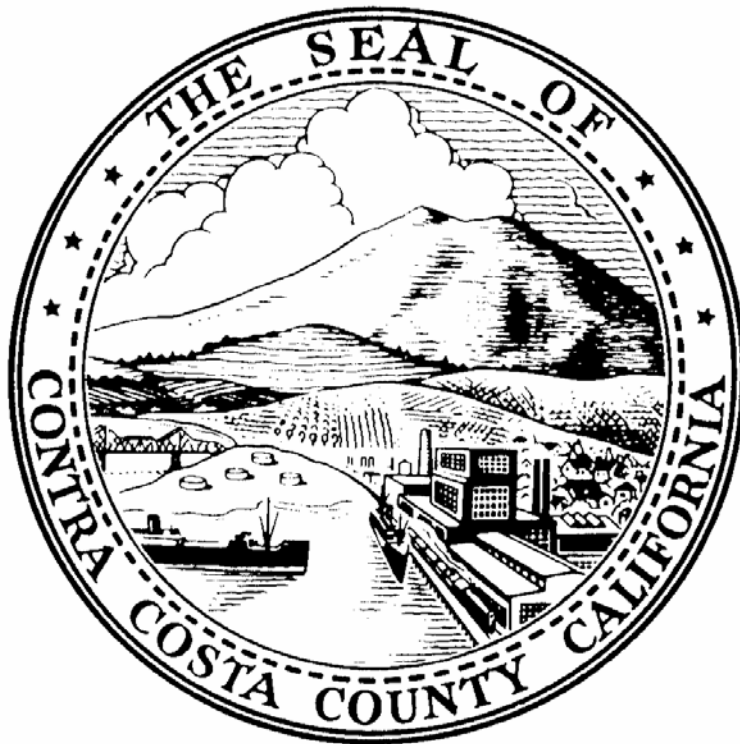


# **CONTRA COSTA COUNTY FY 2008/09 CAPER**

**(Consolidated Annual Performance & Evaluation Report)**



**Community Development Block Grant  
HOME Investment Partnerships Act  
Emergency Shelter Grants  
Housing Opportunities for Persons with AIDS**

**September 22, 2009**

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## Section I. Introduction

Access to safe, sanitary and affordable housing, living wage jobs, essential social services, and viable communities are important factors in determining the prosperity and livability of a community. Contra Costa County, on behalf of the Urban County<sup>1</sup> has participated in the Community Development Block Grant (CDBG) program since its inception in 1975. The primary purpose of the CDBG program is the development of viable urban communities by providing decent housing, a suitable living environment, and expanded economic opportunities for persons of very-low and low-income<sup>2</sup>. The purpose of the HOME Investment Partnerships Act (HOME) program is to expand the supply of decent, safe, sanitary, and affordable housing for very-low and low-income families and households. In June of 1993, Contra Costa County as the Urban County representative and the Cities of Antioch, Concord, Pittsburg, and Walnut Creek joined together to form a Consortium for purposes of participation in the HOME program<sup>3</sup>. In addition to CDBG and HOME, the County receives Emergency Shelter Grants (ESG) funds to improve and expand the supply of shelters for the homeless, and to provide homeless prevention activities and support services. ESG funds must benefit Urban County homeless populations. Housing Opportunities for Persons with AIDS (HOPWA) funds may be used throughout the County for the development of housing affordable to and occupied by low-income persons with HIV/AIDS. Participation by the County in these four programs has substantially increased affordable rental and homeownership opportunities, and expanded the availability of employment, recreation, health services, childcare, and other social services in Contra Costa.

In compliance with federal regulations, in May 2005 the County and the Consortium members adopted the FY 2005 - 2009 Contra Costa Consolidated Plan (“Five-Year Plan” or “Consolidated Plan”). Based on an assessment of community needs, the Consolidated Plan identifies affordable housing and community development goals, objectives and strategies to be implemented by Consortium members over the five-year planning period. The County’s annual Action Plan identifies specific programs and projects to be implemented by the County in the current program year. These projects are consistent with and designed to achieve the goals and objectives identified in the Five-Year Plan.

As required by 24 CFR 91.52, the Contra Costa County Consolidated Annual Performance and Evaluation Report (CAPER) for FY 2008/09 provides an analysis of the progress the County has made in the fourth year of the Five-Year Consolidated Plan, and the FY 2008/09 Action Plan for the CDBG, HOME, ESG and HOPWA<sup>4</sup> programs.

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<sup>1</sup> The County’s eligible area, known as the Urban County, is the entire County, except for the cities of Antioch, Concord, Pittsburg, Richmond, and Walnut Creek which operate independent CDBG programs.

<sup>2</sup> This report uses the following definitions:

- Low-income households are defined as households with incomes at or below 80 percent of the Area Median Income (AMI) for the Oakland PMSA as adjusted for household size and defined on an annual basis by the U.S. Department of Housing and Urban Development (HUD).
- Very-low income households are defined as households with incomes at or below 50 percent of AMI.
- Extremely-low income households are defined as households with incomes at or below 30 percent of AMI.

<sup>3</sup> The City of Richmond is an independent jurisdiction for purposes of participation in the CDBG and HOME Programs.

<sup>4</sup> Contra Costa County administers HOPWA funds under a Funding Agreement with the City of Oakland. A more detailed HOPWA annual report for Contra Costa County activities is provided to the City of Oakland for inclusion in its CAPER and is available to interested parties on request.

## Section II. Financial Summary Report

### A. Total Resources Available for Achieving Consolidated Plan Objectives in FY 2008/09

During FY 2008/09, County projects received approximately \$157.4 million in resources and matching funds for use in accomplishing housing and non-housing Community Development objectives identified in the Consolidated Plan. The following table provides detail on the sources of these funds.

**Table A – Summary of Resources**

	<b>Federal</b>	<b>State/Local</b>	<b>Private</b>	<b>Total Resources</b>
CDBG	\$ 3,422,822			\$ 3,422,822
HOME	2,927,724			2,927,724
HOME/CDBG Program Income (a)	1,026,101			1,026,101
HOPWA	469,463			469,463
Emergency Shelter Grant	152,748			152,748
CDBG-R	929,719			929,719
Neighborhood Stabilization Program (NSP)	6,019,051			6,019,051
HPRP	1,421,551			1,421,551
McKinney Act Funds	7,368,298			7,368,298
Capital Fund Program (Co. Housing Authority)	1,800,000			1,800,000
Section 8	71,549,029			71,549,029
County Redevelopment Agency Funds				
Housing Set-aside/Tax-increment		\$ 3,456,143		3,456,143
Capital Funds/Tax-increment		13,824,571		13,824,571
City RDA Hsg Set-aside funds provided to County CDBG/HOME housing projects		3,070,296		3,070,296
HUD Section 202 Program				
HUD Section 811 Program				
MCC Program		6,909,914		6,909,914
Ryan White Funds	1,557,343			1,557,343
FEMA	88,718			88,718
EHAP – State		25,186		25,186
LIHTCs				
Bond Funds (Tax Exempt, CHFA)		16,400,000		16,400,000
County General Fund (Homeless Shelters)		584,743		584,743
Other Federal, State, Local funds	3,694,360	4,104,092		7,798,452
Private Foundations/Donations			\$ 6,641,927	6,641,927
Private Lenders/Investors				
<b>TOTAL</b>	<b>\$ 102,426,927</b>	<b>\$ 48,374,945</b>	<b>\$ 6,641,927</b>	<b>\$ 157,443,799</b>

(a) Program income is reinvested into other CDBG or HOME eligible activities including Program Administration.

**B. Total Revenues and Expenditures in FY 2008/09 — CDBG, HOME, HOPWA, ESG, CDBG-R, HPRP, and NSP**

**Table B — Revenues and Expenditures**

Program	FY 2008/09 Allocation	FY 2008/09 Program Income (a)	Unexpended Prior Year Balance	Movement of Funds Between Categories	Total Revenues Available	FY 2008/09 Expenditures	End of Year Unexpended Balance
<b><u>CDBG</u></b>							
Housing	\$1,463,693	\$653,833	\$3,571,831	\$43,882	\$5,733,239	\$2,133,491	\$3,599,748
Economic Development	\$479,195	\$65,159	\$470,894	\$(42,336)	\$972,912	\$609,907	\$363,005
Infrastructure/ Public Facilities	\$133,490	\$0	\$96,727	\$11,402	\$241,619	\$122,222	\$119,397
Public Service	\$661,880	\$0	\$26,323	\$934	\$689,137	\$661,296	\$27,841
Planning/Admin	\$684,564	\$179,748	\$0	\$(13,882)	\$850,430	\$850,430	\$0
<b>Total CDBG</b>	<b>\$3,422,822</b>	<b>\$898,740</b>	<b>\$4,165,775</b>	<b>\$0</b>	<b>\$8,487,337</b>	<b>\$4,377,346</b>	<b>\$4,109,991</b>
<b><u>HOME</u></b>							
Projects	\$2,637,054	\$114,625	\$4,514,126		\$7,265,805	\$4,013,910	\$3,251,895
Administration	\$290,670	\$12,736	\$62,155		\$365,561	\$316,953	\$48,608
<b>Total HOME</b>	<b>\$2,927,724</b>	<b>\$127,361</b>	<b>\$4,576,281</b>		<b>\$7,631,366</b>	<b>\$4,330,863</b>	<b>\$3,300,503</b>
<b><u>ESG</u></b>							
Projects	\$145,111	\$0	\$4,137		\$149,248	\$149,248	\$0
Administration	\$7,637	\$0	\$440		\$8,077	\$7,884	\$193
<b>Total ESG</b>	<b>\$152,748</b>	<b>\$0</b>	<b>\$4,577</b>		<b>\$157,325</b>	<b>\$157,132</b>	<b>\$193</b>
<b><u>HOPWA</u></b>							
	\$469,463	\$0	\$1,099,247		\$1,568,710	\$137,330	\$1,431,380
<b><u>CDBG-R</u></b>							
Projects	\$836,747	\$0	\$0		\$836,747	\$0	\$836,747
Administration	\$92,972	\$0	\$0		\$92,972	\$20,165	\$72,807
<b>Total CDBG-R</b>	<b>\$929,719</b>	<b>\$0</b>	<b>\$0</b>		<b>\$929,719</b>	<b>\$20,165</b>	<b>\$909,554</b>
<b><u>HPRP</u></b>							
Projects	\$1,350,473	\$0	\$0		\$1,350,473	\$0	\$1,350,473
Administration	\$71,078	\$0	\$0		\$71,078	\$15,630	\$55,448
<b>Total HPRP</b>	<b>\$1,421,551</b>	<b>\$0</b>	<b>\$0</b>		<b>\$1,421,551</b>	<b>\$15,630</b>	<b>\$1,405,921</b>
<b><u>NSP</u></b>							
Projects	\$5,417,146	\$0	\$0		\$5,417,146	\$0	\$5,417,146
Administration	\$601,905	\$0	\$0		\$601,905	\$101,994	\$499,911
<b>Total NSP</b>	<b>\$6,019,051</b>	<b>\$0</b>	<b>\$0</b>		<b>\$6,019,051</b>	<b>\$101,994</b>	<b>\$5,917,057</b>
<b>Grand Total</b>	<b>\$15,343,078</b>	<b>\$1,026,101</b>	<b>\$9,845,880</b>	<b>\$0</b>	<b>\$26,215,059</b>	<b>\$9,140,460</b>	<b>\$17,074,599 (b)</b>

(a) For the program income detail, refer to Attachment A.3 of the CDBG Financial Summary.

(b) \$8.4 million of the unexpended balance is committed to projects not yet completed. In addition, \$0.2 million is set-aside in the Small Business/Microenterprise Revolving Loan Fund. Unallocated housing funds from the line of credit, recaptured funds from project allocations, and a portion of program income (80% for CDBG, not including the revolving loan fund income, and 90% for HOME) are combined and named the Housing Development Assistance Fund (HDAF). HDAF allocations are made available to affordable housing projects that develop during the program year.

### **C. Leveraging of Resources of FY 2008/09 Completed Projects**

In accordance with federal regulations and County policy, matching funds are required for projects that receive County CDBG, HOME and ESG program funds. CDBG funded projects are required to provide matching funds depending on the type of project sponsor or subrecipient. Projects implemented by nonprofit agencies are required to provide a minimum 10 percent match, public agency projects are required to provide a minimum 25 percent match, and for-profit projects are required to provide a 100 percent match. Projects receiving ESG funds are required to provide a 100 percent match. Matching funds for CDBG and ESG projects typically include other federal, state or local public and private funds. The HOME program requires a 25 percent match from non-federal sources. While HOPWA funds do not require match, the County considers leveraging of additional resources in the allocation of HOPWA funds. Table C details the funds leveraged for each project completed during FY 2008/09.

**Table C — Leveraging of FY 2008/09 Completed Projects**

***Housing***

Project ID			CDBG/ HOME/ HOPWA Funds	Other Federal Funds	State/ Local Funds	Private Resources	Other Funds Total	Project/ Program Total	CDBG/ HOME/ HOPWA Funds Leveraged
03	03	HM							
06	56	HM							
07	61A	HM	1,337,000	4,106,400	1,703,500	451,038	6,260,938	7,597,938	\$4.68
06	57	HM							
07	52	HM	1,500,000	0	9,888,874	12,949,097	22,837,971	24,337,971	\$15.23
08	58	HSG	38,532	0	178,762	504,011	682,773	721,305	\$17.72
08	60	HSG	1,550,000	0	0	0	0	1,550,000	\$0.00
08	56	HSG	225,000	100,000	0	275,000	375,000	600,000	\$1.67
<b>Housing</b>			<b>\$4,425,532</b>	<b>\$4,206,400</b>	<b>\$11,771,136</b>	<b>\$14,179,146</b>	<b>\$30,156,682</b>	<b>\$34,807,214</b>	<b>\$6.81</b>

***ESG***

Project ID			ESG Funds	Other Federal Funds	State/ Local Funds	Private Resources	Other Funds Total	Project/ Program Total	ESG Funds Leveraged
08	53	ESG	90,000	433,480	1,051,980	0	1,485,460	1,575,460	\$16.51
08	54	ESG	6,000	175,000	166,133	0	341,133	347,133	\$56.86
08	55	ESG	12,000	32,600	80,000	62,000	174,600	186,600	\$14.55
08	56	ESG	13,111	677,099	0	166,245	843,344	856,455	\$64.32
08	57	ESG	24,000	14,700	362,152	224,457	601,309	625,309	\$25.05
<b>ESG</b>			<b>\$145,111</b>	<b>\$1,332,879</b>	<b>\$1,660,265</b>	<b>\$452,702</b>	<b>\$3,445,846</b>	<b>\$3,590,957</b>	<b>\$23.75</b>

**Public Service**

Project ID	County CDBG Funds	Other Federal Funds	State/Local Funds	Private Resources	Other Funds Total	Project/Program Total	CDBG Funds Leveraged
08 1 PS	15,000	34,150	0	54,725	88,875	103,875	5.92
08 2 PS	35,000	77,000	0	0	77,000	112,000	2.20
08 3 PS	18,488	0	207,516	222,133	429,649	448,137	23.24
08 4 PS	15,000	0	38,000	0	38,000	53,000	2.53
08 5 PS	15,000	0	38,000	0	38,000	53,000	2.53
08 6 PS	30,000	34,000	1,298,609	545,974	1,878,583	1,908,583	62.62
08 7 PS	5,000	376,950	0	839,251	1,216,201	1,221,201	243.24
08 8 PS	34,949	33,953	0	115,985	149,938	150,933	4.29
08 9 PS	10,000	29,400	564,210	0	593,610	603,210	59.36
08 11 PS	5,000	10,000	0	45,680	55,680	60,680	11.14
08 12 PS	10,000	0	10,550	0	10,550	20,550	1.06
08 13 PS	12,000	28,500	110,272	261,571	400,343	412,343	33.36
08 14 PS	19,072	11,000	0	4,600	15,600	34,672	0.82
08 15 PS	8,161	0	0	35,124	35,124	43,285	4.30
08 16 PS	12,000	30,000	0	36,810	66,810	78,810	5.57
08 17 PS	10,000	173,952	13,527	12,390	0	209,869	19.99
08 18 PS	11,000	20,000	0	202,640	222,640	233,640	20.24
08 19 PS	11,989	20,000	26,116	0	46,116	58,105	3.85
08 20 PS	15,000	0	11,000	34,750	45,750	60,750	3.05
08 21 PS	9,000	0	75,000	150,000	125,000	234,000	25.00
08 22 PS	8,139	7,000	0	6,000	13,000	21,139	1.60
08 23 PS	18,000	0	0	35,000	35,000	53,000	1.94
08 63 PS	15,000	10,000	393,103	326,903	730,006	745,006	48.67
08 24 PS	15,000	414,945	0	0	414,945	429,945	27.66
08 25 PS	20,000	64,020	230,288	527,067	821,375	841,375	41.07
08 26 PS	95,500	704,480	775,480	0	1,479,960	1,575,460	15.50
08 27 PS	15,000	27,500	0	597,340	624,840	639,840	41.66
08 28 PS	10,000	165,000	0	75,000	240,000	250,000	24.00
08 29 PS	22,000	97,000	0	228,565	325,565	347,565	14.80
08 30 PS	21,000	23,000	59,700	473,035	555,735	576,735	26.46
08 31 PS	12,000	194,000	0	81,000	275,000	287,000	22.92
08 32 PS	11,000	172,387	0	36,637	209,024	220,024	19.00
08 33 PS	15,000	390,150	0	0	390,150	405,150	26.01
08 34 PS	10,000	0	10,000	30,600	40,600	50,600	4.06
08 35 PS	7,000	69,651	120,384	412,827	602,862	609,862	86.12
08 36 PS	65,000	67,132	0	0	67,132	132,132	1.03
08 37 PS	29,669	11,369	0	0	11,369	41,038	.38
<b>Public Service</b>	<b>\$690,967</b>	<b>\$3,296,539</b>	<b>\$3,981,755</b>	<b>\$5,391,607</b>	<b>\$12,669,901</b>	<b>\$13,360,868</b>	<b>\$18.34</b>

### *Economic Development*

<b>Project ID</b>	<b>County CDBG Funds</b>	<b>Other Federal Funds</b>	<b>State/Local Funds</b>	<b>Private Resources</b>	<b>Other Funds Total</b>	<b>Project/Program Total</b>	<b>CDBG Funds Leveraged</b>
08 38 ED	40,000	86,027	77,228	0	163,255	203,255	4.08
08 39 ED	96,100	36,585	0	0	36,585	132,685	0.38
08 40 ED	75,000	142,000	0	635,889	777,889	852,889	10.37
08 41 ED	122,657	49,289	7,009	9,474	65,772	188,429	0.54
08 42 ED	50,000	0	0	429,975	429,975	479,975	8.60
08 43 ED	74,207	0	15,813	117,988	133,801	208,008	1.80
08 44 ED	53,894	62,000	0	0	62,000	115,894	1.15
08 45 ED	98,050	0	0	0	0	98,050	0.00
<b>Economic Development</b>	<b>\$609,908</b>	<b>\$375,901</b>	<b>\$100,050</b>	<b>\$1,193,326</b>	<b>\$1,669,277</b>	<b>\$2,279,185</b>	<b>\$2.74</b>

### *Infrastructure/ Public Facilities*

<b>Project ID</b>	<b>County CDBG Funds</b>	<b>Other Federal Funds</b>	<b>State/Local Funds</b>	<b>Private Resources</b>	<b>Other Funds Total</b>	<b>Project/Program Total</b>	<b>CDBG Funds Leveraged</b>
07 02 IPF	36,442	0	0	44,540	44,540	80,982	\$1.22
08 47 IPF	20,000	0	22,287	0	22,287	42,287	1.11
08 51 IPF	14,955	21,920	0	4,097	26,017	40,972	1.74
08 52 IPF	40,000	0	0	8,357	8,357	48,357	0.21
<b>Infrastructure/ Public Facilities</b>	<b>\$ 111,397</b>	<b>\$ 21,920</b>	<b>\$ 22,287</b>	<b>\$ 56,994</b>	<b>\$ 101,201</b>	<b>\$ 212,598</b>	<b>\$0.91</b>

<b>Total - All Programs</b>	<b>\$5,982,915</b>	<b>\$9,233,639</b>	<b>\$17,535,493</b>	<b>\$21,273,775</b>	<b>\$48,042,907</b>	<b>\$54,250,822</b>	<b>\$8.03</b>
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## Section III. CDBG Narrative

### A. Non-Housing Community Development

#### A.1. *Priority/goal assessment*

Non-housing Community Development activities are those that provide for a safe and livable environment as identified by the community. The County funds Community Development activities under four different categories: Public Service, Economic Development, Infrastructure/Public Facilities and Fair Housing.

The County is committed to allocating funds that serve the needs of the lowest income and most disadvantaged residents. The Contra Costa Board of Supervisors has identified as a priority for the allocation of CDBG funds the needs of children/families and the homeless, those segments of the population that are the most at-risk and powerless.

The Contra Costa Consolidated Plan identifies the following priorities for non-housing Community Development needs:

- CD-1 General Public Services: Ensure that opportunities and services are provided to improve the quality of life and independence for lower-income persons and ensure access to programs that promote prevention and early intervention related to a variety of social concerns such as substance abuse, hunger and other issues.
- CD-2 Seniors: Enhance the quality of life of senior citizens and frail elderly, and enable them to maintain independence.
- CD-3 Youth: Increase opportunities for children/youth to be healthy, succeed in school, and prepare for productive adulthood.
- CD-4 Homeless Services: Reduce incidence of homelessness and assist in alleviating the needs of the homeless.
- CD-5 Non-Homeless Special Needs: Ensure that opportunities and services are provided to improve the quality of life and independence for persons with special needs such as disabled persons, battered spouses, abused children, persons with HIV/AIDS, illiterate adults and migrant farmworkers.
- CD-6 Fair Housing: Continue to promote fair housing activities and affirmatively further fair housing.
- CD-7 Economic Development: Reduce the number of persons with incomes below the poverty level, expand economic opportunities for very low- and low-income residents, and increase the viability of neighborhood commercial areas.
- CD-8 Infrastructure/Public Facilities: Maintain quality recreational, public facilities and adequate infrastructure and ensure access to the mobility impaired.

CD-9 Administration /Planning: 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.

*A.2. Accomplishments*

Appendix E (Completed and Ongoing Projects) describes the accomplishments achieved in the categories of Public Service, Economic Development and Infrastructure/Public Facilities. The County ensures that the limited clientele national objective requirement is met for those activities that are not targeted to one of the presumed benefit populations. Public Service agencies, whose clients are not a presumed benefit population, are required to collect income documentation and/or certification from its clients to determine their eligibility. The agencies are required to keep these records for five years after the program/project is completed.

The following three tables (Tables D, E and F) summarize the accomplishments of Economic Development, Infrastructure/Public Facilities and Public Service.

**Table D — Summary of Community Development Accomplishments — Economic Development**

Priority Need Category – Economic Development	Actual Number of Businesses Assisted	Actual Number of Persons Assisted with Jobs	Actual Number of Very-Low Income Persons Assisted with Jobs	Actual Number of Low-Income Persons Assisted with Jobs
Commercial-Industrial Rehabilitation	0	0	0	0
Commercial-Industrial Infrastructure	0	0	0	0
Other Commercial-Industrial Improvements	0	0	0	0
Micro-Enterprises	77	0	0	0
Other Businesses	3	1	0	1
Technical Assistance	77	50	0	0
Other (job training)	0	40	3	0

**Table E — Summary of Community Development Accomplishments —  
Infrastructure and Public Facilities**

Priority Need Category: Public Facilities	Actual Number of Projects Assisted*	Actual Number of Projects Completed	
		Funded in FY 2008/09	Funded in previous years
Senior Centers	1	1	0
Handicapped Centers	0	0	0
Homeless Centers	0	0	0
Youth Centers	0	0	0
Neighborhood Facilities	1	0	1
Child Care Centers	1	0	0
Parks and/or Recreation Facilities	0	0	0
Health Facilities	0	0	0
Parking Facilities	0	0	0
Abused/Neglected Facilities	1	1	0
AIDS Facilities	0	0	0
Other Public Facilities	1	0	0
Public Improvements	0	0	0
Solid Waste Improvements	0	0	0
Flood Drain Improvements	0	0	0
Water Improvements	0	0	0
Street Improvements	0	0	0
Sidewalk Improvements (Curb Ramps)	1	1	0
Sewer Improvements	0	0	0
Asbestos Removal	0	0	0
Other Infrastructure Improvements	0	0	0
Bike Lane	0	0	0
Other – ADA Transition Plan	0	0	0

\* Includes all projects approved for funding in FY 2008/09, but not necessarily completed in FY 2008/09.

**Table F — Summary of Community Development Accomplishments —  
Public Service**

Priority Need Category— Public Service	Actual Number of Persons Served	Households Served
Senior Services	926	0
Handicapped Services/Disabled/HIV/AIDS	80	0
Youth Services	2,826	0
Transportation Services	0	0
Substance Abuse Services	140	0
Employment Training (see Economic Development)	0	0
Crime Awareness	0	0
Fair Housing Counseling	30	0
Tenant Landlord Counseling	430	0
Child Care Services (see Youth Services)	0	0
Health Services	0	0
Other Public Services	3,138	0
Accessibility Needs	0	0
Other Conservation and Development - Food and Shelter	14,762	0
Energy Efficiency Improvements	0	0
Lead Based Paint/Hazards	0	0
Code Enforcement	0	0
Other:	0	0

**B. Affordable Housing**

See Section IV HOME and CDBG Housing Narratives for discussion of affordable housing, including the Neighborhood Stabilization Program.

**C. Changes to the Program**

***Community Development Block Grant-Recovery Program (CDBG-R)***

The American Recovery and Reinvestment Act of 2009 (Recovery Act) was signed into law by President Obama on February 17th, 2009, in an effort to jumpstart the economy, create or save millions of jobs, and address neglected infrastructure. The Recovery Act included \$13.61 billion for projects and programs administered by the Department of Housing and Urban Development (HUD), nearly 75 percent of which was allocated to state and local recipients on February 25, 2009.

Contra Costa County received a special supplemental allocation of Community Development Block Grant funds (CDBG-R) under the Recovery Act in the amount of **\$929,719**. The intent of the CDBG-R funds is to support “shovel-ready” infrastructure projects/activities that provide basic services to lower-income residents or activities that promote energy efficiency and conservation through the rehabilitation/retrofitting of existing buildings. Activities are required to create or retain jobs or promote economic opportunity for lower income persons/households; or promote energy conservation, smart growth, green building technology, or reduce pollution emissions.

The County issued a county-wide Notice of Funding Availability/Request for Proposals (RFP) for the CDBG-R funds. As a result of the RFP process, 14 CDBG-R eligible projects were recommended to receive CDBG-R funds (see Appendix E for list of ARRA/CDBG-R projects). As required per HUD regulations, the County submitted a Substantial Amendment to its FY 2008/09 Action Plan to HUD by the June 5, 2009 deadline.

### ***Homeless Prevention and Rapid Re-Housing Program (HPRP)***

The American Recovery and Reinvestment Act, signed on February 17, 2009, provided \$1.5 billion to help families who are either homeless or at risk of becoming homeless to pay rent, make security deposits, pay utility bills and cover other housing expenses. It also provides funds to help these families receive appropriate services related to housing search and retention.

Congress enacted the Recovery Act to help persons affected by the current economic crisis. The purpose of the Homelessness Prevention and Rapid Re-Housing Program (HPRP) is to provide homelessness prevention assistance to households who would otherwise become homeless and to provide assistance to rapidly re-house persons who are homeless. It provides temporary financial assistance and housing relocation and stabilization services to individuals and families who are homeless or would be homeless *but for this assistance*. HPRP is not a mortgage assistance program and is not intended to provide long-term support.

The County submitted its HPRP application (Substantial Amendment to the County's FY 2008/09 CDBG Action Plan) to the U.S. Department of Housing and Urban Development (HUD) on May 12, 2009. The application was approved for funding by HUD on June 25, 2009. Shelter, Inc. of Contra Costa County has been selected to act as the countywide lead agency in this program. Shelter, Inc. has twenty-two years experience providing homeless prevention services and fifteen years providing rapid re-housing. HPRP partner agencies will include Rubicon Programs, Catholic Charities of the East Bay, Greater Richmond Interfaith Program (GRIP), and Bay Area Legal Aid. The program will start on September 23, 2009.

### **D. Consolidated Plan Implementation/Certifications**

As indicated in the discussion on leveraging in Section II.C on Page 8, the County diligently pursued resources identified in the annual Action Plan and Consolidated Plan.

During FY 2008/09, the County supported efforts by local jurisdictions and nonprofit organizations to obtain additional federal resources for affordable housing development and programs and projects to assist the County's homeless populations by working with applicants to ensure consistency with the currently approved Contra Costa Consolidated Plan and providing the required certifications. The County has worked with the Housing Authority of the County of Contra Costa to ensure that its Five-Year and Annual PHA Plans are consistent with the Consolidated Plan.

In addition to certifications, Department of Conservation and Development staff works with other County departments to coordinate efforts in providing comprehensive services and programs that assist in implementation of the Consolidated Plan goals.

## **E. Displacement Narrative**

Priority in the allocation of funds is assigned to projects that do not involve permanent relocation. However, projects involving relocation may be funded if required to: eliminate unsafe or hazardous housing conditions; reverse conditions of neighborhood decline and stimulate revitalization of a specified area; and/or to accomplish high priority affordable housing projects. As specified in all Project Agreements and related loan documents, the County and project sponsors must adhere to the requirements of the Uniform Relocation Act (URA) in projects involving permanent or temporary relocation. In addition, wherever feasible, households and organizations will be offered the opportunity to remain in the project upon completion.

The County has developed procedures for monitoring relocation activities to ensure full compliance with the URA. The procedures include: a pre-funding interview with a review of project sponsor capacity for carrying out relocation activities (e.g., contracting with a qualified consultant, in-house staff experience); a mandatory subrecipient meeting that covers relocation requirements and procedures for reporting; and submission of relocation reports and copies of proper noticing throughout the relocation activities.

During the program year, one project required relocation activities. Below is the status of the project:

Lakeside Apartments (Project No. 03-15B-HM) – This project is an eight building 124 unit acquisition and rehabilitation project. Due to the size and scope of the project, relocation and construction activities were phased over three years. Relocation activities began on this project in January 2004, and continued through FY 2008/09. The developer of the project, Resources for Community Development, hired a qualified consultant to develop a relocation plan for the project and conduct all relocation activities in accordance with federal regulations. One tenant originally provided with temporary relocation is now eligible for permanent relocation. The tenant felt that the Housing Valuation Study was flawed. The County hired a different relocation consultant to complete a new Housing Valuation Study and permanently relocate this tenant. This tenant is appealing the relocation benefit decision to HUD headquarters.

## **F. Neighborhood Revitalization — North Richmond Neighborhood Revitalization Strategy Area Accomplishments**

The North Richmond Neighborhood Revitalization Strategy Area (NRSA) was approved by HUD in August 1996. The purpose of the NRSA is to create opportunities for economic self-sufficiency through jobs and housing, viable neighborhood commercial areas, childcare, transportation, and safe streets. The County's intent has been to take a collaborative approach to making these opportunities a reality by working proactively with residents, the North Richmond Municipal Advisory Council, the County Redevelopment Agency, Employment and Human Services, Health and Sheriff Departments, and community based organizations and businesses.

The majority of projects originally identified in the original NRSA have been completed and an update to the Plan has been started but progress has been slowed due to staff capacity issues. When completed, the update is expected to include an assessment of current conditions, establish new benchmarks and identify short-term and long-term goals to be achieved.

### *CDBG Funded Projects/Programs*

The following programs originally identified in the NRSA continue to operate and provide services to the community of North Richmond. Both CDBG supported programs and non-CDBG supported programs are listed.

- Neighborhood House of North Richmond Multi-Cultural Family and Senior Center (08-08-PS) continues to receive CDBG funding. The Center is host to community meetings and events and is home to a number of programs providing education and social services. CDBG funds are provided for operation and staffing of the Center.
- The Service Integration Team (08-05-PS) provides case management and employment assistance to Cal Works clients. This program is administered by the Employment and Human Services Department and attempts to remove substance abuse and mental health issues as a barrier to families striving to achieve economic self-sufficiency and optimal family functioning. During FY 2008/09, this program helped 32 residents of North Richmond, Bay Point and San Pablo enroll into a substance abuse treatment or mental health treatment program.
- The Verde School Service Learning project (08-23-PS) sponsored by the Verde Partnership Garden/Tides Center uses a hands-on approach to learning that integrates traditional curriculum requirements with real-world situations. A total of 350 students participated in this program.
- The After School Outreach Performing Arts project (08-20-PS) sponsored by the East Bay Center for Performing Arts, provides programs in music and dance to children at sites in North Richmond (Verde School) and San Pablo. A total of 220 students participated in these classes during the year.
- Family Day Care Development Project (08-39-ED) sponsored by the Contra Costa Child Care Council, via a subcontract with the Cambridge Community Center, provides opportunities for low-income women to develop in-home day care centers in North Richmond and Bay Point.
- The Strengthening Neighborhood Economies Commercial Corridor project (08-43-ED), sponsored by the West Contra County Business Development Center (BDC), seeks to improve the success of small businesses and micro-enterprises in West County through business assistance and community building activities. This year, 48 aspiring, start-up and established small businesses were assisted. With BDC's help six new businesses were opened, and 17 new jobs created in the area.
- The Workforce Services project (08-41-ED), sponsored by Rubicon Programs, provides training and job placement services to low-income persons to develop careers in various professions, including the health care and bio science professions. Though available to residents County-wide, the program has a strong west County focus. During the year, a total of 15 people were trained and placed in jobs earning an average of \$9.00 per hour.
- The North Richmond Youthbuild Program (08-38-ED), sponsored by Community Housing Development Corporation, provides on-the-job training in the construction, retail, manufacturing, medical/dental assistant or services and hospitality fields. During the year, a total of 12 youth graduated from the program. Youthbuild has completed four homes and sold two.

- The Promoting Safe and Stable Families program, administered by the Employment and Human Services Department, provides a variety of services to community residents through a collaboration of community-based organizations. Services include childcare, family planning, parenting classes, educational support groups, domestic violence counseling, youth activities and others.
- The Neighborhood Preservation Program operated by the County Building Inspection Department, implements rental ordinances and safety code requirements for rental and vacant property in order to ensure safe and sanitary housing and property.

### *Community Action Plan*

The North Richmond community adopted a Community Action Plan (CAP) in April of 1999. The CAP is implemented by several committees composed primarily of community residents with support by county staff. It focuses on education, community appearance and safety, and economic development and employment. The updated NRSA will incorporate the goals of the CAP and include the activities of the CAP's committees as it is developed.

### *Education*

The County Service Integration Program works closely with parents, the principal and staff of Verde Elementary School to improve student attendance and participation. As a result, absenteeism has been reduced and monthly Average Daily Attendance (ADA) numbers have increased.

### *Miscellaneous*

The following programs, though not specific to North Richmond, are available to North Richmond residents and businesses. All projects are ongoing and funded through the CDBG and HOME programs.

- Housing Development Assistance Fund – HOME and CDBG funds are available for the purpose of funding eligible housing projects during the program year.
- Rental Rehabilitation Program – CDBG resources are available throughout the program year for the purpose of rehabilitating rental housing affordable to low-income households. Since approval of the NRSA in 1996, 17 rental units affordable to low-income households in North Richmond have been rehabilitated through this program.
- Neighborhood Preservation Program – Zero and low interest CDBG loans are available to owner occupants for home rehabilitation and renovation. Since approval of the NRSA, 15 units owned and occupied by very-low and low-income households in North Richmond have been rehabilitated through this program.
- Small Business and Microenterprise Loan Program – CDBG funds are available to persons and small businesses intending to start a business or expand an existing one.

The following are Redevelopment Agency activities that continued or were undertaken in North Richmond during FY 2008/09:

Initiated the North Richmond Specific Plan and Environmental Impact Report (EIR) to explore transforming over 200 acres of underutilized land into a new residential neighborhood consisting of parks, open space, residential housing, mix-use development, commercial/retail outlets, public amenities, and infrastructure improvements.

Submitted Federal Earmark request (\$15 million) for the construction of the North Richmond Truck Route Project to divert BIG RIG trucks from the existing residential neighborhood.

Completed the Sixth Amendment to the North Richmond Redevelopment Plan which:

Increases the total amount of tax increment revenues the Agency may receive in North Richmond from \$60 million to \$712 million; and

Increases the amount of bonds that can be outstanding at any one time from \$30 million to \$270 million.

Completed construction of the Young Adult Empowerment Center (YAEC) for young adults ages 17-25. The YAEC is a pilot program that provides an alternative to gang and criminal activity in the area while offering life skills, educational/GED, counseling, employment opportunities, and recreation.

Started pre-development activities for “Grove Point” which is a mix use development that involves environmental review and land acquisition of seven contiguous sites along the eastern side of Third Street, the North Richmond Town Center

Completed a joint application with the City of Richmond to become a Priority Development Area under ABAG’s FOCUS Program.

## **G. Five-year Assessment**

The priorities and strategies established for non-housing Community Development activities in the Consolidated Plan are intended to improve the livability and viability of our communities. Activities considered for funding must meet priorities for economic development, infrastructure and public facility improvements, the needs of the homeless, seniors, youth, families and special needs populations, underserved communities, and historic preservation. The practice of the County is to serve a minimum of 75 percent very-low and low-income persons in the Public Service category. Likewise, job training and placement programs specifically target extremely low- and very-low income persons. Table G on page 21 details the progress the County has made in meeting its five-year goals for non-housing Community Development projects.

**Table G — Five-year Assessment of Non-Housing Projects**

<b>CONSOLIDATED PLAN PRIORITIES</b>	<b>Five-year Goal</b>	<b>Annual Goal</b>	<b>Completed FY 2005/06</b>	<b>Completed FY 2006/07</b>	<b>Completed FY 2007/08</b>	<b>Completed FY 2008/09</b>	<b>Completed FY 2009/10</b>	<b>Completed Toward Five-year Goal</b>
<b>CD - 1 General Public Services: Ensure that opportunities and services are provided to improve the quality of life and independence for lower-income persons, and ensure access to programs that promote prevention and early intervention related to a variety of social concerns such as substance abuse, hunger, and other issues.</b>	21,800	4,360	5,819	5,347	5,023	9,808		25,997
<b>CD - 2 Seniors: Enhance the quality of life of senior citizens and frail elderly and enable them maintain independence.</b>	5,700	1,140	683	848	920	932		3,383
<b>CD - 3 Youth: Increase opportunities for children/youth to be healthy, succeed in school, and prepare for productive adulthood.</b>	5,000	1,000	3,763	2,996	2,787	2,826		12,372
<b>CD - 4 Homeless Services: Reduce incidence of homelessness and assist in alleviating the needs of the homeless.</b>	5,000	1,000	5,057	7,808	5,347	7,979		26,191
<b>CD - 5 Non-Homeless Special Needs: Ensure that opportunities and services are provided to improve the quality of life and independence for persons with special needs, such as disabled persons, battered spouses, abused children, persons with HIV/AIDS, illiterate adults and migrant farmworkers.</b>	850	170	401	297	341	337		1,376
<b>CD - 6 Fair Housing: Continue to promote fair housing activities and affirmatively further fair housing.</b>								
CD-6A: Use CDBG funds to provide education and information to Urban County residents on fair housing rights	700	140	275	1,075	1,013	430		2,793
CD-6B: Use CDBG funds to investigate and provide legal assistance to Urban County residents with fair housing complaints	As needed	As needed	2	12	5	30		49
<b>CD - 7 Economic Development: Reduce the number of persons with incomes below the poverty level, expand economic opportunities for very low- and low-income residents, and increase the viability of neighborhood commercial areas.</b>	1,245	249	375	303	252	200		1,379
<b>CD - 8 Infrastructure and Accessibility: Maintain quality public facilities and adequate infrastructure, and ensure access for the mobility-impaired by addressing physical access barriers to public facilities.</b>	47	10	6	1	4	4		15

## Section IV. HOME and CDBG Housing Narratives

The Contra Costa Consortium Five-Year Plan establishes the following priorities for affordable housing programs and projects:

- H-1 Expand housing opportunities for lower-income households through an increase in the supply of decent, safe and affordable rental housing and rental assistance.
- H-2 Increase homeownership opportunities for lower-income households.
- H-3 Maintain and preserve the affordable housing stock.
- H-4 Improve the public housing stock.
- H-5 Adopt the Continuum of Care Plan and the “Ending Homelessness in Ten Years” Plan as the overall approaches to addressing homelessness in the Consortium.
- H-6 Assist the homeless and those at risk of becoming homeless by providing emergency, transitional, and permanent affordable housing with appropriate supportive services.
- H-7 Increase the supply of appropriate and supportive housing for special needs populations.
- H-8 Alleviate problems of housing discrimination.
- H-9 Remove constraints to affordable housing development.

### A. Allocation of Funds

During FY 2008/09, the County allocated CDBG, HOME, HOPWA and ESG funds in a manner consistent with these objectives and strategies. These projects are summarized under the appropriate strategy/need in Appendix E.

### B. Match Contributions

The HOME program incurred a match liability of \$1,003,478 in FY 2008/09, and realized a total match of \$1,757,061. Sources of match include the net present value of below market interest rate loans, and the net present value of property tax waivers.

See Appendix C for HOME match report, HUD-40107-A.

### **C. MBE/WBE Analysis**

A minority and women owned business enterprise (MBE/WBE) outreach program was adopted by the Board of Supervisors as a component of the Consortium HOME Program and the County's Affordable Housing Program. Consortium and County MBE/WBE policies are discussed at the Countywide HOME information meetings and at individual meetings with developers awarded HOME funds. In addition, requirements concerning minority and women-owned business participation in Consortium-funded HOME projects have been incorporated into all HOME project agreement and loan documents. Subrecipients must advertise business and contracting opportunities in a manner that would provide maximum notification to minority and women-owned business enterprises. Further, Subrecipients are encouraged to utilize certification lists maintained by local public agencies.

As indicated in the HUD-40107 form (see Appendix C), projects completed during FY 2008/09 include:

- A total of 6 contracts and 82 sub-contracts.
- Five and a half percent of all contracts were with women-owned firms.
- Women-owned firms were awarded \$768,875 in contracts/subcontracts.
- Ten percent of all contracts were with minority-owned businesses.
- Minority-owned firms were awarded \$18,974,689 in contracts/subcontracts.

The Department of Conservation and Development (DCD) will continue to work with project sponsors to improve the participation of minority and women-owned business in housing developments.

### **D. On-site Inspections**

Federal regulations require the County to perform on-site inspections of a reasonable sample of rental housing units assisted with HOME funds in order to ensure continued compliance with Federal Housing Quality Standards. Projects with 26 or more HOME-assisted units must be inspected annually; projects with 5 to 25 units, every two years; and projects with up to 4 units, every three years.

DCD and the Housing Authority of Contra Costa County (HACCC) determined that the federal Housing Quality Standards (HQS) are the appropriate standards to use in annual compliance monitoring. All new construction and rehabilitation of housing in the County is completed in strict accordance with Uniform Building Codes. HQS is used to evaluate the condition of existing properties to ensure housing is maintained in a safe and sanitary condition. HACCC and DCD staff performed inspections of 10 to 15 percent of the HOME-assisted units for each monitored project. Copies of the inspection reports are maintained at the DCD offices.

During the current reporting period, the County performed on-site inspections of 26 HOME-assisted projects. Table H summarizes onsite inspections conducted over the current reporting period.

**Table H — On-site Inspections**

<b>Project Name, Location</b>	<b>Number of units inspected</b>	<b>Number of units passed</b>	<b>Number of units failed*</b>
<b>HOME Urban County Projects</b>			
Pinole Grove, Pinole	4	4	0
<b>HOME Consortium Projects</b>			
ABC Apartments, El Sobrante	1	1	0
Alvaraz Court, Pinole	2	2	0
Antioch Hillcrest, Antioch	4	4	0
Brentwood Senior Commons, Brentwood	6	6	0
Carquinez Vista Manor, Crockett	2	2	0
Coggins Square, Walnut Creek	5	5	0
Columbia Park Manor, Pittsburg	5	5	0
Courtyards at Cypress Grove	7	7	0
Giant Road, San Pablo	6	6	0
Golden Oak Manor, Oakley	2	2	0
Lakeside, Concord	9	0	9
Presidio Village, Pittsburg	5	5	0
Rivertown Place, Antioch	3	3	0
Rodeo Gateway Senior, Rodeo	3	3	0
Rumrill Place, San Pablo	4	0	4
Sierra Gardens, Walnut Creek	2	0	2
Sycamore Place, Danville	2	2	0
Sycamore Place II, Brentwood	2	2	0
Transitional Hsg for Battered Women, Pacheco	1	0	1
Victoria Green, Hercules	7	7	0
Villa Amador, Brentwood	7	7	0
Villa Vasconcellos, Walnut Creek	7	7	0
Virginia Lane, Concord	3	0	3

\*Project Owners fixed identified deficiencies and have rescheduled inspections.

Concurrent with the on-site inspections, DCD staff inspects tenant files to ensure the management company complies with HOME program and County requirements. The review includes confirming proper income certification, correct rent and utility allowance calculations, and appropriate tenant lease provisions. The County has a licensing agreement with U.S. Communities for their FOCUS program. FOCUS provides web-based reporting program. HUD’s income and rent limits are imbedded in the program. The program allows for immediate feedback to asset managers on whether or not the unit is in compliance.

## **E. Affirmative Marketing**

Please see Section VII.C, Fair Housing on page 29 and Appendix D on page 47 for discussion on affirmative marketing.

## **F. Actions to Address the Housing Needs of Special Needs Populations**

County actions to address housing needs of Contra Costa's special needs populations through the development of affordable housing are summarized in Appendix E, Housing Table (*Priority H-7*).

All new residential construction projects funded with County resources are required to include units accessible to disabled populations. A minimum of five percent of all units built and all common areas must be accessible to mobility impaired persons and an additional two percent must be accessible to vision and/or hearing impaired persons.

## **G. Slow Moving Projects**

During the current program year, Contra Costa made progress toward meeting its affordable housing goals. In measuring the County's accomplishments, it must be noted that the majority of funded housing projects are complex, involving new construction or acquisition and rehabilitation of multifamily housing and requiring multiple funding sources. In general, these projects require two to five years from initial development planning to completion and occupancy. In order to facilitate the ability of the project sponsor to obtain additional funding from other sources (e.g., LIHTCs, FHLB Affordable Housing Program, HUD 202 and 811), the County often commits resources relatively early in the process. Therefore, the number of units funded and completed with current resources is often less than the number funded and in development.

In addition, DCD retains \$10,000 from all developers of multi-family housing until all project completion information has been submitted and approved by DCD. This includes the marketing plan, lease, tenant roster, rent and utility allowance calculations, Davis-Bacon reports, and relocation information.

The North Richmond Youthbuild project was phased out in FY 2008/09. The project sponsor did not anticipate the difficulty of coordinating work on rehabilitating the home with the timing of instruction of the youth. In addition to classroom work, the youth learned aspects of the construction trade. The project sponsor found balancing appropriate tasks for the youth, while maintaining a reasonable pace of construction to be a huge challenge. This resulted in a long construction period. This problem was then exacerbated by the decline in the housing market. One of the completed Youthbuild units has been on the market for 16 months. The housing table in Appendix E includes additional projects that have been designated as delayed (or slow-moving), including the Habitat for Humanity project in Bay Point. This project requires the construction of a new street. Habitat will construct the street to meet the County Public Works Department public street standards so that the street can be dedicated to the County as a public street. In addition, Habitat is working to secure easements for the sewer connection. These two issues have delayed the project start date several times.

## **H. Displacement**

See the displacement discussion under Section III.E.

## **I. Accomplishments**

Appendix E contains a summary of FY 2008/09 completed and ongoing housing projects. The summary includes the race/ethnicity of those served and the number of Section 215 units. In addition, the Contra Costa County HOME Consortium is a high performing HOME participating jurisdiction in California according to HUD analysis.

## **J. Program Changes**

In March 2009, the County executed a contract with HUD for the Neighborhood Stabilization Program. The County issued a Request for Proposals for developers and other NSP partners. It selected four developers (See HERA-ARRA table.) These developers have made several purchase offers and expect to close on the first home by mid-October. The County has developed NSP legal documents. Enterprise is using its technical assistance funds to contract with MoveHome to provide marketing and other program development to the County.

## J. Five-year Assessment

**Table I — Five-year Affordable Housing Goals and Accomplishments**

	Five-year Goal	Completed FY 2005/06(a)	Completed FY 2006/07(a)	Completed FY 2007/08(a)	Completed FY 2008/09(a)	Completed FY 2009/10(a)	Completed Toward Five-year Goal	Projects Funded/ Underway	Total Completed/ Underway
<b>Rental Housing Units</b>	<b>1080</b>	<b>90</b>	<b>335</b>	<b>251</b>	<b>233</b>		<b>909</b>	<b>434</b>	<b>1259</b>
<b>Large/Small Households - Rental</b>	680	<b>50</b>	<b>205</b>	<b>206</b>	<b>201</b>		<b>662</b>	<b>232</b>	<b>810</b>
Affordable at 0 to 30% AMI	55	5	5	52	12		74	27	96
Affordable at 31 to 50% AMI	350	33	61	149	42		285	150	298
Affordable at 51 to 80% AMI	275	12	139	5	147		303	55	416
<b>Senior Housing - Rental</b>	<b>400</b>	<b>40</b>	<b>130</b>	<b>45</b>	<b>32</b>		<b>247</b>	<b>202</b>	<b>449</b>
Affordable at 0 to 30% AMI	65	0	16	0	0		16	23	39
Affordable at 31 to 50% AMI	260	39	86	44	32		201	155	356
Affordable at 51 to 80% AMI	75	1	28	1	0		30	24	54
<b>Homeowner Units</b>	<b>300</b>	<b>56</b>	<b>77</b>	<b>61</b>	<b>37</b>		<b>231</b>	<b>16</b>	<b>249</b>
Affordable at 0 to 30% AMI	0	0	17	0	11		28	0	28
Affordable at 31 to 50% AMI	150	44	18	25	10		97	10	108
Affordable at 51 to 80% AMI	150	12	42	36	16		106	6	113
<b>Special Needs Housing (b)</b>			<b>13</b>	<b>9</b>			<b>22</b>	<b>0</b>	<b>22</b>
<b>TOTAL HOUSING UNITS (c)</b>	<b>1,380</b>	<b>146</b>	<b>425</b>	<b>358</b>	<b>269</b>		<b>1161</b>	<b>450</b>	<b>1530</b>
<b>Homeless Shelter/Facilities</b>									
Emergency Shelter Beds	175	75	75	0			150	0	150
Transitional Housing - Apartments	125	0	0	0			0	0	0
Permanent, Supportive Housing	1,500	0	16	37			53	0	53

(a) Includes completed projects funded with CDBG, HOME, HOPWA, County Redevelopment Agency funds, bonds, and MCCs.

(b) Includes units reserved for mentally and/or physically disabled households not included in totals for rental and homeowner units.

(c) Total housing units equals the sum of rental housing units, homeowner units and special needs housing.

## **Section V. HOPWA Narrative—HIV/AIDS**

County Conservation and Development and Health Services Departments staff meet periodically to identify and address the housing and housing-related service needs of low-income persons with HIV/AIDS in Contra Costa. Activities during FY 2008/09 include inter-jurisdictional planning efforts to evaluate project proposals, refinement of the current referral process for affordable HIV/AIDS housing, and provision of technical assistance to current and potential developers of affordable housing and related services for persons with HIV/AIDS.

The County HIV/AIDS Program allocated \$1,557,343 in FY 2008/09 HOPWA and Ryan White Treatment Modernization Act funds for the following services which address the needs of low-income persons with HIV/AIDS in Contra Costa: \$821,809 for medical case management, \$16,084 for emergency financial assistance, \$110,185 for food, \$119,076 for housing services, and \$490,189 for other support services such as mental health, substance abuse, respite care, transportation, and legal services.

In addition Contra Costa apportions approximately 20 percent of its HOPWA allocation to the Contra Costa Health Services Department (HSD) to provide housing advocacy services to persons with HIV/AIDS. The balance is used for acquisition/rehab and new construction of affordable housing for persons with HIV/AIDS. All funds are awarded to subrecipients on a competitive application basis. During FY 2008/09, HSD allocated \$90,000 in HOPWA funds to Catholic Charities of the East Bay to provide housing advocacy and assistance services, including client intake, housing needs assessment, assistance with locating affordable housing, assistance with housing-related benefit applications, development and implementation of client housing plans, emergency housing assistance funds, follow-up to ensure receipt of benefits and housing, and referral to other services. An additional \$20,000 award was allocated to the AIDS Program to provide HIV+ clients with housing-related financial assistance to help cover their move-in and eviction prevention expenses.

See also Appendix E for Public Service and HOPWA projects that target individuals with HIV/AIDS.

## **Section VI. ESG Narrative**

Contra Costa County receives an annual allocation of federal Emergency Shelter Grants (ESG) funds through HUD. In FY 2008/09, the County received \$152,748 in ESG funds that were allocated to eligible agencies on a competitive application basis. Proposed projects were evaluated based on several criteria including consistency with the *Ending Homelessness in Ten Years: A County-Wide Plan for the Communities of Contra Costa County*. These plans identify priorities and specific actions to alleviate homeless needs in Contra Costa. Additional information on actions to address the needs of the homeless population in Contra Costa can be found in Section VII.E Continuum of Care Plan, and Appendix E, Public Service projects and ESG projects. Most of the current ESG applicants are granted CDBG funds from both the County and entitlement cities.

## **Section VII. General Narratives**

### **A. Five-year Assessment**

See Tables G on page 21 and I on page 27 for the five-year assessment.

### **B. Location of Projects (Investments) and Public Participation (Beneficiaries)**

See Appendix E for a status of projects including location and project beneficiaries.

### **C. Fair Housing**

Over the past year, the County continued working with its Subrecipients to help overcome or eliminate impediments to fair housing choice identified in the Analysis of Impediments to Fair Housing Choice (AI). The specific AI recommendations addressed this year are as follows:

Action 2.1 - Through the Consolidated Plan and one-year Action Plan, the Consortium should continue to allocate resources to encourage and facilitate the development of affordable housing throughout the entire Consortium. Also, adequate resources should continue to be allocated to provide fair housing education and outreach efforts.

*In FY 2008/09, resources were allocated to develop new units of affordable housing in different regions of the County. In addition, resources were provided for multi-family and single-family rehabilitation programs, first time homebuyer programs, and fair housing counseling, legal services, and outreach (See Appendix E).*

Action 4.1 - The County and cities continue to collaborate to expand affordable housing in communities where such opportunities are limited.

*(Please see Housing Table in Appendix E)*

Action 7.1 - Fair housing service providers should continue to expand outreach to the community regarding fair housing rights.

*Bay Area Legal Aid conducted a series of outreach workshops throughout the program year. This year, approximately 1,000 people (landlords and tenants) attended informational meetings on fair housing related issues.*

Action 10.1 - The Consortium and fair housing service providers should consult with lenders to explore ways to improve access to financing for all.

*The Mortgage Credit Certificate program reserves 40 percent of its allocation for households with incomes at or below 80 percent of area median income. Lenders have been cooperative with this program, and 3 Mortgage Credit Certificates were provided to low-income households in FY 2008/09.*

### **D. Affordable Housing**

See Section IV HOME and CDBG Housing Narratives.

## **E. Contra Costa Interagency Council on Homelessness**

County actions to address the needs of homeless populations through the allocation of FY 2008/09 CDBG and ESG sources are discussed in Sections III and VI. Accomplishments in the provision of housing reserved for and/or affordable to the homeless and those at risk of becoming homeless is discussed in Section IV. The following discusses additional activities undertaken by the County and Contra Costa Interagency Council on Homelessness or CCITCH (formerly known as the Continuum of Care Board) to address the needs of homeless populations during FY 2008/09.

During FY 2008/09, the County continued to implement strategies and projects consistent with the Contra Costa Consolidated Plan and the *Ending Homelessness in Ten Years: A County-Wide Plan for the Communities of Contra Costa County*. In recognition of the priority assigned by the latter plan to the preservation of existing housing and services for the homeless, approximately \$6.9 million in federal McKinney Act resources were allocated to maintenance of the existing inventory of emergency and transitional housing and support services for homeless populations. Specific projects funded with McKinney Act resources are listed in Table J on page 31.

Additional resources allocated to the maintenance of existing homeless programs include \$584,743 in County General Fund resources for continued operation of the West County Emergency Shelter and the Central County Emergency Shelter, and for supportive services for persons in permanent supportive housing, and \$88,718 in FEMA resources used to provide emergency shelter, food, emergency rental assistance and other assistance to homeless populations.

**Table J — McKinney Act Funded Projects**

\*All projects were awarded during the 2007 competition with program operating year beginning 2008.

<b>Project Name</b>	<b>Sponsor</b>	<b>Description</b>	<b>McKinney Funds</b>
Project CHOICE	Anka Behavioral Health Services	Permanent supportive housing (subsidized) with services for chronically homeless single adults.	\$243,552
Permanent Connections	Contra Costa Health Services	Permanent Supportive Housing (includes services) for transition age youth	\$172,413
Lakeside Apt.	Contra Costa Health Services/Resources for Community Development	Permanent Supportive Housing for families.	\$158,041
Moving Out of Violent Environments	STAND! Against Domestic Violence	Transitional housing with support services for battered women and their children	\$75,751
CCC Transitional Housing Program	SHELTER, Inc. of Contra Costa County	Transitional housing with support services for families	\$404,859
Project Independence	Rubicon Programs, Inc.	Transitional housing with supportive services	\$653,005
Project Coming Home – Addressing Addictions	Contra Costa Health Services/ Anka Behavioral Health	Permanent supportive housing for chronically homeless persons with addictions to alcohol.	\$495,153
Idaho Apartments	Rubicon Programs, Inc.	Permanent supportive housing for homeless persons with a disability	\$221,628
West Richmond Apartments	Rubicon Programs, Inc.	Permanent supportive housing for homeless persons with a disability	\$44,013
Garden Parks Apartment Community	Contra Costa Interfaith Housing/Mercy Housing	Permanent supportive housing for families	\$224,870
Pittsburg Family Center	SHELTER, Inc. of Contra Costa County	Transitional housing with support services for families with children.	\$80,797
Transitional Housing Partnership	SHELTER, Inc. of Contra Costa County	Transitional housing with support services for individuals and families with a disability	\$269,833
Reach Plus	SHELTER, Inc. of Contra Costa County	Scattered site transitional housing with support services.	\$677,099
FERST	Contra Costa County Department of Health Services/ Anka BHS	Multi-service center providing diverse services to homeless.	\$290,355
Money Management	Rubicon Programs	Housing assistance to homeless adults with severe psychiatric disabilities and substance abuse problems.	\$204,120
West County Resource Center	Greater Richmond Interfaith Program	Multi-service center providing diverse services to homeless.	\$75,306
Access	Anka Behavioral Health, Inc.	Permanent housing and wrap-around services to homeless with severe mental illness	\$484,411
Shelter Plus Care Consolidated	HACCC	Permanent housing (rental assistance) with services for those with a disability	\$2,593,092

*Other Actions to Assist the Homeless*

During FY 2008/09, in support of the County's Ten Year Plan to End Homelessness, two Project Homeless Connect events were held in September 2008 and June 2009 to assist homeless adults, youth and families to accessing critical services. Project Homeless Connect events bring together a variety of health and social service providers in one convenient location. Services included health care, dental exams/cleanings, haircuts, manicures and pedicures, state-issued identification cards, and homeless court. The September 2008 event provided these services to over 600 individuals and the June 2009 event served over 800 individuals.

## **F. Other Actions**

### *F.1 Actions to address obstacles to meeting underserved needs*

The County's efforts to increase and maintain the supply of affordable housing and to meet the objectives identified in the Consolidated Plan described in the general narrative sections of this report are all directed to meeting underserved needs. In addition, the criteria for target population and alleviation of affordable housing needs employed in the allocation of HOME and CDBG funds for housing establish a priority for projects which reserve a portion of the units for extremely-low income and/or special needs populations.

### *F.2 Actions to address Limited-English Proficient (LEP) populations*

According to the 2000 Census, 68 percent of Contra Costa County's Hispanic population speaks Spanish, and 28 percent of those who speak Spanish either speak English "not well" or "not at all." In addition, 62 percent of Contra Costa County's Asian and Pacific Islander populations speak a language other than English, and according to a sampling, 16 percent either speaks English "not well" or "not at all." Therefore, Contra Costa County does have a significant limited-English proficient (LEP) population, both Asian and Hispanic.

In order to address and to better serve Contra Costa LEP residents, the County has developed a Language Assistance Plan (LAP) in accordance with the U.S. Department of Housing and Urban Development's (HUD) Final Guidance (Federal Register/Vol. 72, No. 13, January 22, 2007) and Executive Order 13166. The goals of the LAP are: 1) to provide meaningful access for the County's LEP residents through the provision of free language assistance for the CDBG, HOME, ESG, and HOPWA programs; 2) to provide an appropriate means to ensure the involvement of LEP residents that are most likely to be affected by the programs and to ensure the continuity of their involvement; 3) to ensure that the County's CDBG, HOME, ESG, and HOPWA staff will assist the County's LEP population in obtaining the necessary services and/or assistance requested or needed.

The County has been proactive on many fronts in starting the implementation of the LAP. For example, the County's mailing list of interested parties, which is used to announce funding availability and general participation in the CDBG, HOME, ESG and HOPWA programs, contains over 700 agencies including many agencies that target services to specific populations (minorities, disabled, and the limited-English speaking populations). The County staff has access to timely translation services, including having a Spanish-speaking CDBG person currently on staff, when limited-English speaking citizens call to inquire about the various programs available. In addition, the County has contracted with an outside consultant to provide State and court certified interpreters that assist in verbal

communication and to also provide translation of vital documents. In addition, the County continually monitors subrecipients to ensure funded agencies are doing whatever is possible so that limited-English speaking residents have full and complete access to services. For example, many agencies report that they have translated their brochures into different languages, have multi-lingual staff, and target outreach activities to LEP populations. The County will continue to request subrecipients provide information on how they are reaching out to all persons including limited-English citizens.

### *F.3 Actions to foster/maintain affordable housing*

See affordable housing discussions in Section IV on page 19.

### *F.4 Actions to eliminate barriers to affordable housing*

Market factors such as the high cost of land suitable for residential development and high construction costs continue to be the most significant constraints on the development of affordable housing in Contra Costa. The County attempts to counter these factors with strategies and subsidy programs to develop affordable rental housing and homeownership opportunities (See Section IV ).

Additional actions undertaken by the County to decrease development costs and eliminate barriers to affordable housing include the following:

- The County adopted an Inclusionary Housing Ordinance which requires developers to provide 15 percent of the units as affordable to moderate, low, or very-low income households.
- The County has a density bonus ordinance to permit increased densities for housing developments that include units affordable to low-income households.
- The County continues to use Planned Unit Development (P-1) zoning to streamline the development process and permit the use of flexible design standards for projects with an affordable or special needs housing component.
- The County also provides expedited plan review and permit processing, flexible design standards, and deferred or reduced fees for affordable housing projects in County redevelopment areas on a case-by case basis.
- The County adopted a Fee Realignment Ordinance, which allows developers to defer payment of fees to the completion of the project. Payment of fees is typically required when building permits are pulled. Deferring the fees will provide some cost savings to developers.

### *F.5 Actions to overcome gaps in the institutional structure*

The County Department of Conservation and Development continues to provide technical assistance to non-profits to build capacity and assist in the development of programs and projects designed to meet the County's Consolidated Plan objectives through individual meetings and workshops held during the program year. Further, the Department works with non-profits to achieve designation as a Community Housing Development Organization (CHDO) and/or Community Based Development Organization (CBDO) for purposes of participating in the Consortium HOME and County CDBG affordable housing programs.

#### *F.6 Actions to improve public housing and resident initiatives*

##### Section 8/Housing Choice Vouchers

For the FY 2008/09 the total resource for the Section 8 program was \$71,549,029.00. The Housing Authority's aim is to administer the Section 8 Housing Choice Voucher Program to permit the widest range of housing opportunities for low-income Contra Costa County residents. To help meet this goal, the Housing Authority has sub-programs that target special populations and neighborhood revitalization efforts. A description of these programs is provided below:

Housing Choice Voucher Program (HCV) - The Housing Authority Housing Choice Voucher program currently administers 6,560 vouchers. This number represents nearly 96.7% of the 6,781 vouchers authorized by HUD.

The Family Self Sufficiency Program (FSS) - FSS combines housing assistance and social services to enable families to pursue employment, job training, or other education that will lead them toward self-sufficiency. The ultimate goal is to free families from public assistance after five years. A Family Self Sufficiency Action Plan has also been adopted by the agency and forwarded to HUD. The Housing Authority has over 119 families participating in the FSS program of which 51 families, or about 43%, have escrow balances that could be used toward down payment on a house, continuing education, or other goal oriented uses.

Shelter Plus Care (SPC) - This program provides rental assistance and a full range of services to homeless individuals who are mentally ill, have chronic alcohol or drug abuse problems, or have AIDS or related disorders. A broad base of community service providers and the County Health Department supports the program. The Housing Authority's Shelter Plus Care program currently provides housing assistance to over 307 individual/families. In addition we are now providing rental assistance services to 39 families participating in the Project Coming Home program. Project Coming Home is a unique grant that provides specific housing and services to indigent/homeless singles.

Moderate Rehabilitation Program (MR8) - This program provides project-based subsidized rental assistance to eligible tenants for a time negotiated by the property owners in a contract with HUD and administered by the Housing Authority. As contracts expire, residents are eligible to convert their project-based assistance to tenant-based Section 8 vouchers, as funding is available. There are currently 28 units under contract.

Project Based Assistance (PBA) - The Housing Authority of the County of Contra Costa (HACCC) has set aside two hundred nine (209) project-based vouchers for existing housing units. HACCC selected six developments based on a competitive RFP process. HACCC has entered into Housing Assistance Contracts (HAP) with each of the six project's owner for an initial term of between ten & fifteen years for each contract unit. The length of the term of the HAP contract may not be less than one year, nor more than fifteen years. Within one year before expiration, the HACCC may agree to extend the term of the HAP contract for an additional term of up to five years if the HACCC determines an extension is appropriate to continue providing affordable housing for low-income families. The HACCC's contractual commitment is subject to the availability of sufficient appropriated funding (budget authority) as determined by HUD or by the HACCC in accordance with HUD instructions.

Due to recent funding shortfalls, the HACCC has not solicited a new round of competitive Request for Proposal (RFP) for any additional project-based vouchers for existing housing units.

Public Facilities Modernization - During FY 2008/09, the Housing Authority expended approximately \$1.8 million on improvement and repairs to its public housing developments. Existing windows were replaced with dual glazed aluminum windows at the 150-unit El Pueblo family development in Pittsburg. Security alarm systems were installed in units of the Bayo Vista development in Rodeo. Steel handrails were upgraded in the 100-unit Elder Winds senior development in Antioch. Security screen doors were installed at the 100-unit Vista del Camino development in San Pablo, while a more extensive contract for exterior modernization of the development was being prepared. Additionally, a major elevator modernization project was completed at the Kidd Manor senior development in San Pablo. This work identified represents modernization activities in 29 percent of all Authority housing stock.

## Anti Drug/Youth Programs

The Housing Authority operates two youth programs at Las Deltas in North Richmond, Project Pride Program and Young Adult Empowerment Center. The Project Pride Program provides youth oriented activities, which includes arts and crafts, homework club, movie time, spelling bees, cooking classes and Jr. Giant Baseball Practice. Project Pride is also instrumental with outside field trips to museums, baseball games and Discovery Kingdom. Currently Project Pride had approximately 50 children enrolled in their summer program, most will continue in the after-school program. In June of 2008, with the collaborative efforts of Supervisor John Gioia's office and numerous county agencies the Young Adult Empowerment Center was opened. This center offers free job and life skills classes for young adults ages 16 to 18, classes include resume writing, computer skills and career planning.

The federal government has eliminated the Public Housing Drug Elimination Program (PHDEP). HACCC continues to fund and support the community-oriented policing program. HACCC will support one Deputy and drug prevention activities offered at Project PRIDE and the YMCA.

## Youthbuild

The Community Housing Development Corporation of North Richmond (CHDC)<sup>5</sup> implemented a federal Youthbuild program. The program was supported by the Contra Costa County Redevelopment Agency and the Housing Authority. Its primary aim is training local youths in self-sufficiency trade skills and completion of high-school level education equivalency. Participants will significantly rehabilitate five homes and construct two homes that will be sold to low-income families. To facilitate this project, HACCC obtained HUD approval to donate five properties with deteriorated buildings that may be rebuilt or replaced. CHDC is sub-dividing two of the properties and will construct new homes on the new parcels. During the last fiscal quarter of FY 2008/09, CHDC began to phase out the program to bring the program to an end. As of June 30, 2009 CHDC has ceased operations of the North Richmond Youthbuild Program.

### *F.7 Actions to alleviate lead-based paint hazards*

The County has incorporated the requirements of the lead-based paint regulations (24 CFR Part 35) into its affected programs, including the homeowner and rental rehabilitation programs. These programs developed implementation plans that include procedures to test for lead-based paint, determine a scope of work to address lead-based paint hazards, ensure qualified contractors are performing the required work, and obtain a clearance examination at project completion.

The County's Neighborhood Preservation Program homeowner rehabilitation program provides grants to homeowners who have received rehabilitation loans and need to abate lead hazards.

### *F.8 Actions to ensure compliance with program and planning requirements*

#### *F.8.a Housing Projects and Programs*

The Contra Costa County Department of Conservation and Development is responsible for administration of the following federally funded programs to provide assistance for the development of affordable housing and homeless shelters; CDBG, HOME, ESG, and HOPWA. All projects funded through these programs are monitored by the Department to ensure that the projects achieve their approved objectives in a manner consistent with federal regulations, the Consolidated Plan, and other local planning requirements. The Department's monitoring process consists of the following:

- Prior to funding consideration, all project applications are reviewed to ensure consistency with federal regulations, the Consolidated Plan and County Housing Element.
- All project sponsors receiving an allocation of CDBG, HOME, ESG or HOPWA funds are required to enter into Project Agreements which specify project objectives, scope of work, eligible activities, performance targets, project budget, implementation time frame, federal regulatory requirements<sup>6</sup>, and monitoring and reporting requirements. In

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<sup>5</sup> CHDC is a Community Housing Development Organization.

<sup>6</sup>Includes compliance with federal regulations concerning: equal opportunity and fair housing; affirmative marketing; displacement,

addition, all housing development funds are provided to projects in the form of a loan or grant, with applicable federal regulations, and affordability and use restrictions incorporated into the loan documents and effective throughout the term of the loan.

- Following approval of FY 2008/09 funding allocations for CDBG and HOME, individual meetings were held with all project sponsors to discuss County Affordable Housing Program and federal regulatory requirements. An overview of the contracting and project implementation process was followed by presentations on CDBG/HOME Project Agreements, regulatory requirements, project loan documents, federal environmental review procedures, documentation and procedures required for payment, and monitoring and reporting requirements.
- During project implementation, project sponsors are required to submit quarterly progress reports detailing project progress, significant development problems, project funding and expenditures, outreach to women and minority-owned businesses, and affirmative marketing activity. In addition, projects are monitored as applicable for compliance with federal accounting and procurement standards, labor and construction standards, relocation, affirmative marketing, equal opportunity, fair housing, and other federal requirements.
- Following project completion, project sponsors are required to submit Project Completion Reports identifying: project accomplishments; population served, including data on household characteristics (e.g., income, ethnicity); rent and/or housing affordability; and total sources and uses of funds.
- Affordable housing development projects (e.g., acquisition, rehabilitation, new construction) must also submit annual compliance reports designed to ensure continued compliance with federal regulations, affordability and use restrictions, and other requirements as specified in the project loan documents. In addition, all HOME-assisted projects are subject to periodic onsite inspections to ensure continued compliance with federal housing quality standards.

#### *F.8.b Non-Housing Community Development Projects and Programs*

Monitoring procedures for non-housing projects and programs are similar to those described for housing projects and programs:

- Prior to funding consideration, all applications are reviewed for consistency with federal regulations, the Consolidated Plan, and Board of Supervisor policy.
- Following funding approval, project sponsors are required to enter into Project Agreements which specify: project objectives; scope of work; applicable time lines and performance targets;

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relocation and acquisition; Davis-Bacon labor standards; lead-based paint; conflict of interest; federal debarment and suspension; environmental requirements; historic preservation; and flood insurance.

project budget; federal, state, and local regulatory requirements; and monitoring and reporting requirements.

- During project implementation, project sponsors are required to submit quarterly progress reports detailing: project progress toward objectives; problems encountered and their resolution; and quantitative participation data by ethnicity, income, and household status. Projects are also subject to an onsite performance and financial audit review on a selective basis. Priority is given to high-risk programs for onsite performance and/or audit review.
- Quarterly reports and requests for payments are reviewed for both compliance with the Project Agreement and proper documentation for eligible activities. Project sponsors are advised of any procedural errors and or ineligible activities.
- Upon project completion, project sponsors are required to submit Project Completion Reports identifying program/project accomplishments, quantitative participation data or population served, and total sources and uses of funds.

#### *F.9 Actions to reduce the number of people living in poverty*

The movement of people above the poverty line involves a variety of policies and programs that extend beyond providing opportunities for employment at a living wage. Access to education, transportation, childcare, and housing are key components that can assist persons to secure and retain economically self-sustaining employment. The County employs a variety of strategies to help alleviate poverty in the Urban County, including efforts to stimulate economic growth and job opportunities, and to provide Urban County residents with the skills and abilities required to take advantage of those opportunities.

In FY 2008/09 the CDBG program provided funds for four job training and placement programs:

- Rubicon Programs, Inc., Workforces Services Project (08-41-ED) provided training and job placement for persons to begin careers in various fields, including health care and bio-science, or improve on their current job status.
- Opportunity Junction's Opportunities for Technology Information Careers Program (04-40-ED) provided training and placement for persons to establish careers in computer technology.
- Community Housing Development Corporation's North Richmond Youthbuild Program (08-38-ED) provided on the job training and education to very low-income youth.
- The Stride Center's Tech Job Training/Placement Program (08-42-ED) provided job training and job placement services to establish careers in the information technology industry.

Cal WORKS, California's response to the Workforce Development Act of 1998, has altered the structure and function of the public social service delivery system. The new system emphasizes outcomes, the value of work and the duty of government to support its citizens in their self-sufficiency efforts.

The County's implementation of Cal WORKS has been constructed with the purpose of going beyond "welfare reform" to building models that integrate services, leverage funding and share expertise across agencies. Contra Costa County, in partnership with the Workforce Investment Boards from the City of Richmond, Alameda, and Oakland has formed a collaborative known as "Eastbay Works". Presently there are 14 East Bay One Stop and Career Centers, more commonly known as One Stops; six of which specifically serve the needs of Contra Costa residents. One Stops are located in Richmond, Hilltop Mall (also in the City of Richmond), Concord, Pittsburg, Brentwood and San Pablo. The North Richmond Employment Collaborative opened in November of 1998 and provides employment services primarily to residents of North Richmond and surrounding communities, and is electronically linked to the One Stop facilities. In addition, Bay Point Works Community Career Center provides employment services to residents of Bay Point.

The East Bay One Stop and Career Centers offer services to the universal population that include targeted services for those who are presently receiving Temporary Assistance for Needy Families (TANF) funds. In addition to Job Training Partnership Act funds, the Workforce Investment Board receive Welfare to Work formula grants and have secured competitive grants to provide enhanced services and expanded training options for this population. Services are available for eligible individuals and include in-depth assessment, team case management, training, job placement assistance, and development of skills leading to higher wage earnings.

Opportunities for microenterprise and small business development are facilitated through a Small Business and Microenterprise Loan Program (08-45-ED) sponsored by the County's CDBG Program. The purpose of the program is to stimulate local economic growth by providing loans and technical assistance to microenterprises and small businesses.

Childcare training programs (08-39-ED) assist low-income persons in establishing themselves as in-home childcare providers to achieve economic self-sufficiency through self-employment.

A number of affordable housing programs funded by the County provide housing opportunities for extremely-low and very-low income households. For a more complete discussion of housing opportunities available, see Section IV on page 22.

Appendix E provides a list of all economic development projects funded in FY 2008/09.

## **G. Leveraging**

See Table C on page 9.

## **H. Summary of Citizen Comments**

The CAPER was noticed in accordance with federal requirement on August 28, 2009 in the Contra Costa Times East, Central and West editions. A notice was posted in the County administration building on the 1<sup>st</sup> and 4<sup>th</sup> floors and was published in the Board of Supervisors Agenda of September 22, 2009. The CAPER is also available online at the Redevelopment Agency's website ([www.ccreach.org](http://www.ccreach.org)). No written comments were received from the public during the Board of Supervisors meeting on September 22, 2009.

## **I. Self-Evaluation: Progress in Meeting Consolidated Plan Goals**

As demonstrated by the preceding discussion, the County is making significant progress in meeting the goals and objectives contained in the Five-Year Consolidated Plan. During FY 2008/09, CDBG-funded public service projects provided a wide range of social services and housing to over 22,000 Urban County residents and households, including the homeless, mentally and physically disabled, seniors, battered women and children, and other special needs populations. Economic development programs offered training and placement services for 45 extremely-low and very-low income persons and assisted with the creation and expansion of 80 small businesses. Infrastructure/Public Facilities projects created a variety of infrastructure and accessibility improvements. The County programs constructed or rehabilitated 269 units of affordable housing.

The County has continued to focus on outcome-based performance measurements as a means to ensure that needed services are delivered and that the results can be easily quantified. Table G indicates that the County has far exceeded its goals in every plan priority except Public Services priority CD-2, Seniors. We will continue to closely monitor programs targeted to seniors and provide ongoing technical and developmental support to see if the number of seniors assisted can be increased over the next two years.

The County and the other CDBG jurisdictions (Consortium) continued to consolidate processes and procedures to limit the administrative burden on our grant programs and on CDBG staff. For example, the Consortium developed an evaluation tool to be used in determining which programs are to be monitored and, for projects funded by more than one jurisdiction, determined which Consortium member would take responsibility for the monitoring, with the resulting report being shared with the other members. In addition, on-line, internet based quarterly reports were developed that allowed subrecipients to complete and submit quarterly and close-out reports via the internet.

Table I indicates that the County is on track to meet most of its housing goals. It is exceeding goals set for apartments affordable to extremely-low income families. (These projects are summarized in Appendix E.) This success is largely a result of the availability of funds from the State of California's Multi-family Housing Program, which places a priority on projects with deep affordability. The County is not likely to achieve its goals for homeownership. Affordable homeownership is very difficult to achieve due to the large gap between development costs and affordable home prices. The American Dream Downpayment Initiative did not provide adequate funds or subsidy levels to help many homebuyers.

The Neighborhood Stabilization Program began in March 2009. The NSP developers have submitted purchase offers on several homes, but there were no property acquisitions in FY 2008/09. Developers are actively reviewing sites and expect to close on the first NSP home by the end of October 2009.

While the County's accomplishments are significant, problems persist in timely implementation of some programs and projects. Affordable housing projects often experience significant delays between the initial commitment of County funds and completion. These delays relate to the complexity of housing finance and the ability of project sponsors to obtain the remaining resources required to fully fund a project. In order to compete effectively for major funding sources such as nine-percent LIHTCs, tax-exempt bond funds, HUD Section 202/811, and State housing programs, project sponsors must have firm funding commitments from local jurisdictions. The high demand for affordable housing resources of all types combined with the limited supply of funds has resulted in an extremely competitive financing environment in Contra Costa County and the Bay Area, potentially causing lengthy delays in

the completion of affordable housing projects. Delays in project implementation in the current construction environment also result in increased project costs, requiring supplemental funding from the County and other sources of financing.

Staff continue to ensure that projects funded in the Infrastructure category are completed in a timely manner. Due to the complexity of some infrastructure/public facilities projects using federal funds (e.g. NEPA, procurement, prevailing wage requirements, etc.), completion can take up to eighteen months.

As discussed in preceding years, there is ongoing concern about the long-term capacity of the non-profit community providing services in Contra Costa County and their ability to comply with often complex federal regulations and requirements in implementing federally funded programs. Contributing factors include the relatively low pay scale associated with non-profits leading to high staff turnover and a lack of resources for ongoing training and professional development. In an effort to address this issue, the County will continue to provide technical assistance to non-profit organizations receiving County CDBG and HOME funds, including workshops on contracting, budget and payment requests, federal regulations and other County requirements.

# Appendix A — CDBG Financial Summary Report

## Attachments A-1, A-2, and A-3

Attachment A-1  
IDIS - C04PR26

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT  
INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM  
CDBG FINANCIAL SUMMARY FOR PROGRAM YEAR 2007  
07-01-2008 TO 06-30-2009  
CONTRA COSTA COUNTY CONSORTIUM, CA

### PART I: SUMMARY OF CDBG RESOURCES

01	UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	4,165,773.52
02	ENTITLEMENT GRANT	3,422,822.00
03	SURPLUS URBAN RENEWAL	0.00
04	SECTION 108 GUARANTEED LOAN FUNDS	0.00
05	CURRENT YEAR PROGRAM INCOME	898,740.13
06	RETURNS	0.00
07	ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08	TOTAL AVAILABLE (SUM, LINES 01-07)	8,487,335.65

### PART II: SUMMARY OF CDBG EXPENDITURES

09	DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	3,526,916.39
10	ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	.00
11	AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	3,526,916.39
12	DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	850,429.78
13	DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14	ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15	TOTAL EXPENDITURES (SUM, LINES 11-14)	4,377,346.17
16	UNEXPENDED BALANCE (LINE 08 - LINE 15)	4,109,989.48

### PART III: LOWMOD BENEFIT THIS REPORTING PERIOD

17	EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18	EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	1,490,400.88
19	DISBURSED FOR OTHER LOW/MOD ACTIVITIES	2,036,515.51
20	ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21	TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	3,526,916.39
22	PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

### LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

23	PROGRAM YEARS(PY) COVERED IN CERTIFICATION - PY 2008/09	
24	CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25	CUMULATIVE EXPENDITURES BENEFITTING LOW/MOD PERSONS	0.00
26	PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%

### PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27	DISBURSED IN IDIS FOR PUBLIC SERVICES	661,296.24
28	PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29	PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30	ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31	TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	661,296.24
32	ENTITLEMENT GRANT	3,422,822.00
33	PRIOR YEAR PROGRAM INCOME	986,808.78
34	ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35	TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	4,409,630.78
36	PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	15.00%

### PART V: PLANNING AND ADMINISTRATION (PA) CAP

37	DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	850,429.78
38	PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39	PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40	ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41	TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	850,429.78
42	ENTITLEMENT GRANT	3,422,822.00
43	CURRENT YEAR PROGRAM INCOME	898,740.13
44	ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45	TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	4,321,562.13
46	PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	19.68%

Attachment A.2  
CDBG Financial Summary

Contra Costa County  
Department of Conservation and Development  
Community Development Block Grant (CDBG)  
Program Year 2008/2009

Reconciliation of Line of Credit (LOC) and Revolving Loan Cash Balances to Balance of CDBG Funds Shown on the Financial Summary (Part II, Line #16)

Unexpended Balance on Financial Summary		\$4,109,989.48
Entitlement balance (HUD Grants and Program Income Report of 8/31/09)	\$3,626,327.50	
Entitlement drawn down against 2009/10 expense	\$ 23,947.93	
Cash On-Hand:		
Revolving Fund Cash Bal. (HUD Grants & Program Income Report of 8/31/09)	\$ 443,579.39	
Revolving loan funds drawn down against 2009/10 expense	\$ 16,134.66	
Total Reconciling Balance		\$4,109,989.48
Unreconciled Difference		\$0.00

Attachment A.3  
CDBG Financial Summary

Contra Costa County  
Department of Conservation and Development  
Community Development Block Grant  
Program Year 2008/2009  
Program/Revolving Loan Income Realized (PI/RL)

<u>Grantee Funds:</u>	<u>Income</u>
CA Autism Foundation (A Better Chance IX)	\$7,940.80
Danville Senior Housing	\$5,343.00
Grayson Creek Apartments	\$62,446.00
El Cerrito Royale Apartments	\$125,000.00
Oakley Main Street Apartments	\$1,581.00
Casa Adobe Apartments	\$2,385.00
Emerson Arms Apartments	\$191,565.00
Parkway Estates	\$10,894.56
Bella Monte Apartments	113.00
Total Grantee Program Income (PI)	<u>\$407,268.36</u>
<u>Revolving Loan Funds:</u>	
County Conservation and Development Dept. Microenterprise/Small Business Loan Program	\$65,158.88 (a)
County Conservation & Development Dept Bldg Inspection Neighborhood Preservation Program	\$357,161.48
Contra Costa County Housing Authority Rental Rehab Program	<u>\$69,151.41</u>
Total Revolving Loan Income (RL)	\$491,471.77
Grand Total	\$898,740.13

(a) \$42,336 of the \$65,158 was reprogrammed funds and therefore was receipted as (PI)

## Appendix B — ESG Financial Summary

Contra Costa County  
 Department of Conservation and Development  
 Emergency Shelter Grants Program  
 Program Year 2008/2009

Project Number	Subrecipient	HUD Activity	Committed Funds FY 2008/2009 Action Plan	Unexpended Balance at FY 2007/2008 Year End	Expenditures FY 2008/2009	Unexpended Balance at FY 2008/2009 Year End
ESG-08-56	Shelter Inc.	1180	\$13,111.00		\$13,111.00	\$0.00
ESG-08-57	STAND	1181	\$24,000.00		\$24,000.00	\$0.00
ESG-08-53	Health Services	1177	\$90,000.00		\$90,000.00	\$0.00
ESG-08-55	GRIP	1179	\$12,000.00		\$12,000.00	\$0.00
ESG-08-54	Health Services	1178	\$6,000.00		\$6,000.00	\$0.00
ESG-07-05	GRIP	1113		\$4,136.57	\$4,136.57	\$0.00
Total Projects			\$145,111.00	\$4,136.57	\$149,247.57	\$0.00
Admin FY 2008/2009 Allocation		1182	\$7,637.00		\$7,444.23	\$192.77
Admin FY 2007/2008		1108		\$440.18	\$440.18	\$0.00
Total Admin			\$7,637.00	\$440.18	\$7,884.41	\$192.77
Grand Total (admin/projects)			\$152,748.00	\$4,576.75	\$157,131.98	\$192.77

## **Appendix C — Additional Contra Costa Consortium and Urban County HOME Program Information**

This appendix contains the following information and attachments:

- Attachment C-1 Annual Performance Report – HOME Program (HUD-40107, Part I-V)  
(Program Income, MBE/WBE Participation, and Relocation)
- Attachment C-2 HOME Match Report (HUD-40107-A)

### *Attachment C-1 and C-2 Notes*

#### HOME Program (HUD-40107, Part III)

This table includes information for the following Consortium projects completed during FY 2008/09: Neighborhood Preservation, East Leland, and Montego Place (aka Casa Montego II)

#### HOME Program (HUD-40107, Part V)

See Section III.E Displacement Narrative. There is one tenant from the Lakeside Apartment project that is being permanently relocated. However, there was no activity in FY 2008/09 to report on Part V.

#### HOME Match Report (HUD-40107-A)

Based on guidance provided in HUD Information Bulletin CPD-98-29, the Urban County and Consortium reports cover the County's program year (July through June) rather than the federal fiscal year (October through September).

## Appendix D — Affirmative Marketing Procedures

The objective of affirmative marketing within the context of the HOME, CDBG, HOPWA, and ESG Programs is to promote equal access to housing by all groups within the relevant market area. In order to accomplish this objective in accordance with federal regulations the County has adopted the following policies and measures:

1. Methods for informing the public, owners, and potential tenants about the HOME, CDBG, HOPWA, and ESG Programs, federal fair housing laws and the County's affirmative marketing policy. Information concerning the availability of funding, housing opportunities, and fair housing and affirmative marketing requirements will be distributed to: the general public; all jurisdictions and housing agencies located in the County; nonprofit and for-profit owners and developers of affordable housing; and minority and public interest groups representing the County's disadvantaged populations. Methods of distribution will include:
  - a. Press releases to the local news media.
  - b. Preparation and distribution of an informational brochure describing the HOME, CDBG, HOPWA, and ESG Programs, including fair housing and affirmative marketing requirements, and the Equal Housing Opportunity logo.
  - c. Meetings and workshops with potential applicants for HOME funds (e.g., cities, developers, current operators and owners of affordable housing).
  - d. Meetings and workshops with representatives of minority and other disadvantaged groups in Contra Costa County, including the NAACP, United Council of Spanish Speaking Organizations, Pacific Community Services, Contra Costa Legal Services Foundation, North Richmond Neighborhood House, Housing Alliance, and the Chinese American Political Association.
  - e. The County will maintain records concerning the above activities, including copies of press releases, affirmative marketing materials distributed, and workshops and meetings held with the above groups and organizations.
2. Requirements and practices owners of assisted housing must adhere to in order to carry out the County's affirmative marketing procedures and requirements. The County will require owners of federally assisted housing to comply with federal fair housing law and employ the following affirmative marketing activities:
  - a. Advertise the availability of assisted units on an equal opportunity basis in local newspapers and community newsletters, such as those published by minority groups, neighborhood churches, public service organizations, etc.; and on bulletin boards in community gathering spots (e.g., community center, church, supermarket, laundromat, fair housing/housing counseling agency, and employment office).

- b. Contact appropriate neighborhood and community organizations and representatives of minority and other disadvantaged groups to solicit tenants and provide information about the availability of the assisted units on an equal opportunity basis.
  - c. Display the Equal Housing Opportunity logo at the project location and in all advertisements pertaining to assisted units.
3. Special outreach procedures to be used by owners of assisted units to solicit applications from hard-to-reach populations who may not otherwise apply for residence in these units.
- a. In conducting the advertising and outreach activities described in 2.a and b above, owners of assisted units will be required to solicit the cooperation of appropriate organizations in the relevant market area in identifying hard-to-reach populations and informing prospective tenants from these groups of the availability of the units on an equal opportunity basis. Organizations which may be particularly effective in this effort include community churches, social service organizations, housing and homeless service providers, and minority and senior citizen groups. As appropriate, owners may request organizations to assist in distributing marketing information concerning the availability of rental units through newsletters, group meetings, and organization and community bulletin boards.
  - b. Again, all advertisements, workshops, meetings and notices concerning the assisted-units will emphasize that the units are available on an equal opportunity basis.
4. Record keeping requirements. The County will require recipients of federal funds to keep records concerning affirmative marketing activities. These records must include copies of advertisements placed in newspapers/newsletters and on local bulletin boards, as well as lists of community groups and organizations contacted to solicit tenants. Recipients will also be required to keep information on relevant tenant characteristics, including ethnic composition, income, household size, and age and sex of head of household.
5. Assessment of affirmative marketing activities. The County will require the information compiled in 4 above to be reported annually as a component of the project monitoring process. Affirmative marketing activities will be evaluated to ensure that an adequate level of activity is maintained. Tenant characteristics will be compared with population characteristics in the market area as a further indicator of the effectiveness of the affirmative marketing program and the absence of discrimination. Where discrepancies exist, the County will work with the project owner to determine whether additional affirmative marketing measures are required.

Requirements concerning affirmative marketing and fair housing compliance will be incorporated in contract and loan agreements for all assisted projects. The County will document any complaints received concerning a project recipient's failure to abide by all fair housing and equal opportunity laws. All such complaints will be carefully evaluated to determine their validity. In the event that a violation is identified, the County will inform the recipient and take appropriate action to ensure that the situation is corrected.

## **Appendix E – Completed and Ongoing Projects by Funding Category**