County now has a case manager at both Concord and Brookside homeless shelters dedicated to supporting the older adult population; an alcohol and other drugs counselor providing early engagement groups at the shelters; a Public health psychiatrist working out of the shelters providing medication to clients unwilling to engage with county mental health; and the newly launched Coordinated Outreach, Referral and Engagement (CORE) program to provide much needed outreach and services to individuals living outside in encampments and other places not meant for human habitation.

The City assists in the development of affordable housing projects by working closely with non-profit housing developers to identify suitable sites, and by providing acquisition, development, and predevelopment funding to low-income housing projects. In FY16-17, the City provided \$800,000 in funding for St. Paul's Commons, a 45 unit affordable housing development project being developed on site at St. Paul's Presbyterian Church, where the Trinity Center is located. The funds came from impact fees and the Housing Division's Administrative Reserve fund. The City's Density Bonus Ordinance allowed 14 additional units to be built at the site. In FY17-18, the City committed an additional \$3.2 million in funding for St. Paul's Commons. St. Paul's Commons broke ground in May 2018.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

Not applicable. There is no public housing in Walnut Creek.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

Not applicable. There is no public housing in Walnut Creek.

Actions taken to provide assistance to troubled PHAs

Not applicable. There is no public housing in Walnut Creek.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken 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. 91.220 (j); 91.320 (i)

In 2015, the City Council established a Work Program Priority to examine Development Services practices and implement improvements. By identifying ways to improve the customer experience and streamline development review, development projects, including both market rate and affordable housing, will benefit from reduced barriers. Development Services includes the Planning, Building, Development Engineering, and Traffic Engineering divisions. A Development Services Action Plan was developed, and the “Blueprint for Success” implementation plan was created to identify specific activities and initiatives. Implementation began in December 2016 and we continue to make progress towards completing all initiatives.

As part of the Blueprint for Success, the City implemented a streamlining process for affordable housing developments which would help to ensure that those projects move forward in a timely and efficient manner. Streamlining included continuous project management and communication amongst all of the divisions involved in entitlement and permitting, and shortened timeframes for review and permitting.

In response to the State Housing Package of 2017 (15 bills passed designed to encourage and support housing production), the City updated its Accessory Dwelling Unit Ordinance and Inclusionary Ordinance (to increase flexibility and options for rental development compliance), and is in the process of developing objective design guidelines which will help to streamline the entitlement process. The City provided additional training to the Council and Commissions on the new and existing state housing laws, particularly those designed to streamline development.

Additionally, the City started a comprehensive update of the Density Bonus Ordinance, which will further incentivize both affordable housing and higher density housing, as well as provide concessions, incentives, and waivers to remove barriers to the development of affordable and higher density housing.

The City is also in the process of development of two specific plans: the West Downtown Specific Plan and the North Downtown Specific Plan. Both plans will help remove barriers to housing development by increasing development potential in the specific plan areas, and by increasing the areas where housing is allowed by right.

In 2017-2018, the Community and Economic Development Department (CED) achieved a 6 month goal of issuing completeness letters to applicants within 30 days, an effort that resulted in expediting the processing of development applications.

For the upcoming year, CED has set a goal of processing one development application, from start to finish, entirely electronically. Once the systems to achieve electronic submittal and processing are identified and implemented, further streamlining of development applications can be achieved.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The City Council has two priorities this fiscal year that address housing: homelessness and improving the affordability and availability of housing in Walnut Creek. On August 1, 2017 City Council approved an increase to the Housing Impact Fee. Housing Division staff are also implementing a two year community education and outreach campaign on housing affordability and availability to help influence attitudes toward housing and construction.

As in most cities, the most significant obstacle to addressing the under-served needs during this program year has been the lack of sufficient funds to carry out necessary activities. The City increased the amount of funds available through CSG to be \$100,000 in FY14-15, up from a funding level of \$70,000 during the recession years. In FY17-18, the City added \$200,000 in HSF funds to address homelessness.

In this past year, the skyrocketing rental market has continued to be a significant obstacle to meeting the needs of the City's lowest income residents. The number of affordable housing inquiries has grown at a staggering rate and City staff regularly field calls and respond to in-person requests. Tenants are receiving unmanageable rent increases and some of the lowest income households are being displaced through high rent increases and a decrease in affordable housing. The City's affordable projects now have even longer wait lists. The City Council has been reviewing and discussing several housing related policies. City staff are working on an update to the City's Density Bonus ordinance to include more incentives for developers to build affordable units.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

The City has developed a Lead Based Paint Implementation Plan (LBP Plan) that describes actions to be taken, and the responsibility for compliance with the 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 addition, the City will continue to provide information about the dangers of lead based paint, the requirements for lead abatement and about the certification that must be signed by the Borrower acknowledging receipt of this information for all participants in the City's homeowner and rental rehabilitation programs and First-Time Homebuyer Assistance (FTHBA) Program. Habitat for Humanity East Bay/Silicon Valley administers the City's Home Rehabilitation Program and complies with the federal Lead Based Paint Program regulations.

As a Consortium member, the City will participate in any joint efforts to address the new federal lead

based paint regulations throughout the County.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

To reduce the number of poverty-level families, the City focused 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. CDBG funds supported a variety of economic development activities. Funded activities include programs to assist low-income individuals in establishing new businesses through the Workforce Development Board's Small Business Development Center, and programs designed to teach job skills to under-employed low-income residents. CDBG funds also supported the Contra Costa Childcare Center's Road to Success program helping small childcare providers maintain or expand their businesses.

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. Shelter, Inc and the Contra Costa Crisis Center assist persons and families at risk of becoming homeless through counseling, hotel vouchers, and rent assistance. Shelter Inc. also administers the Homeless Prevention and Rapid Rehousing program which provides rental assistance to eligible low-income households.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The City continues to offer an expedited review process, when needed, for affordable housing projects. The City either incorporates affordable housing or requires a fee payment into an affordable housing fund for every new residential project with its inclusionary zoning ordinance. Affordable housing also receives a waiver for traffic mitigation fees and parkland dedication fees.

The City of Walnut Creek is committed to working cooperatively with the County and other entitlement communities within the county to implement the goals and policies of the countywide Consolidated Plan. The Consortium is working together collaboratively to conduct a new Analysis of Impediments to Fair Housing study. Consortium members continue to use standardized application forms and quarterly report forms and to share monitoring reports on those subrecipients that are funded by at least two of the jurisdictions. All of the jurisdictions have synchronized the funding cycles to streamline and coordinate as much as possible. The consortium conducts a 2 and 3 year funding cycle during the consolidated planning period.

The City's Housing Program Manager and Administrative Analyst serve as the City's representatives on numerous administrative committees and ad-hoc groups, such as the Contra Costa Interagency Council on Homelessness (CCICH) addressing the housing needs of the greater County and region. Committee members continued to work cooperatively this year on HOME and HOPWA projects and to implement a countywide AIDS housing strategy and a countywide homeless strategy. The Housing Division added a new, full-time staff person in April 2017 to assist with affordable housing and City programs.

The City of Orinda contracted with Housing Staff to administer their below market rate homeownership program. City staff also administer the City's First-Time Homebuyer Assistance Program, CDBG, CSG, HSF, and School Crisis Counselor grant program.

City staff continue to attend HUD and CDBG trainings to stay current on best practices and requirements.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The City of Walnut Creek does not have any public housing. The Contra Costa Consortium is working closely with service providers to encourage and facilitate collaboration and coordination in service delivery, thereby increasing efficiency and decreasing duplication in services. The Contra Costa Public Housing Authorities are part of a collaboration with the consortium members to jointly create the new Analysis of Impediments.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

In FY16-17, the Contra Costa Consortium worked on drafting a new Analysis of Impediments to Fair Housing. The City Council approved the new Analysis of Impediments to Fair Housing on July 5, 2017, which contains actions and strategies for the City and Consortium to take to address impediments and barriers to fair housing. The Contra Costa Consortium and Contra Costa Public Housing Agencies are now working together collaboratively to create a new Analysis of Impediments.

The City continued funding ECHO Housing, a HUD approved housing counseling agency, which opened 15 cases this year and conducted a 5-site fair housing audit. Results from the audit will be shared in September, 2018. ECHO Housing has distributed over 1,000 flyers in English and Spanish to Walnut Creek based agencies. They conducted fair housing trainings and outreach for several organizations and property management groups. ECHO also receives funding for its Tenant/Landlord program to help mediate disputes and provide education, which may help reduce evictions and unreasonable rent increases.

The City continues to implement its Reasonable Accommodation Ordinance, which one household took advantage of this year. It also adopted a new zoning ordinance for Accessory Dwelling Units effective October 2017 that includes state requirements. It continues to implement the Blueprint for Success to further streamline and simplify action on all housing projects, including affordable housing, and expedites review of affordable housing projects. The City has a consultant working on updating its Density Bonus ordinance, and held two stakeholder outreach meetings in summer/fall 2018.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City continues its monitoring of subrecipients and projects to ensure compliance with program and comprehensive planning requirements. The City conducts desk reviews of quarterly performance and financial reports to assess performance and ability to meet goals. The City performs on-site monitoring of CDBG grantees, in cooperation with other Consortium members, on jointly funded projects. The City uses an Excel-based risk assessment tool that weighs different factors to prioritize which subrecipients should be monitored on-site each year. If there is a lack of performance or the subrecipient does not meet goals, the City will continue site visits and investigate further until a resolution is reached. The Consortium is coordinating on-site monitoring visits in fall 2018 to review FY17-18 activities. An on-site monitoring visit was completed for CDBG subrecipient Contra Costa Senior Legal Services on September 18, 2017. An on-site monitoring visit was also completed in 2017 for CSG subrecipients Community Violence Solutions, Meals on Wheels and Senior Outreach Services, and the Lion's Center for the Visually Impaired for FY16-17. In addition, the City conducted on-site visits in March 2018 for the infrastructure and public facilities projects to ensure federal requirements for Davis-Bacon were being fulfilled by conducting employee interviews. The City reviewed payrolls to ensure prevailing wages were paid.

The City ensures that the limited clientele national objective requirement is met for those activities that are not targeted to one of the presumed benefit populations. Public service agencies whose clientele is not of a presumed benefit population must request some form of written income verification and certification from its clients to determine their eligibility. The agencies are required to keep these records for a period of 5 years as required by the CDBG program regulations. Infrastructure and public facilities projects are also required to demonstrate that they serve either presumed benefit populations or limited clientele.

For all of the City's home loan and grant programs, each borrower is required to provide information in their application regarding their income. The administering agencies of the programs require third party verifications of this information. For rental housing programs, the property manager/owner is required to annually re-certify each tenant in an affordable unit. When the City funds a new project, grantees and recipients are encouraged to do outreach to minority and women owned businesses.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The City follows its Citizen Participation Plan to ensure citizens have reasonable notice and an opportunity to comment on performance reports. The CAPER was legally noticed 15 days in advance of the September 25th Council meeting in the East Bay Times/Contra Costa Times, a newspaper of general circulation, advertising the availability and viewing location of the draft CAPER to the general public. Copies of the draft CAPER were available online on the Housing Division's homepage, the downtown library, and at City Hall for comment. The CAPER was approved by City Council during a public meeting on September 25, 2018, where members of the public had the opportunity to comment.

The Language Assistance Plan (LAP) was reviewed as the CAPER was drafted. The City received 1 survey from a Limited English Proficient resident regarding satisfaction with the new language translation services, so no changes to the LAP are being considered at this time.

No public comments were received during the public comment period and no comments were received at the September 25, 2018 City Council meeting.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

No changes were made to the program objectives this year. However, with the regional housing crisis facing the Bay Area, and displacement of low-income and vulnerable residents due to rapidly rising rents, the City may consider policies and programs to better address these issues in the coming year. For example, the City has put more CDBG, CSG, and Homeless Services funding towards addressing homelessness.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.



Office of Community Planning and Development
 U.S. Department of Housing and Urban Development
 Integrated Disbursement and Information System
 PR26 - CDBG Financial Summary Report
 Program Year 2017
 WALNUT CREEK , CA

DATE: 10-17-18
 TIME: 18:53
 PAGE: 1

PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	239,389.98
02 ENTITLEMENT GRANT	260,940.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	81,612.91
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	581,942.89

PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	154,781.56
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	199,248.32
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	354,029.88
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	40,427.18
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	20,976.17
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	415,433.23
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	166,509.66

PART III: LOWMOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	154,781.56
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	199,248.32
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	354,029.88
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: 2016 PY: 2017 PY: 2018
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	855,778.23
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	855,778.23
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	100.00%

PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	14,422.12
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	49,754.60
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	64,176.72
32 ENTITLEMENT GRANT	260,940.00
33 PRIOR YEAR PROGRAM INCOME	208,619.32
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	469,559.32
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	13.67%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	40,427.18
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	20,976.17
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	61,403.35
42 ENTITLEMENT GRANT	260,940.00
43 CURRENT YEAR PROGRAM INCOME	81,612.91
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	342,552.91
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	17.93%



Office of Community Planning and Development
 U.S. Department of Housing and Urban Development
 Integrated Disbursement and Information System
 PR26 - CDBG Financial Summary Report
 Program Year 2017
 WALNUT CREEK , CA

DATE: 10-17-18
 TIME: 18:53
 PAGE: 2

LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17

Report returned no data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18

Report returned no data.

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2017	7	412	6127626	Adult Interim Housing Program	03T	LMC	\$1,318.20
					03T	Matrix Code	\$1,318.20
2017	1	423	6145651	Center for Community Arts Accessibility Project	03Z	LMC	\$75,138.53
2017	2	422	6127626	Civic Park Community Center - Lobby and Plaza Accessibility Improvements	03Z	LMC	\$231.97
2017	2	422	6145651	Civic Park Community Center - Lobby and Plaza Accessibility Improvements	03Z	LMC	\$51,632.00
					03Z	Matrix Code	\$127,002.50
2017	5	411	6127626	Contra Costa Senior Legal Services	05A	LMC	\$1,440.50
2017	5	411	6145651	Contra Costa Senior Legal Services	05A	LMC	\$2,369.10
					05A	Matrix Code	\$3,809.60
2017	9	415	6127626	Fair Housing Services	05J	LMC	\$1,582.38
2017	9	415	6145651	Fair Housing Services	05J	LMC	\$609.72
					05J	Matrix Code	\$2,192.10
2017	8	414	6127626	Tenant Landlord Services	05K	LMC	\$1,241.46
2017	8	414	6145651	Tenant Landlord Services	05K	LMC	\$1,381.32
					05K	Matrix Code	\$2,622.78
2017	10	413	6145651	Shelter, Inc.	05Q	LMC	\$1,104.44
					05Q	Matrix Code	\$1,104.44
2017	4	416	6145651	Monument Crisis Center	05Z	LMC	\$3,375.00
					05Z	Matrix Code	\$3,375.00
2017	6	418	6145651	Small Business Management Development Center	18C	LMC	\$6,830.87
2017	24	417	6127547	Road to Success	18C	LMC	\$2,411.00
2017	24	417	6127626	Road to Success	18C	LMC	\$1,982.09
2017	24	417	6145651	Road to Success	18C	LMC	\$2,132.98
					18C	Matrix Code	\$13,356.94
Total							\$154,781.56

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2017	7	412	6127626	Adult Interim Housing Program	03T	LMC	\$1,318.20
					03T	Matrix Code	\$1,318.20
2017	5	411	6127626	Contra Costa Senior Legal Services	05A	LMC	\$1,440.50
2017	5	411	6145651	Contra Costa Senior Legal Services	05A	LMC	\$2,369.10
					05A	Matrix Code	\$3,809.60
2017	9	415	6127626	Fair Housing Services	05J	LMC	\$1,582.38
2017	9	415	6145651	Fair Housing Services	05J	LMC	\$609.72
					05J	Matrix Code	\$2,192.10
2017	8	414	6127626	Tenant Landlord Services	05K	LMC	\$1,241.46
2017	8	414	6145651	Tenant Landlord Services	05K	LMC	\$1,381.32
					05K	Matrix Code	\$2,622.78
2017	10	413	6145651	Shelter, Inc.	05Q	LMC	\$1,104.44
					05Q	Matrix Code	\$1,104.44
2017	4	416	6145651	Monument Crisis Center	05Z	LMC	\$3,375.00



Office of Community Planning and Development
 U.S. Department of Housing and Urban Development
 Integrated Disbursement and Information System
 PR26 - CDBG Financial Summary Report
 Program Year 2017
 WALNUT CREEK , CA

DATE: 10-17-18
 TIME: 18:53
 PAGE: 3

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
					05Z	Matrix Code	\$3,375.00
Total							\$14,422.12

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2017	3	420	6109995	Program Administration	21A		\$15,815.42
2017	3	420	6127547	Program Administration	21A		\$11,263.48
2017	3	420	6127626	Program Administration	21A		\$2,411.00
2017	3	420	6145651	Program Administration	21A		\$10,937.28
Total							\$40,427.18

PR26 - Activity Summary by Selected Grant

Date Generated: 09/07/2018

Grantee: WALNUT CREEK

Grant Year: 2017

Total Grant Amount for 2017 Grant year = \$260,940.00													
State	Grantee Name	Grant Year	Grant Number	Activity Group	Matrix Code	National Objective	IDIS Activity	Activity Status	Amount Funded From Selected Grant	Amount Drawn From Selected Grant	% of CDBG Drawn From Selected Grant/Grant	Total CDBG Funded Amount (All Years All Sources)	Total CDBG Drawn Amount (All Years All Sources)
CA	WALNUT CREEK	2017	B17MC060030	Administrative And Planning	21A		420	Open	\$11,251.01	\$11,251.01		\$61,403.35	\$61,403.35
				Administrative And Planning					\$11,251.01	\$11,251.01	4.31%	\$61,403.35	\$61,403.35
CA	WALNUT CREEK	2017	B17MC060030	Economic Development	18C	LMC	417	Open	\$12,567.27	\$12,567.27		\$15,000.00	\$15,000.00
CA	WALNUT CREEK	2017	B17MC060030	Economic Development	18C	LMC	418	Open	\$8,553.19	\$8,553.19		\$8,553.19	\$8,553.19
				Economic Development					\$21,120.46	\$21,120.46	8.09%	\$23,553.19	\$23,553.19
CA	WALNUT CREEK	2017	B17MC060030	Housing	14A	LMH	421	Open	\$132,562.24	\$6,829.24		\$150,000.00	\$24,267.00
				Housing					\$132,562.24	\$6,829.24	2.62%	\$150,000.00	\$24,267.00
CA	WALNUT CREEK	2017	B17MC060030	Public Services	03T	LMC	410	Open	\$5,000.00	\$5,000.00		\$5,000.00	\$5,000.00
CA	WALNUT CREEK	2017	B17MC060030	Public Services	03T	LMC	412	Open	\$5,999.98	\$5,999.98		\$5,999.98	\$5,999.98
CA	WALNUT CREEK	2017	B17MC060030	Public Services	03T	LMC	419	Open	\$28,551.78	\$28,551.78		\$28,551.78	\$28,551.78
CA	WALNUT CREEK	2017	B17MC060030	Public Services	05A	LMC	411	Open	\$6,999.94	\$6,999.94		\$6,999.94	\$6,999.94
CA	WALNUT CREEK	2017	B17MC060030	Public Services	05J	LMC	415	Open	\$1,531.49	\$1,531.49		\$5,629.23	\$5,629.23
CA	WALNUT CREEK	2017	B17MC060030	Public Services	05K	LMC	414	Open	\$2,622.78	\$2,622.78		\$5,500.00	\$5,500.00
CA	WALNUT CREEK	2017	B17MC060030	Public Services	05Q	LMC	413	Open	\$1,995.79	\$1,995.79		\$1,995.79	\$1,995.79
CA	WALNUT CREEK	2017	B17MC060030	Public Services	05Z	LMC	416	Open	\$3,375.00	\$3,375.00		\$4,500.00	\$4,500.00
				Public Services					\$56,076.76	\$56,076.76	21.49%	\$64,176.72	\$64,176.72
				Total 2017					\$221,010.47	\$95,277.47	36.51%	\$299,133.26	\$173,400.26
				Grand Total					\$221,010.47	\$95,277.47	36.51%	\$299,133.26	\$173,400.26