

# Executive Summary

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

### 1. Introduction

The 2016-17 Annual Action Plan for the City of Mission Viejo satisfies federal requirements that must be met in order to receive Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD). The CDBG program was created by the Housing and Community Development Act (HCDA) of 1974. The primary objective of this program is to develop viable urban communities by providing 1) decent housing, 2) a suitable living environment, and 3) economic opportunities, principally for persons of Low- and Moderate-income.

Regulations governing the CDBG program also requires that each activity undertaken with CDBG funds must meet one of three national objectives:

- Benefit Low- and Moderate-income persons,
- Aid in the prevention or elimination of slums and blight, or
- Meet a community development need having a particular urgency

The Annual Action Plan provides specific information regarding the resources the City will use and activities the City will undertake to address priority needs and objectives identified in the City's Consolidated Plan during a 12-month period. The Action Plan serves as the link between the objectives delineated in the Consolidated Plan to address priority housing and community needs through the use of federal resources. The Consolidated Plan is a five-year strategic plan that identified priority housing and community needs, activities that will be implemented to address needs, and five-year goals. The current Consolidated Plan was adopted by the Mission Viejo City Council in May 2015 and cover Fiscal Year 2015-16 through Fiscal Year 2019-20.

For the 2016-17 Fiscal Year, HUD has notified the City it will receive an allocation of \$400,712 CDBG funds. Additionally, the City anticipates approximately \$620,274 in prior year CDBG funds and \$343,167 in program income resources will be available to carry out the activities delineated in the Action Plan.

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

The 2015-19 Consolidated Plan identified the objectives and outcomes to be accomplished over a five-year period; these are summarized below:

## CDBG-Funded High Priority Objectives & Outcomes

- **Housing Rehabilitation:** Housing rehabilitation loans and grants to assist homeowners improve their primary residence. 5-Yr. Outcome: Rehabilitate 50 housing units.
- **Senior/Frail Elderly Services:** Services for seniors and frail elderly that help maintain and improve quality of life. 5 Yr. Outcome: Assisted 500 seniors/frail elderly persons.
- **Services for Disabled:** Services for individuals with disabilities that help maintain and improve quality of life. 5 Yr. Outcome: Assisted 500 disabled adults.
- **Public Infrastructure Improvements:** Improvements to public infrastructure in CDBG-eligible neighborhoods. Improvements include (but are not limited to) street pavement, sidewalk and ADA-related upgrades. 5 Yr. Outcome: Assist three projects benefitting approximately 6,000 persons.
- **Services for Youth:** Social services for youth and children. 5 Yr. Outcome: Assist 75 youths.
- **Services for Low & Moderate Income Households:** Services that provide direct assistance to lower income households. Services include safety net programs such as access to reduced cost medical services, food pantries, and case management. 5 Yr. Outcome: Assist 11,250 persons.
- **Fair Housing Services:** Fair housing outreach, education and enforcement services. 5 Yr. Outcome: Assist 450 households.
- **Program Administration:** CDBG program oversight and coordination. 5 Yr. Goal Outcome: Provide five years of program administration services.

## Non-CDBG Funded High Priority Objective & Outcomes

- **Housing Assistance Vouchers:** Rental Housing Choice vouchers and certificates provided by the OC Housing Authority. Level of assistance will vary from year to year as determined by HUD and OC Housing Authority. 5 Yr. Goal Outcome: Assist an average of 200 Mission Viejo renter households per year.
- **Social Service Grants:** City grants for a variety of social services that benefit Mission Viejo residents. 5 Yr. Outcome: Assist 7,500 persons.

## CDBG-Funded Low Priority Objective & Outcomes

- **Emergency Shelter:** Short-term shelter for households in immediate need for shelter. 5 Yr. Outcome: Assist five persons.
- **Transitional Housing/Rapid Rehousing:** Transitional housing or quick access to permanent housing for homeless households. 5 Yr. Outcome: Assist five persons.
- **Public Facilities:** Improvements to public facilities within CDBG eligible neighborhoods. Improvements may include (but are not limited to) parks and community centers. 5 Yr. Outcome: Assist one project benefitting approximately 1,000 persons.

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

The current 2015-16 Fiscal Year is the first year of the 2015-19 Consolidated Plan cycle; therefore there are no "past performance" to report at this time.

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

Key to the preparation of the Consolidated Plan, and subsequent Annual Action Plans, is the input from residents and other community stakeholders. The City of Mission Viejo encouraged citizen involvement in the planning of the 2016-17 Annual Action Plan. The following means were utilized to gather public input during the preparation and review of the Plan:

- Consistent with HUD regulations (24 CFR 91.105 (a)(2)(iv), the City utilized focus groups to ascertain priority needs. Specifically, the City's Community Services Commission provided input on priority social service needs. The Planning and Transportation Commission provided direct input on housing and public infrastructure needs. All meetings were properly noticed and open to members of the community.
- A public review/comment period that provided the community with an additional opportunity to review and comment on the proposed 2016-17 Annual Actoin Plan.
- A public meeting before the City Council, which provided an open forum for additional input.

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

#### **February 16, 2016 Community Services Commission**

Representatives from six public service grant applicants provided information regarding respective programs, thanked the Commission for past support, and requested continued support.

#### **March 14, 2016 Planning and Transporation Commission**

[To be completed at the end of public hearing.]

#### **30-day Public Comment Period**

[To be completed at the end of public comment period period.]

#### **April 26, 2016, City Council**

[To be completed at the end of public meeting.]

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

### **February 16, 2016 Community Services Commission**

None

### **March 14, 2016 Planning and Transportation Commission**

[To be completed at the end of public hearing.]

### **30-day Public Comment Period**

[To be completed at the end of public comment period period.]

### **April 26, 2016, City Council**

[To be completed at the end of public meeting.]

## **7. Summary**

The Action Plan serves as the link between the Consolidated Plan objectives developed to address priority housing and community needs with the use of federal resources (i.e., CDBG). The Annual Action Plan provides specific information regarding the resources and activities the City will utilize to address priority needs and specific objectives identified in the Consolidated Plan during a 12-month period. The timeframe for the 2016-17 Action Plan begins July 1, 2016, and ends June 30, 2017. The Annual Plan will serve as the City's application to HUD for \$400,712 in CDBG funds for Fiscal Year 2016-17, and as an expenditure plan for grant funds, prior year grant funds, and program income resources.

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

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

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

Agency Role	Name	Department/Agency
CDBG Administrator	MISSION VIEJO	Community Development

Table 1 – Responsible Agencies

### Narrative (optional)

The City’s Community Development Department is primarily responsible for the preparation of the Consolidated Plan/Annual Action Plans and for administration of CDBG funds.

### Consolidated Plan Public Contact Information

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

### **1. Introduction**

Pursuant to HUD regulations, the City has taken steps to obtain and incorporate the input of community residents and stakeholders as it developed the 2016-17 Annual Action Plan. Consultation efforts included workshops with social service providers, and focus groups (e.g., City commissions). The City also consulted with regional agencies, as well as special districts and neighboring cities. By use of the City's internet webpage and newspaper notices, residents of the City were also provided the opportunity to review and comment on the draft action plan.

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

The City of Mission Viejo works closely with the County of Orange Housing Authority (OCHA) in its efforts to assist renter households with housing vouchers and certificates. The City's Community Development staff also provides private and nonprofit housing developers with information regarding incentives for the development of affordable housing units. Through its annual public and social service grant funding solicitation process, City staff is able to ascertain the services needs of City residents. Community Development staff works closely with the City's Community Services staff to ensure CDBG funding and City Social Service grant funding are addressing priority community needs. Examples of service providers include community health clinics, senior services, disabled adults services, and programs to assist households at risk of becoming homeless.

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

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

### **Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate**

**outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

The City of Mission Viejo is not a recipient of ESG funds thus is not involved in the allocation of ESG funds, developing performance standards, program outcomes, or operational/HMIS policies and procedures.

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

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

1	<b>Agency/Group/Organization</b>	People for Irvine DBA 211 OC
	<b>Agency/Group/Organization Type</b>	Services-homeless Regional organization Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Regional HMIS
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided input regarding homeless service/housing needs.
2	<b>Agency/Group/Organization</b>	Orange County Housing Authority
	<b>Agency/Group/Organization Type</b>	PHA Other government - County
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided data regarding housing needs in the City and number of existing residents receiving federal rental assistance
3	<b>Agency/Group/Organization</b>	VOCATIONAL VISIONS
	<b>Agency/Group/Organization Type</b>	Services-Persons with Disabilities
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs



	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided input regarding needs of adults with developmental disabilities, specifically developing economic opportunities for this special need population.
4	<b>Agency/Group/Organization</b>	Age Well Senior Services
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided input regarding the housing and service needs of seniors, including home bound seniors.
5	<b>Agency/Group/Organization</b>	Camino Health Center
	<b>Agency/Group/Organization Type</b>	Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided input regarding medical/dental service needs of the community including homeless individuals.
6	<b>Agency/Group/Organization</b>	Saddleback Valley Unified School District
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Health School District
	<b>What section of the Plan was addressed by Consultation?</b>	Anti-poverty Strategy Needs of Low/Mod persons
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided input regarding the need for childcare services for lower income households.

7	<b>Agency/Group/Organization</b>	South County Outreach
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Families with children Homelessness Strategy Needs of Low/Mod persons
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided input regarding the needs of lower income households specifically, individuals/households at risk of becoming homeless.
8	<b>Agency/Group/Organization</b>	Families Forward
	<b>Agency/Group/Organization Type</b>	Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Families with children Homelessness Strategy Needs of Low/Mod persons
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided input regarding housing and service needs of homeless individuals and households at risk of becoming homeless.
9	<b>Agency/Group/Organization</b>	Council on Aging Orange County
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided input regarding the special needs of seniors and disabled persons living in managed care facilities
10	<b>Agency/Group/Organization</b>	Laura's House
	<b>Agency/Group/Organization Type</b>	Services-Victims of Domestic Violence
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided input regarding the housing and service needs of victims of domestic violence
11	<b>Agency/Group/Organization</b>	Fair Housing Foundation
	<b>Agency/Group/Organization Type</b>	Service-Fair Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Impediments to Fair Housing
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Provided data regarding fair housing issues in the community and input on impediments to fair housing. Also assisted in developing action steps to address impediments to fair housing.

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

The City made an effort to have an open a consultation. No specific type of agency type was knowingly not consulted.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	211-Orange County	Addressed issues pertaining to homelessness
5-Year Plan & 1-Year Plan	Orange County Housing Authority	Agency plans and policies related to providing rental assistance for very low-income households
Housing Element	City of Mission Viejo	Provides goals to foster affordable housing
Capital Improvement Budget	City of Mission Viejo	Includes multi-year plan for use CDBG funds for capital projects

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

**Narrative (optional)**

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

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

The City of Mission Viejo provided several opportunities for participation and comment throughout the Annual Action Plan preparation process. There was a public hearing before the City's Community Service Commission on February 16, 2016, regarding social service program priorities. The Planning and Transportation Commission held a public hearing on March 14, 2016, regarding overall housing and community development and CDBG funding. On April 26, 2016, the City Council also held a meeting to accept additional public comments regarding the 2016-17 Annual Action Plan. Additionally, a 30-day public comment period was held by the City in order for members of the public to review and comment on the draft 2016-17 the Annual Action Plan. The comment period started on February 13, 2016, and ended on March 13, 2016. The notice announcing the public comment period and public hearing is presented in **Attachment 1** of this plan.

The comments received through the citizen participation process were essential to the allocation of CDBG funds. The needs identified through the Consolidated Plan process are incorporated into the Annual Action Plan and are the basis of funding recommendations.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Hearing	Non-targeted/broad community	Community Services Commission meeting held 2/16/2016.	Speakers provided commission with information regarding service needs and requested support for programs	None	NA

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
2	Newspaper Ad	Residents of Public and Assisted Housing	Public notice announcing Annual Action Plan public comment period and public hearing	TBD	TBD	NA
3	Public Hearing	Non-targeted/broad community	Planning and Transportation Commission Public Hearing held 3/14/2016	TBD	TBD	NA
4	Public Meeting	Non-targeted/broad community	City Council meeting held 4/26/2016	TBD	TBD	NA

**Table 4 – Citizen Participation Outreach**

## Expected Resources

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

#### Introduction

During the 2015-2019 Consolidated Plan cycle, the City expects to receive approximately \$400,000 annually in CDBG funding, for a five-year total of approximately \$2,000,000. The City has been notified by HUD that it will receive \$400,712 in CDBG funds for FY 2016-17. The City will use CDBG funds for housing activities, public infrastructure improvements, public services, and planning and administrative costs. The table below provides a breakdown of anticipated resources that will be available during FY 2016-17. In late 2015, the City received a substantial loan payoff from a housing development loan originated in 1998. A portion of these funds were utilized during FY 2015-16; however, a significant amount remain available for programming in FY 2016-17, in addition to prior year uncommitted funds. The table below includes a carryover of these prior year resources totaling \$963,410. It is also anticipated the City will receive additional program income during the year from the repayment of

previously funded housing rehabilitation loans.

**Priority Table**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	400,712	0	963,410	1,364,122	1,200,000	CDBG annual allocation plus prior year uncommitted CDBG resources.
General Fund	public - local	Public Services	0	0	0	0	0	City general funds to support social services. Estimated at \$50,000 per year; however, must be approved annually by the City Council.
Section 8	public - federal	Housing	0	0	0	0	0	The value of 259 rental housing vouchers and certificates assistance. Program is administered by the Orange County Housing Authority.

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



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

In past years, the City was able to leverage federal funds with local redevelopment funds. In 2012 the State Legislature and the Governor passed legislation to dissolve all redevelopment agencies in the State. As a result, this funding source is no longer available. For the foreseeable future, it appears that the City will continue to allocate general funds for social service grants. In recent years approximately \$50,000 has been committed for these grants.

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

The City’s Housing Element identified three vacant sites that could be developed for housing. In 2007 a City-owned site was identified and rezoned for high-density housing development. To date this site has not been developed but based on zoning up to 255 units could be built on the site. The second site identified in the Housing Element is presently vacant but based on zoning, up to 82 housing units could be developed on the site. The third identified site is presently under development (Watermarke). This site will eventually have 256 residential units 28 of which will be affordable for lower income households (17 very low-income and five low-income).

The City will continue to monitor the availability of surplus land or the possible conversion of other facilities. If any land is deemed or declared surplus, an assessment will be made of its suitability for residential development. Those sites suitable for affordable housing will be forwarded to nonprofit developers for their consideration as to development potential.

**Discussion**

Funding resources to implement the City’s Consolidated Plan are limited. It is anticipated that CDBG funding will continue to be reduced. The City did receive a one-time influx of program income funds, which will be programmed in FY 2016-17. Additional CDBG housing rehab loan repayments will be received by the City; however, this source of funds is susceptible to the fluctuations of the economy and thus unpredictable. HUD has begun to invest additional resources for housing assistance vouchers and certificates, and OCHA has aggressively pursued these new resources. The City will continue to support OCHA’s efforts to secure new rental assistance resources.

For the foreseeable future, the City will continue to support social service programs serving City residents; however, resources to support the development of new housing are extremely limited. As outlined above, Mission Viejo has limited vacant land suitable for medium to large scale housing development; however, in recent years the City has supported the reuse of underutilized parcels for housing development. Combined with other incentives, e.g., density bonus, reductions in parking standards, etc. the City may be able to encourage developers to create new housing opportunities for lower income residents.

## Annual Goals and Objectives

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

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Housing Rehabilitation	2015	2019	Affordable Housing	Citywide	Owner Occupied Housing Rehabilitation	CDBG: \$211,860	Homeowner Housing Rehabilitated: 8 Household Housing Unit
2	Public Facilities	2015	2019	Non-Housing Community Development	Citywide	Public Infrastructure Public Facilities	CDBG: \$500,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 10,245 Persons Assisted
3	Senior/Frail Elderly Services	2015	2019	Non-Homeless Special Needs	CDBG Eligible Area	Services for Elderly/Frail Elderly	CDBG: \$11,880	Public service activities other than Low/Moderate Income Housing Benefit: 91 Persons Assisted
4	Services for Disabled	2015	2019	Non-Homeless Special Needs	Citywide	Services for Disabled	CDBG: \$8,940	Public service activities other than Low/Moderate Income Housing Benefit: 68 Persons Assisted
5	Services for Youth	2015	2019	Non-Housing Community Development	Citywide	Services for Youth	CDBG: \$7,940	Public service activities other than Low/Moderate Income Housing Benefit: 12 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Services for Low & Moderate Income Households	2015	2019	Non-Housing Community Development	Citywide	Services for Low & Moderate Income Persons	CDBG: \$31,320	Public service activities other than Low/Moderate Income Housing Benefit: 3080 Persons Assisted
7	Fair Housing Services	2015	2019	Non-Housing Community Development	Citywide	Program Administration/Fair Housing Services	CDBG: \$7,000	Other: 150 Other
8	Program Administration	2015	2019	Administration	Citywide	Program Administration/Fair Housing Services	CDBG: \$73,142	Other: 1 Other
9	Transitional Housing/Rapid Rehousing	2015	2019	Homeless	Citywide	Transitional Housing/Rapid Rehousing	CDBG: \$500,000	Housing for Homeless added: 1 Household Housing Unit

Table 6 – Goals Summary

### Goal Descriptions

1	Goal Name	Housing Rehabilitation
	Goal Description	
2	Goal Name	Public Facilities
	Goal Description	
3	Goal Name	Senior/Frail Elderly Services
	Goal Description	

4	Goal Name	Services for Disabled
	Goal Description	
5	Goal Name	Services for Youth
	Goal Description	
6	Goal Name	Services for Low & Moderate Income Households
	Goal Description	
7	Goal Name	Fair Housing Services
	Goal Description	
8	Goal Name	Program Administration
	Goal Description	
9	Goal Name	Transitional Housing/Rapid Rehousing
	Goal Description	

Table 7 – Goal Descriptions

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

Mission Viejo is not a recipient of HOME funds; however, CDBG funds will be used to assist an estimated **eight** lower income households with housing rehabilitation assistance.

## AP-35 Projects – 91.220(d)

### Introduction

Consistent with the City's Consolidated Plan and stakeholder input, the following activities have been allocated CDBG funds for FY 2016-17.

#	Project Name
1	Housing Rehabilitation
2	Capital Improvement Project
3	Age Well Senior Services
4	Camino Health Center
5	Council on Aging
6	Fair Housing Foundation
7	Families Forward
8	Saddleback Unified School District
9	South County Outreach
10	Vocational Visions
11	CDBG Administration
12	

**Table 8 – Project Information**

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

The City will allocate a portion of its CDBG funds for activities that address the housing/service needs of the elderly, special needs, and extremely low-income households at risk of becoming homeless. According to data from the Consolidated Plan these households are contributing significant portions of their income to maintain their housing. Consistent with the City's homeless strategy, resources are allocated to help households remain housed in place rather than fall into homelessness. Additionally, the City will encourage and support OCHA's efforts to obtain additional rental assistance funding for Mission Viejo households. The City's housing rehabilitation program will also focus its efforts to assist elderly homeowners undertake improvement of respective residences to address specific household needs.

## Projects

### AP-38 Projects Summary

#### Project Summary Information

Table 9 – Project Summary

<b>1</b>	<b>Project Name</b>	Housing Rehabilitation
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Housing Rehabilitation
	<b>Needs Addressed</b>	Owner Occupied Housing Rehabilitation
	<b>Funding</b>	CDBG: \$211,860
	<b>Description</b>	Loans and grants to improve owner-occupied housing
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	8 low and moderate-income homeowners.
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Funds for loans and grants to address deferred maintenance and code deficiency improvements
<b>2</b>	<b>Project Name</b>	Capital Improvement Project
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Public Facilities
	<b>Needs Addressed</b>	Public Facilities

	<b>Funding</b>	CDBG: \$500,000
	<b>Description</b>	CDBG funds for capital improvements
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	10,245 - Mission Viejo persons with disabilities according to HUD data found on www.hudexchange.info
	<b>Location Description</b>	Norman P. Murry Center - 24932 Veterans Way Minaya Park - 27552 Minaya Sycamore Park - 25101 Charlinda Drive
	<b>Planned Activities</b>	Construction of ADA compliant ramp from Murry Center to Oso Creek Trail, hardscape for ADA access to recreation areas, rubberized surfacing area around play structures, structure modifications to facility transfer pints fo rADA access, railing an dbarrier modifications as needed.
<b>3</b>	<b>Project Name</b>	Age Well Senior Services
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Senior/Frail Elderly Services
	<b>Needs Addressed</b>	Services for Elderly/Frail Elderly
	<b>Funding</b>	CDBG: \$6,440
	<b>Description</b>	In-home case management services for homebound seniors and frail elderly
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	35 seniors/frail elderly
	<b>Location Description</b>	Citywide



	<b>Planned Activities</b>	Case management and in-home support services for homebound elderly and frail elderly.
<b>4</b>	<b>Project Name</b>	Camino Health Center
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Services for Low & Moderate Income Households
	<b>Needs Addressed</b>	Services for Low & Moderate Income Persons
	<b>Funding</b>	CDBG: \$11,940
	<b>Description</b>	Low cost medical and pediatric dental services
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1,350 Individuals
	<b>Location Description</b>	30300 Camino Capistrano, San Juan Capistrano CA
	<b>Planned Activities</b>	Reduced cost medical and pediatric dental services for low and moderate-income persons
<b>5</b>	<b>Project Name</b>	Council on Aging
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Senior/Frail Elderly Services
	<b>Needs Addressed</b>	Services for Elderly/Frail Elderly
	<b>Funding</b>	CDBG: \$5,440
	<b>Description</b>	Ombudsman services to ensure seniors and disabled residing in managed care facilities live in safe and sanitary conditions
	<b>Target Date</b>	6/30/2017

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	56 Seniors and frail elderly
	<b>Location Description</b>	Managed care facilities throughout Mission Viejo
	<b>Planned Activities</b>	Unannounced visits to managed care facilities to ensure residents are living in safe and decent housing, and that they are receiving proper care.
<b>6</b>	<b>Project Name</b>	Fair Housing Foundation
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Fair Housing Services
	<b>Needs Addressed</b>	Program Administration/Fair Housing Services
	<b>Funding</b>	CDBG: \$7,000
	<b>Description</b>	Fair housing education and enforcement services
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	150 Households (450 Individuals)
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Fair housing outreach, education and enforcement services
<b>7</b>	<b>Project Name</b>	Families Forward
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Services for Low & Moderate Income Households
	<b>Needs Addressed</b>	Services for Low & Moderate Income Persons
	<b>Funding</b>	CDBG: \$7,940

	<b>Description</b>	Food bank and case management services for lower income individuals, individuals at risk of homelessness, and homeless individuals
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	630 Individuals
	<b>Location Description</b>	8 Thomas, Irvine CA
	<b>Planned Activities</b>	Food bank services including case management and access to career counseling services
<b>8</b>	<b>Project Name</b>	Saddleback Unified School District
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Services for Youth
	<b>Needs Addressed</b>	Services for Youth
	<b>Funding</b>	CDBG: \$7,940
	<b>Description</b>	Childcare services
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	12 Individuals
	<b>Location Description</b>	Various school sites in Mission Viejo
	<b>Planned Activities</b>	Before and after school childcare services. Services also available during summer and holiday school breaks
<b>9</b>	<b>Project Name</b>	South County Outreach
	<b>Target Area</b>	Citywide

	<b>Goals Supported</b>	Services for Low & Moderate Income Households
	<b>Needs Addressed</b>	Services for Low & Moderate Income Persons
	<b>Funding</b>	CDBG: \$11,440
	<b>Description</b>	Food bank and case management services for lower income individuals, individuals at risk of homelessness, and homeless individuals
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1,100 Individuals
	<b>Location Description</b>	7 Whatney St. B, Irvine CA
	<b>Planned Activities</b>	Food bank services including case management. Services also include emergency rent and utility assistance to prevent eviction or termination of services. Computer training services are also available
<b>10</b>	<b>Project Name</b>	Vocational Visions
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Services for Disabled
	<b>Needs Addressed</b>	Services for Disabled
	<b>Funding</b>	CDBG: \$8,940
	<b>Description</b>	Job training and development services for adults with disabilities
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	68 developmentally disabled adults

	<b>Location Description</b>	26041 Pala, Mission Viejo CA
	<b>Planned Activities</b>	Job training and job development services for adults with developmental disabilities
<b>11</b>	<b>Project Name</b>	CDBG Administration
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Program Administration
	<b>Needs Addressed</b>	Program Administration/Fair Housing Services
	<b>Funding</b>	CDBG: \$73,142
	<b>Description</b>	CDBG program administration
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	NA
	<b>Location Description</b>	200 Civic Center, Mission Viejo CA
	<b>Planned Activities</b>	

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

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

Activities slated for CDBG-funding during FY 2016-17 will mainly be available on a citywide basis to income eligible individuals (i.e., limited clientele). The map of the City’s CDBG Eligible Areas provides a view of the areas where CDBG resources may be focused on an “area wide” basis (see **Attachment 2**). Activities that are limited-clientele in nature area will ensure that all recipients are income eligible.

### Geographic Distribution

Target Area	Percentage of Funds
Citywide	100
CDBG Eligible Area	0

Table 10 - Geographic Distribution

### Rationale for the priorities for allocating investments geographically

Funding is primarily allocated on a citywide basis as the City’s primary intent is to serve lower income households that are in need of services/assistance regardless of where they live in the City.

### Discussion

As indicated above, CDBG funds are primarily focused on programs that serve lower income residents regardless of where they live. It is also expected that the City’s invests in neighborhoods will help create a synergy where by residents will also invest in their home and community.

## Affordable Housing

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

#### Introduction

With limited CDBG funding, the City will implement its housing rehabilitation program during FY 2016-17. Funds will also be allocated to support the acquisition or rehabilitation of housing that may be suitable for transitioning households into permanent housing.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	1
Non-Homeless	0
Special-Needs	0
Total	1

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

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	259
The Production of New Units	0
Rehab of Existing Units	10
Acquisition of Existing Units	0
Total	269

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

#### Discussion

Due to limited resources, the City will focus FY 2016-17 CDBG funds on housing rehabilitation of existing owner-occupied housing units. While not the primary focus of the program, some special-needs households (senior and disabled) may be assisted during the year. The City will support OCHA's efforts to provide rental assistance vouchers and certificates in the City - a total of 259 renter households presently hold a voucher or certificate. Prior year funds will be used to support the acquisition or rehabilitation of housing suitable for families transitioning out of homelessness.

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

### **Introduction**

The City of Mission Viejo does not own or manage public housing.

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

NA

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

NA

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

NA

### **Discussion**

The City of Mission Viejo does not own or manage public housing.



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

### **Introduction**

As outlined in the Strategic Plan, the City's homeless strategy places an emphasis on preventing homelessness. Based on the notion that it is less expensive and disruptive to keep a household housed in place, the City will fund public service programs that provide a variety of services aimed at helping households, especially extremely low income households, to maximize the amount of funds they can contribute toward housing. Services to be funded with CDBG include low cost comprehensive healthcare, reduced cost before/after-school childcare, food, employment skills enhancement, and case management. The City will also explore the use of funds to support the acquisition or rehabilitation of housing that can be used to help transition families out of homelessness and into sustainable permanent housing.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

No program that primarily focus on homeless outreach is proposed for funding during 2015-2016.

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

During the past Consolidated Plan cycle, only one funding request for emergency shelter was received by the City and none for transitional housing; however, the City has funded other programs offered by these agencies and has developed a positive working relationship with these providers. This relationship allows staff to refer clients to these agencies for housing assistance. The City's Consolidated Plan indicates that if received, the City will consider an application for emergency or transitional housing, in the future. The City has set aside CDBG fund to explore the acquisition or rehabilitation of housing that can be used to help transition families out of homelessness and into sustainable permanent housing.

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

As outlined above, the City will focus its resources on preventing homelessness as opposed to funding services that are assisting those already homeless. It is important to note that the City's strategy does not exclude funding such programs; however, for 2015-2016 no funding request were received. The City

will continue to support agencies that provide these housing services by providing certifications of consistency with the Consolidated Plan (if applicable and merited), and will also continue to support the regional CoC as it seeks resources to address regional homeless issues. Also, as previously indicated, the City will allocate funds for the acquisition or rehabilitation of housing that can be used to facilitate access for a homeless family into affordable housing.

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

It is the City’s strategy to help a household at risk of becoming homeless, to stay in their home. The City will continue to participate in regional homeless planning efforts including the OC CoC’s Discharge Plan, which aims to prevent individuals leaving institutions, hospitals, etc., from becoming homeless.

**Discussion**

The City’s strategy is to help prevent homelessness via safety net services, and to support local service providers efforts to seek additional resources to reduce the number of households experiencing homelessness.

**Housing Opportunities for Persons With AIDS (HOPWA)**

The City is not a recipient of HOPWA funds.

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

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

### **Introduction**

Barriers to affordable housing and actions to overcome barriers is discussed in the City's Consolidated Plan. Outlined below are the actions the City will support during FY 2016-17 to address identified barriers.

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

As outlined in the Consolidated Plan, the City will undertake the following actions to ameliorate the negative impacts of certain barriers to affordable housing.

**Land Use Controls:** If applicable, the City will consider granting a density bonus or modification to development standards, such as building height, in order to enhance the feasibility of an affordable housing project. The City may also consider granting reduced parking for senior housing and other affordable housing projects through the conditional use permit process.

**Local Processing and Permit Procedures:** As delineated in the Housing Element, the City will consider providing incentives to assist in the creation or development of affordable housing. Incentives may include expeditious permit processing and fee waivers and direct financial assistance.

**Fees and Other Exactions Required of Developers and Site Improvements:** Where an established percentage of the dwelling units of a project are devoted to lower income households, incentives such as density bonus, tax-exempt financing, waiver of fees, assistance with development of on- or off-site improvements, and reductions in minimum parking requirements may be considered. In general, the City of Mission Viejo strives to keep development fees and improvement requirements to a minimum and actively pursues other sources of revenue to fund public improvements that are coordinated with private development.

**Tax Policies:** There is no local tax.

### **Discussion**

The City's Housing Element has outlined a comprehensive plan to address barriers to affordable housing. The Consolidated Plan mirrors this plan, which is to provide incentives to developers and nonprofits willing to dedicate units for lower income households.

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

### **Introduction**

Outlined below are the actions the City will implement to address the sub-strategies of the Consolidated Plan.

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

The City will allocate a portion of its CDBG funds for activities that address the housing and service needs of the elderly and lower-income households. Additionally, the City will encourage and support OCHA's efforts to obtain additional rental assistance funding, especially for senior and low-income households. The City's housing rehabilitation program will focus its efforts to assist elderly homeowners undertake improvement of respective residences to address specific household needs.

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

The City of Mission Viejo has identified the actions it will undertake during FY 2016-17 to foster and maintain affordable housing. The Consolidated Plan identified programs such as Single-Family Housing Rehabilitation assistance as the means to maintain and improve housing currently available to by low and moderate-income residents. By providing deferred payment loans and grant, lower income households are able to rehabilitate their residence to meet basic housing quality standards and incur zero or minimal additional housing costs. An estimated eight housing units will be assisted with CDBG funds during FY 2016-17.

As outlined in the Housing Element, the City identified three sites that are properly zoned for housing development. Two of the identified sites remain vacant and undeveloped. Construction on the third site is underway. The project should be completed during the upcoming program year. The site will have 256 housing units, 38 of which will be affordable to very low and low-income households. The City will continue to explore additional development opportunities. Consistent with the Housing Element, the City will also work with developers and nonprofits to identify affordable housing opportunities, including for households transitioning out of homelessness and into sustainable permanent housing.

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

Based on past housing rehabilitation program statistics, only a small percentage of housing units that were rehabilitated with City resources contain lead-paint hazards. To ensure compliance with program

regulations, all housing units, that were constructed before 1987, that are rehabbed with CDBG resources, will be tested for lead-paint hazards. If needed lead hazards will be removed or mitigated.

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

The City will assist programs and services that combat poverty. During FY 2016-17, the City will fund the following activities to support implementation of this strategy:

- Affordable housing programs including rehabilitation for lower income, senior and disabled homeowners, and rental assistance for very low-income renters (the latter via the Orange County Housing Authority).
- Homeless prevention assistance.
- Public services that provide free or reduced cost services to lower income households that will help to improve quality of life.
- Acquisition or rehabilitation of housing for lower income households transitioning into permanent housing.

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

The City has made an effort to develop an institutional structure that will help identify and access resources to improve the community. The City will continue to work with nonprofit public entities to deliver public services and housing opportunities. As a member of the Orange County Continuum of Care Community Forum, the City will provide critical information to the County of Orange for preparation of the County's Continuum of Care Homeless Assistance grant applications to HUD. Mission Viejo will continue to provide critical information regarding mainstream funds the City will make available to serve the homeless, and also assist in identifying and prioritizing gaps and needs in the regional system of care. Additionally, the City will provide input on the development of the County's Ten-Year Plan to End Homeless. Finally, the City will continue to assist the Orange County Housing Authority implement its Five-year PHA Plan.

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

The City of Mission Viejo does not operate public housing. The Orange County Housing Authority provides rental assistance in the community. Federal legislation requires that the Housing Authority prepare five-year and one-year plans that highlight its mission, goals and objectives as it relates to public and assisted housing programs. The City will review the Authority's plans and provide OCHA the opportunity to review and consult with the City regarding its Consolidated Plan. The goal of this cross-consultation is to provide consistent and coordinated housing services for City residents. Ongoing

consultation with local nonprofits also assists the City to coordinate the efficient and effective use of limited resources federal resources.

## **Discussion**

HUD regulations require that the City prepare an Analysis of Impediments to Fair Housing choice (AI) every five years. In addition to identifying impediments, a strategy to overcome barriers must be developed and implemented annually. Accomplishments are to be reported annually as well. In 2010, the City participated in the development of a Sub-Regional AI, on behalf of four municipalities. In July 2013, HUD published proposed rules that substantially revamped existing AI rules; however, the implementation date for this new fair housing assessment document was postponed until 2019.

In May 2015, the City of Mission Viejo and 15 other Orange County jurisdictions entered into an agreement with GRC Associates to prepare a new AI that is compliant with existing AI guidelines. This multi-jurisdictional AI evaluates existing demographic data, past fair housing enforcement activity for each partner community, region and city-specific mortgage lender data, and existing housing and land use public policies. Based on an extensive analysis of this data, and the input of residents, a list of impediments to fair housing choice for the 16-city region has been developed. A corresponding set of action steps to ameliorate these barriers has also been prepared. Impediments and action steps are summarized in **Attachment 3** – a copy of the draft AI is posted on the City’s website ([www.cityofmissionviejo.org/DepartmentPage.aspx?id=9963](http://www.cityofmissionviejo.org/DepartmentPage.aspx?id=9963)). **NOTE: not all of the impediments identified in the AI may be present in Mission Viejo.** The action steps the City will specifically undertake during FY 2016-17 are also listed in **Attachment 3**.

# Program Specific Requirements

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

### Introduction

Each HUD program that is covered by the Consolidated Plan regulations must address certain program specific requirements. Below are the program requirements for the CDBG program.

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

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

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

### Other CDBG Requirements

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

## Discussion

The City will meet the 70% Low and Moderate-Income Overall Benefit requirement for use of CDBG funds in the **one year** period of FY 2016-17.

CDBG funds for FY 2016-17 will be allocated to activities that are described above. Community service activities will be qualified either as “low and moderate-income area benefit” or “limited clientele benefit.” Public facility and infrastructure improvements will be qualified under “low and moderate-income area benefit” or “limited clientele benefit” (e.g., ADA improvements). Housing Rehabilitation and Neighborhood Pride Paint programs will be available citywide to low and moderate-income households.

CDBG program income received during FY 2016-17 will be utilized for CDBG-eligible activities. 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 FY 2016-17, nor will it undertake any actions that may result in involuntary displacement of businesses or residents.

As indicated above, if available, CDBG program income will be made available to fund additional housing rehabilitation loans. The City anticipates carrying forward an estimated \$343,134 in program income funds to carry out various activities during FY 2016-17.



# ATTACHMENTS AND CERTIFICATIONS