



CITY OF
WALNUT
CREEK

2019-2020 ANNUAL ACTION PLAN

Adopted June 4, 2019

SUBSTANTIAL AMENDMENT

- Adopted July 21, 2020 to include CDBG-CV1 funds
- Adopted November 17, 2020 to include CDBG-CV3 funds
- Adopted May 4, 2021 to allocated unused CDBG-CV funds

Amended on July 21, 2020 and November 17, 2020 to include CDBG CARES Act funds to the FY2019/20 Annual Action Plan.

Amended on May 4, 2021 to allocate unused CDBG-CV funds to the designated CORE homeless outreach team.

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 2019-2020 Annual Action Plan covers the fifth of the five program years discussed in the Consolidated Plan.

2. Summarize the objectives and outcomes identified in the Plan

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

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

Affordable Housing

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

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

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

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

Assisting the Homeless

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

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

Non-Housing Community Development

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

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

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

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

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

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

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

Administration

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

3. Evaluation of past performance

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

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

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

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

In the current year (the fourth year of the 2015-2020 Consolidated Plan Period), the City is making progress on its identified goals and has used the 17-18 CAPER to evaluate its past performance. The CAPER and service providers continued showing high levels of need to address homelessness, and the City has made addressing that a priority. The City has partnered with the City of Concord to jointly fund an additional CORE Homeless outreach team split between the two cities, as well as funding a Winter Shelter homeless program at a local Armory.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The 2015-2020 Consolidated Plan outlines the City's priority needs and identifies strategies and funding sources to meet those needs. The consolidated planning process included extensive community outreach, citizen input and consultation with government, non-profit agencies, and other stakeholder groups. Outreach included five community meetings and a widely distributed community survey that was available both online and in print form, and in both Spanish and English. On May 29, 2014, an evening meeting was held at Walnut Creek's assembly hall. More than 30 people attended the in-person meetings, in addition to service providers, and survey hardcopies were collected. Information on the

survey and community meetings was advertised in the paper and sent to over 600 interested parties. Over 500 surveys were returned and tallied. The surveys and community meetings helped identify priorities and goals for the five-year period of the Consolidated Plan. Comments and survey results were included in Appendix A of the County's 2015 Consolidated Plan.

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

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

FY19-20 is a renewal year because it is the third year in our three year funding cycle. Current recipients with good performance submitted renewal applications due February 5, 2019 to request the same level of funding. Applicants were notified by email. HCD held a public meeting on March 5, 2019 to consider funding recommendations and there were no public comments.

In addition, the City issued two NOFAs. The first was issued with the County in the Contra Costa Times on October 16, 2019 requesting IPF applications with a deadline of December 10, 2019. The City and County hosted a kickoff meeting on October 17, 2018. No applications were submitted. The City issued a NOFA on 3/18/19 in the Contra Costa Times for Housing Activities- Rental Housing with a deadline of April 19, 2019 for applications. No applications were submitted.

On May 4, 2019, the City published a 30 day public hearing notice in the Contra Costa Times for the June 4, 2019 City Council public hearing to adopt the Annual Action Plan and accept the Analysis of Impediments to Fair Housing. Two public comments were received during the public hearing portion of the City Council meeting on June 4, 2019.

5. Summary of public comments

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

At the March 5, 2019 HCD meeting, there was no public comment.

During the 30 day public comment period from May 4, 2019- June 4, 2019, no public comments were received by email or phone.

During the City Council public hearing on June 4, 2019, two public comments were received. Jake Rosen, the Project Manager for the RCD/St. Paul's Commons IPF project, made a public comment at the City Council meeting in regards to the Annual Action Plan. He stated the need for additional funding for the ground floor tenant improvements for the project. Pete Bennet, resident, made a public comment regarding his experiences with homeless services.

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

None.

7. Summary

None.

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

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

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

Agency Role	Name	Department/Agency
CDBG Administrator	WALNUT CREEK	Community 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

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

1. Introduction

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

The FY17-18 Annual Action Plan was the first year in the three year program cycle and applications were sought for all eligible activities. Second and third year funds are contingent on fund availability and program performance. FY19-20 is a renewal year because it is the third year in the grant cycle.

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

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

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

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

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

The Walnut Creek Police Department and Housing Division staff are active participants in a local homeless task force, which includes City staff, homeless service providers, the business community, homeless persons, and residents. The purpose of the task force is to address homeless related issues as they arise in the community, and to collaborate efforts to addressing the needs of the homeless.

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

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

The City of Walnut Creek does not receive ESG funds.

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

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Contra Costa County Department of Conservation & Development
	Agency/Group/Organization Type	Other government - County
	What section of the Plan was addressed by Consultation?	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
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Link to the Needs Assessment Survey was sent to subrecipients, and the County's non-profit interested party list.

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

Not applicable.

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

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

Table 3 - Other local / regional / federal planning efforts

Narrative

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

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

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

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

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

Since FY19-20 is a renewal year in the 3 year grant cycle, FY18-19 and FY17-18 funding recipients with good performance applied to receive the same level of funding for FY19-20. The goals of the FY19-20 and FY17-18 Annual Action Plan (AAP) 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 FY19-20 AAP Plan builds on that conducted for the FY17-18 AAP, which included the following:

- 9/6/16: a Notice of Funding Availability/Request for Proposals (NOFA/RFP) for CDBG, HOME, ESG, and HOPWA funds was sent to the County's CDBG "Interested Parties" list.
- 9/5/16: NOFA/RFP notice was posted.
- 10/6/16: Competitive RFP Kickoff meeting held in conjunction with the Consortium at City of Concord's Senior Center, located at 2727 Parkside Circle, Concord, CA. Nearly 100 people representing various non-profit and public agencies attended the Kickoff meeting. The City received 23 applications as a result.
- 3/9/17: HCD Committee held a noticed public hearing to consider the proposed 2017-2018 AAP and expenditure of CDBG and CSG funds.
- 3/27/17: City issued a second RFP for IPF projects.
- 5/23/17: HCD held a noticed public meeting to make funding recommendations for the two applications received.
- 5/30/17: Public hearing notice was published in the Contra Costa Times (CCT) newspaper announcing the public hearing at the CC meeting on 7/5/17 to consider adoption of the 2017-2018 AAP including expenditure of CDBG and CSG grant funds.
- 5/30/17-6/29/17: Draft AAP posted to the City's website and made available at City Hall.
- 6/24/17: Public hearing notice was published in the Contra Costa Times newspaper announcing the public hearing at the CC meeting on July 5, 2017 to consider the approval of an updated CPP.
- 6/24/17-7/4/17: Draft Citizen Participation Plan posted to the City's website and made available at City Hall.
- 7/5/17: CC approved the AAP, Citizen Participation Plan, and a new homeless services fund during a public hearing. 7 speakers gave public comment.

- 10/16/18: County publishes NOFA in Contra Costa Times and to interested parties list, with Walnut Creek's request for applications for IPF category. Deadline to apply was 12/10/19. No applications received.

-10/17/18: County and Walnut Creek host kick-off meeting for NOFA.

-2/5/19: FY19-20 renewal applications due.

-3/05/19: Noticed public meeting of HCD to make FY19-20 funding recommendations.

-3/18/19: The NOFA was published in CCT for Housing Activities - Rental Housing Activities. Deadline for applications is April 19, 2019. No applications received.

-5/4/19: CCT newspaper published notice of 30 day public comment period for Annual Action Plan, Analysis of Impediments, and 6/4/19 public hearing at City Council meeting for approval of the FY19-20 AAP and AI to Fair Housing.

-6/4/19: Held a public hearing where CC adopted the FY19-20 AAP, and accepted the AI to Fair Housing. 2 public comments were made.

-07/21/20 - Public hearing notice was published in the newspaper announcing the CC public hearing on 7/21/20 to consider the FY19-20 AAP Substantial Amendment and the CPP. The draft FY19-20 AAP Substantial Amendment and CPP were posted on the City's website. CC held a public hearing on 07/21/20. 3 public comments were made.

-11/07/20 - Public hearing notice published in the newspaper announcing the public hearing on 11/07/20 to consider the FY19-20 AAP Substantial Amendment. CC held public hearing on 11/17/2020.

-05/04/21 - Public hearing notice published in the newspaper announcing the public hearing on 04/28/21 to consider the FY19-20 AAP Substantial Amendment. CC held public hearing on 05/04/2021.

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	2 members of the public attended HCD meeting on 3/5/19	No comments received		

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
2	Public Hearing	Non-targeted/broad community	City Council public hearing 6/4/19	<p>Jake Rosen, the Project Manager for the RCD/St. Paul's Common IPF project, made a public comment at the City Council meeting in regards to the Annual Action Plan on June 4th, 2019. He stated the need for additional funding for the ground floor tenant improvements. Pete Bennet, resident, made a public comment at the City Council meeting on June 4th, 2019 regarding his experiences with homeless services.</p>		

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	Newspaper Ad	Non-targeted/broad community	Published two different NOFAs in the Contra Costa Times on 10/16/18 and 3/18/19. Two applications begun, but none were completed and submitted.			
4	Newspaper Ad	Non-targeted/broad community	Public Hearing notice 30 day public comment period published in Contra Costa Times on 5/4/19.	No comments were received by email or phone.		
5	Internet Outreach	Non-targeted/broad community	Draft Annual Action Plan and Analysis of Impediments to Fair Housing posted to City's website.			www.walnut-creek.org/housing

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
6	Public Hearing	Non-targeted/broad community	City Council public hearing 07/21/2020	On July 21st, 2020, Lucas Carbone, Michael Samson, and Joshua Ferrer made a public comment at the City Council meeting urging City Council to adopt the City's own eviction moratorium. Michael Samson and Joshua Ferrer provided feedback about listening to young community members.		
7	Public Hearing	Non-targeted/broad community	Public Hearing notice minimum of 5 day public comment period published in Contra Costa Times on 07/15/2020.	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)
8	Internet Outreach	Non-targeted/broad community	Draft FY19-20 Annual Action Plan Substantial Amendment and Citizen Participation Plan posted to the City's website on 07/15/2020.			
9	Public Hearing	Non-targeted/broad community	City Council public hearing 11/17/2020	During the November 17, 2020 City Council meeting, five citizens (Deena L; Ria Hernandez; Alex Werth with East Bay Housing Organization (EBHO); Ronnie Boyd, EBHO; Katherine Walley; and Luke Carbone) provided oral public comments urging for more legal assistance and defense with CDBG-CV3 funds.		

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)
10	Internet Outreach	Non-targeted/broad community	Draft FY19-20 Annual Action Plan Substantial Amendment to include additional CDBG-CV posted to the City's website on 11/07/20.			
11	Newspaper Ad	Non-targeted/broad community	Public Hearing notice minimum of 5-day public comment period published in Contra Costa Times on 11/07/20.	The City also received multiple public comments via email which are attached to this page, urging City Council to allocate CV3 funds to legal assistance defense.		
12	Newspaper Ad	Non-targeted/broad community	Public Hearing notice minimum of 5-day public comment period published in Contra Costa Times on 04/28/21.	No public comments received.		

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
13	Newspaper Ad	Non-targeted/broad community	Draft FY19-20 Annual Action Plan Substantial Amendment to allocate unused CDBG-CV funds posted to the City's website on 04/28/21.	No public comments received.		
14	Public Meeting	Non-targeted/broad community	City Council public meeting 05/04/21	No public comments received.		

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

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

For the FY19-20 program year, the anticipated uses of CDBG funds based on actual allocations include the following:

\$120,000 for the City's Home Rehabilitation Loan and Emergency Grant program

\$52,958.32 for public services;

\$40,000 for economic development activities;

\$78,048.40 for program administration, with the ability to fund up to the 20% cap if additional program income is received;

\$354,114.29 for the category of Infrastructure and Public Facilities projects/ Housing Rehabilitation/ Affordable Rental Housing Rehabilitation/ Acquisition.

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:

- **Home Rehabilitation Loan and Emergency Grant Program.** Based on spending so far, staff recommends that the Home Rehab Program be allocated \$120,000 for the next fiscal year, with the ability to increase funding up to \$160,000 if the program develops a significant pipeline of projects in FY19-20.

- **Additional Program Income or Higher Carry Forward.** \$89,978 of program income and \$94,879.01 of carry forward is estimated for FY19-20. If more program income or carry forward is received than expected, 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 CORE Walnut Creek/Concord program up to the total program cost of \$88,472. Any additional funds up to \$160,000 received should go to Home Rehab Program. Put additional funds toward the categories of Infrastructure and Public Facilities and Housing categories (Housing Rehabilitation, Affordable Rental Housing Rehabilitation, and Acquisition), with up to \$164,114 maximum available to Resources for Community Development/ St. Paul's project for additional tenant improvements to the ground floor at St. Paul's Commons to host future homeless services. Consider issuing a NOFA if needed.
- **Less Program Income or Carry Forward.** If less program income or carry forward is received, staff recommends the following priorities:
- Reduce administration funds according to the cap formula. Any decrease in Public Services funds for CBDG come out of the CORE Walnut Creek/Concord program. Any additional decreases in funding would then be taken out of the Home Rehabilitation program.

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

The Community Development Block Grant Coronavirus (CDBG-CV) funds shall be fully allocated, but in cases where CDBG-CV round 1 and 3 funds are not needed to address COVID at the levels allocated, the funds shall be used for the following priority:

- Program Administration. Fund up to 20% of the program administration cap.
- Housing (Rent or Mortgage) and Utility Assistance. Additional funds may go to SHELTER, Inc. to administer the program.
- Senior Programming. Funds may be allocated up to another \$41,320 for a second year of the City's COVID-19 Senior Programming.

Anticipated Resources

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

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	300,264	89,978	94,879	485,121	485,121	Entitlement Funds from the CDBG Program, and program income through loan repayments.
General Fund	public - local	Admin and Planning Housing Public Services	637,514	0	0	637,514	637,514	General fund for Community Service Grant Program (\$100,000), CORE Outreach WC team (\$69,513.68), Winter Shelter (\$100,000), Program Administration (\$288,000) and Crisis Counselor Program (\$80,000).
Housing Trust Fund	public - local	Acquisition Housing	5,000,000	0	0	5,000,000	5,000,000	Housing Impact Fees and Commercial Linkage Fees
Other	public - federal	Other	640,393	0	0	640,393	0	CDBG-CV funds to be used to prevent, prepare for and response to the coronavirus.
Other	public - local	Admin and Planning Housing	474,294	0	0	474,294	474,294	Housing Impact Fees (less than 10% for administration)

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - local	Admin and Planning Housing Public Services	400,000	0	0	400,000	400,000	Loan Repayments to the Housing Successor Agency through the First Time Homebuyer Downpayment Assistance Program and Residual Rent Receipts.

Table 5 - Expected Resources – Priority Table

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

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

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

Not applicable.

Discussion

Unallocated/Carryforward Funds. The Community Development Block Grant Coronavirus (CDBG-CV) funds shall be fully allocated, but in cases where CDBG-CV round 1 and 3 funds are not needed to address COVID at the levels allocated, the funds shall be used for the following priority:

- **Program Administration.** Fund up to 20% of the program administration cap.
- **Housing (Rent or Mortgage) and Utility Assistance.** Additional funds may go to SHELTER, Inc. to administer the program.
- **Senior Programming.** Funds may be allocated up to another \$41,320 for a second year of the City's COVID-19 Senior Programming.

Annual Goals and Objectives

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

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	AH-1: New Construction of Affordable Housing	2015	2020	Affordable Housing	City Wide	Affordable Housing	Housing Trust Fund: \$5,000,000 Housing Successor Agency: \$400,000	Rental units constructed: 1 Household Housing Unit
2	AH-2: Homeownership Opportunities	2015	2020	Affordable Housing	City Wide	Affordable Housing	Impact Fees: \$474,294	Direct Financial Assistance to Homebuyers: 3 Households Assisted
3	AH-3: Maintain and Preserve Affordable Housing	2015	2020	Affordable Housing	City Wide	Affordable Housing	CDBG: \$120,000	Homeowner Housing Rehabilitated: 6 Household Housing Unit
4	H-1: Shelter for Homeless Population	2015	2020	Homeless	City Wide	Affordable Housing Homelessness Prevention	CDBG: \$6,000 General Fund: \$100,000	Overnight/Emergency Shelter/Transitional Housing Beds added: 58 Beds
5	H-2: Services for Homeless (Non-Shelter Related)	2015	2020	Homeless	City Wide	Homelessness Prevention Non-Housing Community Development	CDBG: \$23,958 General Fund: \$91,514	Public service activities other than Low/Moderate Income Housing Benefit: 170 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	CD-1: General Public Services	2015	2020	Non-Housing Community Development	City Wide	Non-Housing Community Development	CDBG: \$10,000 General Fund: \$30,500	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 895 Persons Assisted
7	CD-2: Senior Services	2015	2020	Non-Housing Community Development	City Wide	Non-Housing Community Development	CDBG: \$7,000 General Fund: \$33,500	Public service activities other than Low/Moderate Income Housing Benefit: 635 Persons Assisted
8	CD-3: Youth Services	2015	2020	Non-Housing Community Development	City Wide	Non-Housing Community Development	General Fund: \$80,000	Public service activities other than Low/Moderate Income Housing Benefit: 600 Persons Assisted
9	CD-4: Non-Homeless Special Needs	2015	2020	Non-Homeless Special Needs	City Wide	Non-Housing Community Development	General Fund: \$14,000	Public service activities other than Low/Moderate Income Housing Benefit: 73 Persons Assisted
10	CD-5: Fair Housing	2015	2020	Non-Homeless Special Needs	City Wide	Non-Housing Community Development	CDBG: \$6,000	Public service activities other than Low/Moderate Income Housing Benefit: 15 Persons Assisted
11	CD-6: Economic Development	2015	2020	Non-Housing Community Development	City Wide	Non-Housing Community Development	CDBG: \$40,000	Businesses assisted: 25 Businesses Assisted
12	CD-7: Public Facility, Infrastructure & Access	2015	2020	Non-Housing Community Development	City Wide	Non-Housing Community Development	CDBG: \$30,000	Public service activities other than Low/Moderate Income Housing Benefit: 80 Persons Assisted
13	CD-8: Administration	2015	2020	Administration	City Wide	Administration	CDBG: \$78,048 General Fund: \$288,000	Other: 1 Other

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	AH-1: New Construction of Affordable Housing
	Goal Description	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. The City does not yet have a project designated for this funding, but has entered a goal of 1 because IDIS requires a goal.
2	Goal Name	AH-2: Homeownership Opportunities
	Goal Description	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	Goal Name	AH-3: Maintain and Preserve Affordable Housing
	Goal Description	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	Goal Name	H-1: Shelter for Homeless Population
	Goal Description	Funding for overnight emergency shelters for homeless individuals and families.
5	Goal Name	H-2: Services for Homeless (Non-Shelter Related)
	Goal Description	Funding for daytime drop in center, outreach programs and homeless prevention services.

6	Goal Name	CD-1: General Public Services
	Goal Description	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.
7	Goal Name	CD-2: Senior Services
	Goal Description	Funding for organizations that provide critical services to seniors and frail elderly including case management, legal services, and food provision.
8	Goal Name	CD-3: Youth Services
	Goal Description	Fund programs that provide services ensuring the well being and safety of children and youth.
9	Goal Name	CD-4: Non-Homeless Special Needs
	Goal Description	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.
10	Goal Name	CD-5: Fair Housing
	Goal Description	Funding for HUD certified fair housing providers.
11	Goal Name	CD-6: Economic Development
	Goal Description	Funding to assist low income individuals and business owners to start a new microenterprise, or expand existing businesses.
12	Goal Name	CD-7: Public Facility, Infrastructure & Access
	Goal Description	Funding to support accessibility upgrades to public facilities.

13	Goal Name	CD-8: Administration
	Goal Description	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 2016, the Contra Costa Consortium issued an RFP requesting applications for the 2017-2020 Grant Cycle. Walnut Creek received 23 applications for the CDBG and CSG programs and an internal request for program administration funds. On March 9, 2017, the Council Housing and Community Development Committee (HCD) held a public hearing to consider the applications. On March 27, the City issued a second RFP for remaining funds and on May 23, the Council Housing and Community Development Committee held a public meeting to review two applications for Infrastructure and Public Facilities projects and make funding recommendations. On July 5, City Council approved the FY17-18 Annual Action Plan. Because this is a renewal year, subrecipients reapplied for the same level of funding in February 2019. HCD held a public meeting on March 5, 2019 to consider the applications. Following a 30 day public comment period, Council approved the FY19-20 Annual Action Plan on June 4, 2019.

With a recommended \$100,000 for the CSG program, \$300,264 for the CDBG allocation, \$94,879 estimated in carry forward, and up to \$89,978 expected in Program Income, there is an estimated \$585,121 in CDBG and CSG funds available. This includes \$152,958 available for public services (CSG and CDBG); \$78,048 for program administration; and \$354,114 for Economic Development, Public Facility and Infrastructure, and Housing activities. There is also \$200,000 available from the Homeless Services Fund for homeless services, and \$169,514 recommended for homeless services from the Homeless Services Fund.

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

#	Project Name
1	Contra Costa Legal Services
2	Monument Crisis Center
3	Workforce Development Board of Contra Costa County
4	ECHO Housing - Tenant Landlord
5	ECHO Housing - Fair Housing
6	Contra Costa Crisis Center - Crisis Line
7	STAND! For Families Free of Violence - Crisis Line
8	Ombudsman Services of Contra Costa
9	Senior Outreach Services - Meals on Wheels
10	Senior Outreach Services - Care Management
11	Trinity Center - General Operating Support
12	Lions Center for the Visually Impaired - Independent Living
13	Rainbow Community Center
14	Community Violence Solutions

#	Project Name
15	Trinity Center - Winter Evening Program
16	Program Administration
17	COCOKids
18	Home Rehabilitation Loan Program
19	CORE Homeless Outreach
20	General Fund Public Services and Administration
21	Housing Trust Fund
22	Other Impact Fees
23	Contra Costa County Homeless Program
24	St. Paul's Commons Tenant Improvements (Trinity Center)
25	Housing/ IPF/ Acquisition
26	CV- St. Vincent de Paul: Emergency Rental and Utility Assistance
27	CV- SHELTER, Inc. Emergency Rental and Utility Assistance
28	CV- Trinity Center: Safe Parking Prevention of COVID-19
29	CV - Walnut Creek Senior Center: COVID-19 Senior Programming
30	CV - Program Administration
31	CV - Trinity Center: Winter Evening Program
32	CV - Trinity Center: General Operating Support
33	CV- ECHO Housing: Tenant/Landlord Services
34	CV- CORE Homeless Outreach

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 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. In 2017, the City also created a \$200,000 Homeless Services Fund to supplement homeless services programs. The local Homeless Task Force has identified a need for a Safe Parking Program for those who are homeless and living in their vehicles, and the City's Housing and Community Development Committee recommended some seed funding for the program. The City Council reviewed the Safe Parking Program funding request separately on May 21, 2019, and approved

\$50,000 in seed funding. The Safe Parking Program will need additional approvals and permits through the Planning Commission in the future.

AP-38 Project Summary
Project Summary Information

1	Project Name	Contra Costa Legal Services
	Target Area	City Wide
	Goals Supported	CD-2: Senior Services
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$7,000
	Description	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.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	75 seniors.
	Location Description	
	Planned Activities	Provide on-site food distribution, direct referrals to shelter, referrals and workshops for financial assistance, basic employment workshop, and legal and crisis support services.
2	Project Name	Monument Crisis Center
	Target Area	City Wide
	Goals Supported	CD-1: General Public Services
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$4,500 General Fund: \$9,000
	Description	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.
	Target Date	6/30/2020

	Estimate the number and type of families that will benefit from the proposed activities	180 low-income individuals.
	Location Description	
	Planned Activities	Provide on-site food distribution, direct referrals to shelter, referrals and workshops for financial assistance, basic employment workshop, and legal and crisis support services.
3	Project Name	Workforce Development Board of Contra Costa County
	Target Area	City Wide
	Goals Supported	CD-6: Economic Development
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$15,000
	Description	18C - LMC. Create and retain jobs for low to moderate-income people through self-employment or micro-enterprise businesses expansion. Provides training and one-on-one business management consulting.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	10 businesses assisted.
	Location Description	
	Planned Activities	The Small Business Development Center (SBDC) delivers group training and individualized advising to support low-to-moderate income individuals achieving self-sufficiency by starting and/or growing micro-enterprises. The project, utilizing matching SBA funds, also supports the creation of additional employment opportunities in key sectors by delivering services focused on accessing capital, securing certifications/procurement contracts, exporting and increasing sales.
4	Project Name	ECHO Housing - Tenant Landlord
	Target Area	City Wide
	Goals Supported	CD-1: General Public Services
	Needs Addressed	Non-Housing Community Development

	Funding	CDBG: \$5,500
	Description	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.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	75 low-income persons.
	Location Description	
	Planned Activities	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.
5	Project Name	ECHO Housing - Fair Housing
	Target Area	City Wide
	Goals Supported	CD-5: Fair Housing
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$6,000
	Description	5J - LMC. To provide Federal and State Fair Housing Law information, counseling, investigation, mediation and educational training services.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	15 low-income persons.
	Location Description	

	Planned Activities	ECHO Housing is a HUD-approved housing counseling agency, and satisfies the HUD definition of Fair Housing Enforcement Organization (FHO) and Qualified Fair Housing Enforcement Organization (QFHO). ECHO will affirmatively further fair housing by addressing discrimination in Concord and Walnut Creek; assist and educate residents who allege discrimination, conduct a systemic audit to uncover hidden discrimination, and provide training to owners and managers.
6	Project Name	Contra Costa Crisis Center - Crisis Line
	Target Area	City Wide
	Goals Supported	CD-1: General Public Services
	Needs Addressed	Non-Housing Community Development
	Funding	General Fund: \$9,500
	Description	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.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	600 low-income persons.
	Location Description	
	Planned Activities	Provide 24-hour crisis line services through two crisis line programs: Crisis Intervention Service and 211 Information and Referral Service.
7	Project Name	STAND! For Families Free of Violence - Crisis Line
	Target Area	City Wide
	Goals Supported	CD-4: Non-Homeless Special Needs

	Needs Addressed	Non-Housing Community Development
	Funding	General Fund: \$6,500
	Description	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.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	52 low-income persons, such as victims of domestic violence.
	Location Description	
	Planned Activities	Provide 24-hour crisis line services.
8	Project Name	Ombudsman Services of Contra Costa
	Target Area	City Wide
	Goals Supported	CD-2: Senior Services
	Needs Addressed	Non-Housing Community Development
	Funding	General Fund: \$8,500
	Description	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.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	250 low-income seniors.

	Location Description	
	Planned Activities	Investigate abuse and ensure that long-term care facilities are in compliance with Title 22 California Code of Regulations.
9	Project Name	Senior Outreach Services - Meals on Wheels
	Target Area	City Wide
	Goals Supported	CD-2: Senior Services
	Needs Addressed	Non-Housing Community Development
	Funding	General Fund: \$18,000
	Description	Not funded through CDBG. Meals On Wheels delivers nutritious meals to all frail, home bound seniors living in Contra Costa County and to help them to live at home in safety, in comfort, and with dignity for as long as they can. Clients are over 60, home bound, and are unable to shop and/or prepare meals for themselves. Seniors benefit from daily health and wellness checks from volunteer drivers and ongoing client monitoring through in-home visits by outreach workers.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	230 low-income seniors.
	Location Description	
	Planned Activities	Deliver nutritious meals to home bound seniors.
10	Project Name	Senior Outreach Services - Care Management
	Target Area	City Wide
	Goals Supported	CD-2: Senior Services
	Needs Addressed	Non-Housing Community Development
	Funding	General Fund: \$7,000

	Description	Not funded through CDBG. The Care Management Program provides an array of services geared to help older adults and their families meet long-term care needs. Care Managers assist seniors to resolve critical issues affecting their health and wellness while aiming to help them live as independently as possible. Our bilingual care management professionals are trained in gerontology, social work, or counseling, and have decades of experience in the field. One Care Manager is a certified HUD Specialist. Their knowledge and the sensitivity to seniors needs make them uniquely effective advocates for seniors in need.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	80 low-income seniors.
	Location Description	
	Planned Activities	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.
11	Project Name	Trinity Center - General Operating Support
	Target Area	City Wide
	Goals Supported	H-2: Services for Homeless (Non-Shelter Related)
	Needs Addressed	Non-Housing Community Development
	Funding	General Fund: \$10,000
	Description	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.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	80 homeless persons.

	Location Description	
	Planned Activities	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.
12	Project Name	Lions Center for the Visually Impaired - Independent Living
	Target Area	City Wide
	Goals Supported	CD-4: Non-Homeless Special Needs
	Needs Addressed	Non-Housing Community Development
	Funding	General Fund: \$7,500
	Description	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.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	21 visually impaired persons.
	Location Description	
	Planned Activities	Provide in-home independent living skills instruction and training.
13	Project Name	Rainbow Community Center
	Target Area	City Wide
	Goals Supported	CD-1: General Public Services
	Needs Addressed	Non-Housing Community Development
	Funding	General Fund: \$7,000
	Description	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.
	Target Date	6/30/2020

	Estimate the number and type of families that will benefit from the proposed activities	30 LGBT persons or persons with HIV/AIDS.
	Location Description	
	Planned Activities	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.
14	Project Name	Community Violence Solutions
	Target Area	City Wide
	Goals Supported	CD-1: General Public Services
	Needs Addressed	Non-Housing Community Development
	Funding	General Fund: \$5,000
	Description	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.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	10 children that are victims of abuse.
	Location Description	
	Planned Activities	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.
15	Project Name	Trinity Center - Winter Evening Program
	Target Area	City Wide
	Goals Supported	H-1: Shelter for Homeless Population

	Needs Addressed	Non-Housing Community Development
	Funding	General Fund: \$100,000
	Description	Trinity Center will administer a temporary evening shelter in the Walnut Creek Armory for a 4 month period during the winter months.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	50 homeless individuals.
	Location Description	
	Planned Activities	The shelter will be a service-rich program to provide overnight shelter services to up to 50 homeless persons. The program will work to find transitional or permanent housing and employment for participants
16	Project Name	Program Administration
	Target Area	City Wide
	Goals Supported	CD-8: Administration
	Needs Addressed	Administration
	Funding	CDBG: \$78,048
	Description	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.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Administration benefits all programs.
	Location Description	
	Planned Activities	
17	Project Name	COCOKids
	Target Area	City Wide
	Goals Supported	CD-6: Economic Development

	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$25,000
	Description	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.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	15 low-income residents starting or maintaining a small business.
	Location Description	
	Planned Activities	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.
18	Project Name	Home Rehabilitation Loan Program
	Target Area	City Wide
	Goals Supported	AH-3: Maintain and Preserve Affordable Housing
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$120,000
	Description	14A - LMH. The City of Walnut Creek's Home Rehabilitation Loan and Emergency Grant Program provides low-interest loans and emergency grants to low-income Walnut Creek households in need of home repairs. The program prioritizes health and safety hazards, but also provides loans for energy efficiency upgrades and common repairs.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	A maximum of 6 low-income households if only grants are distributed.

	Location Description	
	Planned Activities	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.
19	Project Name	CORE Homeless Outreach
	Target Area	City Wide
	Goals Supported	H-2: Services for Homeless (Non-Shelter Related)
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$23,958 General Fund: \$81,514
	Description	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.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	20 homeless individuals from the County-wide CORE team, with 50 additional homeless individuals served by the second CORE outreach team focusing only on Walnut Creek and Concord, with funding from Concord.
	Location Description	
	Planned Activities	The outreach teams will contact homeless individuals to provide basic needs supplies, counseling, benefits assistance, linkages to healthcare, shelter placement, and referrals and transportation to C.A.R.E. Centers. The County-wide CORE team receives \$5,000 in CDBG and \$12,000 in CSG funds and the Walnut Creek/Concord CORE team receives \$18,958 in CDBG and \$69,514 in General Fund monies from the Homeless Services Fund.
20	Project Name	General Fund Public Services and Administration
	Target Area	City Wide
	Goals Supported	CD-3: Youth Services CD-8: Administration

	Needs Addressed	Non-Housing Community Development
	Funding	General Fund: \$368,000
	Description	Not funded through CDBG. General Fund provides Crisis Counselors (\$80,000) and program administration (\$208,761) by providing salary and benefits to 1.30 FTE staff. The General Fund also funds Community Service Grants, but these projects are highlighted individually elsewhere. The second CORE Homeless Outreach team dedicated to Walnut Creek/Concord receives up to \$69,514 in General Fund monies, which is included in that project. The funding for the Winter Shelter (\$100,000) shows up for that individual project.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	600 youth at local schools benefit from the crisis counselors. Administration supports the crisis counselors, CSG, and HSF grant programs, and all of the affordable housing programs.
	Location Description	
	Planned Activities	Administrate grants for public services, including crisis counselors at schools (\$80,000). Administration of all of the affordable housing programs. Administration costs help to support salary and benefits fro 1.30 FTE staff positions.
21	Project Name	Housing Trust Fund
	Target Area	City Wide
	Goals Supported	AH-1: New Construction of Affordable Housing
	Needs Addressed	Affordable Housing
	Funding	Housing Trust Fund: \$5,000,000
	Description	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.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	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.

	Location Description	
	Planned Activities	The Housing Trust Fund is funded primarily with Housing Impact Fees.
22	Project Name	Other Impact Fees
	Target Area	City Wide
	Goals Supported	AH-2: Homeownership Opportunities
	Needs Addressed	Affordable Housing
	Funding	Impact Fees: \$474,294
	Description	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.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Downpayment assistance for moderate income homebuyers. We anticipate completing 3 loans in the program year.
	Location Description	
	Planned Activities	The majority of the housing impact fees are set aside in a Housing Trust Fund for new construction/acquisition, but a small percentage is set aside to support other affordable housing programs. Currently, those fees are used to support the City's First Time Homebuyer Downpayment Assistance Program, which provides deferred second mortgages to low- and moderate- income homebuyers. The City anticipates funding 3-6 loans during the program year.
23	Project Name	Contra Costa County Homeless Program
	Target Area	City Wide
	Goals Supported	H-1: Shelter for Homeless Population
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$6,000
	Description	3T - LMC. Provides critical services to homeless individuals seeking emergency shelter at the single adult shelter in Concord. Provides meals, shelter, case management, telephone, vocational services, health care and substance abuse services, and one on one case management services.
	Target Date	6/30/2020

	Estimate the number and type of families that will benefit from the proposed activities	20 homeless persons.
	Location Description	
	Planned Activities	This is a 24-hour emergency shelter program that provides wrap-around services to assist persons in finding appropriate long-term housing. The interim housing program is located in two facilities (in the Cities of Richmond and Concord) and serves consumers from all over the County. The program has a combined capacity to serve 167 homeless men and women and provides case management, housing and benefits assistance, meals, laundry facilities, healthcare, mental health services and substance abuse treatment to residents. Residents can stay at the shelter up to 120-days.
24	Project Name	St. Paul's Commons Tenant Improvements (Trinity Center)
	Target Area	City Wide
	Goals Supported	CD-7: Public Facility, Infrastructure & Access
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$30,000
	Description	3C - LMC. This will add additional funding to the new construction public facility project by Resources for Community Development and St. Paul's. The ground floor community center, which will host the Trinity Center, of the St. Paul's Commons project will use the funding for tenant improvements. The Trinity Center serves the homeless community by providing meals, showers, services, and more. 45 affordable housing units will be built above the ground floor. The City will use CDBG funding to fund the construction and/or architectural and engineering work for the community center (to host the Trinity Center's homeless services program), not the affordable housing units above.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	80 homeless individuals.
	Location Description	1924 Trinity Avenue, Walnut Creek, 94596

	Planned Activities	The City will use CDBG funding to fund the construction and/or architectural and engineering work for the community center (to host the Trinity Center's homeless services program), not the affordable housing units above. The initial construction budget for this project had to be severely limited in scope in order to close before the 9% tax readiness deadline. As a result, the project initially included lower grade construction materials for countertops, waterproofing in shower rooms, and a lower administration estimate. With this additional funding, the project will upgrade from plastic laminate countertops to higher grade and more solid surface countertops (\$12,000). They would enhance waterproofing under the tiles in the showers to better protect the subfloor (\$11,000). In addition, the construction timeline has extended from beyond the initial 12 month estimate due to subcontractor labor shortages and utility delays and so an increase in administration costs is also proposed (\$7,000). Should the be additional needs identified during the construction process, this project could receive up to \$164,114 in additional CDBG funds.
25	Project Name	Housing/ IPF/ Acquisition
	Target Area	City Wide
	Goals Supported	AH-1: New Construction of Affordable Housing AH-3: Maintain and Preserve Affordable Housing CD-7: Public Facility, Infrastructure & Access
	Needs Addressed	Affordable Housing Non-Housing Community Development
	Funding	CDBG: \$164,115
	Description	Funding will support activities in the Housing category, such as Acquisition, Affordable Rental Housing Rehabilitation, or Home Rehabilitation. Funds may also support activities in the Infrastructure and Public Facilities category.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	These funds are currently unallocated, but IDIS requires a goal and outcome so 1 has been entered next to Other.
	Location Description	
	Planned Activities	These funds are currently unallocated.

26	Project Name	CV- St. Vincent de Paul: Emergency Rental and Utility Assistance
	Target Area	City Wide
	Goals Supported	CD-1: General Public Services
	Needs Addressed	Homelessness Prevention
	Funding	:
	Description	05Q - LMC. Provide vulnerable persons in Walnut Creek with temporary financial assistance at a time of increased need due to the COVID-19 pandemic.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	St. Vincent de Paul will serve vulnerable Walnut Creek residents with temporary financial assistance who have an increased need due to the COVID-19 pandemic. Checks will be provided for emergency housing (rent and mortgage) and utility costs. Collaboration with other community resources will be implemented to provide further assistance as needed.
27	Project Name	CV- SHELTER, Inc. Emergency Rental and Utility Assistance
	Target Area	City Wide
	Goals Supported	CD-1: General Public Services
	Needs Addressed	Homelessness Prevention
	Funding	CDBG-CV: \$342,465
	Description	05Q - LMC. Provide 137 vulnerable persons, or 46 households, in Walnut Creek with temporary financial assistance at a time of increased need due to the COVID-19 pandemic.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	137 low- and moderate-income persons (46 households).

	Location Description	
	Planned Activities	SHELTER, Inc. will serve vulnerable Walnut Creek residents with temporary financial assistance who have an increased need due to the COVID-19 pandemic. Checks will be provided for housing (rent and mortgage) and utility costs. Collaboration with other community resources will be implemented to provide further assistance as needed.
28	Project Name	CV- Trinity Center: Safe Parking Prevention of COVID-19
	Target Area	City Wide
	Goals Supported	H-1: Shelter for Homeless Population
	Needs Addressed	Homelessness Prevention
	Funding	:
	Description	O3T - LMC. Trinity Center will administer the safe parking program as well as provide supportive services for people who are living in their vehicles during COVID-19. A vehicle allows people to access resources, look for employment, perform their job duties, and/or get to and from school. The vehicle serves as a shelter and allows individuals to shelter-in-place without interacting with others.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	15 homeless persons.
	Location Description	
	Planned Activities	<p>This program is designed for adults using their vehicles as housing, and it is especially essential during the coronavirus pandemic where many individuals are unable to find a safe place to sleep at night. The Safe Parking Program operated by Trinity Center provides a safe, socially distanced parking environment as well as supportive services for people who are living in their vehicles. There are up to 10 parking spots per night and participants will have access to a restroom facility. Under the Conditional Use Permit, Trinity Center must hire a security to maintain the safety and order of the program. Funds will primarily be used to pay for the security guard and personnel cost to operate the program.</p> <p>Program came to an end in June 2020. CV3 funds allocated to this program has been re-allocated through another Substantial Amendment.</p>

29	Project Name	CV - Walnut Creek Senior Center: COVID-19 Senior Programming
	Target Area	City Wide
	Goals Supported	CD-2: Senior Services
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG-CV: \$41,320
	Description	05A - LMC. The Walnut Creek Senior Center formed the Senior Care Program to provide direct services to seniors during COVID-19, including staffing a senior resource hotline 7 days a week, coordinating volunteer for food and household necessities delivery, and performing senior wellness calls.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	450 seniors.
	Location Description	
	Planned Activities	The Walnut Creek Senior Center formed the Senior Care Program to provide direct services to seniors during COVID-19, including staffing a senior resource hotline 7 days a week, coordinating volunteer for food and household necessities delivery, and performing senior wellness calls. The center also programs to help combat social isolation and promote mental wellness.
30	Project Name	CV - Program Administration
	Target Area	City Wide
	Goals Supported	CD-8: Administration
	Needs Addressed	Administration
	Funding	CDBG-CV: \$88,078
	Description	21A. Covers salaries, benefits, training and general administrative costs associated with the management of the CDBG-CV program. Up to 20 percent of the CDBG-CV allocation will be used for Program Administration.
	Target Date	6/30/2021

	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Administration benefits all programs.
31	Project Name	CV - Trinity Center: Winter Evening Program
	Target Area	City Wide
	Goals Supported	H-1: Shelter for Homeless Population
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG-CV: \$42,540
	Description	03T - LMC. Trinity Center will administer a temporary evening shelter in the Walnut Creek Armory for a 4 month period during the winter months. Funds will cover COVID-19 related costs for personnel and non-personnel items.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	38 homeless individuals.
	Location Description	
	Planned Activities	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. The number of persons served will not increase with the additional fund. Funds will cover the funding gap related to COVID-19.
32	Project Name	CV - Trinity Center: General Operating Support
	Target Area	City Wide
	Goals Supported	H-2: Services for Homeless (Non-Shelter Related)
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG-CV: \$17,285

	Description	03T - LMC. 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.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	100 homeless persons.
	Location Description	
	Planned Activities	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. The # of persons served will not increase with the additional fund. Funds will cover COVID related including personal protective equipment (PPE), launder for staff, and cleaning supplies/costs.
33	Project Name	CV- ECHO Housing: Tenant/Landlord Services
	Target Area	City Wide
	Goals Supported	CD-1: General Public Services
	Needs Addressed	Homelessness Prevention
	Funding	CDBG-CV: \$78,926
	Description	5K - LMC. To prevent evictions by education the public and callers as to their housing rights and responsibilities, to provide legal assistance to low-income households facing eviction, to resolve conflict between residents and their landlords and to help callers get and keep their homes during COVID-19 by enabling them to exercise their housing rights. Funds will be used to host a COVID-19 protection webinar and hire an attorney to provide legal assistance to low-income households.
	Target Date	6/30/2021

	Estimate the number and type of families that will benefit from the proposed activities	100 low-income persons.
	Location Description	
	Planned Activities	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, legal assistance for households facing eviction, conducting housing clinics and community presentations.
34	Project Name	CV- CORE Homeless Outreach
	Target Area	City Wide
	Goals Supported	H-2: Services for Homeless (Non-Shelter Related)
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$29,779
	Description	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. The CORE team also reported on their service response to the COVID-19 pandemic, which includes: 1) delivering taxi vouchers to people living in shelters when transportation was needed to quarantine sites, 2) delivering tents to people required to self-quarantine while living outdoors, 3) delivering care packages and supplies to the unsheltered population who have been unable to access food and water sources, 4) placing people in hotel rooms or housing as required during emergency operations, and 5) providing education to the unsheltered population on prevention and proper hygiene.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	50 additional homeless individuals served by the second CORE outreach team focusing only on Walnut Creek in FY21-22.

	Location Description	
	Planned Activities	<p>In FY21-22, the City will contract from a part-time to a full-time designated CORE team in order to address the impacts of COVID-19. The CORE team COVID-19 response services include: 1) delivering taxi vouchers to people living in shelters when transportation was needed to quarantine sites, 2) delivering tents to people required to self-quarantine while living outdoors, 3) delivering care packages and supplies to the unsheltered population who have been unable to access food and water sources, 4) placing people in hotel rooms or housing as required during emergency operations, and 5) providing education to the unsheltered population on prevention and proper hygiene. Funding sources include \$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.</p>

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

N/A

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

Introduction

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

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

The City has partnered with the Contra Costa Consortium on its next AI, using the framework of the AFH. During FY18-19, the Consortium has continued to work with a consultant on the AI to identify impediments to fair housing. The Consortium held a public meeting to discuss the draft of the AI findings for Central County on March 7, 2019 in Concord. Two other public meetings in East and West County were also held that week. The meeting was noticed in the newspaper and a public comment period ending March 22, 2019 was extended to March 26, 2019. The AI was taken to Walnut Creek's City Council for consideration along with the FY19-20 Annual Action Plan following a 30 day public comment period. No public comments were received directly by the City on the AI. The City Council reviewed and accepted the AI on 6/4/19 during a public hearing.

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 2017 AI has the following recommendations:

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

The Bay Area has seen a rebounding economy resulting in more jobs, but a housing market that lags behind with insufficient housing development to meet demand, leading to rising prices. The affordable housing crisis in the Bay Area has intensified, with lower income residents experiencing large rent increases. On March 7, 2017 the City's Housing Program Manager gave a presentation to City Council on the housing crisis, the City's policies and programs, and potential future policies to address housing affordability. The City conducted a residential and commercial nexus fee study to review the City's current Inclusionary and Commercial Linkage fee ordinance, 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.

In August 2017, the City initiated an education and outreach campaign for Walnut Creek residents and business about the benefits of affordable housing and the state and regional housing affordability crisis. This campaign includes online information, posters, and presentations to local organizations, and community education events. The campaign will continue through the end of 2019. A video created for the campaign in early 2019 features a local resident who has benefited from securing affordable housing through the City's programs when facing eviction. The video was shared online through social media and had more than 4,000 views in its first week. View the video at: <https://www.youtube.com/watch?v=D-o9vNFnf8Q>

The City gives priority review to affordable housing projects, and encourages market rate developers to utilize the density bonus ordinance to incentivize new affordable housing units. The City updated its Second Family Unit ordinance in the summer of 2017 to encourage and facilitate the development of second family units, and is compliance with California's new Accessible Dwelling Unit law. The City's Planning and Economic Development divisions are leading a process beginning in April 2019 to identify further streamlining improvements for the City's development processes, which may benefit affordable housing. The City issued an RFP for a consultant to review and update its Density Bonus Ordinance, and selected a consultant who began the project in May of 2018. The project is still underway in 2019.

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

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

Introduction

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

Actions planned to address obstacles to meeting underserved needs

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

The City has a certified 2015-2023 Housing 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. In addition, City staff prepared a series of Housing Workshops covering issues like affordable housing and homelessness for the City Council in 2017 to receive feedback on policies and actions that could be taken to better meet underserved needs, and has moved forward to implement identified actions, including a targeted education and outreach campaign, an update of the local density bonus ordinance, and an increase in homeless services in the community.

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 FY19-20, 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. The City is also increasing funding for this program to help cover the increased costs of permitting family day cares, an impediment to starting and expanding these small businesses. The City will also continue to support the Contra Costa Small Business Development Center's Small Business Management Assistance program whose goal is to create and retain jobs for low- to moderate-income people through self-employment and micro-enterprise business expansion.

Additionally, the City funds a variety of public service activities that help improve household income by alleviating various obligatory expenses. Such activities include collaborative food distribution, meals on

wheels, legal services for the elderly; homeless prevention activities and one-time financial assistance services. Additionally, the City uses CSG funds to support services to prevent and alleviate domestic violence, which often renders women and children impoverished or homeless.

Actions planned to develop institutional structure

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

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

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

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

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

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

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

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

Data Services to continually update/improve/and streamline reporting and grant administrative activities.

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

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

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

Discussion

N/A

Program Specific Requirements

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

Introduction

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

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

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	94,879
5. The amount of income from float-funded activities	0
Total Program Income:	94,879

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 2018-2020 (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 FY19-20

Jake Rosen, the Project Manager for the RCD/St. Paul's Common IPF project, made a public comment at the City Council meeting in regards to the Annual Action Plan on June 4th, 2019. He stated the need for additional funding for the ground floor tenant improvements, which include installing a higher grade and more solid surface countertop and enhancing the waterproofing in the shower rooms. Lastly, he hopes to use additional funding towards administration costs due to construction delays.

Pete Bennet, resident, made a public comment at the City Council meeting on June 4th, 2019 regarding his experiences with homeless services.

On July 21, 2020, Luke Carbone, Michael Samson, and Joshua Ferrer made a public comment at the City Council meeting urging City Council to adopt the City's own eviction moratorium. Michael Samson and Joshua Ferrer provided feedback about listening to young community members.

During the November 17, 2020 City Council meeting, five citizens (Deena L; Ria Hernandez; Alex Werth with East Bay Housing Organization (EBHO); Ronnie Boyd, EBHO; Katherine Walley; and Luke Carbone) provided oral public comments urging for more legal assistance and defense with CDBG-CV3 funds. The City also received multiple public comments via email which are attached to this page.

For the May 4, 2021 City Council meetings, no public comments were received.

Contra Costa Times

2850 Shadelands Dr., Ste. 101
Walnut Creek, CA 94598
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. CDD-Housing Funding Plan Council

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:

07/15/2020

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

Executed at Walnut Creek, California.
On this 15th day of July, 2020.



Signature

r:\BP\66-0017\17

Legal No. **0006501842**

**CITY OF WALNUT CREEK
NOTICE OF PUBLIC HEARING
PROPOSED SUBSTANTIAL AMENDMENT TO THE
FY 2019-20 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
ANNUAL ACTION PLAN TO INCLUDE CDBG-CV STIMULUS FUND
ALLOCATION AND CITIZEN PARTICIPATION PLAN AND FY 2020-25
CONSOLIDATED PLAN/FY 2020-21 ANNUAL ACTION PLAN AND REVISED
CDBG, COMMUNITY SERVICES GRANT (CSG), HOMELESS SERVICES
FUND (HSF), AND SCHOOL CRISIS COUNSELOR FUNDING PLAN**

NOTICE: INTERESTED PARTIES to the City of Walnut Creek City Council will have a public hearing on **Tuesday, July 21, 2020** beginning at 6:00 PM in the City Council Chamber to consider the following matter: 1) Proposed substantial amendment to the FY 2019-20 Community Development Block Grant (CDBG) Annual Action Plan to include the CDBG-CV stimulus allocation and amendment to the Citizen Participation Plan for FY 2019-20; 2) Substantial Amendment Annual Action Plan revised funding plan for the FY 2020-21 Consolidated Plan/ FY 2020-21 CSG, Community Services Grant (CSG), Homeless Services Fund (HSF), and School Crisis Counselor Program.

Proposed Substantial Amendment to the FY 2019-20 Annual Action Plan and Citizen Participation Plan
As part of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) passed by Congress and signed by the President on March 27, 2020, the U.S. Department of Housing and Urban Development (HUD) has allocated supplemental Community Development Block Grant-Continuing (CDBG-CV) funds to subrecipient jurisdictions to address the negative impacts of COVID-19. The City of Walnut Creek as an eligible jurisdiction was allocated \$201,374 in CDBG-CV funds. The Council Housing and Community Development (HCD) Committee is recommending these funds to the following activities: Rental Utility Assistance, Senior Care Programs, Homeless Programs, and Program Administration. Additionally, an amended Citizen Participation Plan is proposed to allow for virtual public hearings.

Proposed Substantial Amendment to the FY 2020-25 Consolidated Plan/FY 2020-21 Annual Action Plan
Due to the COVID-19 pandemic and shelter in place, the City was delayed in adopting the 2020-2021 budget, including the locally funded CSG, HSF, and School Crisis Counselor Funding. The final FY 2021 budget was adopted on July 7, 2020. Additionally, the City received \$5,225 in CDBG program income late May, 2020. In response to the adoption of the 2021 city budget, the receipt of additional CDBG program income, and in light of the increased need to address the impacts of COVID-19 in the community, the Council HCD Committee is recommending a revised FY 2020/21 CDBG, CSG, HSF, and School Crisis Counselor funding plan. Additionally, the following activities are recommended for additional funding to address COVID-19: Utility Assistance and Food Provision.

Questions and/or comments on the Substantial Amendment and Revised Funding Plan can be directed to Shirlana Veen, Assistant Housing Planner, at (925) 943-8891 ext. 2882, shirlana@walnut-creek.org, by 5:00 AM on July 21, 2020. Comments can also be provided at the July 21, 2020 meeting of the City Council meeting scheduled to start at approximately 6:00 PM. Persons with disabilities requiring assistance in order to attend and/or participate in this meeting, please contact City Clerk at 925-943-8019 at least 24 hours prior to the meeting.

Shirlana Veen, Assistant Housing Planner
Community and Economic Development Department
CCT #0001842, Jul. 15, 2020

Contra Costa Times

2850 Shadelands Dr., Ste. 101
Walnut Creek, CA 94598
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 Substantial Amendment 11/17

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:

11/07/2020

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

Executed at Walnut Creek, California.
On this 7th day of November, 2020.


Signature

r:\BP\66-0317\17

Legal No. 0006531021

**CITY OF WALNUT CREEK
NOTICE OF PUBLIC HEARING
PROPOSED SUBSTANTIAL AMENDMENT TO
THE FY2019-20 CDBG ANNUAL ACTION
PLAN TO INCLUDE ADDITIONAL COMMUNITY
DEVELOPMENT BLOCK GRANT CORONAVIRUS
(CDBG-CV) FUNDS**

NOTICE IS HEREBY GIVEN that the City of Walnut Creek City Council will hold a public hearing on Tuesday, November 17, 2020 beginning at 7:00 PM on the agenda to consider the following matter (Zoom meeting link below): Request a substantial amendment to the FY 2019-20 Community Development Block Grant (CDBG) Substantial Amendment Annual Action Plan to include additional CDBG-CV funds.

Meeting held exclusively via teleconference:
Zoom Meeting ID: 822 1005 8700 / Join Pass-
word: 421435

Proposed Substantial Amendment to the FY 2019-20 Annual Action Plan

As part of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) passed on March 27, 2020, the U.S. Department of Housing and Urban Development (HUD) has allocated supplemental Community Development Block Grant Coronavirus (CDBG-CV) funds to entitlement jurisdictions to address the negative impacts of COVID-19. On September 11, 2020, the City of Walnut Creek, as an entitlement jurisdiction, was allocated an additional \$439,619 in CDBG-CV funds. In total, the City's CDBG-CV allocation is \$646,498 to respond to, prepare for, and aid in the prevention of COVID-19. The Housing and Community Development (HCD) Committee is recommending these funds to the following activities: Housing (Rent and Mortgage) and Utility Assistance, Transitional Services (Food, Legal, Case Management), Homeless Shelter and Services Program, and Program Administrator.

The draft FY 2019-2020 Substantial Amendment to the Action Plan may be viewed online on the Housing Programs webpage at www.walnutcreek.org/housing. Interested parties are encouraged to submit written comments on the proposed plan during the comment period from November 7 through November 17, 2020. Written comments may be submitted to Susan Pich, Assistant Hearing Clerk, at (925) 943-8000, ext. 2582, SPICH@CITYOF.WALNUTCREEK.CA.GOV, no later than 5:00 PM. Oral comments may be made at the November 17, 2020 City Council meeting in person. The meeting agenda is PublicComments@walnutcreek.org. The draft report and attachments will be available 48 hours before the public hearing date: <https://www.walnutcreek.org/cityclerk/nextpublicmeeting/agendas> and a Zoom Meeting with disabilities requiring assistance in order to attend and/or participate in this meeting, please email the City Clerk at SC@CITYOF.WALNUTCREEK.CA.GOV at least 24 hours prior to the meeting.

At the Public Meeting, City Clerk
CCT 0531021: Nov. 7, 2020

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. City Clerk CDBG FY19-20 AAP 5/4

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:

04/28/2021

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

Executed at Walnut Creek, California.
On this 28th day of April, 2021.


Signature

r:\BP\66-0017\17

Legal No. **0006571270**

**CITY OF WALNUT CREEK
NOTICE OF PUBLIC MEETING
PROPOSED SUBSTANTIAL AMENDMENT TO
THE FY2019-20 COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) ANNUAL ACTION PLAN
TO ALLOCATE UNUSED FUNDS TO THE DESIGNATED CORE HOMELESS-OUTREACH TEAM**

NOTICE IS HEREBY GIVEN that the City of Walnut Creek City Council will hold a public meeting on Tuesday, May 4, 2021 beginning at 1:00 PM (starting at 2:00 PM) to consider the following matter: (Item agenda item: Item: Proposed Substantial Amendment to the FY 2019-20 Community Development Block Grant (CDBG) Substantial Amendment Annex Action Plan to allocate unused funds to the designated CORE homeless outreach team.

Meeting held exclusively via teleconference:
Zoom Meeting ID: 921 5450 0787 Join Pass- word: 6571270

Proposed Substantial Amendment to the FY 2019-20 Annual Action Plan

The Congress Coronavirus Aid, Relief and Economic Security Act (CARES Act) was signed on March 27, 2020 to respond to the growing effects of coronavirus also referred to as COVID-19. On September 11, 2020, the US Department of Housing and Urban Development (HUD) announced the allocation of the remaining Community Development Block Grant Coronavirus (CDBG-CV) funds to state and local governments. Walnut Creek received a total allocation of \$649,353 in CDBG-CV allocation to respond to, prepare for, and deal with the prevention of COVID-19. On July 21, 2020 and November 15, 2020, City Council approved a funding plan for the CDBG-CV first and third round allocation to public service programs addressing the coronavirus pandemic. The Housing and Community Development (HCD) Committee is recommending to allocate unused CDBG-CV funds to the Designated CORE homeless outreach team.

The draft FY 2019-2020 Substantial Amendment to the Action Plan may be reviewed online on the Housing Programs webpage at www.walnutcreek.org/housing. Interested parties are encouraged to submit written comments on the annexed plan during the comment period from April 28 through May 4, 2021. Written comments may be submitted to Sheila LeVine, Assistant Housing Planner, at (925) 943-8890, ext. 2222, shle@walnutcreek.org, no later than 5:00 PM on May 4, 2021. City Council meeting in person will be meeting by email to PublicComments@walnutcreek.org. The staff report and attachments will be available 24 hours before the public meeting date: www.walnutcreek.org/government/2021/04/28/meeting-agenda-and-attached-files. Persons with disabilities requiring assistance in order to attend our public meeting at this meeting please contact City Clerk, 1666 N. Main at least 24 hours prior to the meeting.

CCT 0571270: Apr. 28, 2021



Walnut Creek City Council
1666 North Main Street
Walnut Creek, CA 94596

Via Electronic Mail

November 17, 2020

To The Walnut Creek City Council:

Centro Legal de la Raza, in conjunction with the Raise the Roof Coalition in Contra Costa County requests that the Walnut Creek City Council assign enough CDGB-CV3 funds to hire at least one direct legal services tenant rights attorney to prevent the upcoming wave of evictions. Centro Legal de la Raza has been working with Contra Costa County Department of Conservation and Development as well as city workers in Concord and Antioch to help support a plan of direct legal representation for tenants throughout the County. Centro Legal de la Raza became involved in this effort to help provide direct legal representation to tenants in Contra Costa County after being asked by community advocates to support undocumented and low income communities who are facing housing instability. Centro Legal de la Raza also receives, on a daily basis, numerous calls from tenants in Contra Costa County who are seeking help and have no one else to turn to. Unfortunately we have been unable to support these communities without additional funding.

I. Tenant Protections are Statutory and Enforcement Requires Full Scope Direct Legal Representation

Housing policy is statutory by nature. In the State of California, housing laws are often written in complicated legislative language. In addition, for most tenants to enforce their lawful tenant rights, they are required to go through complicated legal procedures that only legal workers understand. Lawyers who can take tenants from an eviction notice all the way through trial, are thus, essential for tenants to be able to enforce and enjoy the rights allocated to them under the law. An attorney who can tell tenants their rights, can only offer brief advice, or can do simple

letters will not be able to serve tenants adequately, as courtroom practice is necessary for the enforcement of tenant rights.

For example, as of January 1, 2020, AB 1482 (the Tenant Protection Act) became the floor of tenant protections for all Californians. Tenants, while still needing greater rent control and harassment protections locally, now have a legal method to enforce some tenant rights. However, without an attorney present, it is nearly impossible for tenants to stay protected due to the obvious power imbalance between tenants who are renting, and landlords who own the property and often have access to resources such as legal counsel. To go to trial, costs a minimum of \$20,000. Consequently allocating just \$15,000 in direct legal services would barely allow one tenant to pursue their lawful right to trial and their legal rights.

II. The End of AB 3088 Will Bring a Wave of Evictions and Further the Spread of COVID-19

Under AB 3088 (the Tenant Relief Act of 2020), tenants are protected from eviction for unpaid rent between March 1, 2020 and January 31, 2021, if the tenant pays 125% of the rent owed between September 2020 and January 31, 2021 (25% of the rent each month).¹ Based on the precedent seen in other cities and states that have lifted eviction moratoria during COVID-19, we know that landlords filed evictions in unprecedented numbers and millions of people have become homeless. For example in Milwaukee, Wisconsin, once the local eviction moratorium was lifted, unlawful detainer (eviction) filings rose to 3x the number of unlawful detainers filed prior to COVID-19.² The rate of unlawful detainer filings continued to increase until the Center for Disease Control and Prevention ordered a halt through December 31, 2020. The Walnut Creek residents, similarly to Milwaukee and the rest of the country, who are most at risk for homelessness are Black and Brown communities, immigrants, disabled communities, low income communities, undocumented communities, and children.

Thirty-four percent of residents in Walnut Creek are renters.³ The average cost of rent has risen by 2.72% between October 2019 and October 2020. *Id.* At this time, when CARES Act funding has ended, jobs are not being created, COVID-19 cases are rising, and Contra Costa County is back in the red tier, the whole community is at risk when tenants are evicted. In fact, a conservative Center for Disease Control and Prevention (CDC) released the *Temporary Halt in Residential Evictions To Prevent Further Spread of COVID-19*, a federal order halting evictions

¹ https://leginfo.ca.gov/faces/billTextClient.xhtml?bill_id=201920200AB3088#:~:text=The%20bill%20would%20prohibit%2C%20before,in%20part%2C%20on%20nonpayment%20of

² The Eviction Lab. Data Filings by Week: Milwaukee, Wisconsin:

<https://evictionlab.org/eviction-tracking/milwaukee-wi/> ; see also The Wave of Evictions Expected As Moratoriums End in Many States. Regina Garcia Cano and Michael Casey. AP News: August 3, 2020: <https://apnews.com/article/ap-top-news-health-virus-outbreak-weekend-reads-u-s-news-833d91877e2f0fa913c5258978a9e83c>

³ Rent Jungle: Data for City of Walnut Creek.

<https://www.rentjungle.com/average-rent-in-walnut-creek-rent-trends/>

on September 4, 2020.⁴ The CDC Order specifically discusses how housing instability, which includes moving at all during this time or ending up in a homeless shelter, increases the spread of COVID-19. *Id*

In order to prepare for the end of AB 3088, tenants need direct legal services both to stop evictions and to stop the spread of COVID-19.

III. Direct Legal Services Provide More Protection for ALL City Residents Than Rental Assistance Programs.

Rental assistance for tenants and direct legal services are both necessary to prevent evictions. Direct legal services, however, will keep tenants housed, whereas rental assistance will simply put money in the hands of landlords. Direct legal services help tenants enforce their legal protections, encourage negotiation with landlords, and build equity in an imbalanced power situation that never favors marginalized communities.

Walnut Creek tenants will have no protection for unpaid rent after January 31, 2021, once AB 3088 ends. Rental assistance in a time where there are no jobs and few monetary resources, do not ensure tenants stay housed. Landlords use rental assistance funds for unpaid back rent, not to ensure tenants will remain housed throughout 2021. Furthermore, unless the City can ensure rental assistance for every single tenant with COVID-19 related needs for the foreseeable future, without attorneys to fight in the courtroom against unjust evictions, tenants will be evicted. These evictions do not serve the community, in fact they put the whole community at risk of COVID-19 as even the CDC has recognized. Ongoing spread of COVID-19 will continue to shut down our schools, our economy, overwhelm our healthcare system, and kill people ruthlessly.

Rental assistance helps landlords predominantly and at best, *may* keep tenants housed through January 31, 2021. Rental assistance does not help *all the residents* of the City of Walnut Creek, as it will not keep tenants housed for more than a few months, if that. Given the slow likelihood of a COVID-19 vaccination dissemination, we must consider the reality in which we exist. And the reality in which we exist is that COVID-19 will continue to spread, and individuals living in homeless shelters, transitioning from house to house, living on sofas, or on the streets increases the spread of COVID-19, putting everyone at risk.

Direct legal services for tenants, however, helps *the whole community*, because it leads to better outcomes for both landlords and tenants, it prevents utility and water shut-offs, and it keeps tenants housed. At Centro Legal, we have unfortunately seen many landlords shut off water and electricity in retaliation for unpaid rent, even while tenants are protected under AB 3088. In this

⁴

<https://www.federalregister.gov/documents/2020/09/04/2020-19654/temporary-halt-in-residential-evictions-to-prevent-the-further-spread-of-covid-19>

time where hygiene and electricity for the internet and staying at home as much as possible are necessities, this kind of harassment cannot be curtailed effectively without enforcement mechanisms, which for tenants require legal representation.

The Justice in Government Project⁵ states:

As the Judicial Council of California writes, “Eviction is one of the most urgent civil law issues for low-income individuals and families.” Tenants often lack legal representation, while landlords often have counsel...When tenants have counsel they are more likely to remain housed, ultimately reducing bouts of homelessness...They found that tenants were more likely to remain in their homes, receive more days to move, have a higher settlement rate with balanced representation, and a lower trial rate when they have full representation.

Ultimately, rental assistance is a short term fix, if one at all. Rental assistance without direct legal services available to all tenants, does nothing to prevent the spread of COVID-19, to ensure that the whole city remains safe, and that families stay together during this pandemic that has killed a haunting number of Americans.

We encourage the City Council, as advocates for the most marginalized communities, to consider what is best for *everyone*. And what is best for everyone is to stop evictions completely with local moratoria, to provide funding for direct legal services in addition to rental assistance, and to realistically consider the wave of evictions in early 2021 that will spread COVID-19. We encourage you to shift CGDB-CV3 funds towards direct legal services.

Sincerely,
Reetu Mody
Managing Attorney, Tenants’ Rights
Centro Legal de La Raza

⁵ Key Studies and Data About How Legal Aid Improves Housing Outcomes. The Justice in Government Project: July 30, 2019: <https://www.american.edu/spa/jpo/toolkit/upload/housing-7-30-19.pdf>

Council Meeting: Item 5a
November 17, 2020

Consideration – Item 5a

- Public Comments received electronically prior to 2pm on November 17, 2020

From: [Bretu Mndy](#)
To: [Public Comments](#); [Sherluna Vien](#); [Margot Ernst](#)
Cc: [Kristi Laughlin](#); [Alex Werth](#); [Marisara Moore](#); [Monique Berlanga](#)
Subject: Public Comment Letter for Nov. 17, 2020 Walnut Creek City Council Meeting
Date: Tuesday, November 17, 2020 11:56:01 AM
Attachments: [2020.11.17 Walnut Creek City Council Letter.pdf](#)

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

To The Walnut Creek City Manager and the Walnut Creek City Council:

Attached is Centro Legal de la Raza's public comment letter regarding the use of CGDB-CV3 funds and our request to shift the monies towards direct legal representation for tenants.

Thank you.



CONFIDENTIALITY NOTICE: This message may contain information that is confidential and/or subject to attorney-client privilege. If you are not the addressee or authorized to receive this for the addressee, you must not use, copy or disclose this message (or any information contained herein or attached hereto). If you have received this message in error, please advise the sender immediately by reply e-mail and delete this message.

Council Meeting: Item 5a November 17, 2020

Consideration – Item 5a

- Public Comments received electronically AFTER 2pm on November 17, 2020

From: [Mario Zapata](#)
To: [Public Comments](#)
Subject: Public Comment for Agenda item 5a
Date: Tuesday, November 17, 2020 3:13:18 PM

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

Walnut Creek City Council,

My name is Mario Zapata and I am a longtime resident of Walnut Creek (30 of years), as well as a renter. I immigrated here from Peru, where I raised two beautiful daughters with my wife.

From my own experience, I know how important it is to have stable and secure housing. When my daughters were young, we experienced multiple evictions which caused a lot of stress and anxiety for my family. These evictions were considered "no fault" evictions, for things like owner-move in, etc. Now I hear of tenants across the state getting evicted under these false pretenses in order to evict "legally" during COVID-19.

Renters in Walnut Creek deserve a safe home. We should not be putting people in more stress during a pandemic that has left many families without food, income, and possibly shelter. On top of this, the majority of renters are people of color and immigrants. This is not only an economic but racial justice issue.

Thank you for considering funding for legal representation for tenants. Unfortunately I do not think the current funding recommendation is enough to meet the need. All over the US, we can expect a tidal wave of evictions in the upcoming months. The City must be prepared with the right tools to keep Walnut Creek families in their homes, free from the fear of eviction. I believe that allocating at least \$75K for legal services is necessary.

Regards,
Mario Zapata

Cell [510.637.9526](tel:510.637.9526)
Home [925.935.4119](tel:925.935.4119)

Council Meeting: Item 5a November 17, 2020

Consideration – Item 5a

- Public Comments received electronically AFTER 4pm on November 17, 2020

From: [Sophia DeWitt](#)
To: [Public Comments](#)
Subject: Use of CDBG-CV Funds
Date: Tuesday, November 17, 2020 4:05:35 PM

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

Dear Mayor Silva and Members of the City Council:

I write regarding the City of Walnut Creek's allocation of recently received CDBG-CV funds from the CARES Act. I support a meaningful amount from this tranche of funding be put toward tenant legal services for vulnerable tenants in Walnut Creek to help prevent evictions and stabilize families in their homes.

While I am encouraged that the staff report and recommendation... puts some money toward this purpose, the amount proposed, which would be directed toward ECHO Housing, who could then subcontract with a legal services provider, (\$15,000) falls far short of meeting the anticipated need in Walnut Creek in the coming months. I urge that the City put \$75,000 toward tenant legal representation, which would be enough to support one half-time attorney to work with Walnut Creek tenants on tenant rights education, brief consultations and full scope representation for up to 300 individual households reached, 150 provided brief consultations and 50 provided full representation.

Thank you for working to take strong action in Walnut Creek to protect tenants, preserve housing stability and prevent unnecessary evictions during this time of pandemic health crisis and economic hardship.

Sincerely,
Rev. Sophia DeWitt
Program Director
EAST BAY HOUSING ORGANIZATIONS (EBHO)
[510-663-3830 ext. 313](tel:510-663-3830) | sophia@ebho.org
[538 Ninth Street, Suite 200 | Oakland, CA 94607](https://www.ebho.org/)

[Join us or renew](#) your membership for 2021! Thank you for supporting our efforts to protect, preserve and create affordable housing for all!
Join us online for our Annual Membership Meeting & Celebration, Thursday, November 12, 5:30 pm. [RSVP Here](#)





Walnut Creek City Council
1666 North Main Street
Walnut Creek, CA 94596

Via Electronic Mail

November 17, 2020

To The Walnut Creek City Council:

Centro Legal de la Raza, in conjunction with the Raise the Roof Coalition in Contra Costa County requests that the Walnut Creek City Council assign enough CDGB-CV3 funds to hire at least one direct legal services tenant rights attorney to prevent the upcoming wave of evictions. Centro Legal de la Raza has been working with Contra Costa County Department of Conservation and Development as well as city workers in Concord and Antioch to help support a plan of direct legal representation for tenants throughout the County. Centro Legal de la Raza became involved in this effort to help provide direct legal representation to tenants in Contra Costa County after being asked by community advocates to support undocumented and low income communities who are facing housing instability. Centro Legal de la Raza also receives, on a daily basis, numerous calls from tenants in Contra Costa County who are seeking help and have no one else to turn to. Unfortunately we have been unable to support these communities without additional funding.

I. Tenant Protections are Statutory and Enforcement Requires Full Scope Direct Legal Representation

Housing policy is statutory by nature. In the State of California, housing laws are often written in complicated legislative language. In addition, for most tenants to enforce their lawful tenant rights, they are required to go through complicated legal procedures that only legal workers understand. Lawyers who can take tenants from an eviction notice all the way through trial, are thus, essential for tenants to be able to enforce and enjoy the rights allocated to them under the law. An attorney who can tell tenants their rights, can only offer brief advice, or can do simple

letters will not be able to serve tenants adequately, as courtroom practice is necessary for the enforcement of tenant rights.

For example, as of January 1, 2020, AB 1482 (the Tenant Protection Act) became the floor of tenant protections for all Californians. Tenants, while still needing greater rent control and harassment protections locally, now have a legal method to enforce some tenant rights. However, without an attorney present, it is nearly impossible for tenants to stay protected due to the obvious power imbalance between tenants who are renting, and landlords who own the property and often have access to resources such as legal counsel. To go to trial, costs a minimum of \$20,000. Consequently allocating just \$15,000 in direct legal services would barely allow one tenant to pursue their lawful right to trial and their legal rights.

II. The End of AB 3088 Will Bring a Wave of Evictions and Further the Spread of COVID-19

Under AB 3088 (the Tenant Relief Act of 2020), tenants are protected from eviction for unpaid rent between March 1, 2020 and January 31, 2021, if the tenant pays 125% of the rent owed between September 2020 and January 31, 2021 (25% of the rent each month).¹ Based on the precedent seen in other cities and states that have lifted eviction moratoria during COVID-19, we know that landlords filed evictions in unprecedented numbers and millions of people have become homeless. For example in Milwaukee, Wisconsin, once the local eviction moratorium was lifted, unlawful detainer (eviction) filings rose to 3x the number of unlawful detainers filed prior to COVID-19.² The rate of unlawful detainer filings continued to increase until the Center for Disease Control and Prevention ordered a halt through December 31, 2020. The Walnut Creek residents, similarly to Milwaukee and the rest of the country, who are most at risk for homelessness are Black and Brown communities, immigrants, disabled communities, low income communities, undocumented communities, and children.

Thirty-four percent of residents in Walnut Creek are renters.³ The average cost of rent has risen by 2.72% between October 2019 and October 2020. *Id.* At this time, when CARES Act funding has ended, jobs are not being created, COVID-19 cases are rising, and Contra Costa County is back in the red tier, the whole community is at risk when tenants are evicted. In fact, a conservative Center for Disease Control and Prevention (CDC) released the *Temporary Halt in Residential Evictions To Prevent Further Spread of COVID-19*, a federal order halting evictions

¹ https://leginfo.ca.gov/faces/billTextClient.xhtml?bill_id=201920200AB3088#:~:text=The%20bill%20would%20prohibit%2C%20before,in%20part%2C%20on%20nonpayment%20of

² The Eviction Lab. Data Filings by Week: Milwaukee, Wisconsin:

<https://evictionlab.org/eviction-tracking/milwaukee-wi/> ; see also The Wave of Evictions Expected As Moratoriums End in Many States. Regina Garcia Cano and Michael Casey. AP News: August 3, 2020: <https://apnews.com/article/ap-top-news-health-virus-outbreak-weekend-reads-u-s-news-833d91877e2f0fa913c5258978a9e83c>

³ Rent Jungle: Data for City of Walnut Creek.

<https://www.rentjungle.com/average-rent-in-walnut-creek-rent-trends/>

on September 4, 2020.⁴ The CDC Order specifically discusses how housing instability, which includes moving at all during this time or ending up in a homeless shelter, increases the spread of COVID-19. *Id*

In order to prepare for the end of AB 3088, tenants need direct legal services both to stop evictions and to stop the spread of COVID-19.

III. Direct Legal Services Provide More Protection for ALL City Residents Than Rental Assistance Programs.

Rental assistance for tenants and direct legal services are both necessary to prevent evictions. Direct legal services, however, will keep tenants housed, whereas rental assistance will simply put money in the hands of landlords. Direct legal services help tenants enforce their legal protections, encourage negotiation with landlords, and build equity in an imbalanced power situation that never favors marginalized communities.

Walnut Creek tenants will have no protection for unpaid rent after January 31, 2021, once AB 3088 ends. Rental assistance in a time where there are no jobs and few monetary resources, do not ensure tenants stay housed. Landlords use rental assistance funds for unpaid back rent, not to ensure tenants will remain housed throughout 2021. Furthermore, unless the City can ensure rental assistance for every single tenant with COVID-19 related needs for the foreseeable future, without attorneys to fight in the courtroom against unjust evictions, tenants will be evicted. These evictions do not serve the community, in fact they put the whole community at risk of COVID-19 as even the CDC has recognized. Ongoing spread of COVID-19 will continue to shut down our schools, our economy, overwhelm our healthcare system, and kill people ruthlessly.

Rental assistance helps landlords predominantly and at best, *may* keep tenants housed through January 31, 2021. Rental assistance does not help *all the residents* of the City of Walnut Creek, as it will not keep tenants housed for more than a few months, if that. Given the slow likelihood of a COVID-19 vaccination dissemination, we must consider the reality in which we exist. And the reality in which we exist is that COVID-19 will continue to spread, and individuals living in homeless shelters, transitioning from house to house, living on sofas, or on the streets increases the spread of COVID-19, putting everyone at risk.

Direct legal services for tenants, however, helps *the whole community*, because it leads to better outcomes for both landlords and tenants, it prevents utility and water shut-offs, and it keeps tenants housed. At Centro Legal, we have unfortunately seen many landlords shut off water and electricity in retaliation for unpaid rent, even while tenants are protected under AB 3088. In this

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<https://www.federalregister.gov/documents/2020/09/04/2020-19654/temporary-halt-in-residential-evictions-to-prevent-the-further-spread-of-covid-19>

time where hygiene and electricity for the internet and staying at home as much as possible are necessities, this kind of harassment cannot be curtailed effectively without enforcement mechanisms, which for tenants require legal representation.

The Justice in Government Project⁵ states:

As the Judicial Council of California writes, “Eviction is one of the most urgent civil law issues for low-income individuals and families.” Tenants often lack legal representation, while landlords often have counsel...When tenants have counsel they are more likely to remain housed, ultimately reducing bouts of homelessness...They found that tenants were more likely to remain in their homes, receive more days to move, have a higher settlement rate with balanced representation, and a lower trial rate when they have full representation.

Ultimately, rental assistance is a short term fix, if one at all. Rental assistance without direct legal services available to all tenants, does nothing to prevent the spread of COVID-19, to ensure that the whole city remains safe, and that families stay together during this pandemic that has killed a haunting number of Americans.

We encourage the City Council, as advocates for the most marginalized communities, to consider what is best for *everyone*. And what is best for everyone is to stop evictions completely with local moratoria, to provide funding for direct legal services in addition to rental assistance, and to realistically consider the wave of evictions in early 2021 that will spread COVID-19. We encourage you to shift CGDB-CV3 funds towards direct legal services.

Sincerely,
Reetu Mody
Managing Attorney, Tenants’ Rights
Centro Legal de La Raza

⁵ Key Studies and Data About How Legal Aid Improves Housing Outcomes. The Justice in Government Project: July 30, 2019: <https://www.american.edu/spa/jpo/toolkit/upload/housing-7-30-19.pdf>

From: [Mark MacMahon](#)
To: [Public Comments](#)
Subject: Council Meeting of November 17, 2020; agenda Item 5a. CDBG Additional Funds Allocation
Date: Monday, November 16, 2020 2:42:55 PM

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

November 16, 2020

To: Walnut Creek City Council Members

From: Mark MacMahon
Member of Housing and Shelter Task Force,
Multi-faith ACTION Coalition

Re: CDBG Additional Funds Allocation

Dear Council members,

I strongly recommend using a portion of the additional CDBG-CV3 funds to increase the allocation to ECHO Housing for the purpose of providing legal representation to low-income tenants in Walnut Creek. There are countless struggling renters who either don't qualify for AB 3088 protections or who do qualify, but may still face eviction because they fail to meet the law's cumbersome and confusing requirements. Regardless of the reason, thousands of low-income renter households across Contra Costa County are still at risk of being swept up in a wave of evictions, at a grave cost to themselves and the public at large. In Walnut Creek alone there are over 4,000 low-income households that fall into this category. The best way to avert this crisis is to provide direct legal representation to low-income tenants. Direct legal representation has proven very effective as a means to keep low-income tenants in their homes--which is critical to combatting the ongoing health risks of the coronavirus pandemic. These residents of our City need and deserve legal assistance which ECHO provides.

Thank you for all you are doing to meet the unusual needs caused by the pandemic, and please consider increasing funding for ECHO to help our low-income residents during this very difficult time.

Sincerely,

Mark MacMahon
1 Kayser Court
Walnut Creek, CA 94596

From: [Jan Warren](#)
To: [Public Comments](#)
Subject: Nov, 17, 2020 City Council agenda item 5a - CDBG addl funds allocation
Date: Tuesday, November 17, 2020 12:38:22 PM

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

My name is Jan Warren and I am a 35 year resident of Walnut Creek and am Chair of the Multi-faith Housing and Shelter Task Force.

I want to acknowledge and thank the City and staff for all their efforts to provide services for the unhoused and those most impacted by COVID this year. The City has been supporting ECHO for years at \$15,000 to provide legal aid to residents who are tenants. I recommend you increase ECHO to \$75,000 to cover the increased needs for legal aid with the expected need due to the expiration of the eviction moratorium in late January, 2021.

Using U.S. Census data for 2018 Walnut Creek is estimated to have 4,100 rent burdened low-income households. "Low-income" is defined as a renter household that makes less than \$75,000/yr. "Rent burdened" is defined as paying 30% or more on rent and utilities. Our common goal is to keep people housed.

While webinars have been great during COVID we have no way of knowing who lacks broadband or computers and each tenant has a different circumstance. We know we are seeing increasing homelessness of seniors in our City. People under stress, and maybe some embarrassment need to be able to pick up a phone and get help.

Let's continue to work together with the County to best utilize resources and bring those in Walnut Creek in fear of losing their housing out of the shadows so we can better identify the services needed.

Jan Warren
3202 Primrose Lane
Walnut Creek, CA 94598
925-818-6530

From: [Betty Hernandez](#)
To: [Public Comments](#)
Cc: [Kristi Laughlin](#); [Nicole Zapata](#)
Subject: Public Comment for Agenda Item 5a
Date: Tuesday, November 17, 2020 10:27:21 AM

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

November 17, 2020

Dear City Council Members,

Good evening, my name is Maria Rodriguez. I have been a resident of Walnut Creek for three years.

I am a mother of four children, with two of them still living with me; my 23 years old son Rodrigo is a cancer patient, and my other 13-year-old son Byron has autism.

I worked two jobs as a janitor in movie theaters, but they were shut down because of the COVID19 pandemic and hadn't reopened.

I have looked for work, but it's hard right now; not many places are hiring; having to choose whether to pay rent or feed my family now, I owe \$12,355.00 of rent. I cannot pay the 25% of the rent that is required by the law.

My hair is falling out from all the stress. I don't know what will happen when the current law AB3088 ends. I am terrified that we will get evicted.

I have seen various families in my building who have already gotten evicted. We need legal services to be able to defend ourselves in court.

Families need to stay in their homes until this health emergency is under control.

Thank you.

From: [Deena Levine](#)
To: [Public Comments](#)
Subject: Public Comment for Nov. 17 meeting_agenda item 5a. (CDBG-CV Funding Allocation)
Date: Monday, November 16, 2020 2:41:50 PM
Attachments: [Walnut Creek City Council Letter_Nov_16.pdf](#)

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

To the City Clerk - Thanks very much for forwarding these comments to WC City Council members.
Deena Levine-Lipsett



JEWISH FAMILY & COMMUNITY SERVICES EAST BAY

CONFESSON IN ACTION. COMMITMENT TO ALL.

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www.jfcs-eastbay.org

November 16, 2020

Dear Walnut Creek City Council Members -

I appreciate the opportunity to provide input on the appropriate allocation of CDBG funds for direct legal representation and eviction defense for vulnerable Walnut Creek renters. I am a long-time resident, 35 years, in Walnut Creek as well as a Board Member of Jewish Family & Community Services East Bay (JFCS East Bay), a nonprofit social service organization serving clients, many of whom are refugees and immigrants in Contra Costa county, including Walnut Creek.

On a personal note, I am extremely mindful of the privilege our family has experienced for over three decades to be able to live in secure housing in the beautiful city of Walnut Creek. However, I cannot stop at only appreciating our blessing. I want all renters of Walnut Creek who are suffering financial burdens because of Covid-19 to be able to keep a roof over their heads. I don't want to see our residents become the victims of displacement because of the cruel effects of the pandemic.

I am also representing JFCS East Bay, an agency dedicated to protecting the most vulnerable in our communities. The vast majority of renters are people of color, immigrants and refugees. In the face of coming evictions, the City of Walnut Creek needs to be able to provide appropriate levels of legal support. Many renters are second language speakers but, even without this obstacle, the law is complicated and low-income renters need more assistance for legal outreach and direct eviction defense than what is currently allocated.

The Council's funding recommendation for tenant/landlord services, a proposed \$10K (with an additional \$5K to ECHO Housing for administration of the contract), is not enough to pay for a meaningful level of legal assistance for eviction protection, given the extremely high costs of even a half-time attorney in this area. I highly recommend that Walnut Creek consider allocating at least \$75K for a dedicated half-time attorney serving low-income renters in Walnut Creek.

We can be thankful that there are monies available to use for intervening and preventing a disastrous wave of evictions in Walnut Creek. I hope that the City Council will agree to explicit values of support by increasing direct legal defense for our most vulnerable residents.

Sincerely,
Deena Levine-Lipsett

Walnut Creek resident
Board member, JFCS East Bay

<p>CONTRA COSTA OFFICE 2151 Salmio Street, Suite 250 Concord, CA 94520 (925) 927-2000 Fax (925) 927-3131</p>	<p>MAIN OFFICE / SUSE MOYAL CENTER FOR OLDER ADULT SERVICES 2484 Shattuck Ave., Suite 210 Berkeley, CA 94704 (510) 704-7475 Fax (510) 704-7494</p>	<p>FAMILY JUSTICE CENTER 470 27th Street Oakland, CA 94612 (510) 704-7480, ext. 235</p>
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From: [Laura Sanchez](#)
To: [Public Comments](#)
Subject: Letter for City Council Members re Nov. 17 Agenda Item 5a
Date: Monday, November 16, 2020 8:41:51 AM
Attachments: [Le to WC City Council re CDBG-ECHO.doc](#)

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

My letter is attached for this Tuesday's Regular Council Meeting.

Laura

Sent using [Zoho Mail](#)

November 15, 2020

To: Walnut Creek City Council Members
Loella Haskell, Mayor
Kevin Wilk, Vice Mayor
Cindy Silva
Justin Wedell
Matt Francois

From: Laura J. Sanchez
Resident of Walnut Creek, CA
Member of Housing and Shelter Task Force,
Multi-faith ACTION Coalition

Re: Regular Council Meeting of November 17, 2020
Agenda Item 5a. CDBG Additional Funds Allocation

This is to recommend that you use some of the additional funds received (\$640,393.00) to increase the allocation to ECHO Housing to \$ 75,000.00. This would fund ½ of an Attorney's fees for one year in order to provide needed assistance to the 4,107 households in Walnut Creek estimated to be at risk of eviction as a result of the Covid-19 pandemic. These residents of our City need and deserve legal assistance which ECHO provides. While businesses also need assistance, and there are other costs these CDBG funds are covering, our residents must not be left behind. ECHO's funding, \$15,000!, for this purpose has not been increased for years, and the current unique circumstance is certainly causing additional need for these services.

Thank you for all you are doing to meet the unusual needs caused by the pandemic. Please include ECHO in the increases these funds allow.

Sincerely,

Laura J. Sanchez
2101 Golden Rain Road, #6
Walnut Creek, CA 94595



November 3, 2020

Dear Members of the Contra Costa County CDBG Consortium,

As members of the Raise the Roof Coalition, we've had conversations with several of you about how to spend the recent allocation of CDBG-CV3 monies in a way that will maximize protections for low-income renters and families. The purpose of this memo is to share our recommendations with the full Consortium in a comprehensive and transparent manner. As a coalition of housing, community, and labor advocates, our perspective is shaped by our work to support low-income workers, immigrants, and communities of color--those who've experienced the most harm at the hands of the coronavirus pandemic.

We're in complete agreement with the Consortium that it's imperative to use these rare and precious monies to intervene in the current housing crisis to prevent a potentially catastrophic wave of evictions, displacement, and homelessness. To that end, the following proposals are meant to ensure that CDBG-funded programs are designed to maximize equity and efficacy, while taking into account the unique circumstances in California and Contra Costa County.

For now, California's AB 3088 is serving as a proverbial "finger in the dike," protecting tenants from eviction for non-payment of rent so long as they meet certain requirements. But the law is both complex and riddled with loopholes. Moreover, according to the Governor and members of the State Legislature, AB 3088 is only meant to be a "stopgap" measure. So there are countless struggling renters who either don't qualify for AB 3088 protections or who do qualify, but may still face eviction because they fail to meet the law's cumbersome and confusing requirements. Regardless of the reason, thousands of low-income renter households across Contra Costa County are still at risk of being swept up in a wave of evictions, at a grave cost to themselves and the public at large. According to our research as advocates and our experience as service providers, the best way to avert this crisis is to provide direct legal representation to low-income tenants.

Thus, we're encouraged that the Consortium is considering ways to work with ECHO Housing to subcontract with a legal service organization with a proven track-record of

providing tenants, including undocumented residents, with legal counsel and eviction defense.

The Consortium already funds mediation services through its existing contracts with ECHO Housing. While these services are certainly valuable as a means to stabilize some renters at risk of eviction, this approach leaves a considerable gap in services for tenants who are dealing with habitability problems, taken to eviction court, and/or harassed by bad-actor landlords. The prevalence of the latter, in particular, renders an approach that depends too overwhelmingly on mediation inadequate to the full range of issues that destabilize low-income renter households in Contra Costa County.

Moreover, direct legal representation has proven very effective as a means to keep low-income tenants in their homes—which is critical to combatting the ongoing health risks of the coronavirus pandemic. Indeed, a recent report from [American Progress](#) notes that, across the U.S., 90% of landlords have legal representation in eviction cases, while only 10% of tenants do.¹ Our experience working with tenants testifies to the fact that these same inequities play out in Contra Costa County. Without representation, most tenants lose their cases and are ultimately evicted. With representation, however, their chances of remaining housed—to the benefit of not only that individual family, but also all residents and the homelessness prevention system—are greatly improved.

Indeed, as noted in the research from American Progress, studies from New York City and Massachusetts both found that providing tenants with legal representation in eviction cases led to a 77% reduction in rulings that resulted in eviction. A study from Boston found that tenants with representation retained their homes at twice the rate of those without representation (2/3 vs. 1/3 of all cases). And a study from Minneapolis found that tenants with representation were four times less likely to end up in homeless shelters than those without it. And while having a lawyer doesn't always mean that a tenant remains in their home, it increases the likelihood of several secondary benefits, such as debt forgiveness, rental assistance, and more time to move out and find another place to live. It also makes it more likely that tenants will have the eviction removed from their record, which makes it easier to find housing in the future.

If the goal is to protect the health of the *whole* community, then it's imperative to fund direct legal representation and eviction defense for tenants as another tool in the toolkit to promote housing security in Contra Costa County. **We estimate that the full cost of providing such services across the County will amount to around \$1 million for one year.** This figure is based on two factors: 1) a comparative analysis of spending by surrounding jurisdictions and 2) the professional assessment of regional legal service providers.

The following series of tables walks you through our research and reasoning.

¹ Schulteis, H. and Rooney, C. "A Right to Counsel Is a Right to a Fighting Chance: The Importance of Legal Representation in Eviction Proceedings." *American Progress*. October 2, 2019. Available online at: <https://www.americanprogress.org/issues/poverty/reports/2019/10/02/475263/right-counsel-right-fighting-chance/>

Table 1 shows that, among the regional jurisdictions that have allocated new funding for tenant legal services due to COVID-19, the average amount was \$18 per vulnerable renter household. We define vulnerable renter households as those who made less than \$75,000 and paid more than 30% of their income in rent and utilities as of 2018. According to the U.S. Census, Contra Costa had approximately 60,000 of these households at last count (2018 ACS). This isn't to say that all 60,000 will face eviction or need legal assistance; indeed, many of them won't. Rather, this method is meant to establish a regional standard of new spending *relative to the universe of potential need*. This ensures that variations in size, socio-economic status, and housing tenure are taken into account when determining a standard metric for new spending in response to pandemic-induced housing insecurity across jurisdictions.

Jurisdiction	Funding for Legal Services Pre-COVID? (a)	New Funding Post-COVID (a)	Number of Rent Burdened Low-Income Households (b)	New Funding Per Vulnerable Household
Alameda County	Yes	\$1,685,143	112,981	\$15
Contra Costa County (c)	No	\$600,000	34,393	\$17
Marin County	No	\$310,000	15,537	\$20
San Mateo County	Yes	\$1,000,000	38,822	\$26
Total	-	\$3,595,143	201,733	\$18

Sources + Notes

(a) Conversations with County staff and legal aid attorneys. "Legal services" refers to eviction defense.

(b) U.S. Census data for 2018. "Low-income" household is defined as a renter household that makes less than \$75,000/year. "Rent burdened" is defined as paying 30% or more of household income on rent and utilities.

(c) The number of vulnerable households in Contra Costa is for the "Urban County," since the funding was provided by the CDBG program. This excludes Antioch, Concord, Pittsburg, and Walnut Creek.

Applying this metric of \$18 to 60,000 vulnerable households, **Contra Costa would need to spend approximately \$1 million across the Urban County and Entitlement Jurisdictions to meet this regional standard.** Table 2 shows the breakdown across each of these five areas.

Table 2: Funding Required by Contra Costa Jurisdictions to Meet Regional Standard

Jurisdiction	Number of Rent Burdened Low-Income Households (a)	Funding Required to Meet Regional Standard
Antioch	7,410	\$133,380
Concord	9,200	\$165,600
Pittsburg	4,892	\$88,056
Walnut Creek	4,107	\$73,926
Urban County	34,393	\$619,074
Total	60,002	\$1,080,036

Sources + Notes

(a) U.S. Census data for 2018. "Low-income" household is defined as a renter household that makes less than \$75,000/year. "Rent burdened" is defined as paying 30% or more of household income on rent and utilities.

In our consultations with legal service providers, these organizations determined that, in order to serve at-risk tenants across the County, a team of at least seven attorneys would be needed. The estimated annual cost of sustaining an experienced, full-time attorney (meaning: salary, benefits, and administrative costs like language interpretation and paralegal fees) is around \$150,000.² **Therefore, a team of seven attorneys would cost around \$1,050,000--a figure that aligns with our comparative estimate of \$1 million.**

The County is already in the process of allocating as much as \$600,000 toward legal services. However, over 21,000 of Contra Costa's low-income, rent-burdened households live in the four Entitlement Jurisdictions, and thus won't be able to receive legal aid under this contract. That's why we think it's imperative for the rest of the Consortium to take a similar approach, allocating a portion of your CDBG-CV3 monies for ECHO Housing to subcontract with a legal aid provider.

At the same time, it's crucial to remember that, because of the funding restrictions inherent in the CDBG program, any money allocated by a given jurisdiction to a legal service provider will only be able to be used to serve residents of that jurisdiction. **Thus, in the interest of efficacy, it's critical that money be allocated in a manner that considers the actual costs of hiring a full- or part-time attorney. To that end, we urge the Entitlement Jurisdictions with more at-risk tenants (Concord and Antioch) to each allocate enough for one full-time attorney**

² This estimate is for highly experienced and fully resourced attorneys. Hiring less experienced attorneys can cut down on some of the costs, while causing others--namely training--to increase. Therefore, the full cost of employing a single attorney can range from around \$120,000 to \$150,000. The cost is subject to vary, and a legal service provider is likely to adapt their approach, or even bring in other funding sources, if available, in order to work within a jurisdiction's budget.

and those with fewer at-risk tenants (Pittsburg and Walnut Creek) to allocate enough for one half-time attorney. This breakdown is shown in Table 3.

Jurisdiction	Number of Rent Burdened Low-Income Households (a)	Funding Required to Meet Regional Standard	Minimum Number of Attorneys Needed (b)
Antioch	7,410	\$133,380	1.0
Concord	9,200	\$165,600	1.0
Pittsburg	4,892	\$88,056	0.5
Walnut Creek	4,107	\$73,926	0.5
Urban County	34,393	\$619,074	4.0
Total	60,002	\$1,080,036	7.0

Sources + Notes

(a) U.S. Census data for 2018. "Low-income" household is defined as a renter household that makes less than \$75,000/year. "Rent burdened" is defined as paying 30% or more of household income on rent and utilities.

(b) Conversations with legal aid attorneys. The average annual cost of an experienced, full-time attorney in the Bay Area is around \$150,000.

According to local legal service providers, each attorney would be able to reach around 300 tenants in a given year through know-your-rights clinics and other forms of outreach. From within that pool, each attorney would then be able to provide brief-scope consultations to around 150 clients. Drilling down further to identify those families that require the most legal assistance, each attorney would be able to provide full-scope representation to an estimated 50 individuals. Of course, in each of these cases, the full impact of legal services ripple beyond the individuals who receive them, whether because the clients share critical information with their neighbors or because they live in family or otherwise extended households. In addition, the mere availability of high-quality legal services may reduce the overall need as they can dissuade landlords from pursuing some minor evictions or acting in bad faith. In conclusion, Table 4 shows an estimate of the number of *households* that will receive assistance under this model. But the number of *residents* that will benefit, which is harder to estimate, is likely far greater.

Table 4: Estimated Number of Contra Costa Households Receiving Legal Services

Jurisdiction	Number of Rent Burdened Low-Income Households (a)	Funding Required to Meet Regional Standard	Minimum Number of Attorneys Needed (b)	Households Receiving Brief-Scope Consultation Per Year (b)	Households Receiving Full-Scope Representation Per Year (b)
Antioch	7,410	\$133,380	1.0	150	50
Concord	9,200	\$185,600	1.0	150	50
Pittsburg	4,892	\$88,056	0.5	75	25
Walnut Creek	4,107	\$73,926	0.5	75	25
Urban County	31,393	\$619,074	4.0	600	200
Total	60,002	\$1,080,036	7.0	1,050	350

Sources + Notes

(a) U.S. Census data for 2019. "Low-income" household is defined as a renter household that makes less than \$75,000/year. "Rent burdened" is defined as paying 30% or more of household income on rent and utilities.

(b) Conversations with legal aid attorneys. The average annual cost of an experienced, full-time attorney in the Bay Area is around \$150,000.

Finally, we understand that there are several limitations on the CDBG monies received by the Consortium, including the standard public service caps, that mean that CDBG may not be able to provide an ongoing funding stream for tenant legal services at this level. However, we think that it's important to use the extraordinary resources provided by the CARES Act in order to meet the extraordinary needs created by the pandemic. In addition, we're hopeful that, with the passage of Measure X, the County will receive more revenue that could provide a replacement funding stream in the future.

We appreciate your willingness to be in dialogue about how we can work together to protect the most vulnerable tenants among us from facing eviction and homelessness during the pandemic. And we look forward to advancing this work as fast as possible in order to create a supportive system of legal assistance *before* the protections of AB 3088 expire at the end of January 2021.

Sincerely,

Alex Werth, Policy Associate
East Bay Housing Organizations

Debra Ballinger, Executive Director
Monument Impact

Mariana Moore, Director
Ensuring Opportunity Campaign to End
Poverty in Contra Costa

Kristi Laughlin, Senior Campaign Director
East Bay Alliance for a Sustainable
Economy

Send on Behalf of the Raise the Roof Coalition

Grantee SF-424's and Certification(s)

OMB Number: 4340-0048
Expiration Date: 12/31/2019

Application for Federal Assistance SF-424		
<p>* 1. Type of Submission:</p> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		
<p>* 2. Type of Application:</p> <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision		
<p>* If Revision, select appropriate option(s):</p> <input type="text"/> <p>* Other (Specify):</p> <input type="text"/>		
<p>* 3. Data Received:</p> <input type="text"/>		<p>4. Applicant Identifier:</p> <input type="text" value="E-19-00-06-0000"/>
<p>5a. Federal Entity Identifier:</p> <input type="text"/>		<p>5b. Federal Award Identifier:</p> <input type="text"/>
<p>State Use Only:</p>		
<p>6. Data Received by State:</p> <input type="text"/>		<p>7. State Application Identifier:</p> <input type="text"/>
<p>8. APPLICANT INFORMATION:</p>		
<p>* a. Legal Name: <input type="text" value="City of Walnut Creek"/></p>		
<p>* b. Employer/Taxpayer Identification Number (EIN/TIN):</p> <input type="text" value="94-5003450"/>		<p>* c. Organizational DUNS:</p> <input type="text" value="0716931850000"/>
<p>d. Address:</p>		
<p>* Street: <input type="text" value="1656 North Main Street"/></p>		
<p>Street2: <input type="text"/></p>		
<p>* City: <input type="text" value="Walnut Creek"/></p>		
<p>County/Parish: <input type="text" value="Contra Costa"/></p>		
<p>* State: <input type="text" value="CA: California"/></p>		
<p>Province: <input type="text"/></p>		
<p>* Country: <input type="text" value="USA: UNITED STATES"/></p>		
<p>* Zip / Postal Code: <input type="text" value="94596-4606"/></p>		
<p>e. Organizational Unit:</p>		
<p>Department Name: <input type="text" value="Community & Economic Dev Dept."/></p>		<p>Division Name: <input type="text" value="Housing Division"/></p>
<p>f. Name and contact information of person to be contacted on matters involving this application:</p>		
<p>Prefix: <input type="text"/></p>	<p>* First Name: <input type="text" value="Sherianna"/></p>	
<p>Middle Name: <input type="text"/></p>		
<p>* Last Name: <input type="text" value="Lynn"/></p>		
<p>Suffix: <input type="text"/></p>		
<p>TITLE: <input type="text" value="Affordable Housing and Grants Coordinator"/></p>		
<p>Organizational Affiliation: <input type="text"/></p>		
<p>* Telephone Number: <input type="text" value="925-943-5659 x 2602"/></p>		<p>Fax Number: <input type="text"/></p>
<p>* Email: <input type="text" value="slynn@caWalnut-creek.org"/></p>		

Application for Federal Assistance SF-424	
* 9. Type of Applicant 1: Select Applicant Type: <input type="text" value="City or Township Government"/> Type of Applicant 2: Select Applicant Type: <input type="text"/> Type of Applicant 3: Select Applicant Type: <input type="text"/> * Other (specify): <input type="text"/>	
* 10. Name of Federal Agency: <input type="text" value="Department of Housing and Urban Development"/>	
11. Catalog of Federal Domestic Assistance Number: <input type="text" value="14-21"/> CFDA Title: <input type="text" value="Community Development Block Grant Program"/>	
* 12. Funding Opportunity Number: <input type="text" value="1-19-HC-06-0030"/> * Title: <input type="text" value="CDBG"/>	
13. Competition Identification Number: <input type="text"/> Title: <input type="text"/>	
14. Area Affected by Project (Cities, Counties, States, etc.): <input type="text" value="City of Walnut Creek Map.pdf"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
* 15. Descriptive Title of Applicant's Project: <input type="text" value="Fiscal Year 2019-2020 Annual Action Plan for the City of Walnut Creek"/>	
Attach supporting documents as specified in agency instructions. <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/>	

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: * b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date: * b. End Date:

18. Estimated Funding (\$):

* a. Federal	300,264.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	89,978.00
* g. TOTAL	390,242.00

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

Yes No

If "Yes", provide explanation and attach

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)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is combined in the announcement or agency specific instructions.

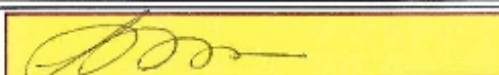
Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

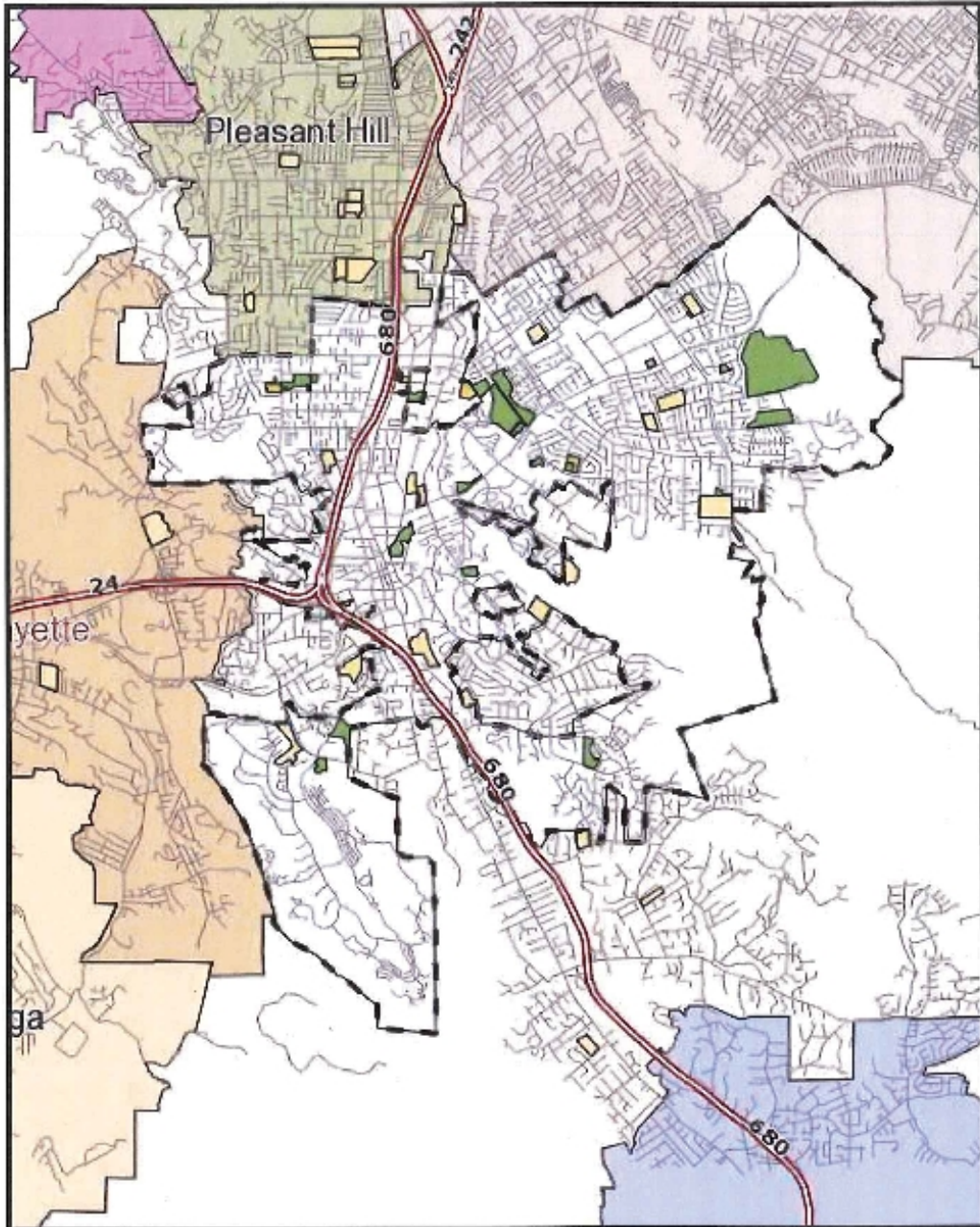
* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:  * Date Signed:

Item	Priority	Start Date	End Date	Responsible Party	Status	Notes
1	High	01/01/2019	03/31/2019	John Doe	Completed	Review and update the annual budget process.
2	Medium	02/01/2019	04/30/2019	Jane Smith	In Progress	Develop a new training program for staff.
3	Low	03/01/2019	05/31/2019	Bob Johnson	Not Started	Conduct a market research study.
4	High	04/01/2019	06/30/2019	Alice Brown	On Hold	Implement a new software system.
5	Medium	05/01/2019	07/31/2019	Charlie Davis	Completed	Organize a community outreach event.
6	Low	06/01/2019	08/31/2019	Diana Prince	In Progress	Review and update the employee handbook.
7	High	07/01/2019	09/30/2019	Frank Miller	Not Started	Develop a new product line.
8	Medium	08/01/2019	10/31/2019	Grace Wilson	In Progress	Conduct a financial audit.
9	Low	09/01/2019	11/30/2019	Henry Taylor	Not Started	Review and update the website.
10	High	10/01/2019	12/31/2019	Ivy Green	On Hold	Implement a new security protocol.

City of Walnut Creek



Scale: 1:76479



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.

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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. §§4728-4753) 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).
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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. 91-648) 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.
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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
	Director, Community and Economic Development
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Walnut Creek	6/5/19

SF-424D (Rev. 7-87) Back

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.

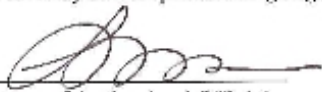
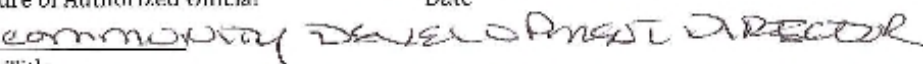
Anti-Lobbying --To the best of the jurisdiction's knowledge and belief:

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.


Signature of Authorized Official 6/15/19 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 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) 2018-2020 (two specific consecutive program years), 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.



Signature of Authorized Official

6/5/19

Date

COMMUNITY DEVELOPMENT DIRECTOR

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

Lobbying Certification

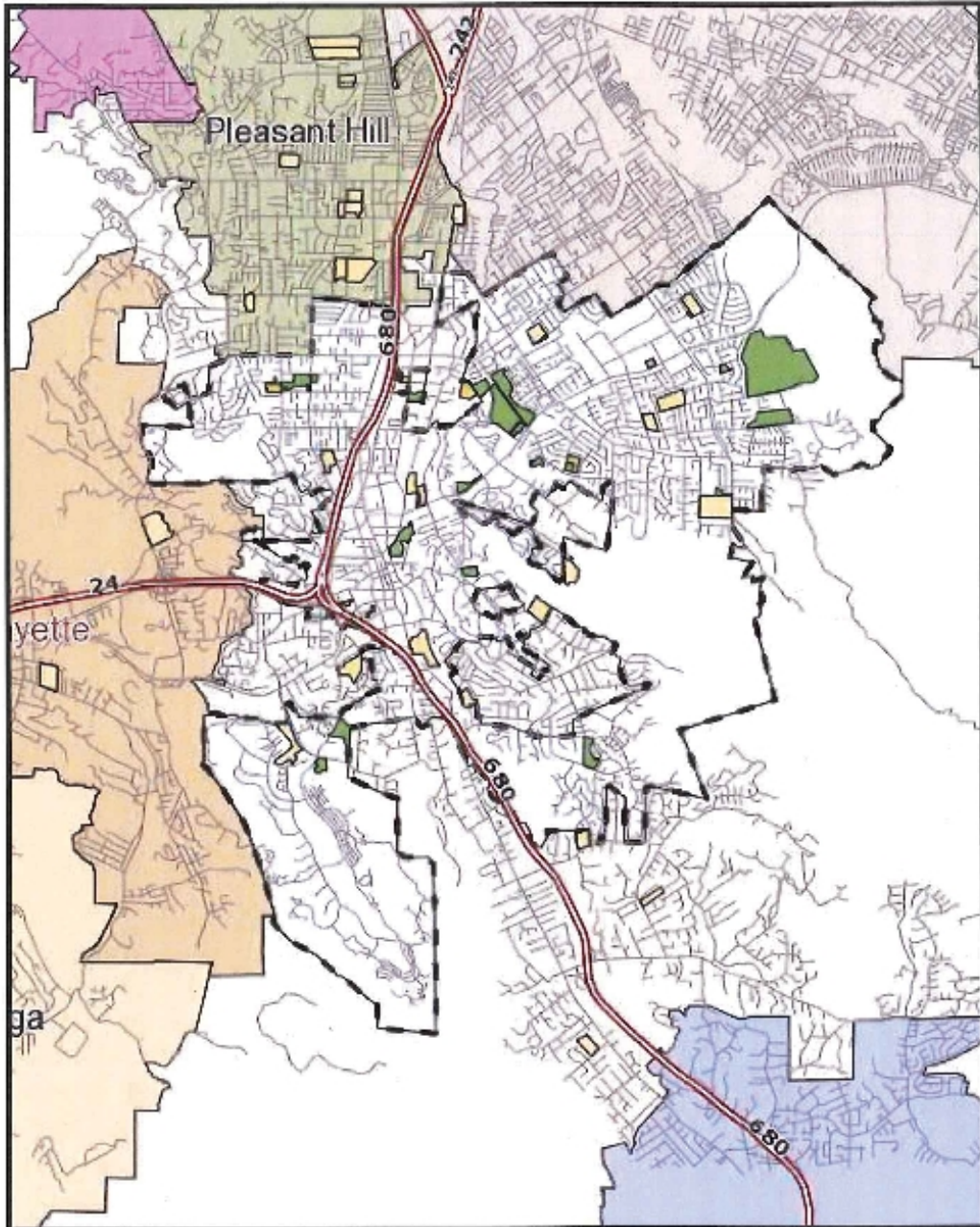
This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to 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.

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: <input type="text" value="07/02/20"/>	4. Applicant Identifier: <input type="text" value="City of Walnut Creek"/>	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text" value="B-20-MW-05-0030"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
B. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text" value="City of Walnut Creek"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="94-6000450"/>	* c. Organizational DUNS: <input type="text" value="0716971890000"/>	
d. Address:		
* Street1: <input type="text" value="1666 North Main Street"/>	Street2: <input type="text"/>	
* City: <input type="text" value="Walnut Creek"/>	County/Parish: <input type="text" value="Contra Costa"/>	
* State: <input type="text" value="CA: California"/>	Province: <input type="text"/>	
* Country: <input type="text" value="USA: UNITED STATES"/>	* Zip / Postal Code: <input type="text" value="94596-4609"/>	
e. Organizational Unit:		
Department Name: <input type="text" value="Community & Economic Dev Dept."/>	Division Name: <input type="text" value="Housing Division"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <input type="text"/>	* First Name: <input type="text" value="Sherluna"/>	
Middle Name: <input type="text"/>	* Last Name: <input type="text" value="Vien"/>	
Suffix: <input type="text"/>	Title: <input type="text" value="Affordable Housing and Grants Coordinator"/>	
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text" value="925-943-5899 x 2652"/>	Fax Number: <input type="text"/>	
* Email: <input type="text" value="vien@walnut-creek.org"/>		

Application for Federal Assistance SF-424	
<p>* 9. Type of Applicant 1: Select Applicant Type:</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>* 10. Name of Federal Agency:</p> <input type="text" value="Department of Housing and Urban Development"/>	
<p>11. Catalog of Federal Domestic Assistance Number:</p> <input type="text" value="14-218"/> <p>CFDA Title:</p> <input type="text" value="Community Development Block Grant Program"/>	
<p>* 12. Funding Opportunity Number:</p> <input type="text" value="B-20-MW-06-0030"/> <p>* Title:</p> <input type="text" value="CDBG-CV"/>	
<p>13. Competition Identification Number:</p> <input type="text"/> <p>Title:</p> <input type="text"/>	
<p>14. Areas Affected by Project (Cities, Counties, States, etc.):</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>* 15. Descriptive Title of Applicant's Project:</p> <input type="text" value="CDBG-CV Funds 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	
16. Congressional Districts Of:	
* 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"/>	
17. Proposed Project:	
* a. Start Date:	07/01/2020 * b. End Date: 09/30/2022
18. Estimated Funding (\$):	
* a. Federal	201,374.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	201,374.00
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<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.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<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"/>	
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)	
<input checked="" type="checkbox"/> ** I AGREE	
<small>** 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.</small>	
Authorized Representative:	
Prefix:	* First Name: Sandra
Middle Name:	
* Last Name:	Meyer
Suffix:	
* Title:	Director, Community and Economic Development
* Telephone Number:	925-943-5836 Fax Number:
* Email:	meyer@walnut-creek.org
* Signature of Authorized Representative:	* Date Signed: 07/02/2020

City of Walnut Creek



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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 and Economic Development Director
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Walnut Creek	07/02/20

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

CERTIFICATIONS

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

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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
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Signature of Authorized Official
Community and Economic Development Director

07/02/20

Date

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

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2. **Overall Benefit.** The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2019, 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.

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

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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.



Signature of Authorized Official
Community and Economic
Development Director

Title

07/02/20

Date

APPENDIX TO CERTIFICATIONS


INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

Lobbying Certification

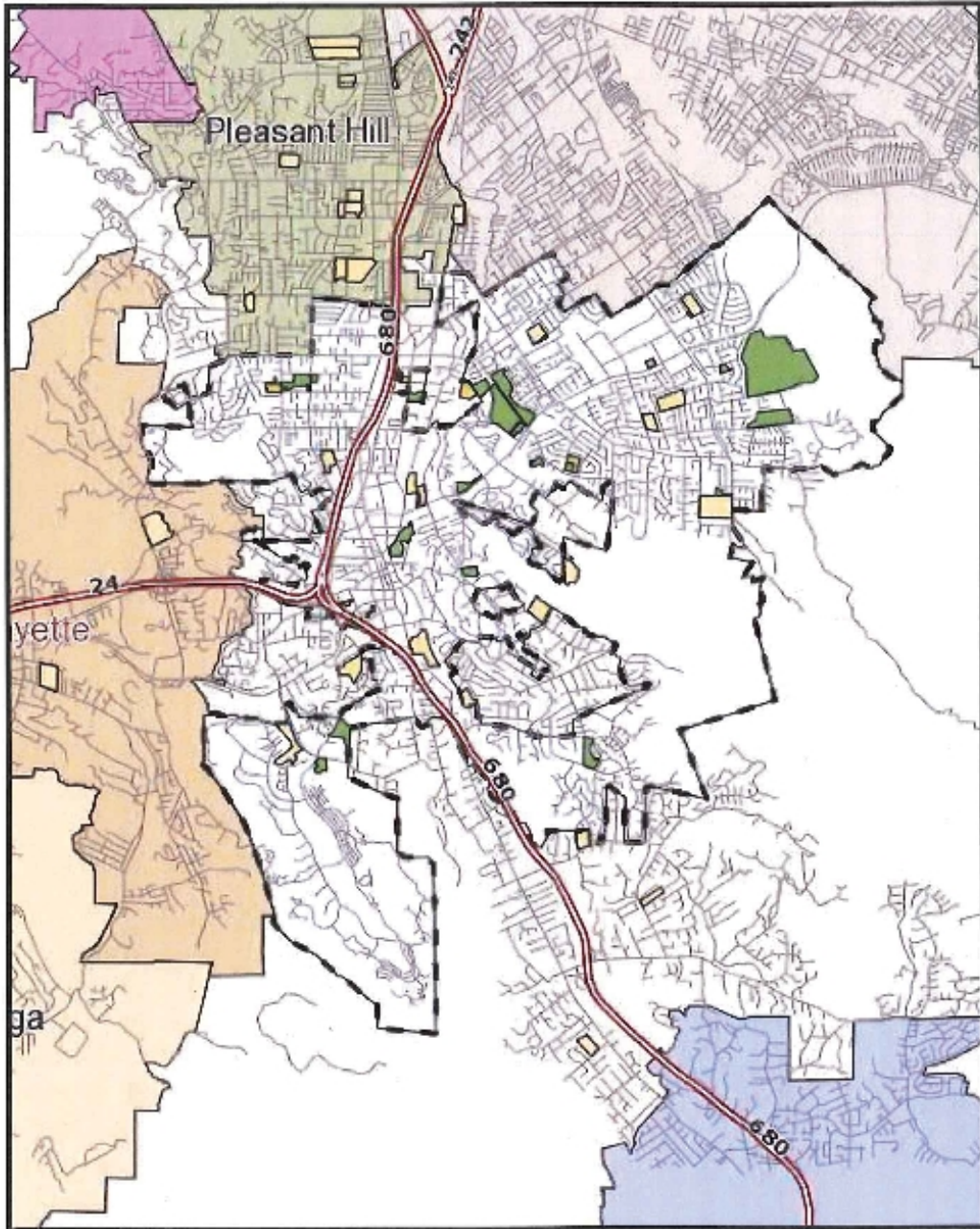
This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to 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.

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: <input type="text" value="12/21/2020"/>	4. Applicant Identifier: <input type="text" value="City of Walnut Creek"/>	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text" value="B-20-MC-06-0030"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
B. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text" value="City of Walnut Creek"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="94-6000450"/>	* c. Organizational DUNS: <input type="text" value="0716971890000"/>	
d. Address:		
* Street1:	<input type="text" value="1666 North Main Street"/>	
Street2:	<input type="text"/>	
* City:	<input type="text" value="Walnut Creek"/>	
County/Parish:	<input type="text" value="Contra Costa"/>	
* State:	<input type="text" value="CA: California"/>	
Province:	<input type="text"/>	
* Country:	<input type="text" value="USA: UNITED STATES"/>	
* Zip / Postal Code:	<input type="text" value="94596-4609"/>	
e. Organizational Unit:		
Department Name:	<input type="text" value="Community Development Dept."/>	
Division Name:	<input type="text" value="Housing Division"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix:	<input type="text"/>	* First Name: <input type="text" value="Sheri Lina"/>
Middle Name:	<input type="text"/>	
* Last Name:	<input type="text" value="Vien"/>	
Suffix:	<input type="text"/>	
Title: <input type="text" value="Affordable Housing and Grants Coordinator"/>		
Organizational Affiliation: <input type="text"/>		
* Telephone Number:	<input type="text" value="925-943-5899 x 2652"/>	Fax Number: <input type="text"/>
* Email: <input type="text" value="vien@walnut-creek.org"/>		

Application for Federal Assistance SF-424	
<p>* 9. Type of Applicant 1: Select Applicant Type:</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>* 10. Name of Federal Agency:</p> <input type="text" value="Department of Housing and Urban Development"/>	
<p>11. Catalog of Federal Domestic Assistance Number:</p> <input type="text" value="14-218"/> <p>CFDA Title:</p> <input type="text" value="Community Development Block Grant Program"/>	
<p>* 12. Funding Opportunity Number:</p> <input type="text" value="B-20-MC-06-0030"/> <p>* Title:</p> <input type="text" value="CDBG-CV"/>	
<p>13. Competition Identification Number:</p> <input type="text"/> <p>Title:</p> <input type="text"/>	
<p>14. Areas Affected by Project (Cities, Counties, States, etc.):</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>* 15. Descriptive Title of Applicant's Project:</p> <input type="text" value="CDBG-CV round 1 and 3 Funds 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	
16. Congressional Districts Of:	
* 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"/>	
17. Proposed Project:	
* a. Start Date:	07/01/2020 * b. End Date: 09/30/2022
18. Estimated Funding (\$):	
* a. Federal	640,393.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	640,393.00
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<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.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<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"/>	
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)	
<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.	
Authorized Representative:	
Prefix:	* First Name: Teri
Middle Name:	
* Last Name:	Killgore
Suffix:	
* Title:	Interim Director of CDD
* Telephone Number:	925-943-5814 Fax Number:
* Email:	killgore@walnut-creek.org
* Signature of Authorized Representative:	* Date Signed: 12/21/2020
	

City of Walnut Creek



Scale: 1:76479



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.

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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.).
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SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	CDD Interim Director
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Walnut Creek	12/21/2020

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

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	12/21/20
Signature of Authorized Official	Date
Community Development Department Interim Director	
Title	

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

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Community Development Department
Interim Director

Title

12/21/2020

Date

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