

CITY OF WALNUT CREEK

2020-21 ACTION PLAN

EXPECTED RESOURCES

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

Introduction

To Meet Affordable Housing and Community Development Needs

For the Consolidated Plan period (2020-2025), the City anticipates that approximately \$24.1 million will be available for local affordable housing programs, community services, and economic development, including \$1.8 million of federal resources. The City will have an estimated \$16 million in the Local Housing Trust Fund, comprised of housing in lieu fees and commercial linkage fees along with an anticipated matching grant through the State of CA. A total of \$3.3 million in general fund is anticipated to fund program administration and three local grant programs (Community Services Grant, Homeless Services, and School Crisis Counselor grant programs). Additional resources will be available through the Housing Successor Agency, and additional state grants, such as the Permanent Local Housing Allocation.

In 2020-2021, CDBG entitlement allocation is \$342,317. For prior years between 2015 through 2020, the City received between \$248,006 and \$300,264. Generally, funding allocations are the following:

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

The City supplements the public service portion of the CDBG program with \$100,000 from the General Fund, and an additional \$200,000 for homeless service activities. 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 198 – Expected Resources – Priority Table								
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	342,317	0	31,733	374,050	1,429,268	CDBG annual allocation + 15K annual program income
Housing Trust Fund	public - local	Acquisition Housing	11,000,000	0	0	11,000,000	5,000,000	This includes Housing In lieu Fees and Commercial Linkage Fees, as well as an anticipated successful application for the State Local Housing Trust Fund Matching Program. The first year is much higher than the rest of the ConPlan period because it includes current fund balance plus anticipated grant award from the state.
Other Housing in Lieu Fees	public - local	Admin and Planning Housing	381,800	0	0	381,800	1,527,200	Housing In Lieu Fees (less than 10% set aside for administration), and FTHB Loan
Other Housing Successor Agency Loan Repayments	public - local	Admin and Planning Housing Public Services	100,000	0	0	100,000	400,000	Loan Repayments to the Housing Successor Agency through the First Time Homebuyer Downpayment Assistance Program and Residual Rent Receipts. (\$20,000 for program admin per year)

Table 198 – Expected Resources – Priority Table

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 Local Funds	public-local	Admin and Planning Housing Public Services	799,849	0	0	799,849	3,337,845	Crisis Counselor Program (\$80,000), Community Services Grant (\$100,000) and Homeless Services Fund (\$200,000 - \$220,000), Program Administration/Personnel (281,400) and SB2 Permanent Local Housing Allocation (\$830,694 over 5-year period)

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

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

For the development of Affordable Housing, the City is usually the first funder, providing acquisition financing for the development of affordable housing. The Cities acquisition funding is leveraged on an average ratio of 1:4. For every dollar we commit, an additional 4 dollars is leveraged. Leveraged funds include private lending institutions, tax credits, sweat equity, federal HOME and HOPWA funds, as well as other federal programs; and state funds such as the Mental Health Service Act (MHSA) and BEGIN funds. All of the public service and economic development activities funded through the competitive process require additional funding from other sources. Often, CDBG 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 100% of matching funds from the school districts to fund the program.

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

Not Applicable

Discussion

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

Additional Program Income or Higher Carry Forward. \$31,732.87 of carry forward is estimated in FY20-21. If more program income or carry forward is received than expected, the Committee recommends it be used for the following priorities:

- **Tenant/Landlord Services.** Pay the additional \$6,080 of Tenant/Landlord Services under public services cap rather than admin.
- **Public Services.** Fund Meals on Wheel and CORE Countywide at the same funding level as FY19-20.
- **Home Rehabilitation Loan and Emergency Grant Program.** The Committee recommends the Home Rehabilitation Program be allocated \$120,000 for the next fiscal year, with the ability to increase funding up to \$150,000 if the program develops a significant pipeline of projects in FY20-21.
- **Walnut Creek Senior Center ADA Work.** Flexibility to fund \$15,000 for admin cost in FY20-21 and the remaining amount of \$223,900 in FY21-22.
- **First Time Homebuyer Program.** The program provides the lesser of \$65,000 or 17% for down payment assistance to first time homebuyers at 120% or less of Area Median Income (AMI). CDBG funds can be used for the program if the applicant is at 80% AMI or less. At the time, the program is being underutilized due to the widening affordability gap in ownership housing, but the Committee recommends the option to use up to \$65,000 in CDBG funds if there is an eligible applicant.

Less Program Income or Carry Forward

- Reduce administration funds according to the cap formula
- Any additional decreases in funding would then be taken out of the Home Rehabilitation program.

ANNUAL GOALS AND OBJECTIVES

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

Goals Summary Information

Table 199 – 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	2020	2025	Affordable Housing	Citywide	Affordable Housing	Housing Trust Fund: \$0	Rental units constructed: 11 Household Housing Unit
2	AH-2: Homeownership Opportunities	2020	2025	Affordable Housing	Citywide	Affordable Housing	Housing Trust Fund: \$2,000,000 Housing In Lieu Fees: \$185,000	Direct Financial Assistance to Homebuyers: 2 Households Assisted
3	AH-3: Maintain and Preserve Affordable Housing	2020	2025	Affordable Housing	Citywide	Affordable Housing	CDBG: \$120,000	Homeowner Housing Rehabilitated: 4 Household Housing Unit
4	H-1: Shelter for Homeless Population	2020	2025	Homeless	Citywide	Affordable Housing Homelessness Prevention	Local Funds: \$110,000	Homeless Person Overnight Shelter: 88 Persons Assisted
5	H-2: Services for Homeless (Non-Shelter Related)	2020	2025	Homeless	Citywide	Homelessness Prevention Non-Housing Community Development	CDBG: \$25,917	Public service activities other than Low/Moderate Income Housing Benefit: 420 Persons Assisted
6	CD-1: General Public Services	2020	2025	Non-Homeless Special Needs	Citywide	Non-Housing Community Development	CDBG: \$16,080	Public service activities other than Low/Moderate Income Housing Benefit: 1,316 Persons Assisted Homelessness Prevention: 106 Persons Assisted

Table 199 – Goals Summary

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
7	CD-2: Senior Services	2020	2025	Non-Housing Community Development	Citywide	Non-Housing Community Development	CDBG: \$12,500	Public service activities other than Low/Moderate Income Housing Benefit: 506 Persons Assisted
8	CD-3: Youth Services	2020	2025	Non-Housing Community Development	Citywide	Non-Housing Community Development	Local Funds: \$80,000	Public service activities other than Low/Moderate Income Housing Benefit: 700 Persons Assisted
9	CD-4: Non-Homeless Special Needs	2020	2025	Non-Homeless Special Needs	Citywide	Non-Housing Community Development	Local Funds: \$14,000	Public service activities other than Low/Moderate Income Housing Benefit: 108 Persons Assisted
10	CD-5: Fair Housing	2020	2025	Non-Homeless Special Needs	Citywide	Non-Housing Community Development	CDBG: \$6,080	Public service activities other than Low/Moderate Income Housing Benefit: 15 Persons Assisted
11	CD-6: Economic Development	2020	2025	Non-Housing Community Development	Citywide	Non-Housing Community Development	CDBG: \$25,000	Jobs created/retained: 2 Jobs Businesses assisted: 15 Businesses Assisted
12	CD-7: Public Facility, Infrastructure & Access	2020	2025	Non-Housing Community Development	Citywide	Non-Housing Community Development	CDBG: \$95,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 312 Persons Assisted
13	CD-8: Administration	2020	2025	Administration	Citywide	Administration	CDBG: \$68,463	Other: 1 Other

Goal Descriptions

Table 200 – 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. A total of 11 very-low income units from 1910 Noma, a market-rate development invoking their density bonus concession/incentives in exchange for the provisions of affordable housing units. No City affordable housing committed.
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 and safe parking 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 2020, the Contra Costa Consortium issued an RFP requesting applications for the 2020-2022 Grant Cycle. Walnut Creek received 27 applications for the CDBG, CSG, and HSF programs and an internal request for program administration funds. On March 13, 2020, the Housing and Community Development Committee (HCD) held a public hearing to consider the applications. Following a minimum of a 30-day public comment period, City Council approved the 2020-2025 Consolidated Plan and 2020-2021 Annual Action Plan on May 5, 2020.

With a recommended \$100,000 for the CSG program and \$200,000 for the HSF program, \$342,317 for the CDBG allocation, \$31,732.87 estimated in carry forward, there is an estimated \$674,050 in CDBG, CSG, and HSF funds available. This includes allocation of \$161,497 available for public services (CSG and CDBG); \$198,997 for homeless services (HSF); \$68,463 for program administration; and \$244,089 for Economic Development, Public Facility and Infrastructure, and Housing activities.

Should the City have more or less carry forward or program income than anticipated, the funds will adjust according to the priorities described earlier in AP-15.

Table 201 – Project Information	
#	Project Name
1	Contra Costa Legal Services
2	Meals on Wheels Diablo Region – Care Management
3	CORE Homeless Outreach
4	Choice in Aging - Adult Day Health Care
5	ECHO Housing - Fair Housing
6	ECHO Housing - Tenant Landlord
7	Monument Crisis Center
8	COCOKids
9	Loaves & Fishes - Culinary Training Program
10	Ygnacio Valley Library - ADA Parking Improvements
11	Home Rehabilitation Loan Program
12	Program Administration
13	Community Violence Solutions
14	Contra Costa Crisis Center - Crisis Line
15	Court Appointed Special Advocates - Serving All Foster Children
16	STAND! For Families Free of Violence - Crisis Line
17	Senior Outreach Services - Meals on Wheels
18	Ombudsman Services of Contra Costa
19	St. Vincent de Paul - Homeless Prevention Program
20	Trinity Center - General Operating Support
21	Trinity Center - Safe Parking Program
22	Trinity Center - Winter Evening Program
23	Cancer Support Community Walnut Creek
24	Lions Center for the Visually Impaired - Independent Living
25	Loaves & Fishes - Nourishing Lives
26	Rainbow Community Center
27	General Fund Public Services and Administration
28	Housing Trust Fund
29	Other Impact Fees
30	Housing/ IPF/ Acquisition

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

The City prioritized projects and programs that meet the CDBG program primary objective to develop viable urban communities by providing decent housing, a suitable living environment, and expanded economic opportunities; principally for person of low and moderate incomes. The projects were also weighed against the City's highest priority needs. This year, addressing Tenant/Landlord and Fair Housing services became an increased focus for the City due to the recently passed State legislation AB1482.

Additionally, addressing homelessness continues to be a focus for the City. As shown in the above chart, the City is funding a wide array of priority needs including maintaining and preserving affordable housing, services for the homeless, senior services, economic development activities, and fair housing services.

To address the underserved needs, the City contributes \$100,000 in General Funds for the Community Services Grant (CSG) program. The CSG program is specifically designed to augment the public service portion of the CDBG program. 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 in FY19-20 the City funded separately on May 21, 2019 \$50,000 of seed money from HSF funds to the program. In the FY20-22 funding application round, Trinity Center submitted an application for the Safe Parking Program.

AP-38 Project Summary

Project Summary Information

Table 202 – 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	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	75 seniors.
	Location	
	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	Meals on Wheels Diablo Region - Care Management
	Target Area	City Wide
	Goals Supported	CD-2: Senior Services
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$4,000 Local Funds: \$3,000

	Description	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	6/30/2021
	Est #/type to benefit	100 low-income seniors.
	Location	
	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.
3	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: \$25,917 Local Funds: \$83,997
	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	6/30/2021
	Est #/type to benefit	80 homeless individuals from the County-wide CORE team, with 40 additional homeless individuals served by the second CORE outreach team focusing only on Walnut Creek and Concord, with funding from Concord.
	Location	
	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 \$9,442 in CDBG and \$12,000 in CSG funds and the Walnut Creek/Concord CORE team receives \$16,475 in CDBG and \$71,997 in General Fund monies from the Homeless Services Fund.
4	Project Name	Choice in Aging - Adult Day Health Care
	Target Area	City Wide
	Goals Supported	CD-2: Senior Services
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$8,500
	Description	5A - Provides day time adult health care services at a skilled nursing level for seniors and the frail elderly.
	Target Date	6/30/2020
	Est #/type to benefit	31 seniors.
	Location	

	Planned Activities	Provide adult day health care services for seniors and frail elders who are severely compromised, dependent on others for daily care, and who have multiple chronic conditions. Essential services are provided by a team of health, psychosocial, and activity coordination professionals that mirrors that of a skilled nursing facility. Program activities are designed to increase socialization, physical and mental engagement, and meet the needs of each individual participant, which includes assistance with medication, feeding, ambulation, and toileting
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: \$6,080
	Description	5J - LMC. 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.
	Target Date	6/30/2021
	Est #/type to benefit	15 low-income persons.
	Location	
Planned Activities	To provide Federal and State Fair Housing Law information, counseling, investigation, mediation and educational training services. This activity will be funded under the admin cap unless more program income is received in FY19-20, then it would be funded out of the public services category.	
6	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: \$11,580
	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	6/30/2021
	Est #/type to benefit	90 low-income persons.
	Location	
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.	
7	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	6/30/2021
	Est #/type to benefit	200 low-income persons.
	Location	
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.	
8	Project Name	COCOKids
	Target Area	City Wide
	Goals Supported	CD-6: Economic Development
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$15,000
	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	6/30/2021
	Est #/type to benefit	15 low-income residents starting or maintaining a small business.
Location		
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.	
9	Project Name	Loaves & Fishes - Culinary Training Program
	Target Area	City Wide
	Goals Supported	CD-6: Economic Development
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$10,000
	Description	18B - A free 12-week introductory culinary program for individuals interested in the culinary industry and experiencing barriers to employments. Upon graduation, there will be opportunities for direct job placement for 2 FTE's.
	Target Date	6/30/2021
	Est #/type to benefit	2 full time jobs for low-income persons.
Location		
Planned Activities	Provide a free 12-week introductory culinary program and assist with at least 2 FTE job placements.	

10	Project Name	Ygnacio Valley Library - ADA Parking Improvements
	Target Area	City Wide
	Goals Supported	CD-7: Public Facility, Infrastructure & Access
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$95,000
	Description	03E - The Ygnacio Valley Library is seeking to bring the parking lot up to ADA compliance in order to be accessible to the elderly and people with disabilities.
	Target Date	6/30/2021
	Est #/type to benefit	312 persons with disability.
	Location	
Planned Activities	Bring the Ygnacio Valley Library parking lot up to ADA compliance in order to be accessible to the elderly and people with disabilities. The ADA work will include two designated ADA compliant parking spots with apron, one that is standard and one that is van accessible. Curb ramps will be replaced and the concrete path that leads to the building entrance will be replaced with an ADA compliant path of travel.	
11	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	6/30/2021
	Est #/type to benefit	A maximum of 6 low-income households if only grants are distributed.
	Location	
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.	
12	Project Name	Program Administration
	Target Area	City Wide
	Goals Supported	
	Needs Addressed	Administration
	Funding	CDBG: \$62,384
	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	6/30/2021
	Est #/type to benefit	Administration benefits all programs.
Location		

	Planned Activities	Due to the recently passed legislation AB1482, staff anticipates an increase in Fair Housing and Tenant/Landlord Services. Staff proposes to fund Fair Housing Services under the admin cap, unless more program income is received in FY19-20 increasing the public services allocation for FY20-21.
13	Project Name	Community Violence Solutions
	Target Area	City Wide
	Goals Supported	CD-1: General Public Services CD-3: Youth Services
	Needs Addressed	Non-Housing Community Development
	Funding	Local Funds: \$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	6/30/2021
	Est #/type to benefit	20 children that are victims of abuse.
	Location	
	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.
14	Project Name	Contra Costa Crisis Center - Crisis Line
	Target Area	City Wide
	Goals Supported	CD-1: General Public Services
	Needs Addressed	Homelessness Prevention
	Funding	Local Funds: \$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	6/30/2021
	Est #/type to benefit	600 low-income persons.
	Location	
	Planned Activities	Provide 24-hour crisis line services through two crisis line programs: Crisis Intervention Service and 211 Information and Referral Service.
15	Project Name	Court Appointed Special Advocates - Serving All Foster Children
	Target Area	City Wide
	Goals Supported	CD-3: Youth Services

	Needs Addressed	Non-Housing Community Development
	Funding	Local Funds: \$5,000
	Description	Not funded through CDBG. CASA secures, trains, and supports court-appointed volunteers to advocate for abused, neglected and abandoned children and youth during their uncertain journey in the foster care system. CASA advocates provide a consistent voice to provide these youth with safe and healthy environments in permanent homes, thereby reducing future homelessness, and increasing health, educational attainment, and long-term success.
	Target Date	6/30/2021
	Est #/type to benefit	10 abused children who are wards of the court and foster children.
	Location	
	Planned Activities	Provides advocacy, mentoring and representation services to abused and neglected children who are wards of the County Juvenile Dependency Court to improve access to social services, health care therapeutic services, and a safe permanent living situation.
16	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	Local Funds: \$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	6/30/2021
	Est #/type to benefit	80 low-income persons, such as victims of domestic violence.
	Planned Activities	Provide 24-hour crisis line services.
17	Project Name	Meals on Wheels Diablo Region - Meals on Wheels
	Target Area	City Wide
	Goals Supported	CD-2: Senior Services
	Needs Addressed	Non-Housing Community Development
	Funding	Local Funds: \$17,000
	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	6/30/2021	
Est #/type to benefit	200 low-income seniors.	

	Location	
	Planned Activities	Deliver nutritious meals to home bound seniors.
18	Project Name	Ombudsman Services of Contra Costa
	Target Area	City Wide
	Goals Supported	CD-2: Senior Services
	Needs Addressed	Non-Housing Community Development
	Funding	Local Funds: \$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	6/30/2021
	Est #/type to benefit	175 low-income seniors.
	Location	
	Planned Activities	Investigate abuse and ensure that long-term care facilities are in compliance with Title 22 California Code of Regulations.
19	Project Name	St. Vincent de Paul - Homeless Prevention Program
	Target Area	City Wide
	Goals Supported	CD-1: General Public Services
	Needs Addressed	Homelessness Prevention
	Funding	Local Funds: \$5,000
	Description	Not funded through CDBG. St. Vincent de Paul provides homeless prevention services to low-income residents of Contra Costa County via the SVdP Family Resource Center. Services include rental assistance, utility assistance, food, medical, employment and transportation support and wrap around services to ensure individuals and families are sheltered.
	Target Date	6/30/2021
	Est #/type to benefit	96 low-income persons.
	Location	
	Planned Activities	Provide services include rental assistance, utility assistance, food, medical, employment and transportation support and wrap around services to ensure individuals and families are sheltered.
20	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	Local Funds: \$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	6/30/2021
	Est #/type to benefit	100 homeless persons.
Location		

	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.
21	Project Name	Trinity Center - Safe Parking Program
	Target Area	City Wide
	Goals Supported	H-2: Services for Homeless (Non-Shelter Related)
	Needs Addressed	Non-Housing Community Development
	Funding	Local Funds: \$10,000
	Description	Not funded through CDBG. Trinity Center will administer the safe parking program as well as provide supportive services for people who are living in their vehicles. A vehicle allows people to access resources, look for employment, perform their job duties, and/or get to and from school. The loss of a vehicle can be one of the final steps to chronic homelessness. The Safe Parking Program prevents the downward spiral of homelessness by bringing stability to individuals who are living in their vehicles.
	Target Date	6/30/2021
	Est #/type to benefit	50 homeless persons.
	Location	
Planned Activities	Register participants in Trinity Center's day time services and have cars properly registered to participate in the safe parking program. There are up to 10 parking spots per night.	
22	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	Local Funds: \$100,000
	Description	Not funded through CDBG. Trinity Center will administer a temporary evening shelter in the Walnut Creek Armory for a 4-month period during the winter months.
	Target Date	6/30/2021
	Est #/type to benefit	38 homeless persons.
	Location	
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	
23	Project Name	Cancer Support Community Walnut Creek
	Target Area	City Wide
	Goals Supported	CD-1: General Public Services
	Needs Addressed	Non-Housing Community Development
	Funding	Local Funds: \$5,000
Description	Not funded through CDBG. Cancer Support Community (CSC) provides comprehensive, evidence-based programs and services to cancer patients and their families and caregivers. They include therapeutic and decisional counseling, exercise, nutrition, and patient education programs.	

	Target Date	6/30/2021
	Est #/type to benefit	300 cancer patients.
	Location	
	Planned Activities	Provide therapeutic and decisional counseling, exercise, nutrition, and patient education programs.
24	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	Local Funds: \$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	6/30/2021
	Est #/type to benefit	28 visually impaired persons.
	Location	
	Planned Activities	Provide in-home independent living skills instruction and training.
25	Project Name	Loaves & Fishes - Nourishing Lives
	Target Area	City Wide
	Goals Supported	H-2: Services for Homeless (Non-Shelter Related)
	Needs Addressed	Non-Housing Community Development
	Funding	Local Funds: \$5,000
	Description	Not funded through CDBG. Loaves and Fishes Nourishing Lives hot meal program addresses food insecurity and access to healthy nutritious food among the homelessness and very low to low income persons.
	Target Date	6/30/2021
	Est #/type to benefit	200 homeless persons.
	Location	
	Planned Activities	Provide hot meals and food pantry.
26	Project Name	Rainbow Community Center
	Target Area	City Wide
	Goals Supported	CD-1: General Public Services
	Needs Addressed	Non-Housing Community Development
	Funding	Local Funds: \$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	6/30/2021
Est #/type to benefit	30 LGBT persons or persons with HIV/AIDS.	
	Location	

	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.
27	Project Name	General Fund Public Services and Administration
	Target Area	City Wide
	Goals Supported	CD-3: Youth Services
	Needs Addressed	Non-Housing Community Development
	Funding	Housing In Lieu Fees: \$201,800 Housing Successor Agency Loan Repayments: \$20,000 Local Funds: \$502,852
	Description	Not funded through CDBG. General Fund provides Crisis Counselors (\$80,000) and program administration by providing salary and benefits for 1.30 FTE staff.
	Target Date	6/30/2021
	Est #/type to benefit	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	
Planned Activities	Administering grants for public services, including crisis counselors at schools (\$80,000). Administration of all of the affordable housing programs. Administration costs help to support salary and benefits for 1.30 FTE staff positions.	
28	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: \$11,000,000
	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	6/30/2021
	Est #/type to benefit	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	
Planned Activities	The Housing Trust Fund is funded primarily with Housing Impact Fees.	
29	Project Name	Other Impact Fees
	Target Area	City Wide
	Goals Supported	AH-2: Homeownership Opportunities
	Needs Addressed	Affordable Housing
	Funding	Housing In Lieu Fees: \$180,000 Housing Successor Agency Loan Repayments: \$80,000
Description	05R - 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	
	Est #/type to benefit	Down payment assistance for moderate income homebuyers. We anticipate completing 3 loans in the program year.
	Location	
	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 up to 120% AMI. If there is program income and an eligible buyer at or below 80% AMI, CDBG funds may be used. The City anticipates funding 3-6 loans during the program year.
30	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: \$4,089
	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	6/30/2021
	Est #/type to benefit	These funds are currently unallocated, but IDIS requires a goal and outcome so 1 has been entered next to Other.
	Location	
	Planned Activities	These funds are currently unallocated, but there are backup scenarios in SP-35 describing which programs to fund if program income increases.

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

Table 203 – Geographic Distribution	
Target Area	Percentage of Funds

Rationale for the priorities for allocating investments geographically

N/A

Discussion

N/A

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 is funding. To address this, the City continues to provide \$100,000 in General Funds for the Community Service Grant program (CSG) and \$200,000 in Homeless Services Fund (HSF). The CSG program is specifically designed to augment the public services portion of the CDBG program and will help to bring critical services to Walnut Creek's lowest income residents; and the HSF program is to supplement homeless service activities.

The City has a certified 2015-2023 Housing Element which describes obstacles to affordable housing development, and actions to address those obstacles. Two primary tools are the City's housing policies, including the Commercial Linkage Fee ordinance and the Inclusionary Housing ordinance, both of which require housing impact fee payments on a square foot basis. The ordinances and fees were recently updated (early 2018) to increase fees and expand the applicability in order to generate more units and/or fees. Effective January 2020, the in-lieu fee increased to \$18.68/ square foot, which is tied to the California Construction Cost Index (CCCI).

Actions planned to foster and maintain affordable housing

The City has a strong commitment to foster and maintain affordable housing. In 2014, the City received State Certification for its 2015-2023 Housing Element, which outlines the City's goals, policies, and programs to meet the housing needs over the next decade. Affordable Housing, Special Needs Housing, Fair Housing, and Housing Preservation are among the 8 Primary Goals in the Housing Element. Activities planned to foster and maintain affordable housing include:

- Completing the density bonus update process.
- Continuing to fund the Home Rehabilitation Loan and Emergency Grant Program.
- Issue an RFP to subsidize a new affordable housing development.
- Advocate for regional, state, and federal programs that assist in meeting the needs of the lowest income residents and workers.
- The City will be exploring alternate funding sources for affordable housing, both local and regional.
- The City is reviewing permit streamlining and prioritization for affordable housing as part of an initiative to improve the City's development services. An expedited permitting process for 100% affordable housing has been developed and is being piloted.

Actions planned to reduce lead-based paint hazards

The City of Walnut Creek developed a Lead Based Paint Implementation Plan (LBP Plan) that describes the actions to be taken, and the responsibility for compliance with lead based paint abatement regulations (24 CFR 35 and Title X of the Housing and Community Development Act of 1992) under each of its existing affordable housing programs. In particular, any homes constructed prior to 1978 that are assisted through the City's Home Owner Rehabilitation Grant Program or the City's New Construction/Substantial Rehabilitation Program must be in compliance with lead-based paint abatement requirements.

Actions planned to reduce the number of poverty-level families

In FY20-21, the City of Walnut Creek will continue its efforts to reduce the number of families and individuals living in poverty. The City focuses primarily on supporting programs that raise household incomes through economic development activities, job training and job readiness skills, and increased access to employment opportunities for persons living below the poverty line.

To meet this goal, the City used CDBG funds to support a variety of economic development activities. Funded activities include programs to assist low-income individuals in establishing new businesses, and programs designed to teach job skills to under-employed low-income residents.

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

Additionally, the City funds a variety of public service activities that help improve household income by alleviating various obligatory expenses. Such activities include collaborative food distribution, meals on wheels, legal services for the elderly; homeless prevention activities and one-time financial assistance services. Additionally, the City uses CSG funds to support services to prevent and alleviate domestic violence, which often renders women and children impoverished or homeless.

Actions planned to develop institutional structure

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

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

Database: In 2008, the Contra Costa Consortium contracted with City Data Services (www.citydataservices.net) 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 (ECHO Housing) to respond to tenant concerns throughout the City. City building inspectors and code enforcement officers are available to respond to housing issues that stem from code violations or structural integrity concerns. In 2016, the Housing Division partnered with Language Line, a new language translation service, to provide services by phone for members of the public that have limited English proficiency, written document translation, and has added translated outreach materials to its website. The City has a central housing email to efficiently respond to questions.

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

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

Discussion

N/A

PROGRAM SPECIFIC REQUIREMENTS

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

Introduction

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

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

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	31,733
5. The amount of income from float-funded activities	0
Total Program Income:	31,733

Other CDBG Requirements

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

Discussion

At least 70% of CDBG funds will be used to benefit persons of low and moderate income in the years 2020-2022 (two-year period). Up to 20% of funds will be used for program administration per the cap formula and the remainder are used to benefit LMI residents of Walnut Creek.