

City of  
Laguna Niguel



Annual Action Plan  
FY 2011-2012

*Second Year of the 2010-2015 Consolidated Plan*

Laguna Niguel Community Development Department  
30111 Crown Valley Pkwy Laguna Niguel, CA 92677

*FINAL*  
*September 1, 2011 by Amendment*  
*(Original adopted April 21, 2011)*

# Table of Contents

<u>Narrative Responses</u>	<u>Page</u>
<b>Executive Summary</b> .....	<b>1</b>
1. Executive Summary .....	1
<b>Citizen Participation</b> .....	<b>2</b>
2. Summary of Citizen Participation and Consultation Process .....	2
3. Summary of Citizen Comments .....	3
4. Written Explanation of Comments Not Accepted .....	3
<b>Resources</b> .....	<b>3</b>
5. Federal, State, and Local Resources.....	3
6. Leveraged Resources from Private and Non-Federal Public Sources.....	4
<b>Annual Objectives</b> .....	<b>4</b>
7. Specific Annual Objectives .....	4
<b>Description of Activities</b> .....	<b>6</b>
8. Summary of Activities to be Undertaken.....	6
<b>Geographic Distribution/Allocation Priorities</b> .....	<b>7</b>
9. Geographic Distribution.....	7
10. Priorities, Rationale, and Obstacles to Addressing Underserved Needs .....	8
<b>Annual Affordable Housing Goals</b> .....	<b>9</b>
11. Annual Affordable Housing Goals .....	9
<b>Public Housing</b> .....	<b>11</b>
12. Public Housing Needs and Resident Initiatives .....	11
13. Public Housing Agency Performance .....	11
<b>Homelessness and Special Needs</b> .....	<b>11</b>
14. Chronic Homelessness .....	11
15. Non-Homeless Community Development Needs.....	11
16. Homeless Prevention and Those At-Risk of Homelessness .....	14
<b>Barriers to Affordable Housing</b> .....	<b>14</b>
17. Barriers to Affordable Housing.....	14
<b>Other Actions</b> .....	<b>15</b>
18. Other Actions .....	15
A. Obstacles to Addressing Underserved Needs.....	15
B. Foster and Maintaining Affordable Housing .....	15
C. Evaluate and Reduce Lead-Based Paint Hazards.....	15
D. Remove Barriers to Affordable Housing.....	15
E. Anti-Poverty Strategy .....	16
F. Develop Institutional Structure .....	16
G. Enhance Coordination.....	16
19. Actions to Coordinate Housing Strategy with Local and Regional Transportation Planning .....	16
<b>Program Specific Requirements (CDBG)</b> .....	<b>17</b>
1. Program Income .....	17
2. Prior Year Program Income .....	17
3. Proceeds from Section 108 Loan Guarantees .....	17
4. Surplus from Urban Renewal Settlements .....	17
5. Grant Funds Returned to the Line of Credit .....	17
6. Income from Float-Funded Activities .....	18
7. Urgent-Need Activities .....	18
8. CDBG Funds Used to Benefit Persons of Low- and Moderate-Income .....	18
<b>HOME</b> .....	<b>18</b>
<b>HOPWA</b> .....	<b>19</b>

<b>Other Narratives and Attachments .....</b>	<b>19</b>
1. Monitoring Standards and Procedures.....	19
A. Sub-recipient Monitoring .....	19
2. Actions to Further Fair Housing Choice.....	19
A. Conclusions and Impediments.....	20
B. Recommendations and Proposed Actions to Address Impediments.....	21

**List of Tables and Figures**

Table 1: Laguna Niguel FY 2011-2012 CDBG Funded Projects .....	2
HUD Table 3A: Summary of Specific Annual Objectives.....	5
Figure 1 Low- and Moderate-Income Areas (map) .....	8
HUD Table 3B: Annual Affordable Housing Completion Goals .....	10
Figure 2 Street Improvement Project Locations (map) .....	12

**Appendices**

- Appendix A - SF424
- Appendix B - Certifications
- Appendix C - Summary of Citizen Participation/Public Comments
- Appendix D - Listing of Proposed Projects
- Appendix E - Proof of Publication



# Annual Action Plan

The CPMP Annual Action Plan includes the SF 424 and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations.

## Narrative Responses

### ACTION PLAN

The Annual Action Plan includes the [SF 424](#) and is due every year no less than 45 days prior to the start of the grantee's program year start date. HUD does not accept plans between August 15 and November 15.

#### **Executive Summary 91.220(b)**

1. The Executive Summary is required. Include the objectives and outcomes identified in the plan and an evaluation of past performance.

#### **1. Executive Summary**

The City Laguna Niguel is in its second year of implementing the 2010-2015 Consolidated Plan. The following Action Plan serves as the City's application to HUD for Community Development Block Grant (CDBG) funding for program year 2011-2012. During the development of the FY 2010-2015 Consolidated Plan the following five priorities were developed:

- **Priority 1: Affordable Housing:** Promote, preserve, and assist in the development of affordable housing for low- and moderate-income residents, special needs groups, those at-risk of homelessness, and disproportionately impacted residents.
- **Priority 2: Infrastructure and Facilities:** Improve and expand infrastructure and facilities that benefit low- and moderate-income neighborhoods and residents.
- **Priority 3: Public Services:** Provide and improve access to public services for low- and moderate-income persons and those with special needs.
- **Priority 4: Economic Development:** Provide for the economic development needs of low- and moderate- income persons and neighborhood target areas.
- **Priority 5: Administration and Planning:** Provide for administration and planning activities to develop housing and community development strategies and programs needed to carry out actions that address identified needs in the Consolidated Plan.

Each of the eligible activities that received a High or Medium priority level in the FY 2010-2015 Consolidated Plan, will be funded during the next five years. For FY 2011-2012, Laguna Niguel will receive an allocation of \$302,749 in CDBG entitlement funds from the US Department of Housing and Urban Development (HUD) to spend on housing and community development activities to address the priority needs and goals established. In addition, approximately \$3,432.50 of unexpended carryover from FY 2010-11 will be available for the Street Improvement Project.

The Annual Action Plan is due to HUD by May 15th of each year; however, HUD did not release their official budget allocations until after the deadline, so an extension was granted allowing the City to turn in the document by June 30, 2011. Since funding decreased by 12.5 percent of the originally anticipated amount approved in April of 2011, Staff went through an amendment process to reallocate funds on June 21, 2011.

The City anticipates pursuing the following projects with the specified CDBG funding amounts during the coming year, each of which will meet a HUD required outcome and objective as listed:

<b>Table 1: Laguna Niguel FY 2011-2012 CDBG Funded Projects</b>				
<b>Project Name</b>	<b>Objective</b>	<b>Outcome</b>	<b>Allocation</b>	<b>Goal</b>
<b>Consolidated Plan Priority 2: Infrastructure and Facilities</b>				
Capital Improvement Street Project	Suitable Living Environment (SL)	Availability/Accessibility (1)	\$228,279.50 (includes \$4,113 carryover)	1 Public Facility 1,567 people
<b>Consolidated Plan Priority 3: Public Services (15 Percent Cap)</b>				
2-1-1 Orange County*	Suitable Living Environment (SL)	Availability/Accessibility (1)	\$6,000	600 People
Families Forward	Suitable Living Environment (SL)	Availability/Accessibility (1)	\$4,567	248 People
Laura's House	Suitable Living Environment (SL)	Availability/Accessibility (1)	\$3,460	128 People
South County Outreach	Suitable Living Environment (SL)	Availability/Accessibility (1)	\$10,508	525 People
South Coast YMCA	Suitable Living Environment (SL)	Availability/Accessibility (1)	\$20,877	115 People
<b>Subtotal</b>			<b>\$45,412</b>	<b>1,616 People</b>
<b>Consolidated Plan Priority 5: Administration and Planning (20 Percent Cap)</b>				
CDBG Administration	Suitable Living Environment (SL)	Availability/Accessibility (1)	\$22,950	N/A
Fair Housing Council of Orange County*	Suitable Living Environment (SL)	Availability/Accessibility (1)	\$9,540	402 People
<b>Subtotal</b>			<b>\$32,490</b>	<b>402 People</b>
<b>FY 2011-2012 Grand Total</b>			<b>\$306,185.50</b>	

\*Also meets Consolidated Plan Priority 3: Public Services

The City's accomplishments for FY 2011-2012 will be evaluated in the Consolidated Annual Performance Evaluation Report (CAPER) due to HUD 90 days after the close of a program year. The fiscal year begins July 1<sup>st</sup> and ends June 30<sup>th</sup>; with the CAPER due at the end of September.

Since becoming an entitlement jurisdiction, the City of Laguna Niguel has funded public service projects to the maximum cap of 15 percent, administration projects at just under the 20 percent cap (including fair housing services), and various facility and infrastructure projects in accordance with HUD regulations.

**Citizen Participation 91.220(b)**

2. Provide a summary of the citizen participation and consultation process (including efforts to broaden public participation in the development of the plan.
3. Provide a summary of citizen comments or views on the plan.
4. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

**2. Summary of Citizen Participation and Consultation Process**

The Notice of Funds Available for FY 2011-2012 was published in the Laguna Niguel News on December 2, 2010 and December 16, 2010. Notices for the application of funds and for the Ad-Hoc meeting appeared on the City website at [www.ci.laguna-niguel.ca.us](http://www.ci.laguna-niguel.ca.us) and were emailed to the Community Development Block Group notification list. The application deadline was January 7, 2011. The February 3, 2011 Ad-Hoc meeting was posted 10 days prior on January 24, 2011 at City Hall.

The FY 2011-2012 Action Plan was available for a 30-day public review and comment period beginning on March 10, 2011 and ending April 9, 2011. The City advertised the availability of the FY 2011-2012 Annual Action Plan for public review and comment in the Laguna Niguel News on March 10, 2010. Documents were provided for review at Laguna Niguel's City Hall (at the City Clerk's Office and in the Community Development Department), Sea Country Senior and Community Center, and on the City's Website. It was also available for review by requesting a copy

in person, by telephone, fax, or e-mail. Copies of the proof of publications for the notices can be found in Appendix F of the FY 2011-2012 Annual Action Plan.

On April 5, 2011 at 7:00 pm, the City Council reviewed the various projects proposed for the FY 2011-2012 CDBG program and draft Annual Action Plan, which also served as a second public meeting. A public notice was published on March 10, 2011 in the Laguna Niguel News regarding the public meeting and public review and comment period. The City Council adopted the FY 2011-2012 Annual Action Plan at their regularly scheduled City Council meeting on April 19, 2011 at 7:00 pm. Notice and agenda for this meeting was posted at City Hall. On June 21, 2011, City Council approved an amendment to revise the amounts of the public service agencies based on HUD's final allocations released after the Action Plan was originally approved. Since the decrease in funding was only 12.5 percent, no public notice was required (the Citizen Participation Plan requires noticing if funding is changed by 50 percent or more).

### 3. Summary of Citizen Comments

As stated, a 30-day public review of the Draft Action Plan was provided from March 10 through April 9, 2011. The City held its first public meeting regarding the FY 2011-2012 Action Plan on February 3, 2011 at the Ad-Hoc Committee Meeting. The City received the following public comments during the 30-day public review period and/or during the public meetings:

- During the meeting on February 3, 2011 representatives from 2-1-1 Orange County, Families Forward, Life Styles in Motion, and South Coast YMCA spoke about the services each agency would provide during FY 2011-2012.
- During the April 5<sup>th</sup> meeting, various public service providers spoke on the services they provide and thanked the Council for their continued support. Council and Staff also discussed the fact that the City will not know the final CDBG budget until after the Action Plan is due to HUD on May 15, 2011. The City Council directed Staff to bring the Action Plan back to the Ad-Hoc Committee and City Council if there is a decrease in the anticipated allocation.
- During the April 19<sup>th</sup> meeting, no comments were received.
- During the June 21, 2011 meeting, no comments were received.

### 4. Written Explanation of Comments Not Accepted

N/A- There were no comments that were not accepted by the City.

### Resources 91.220(c)(1) and (c)(2)

5. Identify the federal, state, and local resources (including program income) the jurisdiction expects to receive to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan.
6. Explain how federal funds will leverage resources from private and non-federal public sources.

### 5. Federal, State, and Local Resources

The City of Laguna Niguel has access to a number of federal, state, and local resources to achieve its housing and community development priorities, one of which is the Community Development Block Grant (CDBG). The CDBG program is authorized by the Housing and Community Development Act of 1974, which provides eligible entitlement communities with annual grants that can be used to provide decent housing, suitable living environments, and expanded economic opportunities, principally for low- and moderate-income persons.

For FY 2011-2012, Laguna Niguel anticipates receiving an allocation of \$302,749 in CDBG entitlement funds from the US Department of Housing and Urban Development (HUD). The Annual Action Plan is due to HUD by May 15th of each year, and HUD did not plan on releasing their budget until after the deadline. Since funding decreased with the final allocation, Staff went through an amendment process to reallocate funds. In addition, approximately \$3,432.50 of unexpended carryover from FY 2010-11 will be available for the Street Improvement Project.

Currently, there are no programs administered that generate program income. The County of Orange will receive Section 8 funds to administer the Voucher Program and approximately 112 Laguna Niguel residents will benefit. The City's goal for the CDBG funds is to leverage federal, state, and local funds to maximize the number of households that can be assisted.

**6. Leveraged Resources from Private and Non-Federal Public Sources**

Community Development programs are funded with general funds and CDBG. In addition, the Senior Services Mobility Transportation Program, administered by Age Well Senior Services, leverages an Orange County Transportation Authority (OCTA) grant for which CDBG is a 20 percent matching portion. Other leveraged funding from private and non-federal public sources are as follows:

▪ General Funded Community Development	\$2,000,000
▪ Article 4/Senior Transportation Grant	\$46,533
▪ Caltrans Community Based Transportation Planning Grant	\$185,000
▪ State Recreational Trails Program Grant	\$560,000
▪ State COPS Grant	\$100,000
▪ OCCOG LN Gateway Specific Plan	\$50,466
▪ Department of Energy (ARRA) City Hall	\$515,610
▪ Department of Parks & Recreation Trails Program Grant	\$560,000
▪ GMA 10 Administration	\$7,500
▪ 05-LNIG-RIP-2538 Crown Valley Widening	\$4,500,000

Other grants the City will pursue include a Forestry Grant for the Salt Creek Trail Project and a grant related to the Crown Valley Widening Project.

**Annual Objectives 91.220(c)(3)**

*\*If not using the CPMP Tool: Complete and submit Table 3A.*

*\*If using the CPMP Tool: Complete and submit the Summary of Specific Annual Objectives Worksheets or Summaries.xls*

7. Provide a summary of specific objectives that will be addressed during the program year.

**7. Specific Annual Objectives**

The following table represents the specific annual objectives to be undertaken during FY 2011-2012:

HUD Table 3A: Summary of Specific Annual Objectives						
Objective #	Specific Objectives	Sources of Funds	Performance Indicators	Expected Number	Actual Number	Outcome/Objective*
<b>Rental Housing Objectives</b>						
Priority 1	Section 8 Rental Assistance	County	Households	112 (H)	N/A	DH-2
<b>Owner Housing Objectives</b>						
Priority 1	Mortgage Credit Certificates	County	Households	2 (H)	N/A	DH-2
<b>Homeless Objectives</b>						
Priority 3	Families Forward	CDBG	People	248 (P)	N/A	SL-1
Priority 3	Laura's House	CDBG	People	128 (P)	N/A	SL-1
Priority 3	South County Outreach	CDBG	People	525 (P)	N/A	SL-1
<b>Special Needs Objectives</b>						
Priority 3	See Public Service and Homeless Objectives					
<b>Community Development Objectives</b>						
Priority 1-5	See Infrastructure Objectives					
<b>Infrastructure Objectives</b>						
Priority 2	Street Improvement Project	CDBG	People	1,567 (P)	N/A	SL-1
<b>Public Facilities Objectives</b>						
Priority 2	See Infrastructure Objectives					
<b>Public Services Objectives</b>						
Priority 3 and 5	2-1-1 Orange County*	CDBG	People	600 (P)	N/A	SL-1
Priority 1, 3, 5	Fair Housing Services*	CDBG	People	402 (P)	N/A	SL-1
Priority 3	South Coast YMCA	CDBG	People	115 (P)	N/A	SL-1
<b>Economic Development Objectives</b>						
Priority 4	N/A	N/A	N/A	N/A	N/A	E-1
<b>Other Objectives</b>						
Priority 5	CDBG Administration	CDBG	N/A	N/A	N/A	N/A

\*Funds are allocated out of the administration cap for these activities (H) = Households (P) = People

**\*Outcome/Objective Codes**

	Availability/Accessibility	Affordability	Sustainability
<b>Decent Housing</b>	DH-1	DH-2	DH-3
<b>Suitable Living Environment</b>	SL-1	SL-2	SL-3
<b>Economic Opportunity</b>	EO-1	EO-2	EO-3

Goals and objectives to be carried out during the action plan period are indicated by placing a check in the following boxes.

<input checked="" type="checkbox"/>	<b>Objective Category: Decent Housing</b>  Which includes:	<input checked="" type="checkbox"/>	<b>Objective Category: Suitable Living Environment</b>  Which includes:	<input type="checkbox"/>	<b>Objective Category: Economic Opportunities</b>  Which includes:
<input checked="" type="checkbox"/>	assisting homeless persons obtain affordable housing	<input type="checkbox"/>	improving the safety and livability of neighborhoods	<input type="checkbox"/>	job creation and retention
<input checked="" type="checkbox"/>	assisting persons at risk of becoming homeless	<input type="checkbox"/>	eliminating blighting influences and the deterioration of property and facilities	<input type="checkbox"/>	establishment, stabilization and expansion of small business (including micro-businesses)
<input type="checkbox"/>	retaining the affordable housing stock	<input checked="" type="checkbox"/>	increasing the access to quality public and private facilities	<input type="checkbox"/>	the provision of public services concerned with employment
<input checked="" type="checkbox"/>	increasing the availability of affordable permanent housing in standard condition to low-income and moderate-income families, particularly to members of disadvantaged minorities without discrimination on the basis of race, color, religion, sex, national origin, familial status, or disability	<input type="checkbox"/>	reducing the isolation of income groups within areas through spatial de-concentration of housing opportunities for lower income persons and the revitalization of deteriorating neighborhoods	<input type="checkbox"/>	the provision of jobs to low-income persons living in areas affected by those programs and activities under programs covered by the plan
<input type="checkbox"/>	increasing the supply of supportive housing which includes structural features and services to enable persons with special needs (including persons with HIV/AIDS) to live in dignity and independence	<input type="checkbox"/>	restoring and preserving properties of special historic, architectural, or aesthetic value	<input type="checkbox"/>	availability of mortgage financing for low-income persons at reasonable rates using non-discriminatory lending practices
<input type="checkbox"/>	providing affordable housing that is accessible to job opportunities	<input type="checkbox"/>	conserving energy resources and use of renewable energy sources	<input type="checkbox"/>	access to capital and credit for development activities that promote the long-term economic social viability of the community

**Description of Activities 91.220(d) and (e)**

*\*If not using the CPMP Tool: Complete and submit Table 3C*

*\*If using the CPMP Tool: Complete and submit the Projects Worksheets and the Summaries Table*

8. Provide a summary of the eligible programs or activities that will take place during the program year to address the priority needs and specific objectives identified in the strategic plan. Describe the outcome measures for activities in accordance with Federal Register Notice dated March 7, 2006, i.e., general objective category (decent housing, suitable living environment, economic opportunity) and general outcome category (availability/accessibility, affordability, sustainability).

**8. Summary of Activities to be Undertaken**

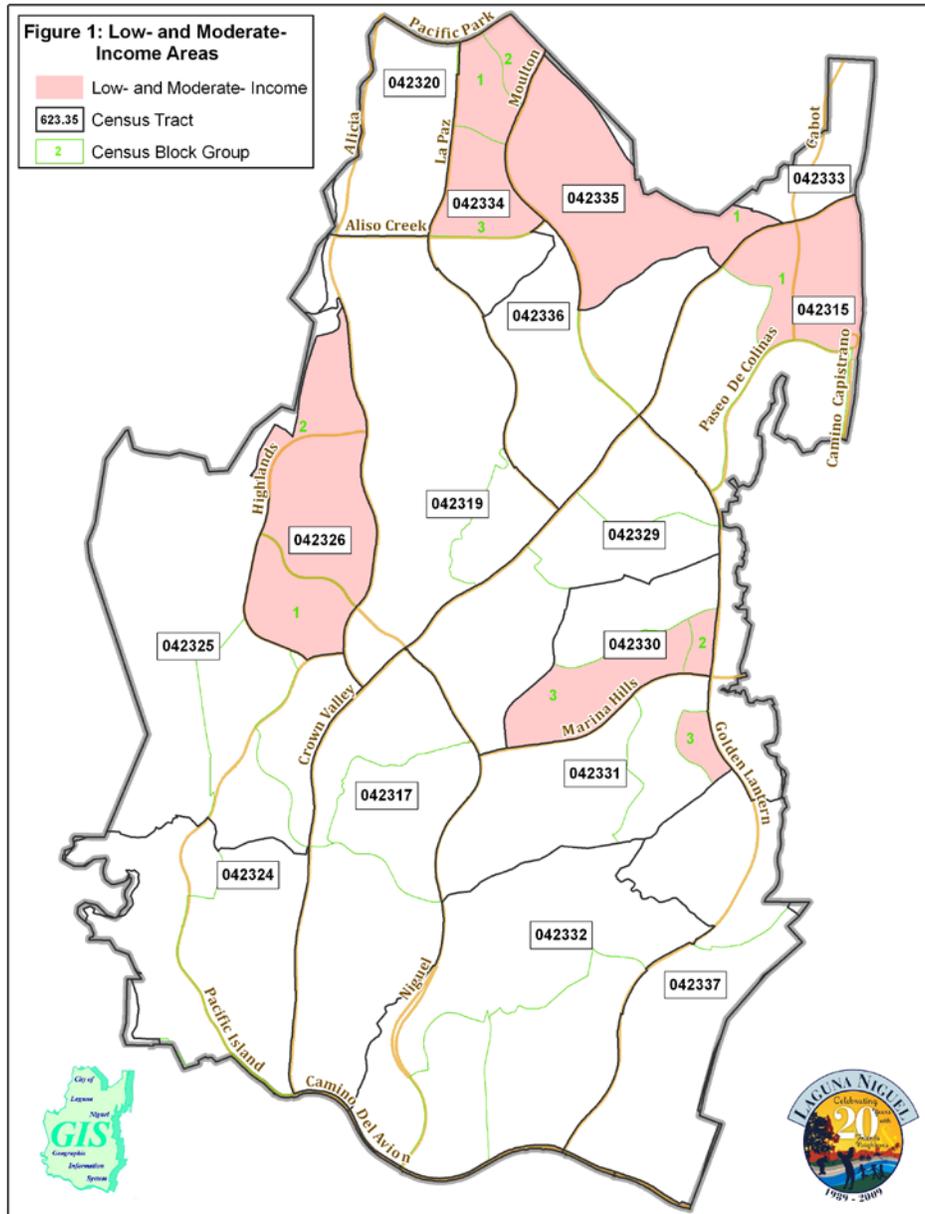
Table 1 in the Executive Summary and HUD’s Table 3A above illustrate eligible programs and activities that will take place during the program year to address the priority needs and specific objectives identified in the five-year strategic plan during FY 2011-2012. In addition, the list of proposed projects (HUD’s required Table 3C) can be found in Appendix D. These tables describe in further detail the activities to be undertaken in FY 2011-2012. The outcome measures for each of the activities are in accordance with Federal Register Notice dated March 7, 2006 [i.e., general objective category (decent housing, suitable living environment, economic opportunity) and general outcome category (availability/accessibility, affordability, sustainability)].

**Geographic Distribution/Allocation Priorities 91.220(d) and (f)**

9. Describe the geographic areas of the jurisdiction (including areas of low-income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.
10. Describe the reasons for the allocation priorities, the rationale for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) during the next year, and identify any obstacles to addressing underserved needs.

**9. Geographic Distribution**

Geographic distribution of funding is based on the nature of the activity to be funded. The City intends to fund activities in areas most directly impacted by the needs of low- and moderate-income residents and those with other special needs. Approximately 15 percent of the City's CDBG allocation will be provided for public service activities (\$45,412), which are provided to low- and moderate-income residents throughout the community. An additional 11 percent (\$32,490) will be allocated to Administration and Planning and fair housing services administered by the Fair Housing Council of Orange County, which are also provided to low- and moderate-income residents throughout the community. The remaining 74 percent (\$224,847) plus \$3,432.50 in unexpended prior year carryover will be allocated to the Street Improvement Project, which is administered by the Public Works Department and will take place in the City's designated low- and moderate-income area (Census Tract 423.26 Block Group 1) shown in Figure 2 on page 10. Individual project locations for each activity funded can also be found in the List of Proposed Projects (Appendix D). A map illustrating the location of low- and moderate-income areas in Laguna Niguel is shown below in Figure 1.



### 10. Priorities, Rationale, and Obstacles to Addressing Underserved Needs

Allocation priorities and rationale for allocating investments geographically within the jurisdiction were developed during the FY 2010-2015 Consolidated Plan cycle. Staff developed five main priorities, based on input from various departments, non-profit agencies, and resident input provided by the housing and community development needs survey, which resulted in various levels of priority as related to eligible activities. Activities with a High or Medium priority level will be recommended for funding during the next five years, while those with Low or No Such Need priority levels will not be funded unless an urgent need exists and a substantial amendment to the Consolidated Plan is made.

Obstacles to addressing underserved needs include lack of funding for the construction of affordable housing and senior housing. Laguna Niguel does not qualify to receive HOME funds, which are typically used to address affordable housing activities, nor does the City have any Section 202 housing for senior households. To overcome this obstacle, the City has adopted density bonus provisions per state law to market to developers of affordable housing. The City also adopted an ordinance which allows for alternative development standards for housing where at least 50 percent of the units are for senior citizens. The City has used this revision to develop a 78-unit assisted living facility, and will continue to support use of the ordinance in the future.

In addition, the City participates in the County of Orange's programs for homeownership assistance. The County's Mortgage Credit Certificate (MCC) Program is a means of providing financial assistance for low- and moderate-income first-time homebuyers to purchase affordable single-family housing by receiving a 15 percent tax credit. In addition, the County's Mortgage Assistance Program (MAP) provides silent second loans to assist low-income first-time homebuyers pay for down payment and/or closing costs to purchase a home; however, they are currently not accepting applications. Thus, there are limited opportunities and funding available to provide affordable housing within the City and in Orange County.

**Annual Affordable Housing Goals 91.220(g)**

*\*If not using the CPMP Tool: Complete and submit Table 3B Annual Housing Completion Goals.*

*\*If using the CPMP Tool: Complete and submit the Table 3B Annual Housing Completion Goals.*

11. Describe the one-year goals for the number of homeless, non-homeless, and special-needs households to be provided affordable housing using funds made available to the jurisdiction and one-year goals for the number of households to be provided affordable housing through activities that provide rental assistance, production of new units, rehabilitation of existing units, or acquisition of existing units using funds made available to the jurisdiction. The term affordable housing shall be defined in 24 CFR 92.252 for rental housing and 24 CFR 92.254 for homeownership.

**11. Annual Affordable Housing Goals**

As stated, there are limited opportunities and funding available to provide affordable housing opportunities. They City will attempt to seek new partnerships in the upcoming year. During FY 2011-2012 the City will address affordable housing needs through the following program:

**Priority 1: Affordable Housing**

- **Section 8 Rental Assistance (DH-2):** The City will continue to provide Section 8 rental assistance to extremely low- and low-income households through the Orange County Housing Authority (OCHA) Voucher Program. Approximately 112 low-income (0-50 percent MFI) renter-households will be assisted, which will include elderly, single-parent, and disabled special needs households.
- **Mortgage Credit Certificates (DH-2):** The City participates with the County of Orange in its Mortgage Credit Certificate (MCC) Program as a means of providing financial assistance for the purchase of single-family housing. A mortgage credit certificate is a certificate authorizing first-time home buyers to take a federal income tax credit of up to 15 percent of the annual interest paid on the mortgage. The program targets income levels that are equal to or less than 115 percent of the Orange County median income. Certificates are made available on competitive, first-come-first-serve basis.

Table 3B below illustrates the City's annual housing completion goals for FY 2011-2012.

Table 3B: ANNUAL AFFORDABLE HOUSING COMPLETION GOALS						
Grantee Name: City of Laguna Niguel	Expected Annual Number of Units To Be Completed	Actual Annual Number of Units Completed	Resources used during the period			
			CDBG	HOME	ESG	HOPWA
Program Year: FY 2011-2012						
<b>BENEFICIARY GOALS (Sec. 215 Only)</b>						
Homeless households	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-homeless households	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special needs households	112	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Sec. 215 Beneficiaries*</b>	112	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RENTAL GOALS (Sec. 215 Only)</b>						
Acquisition of existing units	0	0	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Production of new units	0	0	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance	112	0	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Total Sec. 215 Affordable Rental</b>	112	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HOME OWNER GOALS (Sec. 215 Only)</b>						
Acquisition of existing units	0	0	<input type="checkbox"/>	<input type="checkbox"/>		
Production of new units	0	0	<input type="checkbox"/>	<input type="checkbox"/>		
Rehabilitation of existing units	0	0	<input type="checkbox"/>	<input type="checkbox"/>		
Homebuyer Assistance	2	0	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Total Sec. 215 Affordable Owner</b>	2	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMBINED RENTAL AND OWNER GOALS (Sec. 215 Only)</b>						
Acquisition of existing units	0	0	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Production of new units	0	0	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance	112	0	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Homebuyer Assistance	2	0	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Combined Total Sec. 215 Goals*</b>	114	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL HOUSING GOALS (Sec. 215 + Other Affordable Housing)</b>						
Annual Rental Housing Goal	112	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Owner Housing Goal	2	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Overall Housing Goal</b>	114	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The goals listed above were derived as follows: 112 renter-households based on the Section 8 Voucher Program and two owner-households based on the MCC program.

**Public Housing 91.220(h)**

- 12. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.
- 13. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.

**12. Public Housing Needs and Resident Initiatives**

The City does not have public housing; and therefore does not undertake activities to increase resident initiatives; however, the City will continue to support the Section 8 rental assistance voucher program for low-income households administered through the Orange County Housing Authority (OCHA).

**13. Public Housing Agency Performance**

The City does not have its own public housing agency; and therefore does not undertake activities to improve performance. The City coordinates with the Orange County Housing Authority (OCHA), which is not designated as troubled.

**Homeless and Special Needs 91.220(i)**

- 14. Describe, briefly, the jurisdiction's plan for the investment and use of available resources and describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness.
- 15. Describe specific action steps to address the needs of persons that are not homeless identified in accordance with 91.215(e).
- 16. Homelessness Prevention—Describe planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.

**14. Chronic Homelessness**

The City coordinates with the County on strategies to end homelessness, including chronic homelessness. The City seeks to fund agencies that assists clients in locating permanent affordable housing in the area, provides job placement and referrals, and provides counseling in order to address the issue of chronic homelessness. During FY 2011-2012, the City will provide funding in the amount of \$6,000 to 2-1-1 Orange County, which is a resource referral program administered by one of three partners in charge of administering the County's Continuum of Care. In addition, the City will provide funding in the amount \$4,567 to Families Forward to provide homeless services and shelter.

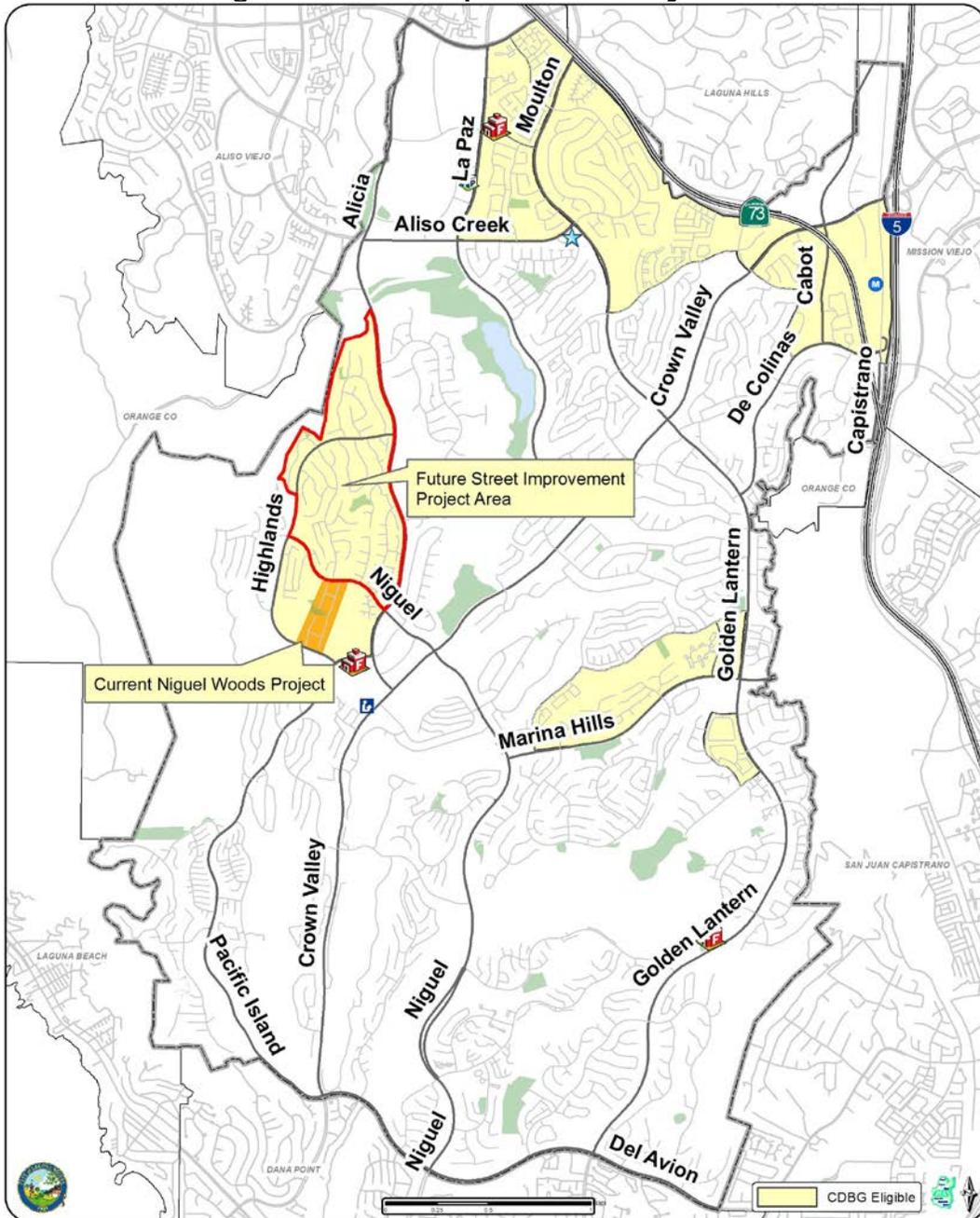
**15. Non-Homelessness Community Development Needs**

Specific projects that will be administered in FY 2011-2012 to address the needs of persons that are not homeless identified in accordance with 91.215(e) will include the following non-housing community development activities as related to each corresponding priority:

**Priority 2: Infrastructure and Community Facilities**

- **Street Improvement Project (SL-1):** Funds will be used to improve streets within the City’s low- and moderate-income areas shown below. This project will reconstruct streets in need of repair as part of a broader street repair program by the Public Works Department. **This project will be provided \$228,279.50** (\$224,847 of FY 2011-12 entitlement funds and \$3,432.50 of unexpended prior year carryover funds from FY 2010-11) **to assist 1,567 people living within the low- and moderate-income area eligible area (Census Tract 423.26 Block Group 1), of which 619 people (40 percent) are low- and moderate-income.** Figure 2 below illustrates the locations (streets) of the Street Improvement Project.

**Figure 2 Street Improvement Project Locations**



### Priority 3: Community Services

#### Youth Services

- **South Coast YMCA - Child Care Scholarships (SL-1):** The South Coast YMCA offers year round childcare programs at eight locations within Laguna Niguel. Services include before and after school care for elementary school-aged girls and boys. CDBG funding will be used to provide childcare scholarships for low- and moderate-income households. **This agency will be provided \$20,877 to assist 115 youth from low- and moderate-income households.**

#### Senior Services

- **Age Well Senior Services, formerly South County Senior Services - Paratransit Program (SL-1):** The Paratransit Program provides specialized transportation services for low-income, transit-dependent elderly, and disabled residents within Laguna Niguel. The transit services use the agency's wheel-chair lift equipment, seventeen-passenger bus, and provide services on Monday, Wednesday, and Friday. CDBG funds will be used for one day of service (Wednesdays), while the other two days are funded through grants provided by the Orange County Transit Authority (OCTA). The program primarily provides services to seniors and disabled persons going to the Sea Country Senior Center. **This agency will be provided services with funds other than CDBG.**

#### Special Need Services

- **Laura's House (SL-1):** Laura's House provides direct services to Laguna Niguel residents experiencing domestic violence. Services include a Shelter Program, 24-hour crisis intervention and referral, counseling services, legal services, clothing and food, support groups, and emergency transportation to shelter. **This agency will be provided \$3,460 to assist 128 victims of domestic violence.**
- **Families Forward (SL-1):** The homeless prevention program is designed to shift income-eligible families residing in South Orange County from financial crisis to self-sufficiency. The goal is to help families regain self-sufficiency by providing a variety of services, including: financial counseling, career coaching, life skills education and case management to at-risk and homeless families with children. **This agency will be provided \$4,567 to assist 248 homeless and/or at-risk people.**
- **South County Outreach (SL-1):** South County Outreach provides comprehensive social services to low- income residents, the homeless and potentially homeless individuals and families in South Orange County. Services include rental assistance, transitional housing, utility payment assistance, food distribution and transportation/relocation/medical assistance. **This agency will be provided \$10,508 to assist 525 low- and moderate-income people.**
- **2-1-1 Orange County (SL-1):** The program is a resource referral program that links residents in need with shelter and supportive services. **This agency will be provided \$6,000 from the City's administration cap to assist 600 people.**

**Priority 5: Planning and Administration**

- **CDBG Administration (SL-1):** CDBG funds will be allocated to support the general administration of the CDBG program to facilitate housing and community development. **The City will allocate \$22,950 - to assist with Planning and Administration costs associated with administering the City's CDBG grant.**
  
- **Fair Housing and Tenant/Landlord Counseling (SL-1):** The Fair Housing Council pro-actively counteracts unlawful housing discrimination by responding to housing discrimination and landlord/tenant disputes, and providing community information packets to residents of Laguna Niguel. **This agency will be provided \$9,540 from the City's administration cap to provide fair housing services to 402 people.**

**16. Homelessness Prevention and Those At-Risk of Homelessness**

The City of Laguna Niguel follows a comprehensive strategy to address and prevent homelessness. This strategy is comprised of activities to address the following three priorities:

- Emergency and Transitional Housing
- Persons At-Risk of Becoming Homeless
- Persons in Transition from Homelessness to Permanent Housing

Laguna Niguel provides funding to public service providers to help mitigate homelessness by serving both the homeless and the at-risk of homelessness populations. During FY 2011-2012, the City will provide funding for Families Forward (\$4,567), Laura's House (\$3,460), and South County Outreach (\$10,508) to provide services for the homeless, victims of domestic violence, and those at-risk of homelessness. In addition, the City coordinates with the Orange County Housing Authority to provide Section 8 Vouchers to low-income renter households. The City is also providing funds for 2-1-1 Orange County (\$6,000), which is a resource referral program and one of the three partners in charge of administering the County's Continuum of Care.

**Barriers to Affordable Housing 91.220(j)**

17. Describe the actions that will take place during the next year to remove barriers to affordable housing.

**17. Barriers to Affordable Housing**

Constraints to the provision of adequate and affordable housing are posed by factors such as market and governmental factors. These constraints may result in housing that is not affordable to low- and moderate-income households, or may render residential construction economically infeasible for developers. Constraints to housing production significantly impact households with low- and moderate-incomes and special needs. The City of Laguna Niguel reviews proposed fee increases for permits and application for impact on the production of new housing units and/or rehabilitation of existing units. Fee waivers may be considered for projects that promote housing priorities identified in the Consolidated Plan. The City will continue to work with developers and inform them of the City's policies. To address the needs of renters, the City will continue to support fair housing services. The City contracts with Fair Housing Council of Orange County for fair housing services including tenant/landlord counseling, educational events, and response to discrimination complaints. The City will also continue to coordinate with the Orange County Housing Authority to provide Section 8 Vouchers to low-income renter households.

**Other Actions 91.220(k)**

18. Describe the actions that will take place during the next year to address obstacles to meeting underserved needs, foster and maintain affordable housing, evaluate and reduce the number of housing units containing lead-based paint hazards, reduce the number of poverty-level families develop institutional structure, enhance coordination between public and private agencies (see 91.215(a), (b), (i), (j), (k), and (l)).
19. Describe the actions to coordinate its housing strategy with local and regional transportation planning strategies to ensure to the extent practicable that residents of affordable housing have access to public transportation.

**18. Other Actions**

**A. Obstacles to Addressing Underserved Needs**

According to the Consolidated Plan, one of the most underserved housing needs in the City is housing opportunities for senior citizens. Lack of funding for the construction of senior housing is a significant obstacle, as is affordable housing in general. Laguna Niguel does not have any Section 202 housing for senior households. To overcome this obstacle, the City adopted an ordinance which allows for alternative development standards for housing where at least 50 percent of the units are for senior citizens. The City has used this revision to develop a 78-unit assisted living facility, and will continue to support its use in the future.

**B. Foster and Maintain Affordable Housing**

As a small city, Laguna Niguel’s annual entitlement CDBG allocation is limited. As such, the City does not currently use CDBG funds for the development or rehabilitation of affordable housing. An impediment to providing these programs is the high price of real estate in Laguna Niguel. Programs such as housing acquisition and rehabilitation would be particularly expensive for the City given the area’s real estate market. Furthermore, the high price of housing in Laguna Niguel would make it difficult to assist low- and moderate-income individuals and families with their housing needs. Another important element in the City’s approach to decent housing is the use of Section 8 Rental Vouchers. The City’s five-year objective is to provide 112 Section 8 rent subsidies to low-income households annually.

**C. Evaluate and Reduce Lead-based Paint Hazards**

The majority of Laguna Niguel’s housing stock was built after 1985. Consequently, the housing stock does not contain a significant number of units with potential lead-based paint (LBP) hazards. According to HUD CHAS data, approximately 98 low- and moderate-income housing units may contain LBP hazards. The City supports the HUD and EPA efforts to disseminate public information on the health hazards of LBP. LBP brochures are available at the City counter.

**D. Remove Barriers to Affordable Housing**

Constraints to the provision of adequate and affordable housing are posed by factors such as market and governmental factors. These constraints may result in housing that is not affordable to lower and moderate income households, or may render residential construction economically infeasible for developers. Constraints to housing production significantly impact households with lower and moderate incomes and special needs.

The City of Laguna Niguel reviews proposed fee increases for permits and application for impact on the production of new housing units and/or rehabilitation of existing units. Fee waivers may be considered for projects that promote housing priorities identified in the Consolidated Plan.

To address the needs of renters, the City will continue to support fair housing services. The City contracts with Fair Housing Council of Orange County for fair housing services including: landlord/tenant counseling, educational events, response to discrimination complaints, and periodic testing as related to addressing needs of the City's Analysis of Impediments to Fair Housing Choice.

### **E. Anti-Poverty Strategy**

The City implements its anti-poverty strategy through economic development and job training programs. Specifically, the City will assist service providers that provide employment training for low- and moderate-income residents. In addition, the city supports various other programs that have overlapping benefits, which seek to aid the anti-poverty strategy, such as CalWorks and Orange County Workforce Investment Board programs provided by the County of Orange. The City is also in the process of developing a strategy to revitalize the City's Gateway area to increase economic development within the area.

### **F. Develop Institutional Structure**

The City coordinates activities with numerous private and governmental and service agencies. To further develop the institutional structure the City will target programs to those areas and populations exhibiting the greatest need as indicated in the Consolidated Plan. The City will also encourage public service providers to coordinate and work together to maximize services and limit duplication of efforts.

The City has retained a consultant to assist in administering the CDBG program, and the City continues to utilize an Advisory (Ad-Hoc) Committee to review and make recommendations on public service grants.

### **G. Enhance Coordination**

The City of Laguna Niguel will continue to coordinate with the County Housing Authority on housing activities administered by this organization, primarily Section 8. This will involve continued participation as a member of the Orange County Housing Authority Advisory Committee.

To strengthen the housing delivery system, the City will work with local non-profit housing organizations, and evaluate their qualification for CHDO or CBDO certification. A locally certified CHDO or CBDO is eligible to apply for direct funding from HUD. In addition, the City will continue to utilize an Ad-Hoc Committee to review and make recommendations on public service grants. The committee is comprised of two City Council members and City staff.

## **19. Actions to Coordinate Housing Strategy with Local and Regional Transportation Planning**

During FY 2011-2012 the City will continue to coordinate the housing strategy with local and regional transportation planning strategies to ensure to the extent practicable that residents of affordable housing have access to public transportation. The City is currently updating its Gateway Specific Plan, primarily to allow multi-family residential development in the area, which is located adjacent to the Interstate 5 freeway and the San Joaquin Hills Transportation Corridor. Two bus routes transverse the Gateway area. Most importantly, a Metrolink transit station is also located in the Gateway area. The Specific Plan would allow as many as 2,994 multi-family dwelling units, at densities as high as 120 dwelling units per acre. The Gateway Specific Plan area would accommodate provision of affordable housing units, which the state department of Housing and Community Development considers feasible at a density of 30 dwelling units per acre or greater.

The Specific Plan project is in line with regional housing goals and strategies to locate residential development in infill areas and in proximity to transit stations. The City's efforts to date have been recognized regionally, including a Compass Blueprint grant from SCAG, a TOD transportation grant from Caltrans, and a Reduce Orange County Congestion grant, also through Caltrans. Adoption of the Specific Plan is anticipated to occur during the 2010-2011 fiscal year (June 2011).

## PROGRAM SPECIFIC REQUIREMENTS

### **CDBG 91.220(I)(1)**

1. Identify program income expected to be received during the program year, including:
  - amount expected to be generated by and deposited to revolving loan funds;
  - total amount expected to be received from each new float-funded activity included in this plan; and
  - amount expected to be received during the current program year from a float-funded activity described in a prior statement or plan.
2. Program income received in the preceding program year that has not been included in a statement or plan.
3. Proceeds from Section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in its strategic plan.
4. Surplus funds from any urban renewal settlement for community development and housing activities.
5. Any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.
6. Income from float-funded activities.
7. Urgent need activities, only if the jurisdiction certifies.
8. Estimated amount of CDBG funds that will be used for activities that benefit persons of low- and moderate income.

#### **1. Program Income**

No CDBG-funded program/activity administered by the City generates program income. No revolving loan fund or floating fund has been established by the City.

#### **2. Prior Year Program Income**

No CDBG-funded program/activity administered by the City generates program income; thus, there is no program income expected to be available from the preceding year.

#### **3. Proceeds from Section 108 Loan Guarantees**

The City has not received Section 108 loan funds; thus, there are no proceeds from Section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the strategic plan.

#### **4. Surplus from Urban Renewal Settlements**

The City does not have any urban renewal surplus funds for community development and housing activities.

#### **5. Grant Funds Returned to the Line of Credit**

The City has not been required to return any funds to the line of credit.

## 6. Income from Float-Funded Activities

The City has not established any float- funded activities that would generate income.

## 7. Urgent-Need Activities

No urgent need activities were identified by the City for FY 2011-2012.

## 8. CDBG Funds Used to Benefit Persons of Low- and Moderate-Income

The City of Laguna Niguel anticipates receiving an allocation of \$302,749 for FY 2011-2012, 100 percent of which will benefit low- and moderate-income persons. The City proposes to fund the projects listed in Table 1, in the Executive Summary section of this Action Plan, which consists of the following: administration, fair housing services, public services, and a capital improvement project. Services for seniors, victims of domestic violence, homeless, those at-risk of becoming homeless, and adults with disabilities are qualified under the low- and moderate-income Limited Clientele (LMC) presumed benefit criteria. Child care scholarships are offered to children of low- and moderate-income households that are income qualified. Fair housing services are mandated by CDBG regulations and are available to residents citywide. The Street Improvement project will improve streets in low- and moderate income eligible census tract block groups and is qualified using the low- and moderate-income area (LMA) national objective.

### HOME 91.220(I)(1)

1. Describe other forms of investment. (See Section 92.205)  
If grantee (PJ) plans to use HOME funds for homebuyers, did they state the guidelines of resale or recapture, as required in 92.254.
2. If grantee (PJ) plans to use HOME funds to refinance existing debt secured by multifamily housing that is being rehabilitated with HOME funds, state its refinancing guidelines required under 24 CFR 92.206(b).
3. Resale Provisions -- For homeownership activities, describe its resale or recapture guidelines that ensure the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4).
4. HOME Tenant-Based Rental Assistance -- Describe the local market conditions that led to the use of HOME funds for tenant based rental assistance program. If the tenant based rental assistance program is targeted to or provides a preference for a special needs group, that group must be identified in the Consolidated Plan as having an unmet need and show the preference is needed to narrow the gap in benefits and services received by this population.
5. If a participating jurisdiction intends to use forms of investment other than those described in 24 CFR 92.205(b), describe these forms of investment.
6. Describe the policy and procedures it will follow to affirmatively market housing containing five or more HOME-assisted units.
7. Describe actions taken to establish and oversee a minority outreach program within its jurisdiction to ensure inclusion, to the maximum extent possible, of minority and women, and entities owned by minorities and women, including without limitation, real estate firms, construction firms, appraisal firms, management firms, financial institutions, investment banking firms, underwriters, accountants, and providers of legal services, in all contracts, entered into by the participating jurisdiction with such persons or entities, public and private, in order to facilitate the activities of the participating jurisdiction to provide affordable housing under the HOME program or any other Federal Housing Law applicable to such jurisdiction.
8. If a jurisdiction intends to use HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds, state its financing guidelines required under 24 CFR 92.206(b).

N/A- Laguna Niguel is not currently eligible to receive HOME funds; these funds are utilized and administered by the County of Orange.

**HOPWA 91.220(I)(3)**

1. One year goals for the number of households to be provided housing through the use of HOPWA activities for: short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family, tenant-based rental assistance, units provided in housing facilities that are being developed, leased, or operated.

N/A- Laguna Niguel is not currently eligible to receive HOPWA funds; these funds are utilized and administered by the City of Santa Ana.

**OTHER NARRATIVES AND ATTACHMENTS**

Include any action plan information that was not covered by a narrative in any other section. If optional tables are not used, provide comparable information that is required by consolidated plan regulations.

**1. Monitoring Standards and Procedures**

Careful evaluation of the housing and public service delivery system can be the most effective tool in detecting gaps and making appropriate modifications. Laguna Niguel will implement a monitoring plan for sub-grantees using the HUD suggested format. This includes in-house review of progress reports and expenditures and on-site visits of sub-recipients to ensure compliance with federal regulations. The monitoring system encourages uniform reporting to achieve consistent information on beneficiaries. Technical assistance is provided where necessary.

Project and financial data on CDBG-funded activities is maintained using the HUD software – IDIS (Integrated Disbursement Information System). Use of this system allows HUD staff easy access to local data for review and progress evaluation.

**A. Sub-recipient Monitoring**

The City conducts sub-recipient monitoring of all social service agencies that receive CDBG funds from the City on an annual basis. The agencies are monitored for compliance with HUD CDBG regulations, compliance with contractual obligations with City, recordkeeping, and procedures. The City also requires agencies to submit written quarterly reports of all program accomplishments, which are periodically reviewed to ensure that stated goals and objectives will be met.

Internal monitoring of affordable housing and other CDBG funded programs is conducted on a regular basis. In addition, the City will also conduct meetings with staff regarding program progress and performance in adhering to all established requirements. Reports are provided to City officials. This monitoring process is also part of the City’s strategy to ensure timely expenditures.

**2. Actions to Further Fair Housing Choice**

The City of Laguna Niguel provides the Fair Housing Council of Orange County (FHCO) with CDBG funds to establish, maintain, and further fair housing choices on an annual basis. The Compliance Division of the Council addresses complaints regarding all protected classes of discrimination under federal and state laws. Specifically, the Fair Housing Council of Orange County provides residents of Laguna Niguel with fair housing services such as: education and outreach to provide information about tenant/landlord and fair housing rights and obligations; landlord/tenant dispute resolution, and resolution of conflicts involving alleged housing discrimination.

The Consolidated Plan requires the City to certify that it will affirmatively further fair housing, which means that it will conduct an analysis to identify impediments to fair housing choice within its jurisdiction and take appropriate action to overcome the effects of any identified impediments. The City of Laguna Niguel completed its last *Analysis of Impediments to Fair Housing Choice (AI)* in conjunction with the development of the Five-Year Consolidated Plan for FY 2010-2015. Conclusions and recommendations from the Analysis of Impediment for 2010 were as follows:

## A. Conclusions and Impediments

The following is a list of conclusions made during the City's Analysis of Impediments to Fair Housing Choice that impact fair and affordable housing within Laguna Niguel, with impediments illustrated in boldface type.

- **Demographic:** While the City's FY 2010-2015 Consolidated Plan indicated that the City has grown rapidly in the last 20 years, the racial and ethnic composition of Laguna Niguel changed only gradually between 1990 and 2000. The majority of residents were White (77 percent), which is higher than the County (65 percent); though in 1990 Whites made 83 percent of the population. The two largest minority groups in the City were Hispanic households (10 percent) and Asian households (8 percent). Hispanics increased by two percentage points from 1990 to 2000, while African Americans remained at one percent and Asians at eight percent. The dissimilarity index indicated that Laguna Niguel appeared more integrated than the County of Orange as a whole. In August of 2009, the unemployment rate was 7.6 percent (2,900 workers); significantly lower than the County's unemployment rate of 12.6 percent during the same timeframe, though it was still higher than during 2005 when it was approximately four percent.
- **Income:** Median income reported in the 2000 Census was \$80,733, much higher than the County median of \$58,820 and surrounding cities. While the median income of each minority group in the City was lower than the overall median, they were substantially higher than those of minority groups in the County. Low- and moderate-income households comprised 21 percent of the City's total households and elderly households made up a significant proportion of extremely low- and low-income households within in the City. **The proportion of low- and moderate-income households varied somewhat by ethnicity with Hispanics and African Americans disproportionately impacted (40 percent of Hispanics and 35 percent of African Americans were low-and moderate-income compared to 19 percent of Whites).** Concentrations of low- and moderate-income households were disbursed along the north, eastern and central portions of the City. These areas also corresponded with the racial/ethnic concentrations, which appear consistent with data showing these groups tended to make lower median incomes than other racial and ethnic groups. While the existing concentrations illustrate that patterns have developed, there do not appear to be specific reasons other than socio-economic reasons for the trend.
- **Housing:** The 2000 Census showed that the percentage of overcrowded households was significantly higher for minority households, though it is not apparent that discrimination or any particular public policy is causing this. While only two percent of White non-Hispanic households were reported as overcrowded, 41 percent of Some Other Race Alone, 26 percent of Hispanic households, 7 percent of African American households, and 6 percent of Asian households were overcrowded. Additionally, low- and moderate-income households experienced the greatest percentage of problems (overpayment and overcrowding), especially renters. **CHAS data further indicated that Hispanics and Asians were disproportionately affected by housing problems.** According to the State Community Care Licensing Division, **there are currently no licensed adult day care facilities, adult residential care facilities, group homes, or small family homes located in Laguna Niguel to serve the disabled population.** Thus, there is a need to increase capacity for these types of facilities. The disabled population may also need fair housing services, as disability discrimination is generally on the rise in California.

- **Fair Housing and Landlord/Tenant Issues:** Approximately 400 tenant/landlords complaints per year were received from Laguna Niguel residents for a total of 1,569 complaints in four years. Of these complaints, about 100 percent of residents affected were low- and moderate-income. Consistent with the City's demographics, the majority of complaints were from non-Hispanic Whites (70 percent) followed by Hispanics (9 percent), "Others" (8 percent), and Asians (6 percent); however, **African Americans appear to be slightly overrepresented given they represent only one percent of the population and 5 percent of complaints.** Special needs groups were reported as follows: 15 percent of complaints were from single- parents, 12 percent were seniors, and 10 percent were disabled. The majority of complaints were related to notices (20 percent), rental agreements (12 percent), and security deposits (8 percent).
- **Public Sector Practices:** It was noted that **the City's Housing Element is outdated;** though it is in the process of being updated. While **little affordable housing has been built in the last few years,** sites are currently being identified to accommodate the RHNA. The City does not administer its own housing programs; however, they have partnered with the County to address housing needs. There is little diversity in the membership of public representatives; however, the overall demographics of the City have likely been responsible for this trend; not any intentional discriminatory practices.
- **Private Sector:** Home prices have escalated considerably over the past few years and have recently declined; however, housing is still fairly expensive in Laguna Niguel. This has priced many lower income residents out of the housing market, with many lower income residents experiencing a high housing cost burden and overcrowded living conditions. Within the rental market, rental prices have increased while vacancy rates have decreased. Few apartments with three or more units were advertised for rent, indicating that finding appropriately sized rental housing for large households is difficult.
- **Lending:** According to the 2008 HMDA data, there were 1,577 conventional loan applications received for the purchase of homes in Laguna Niguel, with 55 percent approved, 12 percent denied, and 14 percent withdrawn or closed. Comparing approval rates by ethnicity in Laguna Niguel shows little disparity between Hispanic, White, Asian and African Americans, as rates were in the low 60's and were within a few percentage points of each other. Yet a substantial number of applicant race/ethnicity categories were reported as "not available" and had a high denial rate (36 percent) Pacific Islanders also had a low rate of 50 percent; though there were few applications from this group. **Refinancing applications showed lower approval rates for minorities. In addition, the current housing market has resulted in many new concerns for the City not present in the last AI, that may provide opportunities for discrimination including: foreclosures, loan modifications, short sales, and real estate owned (REO) properties that have flooded the market.**
- **Survey/Outreach:** While the majority of responses from the City's Fair Housing Survey indicate residents have not experienced discrimination in the City, **there may be potential concern for the City to consider, regarding the few survey responses that alluded to potential discriminatory attitudes within the City.**

## **B. Recommendations and Proposed Actions to Address Impediments**

Proposed actions to address the impediments to fair housing choice identified within the City are as follows and assumes the City will continue to allocate funds annually for the provision of fair housing services:

**Action 1: Increase Fair Housing Education and Outreach Collaboration:** The City should collaborate and coordinate with multiple agencies, including lenders, realtors, and cultural groups to provide increased efforts in educating residents on potential sources of discrimination and avenues to address fair housing. The City should target this education and outreach to various

special needs groups including, but not limited to: the disabled, elderly, persons living with HIV/AIDS, low- and moderate-income large families, and minorities.

- **Timeframe:** By the end of FY 2010-2011, and annually thereafter.

**Action 2: Provide Networking Opportunities, Homeownership Education, and Credit Counseling for Minority Groups:** The City should partner with an agency that provides networking opportunities, homeownership education, and credit counseling targeted to minority and special needs groups.

- **Timeframe:** By the end of FY 2010-2011, and annually thereafter.

**Action 3: Increase Fair Housing Services to Include Periodic Testing and Outreach Efforts within the City Limits:** The City should collaborate with their fair housing service provider to increase the Scope of Work to provide period testing throughout the City, particularly in the rental market. In addition, education and outreach efforts should be conducted within the City limits.

- **Timeframe:** By the end of FY 2010-2011, and annually thereafter.

**Action 4: Study the Feasibility of Providing Housing Programs:** The City should collaborate and coordinate with multiple agencies to provide various housing programs to address affordability needs of low-and moderate-income households and the special needs of the disabled population that could benefit from down payment assistance, accommodation improvements, and/or low cost home improvements.

- **Timeframe:** By the end of FY 2011-2012.

**Action 5: Update the City's Housing Element:** The City should continue to work towards updating its housing element in compliance with State Law.

- **Timeframe:** Continue the process annually until completed.

**Action 6: Collaborate with Affordable Housing Developers:** The City should collaborate with various affordable housing developers to facilitate a variety of housing choices within the City and meet the City's allocation.

- **Timeframe:** Continue the process in FY 2010-2011, and annually thereafter.

As previously stated, the City is allocating \$9,540 to the Fair Housing Council of Orange County to provide fair housing services to Laguna Niguel residents.

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**Appendix A**  
**SF 424**

Application for Federal Assistance SF-424		Version 02
*1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		*2. Type of Application * If Revision, select appropriate letter(s) <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision *Other (Specify) _____
3. Date Received: May 15, 2011		4. Applicant Identifier: B-11-MC-06-0590
5a. Federal Entity Identifier:		*5b. Federal Award Identifier:
<b>State Use Only:</b>		
6. Date Received by State:		7. State Application Identifier:
<b>8. APPLICANT INFORMATION:</b>		
*a. Legal Name: City of Laguna Niguel		
*b. Employer/Taxpayer Identification Number (EIN/TIN): 33-0220695		*c. Organizational DUNS: 788166916
<b>d. Address:</b>		
*Street 1: 30111 Crown Valley Pkwy Street 2: _____ *City: Laguna Niguel County: Orange *State: CA Province: _____ *Country: USA *Zip / Postal Code: 92677		
<b>e. Organizational Unit:</b>		
Department Name: Community Development Department		Division Name: Administration
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: Mr. *First Name: Erich Middle Name: _____ *Last Name: List Suffix: _____ Title: Associate Planner		
Organizational Affiliation:		
*Telephone Number: (949) 362-4360		Fax Number: (949) 362-4369
*Email: elist@cityoflagunaniguel.org		

**Application for Federal Assistance SF-424**

Version 02

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

C. City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

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

**US Department of Housing and Urban Development (HUD)**

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

14-218 \_\_\_\_\_

CFDA Title:

Community Development Block Grant (CDBG) \_\_\_\_\_

**\*12 Funding Opportunity Number:**

\_\_\_\_\_

\*Title:

\_\_\_\_\_

**13. Competition Identification Number:**

\_\_\_\_\_

Title:

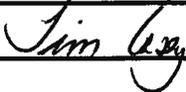
\_\_\_\_\_

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

**City of Laguna Niguel; Orange County; CA**

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

Fiscal Year 2011-2012 One-Year Action Plan for the City's CDBG program

<b>Application for Federal Assistance SF-424</b>		Version 02
<b>16. Congressional Districts Of:</b>		
*a. Applicant: 48	*b. Program/Project: 48	
<b>17. Proposed Project:</b>		
*a. Start Date: 07/01/2011	*b. End Date: 06/30/2012	
<b>18. Estimated Funding (\$):</b>		
*a. Federal	\$302,749	
*b. Applicant	_____	
*c. State	_____	
*d. Local	_____	
*e. Other	\$3,432.50	
*f. Program Income	_____	
*g. TOTAL	\$306,181.50	
<b>*19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>		
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on _____		
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.		
<input checked="" type="checkbox"/> c. Program is not covered by E. O. 12372		
<b>*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)</b>		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)		
<input checked="" type="checkbox"/> ** I AGREE		
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions		
<b>Authorized Representative:</b>		
Prefix: Mr. _____	*First Name: Tim _____	
Middle Name: _____		
*Last Name: Casey _____		
Suffix: _____		
*Title: City Manager		
*Telephone Number: (949) 362-4300	Fax Number: (949) 362-4340	
* Email: tcasey@cityoflagunaniguel.org		
*Signature of Authorized Representative: 	*Date Signed: 10/14/11	

**Application for Federal Assistance SF-424**

Version 02

**\*Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

**INSTRUCTIONS FOR THE SF-424**

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the Federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:	Item	Entry:
1.	<b>Type of Submission:</b> (Required): Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> <li>• Preapplication</li> <li>• Application</li> <li>• Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.</li> </ul>	10.	<b>Name Of Federal Agency:</b> (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
		11.	<b>Catalog Of Federal Domestic Assistance Number/Title:</b> Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
2.	<b>Type of Application:</b> (Required) Select one type of application in accordance with agency instructions. <ul style="list-style-type: none"> <li>• New – An application that is being submitted to an agency for the first time.</li> <li>• Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.</li> <li>• Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided.                             <ul style="list-style-type: none"> <li>A. Increase Award      B. Decrease Award</li> <li>C. Increase Duration    D. Decrease Duration</li> <li>E. Other (specify)</li> </ul> </li> </ul>	12.	<b>Funding Opportunity Number/Title:</b> (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
		13.	<b>Competition Identification Number/Title:</b> Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
		14.	<b>Areas Affected By Project:</b> List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
3.	<b>Date Received:</b> Leave this field blank. This date will be assigned by the Federal agency.	15.	<b>Descriptive Title of Applicant's Project:</b> (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.
4.	<b>Applicant Identifier:</b> Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.	16.	<b>Congressional Districts Of:</b> (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5 <sup>th</sup> district, CA-012 for California 12 <sup>th</sup> district, NC-103 for North Carolina's 103 <sup>rd</sup> district. <ul style="list-style-type: none"> <li>• If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland.</li> <li>• If nationwide, i.e. all districts within all states are affected, enter US-all.</li> <li>• If the program/project is outside the US, enter 00-000.</li> </ul>
5a.	<b>Federal Entity Identifier:</b> Enter the number assigned to your organization by the Federal Agency, if any.		
5b.	<b>Federal Award Identifier:</b> For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.		
6.	<b>Date Received by State:</b> Leave this field blank. This date will be assigned by the State, if applicable.		
7.	<b>State Application Identifier:</b> Leave this field blank. This identifier will be assigned by the State, if applicable.		
8.	<b>Applicant Information:</b> Enter the following in accordance with agency instructions:	17.	<b>Proposed Project Start and End Dates:</b> (Required) Enter the proposed start date and end date of the project.
a.	<b>Legal Name:</b> (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website.		
b.	<b>Employer/Taxpayer Number (EIN/TIN):</b> (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.		
c.	<b>Organizational DUNS:</b> (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.		
d.	<b>Address:</b> Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US).		
e.	<b>Organizational Unit:</b> Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the	18.	<b>Estimated Funding:</b> (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
		19.	<b>Is Application Subject to Review by State Under Executive Order 12372 Process?</b> Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the

	<p>assistance activity, if applicable.</p> <p><b>f. Name and contact information of person to be contacted on matters involving this application:</b> Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.</p>	<p>State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State</p>		
		<p>20. <b>Is the Applicant Delinquent on any Federal Debt?</b> (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.</p> <p>If yes, include an explanation on the continuation sheet.</p>		
<p>9.</p>	<p>Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.</p> <table border="0" data-bbox="170 472 852 1031"> <tr> <td data-bbox="170 472 511 1031"> <p>A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority</p> </td> <td data-bbox="511 472 852 1031"> <p>M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)</p> </td> </tr> </table>	<p>A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority</p>	<p>M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)</p>	<p>21. <b>Authorized Representative:</b> (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant.</p> <p>A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)</p>
<p>A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority</p>	<p>M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)</p>			

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**Appendix B**  
**Certifications**



# CPMP Non-State Grantee Certifications

Many elements of this document may be completed electronically, however a signature must be manually applied and the document must be submitted in paper form to the Field Office.

- This certification does not apply.  
 This certification is applicable.

## NON-STATE GOVERNMENT 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 anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

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

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

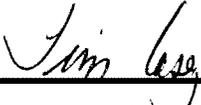
**Anti-Lobbying** -- To the best of the jurisdiction's knowledge and belief:

8. 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;
9. 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
10. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients 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.



9/9/11

Signature/Authorized Official

Date

Tim Casey

Name

City Manager

Title

30111 Crown Valley Pkwy

Address

Laguna Niguel, CA 92677

City/State/Zip

(949) 362-4300

Telephone Number

- |   |
|---|
| <input type="checkbox"/> This certification does not apply.           |
| <input checked="" type="checkbox"/> This certification is applicable. |

### 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:

11. 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);
12. Overall Benefit - The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2011, (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;
13. 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:

14. 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
15. 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;

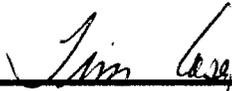
City of Laguna Niguel

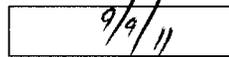
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**Compliance With Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

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

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





Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

This certification does not apply.  
 This certification is applicable.

**OPTIONAL CERTIFICATION**

**CDBG**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities, which 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 to meet such needs.

---

Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

This certification does not apply.  
 This certification is applicable.

### 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

Name

Title

Address

City/State/Zip

Telephone Number

**This certification does not apply.**  
 **This certification is applicable.**

### HOPWA Certifications

The HOPWA grantee certifies that:

**Activities** -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

**Building** -- Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

---

Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

**This certification does not apply.**  
 **This certification is applicable.**

### ESG Certifications

I, \_\_\_\_\_, Chief Executive Officer of \_\_\_\_\_, certify that the local government will ensure the provision of the matching supplemental funds required by the regulation at 24 *CFR* 576.51. I have attached to this certification a description of the sources and amounts of such supplemental funds.

I further certify that the local government will comply with:

1. The requirements of 24 *CFR* 576.53 concerning the continued use of buildings for which Emergency Shelter Grants are used for rehabilitation or conversion of buildings for use as emergency shelters for the homeless; or when funds are used solely for operating costs or essential services.
2. The building standards requirement of 24 *CFR* 576.55.
3. The requirements of 24 *CFR* 576.56, concerning assurances on services and other assistance to the homeless.
4. The requirements of 24 *CFR* 576.57, other appropriate provisions of 24 *CFR* Part 576, and other applicable federal laws concerning nondiscrimination and equal opportunity.
5. The requirements of 24 *CFR* 576.59(b) concerning the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
6. The requirement of 24 *CFR* 576.59 concerning minimizing the displacement of persons as a result of a project assisted with these funds.
7. The requirements of 24 *CFR* Part 24 concerning the Drug Free Workplace Act of 1988.
8. The requirements of 24 *CFR* 576.56(a) and 576.65(b) that grantees develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted with ESG funds and that the address or location of any family violence shelter project will not be made public, except with written authorization of the person or persons responsible for the operation of such shelter.
9. The requirement that recipients involve themselves, to the maximum extent practicable and where appropriate, homeless individuals and families in policymaking, renovating, maintaining, and operating facilities assisted under the ESG program, and in providing services for occupants of these facilities as provided by 24 *CFR* 76.56.
10. The requirements of 24 *CFR* 576.57(e) dealing with the provisions of, and regulations and procedures applicable with respect to the environmental review responsibilities under the National Environmental Policy Act of 1969 and related authorities as specified in 24 *CFR* Part 58.
11. The requirements of 24 *CFR* 576.21(a)(4) providing that the funding of homeless prevention activities for families that have received eviction notices or notices of termination of utility services will meet the requirements that: (A) the inability of the family to make the required payments must be the result of a sudden reduction in income; (B) the assistance must be necessary to avoid eviction of the family or termination of the services to the family; (C) there must be a reasonable prospect that the family will be able to resume payments within a reasonable period of time; and (D) the assistance must not supplant funding for preexisting homeless prevention activities from any other source.
12. The new requirement of the McKinney-Vento Act (42 *USC* 11362) to develop and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons. I further understand that state and local governments are primarily

responsible for the care of these individuals, and that ESG funds are not to be used to assist such persons in place of state and local resources.

13. HUD's standards for participation in a local Homeless Management Information System (HMIS) and the collection and reporting of client-level information.

I further certify that the submission of a completed and approved Consolidated Plan with its certifications, which act as the application for an Emergency Shelter Grant, is authorized under state and/or local law, and that the local government possesses legal authority to carry out grant activities in accordance with the applicable laws and regulations of the U. S. Department of Housing and Urban Development.

---

Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

<input type="checkbox"/> <b>This certification does not apply.</b> <input checked="" type="checkbox"/> <b>This certification is applicable.</b>
--

**APPENDIX TO CERTIFICATIONS**

Instructions Concerning Lobbying and Drug-Free Workplace Requirements

**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.

**Drug-Free Workplace Certification**

By signing and/or submitting this application or grant agreement, the grantee is providing the certification.

3. 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.
4. 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.
5. 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).
6. 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).
7. 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.

Place Name	Street	City	County	State	Zip
Fair Housing Council of OC	201 S. Broadway	Santa Ana	Orange	CA	92701
Families Forward	9221 Irvine Blvd.	Irvine	Orange	CA	92618
Laura's House	999 Corporate Dr.	Ladera Ranch	Orange	CA	92694
South County Outreach	26776 Vista Terrace	Lake Forest	Orange	CA	92630
South Coast YMCA	29831 Crown Valley Pkwy.	Laguna Niguel	Orange	CA	92677
2-1-1 Orange County	PO Box 14277	Irvine	Orange	CA	92623

8. Definitions of terms in the Non-procurement 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:
  - a. All "direct charge" employees;
  - b. All "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and
  - c. 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

City of Laguna Niguel

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contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Note that by signing these certifications, certain documents must be completed, in use, and on file for verification. These documents include:

1. Analysis of Impediments to Fair Housing
2. Citizen Participation Plan
3. Anti-displacement and Relocation Plan

*Tim Casey*

9/9/11

Signature/Authorized Official

Date

Tim Casey

Name

City Manager

Title

30111 Crown Valley Pkwy

Address

Laguna Niguel, CA 92677

City/State/Zip

(949) 362-4300

Telephone Number

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**Appendix C**  
**Summary of Citizen Participation/Public Comments**

**Summary of Citizen Participation Process:** A Notice of Funds Available (NOFA) was published in the Laguna Niguel News on December 2, 2010 and December 16, 2010. Notices for the application for funds and for the Ad-Hoc Committee Meeting appeared on the City website at [www.cityoflagunaniguel.org](http://www.cityoflagunaniguel.org) and were emailed to the Community Development Block Group notification list. The application deadline was January 7, 2011. The February 3, 2011 Ad-Hoc meeting was posted 10 days prior on January 24, 2011 at City Hall.

The FY 2011-2012 Annual Action Plan was available for the 30-day public review and comment period beginning on March 10, 2011 and ending April 9, 2011. The City advertised the availability of the FY 2011-2012 Annual Action Plan for public review and comment in the Laguna Niguel News on March 10, 2011. Documents were provided for review at Laguna Niguel's City Hall (at the City Clerk's Office and in the Community Development Department), Sea Country Senior and Community Center, and on the City's Website. It was also available for review by requesting a copy in person, by telephone, fax, or e-mail. Copies of the proof of publications for the notices can be found in Appendix F of this FY 2011-2012 Annual Action Plan.

On April 5, 2011 at 7:00 pm, the City Council reviewed the various projects proposed for the FY 2011-2012 CDBG program and draft Annual Action Plan, which also served as a second public meeting. A public notice was published on March 10, 2011 in the Laguna Niguel News regarding the public meeting. The City Council adopted the FY 2011-2012 Annual Action Plan at their regularly scheduled City Council meeting on April 19, 2011 at 7:00 pm. Notice and agenda for this meeting was posted at City Hall.

On June 21, 2011, City Council approved an amendment to revise the amounts of the public service agencies based on HUD's final allocations released after the Action Plan was originally approved. Since the decrease in funding was only 12.5 percent, no public notice was required (the Citizen Participation Plan requires noticing if funding is changed by 50 percent or more).

**Summary of Citizen Comments:** As stated, a 30-day public review of the Draft Action Plan was provided from March 10, 2011 through April 9, 2011. The City held its first public meeting regarding the FY 2010-2011 Action Plan on February 3, 2011 and a second meeting on April 5, 2011. The City received the following public comments during the 30-day public review period and/or during the public meetings:

- During the meeting on February 3, 2011 representatives from 2-1-1 Orange County, Families Forward, Life Styles in Motion, and South Coast YMCA spoke about the services each agency would provide during FY 2011-2012.
- During the April 5th meeting, various public service providers spoke on the services they provide and thanked the Council for their continued support. Council and Staff also discussed the fact that the City will not know the final CDBG budget until after the Action Plan is due to HUD on May 15, 2011. The City Council directed Staff to bring the Action Plan back to the Ad-Hoc Committee and City Council if there is a decrease in the anticipated allocation.
- During the April 19th meeting, no comments were received.
- During the June 21, 2011 meeting, no comments were received.

There were no comments that were not accepted.

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**Appendix D**  
**List of Proposed Projects**

**Table 3  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name** City of Laguna Niguel

**Priority Need**

High-Public Services/Administration

**Project**

2-1-1 Orange County

**Activity**

Resource Referral Services

**Description**

Agency provides referral services for critical services and support information.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Community-wide

**(Street Address):** P.O. Box 14277

**(City, State, Zip Code):** Irvine, CA 92623

Objective Number SL-1	Project ID 1
HUD Matrix Code 05	CDBG Citation 570.201(e)
Type of Recipient Subrecipient- Private 570.500 (c)	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 07/01/2011	Completion Date (mm/dd/yyyy) 06/30/2012
Performance Indicator People	Annual Units 600
Local ID	Units Upon Completion

**Funding Sources:**

CDBG	\$6,000
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$6,000

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name** City of Laguna Niguel

**Priority Need**

High - Administration

**Project**

CDBG Administration and Planning

**Activity**

CDBG Administration and Planning

**Description**

Provides funding for personnel and operating costs associated with administration of the City's CDBG program.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Community-wide  
**(Street Address):** 30111 Crown Valley Pkwy  
**(City, State, Zip Code):** Laguna Niguel, CA 92677

Objective Number SL-1	Project ID 2
HUD Matrix Code 21A	CDBG Citation 570.206
Type of Recipient Local Government	CDBG National Objective N/A
Start Date (mm/dd/yyyy) 07/01/2011	Completion Date (mm/dd/yyyy) 06/30/2012
Performance Indicator Compliance with regulations	Annual Units N/A
Local ID	Units Upon Completion

**Funding Sources:**

CDBG	\$22,950
ESG	_____
HOME	_____
HOPWA	_____
Total Formula	_____
Prior Year Funds	_____
Assisted Housing	_____
PHA	_____
Other Funding	_____
Total	\$22,950

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name** City of Laguna Niguel

**Priority Need**

High – Fair Housing Services/Administration

**Project**

Fair Housing Services- Fair Housing Council of Orange County

**Activity**

Fair Housing Services

**Description**

Provides fair housing services, including tenant/landlord services, for very low-, low-, and moderate-income residents.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Community-wide  
**(Street Address):** 201 S. Broadway  
**(City, State, Zip Code):** Santa Ana, CA 92701

Objective Number DH-1	Project ID 3
HUD Matrix Code 21D	CDBG Citation 570.206
Type of Recipient Subrecipient Private 570.500 (c)	CDBG National Objective N/A
Start Date (mm/dd/yyyy) 07/01/2011	Completion Date (mm/dd/yyyy) 06/30/2012
Performance Indicator People	Annual Units 402
Local ID	Units Upon Completion

**Funding Sources:**

CDBG	<u>\$9,540</u>
ESG	<u>                    </u>
HOME	<u>                    </u>
HOPWA	<u>                    </u>
Total Formula	<u>                    </u>
Prior Year Funds	<u>                    </u>
Assisted Housing	<u>                    </u>
PHA	<u>                    </u>
Other Funding	<u>                    </u>
<b>Total</b>	<u><b>\$9,540</b></u>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name** City of Laguna Niguel

**Priority Need**

High – Public Services

**Project**

Families Forward

**Activity**

Homeless Prevention Program

**Description**

This program is designed to shift income-eligible families residing in South Orange County from financial crisis to self-sufficiency. The goal is to help families regain self-sufficiency by providing a variety of services, including: financial counseling, career coaching, life skills education and case management to at-risk and homeless families with children.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Community-wide

**(Street Address):** 9221 Irvine Blvd.

**(City, State, Zip Code):** Irvine, CA 92618

Objective Number SL-1	Project ID 4
HUD Matrix Code 05	CDBG Citation 570.201(e)
Type of Recipient Subrecipient- Private 570.500 (c)	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 07/01/2011	Completion Date (mm/dd/yyyy) 06/30/2012
Performance Indicator People	Annual Units 248
Local ID	Units Upon Completion

**Funding Sources:**

CDBG	<u>\$4,567</u>
ESG	_____
HOME	_____
HOPWA	_____
Total Formula	_____
Prior Year Funds	_____
Assisted Housing	_____
PHA	_____
Other Funding	_____
Total	<u>\$4,567</u>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name** City of Laguna Niguel

**Priority Need**  
High – Public Services

**Project**  
Laura's House

**Activity**  
Domestic Violence Emergency Shelter and Support Services

**Description**  
This program provides direct service to Laguna Niguel residents experiencing domestic violence. Services include: a Shelter Program, 24-hour crisis intervention and referral, counseling services, legal services, clothing and food, support groups and emergency transportation to shelter, court appointments, and others.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Supressed/Community-wide  
**(Street Address):** 999 Corporate Dr.  
**(City, State, Zip Code):** Ladera Ranch, CA 92694

Objective Number SL-1	Project ID 5
HUD Matrix Code 05G	CDBG Citation 570.201(e)
Type of Recipient Subrecipient Private 570.500 (c)	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 07/01/2011	Completion Date (mm/dd/yyyy) 06/30/2012
Performance Indicator People	Annual Units 128
Local ID	Units Upon Completion

**Funding Sources:**

CDBG	<u>\$3,460</u>
ESG	<u>                    </u>
HOME	<u>                    </u>
HOPWA	<u>                    </u>
Total Formula	<u>                    </u>
Prior Year Funds	<u>                    </u>
Assisted Housing	<u>                    </u>
PHA	<u>                    </u>
Other Funding	<u>                    </u>
Total	<u>\$3,460</u>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name** City of Laguna Niguel

**Priority Need**

High – Public Services

**Project**

South County Outreach

**Activity**

Homeless Prevention Program

**Description**

This program will continue to minimize hunger and malnutrition by providing free food to needy people and prevent homelessness by assisting with rental and utility bills. Its transitional housing program will help homeless families reach self-sufficiency and is computer-training program will help people get jobs.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Community-wide  
**(Street Address):** 26776 Vista Terrace  
**(City, State, Zip Code):** Lake Forest, CA 92630

Objective Number SL-1	Project ID 6
HUD Matrix Code 05	CDBG Citation 570.201(e)
Type of Recipient Subrecipient Private 570.500 (c)	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 07/01/2011	Completion Date (mm/dd/yyyy) 06/30/2012
Performance Indicator People	Annual Units 525
Local ID	Units Upon Completion

**Funding Sources:**

CDBG	<u>\$10,508</u>
ESG	_____
HOME	_____
HOPWA	_____
Total Formula	_____
Prior Year Funds	_____
Assisted Housing	_____
PHA	_____
Other Funding	_____
Total	<u>\$10,508</u>

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's** City of Laguna Niguel

**Priority Need**

High – Public Services

**Project**

South Coast YMCA

**Activity**

Child Care Scholarships

**Description**

Provides scholarships for year-round child care at eight facilities within Laguna Niguel to low- and moderate-income parents.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area:** Community-wide  
**(Street Address):** 29831 Crown Valley Parkway  
**(City, State, Zip Code):** Laguna Niguel, CA 92677

Objective Number SL-1	Project ID 7
HUD Matrix Code 05L	CDBG Citation 570.201(e)
Type of Recipient Sub-recipient Private 570.500 (c)	CDBG National Objective LMC
Start Date (mm/dd/yyyy) 07/01/2011	Completion Date (mm/dd/yyyy) 06/30/2012
Performance Indicator People	Annual Units 115
Local ID	Units Upon Completion

**Funding Sources:**

CDBG	\$20,877
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$20,877

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name** City of Laguna Niguel

**Priority Need**

High - Infrastructure

**Project**

Street Improvement Project (Low/Mod Area)

**Activity**

Street Improvement Project (Low/Mod Area)

**Description**

Funds will be used to improve streets within the low- and moderate-income areas of the City. This project will reconstruct linear feet of street as part of a broader street repair program by the Public Works Department.

**Objective category:**  Suitable Living Environment     Decent Housing     Economic Opportunity  
**Outcome category:**  Availability/Accessibility     Affordability     Sustainability

**Location/Target Area:**

Census Tract 423.26 Block Group 1  
**(Street Address):** 30111 Crown Valley Pkwy  
**(City, State, Zip Code):** Laguna Niguel, CA 92677

Objective Number SL-1	Project ID 8
HUD Matrix Code 03K	CDBG Citation 570.201(c)
Type of Recipient Local Government	CDBG National Objective LMA
Start Date (mm/dd/yyyy) 07/01/2011	Completion Date (mm/dd/yyyy) 06/30/2012
Performance Indicator People	Annual Units 1,567
Local ID	Units Upon Completion

**Funding Sources:**

CDBG	<u>\$224,847</u>
ESG	_____
HOME	_____
HOPWA	_____
Total Formula	_____
Prior Year Funds	<u>\$3,432.50</u>
Assisted Housing	_____
PHA	_____
Other Funding	_____
Total	<u>\$228,279.50</u>

The primary purpose of the project is to help:  the Homeless     Persons with HIV/AIDS     Persons with Disabilities     Public Housing Needs

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**Appendix E**  
**Proof of Publication**





## **CITY OF LAGUNA NIGUEL CDBG COMMITTEE AGENDA**

**SPECIAL MEETING  
FEBRUARY 3, 2011 – 10:00 A.M.**

**Council Chambers - City Hall**

**27801 La Paz Road**

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Any person wishing to address the CDBG Grants Subcommittee on any grant issue, whether or not it appears on this agenda, is required to complete a "Request to Speak" form available at the door. Please submit the completed form to the Secretary prior to being heard by the Committee. Each person addressing the Committee will be limited to three (3) minutes, unless extended by the Committee. No action will be taken on any item not on the agenda, unless the Committee makes a determination that an emergency exists or that there is a need for immediate action and the need to take action came to the attention of the City subsequent to the agenda being posted.

---

### **CALL TO ORDER**

### **ROLL CALL**

### **PUBLIC COMMENTS**

### **GRANT APPLICATIONS**

#### **A. CDBG Public Service Providers Grant Applications 2011-2012**

1. 2-1-1 Orange County
2. Age Well Services
3. Families Forward
4. Laura's House
5. Lifestyles in Motion
6. South County Outreach
7. South Coast YMCA

**Recommendation:**

It is recommended that the Grants Subcommittee review the CDBG Public Service grant applications and make recommendations to the City Council on funding allocations.

**B. CDBG Capital Projects**

- a) Street Reconstruction Project

**Recommendation:**

It is recommended that the Grants Subcommittee review the Capital Project and make recommendations to the City Council on funding.

**ADJOURNMENT**

**POSTED DATE:** January 24, 2011

**LAGUNA NIGUEL CITY/CDBG GRANTS SUBCOMMITTEE MEMBERS**

Council Member Linda Lindholm  
Council Member Robert Ming

**ADDITIONAL CITY OFFICERS**

Pam Lawrence, Deputy City Manager  
Dan Fox, Community Development Director  
Erich List, Associate Planner

**AFFIDAVIT OF PUBLICATION**

STATE OF CALIFORNIA, )  
 ) ss.  
County of Orange )

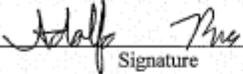
I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of the **Laguna Niguel News**, a newspaper that has been adjudged to be a newspaper of general circulation by the Superior Court of the County of Orange, State of California, on February 17, 1998, Case No. A-190535 in and for the City of Laguna Niguel, County of Orange, State of California; that the notice, of which the annexed is a true printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

Mar 10, 2011

"I certify (or declare) under the penalty of perjury under the laws of the State of California that the foregoing is true and correct":

Executed at Santa Ana, Orange County, California, on

Date: Mar 10, 2011

  
Signature

**Laguna Niguel News**  
625 N. Grand Ave.  
Santa Ana, CA 92701  
(714) 796-7000 ext. 3002

**PROOF OF PUBLICATION**

RECEIVED  
CITY CLERK

2011 MAR 14 PM 12: 25

CITY OF LAGUNA NIGUEL

PUBLIC NOTICE  
CITY OF LAGUNA NIGUEL  
CITY COUNCIL  
NOTICE OF PUBLIC HEARING  
NOTICE IS HEREBY GIVEN that the City Council of the City of Laguna Niguel will conduct a Public Hearing to consider the use of Community Development Block Grant (CDBG) funds in the City's FY 2011/2012 Action Plan.  
Date of Hearing: April 5, 2011  
Time of Hearing: 7:00 P.M., or as soon thereafter as possible.  
Location of Hearing: City Council Chambers  
City of Laguna Niguel  
27841 La Paz Road  
Laguna Niguel, CA 92657  
PROPOSAL  
HUD requires an annual Action Plan outlining the City's uses of CDBG funds for one year. The City of Laguna Niguel is eligible to receive from the Department of Housing and Urban Development (HUD) an amount of approximately \$363,800 in Community Development Block Grant (CDBG) funds for FY 2011/2012. The City may allocate a maximum of 15 percent (15%) of the annual CDBG funds to public service providers. Therefore, approximately \$54,570 is available to Public Service providers. The remainder of the funds are allocated to the City initiated capital projects, and administrative costs which are limited to twenty percent (20%) of the total grant. The CDBG funds are designed to assist the City in providing decent housing and a suitable living environment; addressing community service and health needs; and expanding economic opportunities for primarily low and moderate income persons.  
The City Council has established an Ad-Hoc Committee to review public service provider applications for FY 2011/2012 CDBG funds, which met on February 3, 2011. The recommendations of the Ad-Hoc Committee will be considered at the April 5, 2011 City Council meeting. The City Council will then establish funding levels for Service Providers, Administration and Capital Projects in the Draft Action Plan for FY 2011/2012.  
The FY 2011/2012 Draft Action Plan will be available for public review at the following locations between March 10 and April 09, 2011:  
City Hall, 27801 La Paz Road  
Community Development Department, 27781 La Paz Road  
Sea Country Senior and Community Center, 26602 Aliso Creek Road  
The Laguna Niguel City Council will consider all comments received during the public review period. The final FY 2011/2012 Action plan is scheduled for final adoption, on the consent calendar, at the April 19, 2011 City Council Meeting.  
INVITATION TO BE HEARD  
All interested persons are invited to the Public Hearing to comment on the City's proposed CDBG allocations. In addition, written comments may be submitted to the Laguna Niguel Community Development Department prior to the public hearing.  
If you wish to challenge the action taken on this proposal in court, you may be limited to raising only those issues you or someone else raised at the Public Hearing described in this notice, or in written correspondence delivered to the City at or prior to the Public Hearing.  
Information on the City's CDBG program is available for public review at the Community Development Department of the City of Laguna Niguel, 27781 La Paz Road, Laguna Niguel, California 92657, (949) 352-1360. The City Council staff report will be available Friday afternoon, April 1, 2011, and a copy may be obtained at the Community Development Department. Those desiring a copy of the staff report or requesting further information should contact Ench List of the Community Development Department at the above address and telephone number.  
Publish Laguna Niguel News Mar 10, 2011 0243177

PUBLIC NOTICE  
CITY OF LAGUNA NIGUEL  
CITY COUNCIL

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the City Council of the City of Laguna Niguel will conduct a Public Hearing to consider the use of Community Development Block Grant (CDBG) funds in the City's FY 2011/2012 Action Plan.

Date of Hearing: April 5, 2011  
Time of Hearing: 7:00 P.M., or as soon thereafter as possible  
Locating of Hearing: City Council Chambers,  
City of Laguna Niguel  
27841 La Paz Road  
Laguna Niguel, CA 92677

PROPOSAL

HUD requires an annual Action Plan outlining the City's uses of CDBG funds for one year. The City of Laguna Niguel is eligible to receive from the Department of Housing and Urban Development (HUD) an amount of approximately \$343,603 in Community Development Block Grant (CDBG) funds for FY 2011/2012. The City may allocate a maximum of 15 percent (15%) of the annual CDBG funds to public service providers. Therefore, approximately \$51,840 is available to Public Service providers. The remainder of the funds are allocated to the City initiated capital projects, and administrative costs which are limited to twenty percent (20%) of the total grant. The CDBG funds are designed to assist the City in providing decent housing and a suitable living environment, addressing community service and facility needs, and expanding economic opportunities for primarily low and moderate income persons.

The City Council has established an Ad-Hoc Committee to review public service provider applications for FY 2011/2012 CDBG funds, which met on February 3, 2011. The recommendations of the Ad-Hoc Committee will be considered at the April 5, 2011 City Council meeting. The City Council will then establish funding levels for Service Providers, Administration and Capital Projects in the Draft Action Plan for FY 2011/2012.

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Community Development Department, 27781 La Paz Road  
Sea Country Senior and Community Center, 24602 Aliso Creek Road

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INVITATION TO BE HEARD

All interested persons are invited to the Public Hearing to comment on the City's proposed CDBG allocations. In addition, written comments may be submitted to the Laguna Niguel Community Development Department prior to the public hearing.

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

Information on the City's CDBG program is available for public review at the Community Development Department of the City of Laguna Niguel, 27781 La Paz Road, Laguna Niguel, California 92677, (949) 362-4360. The City Council staff report will be available Friday afternoon, April 1, 2011, and a copy may be obtained at the Community Development Department. Those desiring a copy of the staff report or requesting further information should contact Erich List, of the Community Development Department at the above address and telephone number.



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**Appendix F  
Amendment**

**RESOLUTION NO. 2011-1039**

**RESOLUTION OF THE CITY COUNCIL OF  
THE CITY OF LAGUNA NIGUEL, CALIFORNIA,  
APPROVING AMENDMENT NO. 1 TO THE FY 2011/2012 ACTION  
PLAN ESTABLISHING REVISED FUNDING ALLOCATIONS FOR THE CITY'S  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

**WHEREAS**, in order to continue to be eligible for CDBG funding, the City is required to submit an Annual Action Plan describing the City's expenditure of CDBG funds to the U.S. Department of Housing and Urban Development (HUD) for review and approval;

**WHEREAS**, the City approved the FY 2011/2012 CDBG Action Plan on April 19, 2011 based on an estimated grant amount of \$345,600;

**WHEREAS**, given the uncertainty of the Federal budget and the future funding the CDBG Program at that time, any reduction in funding required the approval of an Amendment to the Action Plan by the City Council;

**WHEREAS**, on May 15, 2011, HUD extended the submittal deadline for the City's 2011/2012 Action Plan to June 30, 2011;

**WHEREAS**, on June 1, 2011, HUD released the final CDBG budget, allocating \$302,749 to the City of Laguna Niguel for Fiscal Year 2011/2012;

**WHEREAS**, the revised allocation represents an approximate 12.5 percent reduction from the previous estimated allocation and requires approval of an Amendment to the 2011/2012 Action Plan by the City Council to establish revised funding allocations to public service providers, administration costs and City-initiated capital projects.

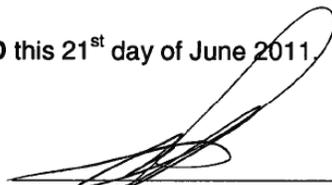
**THEREFORE, BE IT RESOLVED**, by the City Council of the City of Laguna Niguel, California, as follows:

**SECTION 1.** The City Council hereby approves Amendment No. 1 to the 2011/2012 CDBG Action Plan to establish revised funding allocations to public service providers, administration costs and City-initiated capital projects, as follows:

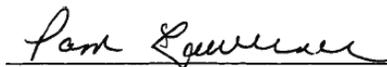
Amendment No. 1 to FY 2011/2012 CDBG Action Plan		
Project Name	Approved Allocation	Amended Allocation
<b>Budget</b>	<b>\$345,600</b>	<b>\$302,749</b>
<b>Public Services (15% Cap)</b>	<b>\$51,840</b>	<b>\$45,412</b>
Age Well Senior Services	\$3,000	\$3,000
Families Forward	\$5,280	\$4,567
Laura's House	\$4,000	\$3,460
Lifestyles in Motion	\$3,266	\$3,000
South County Outreach	\$12,152	\$10,508
South Coast YMCA	\$24,139	\$20,877
<b>Subtotal</b>	<b>\$51,837</b>	<b>\$45,412</b>
<b>Administration and Planning (20% Cap)</b>	<b>\$69,120</b>	<b>\$60,550</b>
2-1-1 Orange County	\$7,056	\$7,056
CDBG Administration	\$22,950	\$22,950
Fair Housing Council of Orange County	\$9,540	\$9,540
<b>Subtotal</b>	<b>\$39,546</b>	<b>\$39,546</b>
<b>Infrastructure and Facilities</b>		
Capital Improvement Street Project	\$254,217	\$217,791
\$25,000 carry over 2010	\$25,000	\$25,000
<b>Subtotal</b>	<b>\$279,217</b>	<b>\$242,791</b>
<b>Grand Total</b>	<b>\$370,600</b>	<b>\$327,749</b>

**SECTION 2.** The City Council hereby authorizes and directs the City Manager, or designee, to submit the amended 2011/2012 Action Plan to HUD for review and approval by June 30, 2011.

**PASSED, APPROVED AND ADOPTED** this 21<sup>st</sup> day of June 2011.

  
 \_\_\_\_\_  
 Gary Capata, Mayor

ATTEST:

  
 Pam Lawrence  
 Deputy City Manager/Acting City Clerk

CERTIFICATION

STATE OF CALIFORNIA        )  
COUNTY OF ORANGE        )SS  
CITY OF LAGUNA NIGUEL     )

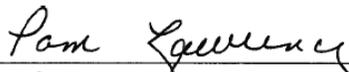
I, Pam Lawrence, Acting City Clerk of the City of Laguna Niguel, California, do hereby certify that the foregoing is Resolution No. 2011-1039 which was adopted at a regular meeting of the City Council of the City of Laguna Niguel, California, held June 21, 2011 by the following vote:

AYES:                    Council Members Brown, Lindholm, Ming, Mayor Pro  
                              Tem Glaab and Mayor Capata

NOES:                    None

ABSTENTIONS:        None

ABSENT:                 None

  
\_\_\_\_\_  
Pam Lawrence  
Deputy City Manager/Acting City Clerk



## CITY of LAGUNA NIGUEL

Community Development Department

30111 Crown Valley Parkway • Laguna Niguel, California 92677

Phone/949•362•4360 Fax/949•362•4369

## CITY COUNCIL

Joe Brown

Gary Capata

Paul G. Glaab

Linda Lindholm

Robert Ming

September 26, 2011

TO: File

FROM: Erich List, Associate Planner

Subject: Program Amendment No. 2 to FY 2011-12 CDBG Action Plan

Amendment No. 2 to FY 2010-11 CDBG Action Plan re-programs 2-1-1 Orange County's administrative allocation (\$7,056) to a service provider allocation (\$6,000) that was made available when Lifestyles in Motion (\$3,000) and Age Well (\$3,000) canceled their projects. The change to the 2-1-1 Orange County project was necessary due to a September 1, 2011 HUD desk review which disallowed the 2-1-1 service as an administration project (Attachment A).

A Substantial Amendment is not required per the adopted Citizen Participation Plan (CPP) (Attachment C). The CPP allows a project to be deleted if requested by the applicant (Page 8). Written requests have been received by Age Well and Lifestyles in Motion (Attachment B). The CPP also allows projects to be added if already considered as part of the Action Plan budget process (Page 9). Since 2-1-1 Orange County was an approved project, it can be added to the service provider portion administratively. A \$1,056 (14 percent) reduction in 2-1-1's allocation was necessary to meet the maximum 20% service provider cap (\$45,412).

The FY 2011-12 street improvement capital project (\$242,791) included a \$25,000 carry over from the FY 2010-11 Pedestrian ADA Button Project. This was in anticipation that the ADA project would be completed by the time the Action Plan was approved. Unfortunately, the project was not completed and there was no carry over from the ADA project. However, there was \$3,432.50 in left over funds from FY 2010-11 administration, (\$20,000 programmed, \$15,206.50 expended) that can be carried over to the FY 2011-12 capital project. Also, the result of moving 2-1-1 from administration to the service provider category made an additional \$7,056 available for the capital project. Therefore, the street improvement project is amended to \$228,279.5 (\$224,847 programmed and \$3,432.5 carry over), a 5.4% percent reduction (\$13,150.50). The CPP allows for an administrative amendment for a project reduction up to 20% or \$25,000 (CPP Page 9). Table 1 below shows the Amendment No. 2 budget changes to the FY 2010-2011 Action Plan.

<b>Table 1: Amendment No. 2 to FY 2011-12 CDBG Action Plan</b>		
<b>Project Name</b>	<b>Approved Allocation</b>	<b>Amended Allocation</b>
<b>Budget</b>	\$302,749	\$302,749
<b>Public Services (15% Cap \$45,412)</b>		
2-1-1 Orange County	0	<b>\$6,000</b>
Age Well Senior Services	\$3,000	<b>\$0</b>
Families Forward	\$4,567	\$4,567
Laura's House	\$3,460	\$3,460
Lifestyles in Motion	\$3,000	<b>\$0</b>
South County Outreach	\$10,508	\$10,508
South Coast YMCA	\$20,877	\$20,877
<i>Subtotal</i>	<i>\$45,412(15%)</i>	<i>\$45,412(15%)</i>
<b>Administration and Planning (20% Cap \$60,550)</b>		
2-1-1 Orange County	\$7,056	<b>\$0</b>
CDBG Administration	\$22,950	\$22,950
Fair Housing Council of Orange County	\$9,540	\$9,540
<i>Subtotal</i>	<i>\$39,546(13%)</i>	<i>\$32,490(10.7%)</i>
<b>Infrastructure and Facilities</b>		
Capital Improvement Street Project	\$217,791	<b>\$224,847(74%)</b>
FY 2010-11 carry over	\$25,000	<b>\$3,432.5</b>
Subtotal	\$242,791	<b>\$228,279.50</b>
<b>Grand Total</b>	<b>\$327,749</b>	<b>\$306,181.5</b>

Attachments:

- A. September 1, 2011 email from City's HUD representative Frank Caballero
- B. Email requests from Age Well and Lifestyles in Motion
- C. 2010 adopted Citizen Participation Plan (CPP)

# **Attachment A**

## Erich List

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**From:** Caballero, Frank <Frank.Caballero@hud.gov>  
**Sent:** Friday, September 02, 2011 2:42 PM  
**To:** Erich List  
**Subject:** RE: 2-1-1

Our Desk Officer has opined that 211 referrals are not administrative costs but rather Public Services. The desk review response needs to be sent out on letter head with William Vasquez Signature, it will be out to you in the next weeks .

---

from: Erich List [<mailto:EList@cityoflagunaniguel.org>]  
Sent: Friday, September 02, 2011 2:33 PM  
To: Caballero, Frank  
Subject: RE: 2-1-1

Can you forward me the desk review so I have backup for my changes to the action plan?

Thanks

Erich List  
Associate Planner  
City of Laguna Niguel  
(949)362-4322  
[elist@CityofLagunaNiguel.org](mailto:elist@CityofLagunaNiguel.org)

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**From:** Caballero, Frank [<mailto:Frank.Caballero@hud.gov>]  
**Sent:** Friday, September 02, 2011 2:22 PM  
**To:** Erich List  
**Subject:** RE: 2-1-1

Your analysis is correct, no substantial amendment is required. Please submit appropriate change pages to our office reclassify your 211 activity to Public Services and show that you are within the Required cap requirements for both Administration and Public service. Your cooperation and good work is appreciated.

---

from: Erich List [<mailto:EList@cityoflagunaniguel.org>]  
Sent: Thursday, September 01, 2011 2:20 PM  
To: Caballero, Frank  
Subject: 2-1-1

Frank,

## **Attachment B**

## **Erich List**

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**From:** Dan Palumbo <dpalumbo@myagewell.org>  
**Sent:** Friday, September 02, 2011 8:37 AM  
**To:** Erich List  
**Subject:** RE: Age Well's CDBG allocation

Erich,

This message is to confirm the AWSS request to cancel the FY 2011-2012 CDBG allocation of \$ 3,000 which was intended to be used as a portion of the city's 20% match requirement for the SMP. We have identified an appropriate resource to replace the CDBG allocation for FY 11/12.

Thank you,

Daniel C. Palumbo  
Chief Operating Officer  
Age Well Senior Services  
949.855.8033

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**From:** Erich List [<mailto:EList@cityoflagunaniguel.org>]  
**Sent:** Thursday, September 01, 2011 3:05 PM  
**To:** Dan Palumbo  
**Subject:** Age Well's CDBG allocation

Dan,

The last time we talked, we figured out how to run the Age Well senior transportation program without using CDBG funds. I need to reallocate Age Well's grant to another project but first I need a request in writing from Age Well to cancel the FY 2011-2012 CDBG allocation of \$3,000. Please respond to this email with the request. If you have any questions, please contact me at 949-362-4322.

Sincerely,

Erich List  
Associate Planner  
City of Laguna Niguel  
(949)362-4322  
[elist@CityofLagunaNiguel.org](mailto:elist@CityofLagunaNiguel.org)

## Erich List

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**From:** jbailey@lifestylesinmotion.org  
**Sent:** Thursday, July 28, 2011 12:22 PM  
**To:** Erich List  
**Subject:** RE: 2011 Agreement

Erich,

I want to thank you for giving us a chance to serve the city of Laguna Niguel and the senior population. Due to developments over the last couple of months, We will have to decline your Grant. I hope someone else will be able to put this money to good use. Have a great day. Thank you again.

Jack W. Bailey  
LifeStyles in Motion  
1-714-944-3254

----- Original Message -----

**Subject:** 2011 Agreement  
**From:** "Erich List" <[elist@ci.laguna-niguel.ca.us](mailto:elist@ci.laguna-niguel.ca.us)>  
**Date:** Tue, July 19, 2011 8:35 am  
**To:** <[elist@ci.laguna-niguel.ca.us](mailto:elist@ci.laguna-niguel.ca.us)>

Just checking in to see if you had a chance to sign the 2011 CDBG agreement? Did you have any questions?

Erich List  
Associate Planner  
City of Laguna Niguel  
27781 La Paz Rd  
Laguna Niguel, CA 92677  
949.362.4322 p  
949-362-4369 f  
[elist@ci.laguna-niguel.ca.us](mailto:elist@ci.laguna-niguel.ca.us)

# **Attachment C**

# City of Laguna Niguel

## Citizen Participation Plan

### I. Purpose

The City of Laguna Niguel is an entitlement jurisdiction receiving Community Development Block Grant (CDBG) funds directly from the U.S. Department of Housing and Urban Development (HUD). Pursuant to the CDBG program regulations, the City is required to prepare a five-year Consolidated Plan and annual updates to guide and report on the use of CDBG funds. Annual reviews of program performance are also required. In conjunction with the CDBG program regulations, HUD regulations, 24 CFR Parts 91, et al., require the City to develop a citizen participation process to ensure full compliance with these Federal regulations. The following Citizen Participation Plan (CPP) provides a strategy for the City to ensure the participation of all citizens in the development of the Consolidated Plan and related documents.

This Citizen Participation Plan (CPP) sets forth the City of Laguna Niguel's policies and procedures for citizen participation in the development of the Consolidated Plan and related documents and any subsequent amendments. The CPP provides an opportunity for non-profit service agencies and the community to work in partnership with the City to identify needs and allocate CDBG funds. While this plan will aim to ensure the participation of all citizens, special assurances will be made to ensure the participation of the following groups:

- Extremely low-, low-, and moderate-income persons;
- Persons living in areas where federal funds are proposed to be used;
- Residents of assisted housing;
- Minorities;
- Non-English speaking persons; and
- Persons with physical disabilities.

### II. Definitions

For purposes of the Community Development Block Grant (CDBG) program, the following definitions will apply:

**Consolidated Plan Documents (CPD)** - For the Community Development Block Grant (CDBG) program for the City of Laguna Niguel, the Consolidated Plan Documents include the following:

- Five-Year Consolidated Plan (Housing and Community Development Needs Assessment and Strategic Plan)
- One-Year Action Plan
- Consolidated Annual Performance Evaluation Report (CAPER)
- Analysis of Impediments to Fair Housing Choice (AI)

**Low- and Moderate-Income Households** - Pursuant to HUD regulations, the primary beneficiaries of the CDBG program should be low- and moderate-income households, defined by HUD as follows:

- Extremely Low-Income: 0-30 percent of the County Median family income (MFI) adjusted for household size
- Low-Income: 31-50 percent of the County MFI adjusted for household size
- Moderate-Income: 51-80 percent of the County MFI adjusted for household size

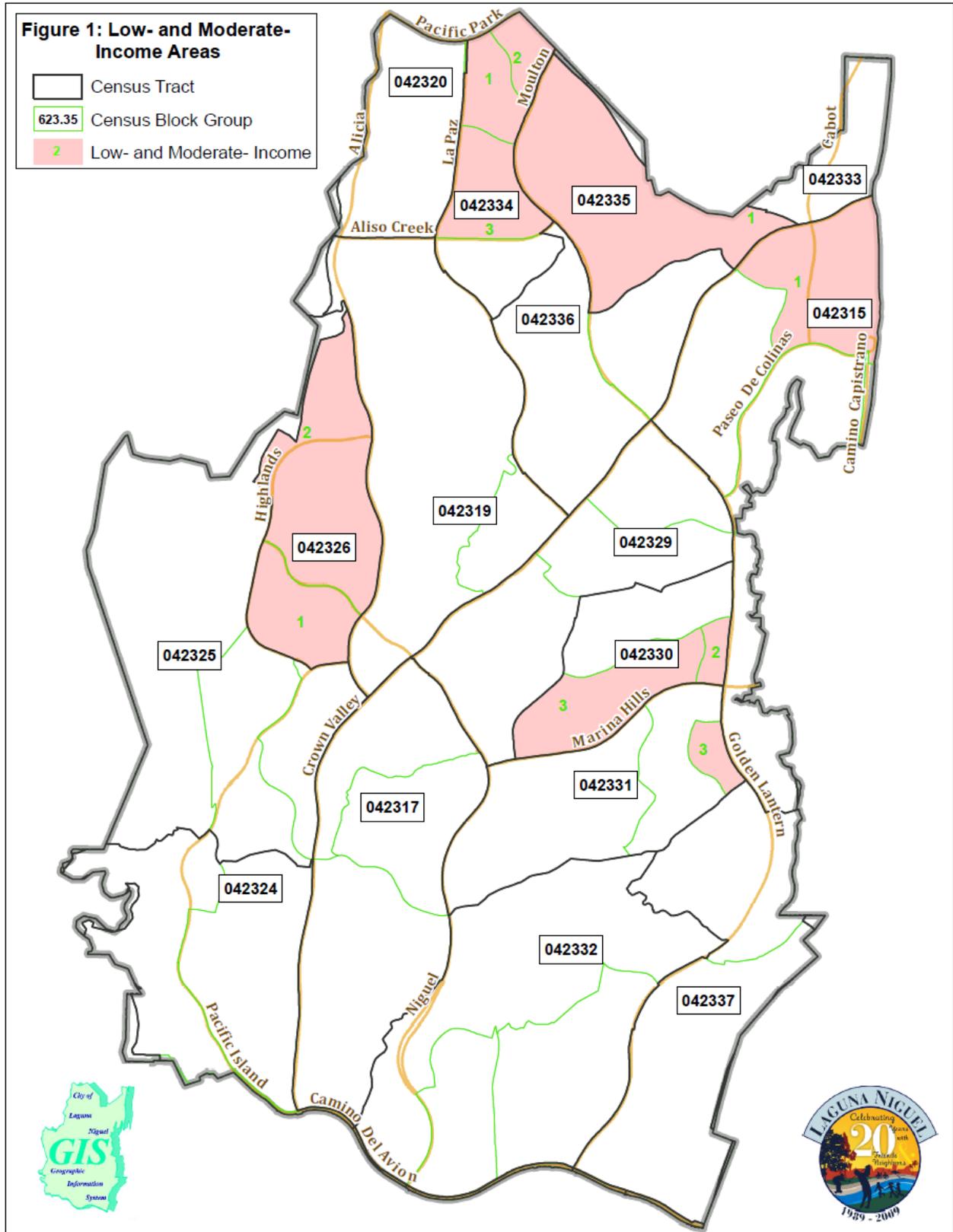
**Limited Clientele (LMC)** - a group of persons, of which at least 51 percent must be low- and moderate-income. This can be achieved by meeting one of the following criteria:

- Serving at least 51 percent LMI, as evidenced by documentation and data concerning beneficiary family size and income;
- Having income-eligibility requirements that limit the service to persons meeting the LMI income requirement, as evidenced by the administering agency's procedures, intake/application forms and other sources of documentation;
- Serving a group primarily presumed to be LMI such as abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or
- Being of such a nature and in a location that it may be concluded that the activity's clientele are LMI. Public facilities such as homeless shelters or group homes for persons with special needs are just two of the examples of public facilities that may qualify under the Limited Clientele criteria. The populations served by these facilities are populations that are presumed to be LMI persons or families. In addition, some groups are presumed to be low- and moderate-income, these groups include:
  - Abused Children (Extremely low-income)
  - Battered Spouses (Low-income)
  - Severely Disabled adults (Low-income)
  - Homeless Persons (Extremely low-income)
  - Illiterate Adults (Low-income)
  - Persons with AIDS (Low-income)
  - Migrant Farm Workers (Low-income)
  - Elderly [If assistance is to acquire, construct, convert, and/or rehabilitate a senior center or to pay-for-providing-center - based senior services, report the beneficiaries as (moderate-income). If assistance is for other services (not center-based), report the elderly beneficiaries as (low-income). If an activity serves a combination of these groups, identify the number in each group and report those numbers under the appropriate income levels.]

**Low- and Moderate-Income Neighborhood/Area (LMA)** - Generally defined as a census tract(s) or block group in which a minimum of 51 percent of the residents have an income not exceeding 80 percent of the County median family income (MFI). However, Laguna Niguel qualifies as an "exception" jurisdiction, meaning HUD has established a reduced percentage threshold for income qualifying neighborhoods. This threshold has been set at 25.7 percent, as of HUD's list from 2009 (based on 2000 census data for the City)<sup>1</sup>. As the 2010 Census data is released, HUD will establish new thresholds for the City. The City's Action Plans will identify low- and moderate-income areas. Figure 1 below illustrates the City's low- and moderate-income areas, as of 2009.

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<sup>1</sup> <http://www.hud.gov/offices/cpd/systems/census/lowmod/exception.cfm#exception>



**Slum or Blighted Area** - An area which meets the definition of a slum, blighted, deteriorated or deteriorating area under State or local law typically identified as Redevelopment Project Areas, or where there is a substantial number of deteriorating or dilapidated buildings or improvements throughout the area.

### **III. Citizen Involvement**

#### **A. Citizen Participation Plan (CPP)**

The City of Laguna Niguel recognizes that Community Development Block Grant (CDBG) funds are tax money returned to the City to be used primarily to benefit extremely low-, low-, and moderate-income persons. City staff and officials are stewards of this public money and will openly discuss all records, except those confidential records protecting a household's privacy. The City presents the following as its policy defining its Citizen Participation Plan (CPP), in accordance with 24 CFR Parts 91, et al.

The Citizen Participation Plan seeks to involve the participation of citizens of Laguna Niguel and social service agencies in the development and adoption of the Consolidated Plan, the Action Plan, any substantial amendments, and the Consolidated Annual Performance Evaluation Report. In addition, efforts will be made to focus on the involvement of low- and moderate-income persons, those persons living in slum and blighted areas, persons living in low- and moderate-income areas and persons living in areas where CDBG funds are proposed to be used. The Citizen Participation Plan (CPP) consists of a number of elements designed to foster community involvement as specified in each section of the Plan.

Pursuant to HUD regulations, the City will conduct a minimum of two hearings/meetings annually at different stages in the program year. The City will conduct these public hearings/meetings at locations and at times convenient to the public, especially for those persons affected by program resources and the locations will be equipped to accommodate persons with physical disabilities. All public hearings/meetings will be conducted at City Hall, City Council Chambers, 27841 La Paz Road, Laguna Niguel. Spanish translation is available at all public hearings/meetings if requested in advance. It is the intention of the City of Laguna Niguel to comply with the Americans with Disabilities Act (ADA) in all respects. If an attendee or participant at a public meeting needs special assistance beyond what is normally provided, the City of Laguna Niguel will attempt to accommodate those with disabilities in every reasonable manner. The City Clerk must be notified at least 48 hours prior to the public hearing/meeting.

#### **1. Adoption of the Citizen Participation Plan**

Prior to the adoption of the Citizen Participation Plan, implementation of the following public comment, review, and adoption procedures will ensure that all citizens have a chance to participate in development of the Plan.

The City will notice the 30-day public review period and public hearing/meeting on the Citizen Participation Plan in the Laguna Niguel News. The notice will be printed in this newspaper a minimum of 10 days prior to the public hearing/meeting date.

The Citizen Participation Plan will be available for public review at the following locations:

- City Clerk's Office
- Community Development Department
- Crown Valley Library
- Sea Country Senior and Community Center
- The City's Website

Upon request, the Plan will be made accessible to any person with disabilities. The City will provide a reasonable number of free copies of the CPP to citizens and groups that request copies.

Comments or views of citizens received in writing during the public review period or orally at the public hearing/meeting will be considered by the Laguna Niguel City Council.

The Draft Plan will be adopted upon a majority vote of the Laguna Niguel City Council at a designated and publicly noticed City Council meeting.

After adoption of the Plan, a Final Plan will be prepared. The Final Citizen Participation Plan will include a summary of public comments and a summary of any comments not accepted, including the reasons for not accepting the comments.

## **2. Amendment of the Citizen Participation Plan**

The City will amend its approved Citizen Participation Plan whenever a change in the public participation process, as outlined in this plan, is proposed.

An amendment to the approved Citizen Participation Plan will follow the same guidelines as the adoption of the CPP regarding public comment, review, and approval as listed above.

## **B. Consolidated Plan**

The Consolidated Plan consists of three parts: the housing and community development needs assessment, housing and community development strategic plan, and an action plan. The needs assessment and strategic plan are updated every five years whereas the action plan is updated annually to reflect the annual CDBG funding allocation. The Consolidated Plan is due 45 days prior to the start of a program year.

The Staff Working Group, Ad Hoc Council Committee, and City Council are involved in developing the Consolidated Plan. The responsibilities of these groups are:

**Staff Working Group** - A working group comprised of representatives from the various City departments, including Community Development, Public Works, Recreation and Administrative Services, Police and the City Manager's Office, will perform in an advisory manner to the City Council concerning planning, implementing and assessing CDBG programs/activities related to capital expenditures. This is accomplished through the following tasks:

- Information dissemination during the CDBG application process, and other HUD application processes as applicable;

- Collection of citizen input concerning neighborhood/community needs (via the City's annual Report Card survey pertaining to resident satisfaction, website comment/complaint intake, and via email);
- Preparation of project recommendations for the City Council's review and final approval; and
- Review of project/program progress.

**Ad Hoc Council Committee** - An Ad Hoc Council Committee consisting of two members of the City Council was established to advise the City Council concerning planning, implementing and assessing the CDBG programs/activities related to public service program allocations. The Ad Hoc Committee reviews all public service grant applications for funding, and in consultation with staff, will recommend funding priorities to the City Council.

**City Council** - The City Council holds public hearings/meetings and carries out the procedures established in the Citizen Participation Plan. The City Council ultimately makes the final determination about the priority of various community needs that will guide the Council when annually allocating CDBG funds in the Action Plan.

## **1. Development of the Consolidated Plan**

The City of Laguna Niguel will implement the following strategies to solicit meaningful community input in preparation of the Consolidated Plan. Specifically, the City will:

- Consult public agencies including City staff, adjacent local governments, County of Orange, Housing Authority of the Orange County, and state and local health agencies
- Consult private nonprofit agencies, including:
  - Social services for low- and moderate-income persons and persons with special needs, such as: children, elderly, disabled, homeless, persons with AIDS, victims of domestic violence, persons with drug/alcohol abuses.
  - Economic Development Interests

Each year, the City will:

- Publish a Notice of Funding Availability (NOFA) and send notice to cooperating departments and non-profit agencies advising them that the planning cycle has begun for CDBG funds, and that the City is accepting project proposals. Interested parties may add their email address to the CDBG News ListServ on the City's website.
- Conduct an eligibility analysis on all project proposals, whether submitted by persons or groups in the City, and review the eligible proposals for service provider grants with the Ad-Hoc Council Committee for funding consideration.

Publish a notice announcing the 30-day public comment period and public hearings/meeting on the Draft Consolidated Plan and the One-Year Action Plan. The notice will be published in the Laguna Niguel News and will include a summary of the Draft Consolidated Plan and Action Plan that describes the contents and purposes and a list of the locations where the Draft Plans may be examined. The notice will be published at least 10 days before the public hearing/meeting.

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The Draft Consolidated Plan and Action Plan will be available for public review at the following locations:

- City Clerk's Office
- Community Development Department
- Crown Valley Library
- Sea Country Senior and Community Center
- The City's Website

Upon request, the Draft Consolidated Plan and Action Plan will be made accessible to any person with disabilities. The City will provide a reasonable number of free copies of the Draft Consolidated Plan and Action Plan to citizens and groups that request copies.

During the 30-day review period, the City Council will conduct a public hearing/meeting to receive comments on the Draft Consolidated Plan and Action Plan. Comments or views of citizens received in writing during the public review period or orally at the public hearing/meeting will be considered by the Laguna Niguel City Council.

## **2. Adoption of the Consolidated Plan**

At the end of the 30-day review period, the City Council will consider adoption of the Draft Plans. The Draft Consolidated Plan and Action Plan will be adopted upon a majority vote of the Laguna Niguel City Council at a designated and publicly noticed City Council meeting, which is typically held at 7:00pm.

After adoption of the Plan, the Final Consolidated Plan and Action Plan will be submitted to HUD. The Final Plan will include a summary of public comments and a summary of any comments not accepted and the reasons for not accepting the comments.

## **3. Amendment of the Consolidated Plan**

The City may amend the adopted five-year Strategic Plan and one-year Action Plan. The following outlines the criteria and procedures to be used when amending the Strategic Plan and Action Plan.

### **a. Substantial Amendment Criteria**

In the Consolidated Plan, there are priority goals and each goal has several action items. An amendment would be considered substantial, if the City were to add, delete or modify a priority goal category currently in the adopted Plan. The addition, deletion or modification to a specific action item would not be considered a substantial change, when the change does not result in an addition or deletion of a priority goal. In the Consolidated Plan, most activities funded with CDBG funds have units of measure, such as the number of houses rehabilitated or the linear feet of curb and gutter constructed. These production projections in the Consolidated Plan are considered estimates and changes would not be considered, by themselves, substantial. The addition, deletion or modification of programs described in the Consolidated Plan will not necessarily be considered a substantial change, even if that change were considered substantial for the Annual Action Plan. The reason is that unlike the Annual Action Plan, the Consolidated Plan does not commit to specific programs and funding amounts. Instead the Consolidated Plan focuses on overall City needs and goals.

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For the City's CDBG program, a change in the Annual Action Plan will be considered substantial whenever costs increase by \$25,000 or 25% of a project's budget, whichever is greater. Cost savings or the deletion of work items to keep a particular project within budget will not constitute a substantial change; if the purpose, scope, location or beneficiaries of the project remain essentially the same.

For example, the City proposes to pave five streets and install a drainage line as part of a street project. As a result of engineering considerations, the City drops one street and replaces that street with another street in the same neighborhood needing some curb and gutter replacement in addition to the street improvements. The project costs increases by 20% of the project. This would not be a substantial amendment, even though the scope has changed with the addition and deletion of a street and the addition of curb and gutter. In this instance, the purpose of the project has not changed substantially, although individual elements to accomplish the purpose have been modified.

Using the above scenario, an amendment would be required if the City were to drop three streets in lower income areas and the two remaining streets were in a higher income neighborhood which would not have qualified if the three dropped streets were not originally included. Besides being ineligible, this change would be substantial, not because part of the project was dropped, but because the beneficiaries have substantially changed.

The addition or deletion of an activity would also constitute a substantial change except in seven cases: 1) if the additional activity were on the Action Plan's back-up list approved by the City Council during budget hearings; 2) if the activity were being deleted due to delays and will be included in the following year's Annual Action Plan; 3) if the budget increase of the new activity does not exceed \$25,000 and does not result in an approved project being deleted or reduced in scope; 4) if the applicant requests that their activity be terminated; 5) if there are non-performance or eligibility issues requiring activity termination; 6) if project deletion or funding reductions are due to facility closure or bankruptcy; or 7) if the agency becomes disqualified or ineligible to receive funding or is unable to produce sufficient eligible billings in accordance with the provisions of the agreement. Funds from deleted activities or activities completed with a costs savings may be available for new activities during the current program year or for approved activities needing additional funds or may be carried over to the next program year for approved programs. These actions will be subject to the amendment process, where required.

Modifications to a project after completion of the final engineering work would not constitute a substantial change, if the purpose, scope, location or beneficiaries of the project remain essentially the same. Therefore, elements can be added to or deleted from a project; provided that, the change in the project cost does not otherwise trigger a substantial change. For example, as a result of the engineering work, a drainage line is unexpectedly needed to make the project work. To include that drainage line would not require a substantial amendment, because the project objective has remained the same; provided that, the cost has not increased by more than 25% of that project's budget or \$25,000, whichever is greater.

**Five-Year Strategic Plan** - The City will amend its approved five-year Strategic Plan whenever a decision is made to propose a substantial change in allocation priorities, or a substantial change in the method of distributing the funds. For the purpose of the five-year Strategic Plan, a substantial change will be determined according to the following criteria:

- A “Low Priority Need” in the Consolidated Plan for which the City will be allocating CDBG funds that constitutes a cumulative change equal to or in excess of 15 percent of the City’s CDBG entitlement for a program year.
- A need which the City has originally determined as “No Such Need” in the Consolidated Plan, but will be allocating CDBG funds to address that need.

Changes in funding priority not amounting to more than 15 percent of a program year will not be considered a substantial change to the five-year Strategic Plan; no formal amendment to the Strategic Plan requiring public review and comment will be warranted.

**One-Year Action Plan** - The City will amend its approved Action Plan whenever one of the following decisions is made:

1. To carry out a project not previously described in the Action Plan;
2. To cancel a project previously described in the Action Plan;
3. To increase or decrease the amount to be expended on a particular project from the amount stated in the Action Plan by more than 20 percent/\$25,000 (whichever is greater); or
4. To substantially change the purpose, scope, location, or beneficiaries of a project.

Changes in funding for an existing project not amounting to more than 50 percent of the project’s cost, will not be considered a substantial change to the one-year Action Plan; no formal amendment to the Action Plan requiring public review and comment will be warranted.

The CDBG regulations also allow the City to fund interim assistance activities. (Defined as activities that make limited improvements (e.g., repair of streets, sidewalks, or public buildings) intended solely to arrest further deterioration of physically deteriorated areas prior to making permanent improvements or alleviate emergency conditions threatening public health and safety, such as removal of tree limbs or other debris after a major storm.) Essentially these activities address emergency activities and for that reason are exempt from the citizen participation, public hearing, legal noticing processes and environmental assessment requirements. Even though these activities would be new mid- year projects, their inclusion would not require a substantial amendment to the Annual Action Plan.

#### **b. Amendment Process**

The following procedures will ensure that all citizens will have a chance to comment on the proposed amendment to the Consolidated Plan. Specifically, the City will:

- Publish a notice announcing the 30-day public comment period on the proposed amendment to the adopted five-year Strategic Plan and/or the one-year Action Plan. The notice will be published in the Laguna Niguel News and will include a summary of the amendment and where copies of the proposed amendment may be examined.

The proposed amendment will be available for public review at the following locations:

- City Clerk's Office
- Community Development Department
- Crown Valley Library
- Sea Country Senior and Community Center
- The City's Website

Upon request, the amendment will be made accessible to any person with disabilities. At the end of the 30-day review period, the City Council will consider adoption of the amendment upon a majority vote of the Laguna Niguel City Council at a designated and publicly noticed City Council meeting. Comments or views of citizens received in writing during the public review period or orally at Council meetings will be considered by the Laguna Niguel City Council.

### **C. Consolidated Annual Performance and Evaluation Report**

The Consolidated Annual Performance and Evaluation Report (CAPER) details the accomplishments of the Consolidated Plan and the Action Plan. The CAPER is due 90 days after the close of a program year. The following procedures will ensure that all citizens will have a chance to comment on the CAPER:

- Publish a notice announcing the 15-day public comment period on the draft CAPER. The notice will be published in the Laguna Niguel News and will include a list of locations where the draft CAPER can be reviewed.

The draft CAPER will be available for public review at the following locations:

- City Clerk's Office
- Community Development Department
- Crown Valley Library
- Sea Country Senior and Community Center
- The City's Website

Upon request, the CAPER will be made accessible to any person with disabilities.

### **D. Analysis of Impediments to Fair Housing Choice (AI)**

As an entitlement jurisdiction receiving federal funds, Laguna Niguel is required to sign a certification to affirmatively further fair housing and to undertake fair housing planning in its Consolidated Plan/Annual Action Plan. Fair Housing Planning consists of the following: (1) an Analysis of Impediments (AI) to fair housing choice; (2) actions to cover the effects of the identified impediments; and (3) maintenance of records to support the affirmatively furthering fair housing certification.

The Analysis of Impediments to Fair Housing Choice (AI) document referenced above is defined as a comprehensive review of a state's or entitlement jurisdiction's laws, regulations and administrative policies, procedures and practices. The AI involves an assessment of how these laws, regulations, policies and procedures affect the location, availability, and accessibility of housing, and how conditions, both private and public, affect fair housing choice.

Once the City completes the AI, it must report on its implementation by summarizing the impediments identified in the analysis and describing the actions taken to overcome the effects of the impediments identified through the analysis in its Consolidated Annual Performance and Evaluation Report (CAPER). Although AIs are not submitted or approved by HUD, each jurisdiction should maintain its AI and update the AI annually where necessary. Jurisdictions may also include actions the jurisdiction plans to take to overcome the effects of impediments to fair housing choice during the coming year in the Annual Plan that is submitted as part of the Consolidated Plan submission.

The following procedures will ensure that all citizens will have a chance to comment on the City's Analysis of Impediments to Fair Housing Choice:

- Publish a notice announcing the 30-day public comment period on the draft AI. The notice will be published in the Laguna Niguel News and will include a list of locations where the draft AI can be reviewed.

The draft AI will be available for public review at the following locations:

- City Clerk's Office
- Community Development Department
- Crown Valley Library
- Sea Country Senior and Community Center
- The City's Website

Upon request, the AI will be made accessible to any person with disabilities.

#### **IV. Public Notification of Public Meetings and Hearings**

Staff will ensure adequate advance notice of all public meetings and hearings. Adequate noticing will include:

- Printing notices in the Laguna Niguel News at least 10 days prior to the public meetings and hearings.
- Posting notices at City Hall.
- Posting notices on the City's website

#### **V. Access to Records**

The City will ensure timely and reasonable access to information and records related to the development of the Consolidated Plan Documents (CPD), and the use of moneys for programs funded by CDBG. Information to be made available will include budget and program performance information, meeting minutes, and comments received by the City during the development of the CPD.

Requests for information and records must be made to the City of Laguna Niguel in writing. Staff will respond to such requests within 15 working days or as soon as possible thereafter.

## **VI. Technical Assistance**

Upon request, staff will provide technical assistance to groups representing extremely- low and low- income persons to develop funding requests for CDBG eligible activities. Technical assistance will be provided as follows:

- Establish an annual project proposal submission and review cycle (NOFA) that provides information, instructions, forms and advice to interested extremely low-, low-, and moderate- income citizens or representative groups so that they can have reasonable access to the funding consideration process.
- Provide self-explanatory project proposal forms and instructions to all persons who request them whether by telephone or by letter. The City's basic application for funds is designed to be easily understood and short, while still covering all key items necessary to judge the validity of the request. Statistics concerning specific areas of the City are furnished by City staff upon request.
- Answer, in writing, all written questions and answer verbally all verbal inquiries received from citizens or representative groups asking questions on how to write or submit eligible project proposals.
- Meet with groups or individuals as requested, to assist in identifying specific needs and to assist in preparing project proposal applications.
- Obtain information in the form of completed project proposal forms from citizens or local non-profit agencies and assemble a list of proposals available for public review.
- Conduct a project eligibility analysis process to determine, at an early stage, the eligibility of each project. In cases where only minor adjustments are needed to make proposals eligible or otherwise practical, City staff will advise the applicants on the options available and desired changes to the proposals.
- Provide bi-lingual translation on as needed basis.

## **VII. Comments and Complaints**

### **A. Comments**

Citizens and agencies providing services to the community are encouraged to state or submit their comments on the CPD, any amendments to the CPD, and the annual program performance report. Written and verbal comments received at public hearings/meetings or during the comment period, will be considered and summarized, and included as an attachment to the City's final CPD. Comments and responses also will be included in the CPD, amendment to the CPD, and program performance report. Written comments should be addressed to:

City of Laguna Niguel  
Community Development Department  
CDBG Program  
27781 La Paz Road  
Laguna Niguel, CA 92677  
Or via email at [commdev@ci.laguna-niguel.ca.us](mailto:commdev@ci.laguna-niguel.ca.us)

A written response will be made to all written comments within ten working days, acknowledging the letter and identifying a plan of action, if necessary. Every effort will be made to send a complete response within 15 working days to those who submit written proposals or comments.

Copies of the complete final plan, amendments to the plan, and annual performance report will be available to residents at the above address for review, or at the Crown Valley Library, the Sea Country Senior and Community Center, the City Clerk's Office, the Community Development Department, and on the City's Website. The City will provide a summary of the CPD or CAPER upon request.

## **B. Complaints**

Complaints regarding the CPD planning process, CPD amendments, and/or annual CAPER must be made within the set public review period. A written response will be made to all written complaints within five working days, acknowledging the letter and identifying a plan of action, if necessary. Staff will provide complete written responses to citizen complaints within 15 working days from the date of their complaint when practicable. The City will accept written complaints provided they specify:

- The description of the objection, and supporting facts and data.
- Provide name, address, telephone number, and a date of complaint.

## **VIII. Bilingual Opportunities**

Wherever a significant number of extremely low- and low-income persons speak and read a primary language other than English, translation services at all public hearings/meetings will be provided in such language if requested in advance.

## **IX. Appeals**

Appeals concerning the Citizen Participation Plan or decisions, statements, or recommendations of the staff should be made first to the Community Development Department Director, then to the City Manager, the City Council, and finally to the Los Angeles Area Office of HUD if concerns are not answered.

## **X. Anti-displacement/Relocation**

In the event that any residential displacement and relocation must take place in order to carry out a program activity, the City of Laguna Niguel ensures that it will develop an Anti-displacement and Relocation Plan in connection with that project as applicable per Federal regulations.

In the event that any acquisition and relocation must take place in order to carry out a program activity, Laguna Niguel will also 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 of 49 CFR part 24.

## **XI. Assurances**

A review and revision (as applicable) of the CPP will be conducted during the fourth quarter of each program year. Changes to the CPP will require City Council approval. Prior to City Council approval, citizens will be given a reasonable opportunity to comment on the original CPP and on any amendments to such.

Laguna Niguel's CPP will be made available to the public and reasonable efforts will be made to make the CPP available in a format accessible to person with disabilities, upon their request.

The City of Laguna Niguel assures that the most diligent effort will be made to comply with the process and procedures outlined in this CPP.

## **XII. Plan Adoption**

Laguna Niguel's CPP was made available to the public and reasonable efforts were made to make the CPP available in a format accessible to person with disabilities. The current Plan was made available for 30-day Public Review from March 25 through April 23, 2010 and its availability was public noticed on March 25<sup>th</sup>, 2010. A public hearing was held on April 20, 2010 during the City's regularly scheduled Council Meeting, to receive comments. Council adopted the Citizen Participation Plan at the regularly scheduled Council Meeting on May 4, 2010.