

# *City of Santa Clarita*



## Annual Action Plan Fiscal Year 2017-2018 (July 1, 2017 through June 30, 2018)

May 2017

---

Lead Agency:  
**City of Santa Clarita**  
Department of Community Development  
23920 Valencia Boulevard  
Santa Clarita, CA 91355  
(661) 286-4141

# Table of Contents

---

<b>Executive Summary</b> .....	<b>1</b>
AP-05 Executive Summary – 24 CFR 91.200(c), 91.220(b).....	1
<b>The Process</b> .....	<b>5</b>
PR-05 Lead & Responsible Agencies – (91.200(b).....	5
AP-10 Consultation – 91.100, 91.200(b), 91.215(l).....	6
AP-12 Participation – 91.105, 91.200(c).....	15
<b>Expected Resources</b> .....	<b>17</b>
AP-15 Expected Resources – 91.220(c) (1,2).....	17
<b>Annual Goals and Objectives</b> .....	<b>19</b>
AP-20 Annual Goals and Objectives – 91.420, 91.220(c)(3)&(e).....	19
<b>Projects</b> .....	<b>21</b>
AP-35 Projects – 91.220(d).....	21
AP-38 Projects Summary.....	22
AP-50 Geographic Distribution – 91.220(f).....	32
<b>Affordable Housing</b> .....	<b>34</b>
AP-55 Affordable Housing – 91.220(g).....	34
AP-60 Public Housing – 91.220(h).....	35
AP-65 Homeless and Other Special Needs Activities – 91.220(i).....	36
AP-75 Barriers to Affordable Housing – 91.220(j).....	40
AP-85 Other Actions – 91.220(k).....	42
<b>Program Specific Requirements</b> .....	<b>48</b>
AP-90 Program Specific Requirements – 91.220(l)(1,2,4).....	48
<b>List of Tables</b>	
Table 1 – Responsible Agencies.....	5
Table 2 – Agencies, groups, organizations who participated.....	8
Table 3 – Other local / regional / federal planning efforts.....	14
Table 4 – Citizen Participation Outreach.....	16
Table 5 – Expected Resources – Priority Table.....	17
Table 6 – Goals Summary.....	19
Table 7 – Goals Descriptions.....	20
Table 8 – Project Information.....	21
Table 9 – Project Summary.....	22
Table 10 – Geographic Distribution.....	32
Table 11 – One Year Goals for Affordable Housing by Support Requirement.....	34
Table 12 – One Year Goals for Affordable Housing by Support Type.....	34

## **Application for Federal Assistance SF-424 and Certifications**

### **Appendices**

- A. Public Hearing Materials
- B. Consulting and Funding Opportunity Outreach Materials
- C. Recommended Fiscal Year 2017-2018 Funding Allocations
- D. Santa Clarita Proposed Fiscal Year 2017-2018 CDBG Projects
- E. HUD Guidance and Contingency Plan re: late release of 2017-2018 Allocations

# Executive Summary

## AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

### 1. Introduction

The Community Development Block (CDBG) program is authorized by the Housing and Community Development Act of 1974, which provides eligible entitlement communities with annual grants. The annual grants must be used to provide decent housing, suitable living environments, and expanded economic opportunities, primarily for low- and moderate-income persons. The City of Santa Clarita (City) has been receiving entitlement funds since fiscal year (FY) 1991-1992 and expects to receive an estimated \$1,156,736 in CDBG funds in FY 2017-2018.

The City adopted its Consolidated Plan in 2014 for the five-year period of 2014-2018 as required to receive federal CDBG funds from the U.S. Department of Housing and Urban Development (HUD). The Consolidated Plan addresses the City's low- and moderate-income housing and community development needs and sets forth a strategic plan of five-year goals, specific objectives, annual goals, and benchmarks for measuring progress.

This is the fourth Annual Action Plan for the 2014-2018 Consolidated Plan period. It describes the resources, programs, activities, and actions the City of Santa Clarita will take in the 2017-2018 year to implement the strategic plan found in the 2014-2018 Consolidated Plan. The priorities for the 2014-2018 Consolidated Plan, established in consultation with residents and community groups, have been prioritized as follows:

#### High Priority

- Improve, Maintain, and Expand Affordable Housing
- Improve and Expand Facilities and Infrastructure
- Planning and Administration
- Promote Equal Housing Opportunity
- Provide Supportive Human Services

#### Low Priority

- Preserve At-Risk Housing
- Support Economic Development Opportunities

In consultation with HUD and based on HUD-CPD Notice 16-18, HUD advised the City to not submit the Action Plan until after final entitlement amounts are released, but no later than 60 days after entitlement amounts are released. The City followed its standard public participation process while waiting for the release of allocations. The Action Plan is scheduled to go before the Santa Clarita City Council on May 9, 2017, with proposed allocations based on an estimated allocation based on the amount received in 2016-2017. The actions the City will take to adjust amounts for increases or decreases, if needed, based on actual 2017-2018 entitlement amounts, are outlined in the contingency strategy found in the appendices.

## **2. Summarize the objectives and outcomes identified in the Plan**

The City incorporated outcome measures for activities in accordance with the Federal Register Notice dated March 7, 2006, which requires the following Performance Measure Objectives/Outcomes to be associated with each activity:

### **General Objective Categories**

Activities will meet one of the following:

- Decent Housing (DH)
- A Suitable Living Environment (SL)
- Economic Opportunity (EO)

### **General Outcome Categories**

Activities will meet one of the following:

- Availability/Accessibility (1)
- Affordability (2)
- Sustainability (3)

Based on the City's priority needs established in the 2014-2018 Consolidated Plan, the projects to be funded along with the objectives and outcomes anticipated during FY 2017-2018 are shown in the Santa Clarita Proposed Fiscal Year 2017-2018 CDBG Projects in the appendices attached.

### **3. Evaluation of past performance**

City Housing staff continually evaluate the CDBG Program and make adjustments and/or process improvements where and when necessary. The annual Community Needs Assessment and public participation process also play a key role in determining goals and projects. In addition, a new Risk Assessment Questionnaire requirement was added to the funding application process this year. The City of Santa Clarita has been successful in selecting projects and activities which meet the City's 2014-2018 Consolidated Priorities and annual goals.

### **4. Summary of Citizen Participation Process and consultation process**

Citizen participation is an important component of the Annual Action Plan processes. To solicit public input during the development of the Annual Action Plan, the City conducted a Community Needs Survey. The City also provided the required 30-day public review and comment period of the draft Action Plan, and held two Public Hearings before the Santa Clarita City Council.

**Community Needs Survey:** The survey, in both hard copy and on-line forms, was available from November 21, 2016 through December 15, 2016. A total of 385 responses were received.

**Needs and Funding Opportunity Meetings:** The City conducted two meetings on January 17, 2017 and January 19, 2017 to provide information on the City's priorities, current needs, and funding opportunities. Seventy-four (74) agencies were informed of the funding opportunity meetings and invited to attend. The attending agencies can be found in Table 2 of this document and are also included in the appendices.

**Public Review of Draft Documents:** A 30-day public review and comment period was held from March 24, 2017 through April 24, 2017. The final FY 2017-2018 Action Plan will be available for five years at Santa Clarita City Hall.

**Public Hearings:** A Public Hearing before the City Council was held on March 14, 2017 regarding the results of the Santa Clarita Community Needs Survey. On May 9, 2017, the Draft 2017-2018 Action Plan was brought before the City Council at a Public Hearing for review and approval.

### **5. Summary of public comments**

One verbal comment was made at the March 14, 2017, City Council public hearing about the Community Needs Assessment results. The comment was related to public outreach efforts. Public input, including responses to the Survey, is summarized and presented in the appendices.

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

No comments were received that were not accepted.

## **7. Summary**

The FY 2017-2018 Action Plan has been developed based on estimated amounts which are subject to change pending actual allocation amounts from HUD. The City has prepared a contingency plan found in the appendices if the actual allocation is increased or decreased. The estimated available funding of \$1,232,764 (annual allocation of \$1,156,736 and prior year savings of \$76,028) is estimated to be allocated for the period of July 1, 2017 through June 30, 2018, as follows:

### **Administration (Total \$231,347)**

- Personnel/Administration - \$211,347
- Fair Housing Council - \$20,000

### **Public Services (\$173,510)**

- Community Access Services Program (Senior Center) - \$53,900
- Affordable Housing Program (Bridge To Home) - \$31,514
- Crisis Homeless Services (Bridge To Home) - \$35,000
- Transporting Hope (Boys and Girls Club) - \$9,300
- Clinical Case Management (Family Promise) - \$28,000
- Project Special Children of the Valley (Carousel Ranch) - \$10,710
- Ready to Work! Vocational Training Program (Carousel Ranch) - \$5,000

### **Capital (\$827,885)**

- Section 108 Debt Service (City) - \$102,885
- Handyworker Program (Senior Center) - \$275,000
- ADA Park Demonstration Project - \$450,000

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

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

Agency Role	Name	Department/Agency
CDBG Administrator	SANTA CLARITA	Community Development

Table 1 – Responsible Agencies

### Narrative (optional)

The City of Santa Clarita's Department of Community Development will administer the CDBG Program. Currently, two staff members are assigned to oversee the day-to-day operations of the CDBG Program, including, but not limited to, the following:

- Preparation of all HUD required documents
- Annual Community Needs Assessment and funding process
- Sub-grant contracting, monitoring, and reporting
- Regulatory compliance

### Consolidated Plan Public Contact Information

Erin Lay, the City's Housing Program Administrator, may be contacted at 661.286.4174, or [elay@santa-clarita.com](mailto:elay@santa-clarita.com), or Terasa Sullivan, CDBG Project Technician, may be contacted at 661.255.4368 or [tsullivan@santa-clarita.com](mailto:tsullivan@santa-clarita.com) with any questions related to the Consolidated Plan and associated Annual Action Plans and Consolidated Annual Performance and Evaluation Reports (CAPER).

## **AP-10 Consultation – 91.100, 91.200(b), 91.215(I)**

### **1. Introduction**

As part of the development of this Action Plan, the City conducted outreach to consult and coordinate with non-profit agencies, affordable housing providers, and government agencies regarding the needs of the low- and moderate-income community. Some outreach activities are listed below and have been summarized in the Executive Summary and Citizen Participation sections of this Action Plan. Results of the annual Community Needs Assessment are also summarized and can be found in the Appendices.

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

The City reached out to seventy-four (74) agencies and organizations, including:

- Nonprofit service providers that cater to the needs of low- and moderate-income households and persons with special needs, including persons with disabilities;
- Affordable housing providers;
- Housing advocates;
- Housing professionals;
- Public agencies (such as school districts, health services, public works);
- Economic development and employment organizations; and
- Other community and neighborhood groups.

The seventy-four (74) agencies were mailed notices of the City’s Action Plan process and public meetings. The Housing Authority of the County of Los Angeles was also contacted to obtain information on public housing and Housing Choice Vouchers available to City residents. The complete outreach list and letters are included in the Appendices.



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

The City conducted two Funding Opportunity Meetings on January 17 and January 19, 2017. Several agencies that provide housing and supportive services for the homeless and those at risk of becoming homeless attended the meetings. These included:

- Bridge to Home
- Domestic Violence Center
- Family Promise
- Santa Clarita Valley Senior Center

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

The City's entitlement allocation does not include ESG funds.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities.**

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	Carousel Ranch
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Persons with Disabilities
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency was contacted via U.S. mail and attended the needs/funding opportunity meeting on January 19, 2017, received an overview of the current needs in the community, and had an opportunity to provide comments and input.
2	<b>Agency/Group/Organization</b>	Bridge To Home SCV
	<b>Agency/Group/Organization Type</b>	Housing Services-Housing Services-Homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs-Chronically Homeless Homeless Needs-Families with Children Homelessness Needs-Veterans Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency was contacted via U.S. mail and attended the needs/funding opportunity meeting on January 19, 2017, received an overview of the current needs in the community, and had an opportunity to provide comments and input.
3	<b>Agency/Group/Organization</b>	Santa Clarita Valley Committee on Aging
	<b>Agency/Group/Organization Type</b>	Services-Housing Services-Elderly Persons

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency was contacted via U.S. mail and attended the needs/funding opportunity meeting on January 17, 2017, received an overview of the current needs in the community, and had an opportunity to provide comments and input.
4	<b>Agency/Group/Organization</b>	Child and Family Center
	<b>Agency/Group/Organization Type</b>	Services-Children
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency was contacted via U.S. mail and attended the needs/funding opportunity meeting on January 19, 2017, received an overview of the current needs in the community, and had an opportunity to provide comments and input.
5	<b>Agency/Group/Organization</b>	The Domestic Violence Center
	<b>Agency/Group/Organization Type</b>	Services-Victims of Domestic Violence
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency was contacted via U.S. mail and attended the needs/funding opportunity meeting on January 19, 2017, received an overview of the current needs in the community, and had an opportunity to provide comments and input.
6	<b>Agency/Group/Organization</b>	Santa Clarita Valley Boys and Girls Club
	<b>Agency/Group/Organization Type</b>	Services-Children
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency was contacted via U.S. mail and attended the needs/funding opportunity meeting on January 17, 2017, received an overview of the current needs in the community, and had an opportunity to provide comments and input.
7	<b>Agency/Group/Organization</b>	Family Promise of Santa Clarita Valley
	<b>Agency/Group/Organization Type</b>	Housing Services-Housing Services-Homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs-Chronically Homeless Homeless Needs-Families with children Homelessness Needs-Veterans Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency was contacted via U.S. mail and attended the needs/funding opportunity meeting on January 17, 2017, received an overview of the current needs in the community, and had an opportunity to provide comments and input.
8	<b>Agency/Group/Organization</b>	Boy Scouts of America Los Angeles
	<b>Agency/Group/Organization Type</b>	Services-Children
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency was contacted via U.S. mail and attended the needs/funding opportunity meeting on January 19, 2017, received an overview of the current needs in the community, and had an opportunity to provide comments and input.
9	<b>Agency/Group/Organization</b>	Help the Children
	<b>Agency/Group/Organization Type</b>	Services-Children

	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency was contacted via U.S. mail and attended the needs/funding opportunity meeting on January 17, 2017, received an overview of the current needs in the community, and had an opportunity to provide comments and input.
10	<b>Agency/Group/Organization</b>	Valley Industrial Association
	<b>Agency/Group/Organization Type</b>	Business Leaders Neighborhood Organization
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency was contacted via U.S. mail and attended the needs/funding opportunity meeting on January 17, 2017, received an overview of the current needs in the community, and had an opportunity to provide comments and input.
11	<b>Agency/Group/Organization</b>	Golden Oak Adult School
	<b>Agency/Group/Organization Type</b>	Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency was contacted via U.S. mail and attended the needs/funding opportunity meeting on January 19, 2017, received an overview of the current needs in the community, and had an opportunity to provide comments and input.
12	<b>Agency/Group/Organization</b>	American Diabetes Association
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency was contacted via U.S. mail and attended the needs/funding opportunity meeting on January 17, 2017, received an overview of the current needs in the community, and had an opportunity to provide comments and input.
13	<b>Agency/Group/Organization</b>	Santa Clarita Valley Food Pantry
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-Homeless Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Public Housing Needs Homeless Needs-Chronically Homeless Homeless Needs-Families with Children Homelessness Needs-Veterans
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency was contacted via U.S. mail and attended the needs/funding opportunity meeting on January 17, 2017, received an overview of the current needs in the community, and had an opportunity to provide comments and input.
14	<b>Agency/Group/Organization</b>	American Cancer Society
	<b>Agency/Group/Organization Type</b>	Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Public Housing Needs

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency was contacted via U.S. mail and attended the needs/funding opportunity meeting on January 19, 2017, received an overview of the current needs in the community, and had an opportunity to provide comments and input.
15	<b>Agency/Group/Organization</b>	Santa Clarita Valley Concert Band
	<b>Agency/Group/Organization Type</b>	Services-Education Neighborhood Organization
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency was contacted via U.S. mail and attended the needs/funding opportunity meeting on January 17, 2017, received an overview of the current needs in the community, and had an opportunity to provide comments and input.

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

The City contacted seventy-four (74) agencies as part of the outreach process for this Action Plan. Applicable agencies and agency types were consulted. No agencies were eliminated from the consultation process.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Los Angeles Homeless Services Authority	Through the 2014-2018 Consolidated Plan outreach process, the City has identified homeless and homeless prevention services as a priority for the CDBG Program. The Community Needs Assessment process for 2017-2018 also determined this a priority. These services will complement the Continuum of Care Strategy for transitioning the homeless to permanent housing.
Housing Element	City of Santa Clarita	The City's current Housing Element, which includes the estimate of housing needs from the Regional Housing Needs Assessment, contains over twenty (20) programs and policies designed to address housing needs for low- and moderated-income persons.

**Table 3 – Other local / regional / federal planning efforts**

**Narrative (optional)**

Refer to Appendices for a complete outreach list, proof of publications, and results of the Community Needs Survey.



## **AP-12 Participation – 91.105, 91.200(c)**

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

The City provides for and encourages citizens to participate in the development of the five-year Consolidated Plan, as well as the Annual Action Plan and the proposed use of housing and community development funds. Residents, public agencies, and other interested parties, including those most affected, are given the opportunity to receive information and review and submit comments on proposed activities. The information provided includes the amount of assistance the City anticipates receiving, and the range of activities which may be undertaken, as well as the estimated amount that will benefit low- and moderate-income persons.

In an effort to fully and more comprehensively involve the public in the Action Plan process, the City created an on-line Community Needs Assessment survey. The survey generated 385 responses from participating individuals for the 2017-2018 year. A Public Hearing was conducted at the March 14, 2017 City Council meeting regarding the results of the annual Community Needs Assessment, which provided the public another opportunity to make comments. One verbal comment was made at the Public Hearing related to increasing community outreach efforts.

**Applications for funding:** The City used an open and objective process for the award of 2017-2018 CDBG funding for sub-recipient grants. For the 2017-2018 funding process, the following actions were taken:

- Notified seventy-four (74) local-serving non-profit organizations by mail of the availability of grant funds and funding opportunity meetings.
- Conducted two (2) technical assistance meetings on January 17, 2017 and January 19, 2017 to answer questions and distribute funding application packages to interested and eligible applicants.
- Formed a five-member intra-departmental committee who evaluated, scored, and ranked the proposals submitted.
- Reviewed and scored Risk Assessment Questionnaires to determine the level of risk per CFR 200.331(b)(c).
- Checked debarment status through the System for Award Management (SAM) website.

- Completed a CDBG Activity Type and Eligibility Determination form for all funding requests, ensuring that the proposed program/activities were eligible, met a HUD National Objective, addressed a Consolidated Plan priority, and met a current community need.

Seven (7) of eleven (11) applications for Public Service proposals were recommended for CDBG funding. One (1) capital proposal was also recommended for CDBG funding. Those recommended scored the highest based on meeting a Consolidated Plan priority, addressing a HUD National Objective as well as a current need in our community, having clear and adequate goals and objectives, and serving residents of the City. They were also able to meet the participant eligibility criteria and CDBG Program and reporting compliance.

### Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Hearing	Non-targeted/broad community.	Housing staff will strive to take greater community outreach efforts during the next annual community needs assessment process.	One verbal comment was made at the City Council public hearing related to community outreach efforts.	There were no comments received that were not accepted.	
2	Newspaper Ad	Non-targeted/broad community.	Not applicable.	No comments were received.	There were no comments received that were not accepted.	
3	Press release	Non-targeted/broad community.	Not applicable.	No comments were received.	There were no comments received that were not accepted.	

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources – 91.220(c) (1, 2)

#### Introduction

A number of housing and community development resources are currently available in the City of Santa Clarita. They include:

- Community Development Block Grant (CDBG) funds
- City General Funds
- HUD Section 108 Loan Funds
- HUD Section 8 Rental Assistance Program (through the Housing Authority of the County of Los Angeles)
- State Transportation Funds
- California Housing Finance Agency Funds (CalHFA)

#### Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,156,736	0	76,028	1,232,764	347,600	The estimated amount of CDBG funds available over the planning period is based on a 5% reduction, rounding down to a total of \$5,000,000 over five years, excluding funds carried over from prior years.

**Table 5 - Expected Resources – Priority Table**

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

The City and HUD share an interest in leveraging HUD resources to the maximum extent feasible in order to deliver high-quality, creative, and efficient housing programs, neighborhood improvement programs, supportive services, and economic development programs. The City will continue to pursue opportunities to obtain additional funding which can help leverage internal resources with other federal, state, and local funding sources.

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

Since 2009 the City has been working toward the development of new affordable housing units. In 2010 the City used Neighborhood Stabilization funds and CDBG funds to acquire two parcels for the development of new affordable rental housing units. A 30-unit, 100% affordable project, consisting of 29 affordable units and one manager unit, was designed through a partnership of a for-profit and a non-profit developer, and was granted entitlements by the City's Planning Commission in June 2011. At the same time, the City was negotiating a Disposition and Development Agreement (DDA) and Affordability Agreement in which the City proposed to donate the land and approximately \$6 million dollars in Redevelopment low/mod housing funds to the project.

Unfortunately in June 2011, prior to the approval of the DDA, the State of California dissolved Redevelopment Agencies, freezing the low/mod housing funds and preventing the City from moving ahead on the project. The City worked with the State to complete the processes required to recapture a portion of the low/mod housing funds, which became available to the City in 2014. The City executed a DDA for the project in June 2015. The City contributed one parcel of land, acquired in part with CDBG funds in 2010, \$3.8 million in former Redevelopment low/mod housing funds, and gave a \$303,361 residual receipts loan of 2015-2016 CDBG funds (for off-site improvements only). Project construction began in March 2016. Applications will be made available in May 2017 with project completion and lease-up anticipated for July 2017.

**Discussion**

See discussion above.

## Annual Goals and Objectives

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

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Provide Decent and Affordable Housing	2014	2018	Affordable Housing		Improve, Maintain, and Expand Affordable Housing Planning and Administration Promote Equal Housing Opportunity Preserve At-Risk Housing	CDBG: \$275,000	Homeowner Housing Rehabilitated: 72 Household Housing Unit
2	Improve and Expand Facilities and Infrastructure	2014	2018	Non-Housing Community Development		Improve and Expand Facilities and Infrastructure Planning and Administration	CDBG: \$552,885	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 15339 Persons Assisted
3	Provide Supportive Human Services	2014	2018	Homeless Non-Homeless Special Needs		Promote Equal Housing Opportunity Provide Supportive Human Services	CDBG: \$173,424	Public service activities other than Low/Moderate Income Housing Benefit: 923 Persons Assisted Public service activities for Low/Moderate Income Housing Benefit: 118 Households Assisted Homelessness Prevention: 25 Persons Assisted

Table 6 – Goals Summary

## Goal Descriptions

1	<b>Goal Name</b>	Provide Decent and Affordable Housing
	<b>Goal Description</b>	For 2017-2018, CDBG funds will be used to support minor home repairs for lower-income homeowners, including seniors.
2	<b>Goal Name</b>	Improve and Expand Facilities and Infrastructure
	<b>Goal Description</b>	For 2017-2018, CDBG funds will be used for an ADA Park Demonstration project benefitting thousands of persons with disabilities citywide. The City will also use CDBG funds to pay the final remaining debt service payments on two existing Section 108 loans.
3	<b>Goal Name</b>	Provide Supportive Human Services
	<b>Goal Description</b>	For 2017-2018, the City intends to support services for seniors, families and their children, persons with disabilities, homeless persons, and those at-risk of homelessness. Types of services will include, but are not limited to: advocacy, meals on wheels, and care management for seniors; equestrian therapy for children and adults with special needs; homeless case management; and eviction prevention/move-in assistance to avoid homelessness.

**Table 7 – Goal Descriptions**

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b).**

Not applicable.

## AP-35 Projects – 91.220(d)

### Introduction

This Action Plan outlines the steps that the City of Santa Clarita will use to address housing and community development needs in the City. The plan includes a listing of activities that the City will undertake during FY 2017-2018 (July 1, 2017 through June 30, 2018) using CDBG funds. The City has \$1,232,764 in total funds available to use in FY 2017-2018. This includes an estimated CDBG allocation of \$1,156,736 and \$76,028 in unexpended funds from prior years.

#	Project Name
1	CDBG Program Planning and Administration
2	Section 108 Loan Payments
3	ADA Park Demonstration Project
4	Handyworker Program (Santa Clarita Valley Committee on Aging Senior Center)
5	Community Access Services Program (Santa Clarita Valley Committee on Aging Senior Center)
6	Crisis Homeless Services (Bridge To Home)
7	Affordable Housing Program (Bridge To Home)
8	Clinical Case Management (Family Promise)
9	Special Children of the Valley-Project SCV (Carousel Ranch)
10	Ready to Work! Vocational Training Program (Carousel Ranch)
11	Transporting Hope (Boys and Girls Club)

**Table 8 – Project Information**

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

For FY 2017-2018, the City has a total CDBG budget of \$1,232,656, inclusive of unexpended funds from prior years. Santa Clarita estimates allocating approximately nine percent of its allocation to debt service projects that provided public infrastructure improvements within the target low- and moderate-income areas. Twenty percent of the City's allocation is reserved for administration costs and fair housing services, and fifteen percent is set aside for public services.

One of the greatest challenges in meeting the underserved needs of low- and moderate-income persons is having limited financial resources. The City will continue to use CDBG funding to support public service agencies that address the special needs of the underserved, including the homeless, those at risk of homelessness, seniors, female-headed households, and disabled youth and adults. The City also proactively seeks additional resources to better meet the underserved needs.

## Projects

### AP-38 Projects Summary

#### Project Summary Information

Table 9 – Project Summary

<b>1</b>	<b>Project Name</b>	CDBG Program Planning and Administration
	<b>Target Area</b>	Not applicable
	<b>Goals Supported</b>	Provide Decent and Affordable Housing Improve and Expand Facilities and Infrastructure Provide Supportive Human Services
	<b>Needs Addressed</b>	Improve, Maintain, and Expand Affordable Housing Improve and Expand Facilities and Infrastructure Planning and Administration Promote Equal Housing Opportunity Provide Supportive Human Services Preserve At-Risk Housing Support Economic Development Opportunities
	<b>Funding</b>	CDBG: \$231,347
	<b>Description</b>	CDBG Program Planning and Administration
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Not applicable
	<b>Location Description</b>	The CDBG Program will be administered from Santa Clarita City Hall and will support the CDBG Program citywide.



	<b>Planned Activities</b>	Funds will be used for general management, monitoring, and oversight of the CDBG Program. In addition to general management activities, staff respond to citizen inquiries, and facilitates the services of local non-profit agencies. This activity also includes a \$20,000 allocation for a fair housing services contract to serve Santa Clarita residents.
<b>2</b>	<b>Project Name</b>	Section 108 Loan Payments
	<b>Target Area</b>	Not applicable
	<b>Goals Supported</b>	Improve and Expand Facilities and Infrastructure
	<b>Needs Addressed</b>	Improve and Expand Facilities and Infrastructure Planning and Administration
	<b>Funding</b>	CDBG: \$102,885
	<b>Description</b>	These funds provide debt service on Section 108 loans previously taken out by the City to provide critical improvements to infrastructure and various public facilities around the City. Boys and Girls Club: This Section 108 loan was taken to provide partial funding for a youth center in one of the poorest neighborhoods in Santa Clarita (Census Tract 92036). The project was leveraged with funds from the William S. Hart School District, City general funds, and CDBG Entitlement funds, and provides computer labs, meeting rooms, and after-school activity space for low- and moderate-income youth. Lower Scherzinger Lane: This Section 108 loan was taken to improve infrastructure in the Canyon Country area of Santa Clarita (Census tract 92038). Work began in fiscal year 2003-2004 and included improvements to curbs, gutters, sidewalks, and drainage.
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Project benefits have been previously reported.

	<b>Location Description</b>	<p>Lower Scherzinger Lane: This Section 108 loan was taken to improve infrastructure in the Canyon Country area of Santa Clarita (Census tract 92038). Work began in fiscal year 2003-2004 and included improvements to curbs, gutters, sidewalks, and drainage.</p> <p>Boys and Girls Club: This Section 108 loan was taken to provide partial funding for a youth center in one of the poorest neighborhoods in Santa Clarita (Census Tract 92036). The project was leveraged with funds from the William S. Hart School District, City general funds, and CDBG Entitlement funds, and provides computer labs, meeting rooms, and after-school activity space for low- and moderate-income youth.</p>
	<b>Planned Activities</b>	Pay-off of final remaining debt service payments on two Section 108 loans.
<b>3</b>	<b>Project Name</b>	ADA Park Demonstration Project
	<b>Target Area</b>	Not applicable
	<b>Goals Supported</b>	<p>Improve and Expand Facilities and Infrastructure</p> <p>Provide Supportive Human Services</p>
	<b>Needs Addressed</b>	<p>Improve and Expand Facilities and Infrastructure</p> <p>Planning and Administration</p> <p>Provide Supportive Human Services</p>
	<b>Funding</b>	CDBG: \$450,000
	<b>Description</b>	The City intends to use CDBG funds for the design and construction of a Universally-Accessible Playground designed specifically for inclusion of disabled youth and their families in the same recreational activities as non-disabled youth. A specific site has not yet been determined.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This project will be available to and benefit 15,339 persons with disabilities citywide.
	<b>Location Description</b>	Citywide

	<b>Planned Activities</b>	The City intends to use CDBG funds for the design and construction of a Universally-Accessible Playground designed specifically for inclusion of disabled youth and their families in the same recreational activities as non-disabled youth. A specific site has not yet been determined.
<b>4</b>	<b>Project Name</b>	Handyworker Program (Santa Clarita Valley Committee on Aging Senior Center)
	<b>Target Area</b>	Not applicable
	<b>Goals Supported</b>	Provide Decent and Affordable Housing
	<b>Needs Addressed</b>	Improve, Maintain, and Expand Affordable Housing Planning and Administration
	<b>Funding</b>	CDBG: \$275,000
	<b>Description</b>	Administered by the Santa Clarita Valley Committee on Aging, this program will provide grants to lower-income homeowners up to \$5,000 per household for minor home repairs.
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	An estimated 72 low-income households will benefit from this program.
	<b>Location Description</b>	This program is administered by the Santa Clarita Valley Committee on Aging (Senior Center).
	<b>Planned Activities</b>	Provide home repairs/replacements to eligible lower-income homeowners. Types of repairs/replacements may include, but are not limited to: roofs, windows, floors, walls, doors, heating and air conditioning units, and electrical systems. Exterior painting, safety issues, disabled accessibility and municipal code violations may also be addressed. All qualified applicants are notified of lead-based paint hazards, and remediation is provided where necessary.
<b>5</b>	<b>Project Name</b>	Community Access Services Program (Santa Clarita Valley Committee on Aging Senior Center)
	<b>Target Area</b>	Not applicable
	<b>Goals Supported</b>	Provide Supportive Human Services

	<b>Needs Addressed</b>	Planning and Administration Provide Supportive Human Services
	<b>Funding</b>	CDBG: \$53,900
	<b>Description</b>	This program provides a nutritionally balanced meal program, care management, housing referrals, financial benefits counseling, assistance with forms and documents, and supportive services assessments.
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 450 persons over 50 years of age may be assisted.
	<b>Location Description</b>	This program is administered at the Santa Clarita Valley Committee on Aging (Senior Center).
	<b>Planned Activities</b>	Provide care management, nutritionally balanced meals, comprehensive housing needs assessments, and supportive services. Eligible individuals and their families are advised on the least restrictive housing alternatives, referrals are provided, and the application process for subsidized housing is facilitated by staff when needed. Staff also provides advocacy services for eligible participants with governmental agencies, private and public assisted living facilities, and landlords. Consumer education seminars, financial and benefits counseling is also available.
6	<b>Project Name</b>	Crisis Homeless Services (Bridge To Home)
	<b>Target Area</b>	Not applicable
	<b>Goals Supported</b>	Provide Supportive Human Services
	<b>Needs Addressed</b>	Planning and Administration Promote Equal Housing Opportunity Provide Supportive Human Services
	<b>Funding</b>	CDBG: \$35,000
	<b>Description</b>	This program will provide homeless families and individuals with case management, life-skills training, and job search assistance to help secure housing and employment.

	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	An estimated 100 homeless persons (individuals and families) may be assisted.
	<b>Location Description</b>	This program is administered by Bridge To Home and is available to all persons citywide.
	<b>Planned Activities</b>	Provide homeless families and individuals with case management services, life-skills training, and job search assistance to help secure housing and employment. Case management and referrals are also provided to help avoid homelessness.
<b>7</b>	<b>Project Name</b>	Affordable Housing Program (Bridge To Home)
	<b>Target Area</b>	Not applicable
	<b>Goals Supported</b>	Provide Supportive Human Services
	<b>Needs Addressed</b>	Planning and Administration Promote Equal Housing Opportunity Provide Supportive Human Services
	<b>Funding</b>	CDBG: \$31,514
	<b>Description</b>	This program provides one-time financial assistance to prevent eviction, and move-in assistance to homeless families or families at risk of homelessness.
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	An estimated 25 households at risk of becoming homeless may be assisted.
	<b>Location Description</b>	This program is administered by Bridge To Home and is available to households citywide.

	<b>Planned Activities</b>	Provide one-time financial rent assistance to avoid eviction, retain housing, and prevent homelessness; move-in rent assistance to obtain housing; and case management services and supervision to help homeless families find permanent, stable, and affordable housing.
<b>8</b>	<b>Project Name</b>	Clinical Case Management (Family Promise)
	<b>Target Area</b>	Not applicable
	<b>Goals Supported</b>	Provide Supportive Human Services
	<b>Needs Addressed</b>	Planning and Administration Promote Equal Housing Opportunity Provide Supportive Human Services
	<b>Funding</b>	CDBG: \$28,000
	<b>Description</b>	This program will provide clinical case management to homeless families and their children receiving temporary shelter.
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	An estimated 18 homeless families and their children may be assisted.
	<b>Location Description</b>	This program is administered by Family Promise and is available to homeless families and their children citywide.
	<b>Planned Activities</b>	Provide a clinical case management approach through clinical counseling to homeless families and their children who are receiving safe and secure temporary shelter in order to address mental health stability and needs. Intervention practices shown to be effective in the clinical counseling field such as motivational interviewing, conflict behavioral therapy, problem solving therapy, and play therapy will be used. This will help aid in the transition to supportive housing to assure long-term self-sustainability in permanent housing.
<b>9</b>	<b>Project Name</b>	Special Children of the Valley-Project SCV (Carousel Ranch)

	<b>Target Area</b>	Not applicable
	<b>Goals Supported</b>	Provide Supportive Human Services
	<b>Needs Addressed</b>	Planning and Administration Provide Supportive Human Services
	<b>Funding</b>	CDBG: \$10,710
	<b>Description</b>	This program provides scholarships to children/adults with special needs for equestrian therapy, a unique service in which disabled children and adults participate in specially designed horseback-riding therapy lessons to improve attention span, behavior, social skills, balance, and coordination.
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	An estimated 13 persons with special needs will be assisted.
	<b>Location Description</b>	This program is administered by Carousel Ranch located in Agua Dulce and is available to disabled individuals citywide.
	<b>Planned Activities</b>	Provide equestrian therapy services to low- and moderate-income disabled children and adults, improving vertical and horizontal balance, muscle tone, and motor coordination. This program also yields social and psychological benefits such as decreased isolation, effective communication, and improved self-esteem to those who would otherwise not be able to participate due to lack of funding or sponsorship.
<b>10</b>	<b>Project Name</b>	Ready to Work! Vocational Training Program (Carousel Ranch)
	<b>Target Area</b>	Not applicable
	<b>Goals Supported</b>	Provide Supportive Human Services
	<b>Needs Addressed</b>	Planning and Administration Provide Supportive Human Services
	<b>Funding</b>	CDBG: \$5,000

	<b>Description</b>	This program provides vocational training to young adults with disabilities to help them succeed in the workplace. Participants will meet the definition of severely disabled adults.
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This program will serve 7 severely disabled adults.
	<b>Location Description</b>	This program is administered by Carousel Ranch located in Agua Dulce and is available to severely disabled adults citywide.
	<b>Planned Activities</b>	Provide scholarships for eligible participants to join curriculum-based classroom activities and ranch-based training. Participants will gain work-readiness skills such as adhering to a work schedule, accepting instructions and constructive criticism, customer service, and other skills needed to succeed in the workplace. Eligible participants must meet HUD's definition of severely disabled adults.
<b>11</b>	<b>Project Name</b>	Transporting Hope (Boys and Girls Club)
	<b>Target Area</b>	Not applicable
	<b>Goals Supported</b>	Provide Supportive Human Services
	<b>Needs Addressed</b>	Planning and Administration Provide Supportive Human Services
	<b>Funding</b>	CDBG: \$9,300
	<b>Description</b>	The program will cover annual membership fees to the Boys and Girls Club low- and moderate-income students. It will also provide needed vehicle transportation for the students for the entire school year.
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	An estimated 30 lower-income students may benefit from this program.



	<b>Location Description</b>	This program is administered by the Boys and Girls Club and service is available to eleven area elementary schools: Newhall, Old Orchard, Peachland, Meadows, McGrath, Wiley Canyon, and Valencia Valley in the Newhall School District; Canyon Springs, Mitchell, Fair Oaks Ranch, and Leona H. Cox in the Sulphur Springs School District.
	<b>Planned Activities</b>	Provide annual membership fees to the Boys and Girls Club and provide needed vehicle transportation for participating students for the entire year.

## **AP-50 Geographic Distribution – 91.220(f)**

**Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed.**

The City has not established targeted neighborhoods for investment of CDBG funds. The geographic distribution of Santa Clarita's proposed projects for FY 2017-2018 are as follows:

- Handyworker Program funded with CDBG funds are available to low- and moderate-income persons on a citywide basis.
- Supportive services are available citywide to low- and moderate-income residents, homeless persons, and persons with special needs.
- ADA Park Demonstration project funded will be available citywide and for the benefit of all disabled persons.
- Debt Service is paid for two Section 108 loan-funded public improvement projects which are located in the City's low- and moderate-income areas (See map in Appendices).
- Fair housing services are available citywide.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
N/A	N/A

**Table 10 - Geographic Distribution**

## **Rationale for the priorities for allocating investments geographically.**

The Priority Needs identified in the City's FY 2014 - 2018 Consolidated Plan form the basis for allocating investments geographically within the jurisdiction during FY 2017-2018. The established priorities are:

### **High Priority**

- Improve, Maintain, and Expand Affordable Housing
- Improve and Expand Facilities and Infrastructure
- Planning and Administration
- Promote Equal Housing Opportunity
- Provide Supportive Human Services

### **Low Priority**

- Preserve At-Risk Housing
- Support Economic Development Opportunities

### **Discussion**

See discussions above.

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

The City plans to utilize CDBG funds to support housing activities through the Handyworker Program, expected to provide minor rehabilitation assistance to 72 households. The construction of the 30-unit (29 rental units and one manager's unit) affordable housing project is anticipated to be completed in July 2017. Twenty-nine new affordable household units (and one manager's unit) produced will be reported for this program year.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	72
Special-Needs	0
Total	72

Table 11 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	29
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	29

Table 12 - One Year Goals for Affordable Housing by Support Type

#### Discussion

See discussion above.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

The only public housing complex in Santa Clarita is Orchard Arms, which is owned and operated by the Housing Authority of the County of Los Angeles (HACoLA).

### **Actions planned during the next year to address the needs to public housing.**

Orchard Arms is a 183-unit apartment project serving low-income elderly and disabled residents. Recently elevators and covered pathways between buildings were added to improve accessibility. The units are in good condition, and there are no substandard units or rehabilitation needs at the facility. Apartment units are already modified to serve disabled and elderly residents.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership.**

The Housing Authority of the County of Los Angeles (HACoLA) encourages the participation of public housing residents through Resident Councils. The role of a Resident Council (RC) is to improve the quality of life and resident satisfaction in self-help initiatives to enable residents to create a positive living environment for individuals and families living in public housing. Orchard Arms has an active Resident Council.

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance.**

The Housing Authority of the County of Los Angeles (HACoLA) has officially achieved "High Performer" status under HUD's Section 8 Management Assessment Program (SEMAP); therefore, is not designated as a "troubled" agency. Units are inspected, repaired, and maintained on a regular basis.

### **Discussion**

See discussions above.

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

The Los Angeles Homeless Service Authority (LAHSA), a Joint Powers Authority (JPA), is the lead agency in the Los Angeles Continuum of Care and coordinates funds for programs providing shelter, housing, and services to homeless persons in Los Angeles County. LAHSA partners with the County of Los Angeles to integrate services and housing opportunities to ensure a wide distribution of service and housing options throughout the Los Angeles Continuum of Care. The City of Santa Clarita is located in SPA2 and will continue to collaborate with LAHSA and other local agencies in providing services for homeless persons.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs.**

The City uses CDBG funds to support various programs aimed at assisting different segments of the population at risk of homelessness. For FY 2017-2018, the City has allocated \$64,400 to Bridge To Home, an organization that administers two programs which address homeless needs and/or homelessness prevention within the City:

- Crisis Homeless Services - This program provides individuals and families with access to the services, life-skills training, and resources they need to secure and retain permanent housing.
- Affordable Housing Program - This program provides short-term assistance to prevent eviction, one-time rent/move-in assistance, case management services, and case management supervision to help establish permanent, stable, and affordable housing.

### **Addressing the emergency shelter and transitional housing needs of homeless persons.**

The City will consider funding improvements for the Cold Weather Shelter when funds are available. The Cold Weather Winter Shelter, operated by Bridge To Home, is the only homeless shelter in the Santa Clarita Valley. It is currently housed in modular buildings in an industrial area. The demand for the homeless shelter and its services is out-growing the current space and a larger location is needed. Bridge To Home staff is currently evaluating options for a new rented location or the acquisition of land for construction of a new shelter.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.**

The City has collaborated with Bridge To Home in the past to provide services for homeless persons in the jurisdiction. The agency provides a homeless case management and life-skills program which targets the chronically homeless population. Bridge To Home created a Case Management and Access Center which serves as a point-of-entry into services for homeless persons. Program participants are identified and/or referred for services by the winter shelter, community partners, local churches, and schools. Participants complete an intake and assessment process that is used to create individualized case plans and drive weekly case management. Participants also receive life skills training offered on a variety of topics and assistance/tools needed to overcome barriers to employment. Housing and employment are generally the most critical, but health and mental health issues are also addressed. Bridge To Home partners with other local programs as appropriate and works with emergency housing, transitional housing, and low-income permanent housing sources to help provide the most appropriate housing for individual clients.

Additionally, a contract and collaboration with Family Promise in 2017-2018 will provide assistance to homeless families and their children requesting temporary shelter. Currently, Family Promise is able to house up to four families at once for the maximum stay of ninety (90) days, averaging eighteen (18) families per year. Individualized case management and clinical counseling is provided to assess and address mental health stability and needs. Effective intervention practices used and shown to be effective are motivational interviewing, conflict behavioral therapy, problem solving therapy, and play therapy. Through the clinical case management approach of providing clinical mental health services, along with secure and safe temporary housing to homeless families and their children, helps pave the way to transitioning to permanent housing.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

The following projects and activities address homelessness prevention:

- Bridge To Home Program, a local non-profit agency will provide one-time financial assistance to residents who are at-risk of homelessness due to eviction proceedings, or move-in assistance to lower current rent to avoid eviction or homelessness. Counseling and referrals are also provided to help reduce the risk of future evictions and homelessness.
- Seniors are at greater risk for homelessness than the general population. The City will continue to provide a CDBG grant to the Santa Clarita Valley Committee on Aging to provide Community Access Services. This program assists individuals over 50 years of age with all aspects of housing. Each individual receives a comprehensive assessment to determine housing needs. They are then provided with a wide array of housing-related services, which help them maintain independent living in the least restrictive manner possible.
- In FY 2017-2018, the City is also funding the Ready to Work! Vocational training program operated by Carousel Ranch. This program is aimed at providing employment readiness training for severely disabled adults.
- Obtaining and maintaining stable employment is the key to preventing homelessness. Referrals are made on a regular basis to America's Job Center of California (AJCC) (formerly known as the WorkSource Center), operated by College of the Canyons. Santa Clarita's AJCC provides job search services such as workshops, computer classes, phones, fax, computers with internet access, job leads, newspapers, and a resource library for job seekers aged 18 and above. Employers use AJCC to recruit and advertise job openings as well as for job fairs, bringing together top local companies and job seekers.

Bridge To Home will act as the liaison and referral agency for both the City and Los Angeles County if the need for discharge coordination arises.

## **Discussion**

See discussion above.



<b>One year goals for the number of households to be provided housing through the use of HOPWA for:</b>	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	N/A
Tenant-based rental assistance	N/A
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated	N/A
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	N/A
Total	N/A

## **Discussion**

The City of Santa Clarita does not receive HOPWA.

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction**

One of the largest barriers to affordable housing in the City is the lack of affordable units. While all segments of the low- and moderate-income population need more affordable housing, the greatest need is affordable units for families. The availability of funding for affordable housing has also been severely affected by the dissolution of Redevelopment in the State of California. The AB1x26 legislation and subsequent AB 1484 legislation initially prevented the City from using approximately \$6 million dollars in Redevelopment low/mod housing funds. The City worked with the State to complete the processes required to recapture a portion of those funds, which became available to the City in 2014. A Disposition and Development Agreement (DDA) and Affordability Agreement for the development of a 30-unit (29 rental units and one manager's unit) affordable housing project were approved by the City Council in June 2015. Construction on the project began in March 2016 and is expected to be completed in July 2017. Other housing funds, including four percent and nine percent Low Income Housing Tax Credits, HOME, CalHOME, and the Multifamily Housing Program are not sufficient to finance an affordable housing project alone.

**Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment.**

Public policies that may create barriers to affordable housing are examined in the City's Housing Element. The Housing Element was updated in 2014 and contains over 20 programs that aim to mitigate and ameliorate any negative effect public policies may have. The Housing Element is re-evaluated at least every 5 years. Progress toward goals is evaluated and programs are adjusted and modified as needed.

In 2017-2018 the Three Oaks family apartments (formerly the Newhall Avenue Development), will be completed, bringing 29 units of deep-cut affordable housing to the City. This project was developed over 7 years and includes the use of CDBG funds to assist in the acquisition of the property, and a \$303,361 residual receipts loan for off-site improvements. Other funding for this project comes from a grant of \$3.8 million dollars in Redevelopment housing bond proceeds and State of California 9% Low Income Housing Tax Credits. The Disposition and Development Agreement (DDA) for this project was originally drafted and scheduled for adoption by the City Council in 2011. However, the dissolution of Redevelopment froze the housing bond proceeds needed for the financing of the project. In 2014 the City was able to recapture a portion of the housing bond proceeds and re-start the project. Construction on the project began in March 2016 with completion anticipated for July 2017.

In addition, the following actions will take place during FY 2017-2018 to remove barriers to affordable housing:

- Provide owner-occupied minor rehabilitation services to effectively help keep housing affordable and reduce barriers to affordable housing. A program which provides minor housing rehabilitation services will be funded by CDBG during this planning period. The Handyworker Program targets low- and moderate-income homeowners and provides repairs to townhomes/condominiums, manufactured homes, and single-family homes, thus preserving the affordable housing stock.
- Maintain and administer two Ordinances to foster and maintain manufactured home parks which represent a large percentage of the City's affordable housing stock:
  1. Santa Clarita Municipal Code 6.02 - Manufactured Home Park Rent Adjustment Procedures: This Ordinance protects manufactured home park residents from unreasonable rent increases and provides an appeal process; and
  2. Santa Clarita Municipal Code 6.04 - Manufactured Home Parks - Change in Use: This Ordinance establishes specific requirements for compensation to mobile home park residents in the event of mobile home park closures.
- Follow the Housing Element of the General Plan, comprised of four general affordable housing areas: Encouragement of affordable housing; Maintenance of affordable housing; Meeting the needs for affordable housing; and Provision of equal housing opportunities.
- Address fair housing impediments identified in the Analysis of Impediments to Fair Housing Choice (AI) report. The AI report identifies potential impediments to fair housing in Santa Clarita and establishes a Fair Housing Action Plan that outlines steps the City will take to overcome these impediments.

## Discussion

See discussions above.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction**

Priority Needs established in the FY 2014-2018 Five-Year Consolidated Plan, which form the basis for establishing objectives and outcomes in the FY 2017-2018 One-Year Action Plan, are as follows:

### **High Priority**

- Improve, Maintain, and Expand Affordable Housing
- Improve and Expand Facilities and Infrastructure
- Planning and Administration
- Promote Equal Housing Opportunity
- Provide Supportive Human Services

### **Low Priority**

- Preserve At-Risk Housing
- Support Economic Development Opportunities

### **Actions planned to address obstacles to meeting underserved needs.**

One of the greatest challenges in meeting the underserved needs of low- and moderate-income persons is having limited financial resources. The City will continue to use CDBG funding to support public service agencies that address the special needs of the underserved, including the homeless, those at risk of homelessness, youth, seniors, female-headed households, and the disabled. The City also proactively seeks additional resources to better meet the underserved needs.

### **Actions planned to foster and maintain affordable housing.**

Increasing, improving, and maintaining affordable housing is identified as a High Priority in the FY 2014 - FY 2018 Consolidated Plan. The City will contribute to the preservation of the existing affordable housing stock through rehabilitation programs. In 2017-2018, a total of \$275,000 in CDBG funds will be used to fund the Handyworker Program to assist low-income homeowners, including seniors and disabled homeowners, to address accessibility issues, and to correct code violations and unsafe conditions. These activities are expected to provide rehabilitation assistance to 72 households.

The City will also continue to encourage developers, non-profit organizations, and other interested parties to develop new affordable units and will support applications for development funds through the California Tax Credit Allocation Committee (CTCAC) and the State of California. In addition, the following aids in increasing, improving, and/or maintaining affordable housing:

**Rental Housing:** Housing resources in the form of non-age-restricted, subsidized rental units and rental assistance will be available to low- and moderate-income residents of Santa Clarita through a variety of sources. Most existing affordable rental units for low- and moderate-income persons are available through covenants between various building owners and the State of California or the County of Los Angeles. In FY 2017-2018 there will be 374 rental units in seven apartment buildings available at reduced rents to families.

Low- and moderate-income housing specifically for seniors is also available in and around the City. Los Angeles County owns and operates a conventional public housing project called Orchard Arms, which provides housing for low income seniors and the disabled. Orchard Arms recently improved accessibility by adding elevators and covered pathways between buildings. Three large-scale low- and moderate-income senior housing projects completed through a partnership between the Santa Clarita Valley Committee on Aging and private real estate developers offer 614 units at low- and moderate-income rates. An additional 343 units are available in five other buildings. In total there are 957 rental units in eight apartment buildings available at reduced rates for seniors.

Section 8 Housing Choice Vouchers will continue to be utilized in Santa Clarita. This program is administered by the Housing Authority of the County of Los Angeles (HACoLA). There were 201 households in Santa Clarita and surrounding areas receiving Housing Choice Vouchers as of March 2017. The average household income of Section 8 voucher holders in Santa Clarita is \$15,057. HACoLA's Section 8 waiting list has been closed. With limited funding and a long waiting list, HACoLA is not able to estimate the length of wait, according to information posted on its website.

### **Actions planned to reduce lead-based paint hazards.**

The City has a need for lead-hazard free housing and continues to work to reduce lead-based paint (LBP) hazards to comply with 24 CFR Part 35. While the number of units considered to contain lead-based paint is relatively low, the City will address the problem of LBP hazard by continuing to implement a program for evaluating and reducing lead hazards during repair and renovation of older housing stock funded by CDBG. Having the information available to warn people about the need to maintain buildings, which may contain LBP, as well as other programs to encourage home maintenance, helps to aid in mitigating LBP hazards in the City of Santa Clarita.

Additionally, the City provides housing rehabilitation through the CDBG-funded Handyworker Program. This program aids in correcting substandard conditions, which contribute to LBP hazards.

All applicants eligible for services through the Handyworker Program sign a Lead-Based Paint Release form certifying that they received the most updated version of the Environmental Protection Agency's (EPA) *The Truth About Lead Paint Poisoning*. When a property built before 1978 is approved for grant-funded repairs that may disturb lead-based paint, an inspection test is ordered. When containment and/or abatement are necessary, the Handyworker Program is required to use a contractor certified in lead-safe work practices by the state of California.

The City will also encourage land-owners to correct substandard conditions to minimize LBP hazards, especially owners of units where children live. Due to the mean age of the City's housing, homes containing lead-based paint are not believed to be a significant problem. However, the City will continue to evaluate and reduce lead-based paint hazards through the following actions and activities:

- Coordinating with a certified consultant when lead-based paint testing and clearance services are needed for grant-funded repairs.
- Providing information to landlords, renters, and various property management agencies regarding the dangers of lead-based paint and appropriate mitigation strategies, as part of the City's fair housing contract.
- Providing written information through one-on-one contact with contractors, building inspectors, code enforcement officers, and the general public at the City's Permit Center. The written publications available are:
- Contractors, Painters, Landlords!: The "New" Renovation, Repair and Painting Rule Applies to You!, effective April 2010EPA - Important Information about the new Environmental Protection Agency Rules - Fines and Penalties (for contractors and Renovators)

### **Actions planned to reduce the number of poverty-level families.**

While the City has no control over the majority of the factors affecting poverty, it may be able to assist those living below the poverty line. The City supports other governmental, private, and non-profit agencies involved in providing services to low- and moderate-income residents and coordinates efforts with these groups where possible to allow for more efficient delivery of services.

During FY 2017-2018, the City will continue to implement its strategy to help impoverished families achieve economic independence and self-sufficiency. City residents may utilize existing County job training and social service programs to increase employment marketability, household income, and housing options. The City will allocate fifteen percent of CDBG funds to public service agencies that offer supportive services in the fight against poverty. Other special community benefit needs are also addressed through the Community Services Grant Program by providing funding to various local agencies using City General Funds.

Improved employment opportunities are important in reducing the number of people living in poverty. To help improve resident's employability through training, therefore increasing the number of higher paying local jobs, referrals are made to America's Job Center of California (AJCC) (formerly known as the Santa Clarita Worksource Center) operated by College of the Canyons. Santa Clarita's AJCC provides job search services such as workshops, computer classes, phones, fax, computers with internet access, job leads, newspapers, and a resource library for job seekers aged 18 and above. Employers use AJCC to recruit and advertise job openings as well as for job fairs, bringing together top local companies and job seekers.

In FY 2017-2018, the City's Economic Development Division will continue its efforts to aid in the economic growth of the City by fostering and encouraging responsible economic development opportunities that result in: 1) a jobs/housing balance established through quality employment opportunities for residents; 2) an economic base through increased sales tax generation; and 3) economic wealth by attracting external monies to the local economy. Specifically, four targeted industries have been identified where there is a foundation of businesses in Santa Clarita currently and opportunities for growth. These industries include biomedical, aerospace, technology, and film/entertainment. These business clusters offer a variety of high-paying, high-skilled jobs, which can be accessed either through traditional educational routes or through on-the-job training and apprenticeship programs.

As part of the Santa Clarita Economic Growth Program, an extension of the 21-Point Business Plan for Progress created in 2009 also continues to enhance local business partnerships, encourage quality job creation in Santa Clarita, develop marketing programs to bolster retail spending, and attract external dollars to the community.

### **Actions planned to develop institutional structure.**

The City of Santa Clarita works with a wide range of public and community social service agencies to meet and address the various needs of the community. In FY 2017-2018, City staff will continue to collaborate internally, as well as with local non-profit advocacy groups and other County, State, and Federal organizations.

Specifically, the City will use CDBG funds to provide grants to agencies which serve low- and moderate-income residents with various different needs in the community. The following non-profit organizations will receive CDBG funding in 2017-2018:

- Bridge To Home will provide case management and life-skills training to homeless persons; one time rental assistance, move-in assistance, case management and referrals are also provided to help avoid homelessness.
- Carousel Ranch will assist disabled children and adults with equestrian therapy, as well as a vocational training program.
- Santa Clarita Senior Center will serve lower-income homeowners with necessary minor home repairs through the Handyworker Program and assist residents over 50 years of age with comprehensive case management services.
- Boys and Girls Club will provide membership scholarships and transportation to the Club for low- and moderate-income children.
- Family Promise will provide clinical case management to homeless families with children receiving temporary shelter.

## **Community Services Division of the City of Santa Clarita**

The Community Services Division is comprised of the Arts and Events Office and the Human Services Office. The Arts and Events Office promotes, supports, and develops arts programming and regional and community events for the benefit of local citizens. These programs encourage economic development and tourism in the Santa Clarita Valley. The Human Services Office creates a safe, healthy, and thriving community by leveraging resources and facilitating community participation. The Human Services Office leads and promotes collaborative and innovative programs and services that educate, engage, enhance, and empower the community. The Human Services Office also conducts an annual process for competitive community benefit grants to local non-profit organizations; many of which serve low- and moderate-income individuals.

### **HandsOn Santa Clarita**

The City also utilizes the services of HandsOn Santa Clarita (HOSC), a local non-profit agency. Their mission is to provide training and resources to build the capacity of other non-profit social service organizations while cultivating connections between volunteers, groups, and businesses to best meet the needs of the community. HOSC programs and services include administration of the City's Court Referral Program, overseeing a citywide volunteer management database, and facilitation of corporate and non-profit volunteer programs.

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

The City of Santa Clarita's Department of Community Development manages all housing-related projects, programs, and functions. Community Development includes an administration component and is comprised of the Planning, Community Preservation, and Economic Development Divisions. The CDBG Program is managed through the Community Development Department which allows for better communication and a more coordinated effort to address the issues affecting the low- and moderate-income residents of the City. It also supports the development of a clear and comprehensive affordable housing strategy that is consistently reflected in all affordable housing-related documents, and a coordinated economic development strategy.

Actions that the City will undertake during the next year to enhance coordination between public and private housing, health, and social service agencies include:

- Working with the Los Angeles Homeless Services Agency (LAHSA) to provide homeless shelter and services.
- Collaborating with Bridge To Home (formerly the Santa Clarita Community Development Corporation) to help site the Winter Shelter.
- Coordination with HACoLA to provide information about Section 8 Housing Choice Vouchers.



- Coordinating with the County of Los Angeles Health Department, Childhood Lead Poisoning Prevention Program (CLPPP) to provide information about lead-based paint hazards.
- Funding a contract for fair housing services to provide fair housing and landlord/tenant complaint intake and mediation services to the residents of the City of Santa Clarita.
- Following the City's adopted General Plan developed in collaboration with Los Angeles County. The General Plan includes results of the One Valley One Vision process, a joint effort of residents and businesses to create a single vision and guidelines for the future growth of the Valley and the preservation of natural resources.
- Working with the Valley Economic Alliance and San Fernando Valley Council of Governments in an effort to address shared priorities such as transportation and air quality issues, large scale planning goals, and advocacy at regional, state, and federal levels.

## **Discussion**

See discussions above.

## Program Specific Requirements

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

#### Introduction

The following describes other program-specific requirements.

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

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

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

#### **Other CDBG Requirements**

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

## **Discussion**

The City does not anticipate generating any program income during the FY 2017-2018 planning period. Based on the payment schedule, the City has two remaining Section 108 loans that will pay off during the 2017-2018 year. The City may consider pursuing new Section 108 loan guarantees for other large-scale projects in future years; however, it is not anticipated in 2017-2018.

Of the City's FY 2017-2018 CDBG allocation, twenty percent (20%) is being allocated for eligible planning and administration activities. These activities are not subject to the low- and moderate-income benefit requirements. Of the remaining eighty percent (80%) of the CDBG allocation, one hundred percent (100%) will be used to benefit low- and moderate-income persons.

<b>Application for Federal Assistance SF-424</b>		
<p><b>* 1. Type of Submission:</b></p> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<p><b>* 2. Type of Application:</b></p> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	<p><b>* If Revision, select appropriate letter(s):</b>  <input style="width: 100%;" type="text"/>  <b>* Other (Specify):</b>  <input style="width: 100%;" type="text"/> </p>
<p><b>* 3. Date Received:</b>  <input style="width: 100%; background-color: yellow;" type="text"/></p>	<p><b>4. Applicant Identifier:</b>  <input style="width: 100%;" type="text" value="B-17-MC060576"/></p>	
<p><b>5a. Federal Entity Identifier:</b>  <input style="width: 100%;" type="text"/></p>	<p><b>5b. Federal Award Identifier:</b>  <input style="width: 100%;" type="text"/></p>	
<b>State Use Only:</b>		
<p><b>6. Date Received by State:</b> <input style="width: 100%;" type="text"/></p>	<p><b>7. State Application Identifier:</b> <input style="width: 100%;" type="text"/></p>	
<b>8. APPLICANT INFORMATION:</b>		
<p><b>* a. Legal Name:</b> <input style="width: 100%;" type="text" value="City of Santa Clarita"/></p>		
<p><b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b>  <input style="width: 100%;" type="text" value="95-4133918"/></p>	<p><b>* c. Organizational DUNS:</b>  <input style="width: 100%;" type="text" value="1923855730000"/></p>	
<b>d. Address:</b>		
<p><b>* Street1:</b> <input style="width: 100%;" type="text" value="23920 Valencia Boulevard, Suite 300"/></p>	<p><b>Street2:</b> <input style="width: 100%;" type="text"/></p>	
<p><b>* City:</b> <input style="width: 100%;" type="text" value="Santa Clarita"/></p>	<p><b>County/Parish:</b> <input style="width: 100%;" type="text" value="Los Angeles"/></p>	
<p><b>* State:</b> <input style="width: 100%;" type="text" value="CA: California"/></p>	<p><b>Province:</b> <input style="width: 100%;" type="text"/></p>	
<p><b>* Country:</b> <input style="width: 100%;" type="text" value="USA: UNITED STATES"/></p>	<p><b>* Zip / Postal Code:</b> <input style="width: 100%;" type="text" value="91355-2196"/></p>	
<b>e. Organizational Unit:</b>		
<p><b>Department Name:</b>  <input style="width: 100%;" type="text" value="Community Development"/></p>	<p><b>Division Name:</b>  <input style="width: 100%;" type="text" value="Housing"/></p>	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
<p><b>Prefix:</b> <input style="width: 100%;" type="text" value="Ms ."/></p>	<p><b>* First Name:</b> <input style="width: 100%;" type="text" value="Erin"/></p>	
<p><b>Middle Name:</b> <input style="width: 100%;" type="text"/></p>		
<p><b>* Last Name:</b> <input style="width: 100%;" type="text" value="Lay"/></p>		
<p><b>Suffix:</b> <input style="width: 100%;" type="text"/></p>		
<p><b>Title:</b> <input style="width: 100%;" type="text" value="Housing Program Administrator"/></p>		
<p><b>Organizational Affiliation:</b>  <input style="width: 100%;" type="text"/></p>		
<p><b>* Telephone Number:</b> <input style="width: 100%;" type="text" value="661.286.4174"/></p>	<p><b>Fax Number:</b> <input style="width: 100%;" type="text" value="661.286.4007"/></p>	
<p><b>* Email:</b> <input style="width: 100%;" type="text" value="elay@santa-clarita.com"/></p>		

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14-218

CFDA Title:

Community Development Block Grant (CDBG) Program

**\* 12. Funding Opportunity Number:**

Fiscal Year (FY) 2017 Allocations

\* Title:

Community Development Block Grant (CDBG)

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Zoning Map.pdf

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

2017-2018 Annual Action Plan as part of the CDBG Program consisting of the provisions of public services, affordable housing, community facilities, public improvements, and other related activities.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

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

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="1,156,736.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="76,028.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="1,232,764.00"/>

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

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

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

- Yes
- No

If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

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

**Authorized Representative:**

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

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:

\* Date Signed:

## Certifications

In accordance with the applicable statutes and the regulations governing the Consolidated Plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** -- The jurisdiction will affirmatively further fair housing, which means it will conduct an Analysis of Impediments (AI) to Fair Housing Choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

**Drug Free Workplace** -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about -
  - (a) The dangers of drug abuse in the workplace;
  - (b) The grantee's policy of maintaining a drug-free workplace;
  - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
  - (a) Abide by the terms of the statement; and
  - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted:
  - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

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

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction --** The Consolidated Plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan --** The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

**Section 3 --** It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

Kenneth W. Striplin, City Manager  
Title



## Specific CDBG Certifications

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed Citizen Participation Plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its Consolidated Plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

**Following a Plan** -- It is following a current Consolidated Plan that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available).
2. **Overall Benefit.** The aggregate use of CDBG funds including Section 108 guaranteed loans during program year(s) 2014-2015, 2015-2016 and 2016-2017 shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.
3. **Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

**Compliance With Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

**Compliance with Laws** -- It will comply with applicable laws.

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

Kenneth W. Striplin, City Manager  
Title

## Appendix to Certifications

### Instructions Concerning Lobbying and Drug-Free Workplace Requirements:

#### A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

City of Santa Clarita

23920 Valencia Boulevard, Suite 300

Santa Clarita, CA 91355

Check  if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

**NOTICE OF PUBLIC HEARING FOR THE COMMUNITY DEVELOPMENT  
BLOCK GRANT ANNUAL ACTION PLAN (AAP)**

City of Santa Clarita – City Council Meeting

Notice is hereby given that a public hearing will be conducted on Tuesday, May 9, 2017, at or after 6:00 p.m., in the City Hall Council Chambers at 23920 Valencia Boulevard in Santa Clarita. The AAP is a financial and program document which provides information on the number, type, and funding of CDBG program activities to be undertaken with federal CDBG funds to benefit persons with lower income in the 2017-2018 Program Year. The Annual Action Plan (AAP) for 2017-2018 will be presented to the Santa Clarita City Council in a public hearing. Citizens are encouraged to participate and provide comments on this item by attending the public hearing.

The allocation of CDBG entitlement funds available for the 2017-2018 year is approximately \$1,156,736. A total of \$2,876 in unused funds from prior years will be available as well, for a total of \$1,159,612. Of this total, it is estimated that up to \$754,755 may be used for Capital Projects; up to \$173,510 may be used for Public Service Programs; up to \$25,000 may be used for Fair Housing Services; and up to \$206,347 may be used for Administration.

The City of Santa Clarita also invites public comment regarding the AAP for the 2017-2018 CDBG Program Year during the thirty (30) day public comment period, which begins March 24, 2017. The AAP will be available at the Office of the City Clerk, Public Counter, City Hall, 23920 Valencia Blvd, Suite 120. Comments may be submitted in person or mailed to: Terasa Sullivan, City of Santa Clarita, 23920 Valencia Boulevard, Santa Clarita, California 91355. Written comments must be received by April 24, 2017 at 5:00 p.m. in order to be included in the AAP document.

If you wish to challenge the action taken on this matter in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City Council, at or prior to, the public hearing.

Copies of the City Council meeting agendas will be available 72 hours prior to the meeting date at the City Clerk's Office at City Hall, located at 23920 Valencia Blvd., Suite 120, Santa Clarita, CA 91355, or on-line at [www.santa-clarita.com/agendas](http://www.santa-clarita.com/agendas). Further information may also be obtained by contacting Terasa Sullivan, Project Technician, at 661.255.4368, or by email at [tsullivan@santa-clarita.com](mailto:tsullivan@santa-clarita.com).

Para los que hablan español, si usted tiene preguntas o desea más información sobre este producto, por favor póngase en contacto con Terasa Sullivan, al 661.255.4368 o por correo electrónico a [elay@santa-clarita.com](mailto:elay@santa-clarita.com). Gracias.

Date: March 1, 2017

Mary Cusick, City Clerk Administrator

Published: Friday, March 10, 2017 – The Signal



**CITY OF SANTA CLARITA  
AGENDA REPORT**

**PUBLIC HEARINGS**

CITY MANAGER APPROVAL:

Ken Striples

DATE: March 14, 2017

SUBJECT: 2017-18 COMMUNITY NEEDS ASSESSMENT RESULTS

DEPARTMENT: Community Development

PRESENTER: Erin Lay

---

RECOMMENDED ACTION

City Council conduct a public hearing and receive information regarding the results of the annual Community Needs Assessment conducted as part of the Community Development Block Grant Program.

BACKGROUND

Each year the City receives approximately \$1.1 million dollars in Community Development Block Grant Program (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) to assist lower income residents in the areas of decent housing, a suitable living environment, and expanded economic opportunities.

In order to receive and use CDBG funds, the City is required to submit a Consolidated Plan (Con Plan) at least every five years. The Con Plan contains a Housing Market Analysis and Strategic Plan, and sets the priorities for the use of CDBG funds for the five year period of 2014-15 through 2018-19. The current Con Plan priorities are supportive human services; community facilities and infrastructure; housing; and economic opportunities.

The City of Santa Clarita (City) must also develop an Action Plan annually which outlines the specific ways the current year's allocation of funds will be spent to meet the priorities identified in the Con Plan. The fourth year Action Plan for 2017-18 must be submitted to HUD by May 17, 2017.

Also as required by HUD, a Community Needs Assessment process is conducted annually to determine the current needs of the community. Staff conducted the 2017-18 Community Needs Assessment in the form of an online survey (attached).

Outreach efforts included the following:

- A press release was issued to the local news agencies, including The Signal, KHTS, and SCVNews.
- An email link for the on-line survey was sent to all current City CDBG service providers.
- An email link for the survey was posted on the City's website and sent to City staff.
- Hard copies of the survey were available to the public upon request.

The survey was available from November 2, 2016, through December 15, 2016, and 385 individual participants responded. The needs identified through this process are used to develop the 2017-18 Action Plan. The results also help determine funding allocations, which address the needs identified while also meeting a Con Plan priority.

No formal action is being requested of the City Council at this time. The 2017-18 Action Plan and Recommended CDBG Funding Allocations will be presented to the City Council for consideration on May 9, 2017.

#### ALTERNATIVE ACTION

Other actions as determined by the City Council.

#### FISCAL IMPACT

This item has no fiscal impact.

#### ATTACHMENTS

Public Notice - Needs Assessment Hearing  
2017-18 Community Needs Assessment Survey  
2017-18 Community Needs Assessment Results Summary



**City of Santa Clarita**  
**City Council Agenda Item**



**2017-18 COMMUNITY NEEDS ASSESSMENT RESULTS**

**Information**

<b>Department:</b>	Community Development	<b>Sponsors:</b>	
<b>Category:</b>	Receive	<b>Sub-Categorys:</b>	N/A

**Attachments**

- [Agenda Report](#)
- [Public Notice - Needs Assessment Hearing](#)
- [2017-18 Community Needs Assessment Survey](#)
- [2017-18 Community Needs Assessment Results Summary](#)

**Fiscal Impact**

This item has no fiscal impact.

**Recommended Action**

City Council conduct a public hearing and receive information regarding the results of the annual Community Needs Assessment conducted as part of the Community Development Block Grant Program.

**Background/Alt Actions**

**BACKGROUND**

Each year the City receives approximately \$1.1 million dollars in Community Development Block Grant Program (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) to assist lower income residents in the areas of decent housing, a suitable living environment, and expanded economic opportunities.

In order to receive and use CDBG funds, the City is required to submit a Consolidated Plan (Con Plan) at least every five years. The Con Plan contains a Housing Market Analysis and Strategic Plan, and sets the priorities for the use of CDBG funds for the five year period of 2014-15 through 2018-19. The current Con Plan priorities are supportive human services; community facilities and infrastructure; housing; and economic opportunities.

The City of Santa Clarita (City) must also develop an Action Plan annually which outlines the specific ways the current year's allocation of funds will be spent to meet the priorities identified in the Con



Plan. The fourth year Action Plan for 2017-18 must be submitted to HUD by May 17, 2017.

Also as required by HUD, a Community Needs Assessment process is conducted annually to determine the current needs of the community. Staff conducted the 2017-18 Community Needs Assessment in the form of an online survey (attached).

Outreach efforts included the following:

- . . . . . A press release was issued to the local news agencies, including The Signal, KHTS, and SCVNews.
- . . . . . An email link for the on-line survey was sent to all current City CDBG service providers.
- . . . . . An email link for the survey was posted on the City’s website and sent to City staff.
- . . . . . Hard copies of the survey were available to the public upon request.

The survey was available from November 2, 2016, through December 15, 2016, and 385 individual participants responded. The needs identified through this process are used to develop the 2017-18 Action Plan. The results also help determine funding allocations, which address the needs identified while also meeting a Con Plan priority.

No formal action is being requested of the City Council at this time. The 2017-18 Action Plan and Recommended CDBG Funding Allocations will be presented to the City Council for consideration on May 9, 2017.

ALTERNATIVE ACTION

Other actions as determined by the City Council.

**Meeting History**

**Mar 14, 2017 6:00 PM Video City Council Joint Regular Meeting**

Mayor Smyth opened the Public Hearing.

City Clerk Mary Cusick reported that all notices required by law have been provided.

Housing Administrator Erin Lay gave the staff presentation.

Councilmember Miranda inquired regarding the survey and Ms. Lay responded that thirty non-profit providers, who received CDGB funds in the past, were sent the survey, and a survey link on the City's website was provided for members of the public; and Councilmember Miranda requested that the survey also be sent to the SCV Chamber of Commerce in the future.

Addressing the Council on this item was Elaine Ballace.

Mayor Smyth closed the public hearing.

City Manager Ken Striplin commented on the City's outreach for the survey included a notice in The Signal as well a press release sent to local media, and was available via a link on the City's website and a hard copy upon request.

**RESULT: RECEIVED**

NOTICE OF PUBLIC HEARING  
City of Santa Clarita

As required by the U.S. Department of Housing and Urban Development (HUD), a Community Needs Assessment Survey is conducted annually as part of the City's Action Plan for the five-year Consolidated Plan. The Consolidated Plan outlines goals and priorities the City will follow for the use of Community Development Block Grant (CDBG) funds and the Action Plan identifies how CDBG funds will be allocated to meet the current needs of the community.

Notice is hereby given that a public hearing will be conducted on Tuesday, March 14, 2017, at or after 6:00 p.m. in the City Hall Council Chambers at 23920 Valencia Boulevard in Santa Clarita. A summary of the results of the 2016 Community Needs Assessment Survey for inclusion in the draft Annual Action Plan will be presented to the Santa Clarita City Council. Citizens are encouraged to participate and provide comments on this item by attending the public hearing.

If you wish to challenge the action taken on this matter in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Santa Clarita, at or prior to, the public hearing.

Copies of the City Council meeting agendas will be available 72 hours prior to the meeting date at the City Clerk's Office at City Hall, located at 23920 Valencia Blvd., Suite 120, Santa Clarita, CA 91355, or on-line at [www.santa-clarita.com/agendas](http://www.santa-clarita.com/agendas). Further information may also be obtained by contacting Erin Lay, Housing Program Administrator, at 661.286.4174 or by email at [elay@santa-clarita.com](mailto:elay@santa-clarita.com).

Para los que hablan español, si usted tiene preguntas o desea más información sobre este producto, por favor póngase en contacto con Erin Lay, Housing Program Administrator, al 661.286.4174 o por correo electrónico a [elay@santa-clarita.com](mailto:elay@santa-clarita.com). Gracias.

Dated: January 30, 2017

Mary Cusick, City Clerk

Published: The Signal – Saturday, February 11, 2017



## 2017-2018 Community Needs Assessment

### 1. WHAT ARE THE NEEDS IN THE COMMUNITY? WE WANT TO HEAR FROM YOU!

The City of Santa Clarita receives approximately \$1.2 million in Community Development Block Grant (CDBG) and these funds are intended to primarily benefit the lower-income residents in the community. The funding can be used for housing, supportive human services, community facilities and infrastructure, and economic development opportunities. The City wants you to have a voice in how the money is invested. Please assist us by taking a few minutes to participate in this survey.

As you complete the survey, please consider the following:

- 1) The needs of the community and how it can be improved.
- 2) Rate the relative need level for each of the items by checking the box that best applies.

Keep in mind that only limited funding is available, so prioritizing the level of need is important.

Thank you for your participation!



## 2017-2018 Community Needs Assessment

### 2. Background Information

\* 1. What is your zip code?

Please enter your 5-digit  
zip code:

2. Are you a senior? (65+)

Yes

No

3. Do you or a family member have a disability?

Yes

No

4. Do you own or rent your home?

Own

Rent



## 2017-2018 Community Needs Assessment

### 3. Housing

5. Rate the relative importance from the highest, most critical need, to no such need.

	High Need	Medium Need	Low Need	No Need
Disabled Accessibility Modifications/Improvements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ownership Housing Rehabilitation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rental Housing Rehabilitation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Homeownership Assistance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Affordable Rental Housing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rental Housing for Disabled	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Senior Rental Housing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rental Housing for Large Families	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fair Housing Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lead-Based Paint Test/Abatement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Energy Efficient Improvements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



## 2017-2018 Community Needs Assessment

### 4. Supportive Human Services

6. Rate the relative importance from the highest, most critical need, to no such need.

	High Need	Medium Need	Low Need	No Need
Senior Activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Youth Activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Child Care Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transportation Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Anti-Crime Programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Homeless Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Neglected/Abused Children Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mental Health Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disabled Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Domestic Violence Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Substance Abuse Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
HIV/AIDS Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Legal Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



**2017-2018 Community Needs Assessment**

**5. Community Facilities and Infrastructure**

7. Rate the relative importance from the highest, most critical need, to no such need.

	High Need	Medium Need	Low Need	No Need
Senior Centers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Youth Centers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Child Care Centers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Park and Recreational Facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health Care Facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Centers for the Disabled	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Homeless Shelter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
HIV/AIDS Centers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Center for Neglected/Abused Children	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community Centers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Libraries	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Drainage Improvements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Water/Sewer Improvement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Street/Alley Improvement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Street Lighting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sidewalk Improvements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



## 2017-2018 Community Needs Assessment

### 6. Economic Opportunities

8. Rate the relative importance from the highest, most critical need, to no such need.

	High Need	Medium Need	Low Need	No Need
Start-up Business Assistance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Small Business Loans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Job Creation/Retention	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employment Training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Commercial/Industrial Rehabilitation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Façade Improvements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Business Mentoring	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>





**2017-2018 Community Needs Assessment**

**7. Additional Needs**

9. Please write in any additional needs not listed:

## 2017-2018 COMMUNITY NEEDS ASSESSMENT SUMMARY

SUPPORTIVE HUMAN SERVICES (SHS)					
Activities	High	Med	Low	No	Total # of Votes
Senior Activities	79	149	62	26	316
Youth Activities	168	90	46	15	319
Child Care Services	135	91	62	25	313
Transportation Services	125	118	52	22	317
Anti-Crime Programs	162	100	45	11	318
Health Services	126	109	56	18	309
Homeless Services	148	90	57	22	317
Neglected/Abused Children Services	128	108	50	23	309
Mental Health Services	160	84	45	21	310
Disabled Services	96	129	66	21	312
Domestic Violence Services	101	125	63	22	311
Substance Abuse Services	151	93	44	24	312
HIV/AIDS Services	49	96	124	42	311
Legal Services	66	119	94	31	310
COMMUNITY FACILITIES AND INFRASTRUCTURE (CF&I)					
Activities	High	Med	Low	No	Total # of Votes
Senior Centers	107	118	62	21	308
Youth Centers	141	104	43	16	304
Child Care Centers	125	97	57	20	299
Park and Recreational Facilities	134	106	48	18	306
Health Care Facilities	93	122	65	21	301
Centers for the Disabled	78	124	72	25	299
Homeless Shelter	143	91	44	28	306
HIV/AIDS Centers	32	82	122	59	295
Center for Neglected/Abused Children	99	107	69	28	303
Community Centers	108	116	57	22	303
Libraries	79	101	88	32	300
Drainage Improvements	64	112	94	32	302

Water/Sewer Improvements	73	123	80	28	304
Street/Alley Improvements	99	100	74	30	303
Street Lighting	89	102	85	31	307
Sidewalk Improvements	92	113	75	27	307
HOUSING (H)					
Activities	High	Med	Low	No	Total # of Votes
Disabled Accessibility Modifications/ Improvements	61	112	102	54	329
Ownership Housing Rehabilitation	42	103	113	59	317
Rental Housing Rehabilitation	53	112	81	75	321
Homeownership Assistance	90	113	66	51	320
Affordable Rental Housing	144	90	37	57	328
Rental Housing for Disabled	85	112	71	50	318
Senior Rental Housing	112	102	70	41	325
Rental Housing for Large Families	55	117	81	65	318
Fair Housing Services	95	96	77	51	319
Lead-Based Paint Test/Abatement	49	74	122	76	321
Energy Efficient Improvements	127	119	57	24	327
ECONOMIC OPPORTUNITIES (EO)					
Activities	High	Med	Low	No	Total # of Votes
Start-up Business Assistance	79	120	77	32	308
Small Business Loans	74	135	67	31	307
Job Creation/Retention	159	103	30	16	308
Employment Training	127	115	50	18	310
Commercial/Industrial Rehabilitation	51	106	108	36	301
Façade Improvements	54	95	107	45	301
Business Mentoring	58	121	88	40	307

Based on the survey results, the top three highest rated needs in each category are highlighted.



City of  
**SANTA CLARITA**

23920 Valencia Boulevard • Suite 300 • Santa Clarita, California 91355-2196  
Phone: (661) 259-2489 • FAX: (661) 259-8125  
[www.santa-clarita.com](http://www.santa-clarita.com)

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
FUNDING OPPORTUNITY MEETINGS**

**Please join us at one of the funding meetings to be held at:**

City Hall – Orchard Rooms, 1<sup>st</sup> Floor  
23920 Valencia Boulevard  
Santa Clarita, CA 91355

**Tuesday, January 17, 2017 - 10:30 a.m.**

~or~

**Thursday, January 19, 2017 – 4:00 p.m.**

**~RSVP Required~**

Call 661.255.4368 or email [tsullivan@santa-clarita.com](mailto:tsullivan@santa-clarita.com)

**\*Attendance is mandatory to receive an application and be considered for funding.**

At the meeting you will:

- Learn the City's priorities for services.
- Hear the greatest needs of lower-income residents in the City based on the results of the Community Needs Assessment.
- Understand how your organization may be eligible for 2017-2018 CDBG funding.
- Have an opportunity for questions.
- \*Receive an application for 2017-2018 CDBG funding.  
(Applications will be due back within 4 weeks!)

To RSVP or for questions, please contact Terasa Sullivan,  
Project Technician at 661.255.4368 or [tsullivan@santa-clarita.com](mailto:tsullivan@santa-clarita.com).

~Thank you~



ACTION Support Group  
Cary Quashen  
26893 Bouquet Canyon, C134  
Santa Clarita, CA 91350

American Heart Association  
Shawn Casey  
816 S. Figueroa Street  
Los Angeles, CA 90017

ATEAM  
Judy Belty  
P.O. Box 800277  
Santa Clarita, CA 91380

Boys and Girls Club of SCV  
David Menchaca  
24909 Newhall Avenue  
Santa Clarita, CA 91321

California Youth Chess League  
Jay Stallings  
25405 Via Nautica  
Santa Clarita, CA 91355

Child & Family Center  
Bert Paras  
21545 Centre Pointe Parkway  
Santa Clarita, CA 91350

Family Promise of Santa Clarita  
Chris Najarro  
18565 Soledad Canyon Road, #133  
Santa Clarita, CA 91351

Friends of the Library c/o Valencia  
Library  
Karen Cruze  
23743 Valencia Blvd.  
Santa Clarita, CA 91355

HandsOn Santa Clarita  
Seema Shah  
25201 Avenue Tibbitts, Suite 202  
Santa Clarita, CA 91355

Junior Achievement  
Brian Williams  
6250 Forest Lawn Drive  
Los Angeles, CA 90068

American Association of  
University Women  
Sue Negrete  
P.O. Box 800354  
Santa Clarita, CA

American Red Cross  
Nancy Rodriguez  
23838 Valencia Blvd, #120  
Santa Clarita, CA 91355

Avenues Supported Living Services  
Scott Shepard  
28415 Industry Drive #502  
Santa Clarita, CA 91355

Bridge To Home  
Silvia Gutierrez  
23752 Newhall Avenue  
Santa Clarita, CA 91321

Canyon Theatre Guild  
TimBen Boydston  
24242 San Fernando Road  
Santa Clarita, CA 91321

College of the Canyons Foundation  
26455 Rockwell Canyon Road  
Santa Clarita, CA 91355

Friends of Castaic Lake  
Clay Friedman  
P.O. Box 6  
Castaic, CA 91384

Friends of Mentryville  
Darrel Manser  
P.O. Box 801643  
Santa Clarita, CA 91380

Help The Children  
Roxana Presgrove  
25030 Avenue Tibbitts, Suite L  
Santa Clarita, CA 91355

Junior Achievement  
Brian Williams  
6250 Forest Lawn Drive  
Los Angeles, CA 90068

American Cancer Society  
Amanda Egleseder  
25020 W. Avenue Stanford, Suite 170  
Santa Clarita, CA 91355

Assistance League of Santa Clarita  
Jackie Hamby  
P.O. Box 220145  
Santa Clarita, CA 91322

Boy Scouts of America  
Lee Harrison  
16525 Sherman Way, #C-8  
Van Nuys, CA 91406

Brenda Mehling Cancer Fund  
Kieran Wong  
23841 Foxwood Court  
Santa Clarita, CA 91354

Carousel Ranch, Inc.  
Denise Redmond  
34289 Rocking Horse Road  
Aqua Dulce, CA 91390

Domestic Violence Center of SCV  
Linda Davies  
P.O. Box 220037  
Santa Clarita, CA 91322

Friends of Hart Park & Museum  
Margi Bertram  
P.O. Box 220418  
Santa Clarita, CA 91322

Girl Scouts of Greater Los Angeles  
Tara Park  
801 S. Grand Avenue, Suite 300  
Los Angeles, CA 91107

Henry Mayo Newhall Hospital  
Marlee Lauffer  
23845 McBean Parkway  
Santa Clarita, CA 91355

Latin American Civic Association  
Norma Fuenzalida  
16060 Ventura Blvd, 292  
Encino, CA 91436

Newhall Rotary Club  
27630 The Old Road  
Santa Clarita, CA 91355

Partners for Potential  
Claire Moynihan  
6255 Van Nuys Blvd.  
Van Nuys, CA 91401

Providence Holy Cross  
Bridget Loden  
15031 Rinaldi Street  
Mission Hills, CA 91346

Santa Clarita Ballet  
Corrine Glover  
26798 Oak Avenue  
Santa Clarita, CA 91351

Saugus Union School District  
Isa Dearmas  
24930 Avenue Stanford  
Santa Clarita, CA 91355

SCV Chamber of Commerce  
Louis Bauccio  
27451 Tourney Road Ste.160  
Santa Clarita, CA 91355

SCV Economic Development  
Coroporation  
Alison Needham  
26455 Rockwell Cyn. Road, Suite 263  
Santa Clarita, CA 91355

SCV Food Pantry  
Belinda Crawford  
24133 Railroad Avenue  
Santa Clarita, CA 91321

SCV Mayor's Committee  
Ron Rudzinski  
P.O. Box 803325  
Santa Clarita, CA 91380

Los Angeles Residential Community  
Foundation  
Kathleen Sturkey  
29890 Bouquet Canyon Road  
Santa Clarita, CA 91390

Old Town Newhall Association  
Suzie Szabo  
P.O. Box 221614  
Santa Clarita, CA 91322

Placerita Canyon Nature Center  
Associates  
Russel Kimura  
19152 Placerita Canyon Road  
Santa Clarita, CA 91321

Repertory East Playhouse  
24266 San Fernando Road  
Santa Clarita, CA 91321

Santa Clarita Elks Lodge No. 2379  
Ana Aguilar  
17766 Sierra Highway  
Santa Clarita, CA 91351

SCOPE  
P.O. Box 1182  
Santa Clarita, CA 91386

SCV Committee on Aging  
Kevin MacDonald  
22900 Market Street  
Santa Clarita, CA 91321

SCV Council PTA  
27226 Trinidad Court  
Santa Clarita, CA 91354

SCV Historical Society  
Barbara Martinelli  
P.O. Box 221925  
Santa Clarita, CA 91322

SCV Optimist Club  
P.O. Box 1446  
Santa Clarita, CA 91351

Michael Hoefflin Foundation  
Gillian Stone  
26470 Ruether Avenue, Suite 101  
Santa Clarita, CA 91350

Old West Masonic Lodge, #813  
Billy Bowles  
19310 Avenue Of The Oaks B  
Santa Clarita, CA 91321

Pleasantview Industries  
Gerry Howard  
27921 Urbandale Avenue  
Santa Clarita, CA 91350

Samuel Dixon Family Health Centers,  
Inc.  
Katie Starkey  
25115 Avenue Stanford, Suite A-104  
Santa Clarita, CA 91384

Santa Clarita Special Olympics  
Laura Mayo  
24779 Valley Street  
Santa Clarita, CA 91321

SCV Athletic Association  
Andy Gallardo  
27618 Open Crest Drive  
Santa Clarita, CA 91350

SCV Concert Band  
Bartos Jim  
P.O. Box 55002  
Santa Clarita, CA 91385

SCV Family YMCA  
Ernie Sacco  
26147 McBean Parkway  
Santa Clarita, CA 91355

SCV Jaycees  
Chris Kahan  
P.O. Box 221627  
Santa Clarita, CA 91322

SCV Pregnancy Center  
Angela Bennett  
23838 Valencia Boulevard  
Santa Clarita, CA 91355

SCV Safe Rides  
Penny Upton  
P.O. Box 3001  
Santa Clarita, CA 91386

SCV School & Business Alliance  
Dave Caldwell  
21380 Centre Pointe Parkway  
Santa Clarita, CA 91350

SCV Sheriff's Station  
23740 Magic Mountain Parkway  
Santa Clarita, CA 91355

SCV Youth Orchestra  
Terry Montross  
24555 Rockwell Canyon Road  
Santa Clarita, CA 91355

SCV Youth Project  
Kim Goldman  
P.O. Box 801982  
Santa Clarita, CA 91380

Single Mother's Outreach  
Yorleni Sapp  
23780 Newhall Avenue, Suite 203  
Santa Clarita, CA 91321

Society of St. Vincent De Paul  
Ron Mulvihill  
210 N. Avenue 21  
Los Angeles, CA 91131

Soroptimist International of SCV –  
SISCV  
Kathy Rutherford  
P.O. Box 802275  
Santa Clarita, CA 91380

The Gentle Barn Foundation  
Jay Weiner  
15825 Sierra Highway  
Santa Clarita, CA 91390

Val Verde Community Benefits Fund  
Committee  
Esmerelda Lopez  
30133 San Martinez Road, Ste. A  
Val Verde, CA 91384

Valencia Library/Literacy Center  
Donna Serra  
23743 W. Valencia Boulevard  
Santa Clarita, CA 91355

Valley Industrial Association  
Kathy Norris  
28005 No. Smyth Drive, #137 (Studio E)  
Valencia, CA 91355

Strength United  
Shery Strahl  
22620 Market Street  
Santa Clarita, CA 91321

Visually Impaired Assistance Center  
John Taylor  
22900 Market Street  
Santa Clarita, CA 91321

Zonta Club of SCV  
P.O. Box 802332  
Santa Clarita, CA 92380

2017-2018 CDBG Funding Meeting  
 Tuesday, January 17, 2017 - 10:30 a.m.






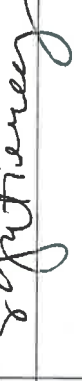
Organization	Print Name	Phone No.	Email Address	Signature
Help The Children	Michael Santomero	661-702-8852	michael@helpthechildren.org	
SCV-Senior Center	Kevin Mulvaney	661-259-9444	KMulvaney@scv-seniorcenter.org	
"	Dawn Diaz	"	ddiaz@scv-seniorcenter.org	
VIA	JUE TWEDDELL	661-373-4222	stwedde11@gmail.com	
AMERICAN DIABETES ASSOCIATION VIA EDUCATION FOUNDATION	LAURA KIRCHHOFF	805-358-1259	L.KIRCHHOFF@DIABETES.ORG	
Santa Clarita Valley Food Bank	Brian Wilcher	661-755-1864	SCVconcertband@earthlink.net	
Santa Clarita Valley Food Bank	Belinda Crawford	661-255-9078	executive_director@scvfoodbank.org	
SCV Senior Center	Suzann Nelson	259-9944	snelson@scv-seniorcenter.org	
Family Promise	Laurie Embert			
<del>Family Promise</del> Boys & Girls Club of SCV	Mare Nelson	254-2582	matthew@scvbg.org	






**2017-2018 CDBG Funding Meeting**  
**Tuesday, January 17, 2017 - 10:30 a.m.**

Organization	Print Name	Phone No.	Email Address	Signature
Boys & Girls Club of SCU	David Menchaca	254-3582	davidmescwbgs.org	
DVC - SCU	Linda Davison	259-8175	ldavies@duc-scu.org	

2017-2018 CDBG Funding Meeting  
 Thursday, January 19, 2017 - 4:00 p.m.

Organization	Print Name	Phone No.	Email Address	Signature
Carroll Ranch	Kelly Kester-Smith	601-252-7161	kellyk@carrollranch.com	
Bridge to Home	"	"	"	
American Cancer Society	Amanda Eglseder Stacy Kupfer	601-298-0884	amanda.eglseder@ cancer.org	
Ransom Boyd	BSA	661-645-0368	Ransom.Boyd@ scoutsga.org	
American Cancer Society SCLC's Consignment	Stacy Kupfer	601-263-1220	stacy@scurelab.org	
Bridge to Home	Silvia Gutierrez	661-254 4663	ed@ <del>bridge</del> btohome.com	

2017-2018 CDBG Funding Meeting  
 Thursday, January 19, 2017 - 4:00 p.m.

Organization	Print Name	Phone No.	Email Address	Signature
Child's Family Center	Lorena Pardo	(661) 259 9439	lorena.pardo@childfamilycenter.org	
Child's Family Center	Mary Brown	(661) 259-9439	Mary.Brown@childfamilycenter.org	
GOAS	Marci Gabriel	323 806 1972	mgabriel@hartdistrict.org	

**RECOMMENDED FISCAL YEAR 2017-2018 CDBG FUNDING ALLOCATIONS**  
**MAY 2017**

**FUNDING**

HUD 2017-2018 <b>Estimated</b> Entitlement	\$1,156,736
Prior Year Savings (2015-2016)	\$76,028
<b>TOTAL AVAILABLE FUNDING</b>	<b>\$1,232,764</b>

**PROGRAMS AND ACTIVITIES**

<b>Administration</b> (Max allowed \$231,347)		
Personnel / Administration	\$211,347	
Fair Housing Services	\$20,000	
	<b>TOTAL ADMINISTRATION</b>	<b>\$231,347</b>
<b>Public Services</b> (Max allowed \$173,510)		
Community Access Services Program (Senior Center)	\$53,900	
Affordable Housing Program (Bridge To Home)	\$31,514	
Crisis Homeless Services (Bridge To Home)	\$35,000	
Clinical Case Management (Family Promise)	\$28,000	
Project Special Children of the Valley (Carousel Ranch)	\$10,710	
Ready to Work! Vocational Training Program (Carousel Ranch)	\$5,000	
Transporting Hope (Boys and Girls Club)	\$9,300	
	<b>TOTAL PUBLIC SERVICES</b>	<b>\$173,424</b>
<b>Capital</b> (No funding cap)		
Section 108 Debt Service (City)	\$102,885	
Handyworker Program (Senior Center)	\$275,000	
ADA Park Demonstration Project (City)	\$450,000	
	<b>TOTAL CAPITAL PROJECTS</b>	<b>\$827,885</b>
	<b>TOTAL AVAILABLE</b>	<b>\$1,232,764</b>
	<b>TOTAL ALLOCATED</b>	<b>\$1,232,656</b>
	<b>UNALLOCATED FUNDS</b>	<b>\$108</b>

Santa Clarita Proposed Fiscal Year 2017-2018 CDBG Projects

Con Plan Priority	Program/Activity Name	National Objective	Performance Objective/Outcome	Annual Goal	Allocation
<b>Planning and Administration* (High)</b>					
<b>Promote Equal Housing Opportunity** (High)</b>					
N/A	CDBG Program Administration*	N/A	N/A	N/A	\$211,347
	Fair Housing Services**	N/A	N/A	N/A	\$20,000
				<b>Subtotal</b>	<b>\$231,347</b>
<b>Improve, Maintain, and Expand Affordable Housing (High)</b>					
1	Handyworker Program	LMH	DH-3	72 Housing Units	\$275,000
				<b>Subtotal</b>	<b>\$275,000</b>
<b>Provide Supportive Human Services (High)</b>					
	Community Access Services	LMC	SL-1	450 People	\$53,900
	Affordable Housing Program	LMC	DH-1	25 Families	\$31,514
	Crisis Homeless Services	LMC	SL-1	100 People	\$35,000
2	Project SCV - Equestrian Therapy	LMC	SL-3	13 People	\$10,710
	Ready to Work! Vocational Training	LMC	SL-3	7 Disabled Adults	\$5,000
	Transporting Hope	LMC	SL-1	30 Youth	\$9,300
	Clinical Case Management	LMC	SL-1	18 Families	\$28,000
				<b>Subtotal</b>	<b>\$173,424</b>
<b>Improve and Expand Facilities and Infrastructure (High)</b>					
	Section 108 - Scherzinger Lane	LMA	SL-3	1 Public Facility	\$74,077
	Section 108 - Boys and Girls Club	LMA	SL-3	1 Public Facility	\$28,808
3	ADA Park Demonstration Project	LMC	SL-1	Disabled Benefit	\$450,000
				<b>Subtotal</b>	<b>\$552,885</b>
<b>Grand Total</b>					<b>\$1,232,656</b>

**CONTINGENCY STRATEGY TO ADDRESS  
THE LATE RELEASE OF 2017-2018 CDBG ENTITLEMENT FUNDING ALLOCATIONS**

The City of Santa Clarita (City) has been informed by the U.S. Department of Housing and Urban Development (HUD) that notification of the amount of the 2017-2018 Community Development Block Grant (CDBG) entitlement funding allocations will be delayed and will not be available to the City during the development of the Annual Action Plan (AAP). HUD has directed the City to develop the AP using an entitlement amount equal to the entitlement for the 2016-2017 program year. In addition, HUD has directed the City to prepare a contingency strategy based on the information in HUD Notice CPD-16-18 (Notice) to guide the actual allocation of funds once the entitlement amounts are released.

The City has implemented the citizen participation process for the 2017-2018 program year as required, including a publication on March 10, 2017 of the availability of the draft AAP for 30 days beginning March 24, 2017. Any comments received will be included in the draft AAP, which is expected to come before the City Council in a Public Hearing on May 9, 2017. Also per the HUD Notice, the AAP will not be submitted to HUD until the entitlement amounts are release, but no later than 60 days after the entitlement amounts are released.

**PROPOSED CONTINGENCY STRATEGIES**

**Decrease in Funding**

- Fund debt service at the required amount.
- Fund the following programs at recommended amounts to the extent possible in the following order:
  - Bridge to Home – Crisis Homeless Services Program
  - Bridge to Home – Affordable Housing Program
  - Family Promise – Clinical Case Manager
- If any Public Service funds remain, decrease funding for the remaining recommended Public Service programs at an equal percentage to stay within the Public Services cap.
- Fund Senior Center – Handyworker Program at recommended amount.
- Reduce funding for Administration and Fair Housing at the amount of the overall reduction to remain under the funding cap.
- Allocate remaining capital funds to the ADA Park Demonstration Project.

**Increase in Funding**

- Fund debt service at the required amount.
- Increase funding in the following programs, in the following order up to Public Services cap:
  - Family Promise Clinical Case Manager Program by an amount up to \$30,000
  - Carousel Ranch Ready to Work Program by an amount up to \$10,000
- Fund the following Public Service grants as recommended:
  - Bridge to Home – Affordable Housing Program
  - Bridge to Home – Crisis Homeless Services
  - Carousal Ranch Special – Children of the Valley
- Increase funding for the following programs at equal percentages until Public Service funds are exhausted, but not to exceed the amount originally requested:
  - Senior Center – Community Access Services
  - Boys & Girls – Club Transporting Hope
- Fund Senior Center – Handyworker Program at recommended amount.
- Increase the Fair Housing and personnel budgets in equal percentages to the maximum allowable 20% Administrative costs cap.
- Increase the ADA Park Demonstration Project by the remaining funds.

**CITY OF SANTA CLARITA**

CALIFORNIA

**CONTINGENCY PLAN**

2017-2018 FUNDING

**2017-2018  
PROPOSED  
FUNDING**

	2017-2018 PROPOSED FUNDING	CONTINGENCY EXAMPLES	
		10% Decrease	10% Increase
HUD 2017-2018 Entitlement	\$1,156,736	\$1,041,062	\$1,272,410
Prior Year Savings (2015-2016)	\$76,028	\$76,028	\$76,028
<b>TOTAL AVAILABLE FUNDING</b>	<b>\$1,232,764</b>	<b>\$1,117,090</b>	<b>\$1,348,438</b>
<b>PROGRAMS AND ACTIVITIES</b>			
<b>Administration</b>			
Personnel / Administration	\$211,347	\$190,212	\$232,482
Fair Housing Council	\$20,000	\$18,000	\$22,000
<b>TOTAL ADMINISTRATION</b> (cannot exceed 20% of entitlement amount)	<b>\$231,347</b>	<b>\$208,212</b>	<b>\$254,482</b>
<b>Public Services</b>			
Community Access Services Program (Senior Center)	\$53,900	\$42,042	\$62,524
Affordable Housing Program (Bridge to Home)	\$31,514	\$31,514	\$31,514
Crisis Homeless Services (Bridge to Home)	\$35,000	\$35,000	\$35,000
Project Special Children of the Valley (Carousel Ranch)	\$10,710	\$8,354	\$10,710
Ready to Work! Vocational Training Program (Carousel Ranch)	\$5,000	\$3,900	\$10,000
Transporting Hope (Boys and Girls Club)	\$9,300	\$7,254	\$10,788
Clinical Case Manager (Family Promise)	\$28,000	\$28,000	\$30,000
<b>TOTAL PUBLIC SERVICES</b> (cannot exceed 15% of entitlement amount)	<b>\$173,424</b>	<b>\$156,064</b>	<b>\$190,536</b>
<b>Capital</b>			
Section 108 Debt Service (City)	\$102,885	\$102,885	\$102,885
Handyworker Program (Senior Center)	\$275,000	\$275,000	\$275,000
Park Demonstration Project - ADA accessibility	\$450,000	\$374,929	\$525,535
<b>TOTAL CAPITAL PROJECTS</b> (no funding cap)	<b>\$827,885</b>	<b>\$752,814</b>	<b>\$903,420</b>
Total Available	\$1,232,764	\$1,117,090	\$1,348,438
Total Allocated	\$1,232,656	\$1,117,090	\$1,348,438
Unallocated Funds	<b>\$108</b>	<b>\$0</b>	<b>\$0</b>

**Decrease Example:**

Public Services Cap - \$156,159

Administration Cap - \$208,212

Debt service cannot be reduced

**Increase Example:**

Public Services Cap - \$190,861

Administration Cap - \$254,482





OFFICE OF COMMUNITY PLANNING  
AND DEVELOPMENT

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-7000

---

**Special Attention of:**

All CPD Division Directors  
HUD Field Offices  
HUD Regional Offices  
All CDBG Grantees  
All HOME Participating Jurisdictions  
All HTF Grantees  
All ESG -Grantees  
All HOPWA - Grantees

**NOTICE: CPD-16-18**

Issued: December 15, 2016  
Expires: September 30, 2017

Cross Reference: 24 CFR Part 91

---

Subject: Guidance on Submitting Consolidated Plans and Annual Action Plans  
for Fiscal Year (FY) 2017

**Purpose:**

The purpose of this Notice is to instruct all Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Housing Trust Fund (HTF), Emergency Solutions Grants (ESG) and Housing Opportunities for Persons with AIDS (HOPWA) grantees on the timing of submission of FY 2017 consolidated plans and action plans. This Notice provides instructions to grantees/participating jurisdictions under each of these programs regarding costs incurred prior to execution of a grant agreement. This Notice further informs Entitlement CDBG grantees and HOME participating jurisdictions of waivers being made available to certain grantees/participating jurisdictions to assist in the implementation of the pre-award costs instructions. These procedures apply equally to grantees' 3-5 year consolidated plans as well as to annual action plans (either as a stand-alone document or as a component of the overall consolidated plan submission).

**Notes regarding applicability:**

This Notice uses the term "grantee" generically, to also include HOME participating jurisdictions, except where the term appears in discussions explicitly limited to one of the other covered funding programs. Provisions of this Notice covering the Entitlement CDBG program also apply to Insular Areas grantees and CDBG nonentitlement county grantees in Hawaii, as the Entitlement CDBG program regulations also apply to their CDBG funds.

**Background:**

Pursuant to 24 CFR 91.15(a)(1), each jurisdiction should submit its consolidated plan to HUD at least 45 days before the start of its program year. The earliest date on which HUD will accept a consolidated plan or action plan submission is November 15, 2016; and the latest submission deadline is August 16, 2017. However, in most years, HUD does not receive its annual funding appropriation until several months into the federal fiscal year (rarely earlier than December,

and sometimes as late as April). Once a fiscal year's appropriation is enacted, HUD needs time to compute grantees' allocation amounts for the programs covered by the consolidated plan. The Housing Trust Fund (HTF) Program is funded by the mandatory assessments on Fannie Mae and Freddie Mac -Government-Sponsored Enterprises (GSEs) and the assessments will not be transferred to the U.S. Treasury Department until March 2017. When appropriations are significantly delayed, grantees with program year start dates prior to the announcement of allocations do not know their actual allocation amounts when they are developing their plans, conducting citizen participation, and submitting their plans.

According to 24 CFR 91.500(a), a plan will be deemed approved 45 days after HUD receives the plan, unless HUD notifies the jurisdiction before that date that the plan is disapproved. In past years, HUD typically did not disapprove a plan solely because it was based on estimated allocation amounts. As a result, a plan submitted by a grantee before its allocation amounts are announced typically received automatic approval, even though the plan did not list the grantee's actual allocation amounts.

This practice resulted in significant additional work for both HUD and grantees. After the actual allocation amounts were announced, a grantee had to submit a revised, re-signed SF-424 form listing the actual allocation amounts for each of its grants. In many cases, the grantee had to make additional changes to amend its plan to reflect its actual allocation amounts. This may have constituted a substantial amendment under 24 CFR 91.505, which is subject to the grantee's citizen participation plan process. For FY 2017, HUD will not execute a grant agreement with a grantee until HUD has received a plan (or an amended plan) which incorporates the actual allocation amounts a grantee is to receive for that fiscal year.

#### **Revised Procedures for Submission of FY 2017 Consolidated Plans and Action Plans by Grantees with Early Program Year Start Dates:**

HUD is issuing the following revised procedures to govern the submission and review of consolidated plans and action plans for FY 2017 funding prior to computation of FY 2017 allocation amounts. These procedures will apply to any grantee whose normal consolidated plan/action plan submission deadline (45 days before the start of the program year) falls either before, or less than 60 days after, the date HUD announces FY 2017 allocation amounts for CDBG, ESG, HOME and HOPWA funding. (See Section II. for a discussion of the timing of Housing Trust Fund allocations.)

Congress has not completed the appropriations process for HUD's FY2017 appropriation. At this time, HUD cannot predict when its FY 2017 appropriations bill will be enacted and when it will be able to announce FY 2017 allocation amounts. Thus, HUD cannot say how many grantees – or which program year start dates – will be subject to these revised procedures. Similarly, HUD cannot provide estimated FY 2017 allocation amounts for grantees to use for planning purposes in developing annual action plans.

**Note:** These procedures will not apply to grantees whose normal consolidated plan/action plan submission deadline is more than 60 days after HUD announcement of FY 2017 allocation

amounts; those grantees should have sufficient time to revise their plans to match actual allocation amounts prior to the due date for their plan.

**I. Revised Submission Dates for FY 2017 Action Plans for CDBG, ESG, HOME, HOPWA**

Grantees are advised not to submit their consolidated plan/action plan until after the FY 2017 allocations have been announced. Grantees due to submit a new 3-5-year consolidated plan in FY 2017 should refrain from submitting the overall consolidated plan as well as the FY 2017 action plan contained within the overall document. HUD cannot complete its review of the overall consolidated plan components independent of the current year's action plan component. Once HUD informs grantees of their FY 2017 funding allocation amounts, each grantee should, prior to submission, ensure that the actual FY 2017 allocation amounts are reflected in the form SF-424, in the description of resources and objectives, and in the description of activities to be undertaken (or, for states, the method of distribution). It may be necessary for a grantee to revise its action plan before submission to HUD.

An affected grantee may delay submission of its consolidated plan or action plan to HUD until 60 days after the date allocations are announced, or until August 16, 2017 (whichever comes first). This delay will give a grantee time to revise its action plan to incorporate actual allocation amounts, and to conduct any additional citizen participation, if necessary.

For example, if HUD were to announce the FY 2017 allocation amounts to grantees on April 28, 2017:

- For grantees with January 1 – June 1 program year start dates, their normal plan submission date would have been before the date that HUD announced allocation amounts. These grantees would be able to postpone submission of their consolidated plan/action plan until June 26, 2017.
- For grantees with July 1 and August 1 program year start dates, their normal plan submission date would be less than 60 days after HUD's announcement of allocation amounts. These grantees would also be able to postpone submission of their consolidated plan/action plan until June 26, 2017.
- Grantees with September 1 and October 1 program year start dates would have more than 60 days between the date of announcement of allocations and the normal submission deadline for their consolidated plan/action plan. These grantees would be expected to submit their plan on time.

However, in no case may a consolidated plan/action plan be submitted to HUD later than August 16, 2017. Failure to submit an action plan for FY 2017 by August 16, 2017, will result in the automatic loss of FY 2017 CDBG funds to the grantee. This requirement is established by statute, and HUD cannot waive the August 16 submission deadline. Funding under other CPD programs are not subject to this deadline but, since virtually all CPD grantees receive CDBG

funding, the CDBG submission requirement effectively establishes the deadline for submission of action plans.

The regulations, at 24 CFR 91.15(a)(1), state that "...each jurisdiction should submit its consolidated plan at least 45 days before the start of its program year." HUD has determined that it is not necessary to waive this provision in order to implement the procedures in this Notice for FY 2017 action plans. This provision does not prohibit a grantee from submitting a plan in the eCon Planning Suite after that time. It is not necessary for an affected grantee to request an exception to its normal action plan submission date under 24 CFR 91.15(a)(1), nor is it necessary for a field office to grant an exception to the action plan submission deadlines, under 24 CFR 91.20, in order to implement the procedures in this Notice.

## **II. Submission Process for the HTF Program**

The Housing Trust Fund (HTF) is an affordable housing production program to increase and preserve the supply of decent, safe, and sanitary affordable housing for extremely low-income and very low-income families. HTF is a formula grant program for states.

The HTF rule at 24 CFR 93.100 requires each state to include its HTF allocation plan in its annual action plan as described at 24 CFR 91.320(k)(5). The HTF allocation plan describes the method for the distribution of funds, and establishes the application requirements and criteria for selecting applications. The rule also requires a local jurisdiction that receives a subgrant of HTF funds from the state to include a HTF allocation plan (24 CFR 91.220(l)(5)) in its annual action plan, but due to the timing of the publication of HTF allocations, the local jurisdiction may need to amend its annual action plan to include HTF.

The timing of the HTF allocations is different from other CPD programs (CDBG, HOME, HOPWA, and ESG) because the source of funding is the mandatory assessments on Fannie Mae and Freddie Mac rather than Federal appropriations. The earliest HUD expects to publish the HTF allocations is April 2017. This will likely be well after the date that allocations for other CPD programs will be announced. A state may submit its consolidated plan/action plan for the other CPD programs before the HTF allocations are published and then submit its HTF allocation plan as a substantial amendment to its annual action plan, after the HTF allocations are published.

The state or the entity designated by the state to be the HTF grantee may begin to develop its HTF allocation plan following its citizen participation process in accordance with its consolidated plan citizen participation plan before the publication of the HTF allocations. However, the state may not submit its HTF allocation plan before its HTF allocation has been published. HUD recommends the state use its 2016 HTF allocation as a baseline allocation estimate when conducting citizen participation.

## **III. HUD Review of Action Plans**

HUD will review a consolidated plan/action plan in accordance with 24 CFR 91.500(b). The 45-day review period will begin whenever the eCon Planning Suite submission or executed SF-424(s) are received by the field office, whichever is later. HUD will disapprove as substantially

incomplete any consolidated plan or action plan covering FY 2017 funding that does not reflect actual CDBG, HOME, ESG and HOPWA allocation amounts on the form SF-424(s), in the description of resources and objectives, and in the description of activities to be undertaken (or, for states, the method of distribution). A grantee whose action plan is disapproved for this reason is advised to not resubmit a revised plan until HUD has announced the actual FY 2017 allocation amounts, and until the grantee has incorporated the actual allocation amounts into its plan. (See Section II. regarding including the HTF program in an original or amended consolidated plan/action plan.)

24 CFR 91.500(b) states HUD may disapprove a plan or a portion of a plan if it is inconsistent with the purpose of the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. 12703), if it is substantially incomplete, or, in the case of a CDBG certification under §91.225(a) and (b) or §91.325(a) and (b), if it is not satisfactory to the Secretary in accordance with §570.304, §570.429(g), or §570.485(c). The following are examples of substantially incomplete plans:

- (1) A plan developed without the required citizen participation or the required consultation;
- (2) A plan fails to satisfy all the required elements in 24 CFR Part 91, as reflected in the eCon Planning Suite. This includes when the grantee has not provided a final statement of community development objectives and the projected use of funds;
- (3) A plan for which a certification is rejected by HUD as inaccurate; and
- (4) A plan without a description of the manner in which the unit of general local government or state will provide financial or other assistance to a public housing agency if the public housing agency is designated as “troubled” by HUD.

24 CFR 91.500(d) states that “(t)he jurisdiction may revise or resubmit a plan within 45 days after the first notification of disapproval.” HUD has determined that it is not necessary to waive this provision in order to implement the procedures in this Notice for FY 2017 consolidated plans/action plans. This provision does not prohibit a grantee from re-submitting a plan after that time period.

24 CFR 91.105(c), 91.115(c) and 91.505 require a grantee to comply with citizen participation requirements when it undertakes a substantial amendment to an approved plan. A plan that has been disapproved by HUD is, by definition, not an approved plan. When a grantee’s plan is disapproved by HUD, the consolidated plan regulations do not necessarily require a grantee to undertake further citizen participation on the changes the grantee makes before re-submitting it. (A major exception to this, however, would be if the reason for disapproval involved the grantee’s failure to fulfill citizen participation requirements to begin with.) However, as noted in this Notice, there are circumstances in which a grantee may need to make major revisions to a disapproved plan, which could trigger further citizen participation efforts. A grantee with a disapproved plan should review its citizen participation plan and local policies to determine whether it will need to conduct further citizen participation as a result of the changes it makes to incorporate actual allocation amounts into its plan, prior to re-submission of the revised plan.

#### **IV. Development of Proposed Action Plans and Citizen Participation During The Interim**

A grantee has several options regarding fulfilling its citizen participation obligations while waiting for HUD to announce FY 2017 allocation amounts:

- a. A grantee may conduct citizen participation on its draft plan (with estimated funding amounts) according to its normal timetable and citizen participation procedures. (Grantees are cautioned, though, that they should not submit their plan until allocation amounts are known.) A grantee doing so should make clear that the funding levels shown are estimated amounts. In addition, the grantee should include “contingency provision” language in its action plan which explains how it will adjust its proposed plan to match its actual allocation amounts, once actual amounts become known. By including such contingency language, a grantee can avoid the need to make significant revisions to its plan (beyond incorporating the final allocation amounts into the plan and the SF-424 form). The grantee may also avoid the potential need to conduct additional citizen participation on a plan that has to be significantly revised in order to reflect actual allocation amounts.

Examples of contingency provisions include:

- A plan could state that all proposed activities’ budgets will be proportionally increased or decreased from the estimated funding levels to match actual allocation amounts.
- A grantee could express its budget in terms of percentages of the allocation to be budgeted to each planned activity, along with the grantee’s current estimate of how many dollars that equates to for each activity. [For example, regardless of what the final allocation amounts are, the United Interfaith Street Outreach Program will receive 22% (currently estimated to be approximately \$38,000) of the grantee’s total ESG allocation, and the Tenant-Based Rental Assistance activity will receive 10% (currently estimated to be about \$68,750) of the HOME allocation.]
- A plan could state that any increase or decrease in funding to match actual allocation amounts will be applied to one or more specific activities (e.g., any increase or decrease relative to the grantee’s estimated allocation amount will be applied to the single family housing rehabilitation grant program).
- A plan could list its proposed activities in priority order and indicate that the East Side Sidewalk Replacement activity listed in the plan is a “backup” activity that will be funded only if sufficient CDBG funding exists; or conversely, if the grantee’s actual allocation is less than estimated, the East Side Sidewalk Replacement activity will not be funded in FY 2017.
- A plan could state that, should the actual allocation amount exceed the grantee’s estimate, the grantee will increase the Uptown Sewer Separation activity budget and will extend the service area block-by-block along the 600-900 blocks of Cherry Street, based on the amount of additional funding available.

A grantee may include these or other comparable provisions singly or in any combination to meet its needs. A grantee may adopt a different contingency approach for each of the programs covered by this Notice (CDBG, ESG, HOME, HOPWA and HTF).

- b. Alternatively, a grantee may prepare a proposed action plan according to its normal timetable, but wait until actual allocation amounts are known before undertaking citizen participation actions. Once allocation amounts are announced by HUD, the grantee will need to update relevant sections of its plan (such as the listings of resources and objectives, and the description of activities or the state's method of distribution) to reflect actual allocation amounts before conducting citizen participation. All grantees intending to incur pre-award costs under the programs covered by this Notice should be aware that this option will not be available to them, as citizen participation requirements must be met before pre-award costs are incurred. (See section V. below.)

HUD has developed these procedures to minimize disruption to grantees and to minimize duplication of effort on grantees' part. A grantee that does not follow either option a. or b. above (i.e., the grantee undertakes citizen participation according to its normal timetable, based solely on estimated funding levels, and the plan does not contain any contingency language on how the final plan will be adjusted to match actual allocation amounts) runs the risk of increasing its own work obligations and costs. The grantee will still be required to update its plan to incorporate actual allocation amounts before submission to HUD. The grantee may need to undertake additional publication and citizen participation processes, depending on the difference between its actual allocation amounts and the estimated amounts in its proposed action plan, and how the grantee plans to adjust its proposed activities in order to match its actual allocation amounts. Local policies and procedures may also require the grantee to obtain re-approval of the revised plan from its legislative body or authorizing officials.

A plan that has not yet been submitted to HUD is also not an approved plan, and is not subject to the citizen participation requirements of a substantial amendment. However, a grantee that delays its plan submission should review its citizen participation plan and local policies to determine whether it will need to conduct further citizen participation as a result of the changes it makes to incorporate actual allocation amounts into its plan, prior to its submission.

## V. Pre-Award Costs

### A. General Provisions applicable to all Consolidated Plan programs

Special attention must be paid to situations in which a grantee wishes to incur costs prior to grant award. For example, under certain programs, a grantee may want to execute annual renewals of agreements with social service providers in order to prevent interruption of social services. The annual performance cycle of these agreements might normally begin after the grantee's official program year start date but, under this Notice the grantee cannot even submit its Action Plan until after the date that the agreements need to be executed. Thus, the timing instructions in this Notice may cause some program costs to be classified as pre-award costs where they would otherwise not have been.

The government-wide Uniform Administrative Requirements, Cost Principles and Audit Requirements regulation, at 2 CFR Part 200, contains language concerning agency approval of pre-award costs. The language at 2 CFR 200.458 applies to any program that does not have its own separate provisions concerning authorization of pre-award costs:

**§ 200.458. Pre-award costs.** Pre-award costs are those incurred prior to the effective date of the Federal award directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award and only with the written approval of the Federal awarding agency.

The ESG, HOPWA and HTF program regulations do not contain program-specific language establishing pre-award cost requirements for those programs; the CDBG and HOME program regulations do contain pre-award cost requirements unique to those programs. (However, the HOME requirements apply only to certain types of pre-award costs.) The following guidance applies to all five programs. Additionally, guidance unique to each separate program is provided below.

The Part 91 consolidated plan regulations make distinctions between a “proposed plan” and “a plan”. Most notably, 24 CFR 91.105(b) and 91.115(b) describe the citizen participation requirements for a grantee’s proposed plan. For purposes of this Notice regarding pre-award costs, HUD considers a grantee’s plan to have moved from being “a proposed plan” to being “a plan” once a grantee has completed the publication, public hearing and public comment requirements at 24 CFR 91.105(b)(2), (3) and (4) or 91.115(b)(2), (3) and (4), and has developed its written summary of comments received pursuant to 24 CFR 91.105(b)(5) or 91.115(b)(5).

To minimize additional workload on grantees and HUD field offices, this Notice establishes the following procedures implementing the 2 CFR 200.458 requirements cited above. This Notice provides HUD approval to incur pre-award costs if and when the grantee completes the following documentation in its local files:

1. The grantee documents that the costs incurred prior to grant award are necessary for efficient and timely performance of the activity in question.
2. The grantee documents that the costs are for eligible activities under the regulations for the applicable funding program;
3. The grantee documents that the grantee has complied with all other requirements for pre-award costs under the regulations for the applicable funding program or as described below;
4. The activity for which costs will be incurred is included in a consolidated plan/action plan;
5. The grantee documents completion of its citizen participation process by including in its files a written, dated summary of citizen participation comments received on its plan, pursuant to 24 CFR 91.105(b)(5) or 91.115(b)(5) as applicable.

If the grantee’s files contain all other necessary documentation supporting the costs (described below for each program), the date of HUD approval for pre-award costs is the date of the written summary of citizen participation comments, or the grantee’s program year start date, whichever is later.



## B. Additional Provisions: Entitlement CDBG Program

The Entitlement CDBG program regulations specify, at 24 CFR 570.200(h), the situations under which a grantee may incur costs prior to the effective date of its grant agreement. The provisions of this Notice will affect how grantees comply with the pre-award cost reimbursement requirements.

1. 24 CFR 570.200(h) defines the effective date of a grantee's agreement as the grantee's program year start date or the date that the consolidated plan/action plan is received by HUD (whichever is later). Under the provisions of this Notice, a grantee's action plan may not be submitted to (and thus received by) HUD until several months after the grantee's program year start date. This may negatively affect grantees' ability to incur pre-award costs.
2. Therefore, HUD has issued a waiver of 24 CFR 570.200(h) to the extent necessary to implement the following requirement: the effective date of a grantee's FY 2017 grant agreement will be considered to be the earlier of the grantee's program year start date or the date that the consolidated plan/action plan (with actual allocation amounts) is received by HUD. Attachment A contains the HUD memorandum authorizing this waiver. This waiver is applicable to any Entitlement CDBG grantee seeking to incur pre-award costs, whose action plan submission is delayed past the normal submission date because of delayed enactment of FY 2017 appropriations for the Department. An affected community applying this waiver shall document in writing the conditions giving rise to the need to use this waiver, and maintain the documentation for HUD's review. Grantees' authority to make use of this waiver is only in effect until August 16, 2017, as that is the last date that a grantee may submit its FY 2017 action plan.
3. 24 CFR 570.200(h)(1)(i) requires that the activity for which the costs are being incurred must be included in a consolidated plan/action plan prior to the costs being incurred; grantee compliance with steps 4 and 5 under the general pre-award cost provisions above will meet that requirement. However, grantees must also comply with §570.200(h)(1)(ii), which further specifies that the plan must advise citizens of the extent to which the pre-award costs will affect future grants. CDBG grantees intending to incur pre-award costs are cautioned that option b. described in Section IV above is not likely to be a feasible alternative for them. HUD advises any Entitlement CDBG grantee intending to incur pre-award costs to follow the process described in Section IV. a. above; in doing so, the grantee will need to ensure that it has met the citizen participation and notification requirements above.
4. Pursuant to § 570.200(h)(1)(iii) and § 570.604, the costs and corresponding activities must comply with the environmental review requirements at 24 CFR Part 58.

## C. Additional Provisions: HOME Program

The HOME regulations specify situations under which a grantee may incur costs prior to the effective date of its grant agreement. The provisions of this Notice will affect how grantees comply with the pre-award cost reimbursement requirements.

1. 24 CFR 92.212(b) defines the effective date for incurring administrative and planning costs to be charged to the HOME allocation as the beginning of the participating jurisdiction's consolidated program year or the date that the consolidated plan is received by HUD (whichever is later). Under the provisions of this Notice, a participating jurisdiction's action plan may not be submitted to (and thus received by) HUD until several months after the PJ's program year start date. This may negatively affect a participating jurisdiction's ability to incur planning and administrative pre-award costs. Therefore, HUD has issued a waiver of 24 CFR 92.212(b) to the extent necessary to implement an alternative requirement: the effective date of a grantee's FY 2017 grant agreement will be considered to be the earlier of the participating jurisdiction's program year start date or the date that the consolidated plan/action plan (with actual allocation amounts) is received by HUD.
2. Attachment B contains the HUD memorandum authorizing this waiver. This waiver is applicable to any HOME participating jurisdiction seeking to incur pre-award administrative and planning costs, whose action plan submission is delayed past the normal submission date because of delayed enactment of FY 2017 appropriations for the Department. An affected participating jurisdiction applying this waiver shall document in writing the conditions giving rise to the need to use this waiver, and maintain the documentation for HUD's review. A participating jurisdiction's authority to make use of this waiver is only in effect until August 16, 2017, as that is the last date that a grantee may submit its FY 2017 action plan.
3. The HOME regulations already provide a participating jurisdiction with the authority to incur certain project costs. Eligible project costs may be incurred during the current program year in an amount not to exceed 25% of the current HOME allocation amount, to be charged after the award of the HOME allocation, provided the costs are in compliance with the requirements of the HOME Program. Before incurring the pre-award costs, the participating jurisdiction must comply with its citizen participation plan requirements.
4. 24 CFR 92.212(c) requires that the project costs that are being incurred must be included in a consolidated plan/action plan prior to the costs being incurred; compliance with steps 4 and 5 under the general pre-award cost provisions above will meet that requirement. These provisions must also be met if the participating jurisdiction elects to develop a mini-action plan pursuant to § 92.212(c).

#### D. Additional Provisions: ESG Program

An ESG grantee is permitted to incur pre-award costs against its FY 2017 grant, provided that the grantee has met the general conditions described above, plus the following conditions:

1. The costs and corresponding activities must comply with the Emergency Solutions Grants (ESG) Program regulations at 24 CFR Part 576.
2. The costs and corresponding activities must comply with environmental review requirements. The "Moving Ahead for Progress in the 21st Century Act" (MAP-21), (Public Law 112-141) made several changes to HUD's homeless assistance programs,

including authorization to permit recipients and other responsible entities to assume HUD environmental review responsibilities in accordance with 24 CFR Part 58. Initially, for FY 2012 ESG funds, ESG projects were subject to the environmental review procedures under 24 CFR Part 50, which assigns HUD all environmental review responsibilities due to the HEARTH Act's repeal of Section 443 of the McKinney-Vento Homeless Assistance Act. Now, recipients or other Responsible Entities assume environmental review responsibilities under 24 CFR Part 58.

#### E. Additional Provisions: HOPWA Program

A HOPWA grantee is permitted to incur pre-award costs against its FY 2017 grant, provided that the grantee has met the general conditions described above, plus the following conditions:

1. The costs are incurred for eligible activities undertaken in accordance with HOPWA program regulations at 24 CFR Part 574.
2. The costs and corresponding activities must comply with environmental review requirements at 24 CFR 574.510.

#### F. Additional Provisions: HTF Program

HUD is authorizing HTF grantees to incur pre-award costs permitted under 2 CFR 200.458 for planning activities and preparation of the HTF allocation plan. Eligible pre-award costs may include the cost of public hearings, consultations, and publication of public notices, as well as developing program guidelines. Pre-award costs may not exceed 5% of the minimum allocation amount of \$3 million. This is one half of the grant amount that the state may use for administration and planning in accordance with 24 CFR 93.202, based on receiving a minimum grant amount. The costs and corresponding activities must comply with the environmental review requirements at 24 CFR 93.301(f).

### **VI. Applicability of This Notice to Future Years**

This Notice only applies to consolidated plans/action plans submitted for FY 2017 funding on or before August 16, 2017, or 60 days after HUD announcement of the FY 2017 allocation amounts for CDBG, ESG, HOME and HOPWA funding (whichever is earlier). HUD anticipates revising the Consolidated Plan regulations (and other related regulations) to explicitly include, as a basis for disapproval of a plan, that a plan does not contain and reflect a grantee's actual allocation amounts. For further information on potential rulemaking in this area, see HUD's June 3, 2015, Federal Register Notice (80 FR 31538). That document solicited public comments on possible amendments to the Consolidated Plan regulations and the CDBG Entitlement regulations to effect such a change. See in particular Sections II.B.1., II.B.2 and II.B.7 of the Notice, pages 31544 and 31546. (Please note, however, that the public comment period for that Federal Register Notice has closed.)

**For further information:**

Grantees with questions concerning this Notice should direct their inquiries to their local HUD Field Office Community Planning and Development Division. Field Offices should direct their questions to the following Headquarters program offices as applicable:

Office of Block Grant Assistance at (202) 708-1577 for the Entitlement CDBG program or (202) 708-1322 for the State CDBG program

Office of Affordable Housing Programs at (202) 708-2684

Office of Special Needs Assistance Programs at (202) 708-4300

Office of HIV/AIDS Housing at (202) 708-1934 or at [hopwa@hud.gov](mailto:hopwa@hud.gov)

## ATTACHMENT A




U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-7000

OFFICE OF THE ASSISTANT SECRETARY FOR  
COMMUNITY PLANNING AND DEVELOPMENT

OCT 14 2015

MEMORANDUM FOR: All Community Planning and Development Field Office Division  
Directors

FROM: Harriet Tregoning, Principal Deputy Assistant Secretary for  
Community Planning and Development, D 

SUBJECT: Waiver of 24 CFR 570.200(h) regarding FY 2017 Action Plans  
Community Development Block Grant (CDBG) Program

HUD is issuing revised procedures to govern the submission and review of action plans for FY 2017 funding prior to the enactment of a FY 2017 appropriation bill. Any grantee with a program year start date prior to, or up to 60 days after, HUD's announcement of the FY 2017 formula program funding allocations is advised not to submit its consolidated plan or action plan until the FY 2017 formula allocations have been announced. However, an action plan must be submitted to HUD no later than August 16, 2017.

The likelihood of delays in the receipt of annual appropriations by HUD and implementation of this policy for FY 2017 may have negative consequences for CDBG grantees that intend to incur eligible costs prior to the award of FY 2017 funding. Some activities might otherwise be interrupted while implementing these revised procedures. In addition, grantees might not otherwise be able to use CDBG funds for planning and administrative costs of administering their programs. In order to address communities' needs and to ensure that programs can continue without disturbance, I find that good cause exists pursuant to 24 CFR 5.110 to waive the provisions of 24 CFR 570.200(h) for the Entitlement CDBG program, the Insular Areas CDBG program, and for grants to non-entitlement counties in Hawaii. 24 CFR 570.200(h) is waived to the extent necessary to treat the effective date of the grant agreement as the program year start date or the date that the consolidated plan/action plan (with actual allocation amounts) is received by HUD, whichever comes first.

This waiver will apply to any Entitlement, Insular or Hawaii non-entitlement CDBG grantees whose program year start date for FY 2017 funding occurs during the period starting October 1, 2016, and ending August 16, 2017 or 60 days after HUD's announcement of FY 2017 allocation amounts for formula program funding (whichever comes first). The waiver is available for use by any applicable CDBG grantee whose action plan submission is delayed past the normal submission date because of delayed enactment of FY 2017 appropriations for the Department. Any affected grantee taking advantage of this waiver shall document in writing the conditions giving rise to the need to utilize this waiver, and shall maintain such documentation for HUD's review. This waiver authority is only in effect until August 16, 2017.

## ATTACHMENT B




U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-7000

OFFICE OF THE ASSISTANT SECRETARY FOR  
COMMUNITY PLANNING AND DEVELOPMENT

OCT 14 2016

**MEMORANDUM FOR:** All Community Planning and Development Field Office Division  
Directors

**FROM:** Harriet Tregoning, Principal Deputy Assistant Secretary for  
Community Planning and Development, D 

**SUBJECT:** Waiver of 24 CFR 92.212(b) regarding FY 2017 Action Plans  
HOME Investment Partnership Program (HOME) Program

HUD is issuing revised procedures to govern the submission and review of action plans for FY 2017 funding prior to the enactment of a FY 2017 appropriation bill. Any participating jurisdiction with a program year start date prior to, or up to 60 days after, HUD's announcement of the FY 2017 funding allocations is advised not to submit its consolidated plan or action plan until the FY 2017 allocations have been announced. However, an action plan must be submitted to HUD no later than August 16, 2017.

The likelihood of delays in the receipt of annual appropriations by HUD and implementation of this policy for FY 2017 may have negative consequences for HOME participating jurisdictions that intend to incur eligible costs prior to the award of FY 2017 funding. Some activities might otherwise be interrupted while implementing these revised procedures. In addition, participating jurisdictions might not otherwise be able to use HOME funds for planning and administrative costs of administering their programs. In order to address communities' needs and to ensure that programs can continue without disturbance, I find that good cause exists pursuant to 24 CFR 5.110 to waive the provisions of 24 CFR 92.212(b) for the HOME Program. 24 CFR 92.212 (b) is waived to the extent necessary to treat the effective date of the grant agreement as the program year start date or the date that the consolidated plan/action plan (with actual allocation amounts) is received by HUD, whichever comes first.

This waiver will apply to any HOME participating jurisdiction whose program year start date for FY 2017 funding occurs during the period starting October 1, 2016, and ending August 16, 2017 or 60 days after HUD's announcement of FY 2017 allocation amounts for program funding (whichever comes first). The waiver is available for use by any applicable HOME participating jurisdiction whose action plan submission is delayed past the normal submission date because of delayed enactment of FY 2017 appropriations for the Department. Any affected participating jurisdiction taking advantage of this waiver shall document in writing the conditions giving rise to the need to utilize this waiver, and shall maintain such documentation for HUD's review. This waiver authority is only in effect until August 16, 2017.



***PREPARED BY:***

***City of Santa Clarita***

Community Development Department

23920 Valencia Boulevard, Suite 300

Santa Clarita, CA 91355

Office 661.286.4141 Fax 661.286.4007

[www.santa-clarita.com/housing](http://www.santa-clarita.com/housing)

***STAFF CONTACTS:***

***Community Development***

Thomas B. Cole, Director of Community Development

Erin Lay, Housing Program Administrator

Terasa Sullivan, Project Technician

***Administrative Services***

Lisett Bautista, Financial Analyst