

VII. ANNUAL ACTION PLAN 2005-2006

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 2005-2006 Action Plan begins July 1, 2005, and ends June 30, 2006. 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.

This portion of the Consolidated Plan (i.e., 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 2005-2006 PY. One form is required for each grant.
- **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 persons 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 reevaluate how the additional strategies outlined in the Strategic Plan will specifically be addressed during the PY 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 Whittier will address its Impediments to Fair Housing Choice Analysis in the Annual Action Plan
- **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.
- **Certifications** - HUD requires the City to submit various certifications related to the implementation of federal grant programs. These are standard certifications provided by HUD.

SF-424 CDBG

SF-424 HOME

RESOURCES

FEDERAL ENTITLEMENT RESOURCES

As part of the Action Plan, federal regulations require the City of Whittier 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 31** provides this information regarding 2005-2006 federal grants and program income.

TABLE 31: ANTICIPATED FEDERAL GRANT RESOURCES FOR FY 2005-2006

RESOURCES	ANTICIPATED AMOUNT
Community Development Block Grant (CDBG) Entitlement Grant	\$1,094,250
CDBG Program Income	\$192,000
CDBG Prior Year Program Income	\$28,000
HOME Investment Partnership Program (HOME) Entitlement Grant	\$507,246
HOME Program Income	\$75,000
TOTAL	\$1,953,496

Source: City of Whittier Community Development Department

ADDITIONAL FEDERAL GOVERNMENT RESOURCES

In addition to CPD entitlement funding, there are additional federal resources that may be accessed by the City during the 2005-2006 Fiscal Year.

SECTION 108 LOAN

Section 108, the loan guarantee provision of the CDBG program, is an important 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. Section 108 loans are not risk-free - a local government borrowing funds guaranteed by Section 108 must pledge current and future CDBG allocations to cover the loan amount as security for the loan. Section 108 loans are often paired with Economic Development Initiative (EDI) or Brownfield Economic Development Initiative (BEDI) grants, which can be used to pay predevelopment costs of a Section 108-funded project. They can also be used as a loan loss reserve, to write-down interest rates, or to establish a debt service reserve. These funds are to be used for economic development

projects that increase economic opportunities for Low- and Moderate-Income persons.

In July 2003, the City of Whittier submitted an application to HUD for a \$750,000 BEDI Grant and a \$5.5 million Section 108 Loan. HUD notified the City in October 2003 that the BEDI Grant application had been approved and the Section 108 Loan would also likely win approval pending a project implementation plan. These funds will be available to assist in site acquisition and construction of public works improvements identified in the Whittier Boulevard Specific Plan along the portion of Whittier Boulevard from Broadway on the west to Painter Avenue on the East. A portion of the funds will also be used for acquisition and public works improvements running south on Washington Boulevard from its intersection with Whittier Boulevard on the north to Lambert Road to the south. Both of these areas are within Whittier's Low- and Moderate-Income Target Area. Improvements that will be funded with these resources include the rehabilitation of streets, new curbs, gutters and sidewalks, traffic signals, street lighting, landscaping, signage and traffic circulation improvements.

Upon notification of final approval, Section 108/BEDI funds will be used for planning and pre-construction costs. It is also anticipated that some construction costs to be incurred in FY 05-06. Total cost for improvements for the area described above is estimated at \$13.22 million. A total of \$5.5 million will come from the Section 108 loan and the \$7.72 million balance of the funds may come from transportation or Redevelopment Agency funds. Repayment of the Section 108 loan will come from the City's annual CDBG allocation, and City General Funds and Redevelopment Agency resources if needed.

FEDERAL RENTAL ASSISTANCE

The Los Angeles County Housing Authority annually 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 Whittier. The City has little control over how much of the County allocation of rental assistance resources actually goes to benefit Whittier Low-Income 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 will encourage nonprofit and for-profit project sponsors to pursue this subsidy source in the future.

OTHER FEDERAL RESOURCES

Other federal resources that may be utilized in the community include those to assist the homeless (e.g., Emergency Shelter Grant, 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, Whittier-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 blending with appropriate support services. Local nonprofits would apply directly for these funds through the Los Angeles Homeless Services Authority. An additional funding source that is available to provide housing and services for individuals living with HIV/AIDS. The Housing Opportunities for Persons with AIDS (HOPWA) provides grants for housing assistance and supportive services for persons with AIDS or related diseases and their families.

OTHER NON-FEDERAL PUBLIC AND PRIVATE RESOURCES

As part of the Action Plan, federal regulations require the City of Whittier 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 32** below provides information regarding non-federal and private resources expected to be available during the 2005-2006 Program Year.

TABLE 32: NON-FEDERAL PUBLIC AND PRIVATE RESOURCES FOR FY 2005-2006

RESOURCES	ANTICIPATED AMOUNT
Mortgage Credit Certificate (MCC)	\$400,000
Whittier Redevelopment Agency Low Income Housing Set-Aside Fund	\$1,259,207
Tax Increment Public Services	\$180,000
Private Mortgage	\$2,400,000
TOTAL	\$4,239,207

Source: City of Whittier Community Development Department

LEVERAGING OF RESOURCES

HUD requires the City to discuss how federal resources to be made available during the 2005-2006 Program Year will leverage other non-federal public and private resources. The City of Whittier will continue its strategy of linking 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.

The City intends to increase the level of financial commitment by the private sector. Specifically, local lending institutions will be increasingly asked to make tangible commitments to the City's neighborhood preservation and property rehabilitation efforts.¹ Local lender resources will be used principally for first and second mortgage loans in conjunction with government subsidies for single-family and multi-family properties and first-time home purchases.

FEDERAL MATCH REQUIREMENTS

There is no federal requirement for the City to match CDBG funds with other non-federal program resources. The HOME program does require that for every HOME dollar spent, the City must provide a 25% match with non-federal dollars. HUD allows the City to use various resources to meet this match obligation. Eligible forms of match include:

- Cash
- Value of waived taxes, fees or charges
- Value of donated land
- Value of donated materials and/or labor

Whittier will continue to implement its current strategy to match HOME funds by undertaking projects that blend local and private resources with HOME resources. Based on past actions, match sources will include the value of waived fees and charges, value of donated land, value of donated labor/materials, and direct subsidies with non-federal funds. As required, the City will maintain a log of current match sources including a balance of excess match (if applicable).

¹ The Community Reinvestment Act requires local lenders to demonstrate significant commitment to local community development efforts.

ACTIVITIES TO BE UNDERTAKEN

A summary of activities the City of Whittier will undertake during the 2005-2006 Program Year is provided as **Table 33**. These activities have been selected for implementation in order to address **HIGH** priority needs identified in the Consolidated Plan's Strategic Plan.

TABLE 33: SUMMARY OF ACTIVITIES TO BE UNDERTAKEN

ACTIVITY	FUNDING SOURCE	FUNDING AMOUNT	PLANNED ACCOMPLISHMENTS
FEDERAL FUNDED ACTIVITIES			
CDBG Administration & Planning – Program oversight and coordination, including Fair Housing Counseling	CDBG	\$193,800	1 Yr of Admin
Code Enforcement – Ensure maintenance of existing properties and compliance with municipal housing and building codes	CDBG	\$108,000	300 Housing Units
Fair Housing - Fair housing counseling services	CDBG	\$25,000	250 Households
Graffiti Removal – Removal of graffiti in eligible target neighborhoods	CDBG	\$80,000	25,305 Individuals
Housing Rehabilitation – Housing rehabilitation loans for single family owner-occupied housing	CDBG	\$194,000	9 Housing Units
Housing Rehabilitation – Revolving loan fund for single family owner-occupied housing	CDBG	\$90,000	4 Housing Units
Housing Rehabilitation Administration – Funding to ensure management of housing rehabilitation activities	CDBG	\$161,954	NA ¹
Lead Based Paint Hazard Testing – Funding to test housing units to identify potential lead based paint hazards	CDBG	\$6,000	12 Housing Units
Minor Home Repair – Funding to provide minor home improvement grants of up to \$3,000	CDBG	\$125,000	42 Housing Units
Public Facility Improvements – Rehab and ADA improvements to Senior Center, Community Center and Civic Center	CDBG	\$130,000	3 Facility
Public Services – Senior, youth, and homeless assistance programs	CDBG	\$64,250	2,575 Individuals
Street Improvements – Street Improvement	CDBG	\$136,246	To be Determined
Community Housing Development Organization (CHDO) – Funds for multi-family purchase/rehabilitation ²	HOME	\$76,086	2 Housing Units
HOME Administration – Program oversight and coordination	HOME	\$50,724	1 Yr of Admin

ACTIVITY	FUNDING SOURCE	FUNDING AMOUNT	PLANNED ACCOMPLISHMENTS
Housing Rehabilitation – Revolving loan fund for single family owner-occupied housing	HOME	\$75,000	3 Housing Units
Multi-Family Housing Rehabilitation – Funds to assist with rehab of rental units for lower income households	HOME	\$120,436	4 Housing Units
Single Family Rehabilitation - Housing rehabilitation loans for single family owner-occupied housing	HOME	\$260,000	12 Housing Units
NON-FEDERAL FUNDED ACTIVITIES			
Public Services – Funding for public service agencies serving lower income households ³	Tax Increment	\$184,000	350 Persons
CARE Program – Funding for forgivable housing rehabilitation loans for specific geography	Tax Increment	\$160,000	10 Housing Units
First Time Homebuyer Assistance – Deferred/Forgiven down payment assistance loans and other forms of assistance	Tax Increment & MCC	\$720,000	15 Housing Units ⁴
Private Funds – First mortgage resources obtained by first time homebuyers ⁵	Private	\$2,400,000	NA

1. Accomplishments included in housing rehabilitation activities.

2. Funds will be used cumulatively with other CHDO funds to undertake a project to be determined.

3. Programs include: Women and Children Crisis Center, First Day, and Rio Hondo Temporary Home.

4. Total “Planned Accomplishments” includes three MCC assisted first time homebuyers. “Funding Resources” only represents Redevelopment funds.

5. Private funds estimated at \$200,000 per first mortgage for 12 buyers participating in Redevelopment Agency homebuyer assistance program. “Planned Accomplishments” already counted.

Detailed descriptions of activities to be undertaken are provided in **Attachment 4 - Listing of Proposed Projects**. **Attachment 4** provides descriptions of proposed activities including:

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

GEOGRAPHIC DISTRIBUTION

The description of the geographic distribution of federal grant funds is depicted in **Map No. 3**. This map provides a view of the City's target Low- and Moderate-Income area where CDBG resources will be focused, and plots where proposed activities will be located. Activities that are community wide in nature are not plotted on this map. Additionally, HUD requires that the City provide information regarding the geographic distribution of HUD funds and how this distribution relates to areas of minority concentration. **Map No. 3** depicts this allocation of resources by projects layered with the City's Low- and Moderate-Income target area, and the concentration of Whittier's largest ethnic minority population – Hispanics/Latinos.

As this map indicates, the City of Whittier will focus its Consolidated Plan funded activities in the community's Low- and Moderate-income areas - predominately situated on in Whittier's Westside neighborhoods. Areas of the City outside of the Low- and Moderate-Income 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. Household income and household size typically establish eligibility. **Table 34** provides this income limit information for the 2005 Program Year. Note: HUD updates these figures annually.

TABLE 34: 2005 FEDERAL GRANT FUND LOS ANGELES COUNTY HOUSEHOLD INCOME LIMITS

	0% -30% MEDIAN FAMILY INCOME	31% - 50% MEDIAN FAMILY INCOME	51% - 80% MEDIAN FAMILY INCOME
1 Person	\$13,750	\$22,950	\$36,700
2 Persons	\$15,700	\$26,200	\$41,900
3 Persons	\$17,700	\$29,500	\$47,150
4 Persons	\$19,650	\$32,750	\$52,400
5 Persons	\$21,200	\$35,350	\$56,600
6 Persons	\$22,800	\$38,000	\$60,800
7 Persons	\$24,350	\$40,600	\$65,000
8 Persons +	\$25,950	\$43,250	\$69,150

Source: U.S. Department of Housing and Urban Development

HOMELESS AND OTHER SPECIAL NEEDS

The needs of Whittier's homeless and special need populations have been discussed at length. The Action Plan delineates the specific activities that the City will undertake during the 2005-2006 Program Year that address identified objectives and goals.

As reported previously, there is an estimated 75 homeless in Whittier. Whittier recognizes its responsibility to assist the homeless in its jurisdiction thus continues efforts to identify efficient and effective means to distribute limited resources to address homeless needs. The City has designated homelessness prevention, emergency and transitional housing as high priorities for addressing homelessness.

During the 2005-2006 Program Year, the City will undertake the following homeless housing/service activities:

- **Homelessness Prevention** – A key component of Whittier's Continuum of Care strategy is to prevent individuals and families from falling into homelessness. This is accomplished by providing temporary monetary assistance and counseling/support services. Several nonprofit service providers located in the region will be available to assist Whittier's homeless at-risk population. The City will provide CDBG resources to some of these agencies. Specific activities to be undertaken during the 2005-2006 Program Year are outlined in the **Listing of Proposed Projects – Attachment 4**. It is estimated that 1,500 persons at risk of becoming homeless will be assisted during Fiscal Year 2005-2006 with homelessness prevention services such as food, clothing, transportation, etc.

- **Emergency Shelters** - The City will provide funds to shelter providers via the CDBG programs. These funds will help offset the costs of providing emergency shelter and essential support services for Whittier's homeless. Specific activities to be carried out during the 2005-2006 Program Year are delineated in the **Listing of Proposed Projects – Attachment 4**. It is estimated that 500 homeless persons will be assisted during Fiscal Year 2005-2006 with CDBG-funded emergency shelter and supportive services. Additionally, the Women and Children's Crisis Shelter will assist 250 women and children – a local redevelopment funded activity.

- **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 very low-cost housing that is enriched with support services aimed at building self-reliance skills. Quite

often transitional housing programs will require participants to save a portion of their earnings so they will have adequate resources to move into permanent housing upon their successful graduation for the transitional program. Whittier will continue to support the transitional housing/support service programs of the community's nonprofits with CDBG funds during the 2005-2006 Program Year. Specific activities to be carried out are delineated in the **Listing of Proposed Projects – Attachment 4**. Local redevelopment funds will be utilized to support two transitional housing programs – Rio Hondo Temporary Housing (6-10 families) and the Whittier Area First Day Shelter (72 persons).

- **Transition to Permanent Housing** – Access to decent, affordable permanent housing is the ultimate goal of the City's Continuum of Care system. In the past, the City has provided HOME, CDBG and Redevelopment resources to nonprofit service providers in order to acquire and rehabilitate housing units for lower income persons, some of who may have graduated from a homeless program. It is estimated that no homeless persons will be provided access to permanent housing during Fiscal Year 2005-2006 by CDBG or HOME funded activities.

- **Special Needs of Persons not Homeless but Identified as Needing Supportive Housing** – Whittier 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 2005-2006 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), and public services. Specific activities to be carried out are delineated in the **Listing of Proposed Projects – Attachment 4**. It is estimated that 500 persons with special needs will be assisted during Fiscal Year 2005-2006.

OTHER REQUIRED ACTIONS

IDENTIFICATION OF IMPEDIMENTS TO FAIR HOUSING CHOICE

As a recipient of federal grant funds, the City of Whittier 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. Whittier has prepared an AI. This document reviews a full array of public and private policies, practices and procedures affecting housing choice in the City of Whittier. This document serves as the basis for fair housing planning over a five-year period. Housing Rights Center was retained to prepare the AI. The information listed below summarizes the impediments identified in the AI and also lists the actions the City will implement during the 2005-2006 Program Year to overcome impediments.

Summary of Impediments Identified in the Analysis

- There exists demand for continued effective fair housing resources in the community.
- Discrimination complaints from the City have been filed with the Housing Rights Center, although the complaint rate is low.
- Cases of discrimination have been predominately based on family size (i.e., large families) rather than race or ethnicity.
- There is evidence of a lending gap between White non-Latino and Latino applicants for housing credit. This gap seems to arise largely in the middle- and upper-income categories

Actions to Overcome the Effects of Identified Impediments

The following action will be taken by the City and the Housing Rights Center to overcome the effects of impediments identified in the AI:

- The City will continue to provide and support fair housing services and actions specified in an agreement between the City of Whittier and the Housing Rights Center. Service levels will be kept at an effective and responsive level, and remain open to address issues identified in the AI. It is estimated that 250 households will be assisted during the 2005-2006 Program Year.
- The City, through its contract with the Housing Rights Center will ensure all complaints regarding housing discrimination are addressed in an efficient and appropriate manner, especially complaints regarding discrimination against large families and racial/ethnic discrimination.

- The City will continue to implement and support housing programs that expand housing opportunities for large families and households of all ethnic/racial composition.
- The City will continue implementation of its first-time homebuyer programs in order to increase a household's ability to qualify for private lending resources, thus reducing the turndown rate of loan applicants.

STRATEGY IMPLEMENTATION

HUD requires that the City reevaluate how the additional strategies outlined in the Strategic Plan will be addressed during the Program Year. Over the course of the five-year Consolidated Plan cycle, the table found as **Attachment 5** will be used to track ongoing program results and comparing planned versus actual accomplishments on an annual basis.

Strategy to Eliminate Obstacles to Meeting Needs of the Underserved

The City of Whittier will undertake several activities aimed at addressing the needs of the community's underserved. The underserved include the elderly, frail elderly, disabled, youth, homeless, and Extremely Low-Income household. In order to overcome the barriers identified earlier in the Consolidated Plan, the City will focus its limited resources toward providing new opportunities to upgrade existing housing units and to expand the number of affordable housing units for both owners and renters. Housing rehabilitation, first-time homebuyer assistance, and rental assistance (via the LA County Housing Authority) are examples of activities slated for implementation during the 2005-2006 Program Year. Additionally, the City and local nonprofits will continue to provide services for underserved City residents. Public services to be funded during the 2005-2006 Program Year will include senior and youth programs, homeless prevention/assistance, and other eligible activities. By focusing resources on the housing and community needs identified as **HIGH** priority the City will be able to utilize limited resources more efficiently. When available, Whittier will seek out to additional resources beyond federal and local funds to address barriers.

Strategy to Fostering and Maintaining Affordable Housing

Many of the barriers to maintaining and expanding affordable housing opportunities for all residents of Whittier are attributed to market constraints. Many of these market constraints are beyond the control of the City, nonetheless, the City will utilize its limited resources to foster and maintain affordable housing. By leveraging federal funds with local Redevelopment funds and 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. Providing first-time homebuyers with mortgage

credit certificates and other forms of subsidies will help build and reinforce neighborhood pride.

Barriers to Affordable Housing

The City will implement an array of housing programs in order to enhance and expand the supply of affordable housing in Whittier. As outlined above, the City will provide housing rehabilitation programs for both owner and rental housing units. Additionally, programs to provide new homeownership opportunities will be implemented. For renters, the City may evaluate various activities including acquisition and rehabilitation, and will also consider new construction activities. Public policy and/or discretionary requirements that are within the jurisdiction of the City will also be considered for modification on a case-by case basis.

Lead-Based Paint

Based on Los Angeles County data, it is estimated that 5,369 Whittier housing units have some level of lead-based paint hazard. Additionally, it is estimated that 269 lower income Whittier households with children age zero to five live in housing with a lead-based paint hazard. The City has examined various means to implement HUD's lead-based paint hazard regulations, which requires the testing of potential rehabilitation projects prior to the beginning of any work, and the removal of hazards utilizing safe work practices that protects workers and residents. These measures have resulted in an increase in rehabilitation costs. The City has implemented a grant program that provides lower income property owners with resources to undertake needed home repairs in addition to the elimination of lead paint hazards. The cost of lead paint abatement has averaged \$10,000 per single-family home (one project required \$30,000 to address lead paint issues). Compliance has added an average of two months to the typical housing rehabilitation project timeline. Ninety-five percent of properties participating in the City's housing rehabilitation programs have tested positive for lead based paint hazards.

Anti-Poverty Strategy

The City has identified numerous factors it can influence to combat poverty. Activities and services the City will implement during the 2005-2006 Program Year to combat poverty includes the following:

1. Affordable housing programs including rehabilitation and rental assistance (via the LA County Housing Authority).
2. Homeless assistance including prevention activities, emergency shelter, and transitional housing opportunities. Support services will be blended with these activities.

3. Public facility improvements to enhance the overall infrastructure of the City, but more specifically for older neighborhoods.
4. Public services to assist lower income seniors, youth and households to improve their quality of life.

Development of Institutional Structures

As outlined in the Strategic Plan, the City of Whittier will implement actions to develop institutional structures and enhance coordination between public and private housing and social service agencies, and foster assisted housing improvements and resident initiatives.

The City of Whittier will continue to utilize a network of referrals, contacts and partnerships to facilitate implementation of the strategies outlined in the Consolidated Plan. First Day will assist former welfare recipients obtain training and gainful employment. In the area of housing, the City will continue to build its relationship with local housing providers such as private developers, and nonprofit developers, to ensure that limited housing resources are utilized in the most efficient and effective manner possible. The City will also continue to participate in the regional Continuum of Care planning efforts in order to identify the housing and service needs of the City's and region's homeless. Finally, the City and the Los Angeles County Housing Authority will continue to work jointly to meet the housing needs of Whittier's Very Low-Income renters.

Structures to Enhance Coordination in the Community

Coordination will be enhanced between public agencies, private entities, and community residents through various means. The City will continue to encourage community participation through the public service application process, during which the community's service providers and community leaders discuss the needs of Whittier's residents and the best means to provide needed support services. The City also participates in regional homeless needs planning through participation in the Los Angeles Homeless Services Authority and by providing "Certificates of Consistency with Consolidated Plan" for agencies applying for HUD homeless assistance funds. Furthermore, the City will continue its efforts to enhance coordination with educational institutions and neighborhoods to ensure a suitable living environment. A prime example of these efforts is the City's CARE program. CARE will focus public and private resources in a target neighborhood to address building conditions and codes, public safety, criminal justice, fair housing, property management and housing/public infrastructure conditions.

Foster and Maintain Assisted Housing Improvements and Initiatives

As stated previously, the City of Whittier does not operate public housing. The Los Angeles County Housing Authority provides rental assistance in the community. Recent 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 Authority's plan was required to be prepared in conjunction with Whittier's Consolidated Plan. As a result of this partnership, the City has committed to support the Housing Authority's efforts to assist its program participants.

Economic Development

The City of Whittier will continue to support entrepreneurial efforts in the City in order to expand employment opportunities for its residents. Whittier has a relatively low unemployment rate when compared to neighboring communities and Los Angeles County as a whole. Nonetheless, the City, via the Redevelopment Agency, will continue to enhance business corridors and provide incentives to build the City's employment base and employment opportunities. Economic development activities will be primarily focused in the City's four redevelopment project areas: Whittier Commercial Corridor, Greenleaf Avenue/Uptown, Whittier Boulevard, and Whittier Earthquake Recovery Redevelopment Project Areas. Programs to be implemented include the commercial façade improvement program, various development projects and the Section 108 Loan/BEDI Grant improvements discussed previously in this plan. Furthermore, the Redevelopment Agency will provide operation subsidies to the Whittier Area First Day (Homeless Shelter), which will provide job training, counseling and placement for individuals participating in the Center's transitional shelter program.

Measure Outcomes

As outlined in the Strategic 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 results oriented management system in response to a HUD initiative. This initiative is a product of the 1993 Government Performance and Results Act, which set to establish strategic planning and performance measurement in federally funded programs. The purpose of the Act was to "improve Federal program effectiveness and public accountability by promoting a new focus on results, service quality and customer satisfaction ... "

Outcome measurements have been delineated in the Strategic Plan as part of five-year goals. These outcome measurements will be used to measure program performance on an annual basis as well.

PROGRAM SPECIFIC REQUIREMENTS

HUD requires that the City discuss how certain program specific requirements will be addressed during the program year. Actions to address these program specific requirements are outlined below.

CDBG

The activities the City of Whittier will implement during the 2005-2006 Program Year will be focused on eligible activities to address housing and community needs. Programs will be limited to activities that benefit Low- and Moderate-Income households, or to eliminate conditions of slum and blight. These activities are described in detail in **Attachment 4**. The City anticipates it will utilize \$220,000 in program income during the 2005-2006 Program Year (\$28,000 of this amount is program income reprogrammed from the previous fiscal year). 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 2005-2006 Program Year.

HOME

The City of Whittier HOME program for the 2005-2006 Program Year is designed to undertake eligible activities to preserve existing affordable housing, expand the supply of decent and affordable housing, and strengthen public-private partnerships. All HOME assisted units will have appropriate covenants and written agreements in accordance with HUD regulations. Specifically, if HOME funds are provided to assist first time homebuyers, program guidelines and covenants will clearly state resale conditions and/or the means of recapturing HOME assistance. Similarly, if HOME funds are utilized to refinance existing debt secured by multi-family housing that is being rehabilitated, program guidelines will ensure compliance with the provisions delineated in section 92.206(b) of the HOME program regulations.

MONITORING

Outlined below are the standards and procedures that the City of Whittier will use to monitor activities funded during the 2005-2006 Program Year. The goal of the City's monitoring program is to ensure long-term compliance with respective program requirements, including outreach to minority businesses.

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 provide a description of project progress and dates for milestones such as completion date. Social service agencies are required to include information on the number of clients served in addition to activity description and progress. City staff has implemented a comprehensive on-site monitoring program to review performance, quality of services, and grant administration provided by subrecipients. All quarterly report information is compiled and submitted to HUD as part of the Consolidated Annual Performance and Evaluation Report (CAPER).

HOME

The City has developed a comprehensive project monitoring plan for HOME assisted projects. For rental housing projects, this plan calls for regular review of project finances, tenant eligibility and housing quality standards. For ownership rehabilitation and acquisition assistance activities, the plan ensures participant eligibility and HQS compliance at the time of purchase/assistance. The City will also continue efforts to provide contract opportunities for minority/women owned business. These efforts will be reported as part of the CAPER submitted to HUD.

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

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

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

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

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about -
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

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

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

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

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

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

Signature/Authorized Official

Date

Steven W. Helvey, City Manager
Name, Title

Specific CDBG Certifications

The Entitlement Community certifies that:

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

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

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

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

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) **2005** (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

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

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

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

Signature/Authorized Official

Date

Steven W. Helvey, City Manager
Name, Title

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

Eligible Activities and Costs -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

Appropriate Financial Assistance -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

Signature/Authorized Official

Date

Steven W. Helvey, City Manager
Name, Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

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

B. Drug-Free Workplace Certification

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

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

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

The certification with regard to the drug-free workplace is required by 24 CFR part 21.

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

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15); "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

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

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

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