



**CITY OF  
WALNUT  
CREEK**

**2021-2022**

**ANNUAL**

**ACTION**

**PLAN**

**APPROVED MAY 4, 2021**

# 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 2021-2022 Annual Action Plan covers the second 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.

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 2015-2020 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 103 unit affordable rental project and providing public services to over 19,000 Walnut Creek residents.

In the current year (the second year of the 2020-2025 Consolidated Plan Period), the City is making progress on its identified goals and has used the 19-20 CAPER to evaluate its past performance. The CAPER and service providers continued showing high levels of need to address homelessness, and the City has made addressing that a priority. The City has partnered with the City of Concord to jointly fund an additional CORE Homeless outreach team split between the two cities, as well as funding a Winter Shelter homeless program at a local Armory.

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

Summary from citizen participation section of plan.

Summary from citizen participation section of plan.

The 2020-2025 Consolidated Plan outlines the City's priority needs and identifies strategies and funding sources to meet those needs. The consolidated planning process included extensive community outreach, citizen input and consultation with government, non-profit agencies, and other stakeholder groups. Outreach included three community meetings and a widely distributed community survey that was available both online and in print form, and in both Spanish and English. Six focus groups were held throughout the Contra Costa County, including one hosted in Walnut Creek, for a variety of population or topic specific groups with Executive Directors and top program staff on the needs of: 1) Seniors and Disabled; 2) Youth; 3) Families and General; 4) Economic Development; 5) Persons who are Homeless

(conducted in conjunction with Continuum of Care); and 4) Affordable Housing. . Information on the survey and community meetings was advertised in the paper and sent to over 600 interested parties. Over 1,400 surveys were returned and tallied Consortium wide with 173 respondents identifying from Walnut Creek. The surveys and community meetings helped identify priorities and goals for the five-year period of the Consolidated Plan. Comments and survey results were included in Appendix A of the County's 2020 Consolidated Plan.

The Consortium held a kick off meeting for the 2020-2022 grant cycle in October 2019, attended by nearly 100 people representing various non-profit and public agencies. The RFP was sent to over 600 agencies and interested parties. The City received an initial 27 applications, mostly for public services. On March 13, 2020, the Housing and Community Development Committee (HCD) held a public hearing to consider all of the applications and applicants presented their program before the committee. The Draft 2020-2025 Consolidated Plan and funding recommendations were available for public comment between March 20-May 4, 2020.

On May 5, 2020, the City Council held a public hearing and approved the 2020-2025 Consolidated Plan. Public comments were accepted through the Council meeting.

On July 21, 2020, the 2020-2025 Consolidated Plan and 2020-2021 Annual Action Plan Substantial Amendment and amended Citizen Participation Plan were considered and accepted at the City Council public hearing. The amendment to the 2020 Annual Action Plan included an increase of funds to two existing projects and an allocation of funds to two new projects. The funded activities were included in its strategy for responding to COVID-19 and therefore exceeded the fifteen percent public services cap.

FY21-22 is a renewal year because it is the second year in our 2020-2022 two-year funding cycle. Current recipients with good performance submitted renewal applications due February 16, 2021 to request the same level of funding. Unfunded Infrastructure and Public Facilities projects that were on the eligibility list were also reconsidered for funding. On March 11, a notice for the public meeting of the HCD meeting on March 16 was posted online and at City Hall. Applicants were notified by email. There were two public comment sent via email and two oral comments during the HCD meeting. On April 2, a notice was published in the Contra Costa Times newspaper alerting residents to the draft Annual Action Plan and funding recommendations available online and the public hearing to consider the item during the City Council meeting on May 4, 2021.

## **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.

Prior to the March 11, 2021 HCD meeting, two public comments were sent via email thanking the City for its continued support. Two oral comments were received at the HCD meeting from a resident and a current subrecipient.

No public comments were received by email or phone during the 30 day public comment period from April 2, 2021- May 4, 2021and during the City Council public hearing on May 4, 2021.

More details can be found in the attached document from the Citizen Participation section of the Con Plan.

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

Not applicable.

**7. Summary**

Not applicable.

**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 Development Department

**Table 1 – Responsible Agencies**

**Narrative**

The City of Walnut Creek is the Lead Agency for the United States Department of Housing and Urban Development (HUD) entitlement programs. The City’s HUD Programs Administrator in the Housing Division in the Community 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**

Sherluna Vien

Housing Division/Affordable Housing and Grants Coordinator

City of Walnut Creek

Vien@walnut-creek.org

925-943-5899 x2652

1666 N. Main Street

Walnut Creek, CA 94596



## **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 this five-year plan.

The community grant program runs on alternating two-year and three-year funding cycle. The FY20-21 Annual Action Plan, as part of the 2020-2025 Consolidated Plan, was the first year in the 2020-2022 two-year program cycle and applications were sought for all eligible activities. Second and third year funds are contingent on fund availability and program performance. FY21-22 is a renewal year because it is the second year in the grant cycle.

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

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

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

In 2007, Homeless Inter-Jurisdictional Inter-Departmental Work Group (HIJIDWG) and the Homeless Continuum of Care Board (CoCB) merged into one group, now called the Council on Homelessness. The Council on Homelessness provides advice and input on the operations of homeless services, program operations, and program development efforts in Contra Costa County

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. In 2017, the City initiated a Homeless Services Grant (HSG) with \$200,000 specifically available to address homelessness. In 2020, \$130,000 in HSG funds were replaced with a new State funding source called the Permanent Local Housing Allocation (PLHA).

Partners for the federal and local programs 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.

On June 24, 2019, the City Police Department launched a four-month pilot project called the Homeless Outreach Program (HOP) that is now permanent. Police officers work closely with the Walnut Creek Homeless Taskforce, Trinity Center, Public Works, CORE, other county agencies and their Mental Health Evaluation Team. Their objectives are to build relationships with our homeless community; create innovative ways to connect homeless persons with services; develop long term solutions; work with residents and businesses to address issues, lower calls for service, prevent unsafe and illegal homeless encampments in our creeks and other locations; enforce laws in a compassionate but firm approach; prevent illegal alcohol sales; and work with other agencies to have a bigger impact within our community. The HOP team has been temporarily reassigned during COVID-19, but the City anticipates continuing the program in the near future.

**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.
2	<b>Agency/Group/Organization</b>	RESOURCES FOR COMMUNITY DEVELOPMENT
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consultation in focus group on affordable housing, obtaining feedback on institutional and other barriers to affordable housing in Contra Costa and ideas for improvement. RCD is the developer for St. Paul's Common, a 45-unit affordable unit, in Walnut Creek.
3	<b>Agency/Group/Organization</b>	Contra Costa Child Care Council
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Education Services-Employment

	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consultation in focus group on Economic Development, gain more knowledge of need for childcare in Contra Costa County and challenges of developing and retaining childcare microenterprises. Developed new modes of outreach together to inform residents of this opportunity and encourage more childcare businesses especially Spanish-speaking businesses.
4	<b>Agency/Group/Organization</b>	Habitat for Humanity East Bay/ Silicon Valley
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consultation in focus group on affordable housing, obtaining feedback on institutional and other barriers to affordable housing in Contra Costa and ideas for improvement. Habitat for Humanity East Bay/Silicon Valley is the developer for the upcoming Las Juntas project, a 42-unit affordable ownership housing development for low/mod income households.
5	<b>Agency/Group/Organization</b>	COURT APPOINTED SPECIAL ADVOCATES
	<b>Agency/Group/Organization Type</b>	Services-Children Services - Victims Child Welfare Agency
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consultations with Executive Ann Wrixon about needs of foster children in Walnut Creek, particularly around statistics about incidence of homelessness, outcomes.

6	<b>Agency/Group/Organization</b>	STAND! For Families Free of Violence
	<b>Agency/Group/Organization Type</b>	Services-Victims of Domestic Violence Services - Victims
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Families with children
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Focus group participation from STAND Executive Director and Program Manager about needs of victims of domestic violence, emergency shelter, incidence of DV in Walnut Creek residents, and in data gathering for this section of the ConPlan.
7	<b>Agency/Group/Organization</b>	LIONS BLIND CENTER OF DIABLO VALLEY
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons Services-Persons with Disabilities
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided letter on the needs for low vision individuals.

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

No agencies or groups were intentionally excluded. Organizations were consulted on an individual and group basis, as well as part of public meetings. The Consortium distributed a survey through workshops, public service agencies, and each jurisdiction’s website. An effort was made to reach as many individuals and organizations as possible.

**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	Contra Costa County	Homeless Goals and objectives in the Consolidated Plan are identical to the adopted CoC Strategy, and were taken from the plan directly. The CoC Plan is named "Forging Ahead Towards Preventing and Ending Homelessness" was developed in 2014 and adopted by all Consortium cities.

**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 Continuum of Care Council on Homelessness; and City staff regularly attend meetings and events.

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

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

Since FY21-22 is a renewal year, FY20-21 funding recipients with good performance applied to receive the same level of funding for FY20-21. The goals of the FY20-21 Annual Action Plan are in accordance with the goals identified through the consolidated planning process, which was described in section AP-5. The citizen participation process for the FY21-22 Annual Action Plan builds on that conducted for the FY20-25 Consolidated Plan/FY20-21 Annual Action Plan, which included the following:

-09/15/19: 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.

-09/15/19: NOFA/RFP notice was posted.

-10/17/19: Competitive RFP Kickoff meeting held in conjunction with the Contra Costa Consortium at City of Walnut Creek's Civic Park Assembly Hall located at 1375 Civic Drive, Walnut Creek, CA. Nearly 100 people representing various non-profit and public agencies attended the Kickoff meeting. The City received 27 applications as a result.

-3/13/20: Housing and Community Development Committee (HCD) held a noticed public meeting to consider applications for the CDBG, CSG, and HSG for the Annual Action Plan under the ConPlan.

-05/05/20: City Council held a noticed public hearing to consider and accept the proposed 2020-2025 Consolidated Plan/2020-2021 Annual Action Plan and expenditure of CDBG, CSG, and HSF funds.

-07/21/20: City Council held a noticed public hearing to consider and accept the proposed 2020-2025 Consolidated Plan/2020-2021 Annual Action Plan Substantial Amendment and amended Citizen Participation Plan.

-03/16/21: Housing and Community Development Committee (HCD) held a noticed public meeting to consider applications for the CDBG, CSG, HSG, and PLHA for the FY21/22 Annual Action Plan under the ConPlan.

-05/04/21: City Council held a noticed public hearing to consider and accept the proposed 2021-2022 Annual Action Plan and expenditure of CDBG, CSG, HSG, and PLHA funds.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community	On March 16, 2021, the Housing and Community Development Committee (HCD) held a noticed public meeting to consider applications for the CDBG, CSG, HSG, and PLHA programs for the FY21/22 Annual Action Plan under the ConPlan.	2 public comments were submitted via emailing thanking the City and the Committee members for their continued support. 2 oral public comments were received during the meeting.		
2	Newspaper Ad	Non-targeted/broad community	Public Hearing notice 30 day public comment period published in Contra Costa Times on 04/02/21	No comments were received by email or phone.		



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)
3	Internet Outreach	Non-targeted/broad community	Draft Annual Action Plan posted to City's website 30 day prior to the public meeting date.	No comments were received by email or phone.		
4	Public Hearing	Non-targeted/broad community	City Council public hearing 05/04/21	No comments were received by email or phone.		

**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 (2020-2025), the City anticipates that approximately \$23.63 million will be available for local affordable housing programs, community services, and economic development, including \$1.85 million of federal resources. The City will have an estimated \$16 million in the Local Housing Trust Fund, comprised of housing in lieu fees and commercial linkage fees along with an anticipated matching grant through the State of California. A total of \$3.49 million in general, local, and State funds are anticipated to fund program administration, local grant programs (Community Services Grant, Homeless Services, and School Crisis Counselor grant programs), and one State program (Permanent Local Housing Allocation program). Additional resources will be available through the Housing Successor Agency.

In 2021-2022, the CDBG entitlement allocation is \$345,896. In the prior year, the City received \$342,265. Generally, funding allocations are the following:

- 20% Admin (and an additional 20% of current year’s program income)
- 15% Public Services (and an additional 15% of the previous year’s program income)
- 65% IPF/Housing/ED

The City supplements the public service portion of the CDBG program with \$100,000 from the General Fund, and an additional \$200,000 for homeless service activities (\$70,000 from General Fund and \$130,000 from the State Permanent Local Housing Allocation Program). If additional CDBG funds become available, either through an increase in the entitlement allocation or through program income, those funds will be allocated to the City’s affordable housing program and/or public facilities improvements.

#### Anticipated Resources

Program	Source	Uses of Funds	Expected Amount Available Year 1	Expected	Narrative Description
---------	--------	---------------	----------------------------------	----------	-----------------------

Annual Action Plan  
2021

	of Funds		Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$	Amount Available Remainder of ConPlan \$	
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	345,896	0	109,532	455,428	1,067,619	CDBG annual allocation + 15K annual program income
Housing Trust Fund	public - local	Acquisition Housing	10,000,000	0	0	10,000,000	6,000,000	This includes Housing In lieu Fees and Commercial Linkage Fees, as well as an anticipated successful application for the State Local Housing Trust Fund Matching Program. The first year is much higher than the rest of the ConPlan period because it includes current fund balance plus anticipated grant award from the state.
Other	public - local	Admin and Planning Housing	446,800	0	0	446,800	1,195,400	Housing In Lieu Fees (less than 10% set aside for administration), and FTHB Loan

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - local	Admin and Planning Housing Public Services	932,440	0	0	932,440	2,368,996	Loan Repayments to the Housing Successor Agency through the First Time Homebuyer Downpayment Assistance Program and Residual Rent Receipts. (\$20,000 for program admin per year)

**Table 5 - Expected Resources – Priority Table**

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

Although CDBG regulations do not require matching funding, the City prefers to see federal dollars leveraged with other sources of funds.

For the development of Affordable Housing, the City is usually the first funder, providing acquisition financing for the development of affordable housing. The Cities acquisition funding is leveraged on an average ratio of 1:4. For every dollar we commit, an additional 4 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, CSG, HSG, and PLHA 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 100% of matching funds 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**

Not Applicable

### **Discussion**

If additional or less program income or carry forward funds are received than anticipated any increase or decrease in available funding will be handled in the following ways:

- **Additional Program Income or Higher Carry Forward.** If more program income is received, or if there is an increase in the carry forward amount, staff recommends it be used for the following priorities: Increase administration costs up to the capped level. Any increase in Public Services funds for CBDG would be directed to the designated CORE program up to the total program cost of \$248,984. Fund up to \$238,900 for the Civic Park Community Center ADA Door Program. This will allow Public Works to do the full scope of work proposed in the application. Fund up to \$160,000 for the Home Rehab Program if the program develops a significant pipeline of projects in FY21-22.

## 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	2020	2025	Affordable Housing	City Wide	Affordable Housing	Housing Trust Fund: \$8,000,000	Rental units constructed: 97 Household Housing Unit
2	AH-2: Homeownership Opportunities	2020	2025	Affordable Housing	City Wide	Affordable Housing	Housing Trust Fund: \$2,000,000 In-Lieu Fees: \$245,000 Loan Repayment: \$50,000	Homeowner Housing Added: 42 Household Housing Unit Direct Financial Assistance to Homebuyers: 3 Households Assisted
3	AH-3: Maintain and Preserve Affordable Housing	2020	2025	Affordable Housing	City Wide	Affordable Housing	CDBG: \$120,000	Homeowner Housing Rehabilitated: 4 Household Housing Unit
4	AH-4: New Supportive Housing - Special Needs	2020	2025	Affordable Housing	City Wide	Affordable Housing	Housing Trust Fund: \$0	Housing for People with HIV/AIDS added: 0 Household Housing Unit
5	H-1: Shelter for Homeless Population	2020	2025	Homeless	City Wide	Non-Housing Community Development	Local Funds: \$100,000	Public service activities other than Low/Moderate Income Housing Benefit: 38 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	H-2: Services for Homeless (Non-Shelter Related)	2020	2025	Homeless	City Wide	Non-Housing Community Development	CDBG: \$27,311 Local Funds: \$258,088	Public service activities other than Low/Moderate Income Housing Benefit: 407 Persons Assisted
7	CD-1: General Public Services	2020	2025	Non-Homeless Special Needs	City Wide	Non-Housing Community Development	CDBG: \$16,080 Local Funds: \$40,000	Public service activities other than Low/Moderate Income Housing Benefit: 1097 Persons Assisted
8	CD-2: Senior Services	2020	2025	Non-Housing Community Development	City Wide	Non-Housing Community Development	CDBG: \$11,000 Local Funds: \$37,000	Public service activities other than Low/Moderate Income Housing Benefit: 516 Persons Assisted
9	CD-3: Youth Services	2020	2025	Non-Housing Community Development	City Wide	Non-Housing Community Development	Local Funds: \$85,000	Public service activities other than Low/Moderate Income Housing Benefit: 1510 Persons Assisted
10	CD-4: Non-Homeless Special Needs	2020	2025	Non-Homeless Special Needs	City Wide	Non-Housing Community Development	Local Funds: \$14,500	Public service activities other than Low/Moderate Income Housing Benefit: 58 Persons Assisted
11	CD-5: Fair Housing	2020	2025	Non-Homeless Special Needs	City Wide	Non-Housing Community Development	CDBG: \$6,080	Public service activities other than Low/Moderate Income Housing Benefit: 75 Persons Assisted
12	CD-6: Economic Development	2020	2025	Non-Housing Community Development	City Wide	Non-Housing Community Development	CDBG: \$25,000	Jobs created/retained: 1 Jobs Businesses assisted: 15 Businesses Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
13	CD-7: Public Facility, Infrastructure & Access	2020	2025	Non-Housing Community Development	City Wide	Non-Housing Community Development	CDBG: \$180,778	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1485 Persons Assisted
14	CD-8: Administration	2020	2025	Administration	City Wide	Administration	CDBG: \$69,179 In-Lieu Fees: \$201,800 Loan Repayment: \$50,000 Local Funds: \$288,852	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.
4	<b>Goal Name</b>	AH-4: New Supportive Housing - Special Needs
	<b>Goal Description</b>	
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-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.
8	<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.
9	<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.

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-5: Fair Housing
	<b>Goal Description</b>	Funding for HUD certified fair housing providers.
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, and create a new job opportunity.
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

In the fall of 2020, the Contra Costa Consortium issued an RFP requesting applications for the 2020-2022 Grant Cycle. Walnut Creek received 27 applications for the CDBG, CSG, and HSG/PLHA programs and an internal request for program administration funds. On March 13, 2020, the Housing and Community Development Committee (HCD) held a public hearing to consider the applications. Following a minimum of a 30-day public comment period, City Council approved the 2020-2025 Consolidated Plan and 2020-2021 Annual Action Plan on May 5, 2020, pending the General Fund budget approval for CSG and HSG funds.

In late-May of 2020, staff received more FY19-20 CDBG program income of \$51,229.23. The additional CDBG program income carried into FY20-21. On July 21, 2020, City Council approved the 2020-2021 Annual Action Plan Substantial Amendment to include additional funding recommendations, including public services program over the 15% public services cap addressing COVID-19.

Because this is a renewal year, subrecipients reapplied for the same level of funding in February 2021. HCD held a public meeting on March 16, 2021 to consider the applications. Following a 30-day public comment period, Council approved the FY21-22 Annual Action Plan on May 4, 2021.

With a recommended \$100,000 for the CSG program and \$215,449 for the HSF/PLHA program, \$340,873 for the CDBG allocation, \$109,532 estimated in carry forward, there is an estimated \$765,854 in CDBG, CSG, and HSF/PLHA funds available. This includes allocation of \$159,718 available for public services (CSG and CDBG); \$208,457 for homeless services (HSG/PLHA); \$75,166 for program administration (CDBG and PLHA); and \$322,512 for Economic Development, Public Facility and Infrastructure, and Housing activities.

#	Project Name
1	Contra Costa Legal Services
2	Senior Outreach Services - Care Management
3	CORE Homeless Outreach
4	ECHO Housing - Fair Housing
5	ECHO Housing - Tenant Landlord
6	Monument Crisis Center
7	COCOKids
8	Loaves & Fishes - Culinary Training Program
9	Civic Park Community Center - ADA Door Improvements
10	Home Rehabilitation Loan Program
11	Program Administration
12	Community Violence Solutions
13	Contra Costa Crisis Center - Crisis Line

#	Project Name
14	Court Appointed Special Advocates - Serving All Foster Children
15	STAND! For Families Free of Violence - Crisis Line
16	Senior Outreach Services - Meals on Wheels
17	Ombudsman Services of Contra Costa
18	Choice in Aging - Adult Day Health Care
19	Trinity Center - General Operating Support
20	Trinity Center - Winter Evening Program
21	Loaves & Fishes - Nourishing Lives Dining Room
22	Cancer Support Community Walnut Creek
23	Lions Center for the Visually Impaired - Independent Living
24	Rainbow Community Center
25	General Fund Public Services and Administration
26	Housing Trust Fund
27	Other Impact Fees

**Table 7 – Project Information**

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

The City prioritized projects and programs that meet the CDBG program primary objective to develop viable urban communities by providing decent housing, a suitable living environment, and expanded economic opportunities; principally for person of low and moderate incomes. The projects were also weighed against the City's highest priority needs. This year, addressing Tenant/Landlord and Fair Housing services became an increased focus for the City due to the recently passed State legislation AB1482, along with the coronavirus pandemic. Additionally, addressing homelessness continues to be a focus for the City. 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. Additionally, the City created a Homeless Services Grant (HSG) to supplement homeless services programs of \$70,000 and also has \$130,000 from the State Permanent Local Housing Allocation (PLHA) funds.

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

<b>1</b>	<b>Project Name</b>	Contra Costa Legal Services
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	CD-2: Senior Services
	<b>Needs Addressed</b>	Non-Housing Community Development
	<b>Funding</b>	CDBG: \$7,000
	<b>Description</b>	5A - LMC. Provide free legal counseling, advice, representation and litigation services to low-income seniors in connection with their housing, income maintenance, consumer and individual rights and other elder law issues.
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	10 seniors.
	<b>Location Description</b>	
	<b>Planned Activities</b>	Provide on-site food distribution, direct referrals to shelter, referrals and workshops for financial assistance, basic employment workshop, and legal and crisis support services.
<b>2</b>	<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>	CDBG: \$4,000 Local Funds: \$3,000
	<b>Description</b>	05A - LMC. 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>	6/30/2022

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	100 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.
<b>3</b>	<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: \$27,311 Local Funds: \$243,088
	<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>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	80 homeless individuals from the County-wide CORE team, with 40 additional homeless individuals served by the second CORE outreach team focusing only on Walnut Creek.
	<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 \$10,000 in CDBG and \$11,415 in HSG funds. In FY21-22, the City is contracting for a full-time designated Walnut Creek CORE team, which will receive \$17,311 in CDBG, \$29,779 in CDBG-CV, and \$85,082 in General Fund monies from the Homeless Services Fund and Permanent Local Housing Allocation (PLHA) funds, and \$116,812 in unidentified funding sources.	



4	<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: \$6,080
	<b>Description</b>	05J - LMC. ECHO Housing is a HUD-approved housing counseling agency, and satisfies HUDs definition of Fair Housing Enforcement Organization and Qualified Fair Housing Enforcement Organization. ECHO affirmatively furthers fair housing by addressing discrimination in Walnut Creek, investigating allegations of discrimination, conducting audits to uncover discrimination, and providing training to housing providers.
	<b>Target Date</b>	6/30/2022
	<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>	To provide Federal and State Fair Housing Law information, counseling, investigation, mediation and educational training services.
5	<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: \$11,580
	<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>	6/30/2022

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	90 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.
6	<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 Local Funds: \$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>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	200 low-income persons.
	<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.
7	<b>Project Name</b>	COCOKids
	<b>Target Area</b>	City Wide

	<b>Goals Supported</b>	CD-6: Economic Development
	<b>Needs Addressed</b>	Non-Housing Community Development
	<b>Funding</b>	CDBG: \$15,000
	<b>Description</b>	18C - LMC. The program benefits very low-income, low-income and moderate-income residents through microenterprise assistance for those who want to maintain or start stable small businesses as licensed home-based family child care providers.
	<b>Target Date</b>	6/30/2022
	<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.
8	<b>Project Name</b>	Loaves & Fishes - Culinary Training Program
	<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: \$10,000
	<b>Description</b>	05H - LMC. A free 12-week introductory culinary program for individuals interested in the culinary industry and experiencing barriers to employments. Upon graduation, there will be opportunities for direct job placement for 1 FTE position.
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1 full time job for low-income persons.

	<b>Location Description</b>	
	<b>Planned Activities</b>	Provide a free 12-week introductory culinary program and assist with at least 1 FTE job placement.
<b>9</b>	<b>Project Name</b>	Civic Park Community Center - ADA Door 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: \$180,778
	<b>Description</b>	03E - LMC. The Civic Park Community Center ADA Door project is seeking to bring the interior and exterior doors up to ADA compliance in order to be accessible to the elderly and people with disabilities.
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1,485 persons with disability.
	<b>Location Description</b>	
	<b>Planned Activities</b>	Bring the Civic Park Community Center's exterior and interior door up to ADA compliance in order to be accessible to the elderly and people with disabilities.
<b>10</b>	<b>Project Name</b>	Home Rehabilitation Loan Program
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	CD-7: Public Facility, Infrastructure & Access
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	CDBG: \$120,000
	<b>Description</b>	14A - LMC. 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>	6/30/2022

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	A maximum of 6 low-income households if only grants are distributed.
	<b>Location Description</b>	
	<b>Planned Activities</b>	Habitat for Humanity will administer the Home Rehabilitation Loan and Emergency Grant program for the City of Walnut Creek. The program gives emergency grants and rehabilitation loans to low-income homeowners for healthy and safety upgrades, energy efficiency, removal of architectural barriers for the disabled, and more.
<b>11</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: \$69,179
	<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>	6/30/2022
	<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>	Administration benefits all programs.
<b>12</b>	<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>	Local Funds: \$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>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	20 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.
13	<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>	Local Funds: \$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>	6/30/2022

	<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.
14	<b>Project Name</b>	Court Appointed Special Advocates - Serving All Foster Children
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	CD-3: Youth Services
	<b>Needs Addressed</b>	Non-Housing Community Development
	<b>Funding</b>	Local Funds: \$5,000
	<b>Description</b>	Not funded through CDBG. CASA secures, trains, and supports court-appointed volunteers to advocate for abused, neglected and abandoned children and youth during their uncertain journey in the foster care system. CASA advocates provide a consistent voice to provide these youth with safe and healthy environments in permanent homes, thereby reducing future homelessness, and increasing health, educational attainment, and long-term success.
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	10 abused children who are wards of the court and foster children.
	<b>Location Description</b>	
	<b>Planned Activities</b>	Provides advocacy, mentoring and representation services to abused and neglected children who are wards of the County Juvenile Dependency Court to improve access to social services, health care therapeutic services, and a safe permanent living situation.
15	<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>	Local Funds: \$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>	6/30/2022
	<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.
16	<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>	Local Funds: \$17,000
	<b>Description</b>	05A - LMC. 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>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	200 low-income seniors.
	<b>Location Description</b>	



	<b>Planned Activities</b>	Deliver nutritious meals to home bound seniors.
<b>17</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>	Local Funds: \$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>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	175 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>18</b>	<b>Project Name</b>	Choice in Aging - Adult Day Health Care
	<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>	Local Funds: \$8,500
	<b>Description</b>	Not funded with CDBG. Provides day time adult health care services at a skilled nursing level for seniors and the frail elderly.
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	31 seniors.

	<b>Location Description</b>	
	<b>Planned Activities</b>	Provide adult day health care services for seniors and frail elders who are severely compromised, dependent on others for daily care, and who have multiple chronic conditions. Essential services are provided by a team of health, psychosocial, and activity coordination professionals that mirrors that of a skilled nursing facility. Program activities are designed to increase socialization, physical and mental engagement, and meet the needs of each individual participant, which includes assistance with medication, feeding, ambulation, and toileting
<b>19</b>	<b>Project Name</b>	Trinity Center - General Operating Support
	<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>	Local Funds: \$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>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	120 homeless persons.
	<b>Location Description</b>	
	<b>Planned Activities</b>	Provide onsite services to the homeless at a daytime multiservice center open 5 days a week. Services include case management, resource and referral, employment assistance, laundry and showers, distribution of clothing and food, and access to telephone and mail.
<b>20</b>	<b>Project Name</b>	Trinity Center - Winter Evening Program
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	H-1: Shelter for Homeless Population
	<b>Needs Addressed</b>	Non-Housing Community Development

	<b>Funding</b>	Local Funds: \$100,000
	<b>Description</b>	Not funded through CDBG. Trinity Center will administer a temporary evening shelter in the Walnut Creek Armory for a 4-month period during the winter months.
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	38 homeless persons.
	<b>Location Description</b>	
	<b>Planned Activities</b>	The shelter will be a service-rich program to provide overnight shelter services to up to 38 homeless persons. The program will work to find transitional or permanent housing and employment for participants
<b>21</b>	<b>Project Name</b>	Loaves & Fishes - Nourishing Lives Dining Room
	<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>	Local Funds: \$5,000
	<b>Description</b>	Not funded through CDBG. Loaves and Fishes Nourishing Lives hot meal program addresses food insecurity and access to healthy nutritious food among the homelessness and very low to low income persons.
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	200 homeless persons.
	<b>Location Description</b>	
	<b>Planned Activities</b>	Provide hot meals and food pantry.
<b>22</b>	<b>Project Name</b>	Cancer Support Community Walnut Creek
	<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>	Local Funds: \$5,000
	<b>Description</b>	Not funded through CDBG. Cancer Support Community (CSC) provides comprehensive, evidence-based programs and services to cancer patients and their families and caregivers. They include therapeutic and decisional counseling, exercise, nutrition, and patient education programs.
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	100 cancer patients.
	<b>Location Description</b>	
	<b>Planned Activities</b>	Provide therapeutic and decisional counseling, exercise, nutrition, and patient education programs.
<b>23</b>	<b>Project Name</b>	Lions Center for the Visually Impaired - Independent Living
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	CD-4: Non-Homeless Special Needs
	<b>Needs Addressed</b>	Non-Housing Community Development
	<b>Funding</b>	Local Funds: \$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>	6/30/2022
	<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.
<b>24</b>	<b>Project Name</b>	Rainbow Community Center
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	CD-1: General Public Services
	<b>Needs Addressed</b>	Non-Housing Community Development

	<b>Funding</b>	Local Funds: \$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>	6/30/2022
	<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.
25	<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>	In-Lieu Fees: \$201,800 Loan Repayment: \$50,000 Local Funds: \$373,852
	<b>Description</b>	Not funded through CDBG. General Fund provides Crisis Counselors (\$80,000) and program administration by providing salary and benefits for 1.30 FTE staff.
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1,500 youth at local schools benefit from the crisis counselors. Administration supports the crisis counselors, CSG, and HSF grant programs, and all of the affordable housing programs.

	<b>Location Description</b>	
	<b>Planned Activities</b>	Administrating 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 1.30 FTE staff positions.
26	<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: \$8,000,000
	<b>Description</b>	Not funded through CDBG. The City's Affordable Housing Program uses Housing Impact Fees and Commercial Linkage Fees to assist in the development of new affordable housing, such as acquisition financing.
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This funding will go to construction of a new affordable housing project. No project has been identified yet, but IDIS requires a goal so 1 Rental Unit was entered for AP-15, and nothing was entered as an outcome for AP-20.
	<b>Location Description</b>	
	<b>Planned Activities</b>	The Housing Trust Fund is funded primarily with Housing Impact Fees.
27	<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>	Housing Trust Fund: \$2,000,000 In-Lieu Fees: \$245,000 Loan Repayment: \$50,000
	<b>Description</b>	Not funded through CDBG. Housing Impact Fees: Administration and Planning, Housing. Impact fees also fund the City's First Time Homebuyer's Assistance program for down payment assistance.
	<b>Target Date</b>	6/30/2022

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Down payment assistance for moderate income homebuyers. We anticipate completing 3 loans in the program year.
	<b>Location Description</b>	
	<b>Planned Activities</b>	The majority of the housing impact fees are set aside in a Housing Trust Fund for new construction/acquisition, but a small percentage is set aside to support other affordable housing programs. Currently, those fees are used to support the City's First Time Homebuyer Downpayment Assistance Program, which provides deferred second mortgages to low- and moderate- income homebuyers up to 120% AMI. About \$2,000,000 is also set aside for the 42 unit Las Juntas Habitat project.

**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 median 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**

**Discussion**

N/A





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

### **Introduction**

With respect to zoning and land use, units in multifamily structures with two or more units make up a higher concentration in Walnut Creek. 35% of housing units in Walnut Creek are in multifamily structures with two or more units, a figure that nearly matches the 37% of units that are detached single-family homes (2019 Department of Finance Housing Estimates). Affordable housing projects within close proximity to amenities, usually near downtown, are competitive for tax credit and other funding sources, but obtaining vacant land to build multifamily is becoming harder to find due to limited resources.

To encourage more housing and mixed-use development downtown near transportation and jobs, the City completed the North Downtown and West Downtown Specific Plans in 2018 and 2019 respectively. Throughout the extensive public outreach process some residents expressed concern over increased density; however, the community overall was supportive. The concerns are potential displacement and increase in housing cost as more activity happens in the area. Direct displacement occurs when older homes and apartments are replaced by newer, more expensive housing units. Indirect displacement occurs due to rising housing costs. Existing residents may find it more difficult to remain as rent increases. These issues are not unique to West Downtown, North Downtown, nor are they unique to Walnut Creek. Housing production and displacement are regional issues. However, the City also has local policies to mitigate displacement and encourage affordable housing.

Walnut Creek has inclusionary housing and commercial linkage fee regulations that support affordable housing development. Housing in-lieu and commercial linkage fees are primarily used for acquisition and predevelopment funding of affordable housing. Affordable housing developers are able to leverage city funds to secure other state and federal funding sources. Over the span of 15 years, Walnut Creek collected \$26,125,000, which translated to over 300 affordable units.

Walnut Creek also has a local density bonus program that supplements the State density bonus law. Through Walnut Creek's local program (adopted in 2009), developments that include substantial affordability can request density bonuses beyond 35%. Three affordable housing developments have utilized this program to obtain the following bonuses: 150% (Arboleda), 45% (St. Paul's Commons, and 42% (Habitat for Humanity – 1250 Las Juntas). These supplemental bonuses helped to generate more affordable housing as well as increase the competitiveness of the projects for state and federal programs. Walnut Creek is in the process of updating its local density bonus program to include broader incentives for affordable housing development. With changes in state law, and increased savviness on the part of developers in regards to density bonus, Walnut Creek is seeing more developers utilizing this tool for residential development. As a result, Walnut Creek anticipates

seeing less inclusionary in lieu fees in the future and more integrated affordable housing units throughout market rate developments.

**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 City participated in the Contra Costa Consortium's update of the Analysis of Impediments to Fair Housing (AI), which was approved by City Council on June 4, 2019. The 2020-2025 AI has the following goals:

1. Increase available financial resources for affordable housing in order to better fund efforts to foster stable residential integration and increased access to opportunity
  2. Provide for the production of additional affordable housing through market incentives and improvements.
- 
1. Increase residential racial and ethnic integration by increasing the supply of affordable housing for families in high opportunity areas.
  2. Increase the supply of permanent supportive housing for people with disabilities and services for people with disabilities.
  3. Reduce housing discrimination and discriminatory barriers to residential mobility.
  4. Address barriers to mobility for families and individuals in publicly-supported housing, including Housing Choice Voucher participants.
  5. Reduce the displacement of low-income communities of color by enhancing protections for vulnerable tenants and homeowners and preserving affordable housing in areas that are gentrifying or at risk of gentrification.
  6. Increase access to opportunity through targeted public investments and efforts to increase economic mobility within Racially or Ethnically Concentrated Areas of Poverty (R/ECAPs).
  7. Increase and stabilize access to proficient schools.
  8. Increase coordination of housing and environmental health planning to support access to healthy homes and neighborhoods.
  9. Improve inter-jurisdictional coordination.

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. The City conducted a residential and commercial nexus fee study to review the City's current Inclusionary and

Commercial Linkage fee ordinance, updated the supporting residential and commercial nexus studies, provided policy recommendations, and conducted a feasibility analysis of potential fee increases. An increase in the inclusionary housing fee was approved in August of 2017, and the Inclusionary and commercial linkage fee ordinances was updated in early 2018 to expand their applicability and increase both unit production and/or fee generation. The current inclusionary housing in-lieu fee is \$19.27 per square foot.

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 continues to amend its zoning regulations for accessory dwelling units (ADUs), both to comply with evolving state law, and to encourage and facilitate their development. Furthermore, the City has undertaken a Permit Ready Accessory Dwelling Unit program whereby the City will be preparing construction plans for several different models of affordable and energy efficient ADUs that will be made available for use free to the public, and which will benefit from a simplified building permit plan check review.

California passed 15 pieces of housing legislation in 2019, the City is working to ensure staff, policymakers, and the development community are aware of them. For example, the City Attorney's office provided training to staff, and presented to the City Council, Design Review Commission, and Planning Commission on the new legislation in early 2018. In addition, we are tracking state legislation in progress this year.

## **Discussion**

The Consortium hosted three community meetings on fair housing issues the week of June 25, 2018. Early input from these meetings helped inform the development of the draft AI. The City hosted another three community meetings the week of March 4, 2019 to receive input on the draft AI. The City has also contracted with a consultant to review and update its Density Bonus ordinance and identify additional incentives the City could provide to encourage more affordable housing. On June 4, 2019, the AI was accepted by City Council.

## **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 (CSG) and \$200,000 to address homelessness (\$70,000 in General Fund and \$130,000 in the State Permanent Local Housing Allocation Fund). 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, and the HSG program is to supplement homeless service activities.

The City has a certified 2015-2023 Housing Element 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. The ordinances and fees were recently updated (early 2018) to increase fees and expand the applicability in order to generate more units and/or fees. Effective January 2021, the in-lieu fee increased to \$19.27/ square foot, which is tied to the California Construction Cost Index (CCCI).

### **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:

- Completing the density bonus update process.
- Continuing to fund the Home Rehabilitation Loan and Emergency Grant Program.
- Issue an RFP to subsidize a new affordable housing development.

- Advocate for regional, state, and federal programs that assist in meeting the needs of the lowest income residents and workers.
- The City will be exploring alternate funding sources for affordable housing, both local and regional.
- The City is reviewing permit streamlining and prioritization for affordable housing as part of an initiative to improve the City's development services. An expedited permitting process for 100% affordable housing has been developed and is being piloted.

### **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 FY21-22, the City of Walnut Creek will continue its efforts to reduce the number of families and individuals living in poverty. The City focuses 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 used CDBG funds to support a variety of economic development activities. Funded activities include programs to assist low-income individuals in establishing new businesses, and programs designed to teach job skills to under-employed low-income residents.

The City will provide continued funding for the COCOKid's Road to Success Program that offers technical assistance, training and general support leading to the State licensing of Walnut Creek family child care providers. Loaves and Fishes Culinary Training Program, a new applicant, submitted an application for the 2020-2022 funding cycle. The program's goal is to provide very low-income individuals the opportunity to learn culinary skills to re-enter into the workforce.

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 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 administers 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, HSG, PLHA 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 Housing 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 Assistant Housing Planner 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 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 (ECHO Housing) 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 partnered with Language Line, a new language translation service, to provide services by phone for members of the public that have limited English proficiency, written document translation, and has added translated outreach materials to its website. The City has a central housing email to efficiently respond to questions.

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

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

**Discussion**

N/A



## Program Specific Requirements

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

#### Introduction

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

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

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

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

## **Discussion**

At least 70% of CDBG funds will be used to benefit persons of low and moderate income in the years 2020-2022 (two-year period). 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.

## Attachments

## Citizen Participation Comments

### Annual Action Plan Public Comment City of Walnut Creek FY21-22

Jan Warren, resident, made a public comment at the Housing and Community Development Committee (HCD) on March 16, 2021 wondering if County homeless funds can help supplement the designated CORE team.

Via oral and written public comments, Leslie Gleason from Trinity Center, Sandra Scherer from Monument Crisis Center, and Lisa Hammon from Choice in Aging separately thanked the City for its continued support for their programs.

No public comments received at the City Council meeting on May 4, 2021.



# CHOICE IN AGING

Providing care, support, and services since 1949

501(c)(3) Nonprofit  
94-2822559

**Debbie Toth**  
Chief Executive Officer

March 15, 2021

Via Email

Sherluna Vien  
Affordable Housing and Grants Coordinator  
Community Development  
City of Walnut Creek  
1666 N. Main Street  
Walnut Creek, CA 94596

Re: Housing and Community Development Meeting, March 16, 2021

Dear Ms. Vien and Committee Members:

Choice in Aging is grateful to the City of Walnut Creek’s recommendation for second year CDBG funding for FY 21-22 which includes \$8,500 for Choice in Aging’s nurse in our Adult Day Health Care Program. These funds are essential for us to continue to serve frail adults and seniors with disabilities. Due to COVID-19, our programs are being offered remotely, including phone calls and video calls with our nurses, staff, and physical therapist; along with outdoor/masked visits to the home and birthday celebrations. We are currently in the planning stage to bring our participants back on site, but this will take some time and careful attention to the CDC and County recommendations.

Thank you again for recommending the second year CDBG funding for Choice in Aging.

Sincerely,

*Lisa Hammon* (electronically signed)

Lisa Hammon  
Director of Special Projects

cc: Debbie Toth, President and CEO



#### SERVICE LOCATIONS

<b>Mt. Diablo Center for Adult Day Health Care</b> 490 Golf Club Road Pleasant Hill, CA 94523 925 682 6330	<b>Multipurpose Senior Services Program (MSSP)</b> 490 Golf Club Road Pleasant Hill, CA 94523 925 356 6777	<b>Bedford Center for Adult Day Health Care</b> 1811 "C" Street Antioch, CA 94509 925 776 4171	<b>California Community Transitions (CCT)</b> 1811 "C" Street Antioch, CA 94509 925 776 4171	<b>Assisted Living Waiver</b> 490 Golf Club Road Pleasant Hill, CA 94523 925 682 6330
490 Golf Club Road	Pleasant Hill, CA 94523	925 682 6330	925 674 6991 (fax)	<a href="http://www.choiceinaging.org">www.choiceinaging.org</a>

**Sherluna Vien**

---

**From:** Sandra Scherer <sscherer@monumentcrisiscenter.org>  
**Sent:** Monday, March 15, 2021 11:59 AM  
**To:** Sherluna Vien  
**Cc:** Sandra Scherer  
**Subject:** Re: COMMENT from Monument Crisis Center re: FY21-22 Community Grant Programs Funding Recommendation

**Warning: this message is from an external user and should be treated with caution.**

*Hi Sherluna,*

*Thanks for your help in sharing our thanks!*

*Below is our comment for the committee meeting or city council meeting:*

On behalf of Monument Crisis Center we wish to thank the WC Housing staff, HCD Committee, and the leadership of the City of Walnut Creek for their support in helping Monument Crisis Center assist some of the most vulnerable among us – families and seniors. We have all had an unprecedented year but our clients have been hit particularly hard with pandemic job losses and Covid cases. Recovery is going to be slow and painstaking and so we very much appreciate the continued partnership, concern and recommended support from the City of Walnut Creek into the FY 2021-22.

Thank you and stay safe!

Sandra Scherer, Executive Director  
(925) 222-6868 direct  
[Sscherer@monumentcrisiscenter.org](mailto:Sscherer@monumentcrisiscenter.org)  
1990 Market Street, Concord CA 94520



[www.monumentcrisiscenter.org](http://www.monumentcrisiscenter.org) • [@monumentcrisiscenter](https://www.instagram.com/monumentcrisiscenter) • [facebook.com/monumentcrisiscenter](https://www.facebook.com/monumentcrisiscenter) •  
Mailing: P.O. Box 23973, Pleasant Hill, CA 94523  
Nonprofit Tax ID # 41-2111171

---

**From:** Sherluna Vien <Vien@walnut-creek.org>  
**Date:** Thursday, March 11, 2021 at 4:24 PM  
**To:** Sherluna Vien <Vien@walnut-creek.org>  
**Subject:** FY21-22 Community Grant Programs Funding Recommendation

Good afternoon,

Housing staff is heading to the Housing and Community Development (HCD) Committee next Tuesday, March 16 at 9am for community grant programs funding recommendation. The staff report and attachments are available now: <https://www.walnut-creek.org/government/public-meeting-agendas-and-videos>.

Interested parties are encouraged to submit written comments on the proposed funding recommendations during the comment period from March 11 through March 16, 2021. Written comments may be submitted to me at (924)943-5899, ext. 2652, [vien@walnut-creek.org](mailto:vien@walnut-creek.org), no later than 8:00am on March 16. Oral comments may be made at the March 16, 2021 HCD Committee meeting.

Thank you,



**Sherluna Vien**  
Affordable Housing and Grants Coordinator  
Community Development Department  
1666 N. Main Street, Walnut Creek, CA 94596  
(925) 943-5899 ext. 2652 [www.walnut-creek.org](http://www.walnut-creek.org)

Housing staff is heading to the Housing and Community Development (HCD) Committee next Tuesday, March 16 at 9am for community grant programs funding recommendation. The staff report and attachments are available now: <https://www.walnut-creek.org/government/public-meeting-agendas-and-videos>.

Interested parties are encouraged to submit written comments on the proposed funding recommendations during the comment period from March 11 through March 16, 2021. Written comments may be submitted to me at (924)943-5899, ext. 2652, [vien@walnut-creek.org](mailto:vien@walnut-creek.org), no later than 8:00am on March 16. Oral comments may be made at the March 16, 2021 HCD Committee meeting.

Thank you,



**Sherluna Vien**

Affordable Housing and Grants Coordinator  
Community Development Department  
1666 N. Main Street, Walnut Creek, CA 94596  
(925) 943-5899 ext. 2652 [www.walnut-creek.org](http://www.walnut-creek.org)



**Contra Costa Times**

2121 N. California Blvd., Ste. 290  
Walnut Creek, CA 94596  
925-943-8019

2019157

WALNUT CREEK, CITY OF  
CITY CLERK/SUSAN ALEXANDER,  
1666 N. MAIN ST.,  
WALNUT CREEK, CA 94596-4609

**PROOF OF PUBLICATION**

**FILE NO. CDBG FY21-22 Annual Action Plan**

In the matter of

**Contra Costa Times**

I am a citizen of the United States. I am over the age of eighteen years and I am not a party to or interested in the above entitled matter. I am the Legal Advertising Clerk of the printer and publisher of the Contra Costa Times, a newspaper published in the English language in the City of Walnut Creek, County of Contra Costa, State of California.

I declare that the Contra Costa Times is a newspaper of general circulation as defined by the laws of the State of California as determined by court decree dated October 22, 1934, Case Number 19764. Said decree states that the Contra Costa Times is adjudged to be a newspaper of general circulation for the City of Walnut Creek, County of Contra Costa and State of California. Said order has not been revoked.

I declare that the notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

04/02/2021

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Executed at Walnut Creek, California.  
On this 2nd day of April, 2021.

  
Signature

r:\BP\94-0017\17

Legal No. 0006565556

**CITY OF WALNUT CREEK  
NOTICE OF PUBLIC HEARING  
ADOPTION OF THE 2021-2022 ANNUAL ACTION PLAN  
INCLUDING EXPENDITURE FOR THE  
COMMUNITY GRANT PROGRAMS**

NOTICE IS HEREBY GIVEN that the Walnut Creek City Council will have a public hearing on **Tuesday, May 4, 2021**, beginning at 6:00 PM (remote) or 7:00 AM to consider the following matter: Proposed FY 2021-2022 Action Plan including expenditure of FY 2021-2022 Community Development Block Grant (CDBG) funds, Community Services Grant (CSG) funds, Homeless Services Grant (HSG) funds, and the State Department of Housing Allocation (SDHA) funds.

Meeting held exclusively via teleconference. Zoom Meeting ID will be posted here in advance of the meeting: <https://www.walnutcreek.org/government/public-meeting-agendas-and-boards>

The 2021-2022 Annual Action Plan outlines Walnut Creek's funding plan for the second year of the Contra Costa Consortium's Five-Year Consolidated Plan. The Consolidated Plan is a federally required document which assesses the housing and non-housing community development needs of a community's lower income residents, prioritizes those needs, outlines a five-year strategy for meeting the priority needs, and specifies five-year action/funding plans to address the priority needs. The Contra Costa Consortium, which includes the County and the cities of Walnut Creek, Concord, Pittsburg, and Antioch as participating jurisdictions, prepares the 2021-2022 Contra Costa Consortium Consolidated Plan. The Plan covers the unincorporated area of the county and all of the entitlement jurisdictions. For each year in the five-year period, each participating jurisdiction must adopt, and receive federal approval of, a specific annual Action Funding Plan for the jurisdiction in order to obtain federal funding pursuant to the Community Development Block Grant (CDBG) Program. The purpose of the hearing is for the Council to receive input on the City of Walnut Creek's proposed Action Plan for FY 2021-2022.

In developing the proposed FY 2021-2022 Action Plan, the City's overriding goal has been to utilize funds for the benefit of lower income persons. Activities were funded which met one or more of the housing and community development high priority needs such as: expanding economic opportunities principally for lower income persons; improving, increasing and preserving the supply of affordable housing; ensuring fair housing opportunities; and the continued support of services to seniors, persons with disabilities, abused and neglected children, battered women, persons with HIV/AIDS, homeless persons and other persons in crisis.

To meet these objectives, the City is proposing to utilize the 2021-2022 CDBG funds, estimated at \$425,486. The City of Walnut Creek intends to supplement the CDBG 2021-2022 funding with \$1,100,000 of General Funds in the form of CDBG specifically for public services activities and \$7,000 of General Funds in the form of HSG to address homelessness. The P-HA fund, estimated at \$138,440, also provides funding to assist persons who are experiencing or at risk of homelessness. All activities benefit primarily lower income persons and are consistent with a primary objective of the CDBG program.

**FY 2021-2022 COMMUNITY DEVELOPMENT DRAFT FUNDING PLAN SUMMARY**

RECOMMENDED ALLOCATIONS (in \$)	ANTICIPATED SOURCES OF FUNDS	
Housing Public Facilities	2021-22 CDBG Grant	\$ 241,813
Infrastructure	2021-22 SDG Grant	\$ 10,000
Economic Development	2021-22 HSG Grant	\$ 7,000
Public Services (CDBG)	2021-22 P-HA Grant	\$ 138,440
Public Services (CSG)	2021-22 CDBG Grant	\$ 100,232
Public Services (HSG)	Forward	
Public Services (HHA)		
Administrative Funding		
<b>Total Funds Allocated:</b>	<b>Total Est. Funds Available:</b>	<b>\$ 768,284</b>

The draft FY 21-22 Action Plan lays out scenarios for how to handle increases and decreases in estimates, carry forward unexpended funds, the funding plan also recommends that any additional CDBG may be requested during the calendar year through additional requests for funding, as allocated in the following manner:

Housing Programs / Economic Development / Infrastructure & Public Facilities CDBG Program / Administrative CDBG

The draft FY 2021-22 Action Plan may be reviewed online on the Housing Department's website at <http://www.walnutcreek.org/cdbg>. If these on-line notices are not accepted, a written notice will be provided to the public during the comment period from April 27 through May 3, 2021. Written comments may be submitted to Susan Alexander, City Clerk, at 925-943-8019, ext. 2002, [clerk@walnutcreek.org](mailto:clerk@walnutcreek.org), or by email to [clerk@walnutcreek.org](mailto:clerk@walnutcreek.org) on May 4. Written comments may be made at the May 4, 2021 City Council meeting, or prior to the meeting by email to [PublicComments@walnutcreek.org](mailto:PublicComments@walnutcreek.org). Persons with disabilities requiring assistance in order to attend any of our meetings at this meeting, please contact City Clerk at 925-943-8019 at least 72 hours prior to the meeting.

**OCT 05E3502; Apr. 1, 2021**

## Grantee SF-424's and Certification(s)

### ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009  
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:


1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

Previous Edition Usable

Authorized for Local Reproduction

Standard Form 424D (Rev. 7-97)  
Prescribed by OMB Circular A-102

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Community Development Director
APPLICANT ORGANIZATION City of Walnut Creek	DATE SUBMITTED 5-13-21

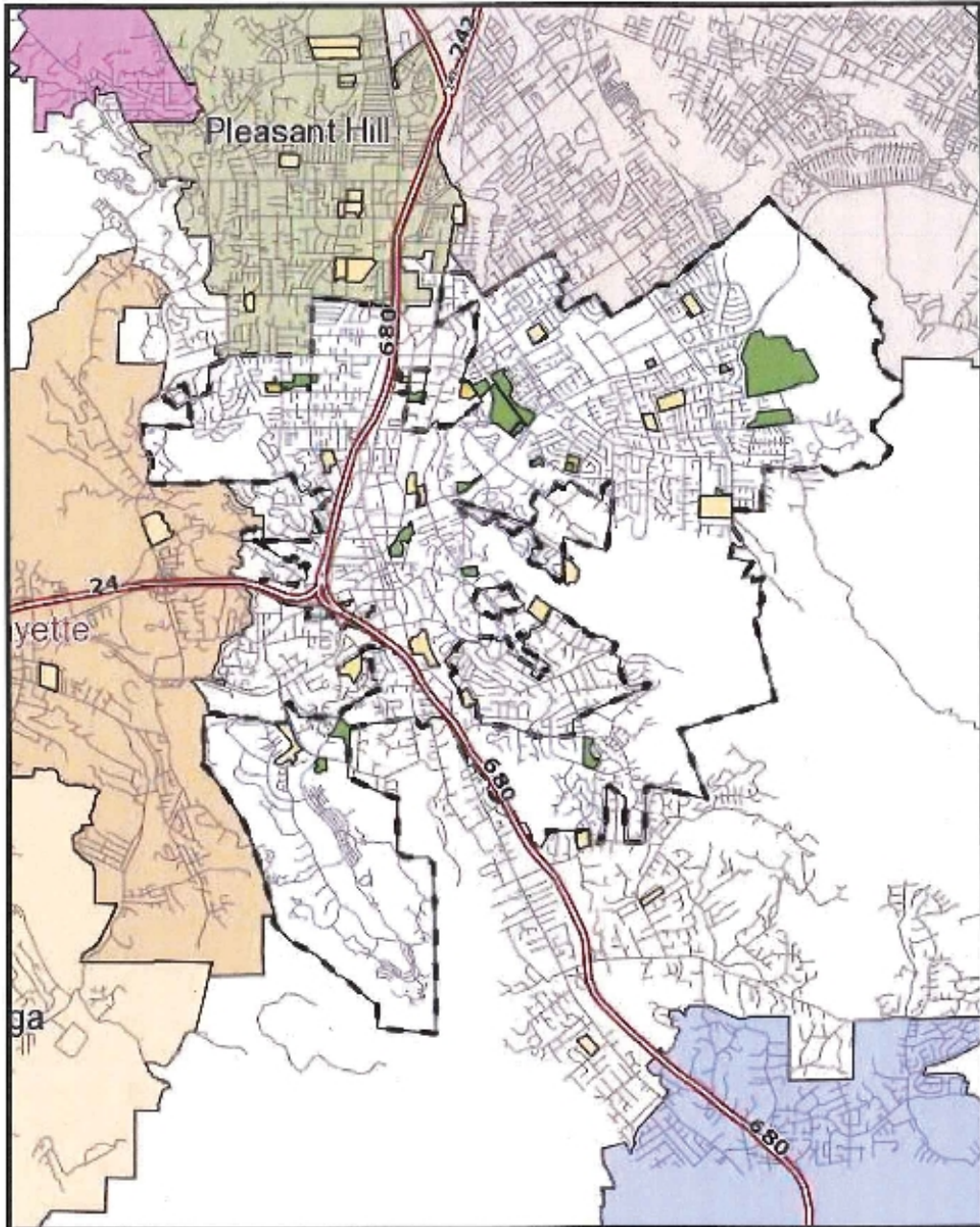
SF-424D (Rev. 7-97) Back

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: 05/21/2021	4. Applicant Identifier: B-21-MC-06-0030	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>	
<b>State Use Only:</b>		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
<b>B. APPLICANT INFORMATION:</b>		
* a. Legal Name: City of Walnut Creek		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 94-6000450	* c. Organizational DUNS: 0716971890000	
<b>d. Address:</b>		
* Street1: 1666 North Main Street	Street2: <input type="text"/>	
* City: Walnut Creek	County/Parish: Contra Costa	
* State: CA: California	Province: <input type="text"/>	
* Country: USA: UNITED STATES	* Zip / Postal Code: 94596-4609	
<b>e. Organizational Unit:</b>		
Department Name: Community Development Dept.	Division Name: Housing Division	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: <input type="text"/>	* First Name: SheriLuna	
Middle Name: <input type="text"/>	* Last Name: Vien	
Suffix: <input type="text"/>	Title: Affordable Housing and Grants Coordinator	
Organizational Affiliation: <input type="text"/>		
* Telephone Number: 925-943-5899 x 2652	Fax Number: <input type="text"/>	
* Email: vien@walnut-creek.org		

Application for Federal Assistance SF-424	
<p><b>* 9. Type of Applicant 1: Select Applicant Type:</b></p> <input type="text" value="C: City or Township Government"/> <p>Type of Applicant 2: Select Applicant Type:</p> <input type="text"/> <p>Type of Applicant 3: Select Applicant Type:</p> <input type="text"/> <p>* Other (specify):</p> <input type="text"/>	
<p><b>* 10. Name of Federal Agency:</b></p> <input type="text" value="Department of Housing and Urban Development"/>	
<p><b>11. Catalog of Federal Domestic Assistance Number:</b></p> <input type="text" value="14-218"/> <p>CFDA Title:</p> <input type="text" value="Community Development Block Grant Program"/>	
<p><b>* 12. Funding Opportunity Number:</b></p> <input type="text" value="B-21-MC-06-0030"/> <p>* Title:</p> <input type="text" value="CDBG"/>	
<p><b>13. Competition Identification Number:</b></p> <input type="text"/> <p>Title:</p> <input type="text"/>	
<p><b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b></p> <input type="text" value="City of Walnut Creek Nap.pdf"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
<p><b>* 15. Descriptive Title of Applicant's Project:</b></p> <input type="text" value="Fiscal Year 2021-22 Annual Action Plan for the City of Walnut Creek"/>	
<p>Attach supporting documents as specified in agency instructions.</p> <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/>	

Application for Federal Assistance SF-424	
<b>16. Congressional Districts Of:</b>	
* a. Applicant	11th * b. Program/Project 11th
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
<b>17. Proposed Project:</b>	
* a. Start Date:	07/01/2021 * b. End Date: 06/30/2022
<b>18. Estimated Funding (\$):</b>	
* a. Federal	345,896.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	345,896.00
<b>* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> .	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
<b>* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)</b>	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
<b>21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)</b>	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
<b>Authorized Representative:</b>	
Prefix:	* First Name: Mark
Middle Name:	
* Last Name:	Wardlaw
Suffix:	
* Title:	Community Development Department Director
* Telephone Number:	925-943-5836 Fax Number:
* Email:	wardlaw@walnut-creek.org
* Signature of Authorized Representative:	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>Mark Wardlaw</b>  <small>Digitally signed by Mark Wardlaw            DN: cn=Mark Wardlaw, o=City of Walnut Creek,            ou=Community Development Director,            email=wardlaw@walnut-creek.org, c=US            Date: 2021.05.13 16:04:43 -0700</small> </div>
	* Date Signed: 5-13-21

City of Walnut Creek



Scale: 1:76479



## CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** --The jurisdiction will affirmatively further fair housing.

**Uniform Relocation Act and Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

**Anti-Lobbying** --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.

Digitally signed by Mark Wardlaw  
DN: cn=Mark Wardlaw, o=City of Walnut Creek,  
ou=City of Walnut Creek, email=mark.wardlaw@cityofwc.com, c=US  
**Mark Wardlaw**  
\_\_\_\_\_  
Signature of Authorized Official  
Community Development Director

5-13-21  
\_\_\_\_\_

Date

Title

City of Walnut Creek Action Plan Certifications – Revised by HUD June 2017 – Page 1 of 4



### Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

**Following a Plan** -- It is following a current consolidated plan that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).
2. **Overall Benefit.** The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2020-2022 (two consecutive years 2020, 2021), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.
3. **Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

City of Walnut Creek Action Plan Certifications – Revised by HUD June 2017 – Page 2 of 4

**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

**Compliance with Anti-discrimination laws** – The grant will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 3000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

**Lead Based Paint** – Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K, and R.

**Compliance with Laws** – It will comply with applicable laws.

**Mark Wardlaw**  
Digitally signed by Mark Wardlaw  
DN: cn=Mark Wardlaw, ou=City of Walnut Creek, ou=Community  
Development Director, email=wardlaw@cityofwalnutcreek.org, c=US  
Date: 2021.05.13 10:00:00 -0700

---

Signature of Authorized Official

5-13-21

Date

Community Development Director

---

Title

## APPENDIX TO CERTIFICATIONS

### INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

#### **Lobbying Certification**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.