



**AGENDA REPORT**  
 SAN CLEMENTE CITY COUNCIL MEETING  
 Meeting Date: May 7, 2013

Agenda Item 7-D

Approvals:

City Manager [Signature]  
 Dept. Head [Signature]  
 Attorney [Signature]  
 Finance [Signature]

**Department:** Community Development Department  
**Prepared By:** Denise Obrero, Housing Specialist

**Subject:** *ADOPTION OF THE 2013-2014 ANNUAL ACTION PLAN FOR EXPENDITURES OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS (CDBG).*

**Summary:** Staff recommends that Council approve and adopt the Annual Action Plan. The purpose of the Plan is to provide community development project details in connection with the City's HUD Grant.

**Fiscal Impact:** Adds Community Development Block Grant funds in the amount of \$352,000 to the Miscellaneous Grant Fund.

**Background:** Each year, the Department of Housing and Urban Development (HUD) determines the amount of grant funds the City is entitled to based upon population, income and housing needs. For 2013-14, we are still waiting for Congress' final budget adoption that will set the City's entitlement grant, estimated at \$352,000. This reflects nationwide federal cuts in amounts of five to eight percent from last year. To receive funds directly from HUD, participating jurisdictions must adopt an Annual Action Plan listing eligible community projects. The Plan must be submitted to HUD by May 15th each year along with an approved budget for use of CDBG funds.

The Plan requires a 30-day notice period (April 1- May 1, 2013) to allow the public to submit written comments. Residents may also attend the Council's public hearing on May 7, 2013 to voice their comments. A public hearing is required twice a year to receive HUD-CDBG Grants. The first hearing (prior to May 15th) is for the City Council to approve the expenditures of funds for the following fiscal year. The second hearing is held after the end of the fiscal year to review and evaluate how the funds were spent and project results. The evaluation report known as the CAPER will be submitted to the City Council the first meeting of September and sent to HUD before September 15, 2013.

**Discussion:** According to the Consolidated Plan, CDBG funding priorities fall into four categories: 1) public facilities and improvements, 2) housing and commercial rehabilitation programs, 3) public services, and 4) administration.

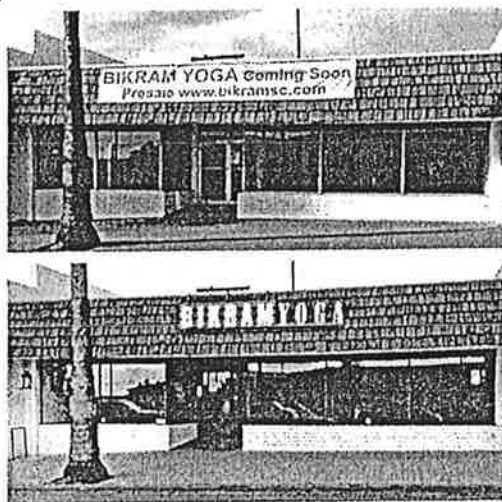
1. Public Facilities and Improvements

Property owners and residents from the Downtown CDBG target area were invited to a public workshop to review maps, listen to neighborhood issues and discuss traffic calming options. The strategic planning process confirmed two projects that were

initiated by the community: 1) the desire for sidewalk and street improvement along Calle Puente and 2) the desire for public sidewalk improvements in the Downtown. A large majority of residents gave staff constructive input at the City's Public Workshop. Consequently, the Downtown project was ranked as a higher priority and includes filling in the sidewalk gaps adjacent to the City's Community Center. The project will improve pedestrian and bicycle safety along heavily travelled South Calle Seville. Final engineering designs were approved at Planning Commission on March 20th. The initial cost estimate is \$109,200 which has been allocated from CDBG funds. The sidewalk construction award is expected to be approved in early June and construction completed this summer.

2. Housing and Commercial Rehabilitation

Since 1994 the City has provided the Home Rehabilitation Program loans and since 2004 we have provided Commercial Facade Rehabilitation Program grants. The City earmarks \$75,000 in Housing Rehabilitation funds on an annual basis and approximately five home rehabilitation projects were completed last year. The average home improvement loan was \$17,000 in 2012-13. Repayment of home rehabilitation loans occur when properties are sold. Approximately \$25,000 per year is projected to be repaid from these loans. The funds are recycled into additional home rehabilitation loans and grants. The City earmarks \$20,000 in Commercial Rehabilitation funds on an annual basis. The average cost of a commercial rehabilitation grant (typically including new signage or awnings, including design) was \$2,000 per business. Applications are accepted year round and projects are ongoing as long as funding is available. Approximately ten commercial facade projects were completed last year. To date, 64 Commercial Facade Rehabilitation projects have been completed.



Bikram Yoga Studio located at 711 N. El Camino Real

3. Public Services

In November 2012, local non-profit organizations were notified of the availability of CDBG public services grant applications via the City's web site, mail, and media outreach. Community Grant applications were received in January 2013 and reviewed by the Social Services Budget Committee in February. **The City may**

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**allocate 15 percent of the total grant (\$52,800 out of \$352,000), for Public Services.** The Social Service Budget Committee recommended \$52,800 in CDBG funding for the following non-profit organizations:

- 1) Camino Health Center - \$18,000
- 2) Age Well Inc. Case Management Program - \$6,000
- 3) Laura's House- Domestic Violence Program - \$8,000
- 4) City Recreation - "Fun on the Run" \$17,300.
- 5) Orange County Human Relation's Parent Training - \$3,500

Eleven other non-profit organizations are being recommended for funding through the City's General Fund - Social Service Fund. These grants will be addressed through the FY14 Budget adoption process.

4. Administration

The City may allocate up to 20 percent of its grant funds (\$70,400 out of \$352,000) for Administration. Administrative funds pay for a grant to provide fair housing services and for a full-time staff person for overall grant management. The Housing/ Neighborhood Specialist oversees the Home Rehabilitation and Downtown Revitalization Programs, conducts public outreach and education, administers and monitors the social services grant program, coordinates with the Engineering Division in setting community priorities for the target area sidewalk program, and prepares quarterly reports and manages reimbursement of funds from HUD. In summary, the Annual Action Plan submitted for City Council approval for use of FY14 CDBG funds includes the following programs.

ACTIVITY	CDBG FUNDING AMOUNT
<b>Public Works Improvements:</b> Calle Seville sidewalk project	<b>\$109,200</b>
<b>Housing Rehabilitation:</b> Housing rehabilitation assistance for owner-occupied and renter-occupied housing.	<b>\$75,000</b>
<b>Commercial Rehabilitation:</b> Façade improvement grants (awnings, signage, lighting)	<b>\$20,000</b>
<b>Public Services:</b> Senior, youth, homeless and other Low/Mod household assistance programs	<b>\$52,800</b>
<b>CDBG Administration &amp; Planning:</b> Program oversight and coordination, including Fair Housing Counseling (20 percent of total allocation allowed)	<b>\$70,400</b>
<b>Program Income</b>	<b>\$ 24,600</b>
<b>Estimated HUD Grant</b>	<b>\$327,400</b>
<b>TOTAL FY14 HUD GRANT</b>	<b>\$352,000</b>

**Recommended**

**Action:** STAFF RECOMMENDS THAT the City Council take the following actions:

1. Approve and adopt the FY14 Annual Action Plan for use of Community Development Block Grant (CDBG) Funds.
2. Authorize the City Manager to execute the HUD contract.
3. Authorize the City Manager and Community Development Director to execute contracts within established spending policy.
4. Adopt a Resolution of the City of San Clemente, California, approving the 2013-2014 Community Development Block Grant Annual Action Plan.

**Attachments:** 1. Council Resolution  
2. Annual Action Plan

**Notification:** The Sun Post News 8<sup>th</sup> page ad.

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RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN CLEMENTE, CALIFORNIA, APPROVING THE 2013-14 COMMUNITY DEVELOPMENT BLOCK GRANT ANNUAL ACTION PLAN

WHEREAS, it is the intent of the City of San Clemente to participate as an Entitlement City with the Department of Housing and Urban Development (HUD) authorized under the Housing and Community Development Act of 1974, as amended; and

WHEREAS, the Housing and Community Development Act of 1974, as amended, authorizes cities with a population of 50,000 or more to receive Community Development Block Grant Program (hereinafter referred to as "CDBG") entitlement funds directly from HUD for the purpose of undertaking essential housing and community development activities; and

WHEREAS, the federal government requires participating cities to assure that funds awarded under the CDBG will be secured and utilized pursuant to applicable federal, state and local laws and the regulations of the CDBG Program; and

WHEREAS, the public participated in the development of the Annual Action Plan, and the 30 day public comment period was advertised as required; and

NOW, THEREFORE, the City Council of the City of San Clemente does hereby resolve as follows:

SECTION 1: The 2013-14 CDBG Annual Action Plan for the City of San Clemente is hereby approved.

SECTION 2: The City Manager of the City of San Clemente is authorized to sign and execute the HUD-CDBG Contract.

SECTION 3: The City Manager and Community Development Director are authorized to sign contracts within the established spending policy on behalf of the City of San Clemente.

SECTION 4: The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

ATTEST:

\_\_\_\_\_

City Clerk of the City of  
San Clemente, California

\_\_\_\_\_

Mayor of the City of  
San Clemente, California

STATE OF CALIFORNIA     )  
COUNTY OF ORANGE     ) §  
CITY OF SAN CLEMENTE    )

I, JOANNE BAADE, City Clerk of the City of San Clemente, California, do hereby certify that Resolution No. \_\_\_\_\_ was adopted at a regular meeting of the City Council of the City of San Clemente held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by the following vote:

AYES:

NOES:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Clemente, California, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
CITY CLERK of the City of  
San Clemente, California

Approved as to form:

\_\_\_\_\_  
City Attorney

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**CITY OF SAN CLEMENTE  
ANNUAL ACTION PLAN  
SUBMITTED TO  
DEPARTMENT OF  
HOUSING AND URBAN DEVELOPMENT  
COMMUNITY DEVELOPMENT BLOCK GRANT  
2013-2014**

**COMMENT PERIOD 4/01/13 TO 5/01/13**

**DRAFT**

**PREPARED BY  
CITY OF SAN CLEMENTE  
COMMUNITY DEVELOPMENT DEPARTMENT  
SAN CLEMENTE, CA**

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# City of San Clemente

## Executive Summary

In 2006 the City of San Clemente became an entitlement city receiving an annual allotment of CDBG funds from the U.S. Department of Housing and Urban Development (HUD). In order to receive funds, the Annual Action Plan is completed through a collaborative process by which the community, San Clemente City Council, staff and stakeholders establish the priority housing and community needs that may be eligible for CDBG funding. The Plan proposes several projects to meet one-year goals to address priority needs.

According to HUD's latest preliminary planning estimate, San Clemente's 2013-2014 formula allocation will be \$327,000 plus \$24,600 in Program Income. HUD regulations state that no more than a maximum of 15 percent (approximately \$52,800) may be spent on public services and that a maximum of 20 percent (\$70,400) may be spent on program administration. The proposed distribution of funds is listed below.

### Proposed 2013-14 Action Plan

1. *Public Services* - \$52,800 for grants to five (5) non-profit organizations and the City recreation program, "Fun on the Run".
2. *Rehabilitation Programs* - \$75,000 for grants and loans for single-family and multi-family home rehabilitation and commercial façade rehabilitation.
3. *Public Works* - \$109,200 for safety improvements to install new sidewalks, curbs and gutters and one sidewalk project in the Downtown target area (Phase I - Calle Seville Sidewalks).
4. *Administration and Planning* - \$70,400 includes project management of the home and commercial rehabilitation programs, financial management of the formula grant, and strategic planning for new projects. It also includes fair housing services provided by the Fair Housing Foundation.

Estimated HUD Grant:	\$327,400
Program Income Amount:	\$ 24,600
Total Funding, FY 2014:	\$352,000

## National Objectives and Goals

The proposed projects meet the CDBG program National Objectives in that they provide activities benefiting low and moderate income persons, improve the target areas by creating a suitable living environment, decent affordable housing opportunities, and economic opportunities for low and moderate-income households. Many of the target area's residents live and work in San Clemente. Improving their housing and creating a safe environment for them to walk to their jobs and shopping are important goals. They also meet the goals of the Consolidated Plan and the City's mission statement which asserts the City will, *"maintain a safe, healthy atmosphere in which to live, work and play; guide development to ensure responsible growth while preserving and enhance our village character, unique environment and natural amenities; and provide for the City's long-term stability through promotion of economic vitality and diversity, resulting in a balanced community, committed to protecting what is valued today while meeting tomorrow's needs."*

In the early 1990s, development in San Clemente had slowed due to a nationwide recession. The historic center of town had deteriorated and rental properties were becoming overcrowded as tenancy shifted from individuals in the military to families. The Neighborhood Pride Program was developed in Central San Clemente as a partnership program with property owners to address neighborhood deterioration, to correct code enforcement violations and to improve the appearance and safety of older, high density neighborhoods. Some of the blighted properties were bought by non-profit affordable housing organizations to upgrade properties for health and safety, and to preserve affordability and provide low-income families with affordable rents or temporary shelter.

Most of the housing in the Downtown CDBG target area is a mix of small single-family homes built between 1927 and 1960 and apartment complexes built in the 1950-1980s. Sidewalks were not required until the 1980s in the Downtown target area. Therefore, most Downtown streets have only partially completed sidewalks. As part of the upcoming Consolidated Plan, the City intends to continue completing the sidewalk gaps, improving the CDBG target areas by adding new sidewalks, resurfacing roads, improving commercial facades, and rehabilitating single-family and multi-family dwellings with CDBG funds.

### **Citizen Participation**

The City of San Clemente relies on its Citizen Participation Plan to encourage and gather input from the community's residents during the development of the Action Plan report. The City published a notice in the San Clemente Sun Post News on November 26, 2012 announcing the availability of funding and requesting proposals for the FY14 CDBG Social Services grant program. Information on the grant process and timeline were sent to City departments, public committees, non-profit organizations and elected and appointed officials.

A public hearing notice was published on April 5, 2013 announcing the opening of the 30-day comment period for the Draft CDBG Annual Action Plan for FY13-14. The public hearing will be held on May 7, 2013. The Draft Annual Action Plan was made available on the City's web site, at the public library on Avenida Del Mar, at City Hall, and at the Community Development Department.

Several methods of marketing the City programs are used throughout the year. The City advertises its Home Rehabilitation Program in the Quarterly City Newsletter and Recreation Guide. The description of the housing program and CDBG applications are provided on the City's web site and in the Community Development Office. The Housing Specialist does quarterly outreach at the SC Collaborative Outreach Meetings,

Chamber of Commerce, Downtown Business Association and community-wide forums. Staff also goes to the City's Senior Center to present the Home Rehabilitation Program guidelines to clients and their program staff. Many of the new projects are also publicized by word of mouth from satisfied consumers, tenants and property owners.

## **Public Facilities**

The goal of the Public Infrastructure program is to provide continuous sidewalks in the CDBG target areas. City Council priorities include school access, Downtown access, and beach access. Engineering staff reviews the projects based on Council priorities, community need, other approved projects in the CIP budget, and available funding. Last year, the Downtown sidewalk project was ranked as the highest priority and included filling in the sidewalk gaps adjacent to the Community Center. The project will improve pedestrian and bicycle safety along heavily travelled Calle Seville and Avenida Del Mar. The cost estimate was \$115,000 and the City allocated \$111,087; the balance will come from carryover funds. Final Engineering designs were recently approved by the Planning Commission on March 20, 2013. The bids will go out on April 24th. The Public Works Department is scheduled to award the sidewalk contract on June 4, 2013. And construction will begin right after school ends in mid to late June.

## **Public Services**

Provision of public services is also an eligible activity. Grants can be for labor, supplies and materials for a variety of social services provided by a non-profit organization or a unit of local government. The amount of CDBG funds used for public services shall not exceed 15 percent of the City's total CDBG funding, including Program Income. Grant applications are announced in the local newspaper, at the City's Human Affairs meetings and at the San Clemente Collaborative's General Meeting, and are available on the City's web site and through direct mail. The City's grant application process is

reviewed by a committee during a February Budget Meeting. The Social Service Budget Committee is made up of one City Council representative, the Community Development Director, and two Human Affairs Committee (HAC) members. In 2012, the HAC visited all of the 20 active non-profit organization receiving funds from the City's General Fund: social services programs, housing and homeless services grants, and CDBG public service grants. The Social Service Budget Committee recommended five programs for funding in FY14. These are: bilingual case management for low-income seniors, after-school mobile recreation programs in the targeted neighborhoods, a shelter for domestic violence victims, health care and dental services at a community clinic, and Parent Leadership Trainings provided by Orange County Human Relations for the Las Palmas School and Max Berg Plaza Park neighborhood. Since Redevelopment Agency dollars are no longer available, an additional eleven non-profits received recommendations for General Fund support; the total proposed General Fund funding for social services was \$68,700 for FY13-14. The City's proposed budget and CDBG proposed budget will be approved on May 7, 2013.

## **STRATEGIC PLAN**

A critical component of the Consolidated Plan is the Strategic Plan. The Strategic Plan delineates the process the City utilized to prioritize housing and community needs and identifies goals, objectives and activities to address these needs over a four-year period. This strategy calls for the City to work with local nonprofit organizations to analyze residents' needs and to develop a plan for services. Additionally, the City helps provide nonprofits with resources that can be used to assist San Clemente residents in need. The programs and projects were developed to meet the community's high priority needs as adopted in the City's Consolidated Plan. Reporting of outcome measures are based on figures provided by non-profit organizations and by City staff for projects completed between July 1, 2012 and June 30, 2013. The Actual Units by Category will be reported in the Consolidated Annual Performance and Evaluation Report (CAPER) due to HUD 60 days after the end of the fiscal year.

# City of San Clemente

## Annual Action Plan 2013-2014

The Annual Action Plan provides specific information regarding the resources and activities the City will undertake to address priority needs and specific objectives during a 12-month period. The Action Plan serves as the link between the objectives developed to address priority housing and community needs identified in the Strategic Plan with the use of federal resources. The specific timeframe for the FY14 Annual Action Plan begins July 1, 2013, and ends June 30, 2014. The City refers to this timeframe as a Fiscal Year (FY); HUD refers to this timeframe as a Program Year (PY) - these terms are used interchangeably.

### A. REQUIRED COMPONENTS

The Annual Action Plan is revised annually, and consists of several HUD required components including:

- **Standard Form 424** - This form serves as the City's formal application to HUD for grant funds for the 2013-2014 PY.
- **Resources** - Federal, non-federal and private funds expected to be available to address priority needs and specific objectives identified in the Strategic Plan. This estimate includes program income for federal grant funds. Also, the Annual Plan must provide information regarding the leveraging of non-federal and private resources with federal grant funds, and how the match requirements of HUD programs will be addressed.
- **Description of Activities to be Undertaken** - This information will include the amount of funds that will be utilized, a projected number of individuals that will be served or housing units to be assisted, and the location of the project.
- **Geographic Distribution** - A description of the geographic distribution of federal grant funds, including information regarding the distribution of federally funded assistance in areas of minority concentration.

- **Homeless and other Special Needs** - An outline specifying the activities that will be undertaken during the Program Year to address the needs of the City's households at risk of homelessness, those currently homeless, and persons that are not homeless, but have special needs.
- **Other Actions** - HUD requires that the City re-evaluate how the additional strategies outlined in the Strategic Plan will specifically be addressed during the FY14 including strategies to:
  - Address obstacles to meeting underserved needs
  - Foster and maintain affordable housing
  - Remove barriers to affordable housing
  - Evaluate and reduce lead-based paint hazards
  - Reduce the number of poverty level families
  - Develop institutional structures
  - Enhance coordination between public and private housing and social service agencies
  - Foster assisted housing improvements and resident initiatives
  - Additionally, the City of San Clemente addressed its Impediments to Fair Housing Choice in the Analysis of Fair Housing Impediment (AI) report which was jointly completed in 2010.
- **Program Specific Requirements** - There are certain program requirements that must be included in the Action Plan for each federal grant program.
- **Monitoring** - A description of the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan.
- **Environmental Review** -
- **Certifications** - HUD requires the City to submit various certifications related to the implementation of federal grant programs. These are standard certifications required by HUD.

## B. RESOURCES

### *FEDERAL ENTITLEMENT RESOURCES*

As part of the Action Plan, federal regulations require the City of San Clemente to delineate federal and non-federal resources expected to be available to address the priority needs and specific objectives identified in the Strategic Plan. **Table 1** provides this information regarding 2013-14 formula grant allocation.

Table 1: Federal Grant Resources for FY14

RESOURCES	AMOUNT
Community Development Block Grant (CDBG) Entitlement Grant	\$352,000
<b>TOTAL</b>	<b>\$352,000</b>

\*Still waiting on the FINAL formula grant allocation from H.U.D.

### *ADDITIONAL FEDERAL GOVERNMENT RESOURCES*

In addition to CPD entitlement funding, additional federal resources may be accessed by the City or resident serving non-profit organizations during the 2013-2014 Fiscal Year, as described below:

#### *SECTION 108 LOAN*

Section 108, the loan guarantee provision of the CDBG program, is an investment tool that HUD offers to local governments. Section 108 loan proceeds can transform a small portion of CDBG funds into federally guaranteed loans large enough to pursue major physical and economic revitalization projects. A local government borrowing Section 8 funds must pledge future CDBG allocations to pay off the loan amount and as security for the loan. Typically, large cities with several million dollars in CDBG funds utilize this program rather than smaller cities such as San Clemente. The City has not applied for the Section 108 loan guarantee for FY14 funding.



### *FEDERAL RENTAL ASSISTANCE*

The Orange County Housing Authority provides Housing Choice Voucher Rental Assistance, which can be used by eligible Low-Income tenant households to obtain affordable housing. These housing vouchers are provided directly to the tenant households, who may seek rental housing anywhere in the County. Some of these tenants have chosen to rent housing in San Clemente. The City has little control over how much of the County allocation to rental assistance benefits San Clemente Low-Income households; however, these are valuable resources for lower income households. As of December 2012, the vouchers were provided to 35 San Clemente families, 29 disabled, and 65 elderly for a total of 129 households.

### *TAX CREDITS*

Federal Low Income Housing Tax Credits can be a significant source of equity for housing developments designed for Low-Income residents. The credit serves as a valuable income tax benefit to corporate investors. Investors will contribute cash for the development costs of an affordable housing project in order to obtain these benefits. The City does not directly apply for these funds. Low-Income tax credits can be allocated to nonprofit and for-profit developers. The City Council approved the development of a 76-unit, affordable senior housing development by Meta Housing on March 17, 2009. Meta completed their final loan and agreement documents in 2011. The close date was pushed back, however, groundbreaking and construction started in early December 2012. The entire community is excited about this senior apartment complex.

### *OTHER FEDERAL RESOURCES*

Other federal resources that may be utilized in the community which may assist the homeless include the Emergency Shelter Grant and Shelter Plus Care. The Emergency Shelter Grant (ESG) program can be used to support homelessness prevention and emergency/transitional shelter programs. The City does not receive ESG funding directly from HUD; however, San Clemente-based homeless service providers can

apply for these funds from neighboring ESG-recipient communities or the County. Similarly, the City is not a recipient of Shelter Plus Care Program resources. Shelter Plus Care is a rental assistance program for the homeless with special needs. The program requires that rental assistance be blended with appropriate support services. Local nonprofits or residents apply directly for these funds through the County of Orange Housing and Community Services Department and Department of Behavioral Health.

**OTHER NON-FEDERAL PUBLIC AND PRIVATE RESOURCES**

As part of the Action Plan, federal regulations require the City of San Clemente to delineate non-federal and private resources expected to be available to address the priority needs and specific objectives identified in the Strategic Plan. *Table 2* provides information regarding non-federal and private resources expected to be available during the FY14 Program Year.

Table 2: Non-Federal Public & Private Resources for FY14

RESOURCES	ANTICIPATED AMOUNT
Rental Rehab Property Owner Matching Funds	\$50,000
General Fund Public Services	\$68,700
<b>TOTAL</b>	<b>\$118,700</b>

Source: City of San Clemente Community Development Dept

**LEVERAGING OF RESOURCES**

HUD requires the City to discuss how federal resources made available during the FY14 Program Year will leverage other non-federal public and private resources. The City of San Clemente will make every effort to link non-federal resources for housing and community needs with federal grant funds. This strategy involves identifying federal resources that may be available to undertake a project. If grant funds are insufficient other non-federal resources will be utilized to meet project finance gaps. Additionally,

the City will continue to commit non-federal resources to undertake activities that may not be eligible for federal funding but address the priority needs of the community.

***FEDERAL MATCH REQUIREMENTS***

There is no federal requirement for the City to match CDBG funds with other non-federal program resources. Furthermore, the City is currently not a Participating Jurisdiction in the HOME program and, therefore not subject to the 25 percent match with non-federal dollars requirement of the program. However, last year the City began researching HOME program funding opportunities with the demise of RDA Funds.

**C. ACTIVITIES TO BE UNDERTAKEN**

A summary of activities the City of San Clemente will undertake during the FY13-14 Program Year is provided in *Table 3*. These activities have been selected for implementation in order to address high priority needs identified in the Consolidated Plan.

**TABLE 3: SUMMARY OF ACTIVITIES TO BE UNDERTAKEN IN FY 2014**

ACTIVITY	FUNDING SOURCE	FUNDING AMOUNT	PLANNED ACCOMPLISHMENTS
<b>FEDERAL FUNDED ACTIVITIES</b>			
<b>CDBG Administration &amp; Planning:</b> Program oversight and coordination, including Fair Housing Counseling	CDBG	\$70,000	1 Yr of Program Administration
<b>Commercial Rehabilitation:</b> Façade improvement grants (Ex. awnings, signage, lighting)	CDBG	\$20,000	9 Businesses
<b>Housing Rehabilitation:</b> Housing rehabilitation assistance for owner-occupied and renter-occupied housing <sup>1</sup>	CDBG	\$75,000	8 Housing Units (2 sf du, 3 mf=6 du)
<b>Public Services:</b> Senior, youth, homeless and other Low/Mod household assistance programs	CDBG	\$52,800	7,750 Individuals
<b>Street Improvements:</b> Sidewalk, curb, and access ramp installed on South Calle Seville	CDBG	\$109,200	900 sq.ft sidewalk 53 lin.ft. curbs 2 access ramps
<b>TOTAL: \$327,000 funding estimate (to be confirmed by HUD)</b>			
<b>Non-Federal Funded Activities</b>			
<b>Public Services:</b> Funding for public service agencies serving lower income households	General Fund	\$68,700	4,000 Individuals

Detailed descriptions of activities to be undertaken are provided in *Attachment 1 - Narrative of Listing of Proposed Projects* and the HUD CPMP 2.0 table. The descriptions include the following proposed activities:

- The number and type of individuals that will be assisted by the proposed activity
- Specific local objective and priority needs
- Location of activity
- Proposed start/end dates

**D. GEOGRAPHIC DISTRIBUTION**

The description of the geographic distribution of federal grant funds is depicted in **Map No. 1**. This map provides a view of the City’s target areas where CDBG resources will be focused, and sites where proposed activities will be located. Activities that are

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community wide in nature are not plotted on this map. **Map No. 1** depicts this allocation of resources by projects layered with the City's CDBG target areas.

As this map indicates, the City of San Clemente will focus its FY 2013-16 Consolidated Plan funded activities in the community's low and moderate-income areas - predominately situated in San Clemente's older neighborhoods. Areas of the City outside of the CDBG target areas will benefit from activities that are limited-clientele in nature, i.e., a person/household can benefit from a federally assisted program provided they meet the program's eligibility criteria. For example, property owners whose homes are outside the target areas and who qualify for Home Rehabilitation loans based on household income guidelines. In particular, a homeowner living anywhere in the City may apply for Home Rehabilitation funds, given they meet income standards. **Table 4** provides this income limit information for the 2012 Program Year. Note: HUD updates these figures annually.

**TABLE 4: 2012 HUD ORANGE COUNTY INCOME LIMITS**

HOUSEHOLD SIZE	MAXIMUM HOUSEHOLD INCOME 80% OF MEDIAN INCOME
1 Person	\$ 52,050
2 Persons	\$ 59,450
3 Persons	\$ 66,900
4 Persons	\$ 74,300
5 Persons	\$ 80,250
6 Persons	\$ 86,200
7 Persons	\$ 92,150
8 Persons +	\$ 98,100

Source: U.S. Department of Housing and Urban Development  
Median income for 2012 for a family of four is \$86,200

## **E. HOMELESS AND OTHER SPECIAL NEEDS**

The needs of San Clemente's homeless and special need populations have been discussed at length in the adopted Consolidated Plan. The Action Plan delineates the specific activities the City will undertake during the FY14 Program Year that address

identified objectives and goals. As reported in the Consolidated Plan, there is an estimated 90 to 180 homeless in San Clemente. San Clemente recognizes its responsibility to assist the homeless in its jurisdiction and it continues efforts to identify effective means to distribute limited resources to address homeless needs. The City has 115 shelter beds in three shelters; Gilchrist House, renovated and expanded Laura's House and Henderson House. The City has designated homelessness prevention, emergency and transitional housing as high priorities for addressing homelessness. Additionally, the City's Housing Program provides funds to nonprofit developers to help build new, permanent affordable housing for households earning an average of 50 percent of area median income. These units offer permanent affordable housing opportunities to households transitioning from homeless shelters/programs.

During the FY14 Program Year, the City will undertake the following homeless housing/service activities in conjunction with local non-profit organizations:

**Homelessness Prevention** - A key component of a Continuum of Care strategy is to prevent individuals and families from falling into homelessness. This is often accomplished by providing emergency rental assistance, food, counseling and support services. Several nonprofit service providers located in the region assist San Clemente's homeless at-risk population; however, the City will not be able to fund these agencies during FY14 timeframe with CDBG funds. The General Fund will provide a grant of \$26,000 to Family Assistance Ministries for homeless prevention. The City will also allocate CDBG and General Fund resources to support case management and referral services for lower income households. While not directly focused on the types of homelessness prevention activities listed above, these services will assist households that are vulnerable to homelessness.

**Emergency Shelters** - The City will provide an \$8,000 CDBG grant to one emergency shelter provider -- Laura's House -- to provide shelter and counseling programs. These funds will help offset the costs of providing emergency shelter and essential support

services for San Clemente's homeless. Specific activities to be carried out during the 2013-14 Program Year are delineated in the *Listing of Proposed Projects - Attachment 1*. It is estimated that 295 homeless individuals will receive services from Laura's House during FY14.

#### **Transitional Housing -**

The critical link between homelessness and self-sufficiency is provided by transitional housing programs. In this setting, homeless individuals and families are provided free or low-cost housing that is enriched with support services aimed at building self-reliance skills. Transitional housing programs require participants to save a portion of their earning so they will have adequate resources to move into permanent housing upon their successful graduation from transitional housing. CDBG funds are not allocated to transitional housing, however, the General Fund will provide a \$4000 grant for transitional housing services to Henderson House (26 beds for single adults). Gilchrist House, a provider of transitional housing, provides 26 shelter beds for women and their children in the Vista Los Mares neighborhood.

#### **Transition to Permanent Housing -**

Access to decent, affordable permanent housing is the ultimate goal of a continuum of care system. In the past, the City has provided Redevelopment Agency housing funds and In-lieu developer fees to non-profit service providers to help them acquire and rehabilitate housing units for long term affordable housing. Some of the residents have moved out of shelters and into the City's affordable apartments. No CDBG funding has been allocated for the 2013-14 Fiscal Year for this type of activity. However, two years ago the City worked with Mary Erickson Community Housing to identify and purchase four foreclosed condominiums using Neighborhood Stabilization Funds (NSP). The City's Redevelopment Agency provided acquisition and rehabilitation funding in 2010. The renovations were completed and four low-income families moved into the units in April 2011. There maybe future NSP opportunities with Mary Erickson Community Housing or another non-profit.

### **Conversion to Permanent Supportive Housing -**

Effective October 1, 2013, Friendship Shelter will convert its two apartment buildings in San Clemente, known as Henderson House shelter, to permanent supportive housing for homeless people with disabilities. The project is funded by a \$425,000 HUD Supportive Housing Program (SHP) grant. Friendship Shelter learned it was approved for these funds in February 2013. Friendship Shelter intends to continue to provide transitional services to clients who graduate from its self-sufficiency program, but will provide those services to clients in their own homes rather than at Henderson House.

This plan is pending final approval by the Friendship Shelter Board of Directors and HUD (expected late May 2013). FSI is moving forward with the understanding and expectation that it will receive these final approvals.

#### **Background:**

Last year HUD made available a "bonus round" of funding that was announced locally as Rapid Re-Housing funds. At the time, because FSI has been focused on permanent supportive housing, FSI did not apply for the funds. Another homeless services organization that works primarily with families helping them get back in to housing and self-sufficiency did apply and was awarded about \$425,000 annually. These are renewable funds. Subsequently, that organization learned that HUD's intent for the funds is not short-term rental assistance, but rather long-term, permanent housing support of people with disabilities (including mental health disabilities/disabling conditions). They turned to Friendship Shelter to see if FSI would like to take over the project.

At the same time, HUD has been communicating its intent to de-emphasize Transitional Housing over the next several funding cycles. Orange County's 10 Year Plan to End Homelessness, which will drive most of the public money available for homeless services, is aligned with this goal, and conversion of transitional housing to supportive housing is included in the 10 Year Plan. Over the past several years, Friendship Shelter has had, as part of its strategic action plan, two pertinent goals: 1.) Establish permanent supportive housing for people with mental health disabilities and 2.) Study and



determine the best use of the property at Henderson House in the changing service and funding environment. In recent years FSI has struggled to keep Henderson House full and financially viable (it currently loses money annually).

**The Plan:**

Henderson House will become permanent, shared housing for 16 disabled individuals with supportive services on site. Current Henderson House residents will be assisted with transitional services with the goal that all will transition to independent housing prior to September 1, 2013. Some Henderson House clients may qualify for the permanent housing.

**Special Needs of Persons not Homeless but Identified as Needs Supportive Housing**

- San Clemente will continue to provide federal and non-federal resources to meet the needs of persons with special needs (e.g., seniors, persons with disabilities). Various programs will be undertaken during the FY14 program year including housing rehabilitation, (which may include installation of items such as ramps, grab bars, wider doors, etc., to improve mobility for persons with disabilities).

**F. OTHER REQUIRED ACTIONS**

**IDENTIFICATION OF IMPEDIMENTS TO FAIR HOUSING CHOICE**

As a recipient of federal grant funds, the City of San Clemente is required to prepare an Analysis of Impediments to Fair Housing Choice (AI). In addition to identifying impediments, a strategy to overcome impediments must be implemented. The AI is prepared in conjunction with the Consolidated Plan; however, because the City of San Clemente's requested an extension in 2010, the City moved forward to complete their AI in partnership with the City's of Tustin, Costa Mesa, and the City of Mission Viejo. The last regional AI document covered the four-year period of 2006-2010. The regional AI reviews an array of public and private policies, practices and procedures affecting housing choice in the County and San Clemente. The information listed below summarizes the impediments identified in the AI and also lists the actions the City will

implement during the FY14 to overcome impediments as a City and as a regional partner.

### *Summary of Impediments Identified in the Analysis*

The following is a summary of impediments identified in the updated AI. It is important to note that not all of the impediments identified in the analysis are present in San Clemente. This summary is based on a regional evaluation from the Fair Housing Foundation:

- There is a need for cost sensitive and effective fair housing counseling that provides comprehensive educational services and fair housing enforcement.
- There is a need for a pro-active evaluation of fair lending practices in the region to evaluate, explain and eliminate disparity in lending practices by race and national origin.
- Local jurisdictions do not have a formal fair housing education system in place for employees who deal with fair housing issues (e.g., planning/zoning and code enforcement staff).
- Residents and Property owners of small income properties do not have adequate information regarding basic housing rights and laws which may result in housing discrimination.
- Insurance companies may be targeting certain zip codes for higher denial rates or different terms and conditions.
- Local entitlement communities may have policies and programs that affect housing development, which may indirectly act as an impediment to fair housing choices.

### *Actions to Address Identified Impediments*

The following actions have been identified in the updated AI and by the City of San Clemente to address impediments to fair housing.

- Fair housing services will be provided at an effective and responsive level. The Fair Housing Foundation submitted a proposal to the City to provide fair housing

services for San Clemente residents. The City will contract with the Fair Housing Foundation to investigate and address complaints of unfair or predatory lending practices of residents.

- In addition, City personnel will enroll in applicable educational courses to ensure the most comprehensive fair housing service possible.
- A similar course of action will be taken by the City to address complaints of insurance redlining, i.e., the City will utilize existing referral and advocacy resources such as the Fair Housing Foundation, to investigate and address complaints.
- As a partner in the preparation of the updated AI, the City provided the Fair Housing Foundation with information regarding current policies that may have an impact on housing development. The City will review the recommendations of the AI and consider modifications to present policies that may have a nexus limiting fair housing choice.

#### STRATEGY IMPLEMENTATION

HUD requires that the City reevaluate how the additional strategies outlined in the Strategic Plan will specifically be addressed during the Program Year. These respective reevaluations are found below. Additionally, over the course of the next four year Consolidated Plan cycle, the annual CAPER report will track ongoing program results by comparing planned versus actual accomplishments.

#### *Strategy to Eliminate Obstacles to Meeting Needs of the Underserved*

The City of San Clemente will undertake several activities aimed at addressing the needs of the community's underserved, that is elderly, youth, homeless, and lower income renter households. To overcome the barriers identified in the Consolidated Plan, the City will focus its limited resources toward upgrading existing rental housing units and expanding the number of affordable housing units for lower income renters. Additionally, the City and local nonprofits will continue to provide services for underserved City residents. Public services to be funded during the 2013-2014 Program

Year include medical care for the uninsured, senior, youth, and domestic violence shelter and assistance activities. By focusing resources on the housing and community needs identified as high priority the City will be able to utilize funds more efficiently.

Many of the barriers to maintaining and expanding affordable housing opportunities for all residents of San Clemente are attributed to market constraints. These market constraints, such as mortgage interest costs and regional economic cycles, are beyond the control of the City. Nonetheless, the City will utilize its limited resources to produce and maintain affordable housing. By leveraging federal funds with the City's In-lieu developers fees, tax credits other resources available to nonprofit housing developers, the City will strive to increase its supply of long-term affordable housing. The City's owner-occupied housing stock will be preserved with rehabilitation funds for homeowners. Referring first-time homebuyers to the Affordable Housing Clearinghouse and other forms of subsidies will help build and reinforce neighborhood pride.

### *Barriers to Affordable Housing*

Barriers to building affordable housing are many in San Clemente: the high price of land, limited vacant land, residents not understanding the need, and limited funds to complete projects are some. The City will implement an array of housing programs to help expand and maintain the supply of affordable housing in San Clemente. As outlined above, the City will provide housing rehabilitation programs for both owner and rental housing units. In 2006, the City Council approved an Affordable Housing Overlay which encourages affordable housing to be built in commercial zones along El Camino Real. In exchange for developing 51% of the housing units as affordable to households earning 50% of median income, the property owner can build 49% of the units as market rate condominiums or rentals in the commercial or mixed use zone. As described above the City works with non-profit developers to build new rental housing and acquire and rehabilitate rental property for long term affordability.

San Clemente has a State-certified Housing Element as of August 2011. This means we can turn our attention to accomplishing the City's affordable housing programs, including two current affordable housing developments - Meta's Senior Apartments and Avenida Serra's Downtown Workforce Housing. These projects are moving forward and are eligible for funding sources that require a certified housing element.

The Housing Specialist participates with several regional housing groups to educate residents, elected, and appointed leaders on the need for more affordable housing. The South Orange County Alliance for Housing Our Community (SOCAHOC) provided a community-wide forum in 2012.

#### *Annual Affordable Housing Plan*

Each year the Housing Specialist prepared an Annual Redevelopment Agency Plan which updates the Housing Strategy and identifies priorities and projects for the following year. In 2009, the RDA also adopted a five-year implementation plan. The plan has three priorities, 1) new housing resources, 2) neighborhood revitalization, and 3) housing support programs.

New housing resources include the construction of new affordable housing and the purchase and acquisition of existing housing for transitional and long-term permanent housing. On November 3, 2009 the RDA approved an agreement for Family Assistance Ministries to acquire and rehabilitate Gilchrist House, a 4 unit, 26 bed transitional housing property. A forgivable loan of \$680,000 was approved to purchase the property and \$120,000 for improvements. The escrow closed in February 2010. In conjunction with a grant from the HUD McKinney-Vento Act, the property will provide affordable transitional housing for a minimum of 20 years and affordable housing for an additional 35 years which may continue as transitional or become permanent affordable housing.

The Grand Opening of Gilchrist House shelter was celebrated in January 2011.

The City's RDA owned the 16,000 square foot, 107-115 Ave. Serra site. In 2010 National CORE was ranked as the top developer to design, build, own and manage the 19 one-bedroom apartments. The apartments will be affordable for a period of not less than 55 years. The single building would include private and common space, a community room, on-site parking and on-site management. In 2012, the City Council approved the DDA. The DDA was prepared by Kerra Carlson, Esq. of the Law Firm of Rutan and Tucker, in consultation with the City Attorney, City staff, National CORE staff, and the attorney representing National CORE. The applicant is currently going through the entitlement process and they are scheduled to break ground in late Fall 2013.

The City works with a variety of non-profit housing organizations to meet Continuum of Care needs. Mary Erickson Community Housing (MECH) provides permanent affordable housing for large families. MECH was awarded a Neighborhood Stabilization Program (NSP) grant in 2010. On May 18, 2010 the RDA approved a loan to enable MECH to purchase up to 4 foreclosed condominiums with RDA and NSP funds. In March 2011, the renovations were completed and these condos are used for long term affordable housing.

The second priority of Neighborhood Revitalization is implemented with Community Block Grant Funds through the City's Rehabilitation Programs and downtown Sidewalk Program. The FY14 Action Plan includes \$80,000 in funding for the Home Rehab Program and \$20,000 for the Commercial Façade Program. A sidewalk improvement grant for Phase II Calle Seville is included in the FY14 Annual Plan.

The third priority is the housing support program. Two General Fund grants to non-profit organizations totaling \$30,000 were recommended by the social services budget committee for FY14 to Family Assistance Ministries and Henderson House.

***Public Housing Improvements and Initiatives***

The City of San Clemente does not operate public housing. The Orange County Housing Authority (OCHA) 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 has reviewed the Authority's plan and OCHA has also been provided the opportunity to review and consult with the City regarding the Consolidated Plan. The goal of this cross-consultation is to provide consistent and coordinated housing services for City residents.

OCHA reports that 115 San Clemente households receive Housing Choice Voucher-rental assistance, with many hundreds on the waitlist. The vouchers were provided to 35 families, 21 disabled persons, and 59 elderly persons for a total of 115 in San Clemente.

#### *Lead-Based Paint*

Based on Orange County data, it is estimated that as many as 4,000 housing units in San Clemente may have some level of lead-based paint hazard. Additionally, it is estimated that over 900 San Clemente households with children under five years of age may live in housing with some form of lead-based paint hazard. As required by HUD, the City has implemented several means to implement lead-based paint hazard regulations. At a minimum, each housing unit built before 1978 participating in City-funded affordable housing programs will be tested for lead hazards prior to the commencement of any rehabilitation work. The City will provide financial assistance for lead testing of the property in conjunction with housing rehabilitation assistance when painting is included in the work. If lead is found, program resources can be used to pay for the removal or mitigation of lead-paint hazards. While these steps have increased rehabilitation costs and completion time, it is imperative that City comply with regulations and to also educate program participants regarding the dangers of lead-paint. With respect to the latter, the City also provides lead paint educational information to property owners.

### *Anti-Poverty Strategy*

The City has identified numerous factors it can influence to combat poverty. Activities and services the City will implement during FY14 to combat poverty includes the following:

- Affordable housing programs, including rehabilitation and rental assistance (via the Orange County Housing Authority).
- Homeless assistance, including emergency shelter and transitional housing opportunities. The Housing Specialist is working with two non-profits, iHOPE and the Illumination Foundation to provide social services and housing for the chronically homeless.
- Public services to assist lower income seniors, youth and special need households to improve their quality of life.
- On-going support of the San Clemente Collaborative (SCC) to partner with public and private organizations working together with residents to improve services and neighborhoods. The Leadership Committee and three action committees including, Neighborhood Outreach, Youth, and Health have been meeting since 2009 to identify needs and expand services through communication and coordination with existing providers. Volunteers worked to support the opening of a new Community Resource Center (CRC) at the S.C. Presbyterian Church in October 2011.



## San Clemente Collaborative

The San Clemente Collaborative is an outgrowth of past organizations in an effort to develop collaborations between all groups. It is a voluntary organization striving to empower all community members to assume responsibility in building a safe and healthy community. Mission Hospital, Saddleback Memorial Medical Center, Orange County Human Relations Commission, Saddleback Church, San Clemente Presbyterian Church, District Attorney's Office GRIP Program, and the City of San Clemente are key partners organizing and supporting the Collaborative. The Leadership Committee is made up of representatives, partners and leaders in the community. Monthly Action committee meetings are held and the Leadership Committee holds quarterly Community-wide General Meetings. Approximately 350 people have participated over the last year. Since 2011, the CRC has provided community resources, therapy space, a variety of classes, referrals, social services outreach, and forums for San Clemente service providers and San Clemente seniors and residents.



### *Development of Institutional Structures*

The City of San Clemente will implement its strategy to develop institutional structures as outlined in the Consolidated Plan; this document is a three year strategic planning report that covers HUD's National Objectives and future social service and housing programs. As indicated above, the development of a community resource center will involve staff and representatives from the County of Orange's Health Department and Social Services. The local hospitals are working with the Illumination Foundation and iHOPE to provide free health services and referrals to human services for the uninsured. An \$18,000 grant is recommended for funding in FY14 (and has been provided for many years) to the Camino Health Center to help pay for uninsured medical services for local residents. The City will continue to work closely with the local school district to enhance the learning and recreational facilities of students. The Social Service Budget Committee is recommending a grant from the General Fund of \$10,000 to the Shorecliffs Middle School Activate Program for 2014. This program continues to grow and provides tutoring and recreation programming for students from low-income households. The City will continue to build its relationship with private developers, nonprofit developers and the Orange County Housing Authority, to ensure that limited housing resources are utilized in the most effective manner possible. Finally, the City will continue to participate in the regional continuum of care planning efforts to identify the housing and service needs of the City's and region's homeless.

*STRUCTURES TO ENHANCE COORDINATION IN THE COMMUNITY*

The City will continue to coordinate activities that enhance working relationships between public agencies, non profit agencies, and community residents. The City also participates in regional homeless needs planning and when appropriate, will provide “Certificates of Consistency with Consolidated Plan” for agencies applying for HUD homeless assistance funds.

San



Clemente Chief D’Auria, Janet Dunford, and Community Organizer, Rose Valesquez, celebrate Teen Project Graduates at the Henderson House shelter complex in Vista Los Mares (Summer 2011)

*Economic Development*

The City’s General Plan outlines a strategy to expand and support entrepreneurial efforts to expand residents’ employment opportunities. The City is updating its General Plan, which is expected to be completed in August 2013; this web based

document will include policies to promote broad-based economic opportunity. The City also provides grants to local businesses through the CDBG Commercial Façade Enhancement Program. This allows new and existing businesses to apply for a sign and/or awning to enhance their business. Since 2004 the City has awarded and completed sixty-four grants to business owners located in the Downtown T-Zone area. The goals and objectives are consistent with HUD's Community Development Block Grant objectives.

### ***Measure Outcomes***

As outlined in the Consolidated Plan, the City has implemented a results-oriented management and accountability system that will measure program/activity outcomes as well as outputs. The City has implemented this management system in response to a HUD initiative. Recipients of CDBG funds are required to regularly report how respective activities are meeting quantitative and qualitative goals.

## **G. PROGRAM SPECIFIC REQUIREMENTS**

Each HUD entitlement grant program has a list of specific program requirements that must be addressed on an annual basis. Actions to address the CDBG program's specific requirements are outlined below.

### ***CDBG***

The activities the City of San Clemente will implement during the FY14 Program Year will be focused on activities to address housing and community needs for low and moderate-income households, and to a lesser degree, activities that eliminate conditions of slum and blight.

### ***Program Income***

The City anticipates it will utilize \$20,000 in program income from housing rehabilitation loan repayment during FY14. Funds will be used for housing rehabilitation grants. 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 these types of activities. Finally, the City does not anticipate undertaking urgent need activities during the FY14 Program Year, nor will it undertake any actions that may result in involuntary displacement of business or residents.

## **H. MONITORING**

Outlined below are the standards and procedures that the City of San Clemente will use to monitor CDBG-funded activities during the 2013-14 Program Year. The goal of the City's monitoring program is to ensure compliance with program requirements, thus protecting the public's interest.

### ***CDBG***

All CDBG funded activities, including those carried out by subrecipients, are required to submit quarterly reports to the City. Housing and public improvement project reports will provide a description of project progress and dates for milestones such as completion date. Social service agencies are required to provide information on the number of clients served and the overall progress of their programs.

City housing staff has implemented a comprehensive on-site monitoring program to review subrecipients' performance, quality of services, and grant administration abilities. If and when necessary, corrective actions will be recommended by the City to ensure compliance with applicable federal laws and regulations. All quarterly report information will be compiled and submitted to HUD as part of the Consolidated Annual Performance and Evaluation Report (CAPER). HUD Tables 1 and 2 summarize how the annual objectives have been met in relation to the four year goals. These tables will be updated annually and provided in the CAPER.

## **I. Citizen Participation Plan**

As required by HUD, the Citizen Participation Plan has been developed to encourage San Clemente residents' participation in the development of a strategy to meet priority housing and community needs and to provide input on how federal entitlement funds are used. Citizen involvement has also been encouraged in the development of the San Clemente Action Plan.

The City published a notice in the San Clemente Sun Post News on November 26, 2012 announcing the availability of funding and requesting proposals for the FY14 CDBG Public Service Grant Program. Information on the grant process and timeline was sent to various City departments, public committees, non-profit organizations and elected and appointed officials.

A public hearing notice was published on April 5, 2013 announcing the City's comment period for the Draft CDBG Annual Action Plan for 2014. The public hearing will be held on May 7, 2013 before the City Council. The Draft Annual Action Plan was available on April 1st on the City's web site, at the public library on Avenida Del Mar, at City Hall, and at the Community Development Department.

### ***CITIZEN PARTICIPATION 2012 AND 2013***

Several opportunities for the public to provide input on community projects took place during 2012 and these opportunities are expected to continue in 2013-14. During the past year, the City's Human Affairs Committee met bi-monthly to discuss how the Committee can be integrated into the San Clemente Collaborative. The purpose is to continue to provide a means for the community to be involved, to be pro-active in providing educational forums, and to connect non-profit organizations and residents. In addition to the expansion of the San Clemente Collaborative, a bi-lingual committee called, the Las Palmas Leadership Team (LPLT) was formed. Members have also joined the SC Collaborative committees, including the Outreach sub-committee. This is a

grass-root coalition consisting of leaders, residents, school counselors, City staff and two Human Affairs Committee members. The Las Palmas Leadership Group has been a positive, resident-led group which has encouraged underserved residents to participate in Parent Leadership Institute Trainings and Grassroots Leadership workshop sessions.

(Photo: Las Palmas Leadership Team participants)



**CITY OF SAN CLEMENTE  
2013-2014 ANNUAL ACTION PLAN**

**ROBERT BAKER, MAYOR**

**TIM BROWN, MAYOR PRO-TEM**

**JIM EVERT, COUNCIL MEMBER**

**CHRIS HAMM, COUNCIL MEMBER**

**LORI DONCHAK, COUNCIL MEMBER**

**PALL GUDGEIRSSON, CITY MANAGER**

**JAMES HOLLOWAY, COMMUNITY DEVELOPMENT DIRECTOR**

**DENISE OBRERO, HOUSING SPECIALIST**



