



2017-2018

Annual Action  
Plan

June 21, 2017

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# Executive Summary

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

### 1. Introduction

The Annual Action Plan serves as the link between the use of Community Development Block Grant (CDBG) funds to address needs and goals identified in the City of Rancho Santa Margarita's Consolidated Plan. The Consolidated Plan is a five-year strategic plan that identifies and prioritized housing and community needs, lists programs and activities to address needs, and establishes five-year goals for identified activities. The current 2015-2019 Consolidated Plan was approved by the City Council in May 2015.

On June 14, 2017, HUD posted 2017-18 CDBG allocation. Based on this information, for FY 2017-18, the City's CDBG grant is \$191,106. Additionally, a total of \$33,400 in prior year funds will be available for programing. It is important to note that due to the delay in the approval of the 2017 federal budget, the City followed HUD guidance in developing its draft 2017-18 Action Plan (HUD CPD Notice 16-18). The draft Action Plan indicated that once HUD announced CDBG allocations, activities recommended for FY 2017-18 CDBG funding would be proportionally increased or decreased from the estimated funding levels to match the actual allocation amount. The City's 2017 CDBG allocation is approximately 4% less than anticipated; in general, all activities recommended for CDBG funding have been increased by this amount. The FY 2017-18 Fiscal Year begins July 1, 2017 and ends June 30, 2018.

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

Five-year CDBG program objectives and outcomes identified in the 2015-2019 Consolidated Plan, and proposed for FY 2017-18), are summarized below:

- Public Infrastructure Improvements: Example – street and sidewalk improvements. 5-Yr. Goal: assist 5,000 individuals. FY 2017-18 Goal: one project (ADA curb ramps).
- Housing Rehabilitation: Example – minor home improvements. 5-Yr. Goal: rehabilitate 5 housing units. FY 2017-18 Goal: rehabilitate 5 housing units.
- Homelessness Prevention: Example – rent payments to prevent eviction. 5-Yr. Goal: assist 50 individuals. FY 2017-18 Goal: Assist 58 individuals.
- Emergency Shelter: Example – short term housing for homeless. 5-Yr. Goal: assist 5 individuals. FY 2017-18 Goal: Assist 4 individuals.
- Transitional Housing: Example – interim housing for homeless. 5 Yr. Goal: assist 3 individuals. FY 2017-18 Goal: Assist 7 individuals.
- Rapid Rehousing Assistance: Example – access to homeless support services and permanent housing. 5 Yr. Goal: assist 2 individuals. FY 2017-18 Goal: None proposed.

- Senior/Frail Elderly Services: Example – in-home support services. 5-Yr. Goal: assist 50 individuals. FY 2017-18 Goal: Assist 14 individuals.
- Services for Disabled: Example – employment counseling/placement services. 5-Yr. Goal: assist 50 individuals. FY 2017-18 Goal: Assist five individuals.
- Low and Moderate-Income Persons: Example – food bank services. 5-Yr. Goal: assist 5,000 individuals. FY 2017-18 Goal: Assist 270 individuals.
- Program Administration/Fair Housing: Example – program oversight and fair housing education services. 5-Yr. Goal: assist 500 households. FY 2017-18 Goal: Assist 84 individuals.

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

Fiscal Year 2015-16 was the first year of the City’s 2015-2019 Consolidated Plan cycle – most activities were completed by June 30, 2016. Fiscal Year 2016-17 is the second year, and is not yet complete. A table that summarizes the City’s five-year Consolidated Plan goals and one-year accomplishments (FY 2015-16) is provided as **Attachment 1**.

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

An important element of preparing the Consolidated Plan and Annual Action Plans is the input of residents and community stakeholders. The following efforts were taken to obtain public input:

- Staff held an outreach and training meeting for social service agencies that serve Rancho Santa Margarita residents. The meeting provided staff an opportunity to solicit the input of service providers regarding community service needs.
- The City’s Community Development Block Grant Public Service Grant Committee (CDBG Committee) held a public meeting during which it evaluated social service grant proposals and prioritized needs by developing funding priorities for the City Council’s consideration.
- A public review/comment period provided the community with an opportunity to review and shape the 2017-18 Annual Action Plan.
- City Council public meeting provided service providers and residents the opportunity to review and comment on the preliminary FY 2017-18 CDBG expenditure plan.
- City Council public hearing provided an open forum for additional public input.

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

No public comments were received during public comment period or public hearing.

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

None.

**7. Summary**

The objectives and goals of the 2015-2019 Consolidated Plan and the 2016-17 Annual Action Plan are summarized above. The Action Plan identifies the activities the City will fund with \$224,506 (\$191,106 in FY 2017-18 funds and \$33,400 in uncommitted prior year funds) in CDBG funds to address the priority needs identified in the Consolidated Plan. Activities to be funded include public infrastructure improvements, minor home improvement services, public service grants, and program administration (including fair housing services).

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

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

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	RANCHO SANTA MARGARITA	Development Services

**Table 1 – Responsible Agencies**

**Narrative (optional)**

The City of Rancho Santa Margarita’s Development Services Department is primarily responsible for the preparation of the Consolidated Plan, Annual Action Plan, year-end performance reporting, and the overall administration of CDBG funds.

**Consolidated Plan Public Contact Information**

Primary contact is Mike Linares, 22112 El Paseo, Rancho Santa Margarita, CA 92688, (949) 635-1800 X6702 – [mlinares@cityofrsm.org](mailto:mlinares@cityofrsm.org).

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

### **1. Introduction**

Pursuant to HUD regulations, the City took several steps to solicit the input of community residents and stakeholders as it prepared the 2017-2018 Annual Action Plan. The City's Citizen Participation Plan outlines the process the City implemented to obtain public input. Consultation efforts included a public meeting and hearing. The City also consulted with regional agencies, special districts and neighboring cities. Utilizing the City's internet webpage and newspaper notices, residents of the City were also provided the opportunity to review and comment on the draft 2017-2018 Annual Action Plan.

### **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(l))**

The City of Rancho Santa Margarita consulted with the County of Orange Housing Authority (OCHA) in order to assess the needs of lower income Rancho Santa Margarita renters. In recent years OCHA has obtained Veterans Affairs Supportive Housing (VASH) housing assistance vouchers, which provides rental assistance so Veterans can rent privately owned housing and the Veterans Administration (VA) provides homeless Veterans clinical and supportive services through its health care system. Additionally, City staff consulted with established housing service providers regarding the housing maintenance needs of senior and lower income homeowners.

Through the annual public service grant funding solicitation process, the City can ascertain if there are services City residents require, and can focus CDBG funding to address these needs. Examples of services assessed include senior services, youth services, disabled adult services, and programs to assist households at risk of becoming homeless (including victims of domestic violence).

### **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.**

As part of its CDBG public service grant solicitation process, the City screened grant applications to identify which requests will help address the needs of the community's homeless, including homeless families with children. Similarly, applications were screened for services that will help prevent homelessness. As a participant in the Orange County Continuum of Care (OC-CoC) planning process, the City provides information to the OC-CoC regarding the activities it will fund to address local homeless issues. This information is used by the OC-CoC to prepare the regional application to HUD for Homeless Assistance Grant funds. As needed, City staff will provide certifications of consistency with the Consolidated Plan and other forms of support for the OC-CoC.

### **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 is not a recipient of Emergency Solutions Grant (ESG) funds; therefore, it does not assist the OC-CoC with determination of ESG allocations, evaluating outcome, or developing policies and procedures for the administration of Homeless Management Information System (HMIS).

**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>	Orange County Housing Authority
	<b>Agency/Group/Organization Type</b>	Public Housing Authority (PHA)
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment 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>	Provided data regarding households receiving HUD rental assistance and regarding households on wait list for housing assistance.
2	<b>Agency/Group/Organization</b>	211 Orange County
	<b>Agency/Group/Organization Type</b>	Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Homeless Management Information System (HMIS)
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided data regarding regional homeless, housing/service gaps for homeless, and HMIS management.
3	<b>Agency/Group/Organization</b>	Fair Housing Council of Orange County
	<b>Agency/Group/Organization Type</b>	Service-Fair Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Impediments to Fair Housing

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided data regarding fair housing issues in the community and input regarding impediments to fair housing. Also, assisted in developing action steps to address impediments to fair housing.
4	<b>Agency/Group/Organization</b>	Age Well Senior Services
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Anti-poverty 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>	Provided input regarding the housing and service needs of seniors, including home bound seniors.
5	<b>Agency/Group/Organization</b>	Families Forward
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy Anti-poverty 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>	Provided input regarding housing and service needs of homeless individuals and households at risk of becoming homeless.

6	<b>Agency/Group/Organization</b>	Family Assistance Ministry
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy Anti-poverty 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>	Provided input regarding housing and service needs of homeless individuals and households at risk of becoming homeless.
7	<b>Agency/Group/Organization</b>	Laura's House
	<b>Agency/Group/Organization Type</b>	Services-Victims of Domestic Violence
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Families with children
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided input regarding the housing and service needs of victims of domestic violence.
8	<b>Agency/Group/Organization</b>	South County Outreach
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Families with children Homelessness Strategy Needs of Low/Mod persons

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided input regarding the needs of lower income households specifically, individuals/households at risk of becoming homeless.
9	<b>Agency/Group/Organization</b>	Vocational Visions
	<b>Agency/Group/Organization Type</b>	Services-Persons with Disabilities
	<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>	Provided input regarding needs of adults with developmental disabilities, specifically developing economic opportunities for this special needs population.
10	<b>Agency/Group/Organization</b>	Community Action Partnership of Orange County
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Anti-poverty Strategy Residential energy efficiency
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided input on residential housing units in need of energy efficiency improvements and other minor home repairs.

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

The City made an effort to have an open consultation process; all types of service agencies were welcome to participate.

**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	211-Orange County	Helped the City establish program goals to address the needs of Rancho Santa Margarita homeless. Includes regional point in time survey, 10-Year Plan to End Homelessness, and Discharge Planning
5-Yr. & 1-Yr. PHA Plans	Orange County Housing Authority	Provided information regarding rental housing assistance voucher and certificate programs available to city residents.
City of Rancho Santa Margarita 2013-2021 General Plan	City of Rancho Santa Margarita	Provided housing priorities and program goals.
City of Rancho Santa Margarita Capital Improvement	City of Rancho Santa Margarita	Helped to identify priority capital projects that may be in CDBG-eligible areas.
Regional Analysis of Impediments to Fair Housing	16 OC HUD Grantee Cities	Identified fair housing impediments and outlined plan to address impediments.

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

**Narrative (optional)**

## 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 took several steps to obtain resident input on the Annual Action Plan:

Social Service Agencies Training/Outreach Meeting: Staff held a meeting on December 12, 2106, for social service agencies that serve Rancho Santa Margarita area residents. The meeting provided staff an opportunity to solicit the input of service providers regarding community service needs.

Public Meetings and Hearings: The City’s CDBG Committee held a public meeting on February 23, 2017, during which committee members accepted public testimony from service providers regarding the social services needs of the community. The City Council, held a meeting on March 22, 2017, and a public hearing on April 26, 2017, to provide residents additional opportunities for comment on the draft Annual Action Plan.

Notices/Website: Public hearing was noticed in local newspaper of general circulation. Additionally, the draft Annual Action Plan was posted on the City’s website for public review and comment, and a hard copy was made available during the required 30-day public comment period which was held from March 27, 2017, to April 25, 2017 (see **Attachment 2**).

#### 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 Meeting	Non-targeted/broad community	12/12/16: Nine individuals representing social service providers	Provided input on needs of homeless, homeless families and senior issues	None	NA

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)
2	Public Meeting	Non-targeted/broad community	February 23, 2017: CDBG Committee	Accepted information regarding social service needs and developed funding recommendations for Council consideration	None	NA
3	Public Meeting	Non-targeted/broad community	March 22, 2017: City Council meeting for preliminary CDBG expenditure plan	Representatives of 4 public service applicants thanked the Council for past support and requested continued funding	None	NA
4	Newspaper Ad	Non-targeted/broad community	Public notice of 30-day public comment period and public hearing.	None	None	NA
5	Public Hearing	Non-targeted/broad community	April 26, 2017: City Council public hearing	None	None	NA

**Table 4 – Citizen Participation Outreach**

## Expected Resources

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

#### Introduction

Ongoing reductions and fluctuations in CDBG funding make it difficult to estimate the amount that will be available over the five-year time period of the Consolidated Plan. The only additional funds that may be available to implement Consolidated Plan objectives are City General Fund resources for senior and youth programs (i.e., Bell Tower Regional Community Center programs), and housing voucher/certificate resources via the Orange County Housing Authority.

#### Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				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	191,106	0	33,400	224,506	400,000	Annual allocation of CDBG funds from HUD plus prior year uncommitted funds
Section 8	public - federal	Housing	0	0	0	0	0	Value of rental assistance certificates and vouchers utilized by 110 Rancho Santa Margarita households.



Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - local	Public Services	0	0	0	0	0	Approximately \$192,000 in General Fund resources to support youth and senior services at the Bell Tower Regional Community Center

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 contracts with the Boys and Girls Club to provide after school recreation and education services for elementary age children. The City also contracts with Age Well Senior Services for a variety of senior services such as congregate meals and home delivered meals. A total of \$192,000 in General Funds will be allocated for these services. Based on income information collected by the Boys and Girls Club, the majority of youth accessing the Youth Center are from low- and moderate-income households. Seniors age 62 plus are presumed CDBG program beneficiaries; therefore, General Fund resources allocated to both programs can be considered CDBG leveraging resources.

CDBG does not have a match requirement.

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

Rancho Santa Margarita is a master planned community that is virtually built out. Due to the lack of vacant land, opportunities for development of affordable housing are limited.

## **Discussion**

Funding resources to implement the City's Consolidated Plan are limited. It is anticipated that CDBG funding will continue to be reduced. HUD has begun to invest additional resources into housing assistance vouchers and certificates, and OCHA has aggressively pursued these new resources. The City will continue to support OCHA's efforts to secure new rental assistance resources. Additionally, for the foreseeable future, the City will continue to support seniors and youth with programs offered through the Bell Tower Regional Community Center with local funds.

As outlined above, Rancho Santa Margarita has virtually no vacant land, therefore, no publically owned land (or other property) within the City has been identified for future housing development.

## 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	Public Infrastructure Improvements	2015	2019	Non-Housing Community Development	CDBG Eligible Area Citywide	Public Facilities	CDBG: \$134,121	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: Persons Assisted 281
2	Housing Rehabilitation	2016	2019	Affordable Housing	Citywide	Owner Occupied Housing	CDBG: \$23,500	Homeowner Housing Rehabilitated: 5 Household Housing Unit
3	Senior/Frail Elderly Services	2015	2019	Non-Homeless Special Needs		Senior/Frail Elderly Services	CDBG: \$5,255	Public service activities other than Low/Moderate Income Housing Benefit: 14 Persons Assisted
4	Services for Disabled	2015	2019	Non-Homeless Special Needs	Citywide	Services for Disabled	CDBG: \$3,465	Public service activities other than Low/Moderate Income Housing Benefit: 5 Persons Assisted
5	Low and Moderate Income Persons	2015	2019	Non-Housing Community Development	Citywide	Low and Moderate Income Persons	CDBG: \$5,135	Public service activities other than Low/Moderate Income Housing Benefit: 270 Persons Assisted
6	Homelessness Prevention	2015	2019	Homeless	Citywide	Homeless Services and Housing	CDBG: \$6,682	Homelessness Prevention: 58 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
7	Emergency Shelter	2015	2019	Homeless	Citywide	Homeless Services and Housing	CDBG: \$2,288	Homeless Person Overnight Shelter: 4 Persons Assisted
8	Transitional Housing	2015	2019	Homeless	Citywide	Homeless Services and Housing	CDBG: \$5,740	Homeless Person Overnight Shelter: 7 Persons Assisted
9	Program Administration	2015	2019	Administration	Citywide	Administration	CDBG: \$38,220	Other: 84 Other

**Table 6 – Goals Summary**

### Goal Descriptions

1	<b>Goal Name</b>	Public Infrastructure Improvements
	<b>Goal Description</b>	Street, sidewalk, landscape, and other public improvements
2	<b>Goal Name</b>	Housing Rehabilitation
	<b>Goal Description</b>	Minor home improvement for owner-occupied housing units
3	<b>Goal Name</b>	Senior/Frail Elderly Services
	<b>Goal Description</b>	Support services for seniors and frail elderly
4	<b>Goal Name</b>	Services for Disabled
	<b>Goal Description</b>	Support services for adults with disabilities
5	<b>Goal Name</b>	Low and Moderate-Income Persons
	<b>Goal Description</b>	Safety net services for lower income households

6	<b>Goal Name</b>	Homelessness Prevention
	<b>Goal Description</b>	Direct financial assistance for rent or utilities to prevent loss of housing or utilities
7	<b>Goal Name</b>	Emergency Shelter
	<b>Goal Description</b>	Short-term shelter and wrap around services for homeless households
8	<b>Goal Name</b>	Transitional Housing
	<b>Goal Description</b>	Transitional housing and support services for homeless families with children
9	<b>Goal Name</b>	Program Administration
	<b>Goal Description</b>	Program administration and fair housing services

**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):**

The City is not a recipient of HOME funds; however, CDBG funds are allocated to assist lower income households improve their primary residence through the City’s Minor Home Improvement Program. It is anticipated that three participating households will have very low-income and two will have extremely low-income.

## AP-35 Projects – 91.220(d)

### Introduction

The one-year expenditure plan for FY 2017-18 will utilize the City’s \$191,106 CDBG grant plus \$33,400 in CDBG funds available from the prior year. Activities to be undertaken include public infrastructure improvements, minor home improvements, public service grants, and program administration (including fair housing services). It is important to note that activities listed for FY 2017-18 CDBG funding have been proportionally decreased from estimated funding levels to match the City’s actual allocation.

#	Project Name
1	ADA Curb Ramp Installation FY 17-18
2	Minor Home Improvement Program
3	Vocational Visions
4	Age Well Senior Services
5	South County Outreach
6	Families Forward
7	Family Assistance Ministry
8	Fair Housing
9	Program Administration

**Table 8 – Project Information**

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

The City will allocate a portion of CDBG funds for activities that address the service needs of the elderly, individuals with special needs, and extremely low-income households. Per data from the Consolidated Plan, these households are contributing significant portions of their income toward housing. Funds will also be allocated to help lower income homeowners undertake minor home repairs. With the assistance of the Community Action Partnership of Orange County, eligible households will be able to complete minor home repairs at little or no cost. The City will also encourage and support OCHA to apply for additional rental assistance resources from HUD in order to continue to assist approximately 110 Rancho Santa Margarita renter households. Public infrastructure improvements planned for the year will help improve accessibility for persons with disabilities.

## Projects

### AP-38 Projects Summary

#### Project Summary Information

Table 9 – Project Summary

<b>1</b>	<b>Project Name</b>	<b>ADA Curb Ramp Installation FY 17-18</b>
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Public Infrastructure Improvements
	<b>Needs Addressed</b>	Public Infrastructure
	<b>Funding</b>	CDBG: \$134,121
	<b>Description</b>	Installation of sidewalk curb ramps that comply with current ADA regulations
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	281 disabled residents (per HUD data)
	<b>Location Description</b>	Curb ramps to be improved will be constructed at intersections in Census Tract 320.53
	<b>Planned Activities</b>	Installation of sidewalk curb ramps that comply with current ADA regulations
<b>2</b>	<b>Project Name</b>	<b>Minor Home Improvement Program</b>
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Housing Rehabilitation
	<b>Needs Addressed</b>	Owner Occupied Housing
	<b>Funding</b>	CDBG: \$23,500
	<b>Description</b>	Minor home improvement grants
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	5 low- and moderate-income homeowners
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Minor home improvements to be carried out in partnership with the Community Action

		Partnership
<b>3</b>	<b>Project Name</b>	<b>Vocational Visions</b>
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Services for Disabled
	<b>Needs Addressed</b>	Services for Disabled
	<b>Funding</b>	CDBG: \$3,465
	<b>Description</b>	Employment assistance for adults with developmental disabilities
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	5 adults with developmental disabilities
	<b>Location Description</b>	26041 Pala, Mission Viejo CA
	<b>Planned Activities</b>	Employment services for adults with developmental disabilities
<b>4</b>	<b>Project Name</b>	<b>Age Well Senior Services</b>
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Senior/Frail Elderly Services
	<b>Needs Addressed</b>	Senior/Frail Elderly Services
	<b>Funding</b>	CDBG: \$5,255
	<b>Description</b>	Case management and in-home support services
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	14 homebound or frail elderly
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Case management and in-home support services for homebound seniors
<b>5</b>	<b>Project Name</b>	<b>South County Outreach</b>
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Low and Moderate-Income Persons
	<b>Needs Addressed</b>	Low and Moderate-Income Persons
	<b>Funding</b>	CDBG: \$8,240 (\$5,135 Food Bank plus \$3,105 Homelessness Prevention)
	<b>Description</b>	Safety net and homelessness prevention assistance



	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	300 low- and moderate-income individuals
	<b>Location Description</b>	8 Whitney, Irvine CA
	<b>Planned Activities</b>	Rent and/or utility assistance to prevent eviction or utility service shut-off (30 individuals) and access to foodbank (270 individuals)
<b>6</b>	<b>Project Name</b>	<b>Families Forward</b>
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Homelessness Prevention Transitional Housing
	<b>Needs Addressed</b>	Homeless Services and Housing
	<b>Funding</b>	CDBG: \$6,930 (\$1,190 Homelessness Prevention plus \$5,740 Transitional Housing)
	<b>Description</b>	Homelessness prevention assistance and transitional housing for families
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	29 low- and moderate-individuals
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Rental assistance to prevent households from becoming homeless (22 individuals) and transitional housing for those already homeless (7 individuals). All programs include support services.
<b>7</b>	<b>Project Name</b>	<b>Family Assistance Ministry</b>
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Homelessness Prevention Emergency Shelter
	<b>Needs Addressed</b>	Homeless Services and Housing
	<b>Funding</b>	CDBG: \$4,775 (\$2,387 Homelessness Prevention plus \$2,388 Emergency Shelter)
	<b>Description</b>	Emergency shelter and homelessness prevention assistance
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	10 low- and moderate-individuals

	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Emergency shelter (4 individuals) and rental assistance to prevent eviction of households at risk of becoming homeless (6 individuals)
<b>8</b>	<b>Project Name</b>	<b>Fair Housing Services</b>
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Program Administration
	<b>Needs Addressed</b>	Administration
	<b>Funding</b>	CDBG: \$3,000
	<b>Description</b>	Fair housing outreach, education and enforcement services
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	84 Individuals
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Fair housing outreach, education and enforcement services to help address impediments to fair housing.
<b>9</b>	<b>Project Name</b>	<b>Program Administration</b>
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Program Administration
	<b>Needs Addressed</b>	Administration
	<b>Funding</b>	CDBG: \$35,220
	<b>Description</b>	CDBG program oversight 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>	NA
	<b>Location Description</b>	22112 El Paseo, Rancho Santa Margarita CA, City Hall
	<b>Planned Activities</b>	CDBG program oversight and coordination.

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

The City will allocate a portion of its CDBG funds for activities that address the housing and service needs of elderly and lower income households, including households at risk of becoming homeless. Per data from the Consolidated Plan, these households are contributing significant portions of their income to maintain housing. The City's Minor Home Repair Program will assist elderly and disabled homeowners undertake minor home improvements to address basic health, safety and accessibility concerns. Additionally, the City will encourage and support OCHA's efforts to obtain additional rental assistance funding for Rancho Santa Margarita households.

## 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

Activities slated for CDBG-funding during FY 2017-18 will primarily be available on a citywide basis to income eligible individuals (i.e., limited clientele). A map of the City’s CDBG Eligible Areas provides a view of the Census Tract Block Groups where CDBG resources may be focused on an “area wide” basis (see **Attachment 3**). Activities that are limited-clientele in nature area will ensure that all program recipients are income eligible.

### Geographic Distribution

Target Area	Percentage of Funds
CDBG Eligible Area	0
Citywide	100

**Table 10 - Geographic Distribution**

### Rationale for the priorities for allocating investments geographically

CDBG funding is allocated on a citywide basis since the City’s primary intent is to use CDBG funds to assist eligible households that are in need of services regardless of where they live in the City. Activities carried out in CDBG eligible areas are intended to upgrade, rehabilitate, or install infrastructure or facilities that also benefit eligible residents.

### Discussion

As indicated above, CDBG funds are primarily focused on programs that serve lower income Rancho Santa Margarita residents regardless of where they live. The City will also continue to invest in eligible neighborhoods that are in need of infrastructure improvements or amenities.

## Affordable Housing

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

#### Introduction

With limited CDBG funding, the City anticipates undertaking limited housing activity during FY 2017-18.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless ( <i>4 emergency shelter + 7 transitional housing</i> )	11
Non-Homeless	0
Special-Needs	0
<b>Total</b>	<b>11</b>

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

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance ( <i>via OCHA</i> )	110
The Production of New Units	0
Rehab of Existing Units	5
Acquisition of Existing Units	0
<b>Total</b>	<b>115</b>

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

#### Discussion

During the program year, the City will support OCHA’s administration of HUD’s rental assistance program. Additionally, resources will be allocated to fund a housing improvement program that will assist eligible homeowners undertake minor home repairs. Funding is also allocated to support emergency and transitional housing for homeless individuals.

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

### **Introduction**

Rancho Santa Margarita does not own or manage public housing.

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

Not applicable

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

Not applicable

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

Not applicable

### **Discussion**

Rancho Santa Margarita does not own or manage public housing.

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

### **Introduction**

As outlined in the Consolidated Plan, the City's homeless strategy primarily emphasizes preventing homelessness. Based on the notion that it is often less expensive and disruptive to keep a household housed in place, the City will support public service programs that help households, especially extremely low-income households, maximize income to maintain housing. Safety net services to be funded with CDBG include food banks, employment assistance, and case management. CDBG funding will also be allocated for one-time housing/utility assistance for households that are at risk of eviction or utility shut-off. Additionally, CDBG funding is allocated for emergency and transitional housing for households that are already homeless but require housing and supportive services.

### **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**

No program that solely focus on homeless outreach is proposed for funding during FY 2017-18; however, it is important to note that the homeless service providers funded by the City, have well established and comprehensive outreach services that assess and link homeless persons to appropriate services and housing.

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

For FY 2017-18, CDBG funding is allocated to Family Assistance Ministry and Families Forward to provide emergency and transitional shelter for homeless City residents. Family Assistance Ministry anticipates providing emergency shelter and supportive services to four individuals, while Families Forward anticipates assisting seven individuals with transitional housing and supportive services. Both programs will primarily focus resources to assist homeless families with children.

#### **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**

As outlined above, the City will focus resources on preventing homelessness, which aims to keep households permanently housed. Funding is also allocated for temporary and interim housing. Agencies funded by the City will primarily focus on stabilizing homeless families with children, and finding long-term affordable housing options for participating households.

**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.**

As previously indicated, CDBG funding is allocated for programs that provide direct financial assistance to prevent the loss of housing and utilities. Additional safety net programs that provide food, career counseling, job coaching and case management, will be available to program participants. Case management services will link individuals and families to mainstream services (e.g., social security, Veterans' benefits).

The City will also continue to participate in regional homeless planning efforts including the OC-CoC's Discharge Plan. The Discharge Plan outlines several actions the regional CoC will take to prevent individuals leaving institutions, hospitals, etc., from becoming homeless.

### **Discussion**

The City's homeless strategy is to help prevent homelessness by supporting safety net services for lower income households and to support regional efforts to reduce homelessness. For those households that have already become homeless, funding for emergency and transitional housing will be available to assist with their transition to permanent housing.



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

### **Introduction**

The City of Rancho Santa Margarita is virtually built-out. Most of the land area within the City is developed or is designated for parkland, open space, and regional open space. The Land Use Element of the City's General Plan designates approximately 24 percent of the City's total land inventory for residential uses, and provides for a range of residential types and densities throughout the City. The City's approach to accommodating affordable housing is based on achieving high densities, and maintaining a higher than average number of multi-family units as a proportion of total units.

The actions to overcome barriers to affordable housing are detailed in the City's Consolidated Plan. A summary is provided below.

### **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**

The following actions are identified in the City's Housing Element and Consolidated Plan as means to remove or ameliorate public policy that may serve as a barrier to affordable housing.

Expedited Project Review: Rancho Santa Margarita will prioritize any project with an affordable housing component. The City will also expedite permit processing for projects targeted for persons with disabilities.

Parking: The City's Zoning Code offers reduced parking standards for affordable housing projects and special needs housing. Additionally, the Planning Commission has the ability to grant reduced parking for senior housing and other affordable housing projects through the conditional use permit process.

#### Other Time and Cost Saving Actions:

- Permit processing guidelines are prepared to assist residential builders applying for development permits.
- Developed "early consultation" pre-application process to identify issues as soon as possible and reduce processing time.
- Allow processing fees to be reduced, postponed or supplemented with housing funds for affordable projects meeting City priorities.
- Provided a GIS application on the City's website with land use information and hyperlinks to important information, such as General Plan and Zoning Code documents.

## **Discussion**

Rancho Santa Margarita is a master planned community that is virtually built out - there are no remaining parcels for new housing development. While no housing development activity is planned for FY 2017-18, the City's Housing Element and Consolidated Plan have identified steps the City can take to mitigate barriers to affordable housing.

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

### **Introduction**

Outlined below are additional actions the City will implement during FY 2017-18 to address the sub-strategies of the Consolidated Plan.

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

The City will allocate a portion of its CDBG funds for activities that address the service needs of the elderly, persons with special needs, and extremely low-income households. Consistent with the City's Homeless Strategy, resources will be allocated to help households remain housed in place rather than fall into homelessness. For those already homeless, funding for housing and supportive services will be available. Resources are also allocated to assist lower income homeowners undertake minor home repairs thus preserving their existing housing situation. Additionally, the City will support OCHA's efforts to obtain additional rental assistance funding for lower income Rancho Santa Margarita renter households.

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

The City will encourage and support OCHA's efforts to obtain housing vouchers and certificates in order to assist additional households that are housing cost burdened. For homeowners, the City will continue to work with the Community Action Partnership of Orange County to implement the City's Minor Home Improvement Program, which will assist homeowners undertake minor home improvements that address health, safety and accessibility concerns.

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

Over 90 percent of the City's housing stock less than 25 years old - constructed well after lead-based paint was banned; however, program staff will ensure that all housing units constructed before 1978, that receive home improvement assistance, are tested for lead-based paint hazards. Appropriate steps will be taken to comply with HUD's current lead based-paint regulations if lead is found.

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

The City will continue to support programs and services that help lower income households, including poverty-level households. During FY 2017-18 the City will support the following activities:

- Rental assistance for very low-income renters via the Orange County Housing Authority.
- Financial assistance for lower income homeowners to undertake minor home improvements.
- Homeless prevention assistance for households at risk of becoming homeless, and emergency and transitional housing for those already homeless.
- Safety net social services for lower income households that will help to improve quality of life.

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

The City will continue to work with nonprofit entities to deliver public services. The City will also strive to enhance its community resources coordination efforts with other local jurisdictions and the private sector. As a member of the Orange County Continuum of Care Community Forum, the City will provide critical information to the County of Orange for preparation of the County's Continuum of Care Homeless Assistance grant applications, and will also help identify gaps in the regional homeless system of care. The City will also provide input on the development of the County's Ten-Year Plan to End Homelessness. Finally, the City will continue to assist the Orange County Housing Authority implement its Five-year and One-year Public Housing Authority (PHA) Plan.

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

The City of Rancho Santa Margarita does not operate public housing. The Orange County Housing Authority provides rental assistance in the community. Federal legislation requires that the Housing Authority prepare five-year and one-year plans that highlight its mission, goals and objectives as it relates to public and assisted housing programs. The City will review the Authority's plans and provide OCHA the opportunity to review and consult with the City regarding its Consolidated Plan and Annual Action Plan. The goal of this cross-consultation is to provide consistent and coordinated housing services for City residents. Through the CDBG public service grant funding allocation process, the City has created and sustains relationships with key community social service providers. These efforts will continue during FY 2017-18. The City will also continue to work with the Community Action Partnership to implement the City's home improvement program to assist lower income homeowners undertake minor rehabilitation of their residences.

## **Discussion**

HUD regulations require that the City prepare an Analysis of Impediments to Fair Housing choice (AI) every five years. In addition to identifying impediments, a strategy to overcome barriers must be developed and implemented annually. Accomplishments are to also be reported annually. In May 2015, the City of Rancho Santa Margarita and 15 other Orange County jurisdictions entered an agreement with GRC Associates to prepare a new AI that was compliant with applicable AI guidelines. This multi-jurisdictional AI evaluates existing demographic data, past fair housing enforcement activity for each partner community, region and city-specific mortgage lender data, and existing housing and land use public policies. Based on an extensive analysis of this data, and the input of residents, a list of impediments to fair housing choice for a 16-city region was developed. A corresponding set of action steps to ameliorate identified barriers was also prepared. Impediments are summarized in **Attachment 4** – a copy of the AI is posted on the City's website ([www.cityofrsm.org/271/Fair-Housing-Equal-Opportunity](http://www.cityofrsm.org/271/Fair-Housing-Equal-Opportunity)). **NOTE: not all impediments identified in the AI may be present in Rancho Santa Margarita.** The action steps the City will undertake during FY 2017-18 are also listed in **Attachment 4**.

## Program Specific Requirements

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

#### Introduction

The program-specific requirements that apply to the City are those for the CDBG program.

#### 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 will meet the 70% Low and Moderate-Income Overall Benefit requirement for use of CDBG funds in the one year period of FY 2017-18.

CDBG funds for FY 2017-18 will be allocated to activities that are described above. Community service activities will be qualified either as “low and moderate-income area benefit” or “limited clientele benefit.” Public facility/infrastructure improvements will be qualified under “low and moderate-income area benefit” or “limited clientele benefit” (e.g., ADA improvements). Housing rehabilitation will be available citywide to qualified low and moderate-income households.

No CDBG program income is anticipated to be received during FY 2017-18. The City does not have surplus funds from urban renewal settlements, nor does the City have grant funds returned to its line of credit. The City will not undertake float-funded activities; therefore, it does not anticipate program income from this type of activity. Finally, the City does not anticipate undertaking urgent need activities during FY 2017-18, nor will it undertake any actions that may result in involuntary displacement of businesses or residents.