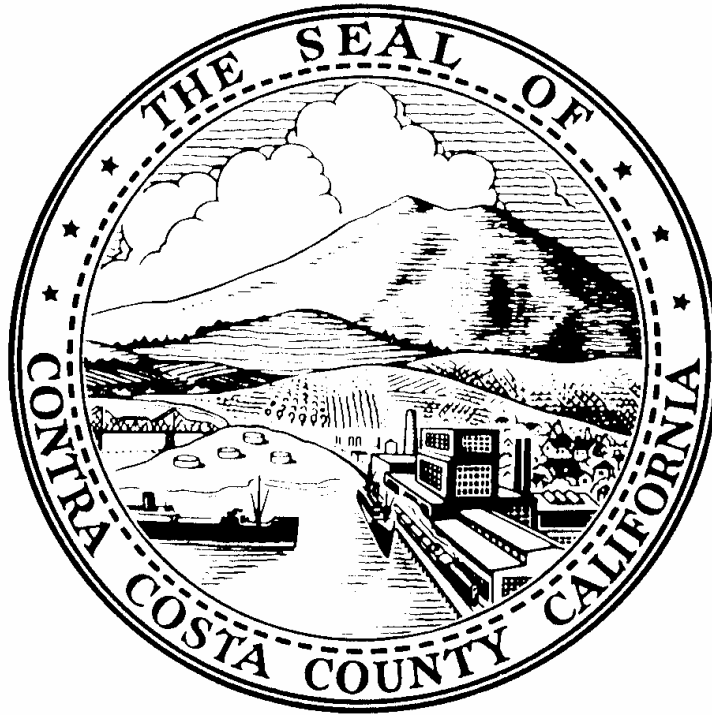


CONTRA COSTA COUNTY



FY 2009/10 ACTION PLAN

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

April 29, 2009

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Executive Summary

The Contra Costa County FY 2009/10 Action Plan describes recommendations for funding of specific projects and programs to address housing, economic development, infrastructure/public facility improvements, and public service needs utilizing Community Development Block Grant (CDBG), HOME Investment Partnerships Act (HOME), Emergency Shelter Grants (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) funds.

These funds are allocated annually to entitlement communities through the U.S. Department of Housing and Urban Development (HUD) to carry out a wide range of community development activities that benefit lower income persons and households¹. In order to receive annual allocations, jurisdictions must submit a five-year Consolidated Plan² and an annual Action Plan. The FY 2005/09³ Contra Costa Consortium Consolidated Plan (Consolidated Plan) identifies priority needs, strategies to meet the priority needs, and goals to be addressed during the five-year period for housing, economic development, infrastructure/public facilities, and public services. The Action Plan must demonstrate the linkage between the use of funds and the specific objectives developed to address needs identified in the five-year Consolidated Plan.

The County received the following allocations for FY 2009/10:

CDBG	\$3,452,122
HOME	\$3,245,892
ESG	\$ 152,396
HOPWA	\$ 450,000 (est.)

Program Description

Community Development Block Grant

The primary purpose of the CDBG program is to develop viable urban communities by providing decent housing, a suitable living environment and expanded economic opportunities principally for persons of low income. The County's goal is to develop and conserve viable communities in areas where blight and disinvestment threaten residents' safety, vitality and productivity. County CDBG funds can be used only for projects that benefit Urban County⁴ residents. Since 1975,

¹ The Contra Costa County CDBG, HOME, ESG, and HOPWA programs use the following income definitions: Extremely-low income households are defined as households with incomes at or below 30 percent of the area median income (AMI) for the Oakland PMSA as adjusted for household size. Very-low income households are defined as households with incomes at or below 50 percent AMI, and low-income households are households with incomes at or below 80 percent AMI. Although CDBG regulations use the terms low and moderate income to describe households with incomes at or below 50 percent and 80 percent AMI respectively, the County has elected to use the terms very-low and low-income to be consistent with its other programs.

² The Consolidated Plan is available for review at the Community Development Department or visit our web site at www.ccreach.org.

³ The Consolidated Plan covers FY 2005/06 through FY 2009/10.

⁴ The Urban County consists of all of Contra Costa with the exception of the cities of Antioch, Concord, Pittsburg, Richmond and Walnut Creek. These cities are separate entitlement jurisdictions under the CDBG program.

Contra Costa County has used the CDBG program and a variety of housing programs to improve the quality of life and physical conditions in its lower income communities.

HOME Investment Partnerships Act

The purpose of the HOME program is to expand the supply of decent, safe, sanitary, and affordable housing for very-low and low-income 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. The City of Richmond operates an independent HOME program. HOME funds may be used for projects to acquire, rehabilitate, and construct housing for lower-income households in the Consortium area.

Emergency Shelter Grants

The purpose of the ESG program is to provide emergency shelter and related services to the County's homeless populations. Eligible activities include: the rehabilitation and conversion of buildings for use as emergency shelters; the provision of essential services to the homeless; operating support for emergency shelters; and homeless prevention activities. ESG funds are limited to projects and programs benefiting Urban County residents.

Housing Opportunities for Persons with AIDS

The purpose of the HOPWA Program is to provide affordable housing, housing counseling and advocacy programs for low-income persons with HIV/AIDS who are either homeless or have unstable housing. The County represents all Contra Costa jurisdictions for purposes of administering the HOPWA program.⁵

Available Resources

The County will have \$7.3 million in federal resources for FY 2009/10. The following sections breakdown the proposed sources and uses of those funds. Funds are allocated by the County annually through a competitive application process to community and social service agencies, public agencies, non-profit and for-profit housing developers, and businesses to implement programs that provide affordable housing and strengthen and revitalize lower income communities.

On April 28, 2009 a public meeting was held before the Contra Costa County Board of Supervisors (Board) on the proposed allocation of FY 2009/10 CDBG, HOME, and ESG funds, and FY 2007/08 HOPWA funds. The Board considered the recommendations for funding of FY 2009/10 projects from the Board Family and Human Services (public service and ESG projects) and Finance (economic development and infrastructure/public facilities projects) Committees, and the Affordable Housing Finance Committee (housing projects). Attachment A summarizes projects to be funded with CDBG, HOME, ESG, and HOPWA funds during FY 2009/10.

⁵ Pursuant to the National Affordable Housing Act, HOPWA funds are allocated on an annual basis to the City of Oakland for the Oakland PMSA, which includes Alameda and Contra Costa County. Contra Costa receives a formula share of HOPWA funds through the City of Oakland.

Community Development Block Grant

The Board of Supervisors has adopted funding guidelines for the annual allocation of CDBG funds. The funding guidelines require that the annual grant award be allocated to the various categories as follows:

<u>Category of Use</u>	<u>Percent of Grant</u>
Housing	45.1%
Public Service ⁶	15.0%
Economic Development	14.0%
Infrastructure/Public Facilities	3.9%
Program Administration	20.0%
Contingency ⁷	<u>2.0%</u>
Total	100%

<u>Sources of Funds</u>		<u>Recommended Allocations</u>	
FY 2009/10 Grant	\$3,452,122	Projects/Programs	\$4,002,122 ⁸
Recaptured funds from closed or completed projects	74,116		
FY 2008/09 Housing Development Assistance Fund (HDAF)	767,346	Housing Development Assistance Fund (HDAF)	201,038
Program Income (est.)	750,000	Program Administration FY 2009/10 ⁹	840,424
Total Available for Allocation	<u>\$5,043,584</u>	Total Funds Allocated	<u>\$5,043,584</u>

⁶ Statutory Cap

⁷ The contingency category allows Board of Supervisor flexibility in funding specific projects.

⁸ Includes \$750,000 in Revolving Loan Funds allocated to housing rehabilitation programs.

⁹ The allocation to Program Administration is limited to an amount no greater than twenty percent of the sum of the entitlement grant plus the income (regular program income and revolving loan income) received by the grantee and its subrecipients during the program year. As stated above, revolving loan income is included in the base amount used in calculating the twenty percent allocated to Program Administration. The Program Administration is funded out of the entitlement. The revolving loan income remains with the revolving loan programs to be used for rehabilitation loans and rehabilitation program administration.

HOME Investment Partnerships Act

<u>Sources of Funds</u>		<u>Recommended Allocations</u>	
FY 2009/10 Grant	\$3,245,892	Projects/Programs	\$2,680,000
FY 2008/09 HDAF	87,232	FY 2009/10 HDAF	328,535
		Program Administration ¹⁰	<u>324,589</u>
Total Available for Allocation	\$3,333,124	Total Funds Allocated	\$3,333,124

If the HOME program receives program income during the fiscal year, ten percent of the program income will be allocated to Program Administration and the remainder will be allocated to the Housing Development Assistance Fund.

Emergency Shelter Grants

During FY 2009/10, the County will receive \$152,396 in ESG funds. Approximately five percent of the grant amount (\$7,285) will be used for program administration costs.

Housing Opportunities for Persons With Aids

During FY 2009/10, the County will receive approximately \$450,000 in HOPWA funds. These funds will be allocated through a separate competitive application process in the fall of 2009. Six and a half percent of the grant amount (\$29,250) will be used for program administration costs.

Additional Resources

Match

County policy requires projects funded with CDBG funds to provide a minimum match as follows: 10 percent required from non-profit organizations, 25 percent from local government agencies, and 100 percent from for-profit entities. Public service and economic development projects (sponsored by non-profit organizations and public agencies) receiving multiple year funding are further required to increase the level of match for each year of funding up to 50 percent match after year five.

In accordance with federal regulations, all projects funded with Consortium HOME funds are required to provide a minimum 25 percent permanent match to the project from non-federal sources. During FY 2009/10, the minimum match for HOME will be \$811,473.

In accordance with federal regulations, all projects funded with ESG funds are required to provide a minimum 100 percent match from non-federal sources. During FY 2009/10, the estimated minimum match for ESG will be \$145,111.

¹⁰ Ten percent of program income received during the fiscal year will be allocated to Program Administration. This additional Program Administration is not included in the table.

HOPWA regulations do not require matching funds. However, housing development projects using HOPWA funds must provide HOPWA-assisted units in proportion to the amount of HOPWA funds in the project.

Leverage

Affordable housing development projects leverage significant additional resources. HOME and CDBG housing projects to be funded in FY 2009/10 are expected to leverage over \$74 million (including required match) in additional financing. Typical funding sources include city and County Redevelopment Agency (RDA) funds, HUD-administered resources (e.g., Section 202 and McKinney Act funds), tax-exempt bond revenues, private sector equity investment through low-income housing tax credits, State resources (e.g., CalHFA financing, Multi-Family Housing Program), private foundation donations, and private lender loans.

Housing choice vouchers (Section 8) are used to further enhance housing affordability. The Housing Authority of the County of Contra Costa (HACCC) expects about \$3 million for its voucher program.

In addition to the federal resources described above, the County estimates the receipt of approximately \$3.4 million in housing development resources from the Contra Costa County RDA and approximately \$14.8 million in funding through the Capital Projects Fund. County RDA funds for housing represent 20 percent of the annual tax increment generated by the County's five redevelopment areas (Bay Point, Contra Costa Centre, North Richmond, Rodeo, and Montalvin Manor) and \$7 million in Mortgage Credit Certificate resources.

CDBG projects in the Economic Development, Infrastructure/Public Facilities, and Public Service categories leverage substantial additional funds from a variety of sources including public agencies, private foundations, fundraising, redevelopment agencies, in-kind donations, fees and income. Economic Development, Infrastructure/Public Facilities, and Public Service projects will leverage an estimated 2.18 million, \$700,421, and \$12.48 million, respectively, in additional funds during FY 2009/10.

Activities to be Undertaken

Housing

The Consolidated Plan establishes the following priorities for affordable housing programs and projects funded with CDBG, HOME, ESG, and HOPWA funds. Objectives, outcomes and indicators are noted below each priority listed below. Also, Attachment B – Performance Measurement Chart lists the objective, outcome, priority need and indicator for each funded project.

- 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.
Objective: Provide decent affordable housing.
Outcome: Affordability.
Indicator: New rental units constructed.

- H-2 Increase homeownership opportunities for lower-income households.
Objective: Provide decent affordable housing.
Outcome: Affordability.
Indicator: Homeownership units constructed, acquired, or acquired and rehabilitated; direct financial assistance provided to homebuyers.

- H-3 Maintain and preserve the affordable housing stock.
Objective: Provide decent affordable housing.
Outcome: Affordability.
Indicator: Rental units rehabilitated.

- H-4 Improve the public housing stock.
Objective: Provide decent affordable housing.
Outcome: Affordability.
Indicator: Public housing units maintained or rehabilitated.

- H-5 Adopt the Continuum of Care Plan and Ending Homelessness in Ten Years Plan as the overall approach to addressing homelessness in the Consortium.
Objective: Provide decent affordable housing.
Outcome: Affordability.
Indicators: Number of homeless persons given overnight shelter; number of beds created for overnight or other emergency housing; number of permanent supportive housing units constructed or rehabilitated and reserved for homeless persons.

- H-6 Assist the homeless and those at risk of becoming homeless by providing emergency, transitional and permanent affordable housing with appropriate supportive services.
Objective: Provide decent affordable housing.
Outcome: Affordability.
Indicators: Number of homeless persons given overnight shelter; number of beds created for emergency housing or transitional; number of permanent supportive housing units constructed or rehabilitated and reserved for homeless persons.

- H-7 Increase the supply of appropriate and supportive housing for special needs populations.
Objective: Provide decent affordable housing.
Outcome: Affordability.
Indicators: Number of permanent supportive housing units constructed or rehabilitated and reserved for special needs populations.

- H-8 Remove constraints to affordable housing development.
Objective: Provide decent affordable housing.
Outcome: Affordability.
Indicator: Number of constraints removed, modified, or mitigated.

In addition to the above priorities, the Board has established a priority for housing projects which include units affordable to extremely-low income households. Attachment A provides information on specific housing projects funded with FY 2009/10 CDBG and HOME funds. ESG and HOPWA funds will be allocated later in the year through separate competitive application processes.

In addition to the above federal resources, the County will apply to the California Debt Limit Allocation Committee for approximately \$7 million in Mortgage Revenue Bond authority. The County intends to convert this authority into Mortgage Credit Certificates, which will assist 45 to 50 first-time homebuyers in acquiring homes.

The annual goal is to construct 162 units of new housing, rehabilitate 35 owner-occupied homes, rehabilitate 54 rental units, and assist 30 households in purchasing a home.

American Dream Downpayment Initiative (ADDI)

Description of planned use of ADDI funds: The Consortium has implemented a program that facilitates the layering of ADDI funds with other homebuyer assistance programs including those funded with redevelopment agency, Housing Choice Vouchers, and California State Proposition 1C funds. ADDI funds are provided in a manner consistent with 24 CFR Part 92 Subpart M—American Dream Downpayment Initiative and the Consortium’s established HOME First-time Homebuyer Shared Equity Loan Program as discussed in Attachment D.

Plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing: The Housing Authority of the County of Contra Costa (HACCC) has established Self-Sufficiency and First-time Homebuyer programs. The Consortium is coordinating ADDI outreach with the HACCC to target current and prospective participants in those programs. The Consortium will also work with the County’s Mobile Home Advisory Committee to market the program to residents and tenants of mobile home parks.

Description of activities to ensure suitability of ADDI recipients: ADDI recipients will be required to complete a housing counseling training prior to purchasing a home. Additional outreach will be targeted to participants in homeownership counseling programs, individual development account programs, and other appropriate self-sufficiency and personal wealth development type programs. These programs prepare low-income households for homeownership by providing credit counseling, financial literacy classes and homeownership workshops.

Non-housing Community Development Needs

Consistent with the purpose of the CDBG Program, the Board adopted the following goals in the FY 2005/09 Consolidated Plan for programs and projects funded with CDBG and ESG funds. The objective, outcome, and indicator are noted below each priority listed below. Also, Attachment B – Performance Measurement Chart lists the objective, outcome, priority need and indicator for each funded project.

- 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 hunger, substance abuse, and other issues.
Objective: Creating Suitable Living Environments.
Outcome: Availability/Accessibility.
Indicator: Public Service Activities.
- CD-2 Seniors: Enhance the quality of life of senior citizens and enable them to maintain independence.
Objective: Creating Suitable Living Environments.
Outcome: Availability/Accessibility.
Indicator: Public Service Activities.
- CD-3 Youth: Increase opportunities for children/youth to be healthy, succeed in school and prepare for productive adulthood.
Objective: Creating Suitable Living Environments.
Outcome: Availability/Accessibility.
Indicator: Public Service Activities.
- CD-4 Homeless Services: Reduce incidence of homelessness and assist in alleviating the needs of the homeless.
Objective: Creating Suitable Living Environments.
Outcome: Availability/Accessibility.
Indicator: Public Service Activities.
- 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 frail elderly, disabled persons, battered spouses, illiterate adults, migrant farm workers, abused children and persons with HIV/AIDS.
Objective: Creating Suitable Living Environments.
Outcome: Availability/Accessibility.
Indicator: Public Service Activities.
- CD-6 Landlord/Tenant Counseling and Fair Housing Services: Continue to provide landlord/tenant counseling services, promote fair housing activities and affirmatively further fair housing.
Objective: Creating Suitable Living Environments.
Outcome: Availability/Accessibility.
Indicator: Public Service Activities.

- 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.
Objective: Provide economic opportunity.
Outcome: Availability/Accessibility.
Indicator: Number of jobs created, retained, or maintained; and/or number of businesses assisted.
- CD-8 Infrastructure/Public Facilities: Maintain quality public facilities, and adequate infrastructure and ensure access for the mobility impaired by addressing physical access barriers to public facilities.
Objective: Creating Suitable Living Environments.
Outcome: Availability/Accessibility.
Indicator: Public Facility and Infrastructure Activities.
- 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.

Attachment A provides information on specific Housing, Public Service, Infrastructure/Public Facilities, and Economic Development projects to be funded with FY 2009/10 CDBG funds.

Fair Housing

The recommendations of the Contra Costa Consortium Analysis of Impediments to Fair Housing Choice (AI) are as follows:

- Participating jurisdictions are strongly recommended to work towards the development of a Housing Element that is in substantial compliance with State law.
- Through the Consolidated Plan and Action Plan, the Consortium should continue to allocate resources to encourage and facilitate the development of affordable housing throughout the entire Consortium.
- The Housing Authority of Contra Costa County (HACCC) and the Housing Authority of the City of Pittsburg should ensure adequate outreach to minority populations regarding the availability of public housing and Section 8 rental assistance.
- The HACCC and the Housing Authority of the City of Pittsburg should continue to conduct outreach efforts to promote acceptance of the Section 8 program by property owners, particularly in areas outside of minority and poverty concentrations.
- The County and cities should continue to collaborate to expand affordable housing in communities where such opportunities are limited.
- When allocating funding and administrative resources for affordable housing development, the Contra Costa jurisdictions should continue to assign a high priority to expand affordable housing in communities where such opportunities are limited.
- Participating jurisdictions should consider offering additional regulatory and financial incentives to facilitate the development of affordable housing.
- Continued efforts to expand the transit zone and to coordinate employment opportunities and housing for transit-dependent persons along transit corridors should be encouraged.

- Fair housing service providers should continue to expand outreach to the community regarding fair housing rights.
- Education and outreach to prevent hate crime must be conducted.
- The Consortium should encourage the fair housing service providers to develop one brochure to describe fair housing services offered by the three service providers.
- Participating jurisdictions should consider providing links on their official web sites to the web sites of the fair housing service providers.
- Fair housing service providers should work collaboratively to develop a format for reporting fair housing services that can allow compilation of data to assess trends and patterns.
- The Consortium and fair housing service providers should consult with lenders to explore ways to improve access to financing for all.
- The Consortium should support credit counseling services to very low and low income, particularly minority households.
- When selecting lenders for contracts or participation in local program, jurisdictions should use CRA ratings and HMDA data, in addition to other criteria, for evaluating lending performance in underserved areas and populations.
- Participating jurisdictions with a zoning ordinance that contains a definition of a family should consider removing the definition from the ordinance. An alternative is to revise the definition of a family, for zoning purposes, to be synonymous with that of a household.
- As required by State law, state-licensed community residential care facilities for six or fewer persons should be included as permitted uses in all residential zones by right.
- Participating jurisdictions should consider adopting a second unit ordinance to clearly identify the location, conditions for approval, and permit procedures.
- Participating jurisdictions should consider incorporating density bonus provisions into the zoning ordinance.
- If and when establishing task forces/committees to address housing issues, participating jurisdictions should consider including members who represent the interests and needs of various segments of the population.
- The Contra Costa Consortium jurisdictions will consult and coordinate with other public agencies and private organizations to expand fair housing choice.

In FY 2009/10, and in accordance with the recommendations of the AI, the County will implement the following actions to affirmatively further fair housing:

- Through the County's housing services collaborative fair housing counseling/advice will be provided to approximately 50 households and tenant/landlord counseling will be provided to approximately 250 households. Approximately 180 households will receive legal advice, counsel, brief legal services or representation during the year. In addition, the collaborative will conduct educational workshops for landlords and tenants, and broadly market their services to the community to approximately 1,000 households.
- Continue County policy of requiring project sponsors to affirmatively market all County-assisted housing and programs. (See Attachment D for affirmative marketing procedures.)

- Continue to require housing development sponsors to provide housing on an equal opportunity basis without regard to race, religion, disability, sex, sexual orientation, marital status, or national origin.
- Work with the Housing Authorities to develop an outreach and marketing program to target minority populations, including those for whom English is a second language.
- Work with other jurisdictions to identify community events to promote diversity and tolerance.
- Encourage participating jurisdictions to provide links on their official web sites to fair housing service provider websites.
- Provide technical assistance to fair housing service providers to develop a format for reporting fair housing services that can be readily interpreted.
- Additional AI recommendations will be addressed on an ongoing basis.

North Richmond Neighborhood Revitalization Strategy

The community of North Richmond (census tract 3650.02) is located in an unincorporated area of West Contra Costa County near San Pablo Bay, and is surrounded by the City of Richmond (census tracts 3650.01 and .02). North Richmond covers 900 acres of land, and has approximately 3,000 residents, the majority of which are minorities with very low-incomes. African American, Latino, and Asian residents make up more than 75 percent of the population. More than 52 percent of the residents are on public assistance, and almost 55 percent have not completed high school.

North Richmond has many indicators of economic and social distress including low income, high unemployment, illegal dumping, vacant and boarded up housing, high rent population, violence, high illiteracy rate and low educational achievement.

North Richmond was designated as a Redevelopment Area in July 1987. A few years later, the North Richmond Municipal Advisory Council (MAC) was formed to provide community input, structure, and to further the well-being and interests of North Richmond residents. Today, the MAC continues to provide recommendations to the County Board of Supervisors on policy matters that benefit the general public and North Richmond as a whole.

In August 1996, HUD approved the North Richmond Neighborhood Revitalization Strategy (NRS). The purpose of the NRS is to create opportunities for jobs and housing, viable neighborhood commercial areas, childcare, safe streets, and access to transportation. Since 1996 most of the objectives identified in the NRS have been met. In addition, the majority of projects originally identified in the NRS have been completed. This includes the completion and full occupancy of two housing developments – Community Heritage Apartments, a 52-unit senior development completed in fall 2000, and Parkway Estates, an 87-unit single-family housing project completed in fall 2001. The 3rd Street Corridor Transportation and Community Streetscape Improvement project was completed in June, 2004. The Agency also provided funding and assisted in leveraging federal funds to initiate the First Time Homebuyer and Individual Development Account programs in North Richmond.

In 2005, the Redevelopment Agency (Agency) adopted its AB 1290 Five Year Implementation Plan as required by California Redevelopment Law. This plan identifies the Agency's goals and objectives, documents blight, and lists out accomplishments over the previous 5 years in addition to setting future priority projects to create jobs, housing, beautification and improve the infrastructure systems. This document identifies resources and expenditures necessary to accomplish community goals and Agency's initiatives.

For example, Agency staff worked with housing developer KB Homes in cooperation with the Community Housing Development Corp. (CHDC) of North Richmond in bringing low-income housing opportunities to North Richmond with the Bella Flora development. Construction was complete in 2008 on 173 units, 35 of which are affordable to very-low and lower-income households.

In addition to the specific plan, the Agency continues to manage ongoing initiatives like the housing MOU to promote affordable housing in North Richmond. Alliance partners including Contra Costa County, the Redevelopment Agency of Contra Costa County, the City of Richmond, the City of Richmond Redevelopment Agency, Richmond Housing Authority, Contra Costa County Housing Authority, Community Housing Development Corporation of North Richmond and Local Initiatives Support Corporation (LISC) have raised \$8 million to develop 100 new affordable homes and apartments for low income residents over the next five years. Part of this development includes the revitalization of the 224 unit Las Deltas Public Housing Development, several scattered site locations, Grove Point, a mixed use development on the eastern side of Third Street, and the North Richmond Town Center. Besides housing, other major projects include:

- Completion of the North Richmond Truck Route Project to divert big rig trucks out of the residential neighborhood.
- Initiation of an Infrastructure Improvement Plan to provide a comprehensive infrastructure improvement plan in the area north of Wildcat Creek and within the existing residential neighborhood.
- Implement the County's First Source Hiring Program to link local residents with North Richmond employers and job opportunities.
- Continue implementing the North Richmond Youthbuild Program to provide training for disadvantaged young adults including remedial course work for high school diplomas and GED's.

Elements of the NRS are currently being updated and blended with aspects of the North Richmond Specific Plan, LISC Housing MOU, and other project initiatives. The County will continue to implement the existing programs (NRS and Specific Plan) and has allocated funding to the following projects that are targeted and/or directly benefit the North Richmond neighborhood:

09-05-PS	Service Integration Substance Abuse Services
09-08-PS	North Richmond Multicultural/Senior Center
09-14-PS	Assistance in Money Management Program for Seniors
09-20-PS	After School Outreach Performing Arts Program
09-21-PS	El Cerrito High School Community Project
09-23-PS	Verde School Service Learning Program
09-38-ED	North Richmond Education and Employment Program
09-41-ED	Workforce Services Program

Geographic Distribution

CDBG, HOME, ESG, and HOPWA funds are awarded to projects and programs on a competitive allocation basis. The County has a two-year funding cycle for CDBG Public Service, Infrastructure/Public Facilities, and Economic Development projects, and ESG projects. Projects/programs funded in FY 2008/09 are awarded funds in FY 2009/10 dependent on satisfactory performance and the availability of funds.

CDBG Housing, HOME, and HOPWA project proposals continue to be reviewed on an annual basis. A Notice of Funding Availability for Housing, HOME and HOPWA projects was published in local newspapers and sent to over 100 jurisdictions, public agencies, affordable housing developers, community based organizations and interest groups active in the Urban County and Consortium area. Projects are reviewed and funding allocations are made based on several criteria including the project's ability to reach and serve its target population. Consideration is given to project location to ensure that funds are allocated throughout the County while directing services to those areas and persons with the greatest need.

Though projects may serve the entire Urban County, as is the case with many Public Service projects, it is the intent of the program to target services to areas with the highest need such as a revitalization strategy area or a census tract that meets "area benefit"¹¹ criteria. In all cases, subrecipients must demonstrate that they will be able to serve a minimum of 51 percent very-low and low-income persons or households. However, it has been the County's practice to fund projects that serve a minimum of 75 percent extremely low, very low- and low-income persons or households. Further, established policy gives priority to housing projects that provide units affordable to and occupied by households with extremely low-income. These policies and practices have ensured that projects/programs serve those areas with the highest need.

Housing activities to meet Consolidated Plan priorities include new construction, rehabilitation, and preservation of existing affordable housing. These housing projects have the potential to either assist in neighborhood revitalization or provide de-concentration of low-income and/or minority populations by locating in areas with little supply of affordable housing.

Attachment A for HOME and CDBG provides a list of all projects approved for funding. The tables include the population to be served (seniors, youth, disabled, etc.) and geographic area to be served. It should be noted that for projects involving housing rehabilitation or small business /

¹¹ Some areas of the Urban County meet "Area Benefit" criteria, which means at least 51 percent (or as adjusted by the U.S. Department of Housing and Urban Development) of the residents in that area are very low and low-income persons.

micro-enterprise assistance, a specific address or location cannot be provided since the location of properties are not yet known.

Summary of FY 2009/10 Geographic Distribution

Project Category	West County	East County	Central County	Urban County
Affordable Housing	0	1	3	3
Economic Development	4	1	0	3
Infrastructure/Public Facilities	2	1	0	0
Public Service	7	4	3	22
Total	13	7	6	28

The highest numbers of low income and minority households are in West County, followed by East County and Central County (See Attachment A of the Consolidated Plan). Urban County projects are targeted to low income households throughout the County.

Homeless and Other Special Needs Activities

During FY 2009/10, the County will continue its efforts to maintain the availability of housing and services for the homeless in Contra Costa.

A major factor contributing to problems of the homeless and special needs populations in the County is the lack of housing affordable to extremely-low and very-low income households as well as an inadequate supply of accessible housing. In addition, Contra Costa has been hit hard by the foreclosure crisis. The most recent homeless count did not show an increase of homeless individuals or families. The Homeless Program staff believe that those who have lost their homes due to foreclosure are either staying in hotels or with family and friends. The County’s strategies to maintain and increase the supply of affordable housing are equally relevant as strategies to alleviate problems of these populations¹². As further recognition of the housing needs of homeless and at-risk populations, in FY 1998/99, the Contra Costa Board of Supervisors adopted a policy to encourage the inclusion of units affordable to extremely-low income households in projects funded with CDBG and HOME funds. In addition, a minimum of five percent of all new housing built with County funds must be accessible to mobility-impaired households and an additional two-percent must be accessible to hearing/vision impaired. Wherever feasible, the County also requires the inclusion of accessible units in housing rehabilitation projects.

Strategies to improve housing affordability through direct payment assistance are also effective in preventing and alleviating homelessness among lower-income and special needs households.

¹² Affordable housing projects including units affordable to extremely-low and low-income households are listed in Attachment A.

Therefore, the County will continue to pursue additional Section 8 vouchers, FEMA funds, Shelter Plus Care and other resources to assist the currently homeless and at-risk population in obtaining and maintaining permanent housing.

In addition to strategies to increase the affordable housing supply using CDBG, HOME, and HOPWA resources, the County will apply for McKinney Act funds to maintain and expand programs and projects to serve the homeless, including families with children, youth leaving foster care, victims of domestic violence, and individuals with problems of substance abuse and mental illness. Potential projects include rental assistance for homeless individuals and families, continued operating support for permanent and transitional housing projects and multi-service centers, the potential development of additional permanent housing with support services for families, and a variety of support services (e.g., outreach, case management, education/job training, health services, counseling/parent education, substance abuse treatment and money management).

CDBG funds in the Public Service category are also targeted to support programs that offer a variety of services to the homeless and those at-risk of becoming homeless, as well as to special needs populations. In FY 2009/10 funds will be allocated for operating expenses of an emergency shelter for single adults. Funds will also be allocated for supportive services at a transitional shelter for battered women with children, as well as programs that provide a homeless hotline, housing counseling and legal services, and food distribution. These services are available throughout the County. Support services such as client advocacy, job skills training, independent living skills training, respite care, counseling and case management, and nutrition education will be provided to the frail elderly, disabled, and the visually impaired.

During FY 2009/10, the County will work with the Contra Costa Interjurisdictional Council on Homelessness (CCICH), a working group which is the result of a merger of the Homeless Interdepartmental Interjurisdictional Working Group and the Continuum of Care Board, as well as non-profit community and advocacy groups, the interfaith community, business organizations and other relevant community groups to implement key strategies identified in the five-year Continuum of Care Plan and the Ten Year Plan to End Homelessness. The County's Ten Year Plan to End Homelessness includes priorities to address three types of homeless populations: the chronically homeless, those discharged into homelessness, and the transitionally (or episodic) homeless people. This will include programs and projects to increase income and employment opportunities for homeless households, expand needed support services and programs to prevent homelessness, and increase the availability of housing affordable to extremely-low income households and homeless persons.

Other Actions

Additional Public Policies to Remove Barriers and Obstacles to the Provision of Affordable Housing

During FY 2009/10, the County will continue its efforts to remove or ameliorate public policies, which negatively impact affordable housing development in the Urban County. Specific efforts to be undertaken include the following:

- Continue to expedite the development application review process for all affordable housing projects with conforming zoning and with less than 100 units. This will lower housing development costs by reducing the required processing time by two to three months. Similarly, expedite the review and approval process for affordable housing appropriate for large families.
- In conformance with the General Plan, the County will initiate zoning changes for residential and designated agricultural sites from current zoning designations to Planned Unit Development (P-1) in order to streamline the entitlement process for development applications and increase design flexibility.
- In order to promote the development of affordable housing for seniors, the County will consider flexibility in design requirements for these projects, including reduced parking, smaller unit sizes, and common dining facilities.
- The County updated its Density Bonus Ordinance to be fully consistent with the State Density Bonus Law. The County is required to grant one density bonus and incentives or concessions when an applicant for a housing development seeks and agrees to construct a housing development, excluding any units permitted by the density bonus that will contain at least one of the following: ten (10) percent of the total units of a housing development for lower income households; five (5) percent of the total units of a housing development for very low income households; a senior citizen housing development, or a mobile home park that limits residency based on age requirements for housing older persons; or ten (10) percent of the total dwelling units in a common interest development for persons and families of moderate income, provided that all units in the development are offered to the public for purchase.
- The Board of Supervisors adopted an Inclusionary Housing Ordinance (IHO). The IHO requires all developers of five or more units to provide 15 percent of the units at affordable costs to either moderate, low, or very-low income households depending on the type of project.
- The County will review and develop new regulations to permit the development of agriculturally related structures on agriculturally zoned land without a use permit in order to encourage the provision of onsite farmworker housing.

- The County Redevelopment Agency provides a full-time equivalent staff position to expedite the planning process for affordable housing and other projects located in County Redevelopment project areas. By definition, these projects are implemented to alleviate blight and improve affordable housing and overall living conditions within the low-income community.

Lead-based Paint Hazard Implementation Plan

The County will continue to protect young children from lead-based paint hazards in housing funded with CDBG, HOME, ESG, and HOPWA resources through the implementation of 24 CFR Part 35. The purpose of this regulation is to reduce or eliminate lead-based paint hazards in federally owned housing and housing receiving federal funds. All subrecipients enter into project agreements that include requirements for compliance with the lead-based paint regulation. The Neighborhood Preservation Program and the Rental Rehabilitation Program have developed program specific lead hazard reduction implementation plans. All other projects will develop plans appropriate to the project type and level of funding received¹³.

Decrease the Number of Poverty Level Households

The County and cities within it employ a variety of strategies to help alleviate poverty, including efforts to stimulate economic growth and job opportunities, and to provide County residents with the skills and abilities required to take advantage of those opportunities. The County, a majority of cities, and their Redevelopment Agencies actively work to attract and retain businesses. Many are involved in revitalization efforts for their downtown areas utilizing a variety of strategies such as infrastructure and façade improvement programs, the State Main Street Program, and the preparation of revitalization plans to guide future development. The County, through its various departments, provides services and supports programs that promote personal responsibility, independence and self-sufficiency.

Department of Conservation & Development

One of the responsibilities of the County Department of Conservation & Development (DCD) is the management of the CDBG, HOME, ESG and HOPWA programs. Many CDBG and HOME funded programs are geared toward helping lower-income persons find and maintain stable housing, receive training for jobs that provide a livable wage, and access support services that are needed to attain self-sufficiency.

By Board guidelines, 14 percent of the annual grant amount is set aside for economic development activities. Programs funded under the Economic Development category are intended to assist businesses with expanding economic opportunities for lower-income persons and to increase the viability of neighborhood commercial areas. As listed in Attachment A: Economic Development, several job training and placement and microenterprise assistance programs have been approved for funding.

¹³ The requirements of 24 CFR Part 35 vary for different project types (e.g. tenant-based rental assistance, acquisition, and rehabilitation). The requirements for rehabilitation depend on the level of federal assistance (e.g. less than \$5,000 per unit, \$5,001 to \$25,000 per unit, and over \$25,000 per unit.)

In addition to economic development activities, the County works with other jurisdictions and local non-profits to provide emergency and transitional housing, and support services necessary to assist the homeless in achieving economic independence.

Redevelopment Agency

The County Redevelopment Agency, a separate legal entity governed by the County's Board of Supervisors, is administered by the DCD. Redevelopment is one of the most effective ways to breathe new life into deteriorated areas plagued by social, physical, environmental or economic conditions, which act as a barrier to new investment by private enterprise. Through redevelopment, the communities of Bay Point, North Richmond, Contra Costa Centre (formerly Pleasant Hill BART), Rodeo, and Montalvin Manor receive focused attention and financial investment to reverse deteriorating trends, create jobs, revitalize the business climate, rehabilitate and add to the housing stock, and gain active participation and investment by citizens which would not otherwise occur.

The Redevelopment Agency has several ongoing projects that include:

- Circulation and infrastructure improvements, housing preservation, community enhancement, and affordable housing in North Richmond;
- Waterfront improvements, downtown revitalization activities, including mixed-use development and streetscape improvements, and housing preservation in Rodeo;
- Waterfront improvements, including residential and water related retail/recreation; mixed income housing development and infrastructure improvements in support of transit-oriented development, housing preservation and neighborhood infrastructure improvements in Bay Point;
- Housing preservation and neighborhood infrastructure and facilities in Montalvin Manor; and
- Final implementation of transit-oriented development program with affordable housing and transit access improvements at Contra Costa Centre.

Employment and Human Services Department

The County Employment and Human Services Department (EHSD) is responsible for providing services to adults, children, families, and the elderly. Bureaus within EHSD that directly relate to the reduction of poverty include the Workforce Services, Children and Family Services, and the Workforce Development bureaus. Other programs administered by EHSD, that indirectly support economic self-sufficiency and are intended to provide assistance to families and persons to lead productive lives include, but are not limited to: 1) Welcome Home, Baby, which provides support to first-time parents in order to improve the health and development of newborns; 2) the Family Preservation Program, which emphasizes keeping families together in a safe, nurturing environment and providing them with skills that will last when they leave the program; and 3) Service Integration Teams that provide services to increase the economic self-sufficiency of families, improve family functioning, and expand community capacity to support children and families.

Workforce Development Board

The Workforce Development Board (WDB) of Contra Costa is a public policy body appointed by the County Board of Supervisors to oversee the strategic planning and policy development of the County's workforce development system. The Board is composed of business, labor, economic development, public agencies, education, and community-based organizations. The Board has also designated the WDB as the oversight body for the County's CalWORKS policy to ensure full integration of the area's workforce development system. The WDB has responsibility to oversee the provision of workforce services through its four One-Stop Business and Career Centers.

One-Stop Business and Career Centers

Contra Costa County, in collaboration with Alameda County, has developed a system of One - Stop Business and Career Centers, under the name of East Bay Works (www.eastbayworks.org), to serve both job seekers and employers. The One-Stop Business and Career Centers offer comprehensive workforce development and labor market information. Job seekers and workers find resources needed to plan or advance a career, or simply to find a job. The One-Stops, through its partner agencies offer an array of job related services which include; skills assessment and training, career counseling and workshops, online resume posting and job referrals, internships and on-the-job training, childcare, transportation and health care information. Four One-Stop Career Centers have been established in the County. The WDB has designated a consortium of agencies including; California departments of Employment Development and Rehabilitation, Community Colleges, Adult and Continuing Education, Job Corps, County departments of Conservation & Development and Community Services, and the California Human Development Corporation to act as the Operators of the Centers. One-Stops are located in the cities of San Pablo (West County), Concord (Central County) and Brentwood and Antioch (East County). The City of Richmond also operates two One-Stops.

General Assistance

The General Assistance (GA) program provides temporary assistance to adults 18 years and older who are ineligible for federal or state-funded cash assistance programs. The program is designed to meet the minimum needs of County residents who are unemployed or disabled. The GA program also provides advocacy services to permanently disabled GA recipients and CalWORKS adults to help them through the application process for Social Security Disability, Supplemental Security Income (SSI), or Social Security programs. Cash assistance for the aged, blind and disabled legal immigrants who do not qualify for federal SSI because of welfare reform changes is also available.

Contra Costa Economic Partnership

The Contra Costa Economic Partnership (CCEP) is a coalition of business, government and education leaders dedicated to retaining and creating quality jobs for Contra Costa to maintain the county's quality of life. The CCEP has taken the initial leadership role in developing a plan to

locate three to five business incubators in Contra Costa County. The county-wide strategy is intended to stimulate job creation and new business formation.

The Software Business Incubator was the first to be established and opened its doors in August, 1997. The Software Incubator closed its doors in 2004 after being responsible for assisting in the creation of many businesses during its existence. The Telecommunications Incubator was the second to be established and opened its doors in October, 2000. Established under the auspices of CCEP and the City of San Ramon, the Telecommunications Incubator's mission is to 1) foster the growth of start-up and early-stage companies, 2) create new job opportunities for local residents, and 3) further the economic development goals of San Ramon and the Tri-Valley region. CCEP is currently working on developing a Biotechnology Incubator. CCEP is also instrumental in gathering and disseminating economic and demographic data to assist local governmental entities in their planning efforts for housing, jobs and educational needs.

Develop Institutional Structure

During FY 2009/10, the County will continue to work with the cities and other public and private agencies and organizations to implement strategies designed to accomplish the affordable housing and community development objectives identified in the five-year Consolidated Plan¹⁴. Specific actions to be undertaken by the County include the provision of resources and technical assistance to public agencies and the non-profit and for-profit community in developing, financing and implementing programs and projects consistent with the County's annual and five-year plans. In addition, the County will work with the cities and other agencies to establish an informal cooperative network to share resources and facilitate development in the Urban County and Consortium area. Finally, the County will work to develop further institutional capacity and greater financial independence within the non-profit sector through the provision of HOME funds to provide operating support for eligible Community Housing Development Organizations.

Enhance Coordination between Public and Private Housing

The County's efforts to coordinate activities and strategies for affordable housing development and the provision of emergency and transitional housing and supportive services include cooperative planning efforts as well as participation in a number of countywide housing and service provider organizations. Planning efforts to be undertaken during the current program year include the following:

- Contra Costa Consortium members continue to work on strategies and actions designed to overcome identified impediments and eliminate problems of housing discrimination in Contra Costa.
- On March 11, 2008 the Board of Supervisors acted to dissolve the Contra Costa Continuum of Care Board and formed the Contra Costa Inter-jurisdictional Council on Homelessness Advisory Board (CCICH). CCICH works with Contra Costa jurisdictions,

¹⁴ The institutional structure through which the County's affordable housing and community development programs are implemented is described in detail in the County's current Consolidated Plan.

public and private agencies, the interfaith community, homeless advocacy groups and other community organizations to implement the Continuum of Care Plan, which includes strategies and programs designed to alleviate homelessness, and the Ten Year Plan to End Homelessness.

In addition to the above, the County participates in a number of countywide housing and service provider organizations, which are intended to share resources and coordinate strategies and programs for affordable housing and community development activities. These organizations include the Association of Homeless and Housing Service Providers, the Tri-Valley Affordable Housing Subcommittee, the Contra Costa HIV/AIDS Consortium, the Children and Families Policy Forum, Non-Profit Housing Association, and the Workforce Development Board. Finally, the County continues to participate in the Bay Area Regional Innovative Homeless Initiative. The Initiative includes representatives of nine Bay Area counties and is an effort to develop a regional approach to programs and strategies to alleviate homelessness in the San Francisco Bay Region.

Foster Public Housing Improvements and Resident Initiatives

HACCC will continue to undertake activities to rehabilitate and maintain the County's public housing through HUD's Capital Fund Program (CFP) and operating subsidy. HACCC anticipates an allocation of \$2.1 million in CFP funds for FY 2009/10 as well as an additional allocation of \$2,877,246 in CFP under the American Recovery and Reinvestment Act of 2009 (ARRA).

The following improvements are planned by HACCC in the FY 2009/10 grant year:

- **Management and Administration:** HACCC will continue to focus on maintaining a security presence in its developments through resident services programs such as the newly opened Young Adult Empowerment Center and community law enforcement strategies. The Authority will also aggressively seek to provide Section 3 opportunities for low income persons and enhance resident training opportunities, particularly in projects funded by the ARRA CFP grant.
- **Living Environment:** During FY 2009/10, approximately \$4.9 million in resources will be used by HACCC for a variety of modernization improvements at thirteen development sites. Specific improvements include comprehensive modernization and rehabilitation of vacant units at two of the Authority's sites, exterior modernization at two additional sites, the installation of energy efficient windows, elevator repairs at senior buildings, driveway repairs at one site and the installation of improved gutters.

Public Housing Resident Initiatives

Resident Councils: The creation of Resident Councils is an important means of obtaining resident input and participation in public housing programs and activities, including the identification of appropriate resident services, resolution of safety issues, and implementation of activities designed to move households from welfare to work and greater independence.

HACCC has four active Resident Councils representing three of the thirteen Public Housing Developments located in Contra Costa County. In addition to office facilities and materials, HACCC provides technical assistance and sponsors monthly forums in an effort to develop resident leaders. Over the past few months, there has been renewed interest at other developments to create more Resident Councils. Plans have been initiated to create active Resident Councils at Kidd Manor (San Pablo), El Pueblo (Pittsburg), Los Arboles (Oakley), and Casa de Mañana (Oakley).

The Bayo Vista Resident Council (Rodeo development) has an active Resident Council. Training for Board members related to their development and their duties and responsibilities continues. The Bayo Vista Resident Council Board of Directors and the YMCA of the East Bay are presently planning, through the Contra Costa County Health Services Department's Alcohol and other Drug Services Division in partnership with the Richmond Art Center (RAC) and the East Bay Center for the Performing Arts (EBCPA), to offer services for pre-school aged children (ages 2-5) and their families. One of several proposed arts-enrichment program services to be offered by RAC and EBCPA will comprise of a series of hands-on interactive workshops to engage in work activities with their parents and families.

El Pueblo/Los Arboles: Many activities are available for residents of public housing. Girl Scouts, for children who live in public housing and are 6 to 16 years old, meets every Friday at the El Pueblo community building in Pittsburg. The East County Boys and Girls Club (Club) in Pittsburg also offers after school programs for public housing children ages 7 – 14. The Club provides transportation to and from the Club location to the El Pueblo development. The Housing Authority hopes to once again offer day care on site through the County's Employment and Human Services Department and summer programs through the City of Pittsburg.

Resident Advisory Board (RAB): HACCC continues to conduct quarterly meetings with 15-20 active Board members of the Resident Councils, and potential resident leaders from our thirteen developments. The RAB is very active and participatory in the planning of our 5 Year/Annual Plan, Capital Fund Program, and all other related Resident Initiatives.

Additional Requirements

Monitoring Plan

Housing Projects and Programs

The Contra Costa County Department of Conservation & Development (DCD) is responsible for the administration and management of the CDBG, HOME, ESG, and HOPWA programs, which provide assistance for affordable housing and homeless shelters. 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, and the Consolidated Plan. DCD's monitoring procedures consist of the following:

- Prior to funding consideration, all project applications are reviewed to ensure consistency with federal regulations, the Consolidated Plan, the AI, and the County Housing Element.

- Following funding approval, project sponsors are required to attend a meeting with County staff to discuss the project funding and implementation process, applicable federal regulations, County affordability restrictions and procedures during the compliance period. Following this meeting, the County and project sponsor enter into project agreements which specify project objectives, scope of work, eligible activities, performance targets, project budget, implementation time frame, federal regulatory requirements¹⁵, and monitoring and reporting requirements. In addition, all housing development funds are provided to projects in the form of a loan with applicable federal regulations and affordability and use restrictions incorporated into the loan documents and effective throughout the loan term.
- The County and the other entitlement jurisdictions within the County have developed a Performance Outcome Measurement System framework in response to CPD Notice 03-09. Performance measurement outcome statements will be included in the contract and each project will be monitored and evaluated on meeting the performance measurement outcome statement.
- 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. Projects are also subject to an onsite performance and/or financial audit review on a selective basis.
- Following project completion, project sponsors are required to submit project completion reports identifying: project accomplishments; population served, including data on household characteristics (e.g., size, income, and ethnicity); rent and/or housing affordability; and total sources and uses of funds.
- Affordable housing development projects (e.g., acquisition, rehabilitation, new construction) must also submit annual compliance reports throughout the period of required affordability. These reports are designed to ensure continued compliance with federal regulations, affordability and use restrictions, and other requirements as specified in project loan documents. In addition, all HOME and CDBG-assisted projects will be subject to periodic onsite inspections to ensure continued compliance with federal housing quality standards.¹⁶

¹⁵ Includes compliance with federal regulations concerning: equal opportunity and fair housing; affirmative marketing; displacement, relocation and acquisition; procurement; labor; lead-based paint; conflict of interest; debarment and suspension; the environment; historic preservation; and flood insurance.

¹⁶ Projects with 1-4 HOME-assisted units will be inspected every third year, projects with 5-25 HOME-assisted units will be inspected every other year, and projects with 26 or more HOME-assisted units will be inspected annually.

- On-site property managers and supervisors are encouraged to attend an annual pre-HOME monitoring technical assistance meeting where all aspects of the monitoring are covered; including Housing Quality Standards, reading and understanding the regulatory agreement, insurance requirements, proper income verification, lease requirements, affirmative marketing, etc.

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 and include:

- Prior to funding consideration, all applications are reviewed for consistency with federal regulations, Consolidated Plan, and Board of Supervisor policy. Following funding approval, new subrecipients are required to attend a mandatory meeting to become familiar with program standards, County requirements, and federal regulations. Project sponsors are also required to enter into agreements that specify objectives, scope of work, applicable timelines and performance targets, budget, federal, state and local regulatory requirements, and monitoring and reporting requirements.
- During project implementation, project sponsors are required to submit periodic progress reports detailing project progress toward objectives, problems and/or resolution to meeting goals, quantitative participation data by ethnicity, income, and household status. In addition, project sponsors are required to provide updated sources and uses budgets with each quarterly demand. Projects are also subject to an onsite performance and financial audit review. Staff completes a Grantee Monitoring Risk Analysis for each project to determine those that will undergo an onsite monitoring.
- The County and the other entitlement jurisdictions within the County have developed a Performance Outcome Measurement System framework in response to CPD Notice 03-09. In addition, agencies applying for FY 2009/10 funds were required to develop a work plan including a description of program components, expected outcomes, and performance measurements. Specific performance measurements will be included in the contract for services and each project will be monitored and evaluated on meeting those performance measurements.
- Periodic reports and payment requests are reviewed for compliance with the Project Agreement, budget consistency and documentation of expenditures. Project Sponsors are advised of any procedural errors and/or ineligible activities, and provided with technical assistance as needed.
- Upon project completion, project sponsors are required to submit completion reports identifying: program/project accomplishments, quantitative data, including number of persons or households served, ethnicity, income level, and a final sources and uses budget.

In the Public Services category, the County seeks to coordinate activities for the efficient provision of services in the following ways:

- In order to streamline and minimize paperwork, the County and other Consortium members have all conformed to a two-year funding cycle including a standardized application with one application deadline for all jurisdictions. Additionally all Contra Costa County jurisdictions will require the same quarterly reporting form and deadline schedule.
- The County follows a strategy of supporting programs that provide a variety of complementary and integrated services to targeted areas, and ensures that service providers are aware of other organizations that may augment their program.
- The County also participates with other County departments and non-profit organizations efforts to collaborate on the provision of services.

Limited-English Proficient Populations/Language Assistance Plan

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.

For FY 2009/10, the County will continue being proactive on many fronts with the implementation of the LAP. 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 500 agencies including many agencies that target services to specific populations (minorities, disabled, and the limited-English speaking populations). The County's staff will continue to access timely translation services, including having a Spanish-speaking CDBG person currently on staff and by utilizing outside language assistance agencies, when limited-English speaking citizens call to inquire about the various programs available. The County will continue the process of translating vital documents that are critical for ensuring meaningful access to the County's major activities and programs by beneficiaries generally and

LEP residents specifically. 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.

Summary of Public Participation Process

On April 28, 2009, a public meeting regarding the FY 2009/10 Action Plan was held at the Contra Costa County Board of Supervisors meeting. Notice of the meeting was published in the news section of the local newspapers on March 27, 2009. Prior to the meeting, a property owner in the City of Martinez expressed her concerns about the Berrellesa Palms housing development for low income seniors. She was concerned that the building is too dense, too high, and does not provide adequate parking should the development convert to family housing in the future. She is also concerned that it will become “Section 8 housing”. No comments from the public were received at the meeting, and the Board of Supervisors voted unanimously to approve the County’s FY 2009/10 Action Plan.

ATTACHMENT A - PROJECT TABLES

ATTACHMENT B – PERFORMANCE MEASUREMENTS CHART

ATTACHMENT C – CERTIFICATIONS

ATTACHMENT D—FIRST-TIME HOMEBUYER'S PROGRAM

The Contra Costa Consolidated Plan has established a priority to increase homeownership opportunities for very-low and low-income households in the Consortium area. Programs and projects which will be considered for funding under this component of the HOME and ADDI programs include:

First-time homebuyer assistance in connection with new housing developments to ensure that a portion of the units will be affordable to and occupied by low-income households; and

Projects designed to increase neighborhood stability and improve the quality of housing through an increased incidence of homeownership in an identified target area.

In the latter case, the total financing package for the project may include funds for rehabilitation as well as acquisition of the residence.

All households receiving this assistance must be first-time homebuyers¹⁷ with household incomes at/below 80 percent of area median income. All assisted households must agree to occupy the acquired unit as their principle place of residence throughout the loan period; no temporary subleases will be permitted. In addition, federal regulations require that the appraised value of units acquired with HOME funds must not exceed 95 percent of the median purchase price of housing in Contra Costa County (currently \$405,650 for a single-family home).

The County as the Consortium Representative will provide first-time homebuyer assistance using HOME and ADDI funds in the form of a deferred second mortgage designed to fill the gap between the purchase price of the home and the amount the buyer can afford based on household income. Specifically, the amount of the second loan will equal the purchase price of the unit minus the sum of the first mortgage, the homeowner's downpayment¹⁸, and any other sources of available subsidy. ADDI loans will be limited to the greater of \$10,000 or six percent of the purchase price. In this way, the County will provide just enough subsidy to make the home affordable to the low-income buyer. All HOME loans will be secured by a promissory note and deed of trust specifying affordability and resale requirements.

The County will consider applications for first-time homebuyer programs and projects, which are consistent with the above requirements and employ one of the following approaches:

1. A shared equity loan program designed to recapture the HOME subsidy upon sale or transfer of the property; or

¹⁷The following types of households may also qualify for assistance even if they are not first-time homebuyers: a single parent with custody of one or more minor children; a displaced homemaker; the owner of a home which does not meet local codes and cannot be brought into compliance for less than the cost of new construction; or the owner of a manufactured home which is not affixed to a permanent foundation.

¹⁸ In general, homebuyers will be required to provide a minimum downpayment of 3 to 5 percent. Higher downpayments will be encouraged. Downpayment may be in the form of sweat equity or grants or gifts from other sources.

2. A silent second loan program with resale restrictions to maintain affordability and ensure acquisition of the unit by another qualified homebuyer.

Both programs must fully comply with the previously described Consortium requirements and all applicable HOME Program regulations (24 CFR Part 92.254) concerning resale requirements.

These two approaches are described in more detail in the following.

Shared Equity Loan Program. Under this approach, HOME and ADDI funds may be used to provide deferred second loans to qualified low-income first-time homebuyers. Shared equity loans are due at the end of the loan term on sale or transfer of the property. Upon resale, the homebuyer must repay the County the amount of the second plus a share in the appreciation of the unit. Unit appreciation is defined as the difference between the original acquisition price and the resale price. The County's share of the appreciation or "equity share" will equal the amount of the HOME/ADDI second loan divided by the original acquisition price. All remaining appreciation accrues to the seller.

For example, assume a first-time homebuyer acquires a home priced at \$300,000 with the following financing:

- a. Homeowner downpayment of \$10,000;
- b. First mortgage of \$272,000; and
- c. HOME/ADDI silent second in the amount of \$18,000.

The County's equity share upon resale is equal to six percent of the appreciation in the unit (\$18,000 divided by \$300,000). Assume the owner sells the unit in five years for \$340,000, resulting in a total appreciation in value of \$40,000. Upon resale, the owner must repay the HOME loan (\$18,000) plus the County's share of the appreciation realized on the unit (6 percent of \$40,000 or \$2,400). After paying off the first mortgage, the owner receives the value of his original investment (downpayment plus principal paydown) and all remaining appreciation (\$37,600 in the example).¹⁹ In the event that the unit does not appreciate, the County will receive only the amount of the silent second (\$18,000) upon resale. If the unit depreciates in value and the homeowner has adequately maintained the unit, the County will reduce the silent second loan repayment proportionately.

Funds recaptured as a result of the repayment of shared-equity loans will be deposited in the HOME Housing Development Assistance Fund for use in funding future HOME-eligible projects.

Silent Second Loan Program with Resale Restrictions. Under this approach, HOME funds may be used to provide silent second loans to low-income first-time homebuyers who meet all the requirements previously specified. Depending on financial need and the specific objectives of the program or project, loans may be zero or low-interest. In addition, units purchased with assistance through this program component must be maintained as a part of the affordable

¹⁹ If a first-time homebuyer undertakes significant capital improvements on a unit acquired with HOME funds, appreciation upon resale will equal the resale price minus the original acquisition price minus the value of the improvements.

housing stock for the following minimum time periods: 20 years for newly constructed units; 15 years for existing units. Affordability will be maintained through the following resale restrictions, which must be incorporated into the loan documents securing the HOME funds:

1. County as Consortium Representative retains right of first refusal to acquire unit in resale situation.
2. Sales price to equal the lesser of the current appraised value or the original acquisition price (plus the value of any capital improvements) times the change in area median income which has occurred during the period of ownership. This approach maintains the integrity of the household's original investment in the unit and represents a fair return.
3. Upon sale to a qualified household, the first buyer must repay the amount of the silent second plus accrued interest, if any. The County will consider first-time homebuyer programs, which forgive the interest after expiration of the minimum required period of affordability (e.g., 20 years for new construction).

In a resale situation, the County will work with homeowners to identify HOME-eligible purchasers to acquire the assisted units. While the County will not require the second purchaser to be a first-time homebuyer, priority will be assigned to low-income households in this category.

During the period of required affordability, the unit will be maintained as affordable to households earning 70 percent of area median income²⁰. In order to ensure continued affordability, the County will provide a new silent second to the new purchaser in the same amount and with the same terms and conditions as provided to the first buyer. If additional HOME funds are required to maintain affordability, the second buyer will be required to be a first-time homebuyer and a new period of affordability will be initiated.

²⁰ Payment of principal, interest, taxes and insurance (PITI) will not exceed 40 percent of the gross monthly income of a household earning 70 percent of AMI with the following exception. PITI equal to 40 percent of actual gross monthly income for HOME-eligible households earning from 70 to 80 percent of AMI will be considered to be affordable.

ATTACHMENT E—AFFIRMATIVE MARKETING PROCEDURES

The objective of affirmative marketing within the context of the CDBG, HOME, 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 CDBG, HOME, 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. Notices concerning County programs and available resources to be posted on County website with links to detailed program descriptions, application procedures, requirements and other relevant information.
 - c. Preparation and distribution of an informational brochure describing the CDBG, HOME, HOPWA, and ESG Programs, including fair housing and affirmative marketing requirements, and the Equal Housing Opportunity logo.
 - d. Meetings and workshops with potential applicants for HOME funds (e.g., cities, developers, current operators and owners of affordable housing).
 - e. Meetings and workshops with representatives of minority and other disadvantaged groups in Contra Costa County, including the NAACP, Familias Unidas, Pacific Community Services, SHELTER, Inc., Bay Area Legal Aid, Independent Living Resource, Area on Aging, Housing Assistance Alliance, and the Chinese American Political Association.
 - f. 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.

ATTACHMENT F—MINORITY AND WOMEN'S BUSINESS OUTREACH PROGRAM

It is the policy of Contra Costa County that Minority-owned Business Enterprises (MBEs) and Women-owned Business Enterprises (WBEs)²¹ shall have the maximum opportunity to participate in the performance of contracts and projects funded through the CDBG, HOME, HOPWA, and ESG Programs. Services provided under such contracts may include, but are not necessarily limited to: real estate; construction; appraisal; property management; lending; investment banking; underwriting; accounting and legal representation and advice.

1. In order to implement this policy within the context of federally-funded programs, affirmative marketing procedures will be employed by the County Department of Conservation & Development to ensure that appropriate MBE/WBEs are notified of the availability of federal funds and potential contracting opportunities. These procedures include the following:
 - a. Maintenance of a list of MBE/WBE certifying agencies for use by the County and prime contractors for funded projects. The list is currently available through the Contra Costa County Department of Conservation & Development.
 - b. Distribution of information concerning the CDBG, HOME, HOPWA, and ESG programs and potential contracting opportunities through meetings and other contacts with local resource organizations currently employed by the County in soliciting MBE/WBE participation in County projects. These organizations include, but are not limited to the following: Filipino Chamber of Commerce of Contra Costa County; Hispanic Chamber of Commerce of Contra Costa County; National Association of Women Business Owners; Contra Costa Builders Exchange; Daily Pacific Builder; and the Chinese American Chamber of Commerce.
 - c. Where economically feasible, total project requirements will be divided into smaller tasks or quantities to permit maximum participation by MBE/WBEs. In addition, the County will endeavor to establish delivery schedules for projects which encourage MBE/WBE participation.
 - d. As appropriate, use the services and assistance of the Small Business Administration and Minority Business Development Agency of the Department of Commerce.
2. In addition to the above measures, the County will also require project sponsors and prime contractors receiving funds under the CDBG, HOME, HOPWA and ESG programs to solicit and use qualified MBE/WBEs for subcontract services wherever feasible. All project contracts will contain a clause requiring contractors to notify applicable MBE/WBE firms of available contracting and/or subcontracting opportunities. Notification requirements include

²¹ An eligible MBE is a business entity at least 51 percent owned and whose management and daily business operations are controlled by one or more minorities who are citizens or lawful permanent residents of the United States and a member of a recognized racial or ethnic group (Black, Hispanic, Asian or Pacific Islander, American Indian or Alaskan Native). Similarly, an eligible WBE is a business entity at least 51 percent owned and whose management and daily business operations are controlled by one or more women who are citizens or lawful permanent residents of the United States.

advertising in a local newspaper and/or trade publication, direct mailing to local resource organizations, etc.

3. The Department of Conservation & Development will maintain centralized records concerning the use and participation of MBE/WBEs as contractors and subcontractors on all funded projects. In addition to information on MBE/WBEs which contract directly with the County for purposes of the specified programs, the Department will require all subrecipients to maintain records and report annually on the participation of MBE/WBEs as subcontractors on projects.