

# Strategic Plan

## SP-05 Overview

### Strategic Plan Overview

## SP-10 Geographic Priorities - 91.415, 91.215(a)(1)

### Geographic Area

Table 12 - Geographic Priority Areas

<b>1</b>	<b>Area Name:</b>	City Wide
	<b>Area Type:</b>	The funds are targeted City Wide
	<b>Other Target Area Description:</b>	The funds are targeted City Wide
	<b>HUD Approval Date:</b>	
	<b>% of Low/ Mod:</b>	
	<b>Revital Type:</b>	
	<b>Other Revital Description:</b>	
	<b>Identify the neighborhood boundaries for this target area.</b>	
	<b>Include specific housing and commercial characteristics of this target area.</b>	
	<b>How did your consultation and citizen participation process help you to identify this neighborhood as a target area?</b>	
	<b>Identify the needs in this target area.</b>	
	<b>What are the opportunities for improvement in this target area?</b>	
	<b>Are there barriers to improvement in this target area?</b>	

### General Allocation Priorities

Describe the basis for allocating investments geographically within the state

The City of Walnut Creek consists of ten primary neighborhood areas. The Downtown area of Walnut Creek has the highest concentration of non-English speaking households. The Northwest and Downtown neighborhoods share the highest concentrations of minority households. North Ygnacio Valley, Downtown, Rossmoor and parts of South Ygnacio Valley have the highest concentrations of low- to moderate-income households. Rossmoor houses the highest percent of persons over age 65 and persons with disabilities. Refer to (Maps in ConPlan 2015-2020 folder) for neighborhood and demographic maps of Walnut Creek.

The CDBG and CSG funds are awarded to projects and programs on a competitive allocation basis. The Contra Costa Consortium operates on a two and three-year funding cycle, and A Notice of Funding Availability is sent to over 700 public agencies, affordable housing developers, community-based organizations and interest groups active in the Consortium area and that serve primarily lower income or special needs persons. Applicants are required to describe the community need(s) met by their

activities and to specify their target population(s). Applications are reviewed and projects are funded based on several criteria including the project's ability to reach and serve its target population. All CDBG and CSG funded activities are available and easily accessible to lower income Walnut Creek residents throughout the City. Projects that target their resources to the underserved and high-need areas of the City are prioritized for funding.

Affordable housing projects in the City of Walnut Creek are targeted to areas suitable for multi-family developments and transportation-accessible living.

## SP-25 Priority Needs - 91.415, 91.215(a)(2)

### Priority Needs

Table 13 – Priority Needs Summary

<b>1</b>	<b>Priority Need Name</b>	Affordable Housing
	<b>Priority Level</b>	High
	<b>Population</b>	Extremely Low Low Moderate Large Families Families with Children Elderly Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence
	<b>Geographic Areas Affected</b>	The funds are targeted City Wide
	<b>Associated Goals</b>	AH-1: New Construction of Affordable Housing AH-2: Homeownership Opportunities AH-3: Maintain and Preserve Affordable Housing AH-4: New Supportive Housing - Special Needs

	<b>Description</b>	The Affordable Housing Priority Need addresses the need to preserve existing affordable housing units and the development of new units of affordable housing for low- and moderate- income families and individuals, including "Special Needs" populations in Walnut Creek. This priority is further divided into various objectives to address this priority, which are found in the "Goals" section of the Strategic Plan.
	<b>Basis for Relative Priority</b>	The City's current State Certified Housing Element provided the needs assessment and background for this priority.
2	<b>Priority Need Name</b>	Homelessness Prevention
	<b>Priority Level</b>	High
	<b>Population</b>	Extremely Low Low Large Families Families with Children Elderly Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence
	<b>Geographic Areas Affected</b>	The funds are targeted City Wide
	<b>Associated Goals</b>	H-1: Shelter for Homeless Population H-2: Services for Homeless (Non-Shelter Related)

	<b>Description</b>	The Homelessness Priority is to address the need of expanding and preserving shelter and housing for the homeless or those at imminent risk of becoming homeless, and to expand and preserve services to assist the homeless and those that are at imminent risk of becoming homeless.
	<b>Basis for Relative Priority</b>	Based on the Housing Element, needs assessment, input from service providers and residents.
<b>3</b>	<b>Priority Need Name</b>	Non-Housing Community Development
	<b>Priority Level</b>	High
	<b>Population</b>	Extremely Low Low Moderate Large Families Families with Children Elderly Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence Non-housing Community Development
	<b>Geographic Areas Affected</b>	The funds are targeted City Wide

	<b>Associated Goals</b>	CD-1: General Public Services CD-2: Senior Services CD-3: Youth Services CD-4: Non-Homeless Special Needs CD-5: Fair Housing CD-6: Economic Development CD-7: Public Facility, Infrastructure & Access
	<b>Description</b>	The Non-Housing Priority is to address the need of providing various public services, infrastructure/public facilities, and economic development opportunities to extremely low-, low-, and moderate-income persons, including non-homeless special needs populations of the County.
	<b>Basis for Relative Priority</b>	Based on input from the community, service providers, stake holders, and needs assessment
<b>4</b>	<b>Priority Need Name</b>	Administration
	<b>Priority Level</b>	High
	<b>Population</b>	Other
	<b>Geographic Areas Affected</b>	The funds are targeted City Wide
	<b>Associated Goals</b>	CD-8: Administration
	<b>Description</b>	General Administration of the Community Development Block Grant (CDBG).
	<b>Basis for Relative Priority</b>	Established by City and Consortium staff.

### Narrative (Optional)

The Needs Assessment and Market Analysis, in concert with the qualitative data collected through surveys, forums and meetings, highlight Walnut Creek’s clear and detailed need for investment in affordable housing, appropriate assistance for the homeless, new and increased access to services for vulnerable populations, and services for low-income families.

## **Priority Needs**

The priority needs, objectives and strategies detailed in the Consolidated Plan, and developed through a process of conducting focus group meetings, soliciting public input, researching census data, and reviewing housing and community development analyses include priorities related to affordable housing, including special needs housing and housing for the homeless; and community development needs, including public services, economic development, and infrastructure and public facility improvements. The Priority Needs table summarizes Walnut Creek's highest priority needs meaning that a jurisdiction anticipates expending some federal funding to address the need within the five-year planning period.

Walnut Creek identified eight objectives for meeting priority needs relating to affordable housing programs and projects, two objectives for meeting priority needs related to homelessness, and eight objectives for meeting priority needs relating to non-housing community development activities and projects.



## **SP-35 Anticipated Resources - 91.420(b), 91.215(a)(4), 91.220(c)(1,2)**

### **Introduction**

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

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

In each program year, the anticipated uses of CDBG funds include the following:

\$115,000 for the City's Home Rehabilitation Loan and Emergency Grant program;

\$34,500 for public services;

\$25,000 for economic development activities;

\$50,000 for program administration;

the remaining amounts may be used to fund public facility improvements (for local non-profit service providers).

The City supplements the public service portion of the CDBG program with \$70,000 from the General Fund. If additional CDBG funds become available, either through an increase in the entitlement allocation or through program income, those funds will be allocated to the City's affordable housing program and/or public facilities improvements.

## Anticipated Resources

**Table 14 - Anticipated Resources**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder 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	239,347	20,000	62,161	321,508	920,000	Entitlement Funds from the CDBG Program, and program income through loan repayments
General Fund	public - local	Admin and Planning Housing Public Services	318,000	0	0	318,000	1,272,000	General fund for Community Service Grant Program, Crisis Counselor Program, and Program Administration
Housing Trust Fund	public - local	Acquisition Housing	3,700,000	0	0	3,700,000	8,000,000	Housing Impact Fees and Commercial Linkage Fees
Other	public - local	Admin and Planning Housing	378,600	0	0	378,600	1,514,400	Housing Impact Fees (less than 10% for admin)

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - local	Admin and Planning Housing Public Services	77,000	0	0	77,000	308,000	Loan Repayments to the Housing Successor Agency through the First Time Homebuyer Downpayment Assistance Program and Residual Rent Receipts

**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 Cities 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 state that may be used to address the needs identified in the plan**

Not Applicable

**Discussion**

THIS PAGE INTENTIONALLY LEFT BLANK

## SP-40 Institutional Delivery Structure - 91.415, 91.215(k)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

**Table 15 - Institutional Delivery Structure**

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
WALNUT CREEK	Government	Ownership Rental	Jurisdiction

### Assess of Strengths and Gaps in the Institutional Delivery System

Walnut Creek's Community Development Department implements its programs, primarily through the Housing division.

Strengths: Interjurisdictional Coordination, Private – nonprofit and government partnerships, interdepartmental coordination

Gaps: Funding and resources

The biggest strength is the collaboration between the nonprofit service community and public agencies. Creating a coordinated information and referral network is essential for effective service delivery. There is also strong inter-jurisdictional coordination between the City, County and other members of the Contra Costa Consortium.

The primary service gap for special needs populations is funding. The nonprofit organizations and affordable housing developers are doing more with less, and the needs are continually increasing. The high increases in the rental market have put extraordinary pressures on lower income individuals and families, and on those special needs populations that are presumed to be low income, such as the disabled, frail elderly, abused children, etc. Increased cost of living creates pressures and crisis for households whose income is not sufficient to meet their basic needs. Additional funding in all areas is required to sufficiently meet these needs.

### Availability of services targeted to homeless persons and persons with HIV and mainstream services

**Table 16 - Homeless Prevention Services Summary**

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
<b>Homelessness Prevention Services</b>			
Counseling/Advocacy	X	X	
Legal Assistance	X		

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
<b>Homelessness Prevention Services</b>			
Mortgage Assistance	X		
Rental Assistance	X	X	
Utilities Assistance			
<b>Street Outreach Services</b>			
Law Enforcement			
Mobile Clinics			
Other Street Outreach Services			
<b>Supportive Services</b>			
Alcohol & Drug Abuse			
Child Care			
Education			
Employment and Employment Training	X	X	
Healthcare			
HIV/AIDS			
Life Skills			
Mental Health Counseling			
Transportation	X		
<b>Other</b>			

**Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)**

The City participates in the Contra Costa Interagency Council on Homeless as well as a local Homeless Task force to coordinate efforts to meet the needs of the homeless, particularly the chronically homeless. As a result, City staff (primarily housing and police staff) are well connected with homeless service providers throughout the County and can coordinate when issues arise, and to address on the ongoing critical needs of the homeless. The local multiservice drop in center (Trinity Center), located only blocks from downtown and City Hall, provides extensive day time services to the homeless, including meals, showers, mail services, clothing provision, housing and employment counseling and training opportunities. Trinity Center also works closely the homeless outreach teams and neighboring emergency shelters. Trinity Center is actively working the find a location for a temporary (4 months a year) overnight winter shelter. The Walnut Creek faith community is actively involved in the provision of services to the homeless through fundraising, direct donations, and by participating the County’s Winter Nights shelter for homeless families.

The City has updated its local zoning ordinance to allow for some zones where homeless shelters are permitted by right, and to allow transitional and supportive housing in the same manner as all other residential development of the same type.

The City's affordable housing projects include the availability of permanent housing affordable to people with extremely low incomes, defined as being at 0-30% of the area median income. Typically people at this income level are those who are living on public benefits, are homeless and have no source of income, or are employed earning only minimum wage.

Because the homeless services countywide are well integrated (including an homeless management database), people and information to move easily between programs, thus maximizing the likelihood of successful outcomes, facilitating people's transition from homeless services to community-based services once housing is regained, and allowing evaluation of outcomes and resource use from a system-wide perspective.

**Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above**

The primary service gap for special needs populations is funding. The nonprofit organizations and affordable housing developers are doing more with less, and the needs are continually increasing. The high increases in the rental market have put extraordinary pressures on lower income individuals and families, and on those special needs populations that are presumed to be low income, such as the disabled, frail elderly, abused children, etc. Increased cost of living creates pressures and crisis for households whose income is not sufficient to meet their basic needs. Additional funding in all areas is required to sufficiently meet these needs.

The biggest strength is the collaboration between the nonprofit service community and public agencies. Creating a coordinated information and referral network is essential for effective service delivery. There is also strong inter-jurisdictional coordination between the City, County and other members of the Contra Costa Consortium.

**Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs**

## SP-45 Goals - 91.415, 91.215(a)(4)

### Goals Summary Information

Table 17 - Goals Summary

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: \$5,800,000	Rental units constructed: 40 Household Housing Unit
2	AH-2: Homeownership Opportunities	2015	2020	Affordable Housing	City Wide	Affordable Housing	Housing Trust Fund: \$2,100,000 Housing Successor Agency: \$150,000 Impact Fees: \$1,500,000	Homeowner Housing Added: 37 Household Housing Unit  Direct Financial Assistance to Homebuyers: 15 Households Assisted
3	AH-3: Maintain and Preserve Affordable Housing	2015	2020	Affordable Housing	City Wide	Affordable Housing	CDBG: \$402,500	Homeowner Housing Rehabilitated: 15 Household Housing Unit
4	AH-4: New Supportive Housing - Special Needs	2015	2020	Affordable Housing	City Wide	Affordable Housing	Housing Trust Fund: \$3,800,000	Rental units constructed: 18 Household Housing Unit
6	H-1: Shelter for Homeless Population	2015	2020	Homeless	City Wide	Homelessness Prevention	CDBG: \$50,000 General Fund: \$100,000	Public service activities other than Low/Moderate Income Housing Benefit: 1500 Persons Assisted



Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
7	H-2: Services for Homeless (Non-Shelter Related)	2015	2020	Homeless	City Wide	Homelessness Prevention	General Fund: \$50,000 Housing Successor Agency: \$50,000	Public service activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted
8	CD-1: General Public Services	2015	2020	Non-Housing Community Development	City Wide	Non-Housing Community Development	CDBG: \$36,750 General Fund: \$100,000	Public service activities other than Low/Moderate Income Housing Benefit: 5000 Persons Assisted
9	CD-2: Senior Services	2015	2020	Non-Housing Community Development	City Wide	Non-Housing Community Development	CDBG: \$32,500 General Fund: \$122,500	Public service activities other than Low/Moderate Income Housing Benefit: 5000 Persons Assisted
10	CD-3: Youth Services	2015	2020	Non-Housing Community Development	City Wide	Non-Housing Community Development	General Fund: \$400,000	Public service activities other than Low/Moderate Income Housing Benefit: 3000 Persons Assisted
11	CD-4: Non-Homeless Special Needs	2015	2020	Non-Homeless Special Needs	City Wide	Non-Housing Community Development	CDBG: \$35,000 General Fund: \$75,000	Public service activities other than Low/Moderate Income Housing Benefit: 400 Persons Assisted
12	CD-5: Fair Housing	2015	2020	Non-Homeless Special Needs	City Wide	Non-Housing Community Development	CDBG: \$30,000	Public service activities other than Low/Moderate Income Housing Benefit: 50 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
13	CD-6: Economic Development	2015	2020	Non-Housing Community Development	City Wide	Non-Housing Community Development	CDBG: \$125,000	Businesses assisted: 75 Businesses Assisted
14	CD-7: Public Facility, Infrastructure & Access	2015	2020	Non-Housing Community Development	City Wide	Non-Housing Community Development	CDBG: \$254,758	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 350 Persons Assisted
15	CD-8: Administration	2015	2020	Administration	City Wide	Administration	CDBG: \$275,000 General Fund: \$742,500 Housing Successor Agency: \$185,000 Impact Fees: \$393,000	Other: 0 Other

**Table 18 - Goal Descriptions**

<b>1</b>	<b>Goal Name</b>	AH-1: New Construction of Affordable Housing
	<b>Goal Description</b>	Expand housing opportunities for extremely low-income, very low- income, low-income, and moderate-income households through an increase in the supply of decent, safe, and affordable rental housing and rental assistance.
<b>2</b>	<b>Goal Name</b>	AH-2: Homeownership Opportunities
	<b>Goal Description</b>	Increase homeownership opportunities for lower-income households.
<b>3</b>	<b>Goal Name</b>	AH-3: Maintain and Preserve Affordable Housing
	<b>Goal Description</b>	Maintain and preserve the existing affordable housing stock, including single family residences owned and occupied by lower-income households.
<b>4</b>	<b>Goal Name</b>	AH-4: New Supportive Housing - Special Needs
	<b>Goal Description</b>	Increase the supply of appropriate and supportive housing for special needs populations, including seniors, persons with disabilities, persons with HIV/AIDS, low-income veterans, the homeless, and extremely low-income residents.
<b>6</b>	<b>Goal Name</b>	H-1: Shelter for Homeless Population
	<b>Goal Description</b>	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.
<b>7</b>	<b>Goal Name</b>	H-2: Services for Homeless (Non-Shelter Related)
	<b>Goal Description</b>	Reduce the incidence and risk of homelessness and assist in alleviating the needs of the homeless.
<b>8</b>	<b>Goal Name</b>	CD-1: General Public Services
	<b>Goal Description</b>	Ensure that opportunities and services are provided to improve the quality of life and independence for lower-income persons.

9	<b>Goal Name</b>	CD-2: Senior Services
	<b>Goal Description</b>	Enhance the quality of life of senior citizens and frail elderly, and enable them to maintain independence.
10	<b>Goal Name</b>	CD-3: Youth Services
	<b>Goal Description</b>	Increase opportunities for children/youth to be healthy, succeed in school, and prepare for productive adulthood.
11	<b>Goal Name</b>	CD-4: Non-Homeless Special Needs
	<b>Goal Description</b>	Ensure that opportunities and services are provided 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.
12	<b>Goal Name</b>	CD-5: Fair Housing
	<b>Goal Description</b>	Fair Housing: Promote fair housing activities and affirmatively further fair housing.
13	<b>Goal Name</b>	CD-6: Economic Development
	<b>Goal Description</b>	Reduce the number of persons with incomes below the poverty level, and expand economic opportunities for very low- and low-income residents.
14	<b>Goal Name</b>	CD-7: Public Facility, Infrastructure & Access
	<b>Goal Description</b>	Maintain quality public facilities and adequate infrastructure, and ensure access for lower-income persons and persons with special needs.
15	<b>Goal Name</b>	CD-8: Administration
	<b>Goal Description</b>	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.

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)**

The City anticipates at least 58 new rental units will be leased up in the Con Plan period, and an additional 50+ will be under construction. 15 first time homebuyers will receive downpayment assistance, and 15 Walnut Creek homeowners will receive rehabilitation loans.

THIS PAGE INTENTIONALLY LEFT BLANK

## **SP-65 Lead-based Paint Hazards - 91.415, 91.215(i)**

### **Actions to address LBP hazards and increase access to housing without LBP 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.

### **How are the actions listed above integrated into housing policies and procedures?**

In an effort to address LBP hazards and increase access to housing without LBP hazards the City's 2015-2023 Housing Element integrates through Code Enforcement the goal to encourage the rehabilitation of substandard residential properties by homeowners and landlords and improve overall housing quality and conditions in the city including structures with lead-based paint hazards. The City's activities comply with the Compliance with Lead-Based Paint Procedures part 35, subparts A, B, J, K and R, of title 24 of the Municipal Code.

All applicants for housing rehabilitation loans are informed of the City's LBP Plan during the application stage. The applicant must submit its plan on how it will comply with the requirements. Prior to rehabilitation activities, paint is tested for lead. If lead is found, it must be remediated pursuant to the LBP Plan. Following remediation activities, the unit is tested again to ensure all work was completed.

## **SP-70 Anti-Poverty Strategy - 91.415, 91.215(j)**

### **Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families**

The U.S. Census estimates that there are 521 persons with a disability living below the poverty line in Walnut Creek. Such households are particularly vulnerable to increasing housing costs and can easily become homeless without the necessary support services in place.

The City, through its various departments, provides services and supports programs that promote personal responsibility, independence and self-sufficiency. The City of Walnut Creek will continue its efforts to reduce the number of families and individuals living in poverty. The City will focus primarily on supporting programs that raise household incomes through economic development activities, job training and job readiness skills, and increased access to employment opportunities for persons living below the poverty line.

Public service activities that help improve household income by alleviating various obligatory expenses include collaborative food distribution, meals on wheels, legal services for the elderly; homeless prevention activities and one-time financial assistance services.

### **How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan**

The City's poverty anti-poverty goals and policies coordinate with this affordable housing plan through several housing goals. Expanding housing opportunities for extremely-low income households will reduce cost burden and maintenance, which will allow these households to spend additional funds on other necessities such as food, transportation, and medical care.

Funding requirements for tax credit and other State funds encourage urban infill with affordable housing located near jobs and transit. Most affordable housing developers offer on-site services, and access to service providers. Together, these efforts support low income tenants in obtaining job skills. Locations proximate to jobs and transit ease commute burden and cost.



## **SP-80 Monitoring - 91.230**

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

**Meeting Action Plan and Consolidated Plan Goals** The City of Walnut Creek conducts quarterly assessments of its progress towards meeting the goals set forth in the One-Year Action Plan and Five-Year Consolidated Plan. Housing Division staff who administer the CDBG program meet weekly and discuss all aspects of CDBG administration including progress towards meeting the goals.

The County and the other entitlement jurisdictions within the County have developed a Performance Outcome Measurement System. Each project will be monitored and evaluated on meeting the performance measurement outcome indicator.

The City monitors projects as follows:

Housing: All applications are reviewed to ensure consistency with federal regulations, the Consolidated Plan, the Analysis of Impediments to Fair Housing Choice, and the City's Housing Element.

The City is required to meet with County staff to discuss the project funding, applicable federal regulations, and County restrictions. The County and the City then enter into project agreements which specify project objectives, scope of work, eligible activities, performance targets, project budget, implementation time frame, federal regulatory requirements, and monitoring and reporting requirements. All housing development funds are provided to projects in the form of a loan or grant with regulations, use restrictions, and term incorporated into the legal documents.

During project implementation, project sponsors are required to submit periodic progress reports detailing project progress, significant development problems, project funding and expenditures, outreach to women and minority-owned businesses, Section 3 Plan progress and affirmative marketing activity. Projects are monitored for compliance with federal accounting and procurement standards, labor and construction standards, relocation, affirmative marketing, equal opportunity, fair housing, and other federal requirements. Projects are also subject to an onsite performance and/or financial audit review on a selective basis.

At project completion, the City submits project completion reports identifying: project accomplishments; population served, data on household characteristics (e.g., size, income, and ethnicity); rent and/or housing affordability; and total sources and uses of funds.

Affordable housing development projects submit annual compliance, including financial, reports throughout the period of required affordability. These reports ensure continued compliance with federal regulations, affordability and use restrictions, and other requirements as specified in project loan documents. CDBG-assisted rental projects will be subject to periodic onsite inspections. Financial reports and tenant rosters are reviewed on an annual basis. Projects that show financial or physical weaknesses are monitored annually until the properties show significant improvement.

Non-Housing Community Development Projects and Programs: Review of applications for consistency with federal regulations, the Consolidated Plan, and Board of Supervisor policies. New Subrecipients attend a mandatory meeting to learn program standards, requirements, and federal regulations. Subrecipients are required to enter into agreements that specify objectives, scope of work, applicable timelines and performance targets, budget, federal, state and local regulatory requirements, and monitoring and reporting requirements.

Subrecipients are required to submit quarterly progress and reports, with one being a Close-Out report, detailing progress toward objectives, problems and/or resolution to meeting goals, quantitative participation data by ethnicity, income, and household status. Projects are subject to an onsite performance and financial audit review.