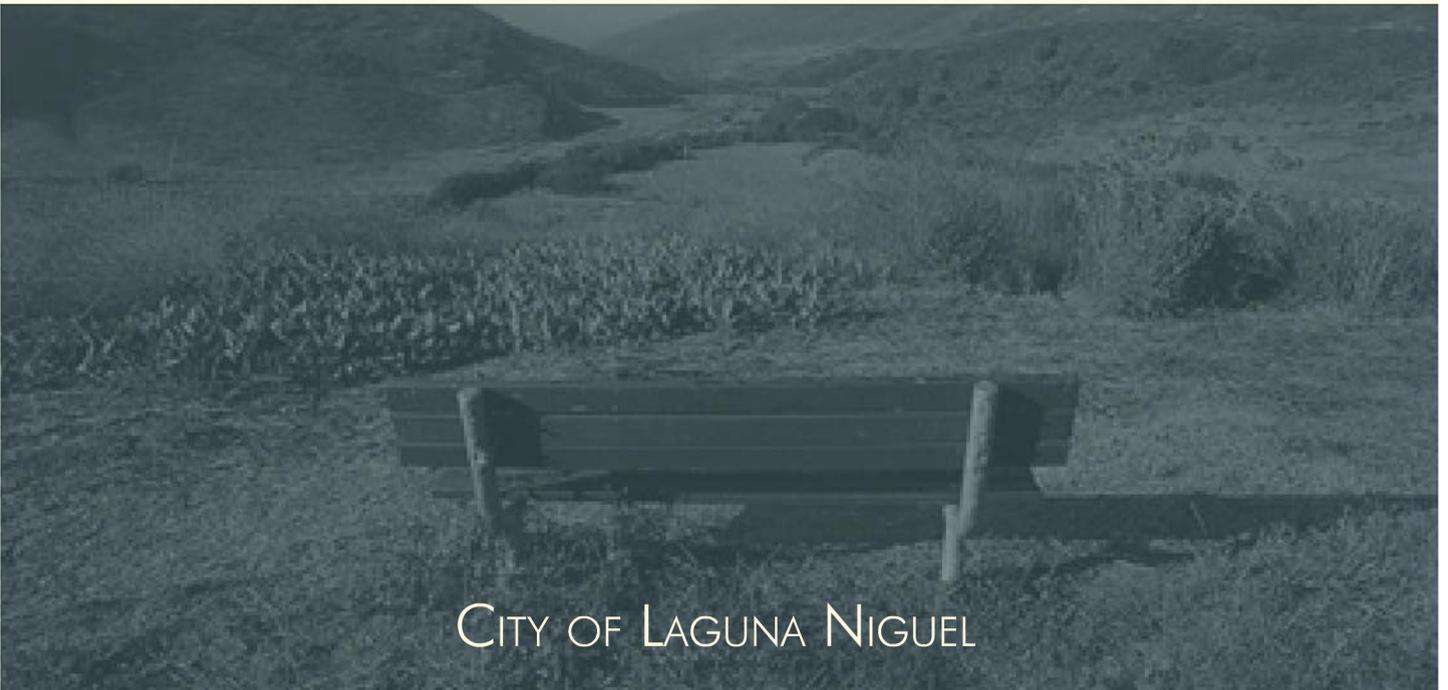


CITY OF LAGUNA NIGUEL

FY 2007-2008 ACTION PLAN



CITY OF LAGUNA NIGUEL

JUNE 2007

City of Laguna Niguel FY 2007/2008 Action Plan



June 2007

City of Laguna Niguel
Community Development Department
27781 La Paz Road
Laguna Niguel, CA 92677

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Section 1 Action Plan: One-Year Use of Funds

This Action Plan identifies Laguna Niguel's planned uses of federal Community Development Block Grant (CDBG) funds for Fiscal Year (FY) 2007/2008. The Plan serves as the City's annual funding application to HUD by describing:

- 1) Resources available for program implementation
- 2) Activities to be undertaken during FY 2007/2008
- 3) Monitoring procedures
- 4) Homeless and anti-poverty strategies
- 5) Coordination efforts to implement the Action Plan

1.1 Housing and Community Development 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 funding source for the City is the Community Development Block Grant (CDBG) Program. Through this program, a grant is awarded to the City on a formula basis for housing and community development activities. For FY 2007/2008, Laguna Niguel has been allocated \$349,089 in CDBG funds. In addition, \$16,932.38 of unexpended prior year CDBG funds will be amended and made available to the Sea Country Senior and Community Center. 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.

1.2 Activities to Be Undertaken

Table 1 summarizes recommendations of the City's Ad Hoc Committee on public service projects and staff recommendations on capital projects to the City Council of Laguna Niguel. Section 1.3- Relation to Strategic Plan Priorities and the Listing of Proposed Projects in Appendix E contains a more detailed description of these activities.

**Table 1
FY 2007/2008 Proposed Projects**

Program Name	Program Type	Dollars
Service Provider/Programs		
Laura's House- Emergency Domestic Violence Shelter	Emergency Shelter	\$4,000
South County Outreach's (SCO's) Emergency Services	Homeless Prevention	\$9,982
South Coast YMCA – Child care and summer camp scholarships	Child Care Services	\$23,781
South County Senior Services – Paratransit Services	Senior and Disabled Transportation Services	\$9,600
Families Forward- Homeless Prevention	Homeless Prevention	\$5,000
Subtotal		\$52,363
Administration		
CDBG Administration	Administration	\$12,032
Fair Housing Council of Orange County	Advocacy and Counseling	\$7,968
Subtotal		\$20,000
Capital Projects		
Sea Country Senior and Community Center Expansion*	Capital Improvements	\$276,726**
Total		\$349,089

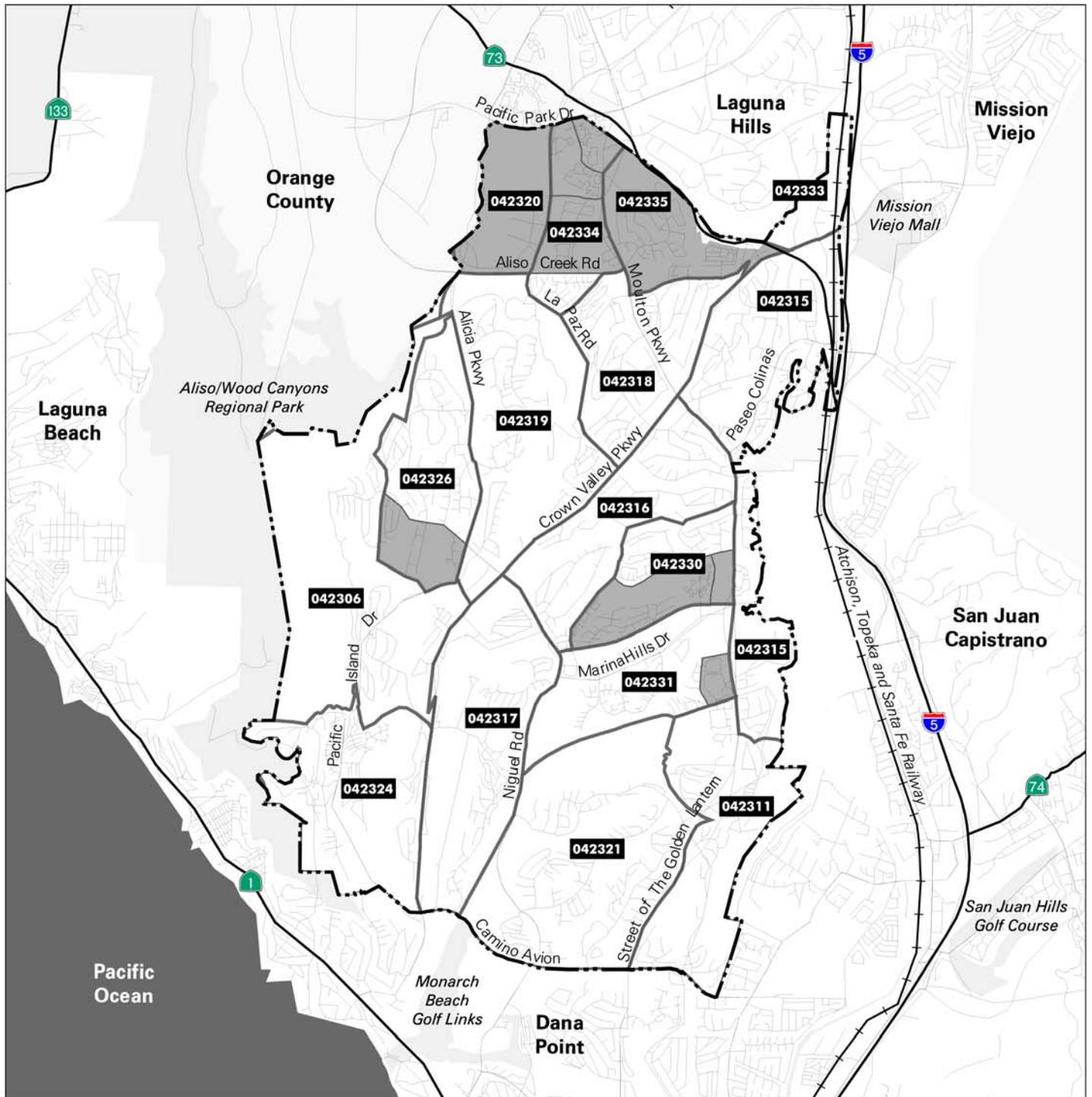
* The City may pursue improvement projects of other public facilities depending on the progress of the senior center expansion project.

** \$16,932.38 of unexpended prior year CDBG funds is also available for this project for a total of \$293,658.38 for the Sea Country Senior and Community Center Expansion.

Geographic Distribution

Geographic distribution of funding is predicated, somewhat, on the nature of the activity to be funded. The City's intent is to fund activities in areas most directly impacted by the needs of low and moderate income residents and those with special needs. Individual project locations may be found in the List of Proposed Projects (Appendix E). A map illustrating the location of low/moderate income areas is included on page 3. CDBG-funded community and supportive services are provided to low and moderate income residents throughout the community.

The City of Laguna Niguel is undertaking one public facility project. This project seeks to expand the Sea Country Senior and Community Center. The center serves primarily senior residents of Laguna Niguel who qualify for CDBG assistance under the Low and Moderate Income and Limited Clientele benefits.



-  City Boundary
-  Census Tract 2000
-  Census Block Group 2000
-  Census Tract Number
-  Low/Moderate Income Block Groups
(Low to Moderate Income concentration defined as Census Block Group with more than 25.7% Low and Moderate Income Households.)

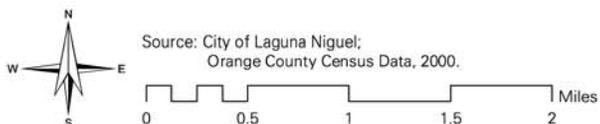


Figure 1
Location of Low and Moderate Income Areas

1.3 Relation to Strategic Plan Priorities

The City's 2005-2010 Consolidated Plan identifies priority housing and community development activities to be pursued to provide decent and affordable housing, as well as needed community services and facilities for its residents. The City will focus its resources and efforts on several programs during FY 2007/2008, as described in the Listing of Proposed Projects. The following summarizes the City's Strategic Plan priorities and identifies those FY 2007/2008 CDBG activities that address these needs. Discussions on other non-CDBG funded housing-related activities are also included to provide a complete picture of the City's efforts.

Priority Housing Needs

Hg-2: Conserve the existing supply of affordable housing.

Target Groups

- Small and large family renter-households of low (0-50 percent Median Family Income (MFI)) and moderate income (51-80 percent MFI).
- Low (0-50 percent MFI) and moderate (51-80 percent MFI) income elderly households with cost burden.

Implementing Programs

1. Section 8 Rental Assistance

The City will continue to provide Section 8 rental assistance to very low income households through the Orange County Housing Authority.

Proposed Funding:

Orange County Housing Authority Section 8 allocations

Proposed Accomplishment:

80 low income (0-50 percent MFI) renter-households

Priority Homeless Needs

Hm-1: Provide support services and housing for the homeless and near homeless through support of social service agencies and regional programs.

Target Groups

- Homeless families and individuals
- Homeless and runaway youth
- Victims of domestic violence
- Households at risk of becoming homeless

Implementing Programs

The City proposes to allocate funding to pursue the following projects:

1. Laura's House:

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.

Proposed Funding: \$4,000 – FY 2007/2008 CDBG
Proposed Accomplishment: Assist 135 people

2. South County Outreach

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 and utility bills assistance, transitional housing, utility payment assistance, food distribution, and transportation/relocation/medical assistance.

Proposed Funding: \$9,982 – FY 2007/2008 CDBG
Proposed Accomplishment: Serve 415 persons at risk of becoming homeless

3. Families Forward

Families Forward provides a homeless prevention program 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.

Proposed Funding: \$5,000 – FY 2007/2008 CDBG
Proposed Accomplishment: Serve 198 persons at risk of becoming homeless

Priority Community Facilities

CF-1: Provide and improve public and community facilities, as well as make necessary infrastructure improvements to serve those of lower and moderate income.

Target Groups

- Parks and recreation needs of low and moderate income persons, including youth and senior residents.

Implementing Programs

1. Capital Improvement Plan

The City will pursue one capital improvement project with the FY 2007/2008 CDBG allocation: the Sea Country Senior and Community Center Expansion. This project will enhance the function and use of the space within the existing facility to provide a community meeting area and classrooms. Construction and design drawings have been created, and the bid for construction is anticipated to go out in summer or fall of 2007.

Sea Country Senior Center Expansion	Funding
FY 2007/2008	\$276,726
FY 2007/2008 (reallocated from 05/06 admin surplus, unused activity funds from Family Assistance Ministries FY 05/06 and South Coast Medical Foundation FY04/05)	\$16,932.38
FY 2006/2007 (reallocated from admin surplus FY 03/04 & 04/05 Administration funds)	\$50,089.53
FY 2006/2007	\$274,210.00
FY 2005/2006(reallocated to YMCA ADA Door Project)	(\$4,800)
FY 2005/2006	\$297,835.00
FY 2004/2005	\$277,800.00
FY 2004/2005 (reallocated to Niguel Heights Restroom Project)	(\$141,546.00)
FY 2003/2004	\$318,700.00
FY 2003/2004 (reallocated from surplus FY 02/03 Administration and other program funds)	\$43,802.43
FY 2003/2004 (reallocated to Niguel Heights Restroom Project)	(\$150,000.00)
FY 2002/2003	\$218,200.00
FY 2001/2002 (reallocated from surplus Administration funds)	\$30,016.58
FY 2001/2002 (combined reallocations from surplus of other funds)	\$147,499.00
Total	\$1,651,464.80

Proposed Funding: \$276,658.13 - FY 2007/2008 CDBG (plus prior year unspent funds)
Proposed Accomplishment: 1 public facility

2. Other Community Centers and Facilities

The City may pursue other community facility improvements such as sidewalk repair, ADA ramps, and/or ADA crosswalk buttons during FY 2007/2008, depending on the progress of the Senior Center expansion project.

Priority Community Services

CS-1: Provide needed community services to those of lower and moderate income and those with special needs.

Target Groups

- Community services for seniors and youth.
- Supportive services for special needs populations such as victims of domestic violence, abused and neglected children, and persons with disabilities.

Implementing Programs

Community Services

1. Fair Housing and Tenant/Landlord Counseling

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.

Proposed Funding:

\$7,968 - FY 2006/2007 CDBG

Proposed Accomplishment:

Provide fair housing services to 152 low-income households with fair housing and landlord/tenant counseling and 60 people to participate in educational presentations regarding housing rights and obligations.

Youth Services

2. South Coast YMCA - Child Care Scholarships

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 to moderate income households.

Proposed Funding:

\$23,781 - FY 2007/2008 CDBG

Proposed Accomplishment:

Assist 160 youth from low to moderate income households.

Senior Services

3. South County Senior Services - Paratransit Program

The Paratransit Program provides specialized transportation services for low income, transit-dependent elderly, and disabled residents within Laguna Niguel. The transit services uses the agency's wheelchair-lift equipped, 17-passenger bus and provides 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). For all three days, service would be offered from 9:30 through 4:00 p.m. for transport to and from the Sea Country Senior and Community Center, medical appointments, and shopping trips. .

Proposed Funding:

\$9,600 - FY 2007/2008 CDBG

Proposed Accomplishment:

Assist 34 unduplicated passengers.

4. **Laura's House** (See Program 1 under Priority Homeless Needs Hm-1.)
5. **South County Outreach** (See Program 2 under Priority Homeless Needs Hm-1.)
6. **Families Forward** (See Program 3 under Priority Homeless Needs Hm-1.)

Priority Planning and Administration

PA-1: Provide for necessary planning activities to develop both housing and community development plans to address anticipated need.

Target Groups

- Address housing and community development needs and disaster recovery.

Implementing Programs

1. CDBG Administration

CDBG funds will be allocated to support the general administration of the CDBG program to facilitate housing and community development.

Proposed Funding:

\$12,032 - FY 2007/2008 CDBG

Proposed Accomplishment:

Administration of the City's CDBG funding

1.4 Monitoring

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 will allow HUD staff easy access to local data for review and progress evaluation.

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 City retains a consultant to conduct monitoring of these nonprofit service agencies annually. The consultant conducts in-house reviews of progress reports and expenditures and on-site visits of sub-recipients to ensure compliance with federal regulations. 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. A copy of the monitoring checklist is attached.

1.5 Homelessness and Other Special Needs

The City of Laguna Niguel follows a comprehensive strategy to address 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 public service providers help mitigate homelessness by serving both the homeless and the at-risk population. The City will implement its three-fold strategy for homelessness with the following activities:

Emergency and Transitional Housing:

- Activity 1:** Support emergency shelter and transitional housing for homeless families.
- Activity 2:** Provide support services for sheltered and unsheltered families and individuals.
- Activity 3:** Support emergency housing and counseling for victims of domestic violence and at-risk youth.

Specifically, during FY 2006/2007, the City is providing funding for services provided by Laura's House (\$4,000) and Families Forward (\$5,000).

Persons at Risk of Becoming Homeless

- Activity 1:** Continue to provide rental assistance and rent subsidies to low income tenants through the Section 8 program.
- Activity 2:** Provide rental and utility assistance through the program run by other nonprofit agencies.

Specifically, the City continues to participate in the Section 8 program, has allocated \$9,982 to South County Outreach and \$5,000 to Families Forward.

Persons in Transition from Homeless to Permanent Housing

- Activity 1:** Provide supportive services to persons in transition.
- Activity 2:** Provide support for maintaining and creating affordable housing.

Specifically for FY 2007/2008, the City is providing funding for services provided by Laura's House, Families Forward, and South County Outreach.

1.6 Actions to Further Fair Housing

Laguna Niguel updated its Housing Element as required by state law; the Element was certified by the State Department of Housing and Community Development and adopted by the City in June 2000. The City incorporated fair housing goals, policies, and programs into the Element to affirm the City's position with regard to furthering fair housing choice.

The 2005 AI identifies housing impediments and recommendations specific to Laguna Niguel. The City's 2005 Analysis of Impediments to Fair Housing Choice document was completed in conjunction with the development of the 2005-2010 Consolidated Plan. The City will implement actions to address the impediments identified in the updated 2005 AI. The impediments, goals, and actions to address these impediments are summarized in Appendix F.

1.7 Anti-Poverty Strategy

The City implements its anti-poverty strategy through supportive services, economic development and job training programs. Specifically, the City will assist service providers that provide employment training for low and moderate income persons. The City has allocated \$5,000 in FY 2007/2008 to Families Forward which provides homeless or at-risk families with children with career coaching.

In addition, the City supports various other programs that have overlapping benefits, which seek to aid the anti-poverty strategy. Many of these are discussed below.

1.8 Other Actions

During the next fiscal year, the City of Laguna Niguel will address the following:

1.8.1 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 more 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 80 Section 8 rent subsidies to low income households annually.

In addition, the City revised its Zoning Ordinance. As part of this effort, the City re-evaluated its permit processing procedures and fee schedule to facilitate the development of housing for all segments of the population.

1.8.2 Lead-based Paint

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. Nevertheless, 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.

1.8.3 Public Housing

No public housing exists in Laguna Niguel. However, the City will continue to support Section 8 rental assistance to low income households through the Orange County Housing Authority.

1.8.4 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. 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 provision to allow development of a 78-unit assisted living facility, and will continue to support its use in the future.

1.9 Coordination

The City will coordinate and implement its strategies through the following actions:

Activity 1: Target programs to those areas and populations exhibiting the greatest need as indicated in the Consolidated Plan.

Activity 2: Encourage public service providers to coordinate and work together to maximize services and limit duplication of efforts.

1.9.1 Overcoming Gaps in Institutional Structures

The City has retained a consultant to assist in administering the CDBG program, and the City continues to utilize an Advisory Committee to review and make recommendations on public service grants. The committee is comprised of two City Council members, the Deputy City Manager, and City staff.

1.9.2 Amendments

The City of Laguna Niguel would like to amend its FY 2005/06 Action Plan to reallocate unspent funds from its administration activity (\$13,932.13), Family Assistance Ministries activity, which decided not to use CDBG funds (\$1,000) and FY 2004/2005 South Coast Medical Foundation (\$2,000) to the Senior Center Expansion project in FY 2007/08 (total \$16,932.38 reallocated). Any unspent funds for FY 07/08 will be reallocated to the Senior Center Expansion project or other capital improvement project that may arise in FY 08/09.

1.10 Program-Specific Requirements

The City of Laguna Niguel anticipates receiving an allocation of \$349,089 for FY 2007/2008. The City proposes to fund the projects listed in Section 1.2, Activities to be Undertaken, of the Action Plan. They consist of administration, fair housing services, public services, and the senior center expansion. Services for seniors, homeless and at-risk homeless persons, are qualified under "Low/Mod Limited Clientele." Child-care scholarships are offered to children of low/moderate income households. Fair housing services are mandated by CDBG regulations and are available to residents citywide. The Sea Country Senior and Community Center expansion is also qualified under "Low/Mod Limited Clientele."

No CDBG-funded program/activity administered by the City generates program income, and no floating fund or revolving loan fund has been established. The City does not have any urban renewal surplus funds.

1.11 Leveraging of Resources

In addition to CDBG funds, the City uses other funds to provide matched and additional funding for social services, and facilities and infrastructure improvements. Other funding sources include the City's General Funds, OCTA, Measure M, federal Gas tax, and AHRP funds for infrastructure improvements; OTCA grant funds for elderly and disabled transit service; and General Funds, Senior Citizens Fund, Roberti-Z'berg-Harris State Grant and State 2000 Park Bond Act grant for the Sea Country Senior Center expansion.

Appendix A Certifications

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 continue to provide a drug-free workplace by:

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

- (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

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

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

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

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

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



Signature/Authorized Official



Date

City Manager

Title



Specific CDBG Certifications

The Entitlement Community certifies that:

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

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

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

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

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during Program Year 2007/2008 through 2008/2009 shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

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

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

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

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

Lead-Based Paint -- Its notification, inspection, testing and abatement procedures concerning lead-based paint will comply with the requirements of 24 CFR part 35, subparts A, B, J, K, and R;

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

Tina Lacey
Signature/Authorized Official

5/16/07
Date

City Manager
Title



APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

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

B. Drug-Free Workplace Certification

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

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

27781 La Paz Rd.
Laguna Niguel, CA 92677

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 24, subpart F.

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

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C.812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

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

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

Appendix B
SF424 Form

APPLICATION FOR FEDERAL ASSISTANCE

Version 7/03

1. TYPE OF SUBMISSION: Application		2. DATE SUBMITTED 05/13/07		Applicant Identifier B-07-MC-06-0590	
<input type="checkbox"/> Construction		<input type="checkbox"/> Construction		3. DATE RECEIVED BY STATE	
<input checked="" type="checkbox"/> Non-Construction		<input checked="" type="checkbox"/> Non-Construction		State Application Identifier	
5. APPLICANT INFORMATION		4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier	
Legal Name: City of Laguna Niguel			Organizational Unit: Department: Community Development Department		
Organizational DUNS: 788166916			Division:		
Address: Street: 27781 La Paz Road			Name and telephone number of person to be contacted on matters involving this application (give area code)		
City: Laguna Niguel			Prefix: Mr.		First Name: Erich
County: Orange			Middle Name		
State: CA			Last Name List		
Zip Code 92677			Suffix:		
Country: USA			Email: elist@ci.laguna-niguel.ca.us		
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 33-0220695			Phone Number (give area code) (949) 362-4322		Fax Number (give area code) (949) 362-4369
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify)			7. TYPE OF APPLICANT: (See back of form for Application Types) Municipal Other (specify)		
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program): Community Development Block Grant 14-218			9. NAME OF FEDERAL AGENCY: U.S. Department of Housing and Urban Development		
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): City of Laguna Niguel			11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Fiscal Year 2007-2008 One-Year Action Plan, See attached Listing of Proposed Projects		
13. PROPOSED PROJECT Start Date: 07/01/07 Ending Date: 06/30/08			14. CONGRESSIONAL DISTRICTS OF: a. Applicant 48 b. Project 48		
15. ESTIMATED FUNDING:			16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?		
a. Federal	\$	349,089	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON		
b. Applicant	\$		DATE:		
c. State	\$		b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372		
d. Local	\$		<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW		
e. Other	\$	30,611	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?		
f. Program Income	\$		<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No		
g. TOTAL	\$	379,700			
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.					
a. Authorized Representative					
Prefix Mr.		First Name Tim		Middle Name	
Last Name Casey				Suffix	
b. Title City Manager				c. Telephone Number (give area code) (949) 362-4360	
d. Signature of Authorized Representative <i>Tim Casey</i>				e. Date Signed 5/16/07	

Appendix C
Summary of Citizen
Participation Process

Summary of Citizen Participation Process

On December 7, 2006, and again on December 14, 2006 the City of Laguna Niguel published a Notice of Funding Availability (NOFA) for public service providers, announcing the availability of approximately \$52,363 in CDBG funds for public service purposes. The City Council Ad Hoc Committee met on February 10, 2007 to review the FY 2007/2008 public service provider applications for funding and made their recommendations to the City Council.

On April 17, 2007, the City Council held a public hearing to review the various projects proposed for the FY 2007/2008 CDBG program. The City Council reviewed and adopted the FY 2007/2008 Action Plan at their scheduled City Council meeting on May 1, 2007, which also served as a public meeting.

The FY 2007/2008 Action Plan was available for the 30-day public review and comment period beginning on March 29, 2007 and ending April 29, 2007. The City advertised the availability of the FY 2007/2008 Action Plan for public review and comment in the *Laguna Niguel News*. Documents were provided for review at the Laguna Niguel City Hall, in the Community Development Department, the Laguna Niguel Public Library, and the Senior Center.

Appendix D
Summary of Citizen Comments

Public Comments Received on the Action Plan for FY 2007/2008

A 30-day public review of the Draft Action Plan was provided from March 29 through April 29, 2007. The City placed the FY 2007/2008 Action Plan on the Council's April 17, 2007 meeting agenda as a consent item.

No public comments were received at the April 17, 2007 City Council meeting. The following individuals did attend and provide information about their agency and services:

Elizabeth Mesinas spoke about South Coast YMCA's Child Care Program,
Ed Ewart spoke about South County Outreach, and
Sara Holderfield spoke about Families Forward.

The City received one written letter from Karen Stine of Laura's House on April 17, 2007, providing information about why ongoing support of their program by the City is necessary. The letter is attached on the following page.

The City did not receive any other comments.



27129 Calle Arroyo, Suite 1822 San Juan Capistrano, CA 92675

April 17, 2007

Dear Laguna Niguel City Council Members,

Thank you for considering our domestic violence services program for funding. Laura's House and the City of Laguna Niguel have formed a strong partnership as we share in the effort to provide direct cost-effective solutions to ending the cycle of domestic and family violence in the community. Below you will find some important information on why the ongoing support of our program is vital to the City of Laguna Niguel.

The impact of domestic violence includes:

Physical & Psychological Trauma; Isolation from family and friends; Harm to children witnessing or experiencing violence; Increased fear and insecurity; Reduced mobility and employability; Substance abuse and Homelessness.

Domestic Violence continues to be the leading cause of injury to women nationwide. Estimates suggest that there are more than 1 million incidents of domestic violence involving women, men and children each year. *Battered women lose an estimated \$96 million in lost pay each year. American companies lose more than \$5 billion each year in increased medical costs associated with battered employees and more than 175,000 workdays are lost each year because of domestic violence.*

The emotional and financial impact of domestic violence significantly affects the entire community.

The California Department of Justice reports the number of calls to Orange County Law Enforcement requesting assistance due to domestic violence in 1986 were 5,021 and by 2003 this number of calls had increased to 12,796 calls.

The 2006 Continuum of Care gaps analysis report tells us that 2,971 families with children plus 931 individuals who are victims of domestic violence are in need of shelter & support services in Orange County. There are currently 362 Domestic Violence Emergency Shelter beds available. With more than 3,000 women and children seeking shelter in Orange County annually, you can see the need is greater than the available resources.

Your funding is so important in assisting Laura's House to provide vital shelter and support programs to the residents of Laguna Niguel who are homeless or at risk of becoming homeless due to domestic violence.

Respectfully Submitted
Karen Stine, Contract Administrator
Survivor of Domestic Violence

Appendix E
List of Proposed Projects

City of Laguna Niguel FY 07/08 Action Plan Performance Measures					
Activity	Proposed Accomplishments	Objective	Outcome	Objective/ Outcome Code	Performance Measure Indicators
Laura's House	Assist 135 people experience domestic violence with shelter and services	Decent Housing	Accessibility/Availability	DH-1	# Persons Served
South County Outreach	Serve 415 persons at risk of becoming homeless with housing assistance and services	Suitable Living	Accessibility/Availability	SL-1	# At-Risk Persons Served
Families Forward	Serve 198 persons at risk of becoming homeless with services	Suitable Living	Accessibility/Availability	SL-1	# At-Risk Persons Served
Sea Country Senior Center Expansion	Upgrade one community facility	Suitable Living	Accessibility/Availability	SL-1	# Facilities Improved
Fair Housing Services	Provide fair housing services and landlord/tenant counseling to 152 low-income households	Suitable Living	Accessibility/Availability	SL-1	# Persons Served
South County Senior Services	Provide 34 low income, transit dependent elderly and disabled residents with transit services	Suitable Living	Accessibility/Availability	SL-1	# Seniors Served
South Coast YMCA	Assist 160 low- to moderate-income youth with before and after school care	Suitable Living	Accessibility/Availability	SL-1	# Youths Served
CDBG Administration	For the general administration of the CDBG funds	Not Applicable	Not Applicable	Not Applicable	Not Applicable

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

Jurisdiction's Name City of Laguna Niguel

Priority Need High

Project Title **CDBG Administration & Planning**

Description

Provides for personnel and operating costs related to overall CDBG program administration.

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

Location/Target Area
27781 La Paz Road
Laguna Niguel, CA 92677

Objective Number PA-1	Project ID 1	Funding Sources:	
HUD Matrix Code 21A	CDBG Citation 570.206	CDBG	\$12,032
Type of Recipient Local Government	CDBG National Objective N/A	HOME	_____
Start Date (mm/dd/yyyy) 07/01/2007	Completion Date (mm/dd/yyyy) 06/30/2008	HOPWA	_____
Performance Indicator Compliance w/ regulations	Annual Units N/A	Total Formula	\$12,032
Local ID	Units Upon Completion N/A	Prior Year Funds	_____
		Assisted Housing	_____
		PHA	_____
		Other Funding	_____
		Total	\$12,032

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

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

Jurisdiction's Name City of Laguna Niguel

Priority Need High

Project Title **Laura's House**

Description

Provides direct services to Laguna Niguel residents experiencing domestic violence. Services include: 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
Suppressed

Objective Number HM-1.1	Project ID 3	Funding Sources:	
HUD Matrix Code 05G	CDBG Citation 570.201(e)	CDBG	\$4,000
Type of Recipient Subrecipient Private 570.500 (c)	CDBG National Objective LMC	HOME	
Start Date (mm/dd/yyyy) 07/01/2007	Completion Date (mm/dd/yyyy) 06/30/2008	HOPWA	
Performance Indicator People	Annual Units 135	Total Formula	\$4,000
Local ID	Units Upon Completion of 5-year period 750 people	Prior Year Funds	
		Assisted Housing PHA	
		Other Funding	
		Total	\$4,000

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

Table 3C
Consolidated Plan Listing of Projects

Jurisdiction's Name City of Laguna Niguel

Priority Need High

Project Title **South County Outreach**

Description

Provides comprehensive social services (such as rental assistance, transitional housing, utility payment assistance) to low income residents, the homeless and potentially homeless families in South Orange County.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity

Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area
Communitywide

Objective Number HM-1.2	Project ID 4	Funding Sources:	
HUD Matrix Code 05	CDBG Citation 570.201 (e)	CDBG	\$9,982
Type of Recipient Subrecipient Private 570.500 (c)	CDBG National Objective LMC	HOME	
Start Date (mm/dd/yyyy) 07/01/2007	Completion Date (mm/dd/yyyy) 06/30/2008	HOPWA	
Performance Indicator Persons	Annual Units 415	Total Formula	\$9,982
Local ID	Units Upon Completion of 5-year period 750 people	Prior Year Funds	
		Assisted Housing PHA	
		Other Funding	
		Total	\$9,982

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

Table 3C
Consolidated Plan Listing of Projects

Jurisdiction's Name City of Laguna Niguel

Priority Need High

Project Title **Families Forward**

Description

Families Forward provides a homeless prevention program 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
Communitywide

Objective Number HM-1.3	Project ID 5	Funding Sources:	
HUD Matrix Code 03T	CDBG Citation 570.201(d)	CDBG	\$5,000
Type of Recipient Subrecipient Private 570.500 (c)	CDBG National Objective LMC	HOME	
Start Date (mm/dd/yyyy) 07/01/2007	Completion Date (mm/dd/yyyy) 06/30/2008	HOPWA	
Performance Indicator Persons	Annual Units 198	Total Formula	\$5,000
Local ID	Units Upon Completion of 5-year period 750 people	Prior Year Funds	
		Assisted Housing PHA	
		Other Funding	
		Total	\$5,000

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

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

Jurisdiction's Name City of Laguna Niguel

Priority Need High

Project Title **South Coast YMCA**

Description

Provides scholarships for year-round child care at eight facilities within Laguna Niguel.

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

Location/Target Area
Communitywide

Objective Number CS-1.2	Project ID 6	Funding Sources:	
HUD Matrix Code 05L	CDBG Citation 570.201(e)	CDBG	\$23,781
Type of Recipient Subrecipient Private 570.500 (c)	CDBG National Objective LMC	HOME	
Start Date (mm/dd/yyyy) 07/01/2007	Completion Date (mm/dd/yyyy) 06/30/2008	HOPWA	
Performance Indicator Persons	Annual Units 160	Total Formula	\$23,781
Local ID	Units Upon Completion of 5-year period 1,000 youth	Prior Year Funds	
		Assisted Housing PHA	
		Other Funding	
		Total	\$23,781

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

Table 3C
Consolidated Plan Listing of Projects

Jurisdiction's Name City of Laguna Niguel

Priority Need High

Project Title **South County Senior Services**

Description

Provides specialized transportation services for low-income, transit-dependent elderly and disabled residents within the City of Laguna Niguel.

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

Location/Target Area
Communitywide

Objective Number CS-1.3	Project ID 7	Funding Sources:	
HUD Matrix Code 05A	CDBG Citation 570.201(e)	CDBG	\$9,600
Type of Recipient Subrecipient Private 570.500 (c)	CDBG National Objective LMC	HOME	
Start Date (mm/dd/yyyy) 07/01/2007	Completion Date (mm/dd/yyyy) 06/30/2008	HOPWA	
Performance Indicator Persons	Annual Units 34	Total Formula	\$9,600
Local ID	Units Upon Completion of 5-year period 500 seniors	Prior Year Funds	
		Assisted Housing PHA	
		Other Funding	
		Total	\$9,600

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

Table 3C
Consolidated Plan Listing of Projects

Jurisdiction's Name City of Laguna Niguel

Priority Need High

Project Title **Sea Country Senior and Community Center Expansion**

Description

This project will enhance the function and use of the space within the existing senior and community facility to provide a community meeting area and classrooms.

Objective category: Suitable Living Environment Decent Housing Economic Opportunity

Outcome category: Availability/Accessibility Affordability Sustainability

Location/Target Area
24602 Aliso Creek Road, Laguna Niguel, CA 92677

Objective Number CF-1	Project ID 8	Funding Sources:	
HUD Matrix Code 03A	CDBG Citation 570.201(c)	CDBG	\$276,726
Type of Recipient Subrecipient Private 570.500 (c)	CDBG National Objective LMC	HOME	
Start Date (mm/dd/yyyy) 07/01/2007	Completion Date (mm/dd/yyyy) 06/30/2008	HOPWA	
Performance Indicator Persons	Annual Units 1	Total Formula	\$276,726
Local ID	Units Upon Completion of 5-year period 5	Prior Year Funds	\$16,932.38
		Assisted Housing PHA	
		Other Funding	
		Total	\$293,658.38

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

Appendix F
AI Summary Matrix

AI SUMMARY MATRIX

Name of Grantee: City of Laguna Niguel

This matrix completed by: Stephen Higa

Telephone number: (949) 362-4360

Form Revised 10/20/04

PROPOSED GOALS – ACTIVITIES REPORTED IN ANNUAL ACTION PLAN OR CON PLAN							ACTUAL ACCOMPLISHMENTS REPORTED IN CAPER	
IMPEDIMENT(S) TO BE ADDRESSED (list by degree of importance)	GOALS (What do you hope to achieve?)	ACTIVITIES OR STRATEGIES TO MEET THE GOALS (How will you achieve your goals?)	RESPONSIBLE ENTITIES ASSIGNED TO MEET GOALS (Identify the organizations who will be undertaking the impediment)	BENCHMARK In which year of your Con/Plan do you plan to achieve this?	PROPOSED INVESTMENT (Amount of money) (Funding Source)	YEAR TO BE COMPLETED (Is it contained in your Consolidated Plan Action Plan Goals?)	DATE (Mo/Yr) and Action Taken	IF THE IMPEDIMENT WAS NOT ADDRESSED, PROVIDE AN EXPLANATION AS TO WHY AND WHEN
Lack of education about laws, regulations and policies, as well as limited information about available public and private programs limit housing choice and may result in violation of fair housing laws.	Improved outreach and education of fair housing laws to residents, small property owners/managers and other housing professionals.	<ol style="list-style-type: none"> 1. Provide links to fair housing and other housing resources on the City's website and display fair housing information at public counters. 2. Continue to work with the Fair Housing Council of Orange County to provide fair housing workshops to residents, realtors, and property managers/owners and expand community participation in these workshops. Ensure that at least one workshop is held annually in Laguna Niguel. 3. Target fair housing education and outreach materials to segments of the population most affected by limited housing choice. 4. Continue to work with the Apartment Association of Orange County to increase membership by Laguna Niguel owners and managers and to increase training through the Association's Certified Apartment Manager's Seminar. 5. Use community events to promote diversity and tolerance with the aim of reducing the incidence of hate crimes in the City. 	Community Development Department, City of Laguna Niguel	<ol style="list-style-type: none"> 1. 2006 2. Ongoing 3. 2006 4. Ongoing 5. Ongoing 	\$7,968 in CDBG funds to the Fair Housing Council of Orange County	<ol style="list-style-type: none"> 1. 2007 2. Ongoing 3. 2007 4. Ongoing 5. Ongoing 		
Public policies and programs may affect the availability of	Address public policies and programs that may affect	<ol style="list-style-type: none"> 1. Continue to implement the Managed Care Overlay District that permits senior and handicapped housing facilities in 	Community Development Department, City of Laguna Niguel	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing 	Staff Time (General Funds)	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing 		

IMPEDIMENT(S) TO BE ADDRESSED (list by degree of importance)	GOALS (What do you hope to achieve?)	ACTIVITIES OR STRATEGIES TO MEET THE GOALS (How will you achieve your goals?)	RESPONSIBLE ENTITIES ASSIGNED TO MEET GOALS (Identify the organizations who will be undertaking the impediment)	BENCHMARK In which year of your Con/Plan do you plan to achieve this?	PROPOSED INVESTMENT (Amount of money) (Funding Source)	YEAR TO BE COMPLETED (Is it contained in your Consolidated Plan Action Plan Goals?)	DATE (Mo/Yr) and Action Taken	IF THE IMPEDIMENT WAS NOT ADDRESSED, PROVIDE AN EXPLANATION AS TO WHY AND WHEN
housing choice or access to housing.	housing choice and access and encourage policies and programs that promote housing choice and access.	<ul style="list-style-type: none"> specified non-residential zones. 2. Encourage apartment owners to list available rental units with the Orange County Housing Authority for the Section 8 rental assistance program. 3. Continue support of the administration and enforcement of State and federal fair housing laws. 		3. Ongoing		3. Ongoing		
Loan Origination Rates: Data for the City shows lower home and home improvement loan origination rates among minorities and lower income families.	Increase loan origination rates among minorities and lower income families.	<ul style="list-style-type: none"> 1. Collaborate with service providers or local lenders to provide education and outreach on the home purchase and home rehabilitation loan process, credit history and financial management. 2. Disseminate information to lower income and minority households regarding homebuyer assistance programs and government-backed lending opportunities. 	Community Development Department, City of Laguna Niguel	<ul style="list-style-type: none"> 1. 2006 2. 2006 	CDBG Admin funds provided to FHCOC to administer fair housing services as part of funds estimated above and Staff Time (General Funds)	<ul style="list-style-type: none"> 1. 2006 2. 2006 	1&2. 1 st Time Homebuyers Seminar 9/17/05 & 3/18/06 with Consumer Credit Counseling and Affordable Housing Clearing House	
Housing Affordability: Most of the housing problems in Laguna Niguel are the result of high housing costs and the overall lack of affordable housing. While housing affordability per se is not a fair housing concern, lack of affordable housing creates a market condition that offers financial incentives for housing discrimination.	Expansion of affordable housing options.	<ul style="list-style-type: none"> 1. Continue to support the policies outlined in the Housing Element of the General Plan related to the promotion of affordable housing and fair housing objectives. 2. As part of the Housing Element update, incorporate policies and programs specific to fair housing goals. 3. Continue participation in the County of Orange Mortgage Credit Certificate Program, as a means of providing financial assistance for the purchase of single-family housing. 4. Continue participation in the Section 8 program and facilitating use of the Section 8 program by advertising to owners and residents. 5. Make information available to developers about the range of funding sources and programs 	Community Development Department, City of Laguna Niguel	<ul style="list-style-type: none"> 1. Ongoing 2. FY 2008 during Housing Element update 3. Ongoing 4. Ongoing 5. Ongoing 6. Ongoing 7. Will be done prior to expiration date as indicated in Table 2-24 of 2005-10 Con Plan. 8. Ongoing 	Staff Time (General Funds)	<ul style="list-style-type: none"> 1. Ongoing 2. FY 2008 3. Ongoing 4. Ongoing 5. Ongoing 6. Ongoing 7. Related to expiration date of units. 8. Ongoing 		

IMPEDIMENT(S) TO BE ADDRESSED (list by degree of importance)	GOALS (What do you hope to achieve?)	ACTIVITIES OR STRATEGIES TO MEET THE GOALS (How will you achieve your goals?)	RESPONSIBLE ENTITIES ASSIGNED TO MEET GOALS (Identify the organizations who will be undertaking the impediment)	BENCHMARK In which year of your Con/Plan do you plan to achieve this?	PROPOSED INVESTMENT (Amount of money) (Funding Source)	YEAR TO BE COMPLETED (Is it contained in your Consolidated Plan Action Plan Goals?)	DATE (Mo/Yr) and Action Taken	IF THE IMPEDIMENT WAS NOT ADDRESSED, PROVIDE AN EXPLANATION AS TO WHY AND WHEN
		<p>available for developments that include affordable units.</p> <p>6. Continue to encourage the production of housing designed specifically for special needs population groups in conjunction with density bonuses and/or regulatory incentives.</p> <p>7. Contact the owners of the six properties at-risk between 2005 and 2010 to determine their willingness to maintain their rental units as affordable housing in exchange for appropriate financial incentives.</p> <p>8. Pursue opportunities to participate in homeownership assistance programs offered by the County, State, and Federal agencies, as well as by private lenders.</p>						

Appendix G
Proof of Publication

AFFIDAVIT OF PUBLICATION

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

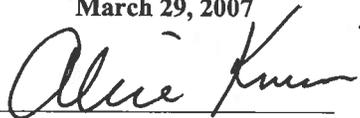
I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of the Laguna Niguel News , a newspaper that has been adjudged to be a newspaper of general circulation 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:

March 29, 2007

"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: **March 29, 2007**



Signature

**Laguna Niguel News
625 N. Grand Ave.
Santa Ana, CA 92701
(714) 796-7000 ext. 2209**

PROOF OF PUBLICATION

RECEIVED
CITY CLERK
This space is for the County Clerk's Filing Stamp
2007 APR -7 AM 12:05

Proof of Publication

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 2007/2008 Action Plan.

Date of Hearing: April 17, 2007
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 \$349,089 in Community Development Block Grant (CDBG) funds in FY 2007/2008. The City may allocate a maximum of 15 percent (15%) of the annual CDBG funds to public service providers. Therefore, a total of \$52,363 is potentially available to the public service providers. The remainder of the funds are allocated to the City-initiated Capital improvement projects (65%) and administrative costs (20%). 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 2007/2008 CDBG funds. At the April 17, 2007 meeting, the City Council will consider the recommendations of the Ad-Hoc Committee and will then select the service providers and set the funding levels for inclusion in the Draft Action Plan for FY 2007/2008. Additionally, the Draft Action Plan will describe how the CDBG funds will be spent for City-initiated capital improvement projects.

The City will also re-allocate \$30,610.63 in unspent FY 2005/2006 funds to the FY 2007/2008 Sea Country Senior and Community Center expansion project.

The FY 2007/2008 Draft Action Plan will be available for public review at the following locations between March 29 and April 27, 2007:

**City Hall, 27801 La Paz Road
 Community Development Department,
 27781 La Paz Road
 Crown Valley Public Library, 30341 Crown Valley Parkway
 Sea Country Senior and Community Center, 24602 Aliso Creek Road**

The Laguna Niguel City Council will consider all comments received during the public review period. The final FY 2007/2008 Action plan is scheduled for final adoption at the May 1, 2007 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 92677, (949) 362-4360. The City Council staff report will be available Friday afternoon, April 13, 2007, 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 H
Public Service Monitoring Checklist

Monitoring Checklist

CITY OF LAGUNA NIGUEL

AGENCY:

FISCAL YEAR: _____

REVIEWED BY:

DATE:

Public Services Monitoring Checklist

Agency: Date:

Reviewer: Agency Staff Interviewed: _____

1.0 Monitoring Procedures

1.1 In-house preparation Date letter sent: _____

1.2 On-Site Review Date of visit: _____

1.3 Follow-up Date of letter: _____

Comments: _____

2.0 Required Documents

2.1 Articles of Incorporation/Bylaws _____ Y _____ N

2.2 Non-profit Determination _____ Y _____ N

2.3 List of Board of Directors _____ Y _____ N

2.4 Other _____ Y _____ N

3.0 Performance Evaluation

3.1 National Objectives _____ Y _____ N

____ L/M direct benefit

____ L/M presumed benefit

____ L/M area benefit

____ Urgent need

Documentation: _____

3.2 Eligible Activities _____ Y _____ N

____ No religious activities

____ No political activities

Describe activities: _____

3.3 Contracted vs. Actual / Planned vs. Performance ___ Y ___ N

- a) Objectives
- b) Statement of Work
- c) Schedule
- d) Budget

Describe any changes or inconsistencies: _____

3.4 Achievements ___ Y ___ N

3.5 Corrective Actions/Deadlines ___ Y ___ N

3.6 Technical Assistance/Training Needed? ___ Y ___ N

3.7 High Risk Recipient? ___ Y ___ N

4.0 Record-keeping System

4.1 Filing
Orderly, comprehensive, up-to-date ___ Y ___ N

4.2 Security Procedures
Confidentiality/safety of records ___ Y ___ N

4.3 Documentation
Available/accessible ___ Y ___ N

4.4 Retention of Records
No. of years _____ ___ Y ___ N

Comments: _____

5.0 Financial Management

5.1 Internal Controls Y N
a. Accounting Policies and Procedures
b. Staffing/check signatures

5.2 Financial Management System Y N
a. Chart of Accounts
b. Ledgers/journals
c. Reconciliation
d. Data processing
e. Reporting systems

5.3 Accounting Records/Eligible, allocable, reasonable costs
a. Receipts/disbursements
b. Payroll records
c. Time Sheets
d. Cost allocation plan
e. Expense tracking

5.4 Date of most current audit _____ Company _____

Comments: _____

6.0 Non-Discrimination/Fair Housing

6.1 Equal Employment Opportunity Y N
6.2 Requirements for Disabled Persons Y N
6.3 Affirmative Action Plan Y N

7.0 Service Provision

7.1 Client records Y N
7.2 Service Tracking Records Y N
a. Intake forms
b. Referral Forms
c. Client Demographics
d. Program Evaluation

8.0 CDBG Staff Recommendation

8.1 Is the program providing a needed service to the families/community? Y N

8.2 Should future funding be recommended if budget limitations permit?

___ Y ___ N

9.0 Other Observations

Reviewer's Signature _____ Date _____

Summary of Monitoring Objectives

1. To determine if a subrecipient is carrying out its community development program, and its individual activities, as described in the application for CDBG assistance and the Subrecipient Agreement.
2. To determine if a subrecipient is carrying out its activities in a timely manner, in accordance with the schedule included in the Agreement.
3. To determine if a subrecipient is charging costs to the project which are eligible under applicable laws, CDBG regulations, and reasonable in light of the services or products delivered.
4. To determine if a subrecipient is conducting its activities with adequate control over program and financial performance, and in a way that minimizes opportunities for waste, mismanagement, fraud, and abuse.
5. To assess if the subrecipient has continuing capacity to carry out the approved project, as well as other grants for which it may apply.
6. To identify potential problem areas and to assist the subrecipient in complying with applicable laws and regulations.
7. To assist subrecipients in resolving compliance problems through discussion, negotiation, and the provision of technical assistance and training.
8. To provide adequate follow-up measures to ensure that performance and compliance deficiencies are corrected by subrecipients. and not repeated.
9. To comply with the federal monitoring requirements of 24 CFR 570.501Co) and 24 CFR 85.40.
10. To determine if any conflicts of interest exist in the operation of the CDBG program, per 24 CFR 570.611.
11. To ensure that required records are maintained to demonstrate compliance with applicable regulations.

Public Services Monitoring Visit

Areas to Be Monitored

- A. Program Performance
 - 1. Does the activity meet a National Objective?
 - a. Statistics on persons served
 - 2. Are the activities eligible?
 - a. Types of services provided
 - 3. How does performance compare to the proposed plan?
 - a. Agreement specifies a budget, a statement of work, a schedule of work and objectives for the program. Compare this to actual to-date expenses, clients served, and timeline of services.
 - 4. How does the agency evaluate progress?
 - a. Evaluation Forms
 - b. Other required performance
- B. Record-Keeping - How are records kept?
 - a. Filing system
 - b. Security of records
 - c. Availability of Documentation
 - d. Length of time records retained
 - e. Client records
 - 1. Intake forms
 - 2. Referral forms
- C. Financial Performance
 - a. **Internal Controls**
 - 1. Accounting policies and procedures
 - 2. Check signature procedure
 - b. **Financial Management Systems**
 - 1. Chart of accounts
 - 2. Ledgers and journals
 - 3. Bank statements and reconciliations
 - 4. Data Processing
 - 5. Reporting systems
 - c. **Accounting Records/Costs**
 - 1. Payroll records
 - 2. Time sheets
 - 3. Cost allocation plan
- D. Regulatory Compliance
 - 1. Non-Discrimination/Fair Housing
 - a. Personnel Manual
 - b. Hiring Procedures
 - c. Affirmative Action Plan
 - d. Requirements for Disabled Persons
 - 2. Documents
 - a. Articles of Incorporation/Bylaws
 - b. Non-Profit Determination letter
 - c. List of Board of Directors

