



CITY OF WESTMINSTER

ANNUAL ACTION PLAN

JULY 1, 2024 - JUNE 30, 2025

AMENDMENT NO. ONE

DRAFT FOR PUBLIC REVIEW

August 22, 2024 – September 25, 2024

CITY OF WESTMINSTER
GRANTS AND HOUSING DIVISION
8200 WESTMINSTER BOULEVARD
WESTMINSTER, CA 92683

CITY OF WESTMINSTER
2024/25 ANNUAL ACTION PLAN

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Executive Summary

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

Introduction

The Consolidated Plan is designed to help the City of Westminster assess affordable housing and community development needs and market conditions in order to make data-driven, place-based investment decisions. The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from the Community Development Block Grant (CDBG) and Home Investment Partnership Act (HOME) programs. The goals are to assist low and moderate-income persons, provide decent housing, create suitable living environments, and expand economic opportunities. Included in the Consolidated Plan are broad five-year objectives and strategies to accomplish these goals. Specific identifiable benchmarks for measuring progress in realizing the City's strategy are proposed in the Action Plan for 2024/25.

The 2024/25 Annual Action Plan includes application for funds under two different HUD entitlement programs - Community Development Block Grant (CDBG) and the HOME Investment Partnership Program (HOME). Current year estimated entitlements combined with reallocations and repayments from prior years bring the total funding for program year 2024/25 to just over \$2.2 million. The following Annual Action Plan describes resources, programs, activities and actions Westminster will use in the coming 2024/25 fiscal year to implement its strategic plan and ultimately achieve its Consolidated Plan goals and objectives, summarized in Table 1 on the following page.

This September 2024 amendment seeks to allocate a portion of unallocated HOME funds of \$125,000 to the Westminster Tenant-Based Rental Assistance Program. The City is proposing to use HOME funds to provide tenant-based rental assistance to eligible households in Westminster that are currently experiencing homelessness or are at-risk of becoming homeless. Eligible households must demonstrate that they were last housed in Westminster, work in Westminster, or have children enrolled in the Westminster School District. The City will partner with the Westminster School District and with the City's Family Resource Center to identify eligible households. The City is proposing to assist six households over a nine-month period, ending on June 30, 2025.

Table 1 – 2020-2024 Consolidated Plan Priorities, Implementing Programs, and FY 2024/25 Goals

Consolidated Plan 5-Year Priority	2024/25 Implementing Programs	2024/25 Goals	Outcome/ Objective*
Priority Housing Needs: Sustain and Strengthen Neighborhoods	<ul style="list-style-type: none"> Neighborhood Pride Code Enforcement (\$194,424 CDBG) 	<ul style="list-style-type: none"> 100 housing units 	SL-3
Priority Housing Needs: Preserve Existing and Create New Affordable Housing	<ul style="list-style-type: none"> No Housing Projects Proposed in FY 2024/25 Westminster Tenant-Based Rental Assistance Program (\$125,000 HOME) 	<ul style="list-style-type: none"> No Housing Projects Proposed in FY 2024/25 6 households 	N/A DH-2
Priority Community Services: Support Social Service Agencies that Assist Special Needs Populations	<ul style="list-style-type: none"> Senior Outreach Center (\$43,703 CDBG) Home Delivered Meals (\$27,164 CDBG) 	<ul style="list-style-type: none"> 156 persons 65 persons 	SL-1 SL-1
Priority Community Services: Provide Needed Community Services to Low and Moderate-Income Persons	<p><u>General Public Services</u></p> <ul style="list-style-type: none"> Family Resource Center (\$50,554 CDBG) <p><u>Youth Services</u></p> <ul style="list-style-type: none"> Project S.H.U.E. (\$14,990 CDBG) CSD Summer Youth Program (\$10,340 CDBG) 	<ul style="list-style-type: none"> 250 persons 24 persons 35 persons 	SL-1 SL-1 SL-1
Priority Parks and Recreational Facilities: Preserve Existing and Create New Community Facilities	<ul style="list-style-type: none"> No Park or Recreational Facilities Proposed in FY 2024/25. 	<ul style="list-style-type: none"> No Park or Recreational Facilities Proposed in FY 2024/25. 	N/A
Priority Infrastructure Improvements: Provide Needed Infrastructure Improvements	<ul style="list-style-type: none"> Street Improvements (\$729,697 CDBG) 	<ul style="list-style-type: none"> 1,530 persons 	SL-3
Other Housing and Community Development Needs: Planning for Housing and Community Development	<ul style="list-style-type: none"> HOME Administration (\$40,955 HOME) CDBG Administration (\$175,678 CDBG) Fair Housing Foundation (\$20,000 CDBG) 	<ul style="list-style-type: none"> Not applicable Not applicable Not applicable 	N/A

Summarize the objectives and outcomes identified in the Plan

The U.S. Department of Housing and Urban Development (HUD) has established three predetermined objectives and outcomes designed to capture the range of community impacts that occur as a result of CDBG and HOME-funded programs. Each activity or program funded with CDBG or HOME must fall under one of three objectives and one of three outcomes. The framework of selecting these objectives and outcomes is known as HUD's CPD Outcome Performance Measurement System. Here are the objectives and outcomes to choose from:

Objectives

- **Creating Suitable Living Environments** relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment, from physical problems with their environment to social issues.
- **Providing Decent Housing** covers the wide range of housing activities where the purpose is to meet individual family or community housing needs.
- **Creating Economic Opportunities** applies to activities related to economic development, commercial revitalization, or job creation.

Outcomes

- **Availability/Accessibility** applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low- and moderate-income people, including persons with disabilities.
- **Affordability** applies to activities that provide affordability in a variety of ways to low- and moderate-income people and is appropriate to use whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household.
- **Sustainability** applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low- and moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

Westminster's Consolidated Plan Needs Assessment was developed by reviewing Census statistical data and building upon already adopted planning documents, coupled with consultation with housing, homeless and service providers, City Departments, and the public via community meetings, public hearings, and a Community Needs Assessment Survey. The result was the formation of five areas of priority need, including:

1. **Priority Housing Needs** – The Needs Assessment supports activities that will assist with housing overpayment, households overcrowding, and the identification and rehabilitation of substandard housing due to age and lack of maintenance. There is also a need for additional housing for a growing population of elderly persons (65+ years) in Westminster, as well as for large families (5+ persons).
2. **Priority Community Services** – with the growing number of both elderly and homeless persons in Westminster, as well as low- and moderate-income persons in general, additional public services to support their needs ranked among the top 10 needs in the community. These needs were determined by the public via the Community Needs Survey, comments received at a Consultation Workshop with various public service and housing providers, and specific comments received from the Westminster City Council at a Needs and Priorities public hearing in January 2020.
3. **Priority Parks and Recreational Facilities** – Interviews with Community Services and Recreation staff found that there is a need to improve playground equipment at 22 parks throughout Westminster, specifically at Sigler, Frank Fry, and Buckingham Parks. Additionally, results of the Consolidated Plan Community Needs Survey also named the need for childcare/youth centers within the top ten priority needs.
4. **Priority Infrastructure Improvements** – needs include pavement, sidewalk, curb, gutter, and storm drain reconstruction in the City’s low- and moderate-income neighborhoods. The City’s Pavement Management System (PMS) describes specific low- and moderate-income neighborhoods for which CDBG funds will be requested over the FY 2020/21 – 2024/25 Consolidated Plan. Street and alley improvements ranked within the top ten priority needs in the community needs survey.
5. **Other Housing and Community Development Needs** – this category is reserved for administrative activities under both the CDBG and HOME programs.

During the Consolidated Plan timeframe, the City of Westminster proposed to fund several programs to meet the priority needs of Westminster residents as listed in Table 1, above.

Evaluation of past performance

At the end of each fiscal year, the City must also prepare a Consolidated Annual Performance and Evaluation Report (CAPER) to provide information to HUD and Westminster citizens about the year’s accomplishments. This information allows HUD, City officials, and the public to evaluate the City’s performance and determine whether the activities undertaken during the fiscal year helped to meet the City’s five-year goals and to address priority needs identified in the Consolidated Plan and the annual Action Plan. This performance report, prepared with public review and comment, is to be submitted to HUD annually no later than 90 days after the

conclusion of each program year. While the fourth year of the FY 2020/21 – 2024/25 Consolidated Plan is still in process, below is a summary of performance to date.

Decent Housing

- A total of 38 households were provided rental assistance via the Westminster Tenant Based Rental Assistance Program in FY 2020/21 and 2021/22.
- The City is currently working with its local Community Housing Development Organization (CHDO), American Family Housing, to develop a site located at 14125 Goldenwest Street, Westminster. The proposal includes demolition of the current structure to provide a site amenable to development of approximately 28 new units affordable rental units. Approximately nine units are proposed to be HOME-restricted to low- and moderate-income households earning 60% or below of area median income, and approximately 18 units will be HOME-ARP restricted to persons experiencing homelessness (HOME-ARP funding for this project is included in the HOME-ARP Allocation Plan approved by Council on March 15, 2023). The project will receive nearly \$2 million in federal HOME funding from the City of Westminster.

Suitable Living Environment

- The City of Westminster developed a proactive program (code enforcement) to address substandard living conditions in single and multi-family rental units. As a part of the greater strategy for investment through the CDBG program, the Neighborhood Pride Code Enforcement Program is partnered with other activities in the area including park facilities, road slurry seals, and public services. Through the end of FY 2022/23, the Neighborhood Pride Code Enforcement Program has addressed 200 substandard housing units, with another 27 assisted in the first half of FY 2023/24.
- The City continues to assist various public service agencies which serve seniors, youth, homeless, and families. From July 2020 through December 2023, 832 families, 184 youth, 3,207 seniors, and 43 homeless have received free support services from the City's CDBG subrecipients.
- During the COVID-19 pandemic, the City utilized a special allocation of CDBG funding through the CARES Act to provide Westminster households with emergency rental assistance to prevent homelessness. Approximately 200 households received assistance by the end of FY 2020/21.

- The City has invested a total of \$1,678,614 in CDBG funds in the first four years of the Consolidated Plan period to improve public facilities. The Sigler Park Playground Improvement project funded in 2020/21 and the Liberty Park Playground Renovation Project funded in FY 2021/22 were both completed in FY 2023/24. Tony Lam Park (formerly known as Park West Park) funded in FY 2022/23 and Elden F. Gillespie Park funded in FY 2023/24 are currently underway.
- The City has provided over \$2.4 million in CDBG assistance towards street improvements since the inception of the 2020 Consolidated Plan. To date, nearly 71,000 low- and moderate-income residents have benefitted from such improvements. In FY 2024/25, three more street segments will be improved with an estimated 1,530 additional low -to moderate-income residents benefitting from the project.

Economic Opportunity

- The City is in the process of implementing the following economic development efforts in Westminster with non-CDBG funding:
 - Creation of Little Saigon: Blueprint for Investment, a plan to build upon existing district assets and identify key improvements that will retain and attract diverse businesses and visitors to Little Saigon.
 - Collaboration with Westminster auto dealers to develop the Vehicle Incentive Program (VIP). The Program will benefit both residents and local businesses by incentivizing the purchase or lease of vehicles from local auto dealers. Westminster residents and business owners that purchase a new or used vehicle, or lease a new vehicle, from a franchised Westminster auto dealer will be given a \$500 rebate.
 - Adoption of the Westminster Mall Specific Plan to help reinvigorate the site and attract new development, stores, and patrons.
 - Shepherding the Bolsa Row development through the development process to facilitate a high-quality hotel, event space, new housing, and retail.
 - Development of affordable housing that provides safe and reasonably priced housing for families and individuals, who then in turn are able to participate in the local economy.
 - Creation of the City's first Parks Master Plan to attract and retain residents with these critical community assets.
 - Retention and attraction of retailers through direct outreach and indirect networking.

- Social media and other transparency measures to inform and engage the community.
 - New landscaping, signage, and utility undergrounding along major corridors to attract private investment and encourage businesses to locate in these areas.
 - Conducting a feasibility analysis to evaluate real estate development opportunities and associated policy interventions in Westminster's Mixed-Use Districts.
- In an attempt to help Westminster small businesses affected by the pandemic, the Mayor and City Council approved the Small Business Emergency Relief Grant Program utilizing Federal CARES Act funding allocated to the City through Supervisor Do's Office. Grants in the amount of \$5,000 were awarded to eligible businesses via lottery. The program helped to reduce the number of poverty-level families in Westminster as many small business owners resided in Westminster.
 - Additionally, in June 2021 the City entered into an Agreement with the County of Orange to distribute additional CARES Act funding from the County for the sole purpose of providing outdoor dining support to businesses who have suffered negative impacts due to the COVID-19 pandemic.

Summary of citizen participation process and consultation process

As a condition to receiving Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) funds, the City of Westminster must engage stakeholders and the public regarding the community's needs in the areas of community development and housing. To guide in this effort, the City has adopted a Citizen Participation Plan which outlines the citizen participation and consultation efforts necessary for the development of the Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance and Evaluation Report (CAPER).

All of Westminster's citizens are encouraged to participate in the planning, development, and implementation of the Annual Action Plan. Three public hearings are held by the City each year to discuss issues related to the Consolidated Plan as well as the Annual Action Plan. The first two hearings focus on the needs of the community and development of the Annual Action Plan and provides citizens with an opportunity to comment on the Annual Action Plan. The third public hearing focuses on performance as it relates to housing, homelessness, hazards associated with lead-based paint, accessibility, and community development needs, such as infrastructure and public services. In all cases, a Notice of Public Hearing was published at least 15 days prior to the hearing to provide residents with adequate notice.

The draft 2024/25 Annual Action Plan was available for public comment over a 30-day period (March 27 – May 8, 2024). City Council public hearings were held on February 28 and May 8, 2024, providing residents and interested parties a final opportunity to comment on the Annual Action Plan prior to adoption and submittal to HUD.

On August 22, 2024, a Draft of the 2024/25 Annual Action Plan Amendment No. One (Substantial) was made available for public comment for a 30-day period, ending on September 25, 2024. The public comment period is required under citizen participation requirements and culminates in a public hearing to consider approval of the plan on September 25, 2024.

Summary of public comments

See Appendix “I” Public Comments for a record of all public comments made during the citizen participation process for the development of the FY 2024/25 Annual Action Plan **and Amendment No. One (Substantial) to the FY 2024/25 Annual Action Plan.**

Summary of comments or views not accepted and the reasons for not accepting them

All comments, when made, are accepted in the planning process of the Annual Action Plan.

Summary

The Consolidated Plan identifies the top funding priorities over the next five years. These priorities were established through a needs assessment, housing market analysis, feedback from public meetings, community surveys, and consultation with local stakeholders. Funding these priorities supports HUD’s principal goals and objectives. These goals are meant to provide availability, sustainability, and affordability for Westminster citizens. During the citizen participation process for the development of the FY 2024/25 Annual Action Plan, it was determined that the top priorities remain the same as established in the Consolidated Plan. Westminster’s top five priorities for CDBG and HOME-funded projects include:

- Priority Housing Needs
 - Sustain and strengthen neighborhoods
 - Preserve Existing and Create New Affordable Housing
- Priority Community Services
 - Support Agencies that Assist Special Needs Populations
 - Provide Needed Community Services to Low- and Moderate-Income Persons
- Priority Park and Recreational Facilities

- Preserve Existing and Create New Public Facilities
- Priority Infrastructure Improvements
 - Provide Needed Infrastructure Improvements in Low and Moderate-Income Neighborhoods
- Other Housing and Community Development Needs
 - Planning for Housing and Community Development

PR-05 Lead & Responsible Agencies 24 CFR 91.200(b)

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

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	Westminster	Community Development Department / Housing Division
CDBG Administrator	Catherine Lin, Community Development Director	Community Development Department / Housing Division
HOME Administrator	Catherine Lin, Community Development Director	Community Development Department / Housing Division

Table 2 – Responsible Agencies

The City of Westminster’s Housing Division is the lead agency for overseeing the development of the plan. The Department coordinates the City’s funding allocation and monitoring for community-based organizations, administration of the CDBG and HOME Programs, and operation of other housing and community development programs.

Catherine Lin, Community Development Director

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AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

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

The City of Westminster's development of its five-year Consolidated Plan (2020/2021 - 2024/2025) involved extensive consultation with various stakeholders to identify key housing and social service issues, gaps in services, and potential recommendations. The City organized a consultation workshop on September 24, 2019, inviting approximately 50 agencies to participate. Sixteen agencies and departments attended the workshop. The purpose of the workshop was to facilitate discussions on housing and social service issues, identify gaps in services, and brainstorm potential recommendations. Additionally, the workshop aimed to foster dialogue among agencies and departments to enhance collaboration and information sharing.

In addition to agencies and departments participating in the workshop, the City contacted additional stakeholders as necessary to gain comprehensive information on the community's needs. This included reaching out to entities such as the Orange County Health Agency and the Orange County Housing Authority to ensure a thorough understanding of the housing and social service landscape in Westminster.

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

The City of Westminster is engaged in the Orange County Continuum of Care (CoC), which plays a vital role in addressing homelessness across the region. By participating in the CoC, the City is joining forces with various stakeholders from County departments, local governments, service providers, community groups, and individuals with vast experience to develop and implement effective strategies to combat homelessness. By bringing together expertise, resources, and perspectives from across the community, the CoC can better identify needs, leverage available resources, and implement solutions that have a meaningful impact on reducing homelessness and supporting those in need.

The Continuum of Care program is designed to:

1. Promote a community-wide commitment to the goal of ending homelessness through Regional Coordination and collaboration.

2. Advocate for funding and resources to end homelessness and provide funding for proven efforts by nonprofit providers, States, and local governments to quickly rehouse people experiencing homelessness while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness.
3. Promote access to and effective utilization of mainstream programs by homeless individuals and families.
4. Promote the implementation of best practices and evidence-based approaches to homeless programming and services.

By partnering with organizations like American Family Housing and the County of Orange, the City of Westminster is leveraging resources and expertise to maximize the impact of a new affordable housing development at 14125 Goldenwest Street, Westminster. The project will entail approximately 28 new units, including approximately 18 specifically designated for persons experiencing homelessness. This reflects the commitment of the City to addressing a critical need within the community. Coordinating with the Continuum of Care is also crucial for ensuring that the individuals who stand to benefit most from this housing opportunity are identified and prioritized appropriately. Efforts like these not only provide shelter and stability for those in need but also contribute to the broader goal of creating more inclusive and equitable communities.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS

Not applicable; the City of Westminster does not receive ESG funds.

Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/ Group/ Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
City of Westminster	Other government - Local	Housing Need Assessment Homeless Needs Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development	Agency Consultation Workshop. City will continue maintaining its strong relationships with service providers and local jurisdictions to implement the 5-year strategy.

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/ Group/ Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
		Non-Housing Community Development Strategy Anti-Poverty Strategy Lead-based Paint Strategy	
Westminster City Council	Civic Leaders	Housing Need Assessment Non-Homeless Special Needs Market Analysis Economic Development Non-Housing Community Development Strategy Anti-Poverty Strategy	Public hearings. City Council members reflect the needs of their constituents in the community, which have been reflected in the needs and priorities identified in the Plan.
Orange County Health Care Agency	Health Agency	Non-Housing Special Needs Lead-based Paint Strategy	Email correspondence. The City will continue its partnership with the County Health Care Agency.
Orange County Housing Authority	PHA	Housing Need Assessment Public Housing Needs Market Analysis	Email correspondence. The City will continue its strong partnership with the Housing Authority.
Orange County Transportation Authority	Other government - County	Non-Housing Community Development Strategy	Agency Consultation Workshop. The City will continue coordination with in providing transportation services to low- and moderate- income households.
American Family Housing	Housing	Housing Needs Assessment	Telephone Interview. The City will continue supporting housing targeted to at-risk and low-income families.
Community Legal Aid – So Cal	Services – Elderly Persons	Non-Homeless Special Needs	Agency Consultation Workshop. The City will continue supporting housing and service programs to address the needs of seniors.
Council on Aging	Services – Elderly Persons	Non-Homeless Special Needs	Agency Consultation Workshop. The City will continue supporting housing and service programs to address the needs of seniors.
Fair Housing Foundation	Services-Fair Housing	Housing Needs Assessment	Agency Consultation Workshop. The City will continue to provide fair housing and tenant/landlord services to residents.
Family Resource Center	Other government - Local	Housing Needs Non-Homeless Special Needs	Agency Consultation Workshop. The City will continue supporting programs for Westminster's lower- income families.

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/ Group/ Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
Habitat for Humanity	Housing	Housing Needs	Agency Consultation Workshop. The City will continue supporting housing targeted to at-risk and low-income families.
Huntington Beach Union High School District	Education	Homeless Needs Homeless Strategy	Agency Consultation Workshop. The City will continue supporting housing and service programs to address homelessness.
Mercy House	Services - Homeless	Homeless Needs Homeless Strategy	Agency Consultation Workshop. The City will continue supporting housing and service programs to address homelessness.
Project S.H.U.E.	Services - Children	Housing Needs Assessment	Agency Consultation Workshop. The City will continue supporting service programs to address underserved children.
SeniorServ	Services – Elderly Persons	Non-Homeless Special Needs	Agency Consultation Workshop. The City will continue supporting housing and service programs to address the needs of seniors.
Westminster School District	Education	Homeless Needs Homeless Strategy	Email correspondence. The City will continue supporting housing and service programs to address homelessness.
Westminster Senior Outreach Center	Other government - Local	Non-Homeless Special Needs	Agency Consultation Workshop. The City will continue supporting programs for Westminster's lower income seniors, including senior meals.
National Telecommunications and Information	Services – Broadband Internet Service Providers Services – Narrowing the Digital Divide	Housing Needs Assessment	In August 2021, City staff reviewed the NTIA Website of the Department of Commerce to determine if any areas, particularly areas of low to moderate income, were underserved by local broadband internet service providers. The website mapping tool showed that three main service providers are currently available throughout Westminster: AT&T,

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/ Group/ Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
			Spectrum, and Frontier. AT&T provides 50 Mbps fiberoptic internet service; Spectrum offers up to 1,000 Mbps in cable internet service, and Frontier offers up to 940 Mbps in fiberoptic internet.
Westminster Department	Police Agency Emergency Management	– Housing Needs Assessment	In August 2021, City staff consulted with Westminster's Emergency Services Coordinator to discuss the City's Local Hazard Mitigation Plan (LHMP) that discusses how climate change exacerbates the nine identified hazards in Westminster: drought, seismic hazards, liquefaction, flood, hazardous materials, extreme heat, severe weather, disease/pest management, and dam failure.

Table 3 – Agencies, groups, organizations who participated

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

The City of Westminster took a comprehensive approach to developing its Consolidated Plan by consulting with a wide range of stakeholders, including housing, social, and health service providers, as well as local agencies/governments, and the Orange County Housing Authority. This collaborative process ensures that the Consolidated Plan reflects the diverse needs and perspectives of the community it serves. Further, through the citizen participation process for the development of the FY 2024/25 Action Plan, it was reaffirmed that the Consolidated Plan continues to reflect the priority needs of the community.

The City is unaware of any Agency types relevant to the Consolidated Plan that were not consulted.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	OC Partnership, 2-1-1 Orange County and the OC Community Services.	Leadership and coordination of Orange County’s Continuum of Care planning process is the responsibility of the OC Health Care Agency. This organization uses housing and demographic data obtained through HMIS and Homeless Counts to determine needs and to pinpoint gaps in housing and services. This in turn helps to pool and coordinate resources with the County and cities to develop coordinated homeless access and assessment centers. Westminster participates in building the regional continuum of care to address the homeless and persons at-risk of homelessness.
Westminster 2014-2021 and 2021-2029 Housing Element	City of Westminster Planning Division	The City’s prior Housing Element covering the 2014-2021 period included housing policies and programs that have been reflected within the Consolidated Plan. The newly adopted Housing Element, covering the 2021-2029 period, was reviewed as part of the development of the 2024/25 Annual Action Plan.
Orange County Housing Authority Administrative Plan	Orange County Housing Authority (OCHA)	The purpose of OCHA’s Administrative Plan is to establish policies and procedures to implement the Section 8 Program in a manner consistent with HUD requirements and local objectives. The Consolidated Plan reflects the policies set forth in the Administrative Plan.

Table 4 – Other local / regional / federal planning efforts

AP-12 Participation - 91.105, 91.200(c)

Summary of citizen participation process/efforts made to broaden citizen participation

The City of Westminster adhered to HUD's guidelines for citizen and community involvement in the preparation of the Consolidated Plan and Action Plan. Engaging citizens in the planning process is crucial for ensuring that the resulting documents accurately reflect the needs and priorities of the community. Here's a summary of the activities undertaken by the City to encourage citizen participation:

Housing and Community Development Needs Survey

In order to evaluate public opinion of specific housing and community development needs, the City utilized an on-line Needs Survey in which respondents were asked to rank the level of need for a particular service, capital improvement, and public benefit. Hard copies of the survey were also distributed at the Consultation Workshop and Community Meeting. Questions about specific needs were grouped into the following five categories:

- Housing Needs;
- Homeless Needs;
- Public Service Needs;
- Infrastructure Needs; and
- Economic Development Needs.

A total of 225 residents completed the Needs Survey, with respondents rating the need for each of the 36 identified activities as "high", "low", or "no such need". The ten top activities with the highest percentage of "high" needs are as follows:

- Anti-Crime Services (79% rated as high need)
- Mental Health Services for the Homeless (75% rated as high need)
- Short-term Emergency Assistance to Prevent Homelessness (72% rated as high need)
- Homeless Outreach/Case Management Services (70% rated as high need)
- Street/Alley Improvements (69% rated as high need)
- Substance Abuse Services for the Homeless (68% rated as high need)
- Property Maintenance/Code Enforcement (64% rated as high need)
- Storefront/Façade Improvements (63% rated as high need)
- Sidewalk Improvements (63% rated as high need)
- Youth Services (62% rated as high need)

Focus Groups

On September 24, 2019, key City stakeholders and representatives of housing and social service organizations participated in a morning focus group meeting that covered the following:

- Barriers to affordable housing, community facilities, and services
- Housing, homeless and public service needs and gaps in service
- Community priorities

Attendees of the focus group expressed the immediate needs to serve the community, with the need for additional affordable housing opportunities, services for seniors and families, code enforcement and street improvements most commonly cited as Westminster's priority needs. A summary of the input received at the meeting is included in the Appendix of the Consolidated Plan.

Community Meeting

City staff conducted a community workshop during the evening of October 22, 2019 to solicit input on community needs. The need for affordable housing was key, along with the desire to see a variety of housing options spread throughout the community, including the conversion of dilapidated motels to permanent housing. Property maintenance and code enforcement were also raised as issues.

The City Council also conducted a Needs Assessment Public Hearing on January 22, 2020. The meeting was advertised in the Westminster Journal and noticed per the Ralph M. Brown Act. Notification was sent to attendees of the stakeholder workshop and community meeting.

At the Needs Assessment Public Hearing, City staff provided background on the Consolidated Plan, and the process for preparation of Westminster's Annual Action Plans. Comments received at the hearing are summarized in the Consolidated Plan Appendix.

FY 2024/25 Annual Action Plan Citizen Participation

The citizen participation plan implemented by the City of Westminster for its federal CDBG and HOME programs demonstrates a strong commitment to engaging residents in the planning and implementation process. Here are the key highlights of the plan:

1. **Encouragement of Citizen Participation:** All citizens of Westminster are encouraged to participate in the planning, development, and implementation of the Annual Action Plan. This inclusive approach ensures that the voices of all community members, including

those from diverse backgrounds and perspectives, are heard and considered in the decision-making process.

2. **Regular Contact with CDBG-Funded Organizations:** Organizations receiving direct CDBG funding maintain regular contact with City staff. This ongoing communication facilitates collaboration and ensures that funded programs align with the goals and priorities outlined in the Annual Action Plan.
3. **Consultation with Other Organizations:** Other organizations are consulted as needed or are present at various public hearings held by the City. This ensures that a broad spectrum of community stakeholders, beyond direct CDBG-funded organizations, have the opportunity to contribute their input and perspectives to the planning process.
4. **Notice of Public Hearings:** A Notice of Public Hearing is published at least 15 days prior to each hearing to provide residents with adequate notice. This ensures transparency and allows residents to plan and participate in the hearings effectively.
5. **Public Comment Period:** A draft of the Annual Action Plan was made available for public comment for a minimum of 30 days (March 27 – May 8, 2024), allowing residents ample time to review the plan and provide feedback. This extended comment period demonstrates a commitment to soliciting and considering public input before finalizing the plan.
6. **Public Hearings:** Three public hearings are held each year by the City to discuss issues related to the Consolidated Plan and the Annual Action Plan. These hearings provide citizens with multiple opportunities to engage with the planning process, offer feedback on draft plans, and raise any concerns or questions they may have. This ensures that elected representatives hear directly from the community before making decisions on the Plan.

Overall, the citizen participation plan implemented by the City of Westminster reflects a robust and inclusive approach to community engagement in the CDBG planning process, promoting transparency, accountability, and responsiveness to the needs and priorities of residents.

FY 2024/25 Annual Action Plan Amendment No. One (Substantial)

The FY 2024/25 Annual Action Plan Amendment No. One (Substantial) will be available to the public for comment during a 30-day period beginning on August 22, 2024, and ending on September 25, 2024. The document is available online at the City's website, via email or mail, and is displayed on the public counters as required by the City's Citizen Participation Plan.

Citizen Participation Outreach Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
Newspaper Ad	Non-targeted/broad community	A newspaper advertisement was published on February 8, 2024 inviting citizens to attend the Needs and Priorities public hearing on February 28, 2024.	No public comments were received as a result of the publishing of the public notice on February 8, 2024.	All comments received or made are accepted.	N/A
Public Hearing	Non-targeted/broad community	A public hearing was held before the City Council on February 28, 2024 to solicit input on needs and priorities for the Consolidated Plan.	See Appendix I – Public Comments.	All comments received or made are accepted.	N/A
Public Meeting	Non-targeted/ broad community	A public meeting was held before the City Council on March 27, 2024 to present the Draft FY 2024/25 Annual Action Plan and initiate the 30-day public review.	No public comments received during public meeting.	All comments received or made will be accepted.	N/A

Newspaper Ad	Non-targeted/ broad community	A newspaper advertisement was published on March 28, 2024 to solicit public comment on the draft 2024/25 Annual Action Plan and to invite citizens to attend the final public hearing to adopt the FY 2024/25 Annual Action Plan.	No comments were received during the public comment period.	All comments received or made will be accepted.	N/A
Public Hearing	Non-targeted/ broad community	A final public hearing was held before the City Council on May 8, 2024 for adoption of the FY 2024/25 Annual Action Plan.	See Appendix I – Public Comments.	All comments received or made will be accepted.	N/A
Newspaper Ad	Non-targeted/ broad community	A newspaper advertisement was published on 8/22/2024 to solicit public comment on the draft 2024/25 Annual Action Plan Amendment No. One (Substantial) and to invite citizens to attend a public hearing to adopt the Amendment on 9/25/2024.	[To be completed after public comment period.]	All comments received or made will be accepted.	N/A

Public Hearing	Non-targeted/ broad community	A public hearing will be held before the City Council on September 25, 2024 for adoption of the FY 2024/25 Annual Action Plan Amendment No. One (Substantial).	[To be completed after the public hearing on 9/25/2024. All Comments will in included in Appendix I – Public Comments.]	All comments received or made will be accepted.	N/A
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Table 5 - Citizen Participation Outreach

Expected Resources

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

The City of Westminster has a comprehensive strategy in place to leverage various funding sources and partnerships to address community development and affordable housing needs within the community. Below is a breakdown of the funding sources and planned allocations for FY 2024/25:

CDBG Entitlement Funds: The City of Westminster will receive \$978,392 in CDBG entitlement funds. Additionally, the City will have \$288,158 in prior year carryover funds that are available for programming in FY 2024/25, for a total of \$1,266,550. These funds will be utilized for public services, public infrastructure improvements, code enforcement, CDBG administration, and fair housing services. The City does not have any income from float-funded activities or surplus from urban renewal settlements, sale of real property, prior period adjustments, CDBG-acquired property available for sale, or lump sum drawdown payments. Nor is the City funding any “urgent need activities.”

HOME Program Funds: Westminster will also have approximately \$938,590 in HOME Program funds, including \$409,547 in entitlement funds, and an unallocated carryover balance of \$529,043.

HOME Funding will be used for HOME program administration, **a tenant-based rental assistance program**, and the remaining funds will remain unallocated until a future housing project or program can be identified.

SB-2 PHLA Program Funds: The city expects to receive approximately \$510,000 per year from SB-2 revenues, which are earmarked for eligible affordable housing activities. Westminster plans to allocate these funds towards operations of an emergency homeless shelter and extending covenants on an affordable housing project. These funds currently support implementation of a Tenant-Based Rental Assistance Program to assist extremely low-income households with rental assistance and providing supportive services. Additionally, funds are being set aside to pay for operations of the Central Cities Navigation Center (CCNC).

SERAF Funds: The Westminster Housing Authority has approximately \$250,000 in Supplemental Educational Revenue Augmentation Fund (SERAF) annually, which are currently being used to

fund the city's Homeless Prevention and Rapid Re-Housing Program (HPRP), including homeless outreach and other homelessness services.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 5				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	Public-Federal	Acquisition, Planning, Economic Development, Housing, Public Improvements, Public Services	\$978,392	\$0	\$288,158	\$1,266,550	\$0	Entitlement allocation plus estimated program income plus prior-year resources.
HOME	Public-Federal	Acquisition, Homeowner rehab, Multifamily rental new construction, Multifamily rental rehab, New construction for ownership, TBRA	\$409,547	\$0	\$529,043	\$938,590	\$0	Entitlement allocation plus estimated program income plus prior year resources.

Table 6 - Expected Resources – Priority Table

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

Many of the housing and community services programs described in the Consolidated Plan will continue to be delivered by nonprofit community-based organizations. And while many nonprofit organizations leverage significant financial and in-kind support from individual community members, foundations, and private organizations, federal funds still play a crucial role in implementing the Annual Action Plan.

The City leverages other resources among the formula grant programs. For example, the HOME program is matched by a variety of sources, including private and public investment and the City's Housing Authority Funds.

HUD requires a 25% match on HOME funds drawn down for affordable housing. Historically, the City has met the match requirement with the use of former Westminster redevelopment tax increment funds that were layered with HOME funds in developing affordable housing. While redevelopment tax increment funds are no longer available for future match requirements, the City has been utilizing a match surplus derived from prior contributions by the former Westminster Redevelopment Agency in developing affordable housing developments. The City's match surplus is approximately \$3,286,437 (as of September 2022).

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

With the dissolution of redevelopment in 2011, Westminster has very little wholly owned land.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Sustain and Strengthen Neighborhoods	2024	2025	Non-Housing Community Development	Neighborhood Pride Improvement Area No. 4	Priority Housing Needs	\$194,424 (CDBG)	Housing Code Enforcement/ Foreclosed Property Care – 100 Housing Units (Neighborhood Pride Code Enforcement Program)
2	Preserve Existing and Create New Affordable Housing	2024	2022	Affordable Housing	Citywide	Priority Housing Needs	\$125,000 (HOME)	Tenant-Based Rental Assistance / Rapid Re-Housing 6 Households (Westminster Tenant-Based Rental Assistance Program)
23	Support Agencies that Assist Special Needs Populations	2024	2025	Non-Homeless Special Needs	Citywide	Priority Community Services	\$43,703 (CDBG) \$27,164 (CDBG)	Public service activities other than Low/Moderate Income Housing Benefit – 156 Persons Assisted (Senior Outreach Center) Public service activities other than Low/Moderate Income Housing Benefit – 65 Persons Assisted (Home Delivered Meals Program)

34	Provide Needed Community Services to Low and Moderate-Income Persons	2024	2025	Non-Housing Community Development	Citywide	Priority Community Services	\$50,554 (CDBG)	Public service activities other than Low/Moderate Income Housing Benefit – 250 Persons Assisted (Family Resource Center)
							\$14,990 (CDBG)	Public service activities other than Low/Moderate Income Housing Benefit – 24 Persons Assisted (Project S.H.U.E.)
							\$10,340 (CDBG)	Public service activities other than Low/Moderate Income Housing Benefit – 35 Persons Assisted (CSD Summer Youth Program)
45	Provide Needed Infrastructure Improvements	2024	2025	Non-Housing Community Development	Low- and Moderate-Income Areas	Priority Infrastructure Improvements	\$729,697 (CDBG)	Public Facility or Infrastructure Activities other than Low/Mod Income Housing Benefit – 1,530 Persons Assisted (Street Improvement Projects)
56	Planning for Housing and Community Development Needs	2024	2025	Other: Administration	N/A	Other Housing and Community Development Needs	\$40,955 (HOME) \$195,678 (CDBG)	N/A (HOME Program Administration, CDBG Program Administration, Fair Housing Foundation)
	Other	2024	2025	Other	N/A	N/A	\$897,635 \$772,635 (HOME)	Unallocated Funds

Table 7 – Goals Summary

Goal Descriptions

1	Goal Name	Sustain and Strengthen Neighborhoods
	Goal Description	Using CDBG funds, the City will sustain and strengthen neighborhoods by eliminating unsafe conditions and blight while improving the quality of life of residents within the community. (Projects: Neighborhood Pride Code Enforcement Program)
2	Goal Name	Preserve Existing and Create New Affordable Housing
	Goal Description	To the extent possible, based upon the availability of funds and a project's viability, HOME funds will also be used to assist affordable housing developers in the acquisition, construction and/or rehabilitation of low-income rental and/or owner housing units. HOME funds will also be used for tenant based rental assistance programs. (Projects: Westminster Tenant Based Rental Assistance Program)
2	Goal Name	Support Social Service Agencies that Assist Special Needs Populations
3	Goal Description	Using CDBG public service funds, the City will provide assistance to special needs service providers. (Project: Senior Outreach Center; Home Delivered Meals)
3	Goal Name	Provide Needed Community Services to Low/Mod Persons
4	Goal Description	Using CDBG public service funds, the City will provide assistance for programs benefitting youth and general public services. Services must benefit at least 51 percent low/mod persons. (Projects: Family Resource Center; Project S.H.U.E.; CSD Summer Youth Program)
4	Goal Name	Provide Needed Infrastructure Improvements
5	Goal Description	Using CDBG funds, the City will provide financial assistance to improve public infrastructure. (Projects: Street Improvements)
5	Goal Name	Planning for Housing and Community Development
6	Goal Description	The City will conduct the following administration/planning activities: (1) General Administration of CDBG and HOME Program, including preparation of budget, applications, certifications and agreements, (2) Coordination of CDBG-funded capital improvement projects, (3) Coordination of Public Service Subrecipients, (4) Coordination of HOME-funded housing projects, (5) Monitoring of CDBG and HOME projects/programs to ensure compliance with federal regulations, (6) Preparation of Annual Action Plan, and (7) Preparation of the CAPER. Up to 20% of the annual CDBG entitlement and up to 10% of the HOME entitlement is allowed for administration activities. (Project: CDBG Administration; Fair Housing Services; HOME Administration)

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

No new affordable housing projects are being proposed in FY 2024/25. The City is still involved in the predevelopment activities associated with the construction of approximately 28 one-bedroom units at 14125 Goldenwest Street, Westminster. Approximately nine units will be HOME-restricted to low- and moderate-income households earning 60% or below of area median income, and approximately 18 units will be HOME-ARP restricted to persons experiencing homelessness.

The project will incorporate various amenities and services to support residents. These include open space, a gym, and a recreation/community room where tenants can receive free wrap around services. Wrap around services will include onsite counseling, financial literacy, healthy living, resume assistance, and job search support. Further, there will be office space provided for staff from supportive service providers.

In September 2024, a substantial amendment was made to this Annual Action Plan to allocate \$125,000 in unallocated HOME funding to a new tenant-based rental assistance program. The Westminster TBRA Program proposes to assist at least six families with income at or below 60% of the area median income. Eligible households will be those whose last residency was in Westminster, work in Westminster, or have children enrolled in Westminster School District.

The HOME unallocated fund balance of ~~nearly \$900,000~~ over \$772,635 will remain available for future affordable housing projects and/or programs as they are identified, ensuring ongoing support for affordable housing initiatives in Westminster.

Projects

AP-35 Projects – 91.220(d)

Introduction

The City has carefully planned its allocation of CDBG and HOME funds for Fiscal Year 2024/25 to address priority housing and community development needs while adhering to program guidelines. A breakdown of the proposed activities and their respective allocations is listed below.

These allocations demonstrate a strategic approach to utilizing CDBG and HOME funds to support a range of vital services and programs within the community, including services for seniors, families, and youth. The allocations also ensure that the City remains within the maximum allowable percentages for CDBG public services, CDBG administration, and HOME administration, as stipulated by program regulations. Further, the allocation of funds to the Fair Housing Foundation emphasizes the City's commitment to fair housing practices and ensuring equal access to housing opportunities for all residents.

Overall, this Annual Action Plan reflects the City's commitment to leveraging federal funds to make meaningful and impactful investments in its community, ultimately contributing to the well-being and prosperity of Westminster residents.

Project Name	Target Area	Goals Supported	Needs Addressed	Funding
Neighborhood Pride Code Enforcement Program (Code Enforcement)	Neighborhood Pride Improvement Area No. 4	Sustain and Strengthen Neighborhoods	Priority Housing Needs	CDBG: \$194,424
Senior Outreach Center	City of Westminster	Support Agencies that Assist Special Needs Populations	Priority Community Services	CDBG: \$43,703
Home Delivered Meals Program	City of Westminster	Support Service that Assist Special Needs Populations	Priority Community Services	CDBG: \$27,164
Family Resource Center	City of Westminster	Provide Needed Community Services to Low and Moderate-Income Persons	Priority Community Services	CDBG: \$50,554
Project S.H.U.E.	City of Westminster	Provide Needed Community Services to Low and	Priority Community Services	CDBG: \$14,990

		Moderate-Income Persons		
CSD Summer Youth Program	City of Westminster	Provide Needed Community Services to Low and Moderate-Income Persons	Priority Community Services	CDBG: \$10,340
Street Improvements	Low to Moderate Income Areas	Provide Needed Infrastructure Improvements	Priority Infrastructure Improvements	CDBG: \$729,697
HOME Administration	City of Westminster	Planning for Housing and Community Development	Other Housing and Community Development Needs	HOME: \$40,955
CDBG Administration	City of Westminster	Planning for Housing and Community Development	Other Housing and Community Development Needs	CDBG: \$175,678
Fair Housing Foundation	City of Westminster	Planning for Housing and Community Development	Other Housing and Community Development Needs	CDBG: \$20,000
Unallocated HOME Funds	City of Westminster	Other	Other	HOME: \$897,635 \$772,635
Westminster Tenant-Based Rental Assistance Program	City of Westminster	Preserve Existing and Create New Affordable Housing	Affordable Housing	HOME: \$125,000

Table 8 – Project Information

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

The Housing and Homeless Needs Assessment of the Consolidated Plan discusses housing need by income category. Income levels identified are 1) extremely low-income; 2) very low-income, and; 3) low- and moderate-income households. Based on HUD recommendations, general relative priorities for funding will be as follows:

HIGH PRIORITY: Activities to address this need will be funded during the five-year period.

MEDIUM PRIORITY: If funds are available, activities to address this need may be funded by the City during the five-year period. The City may also use other sources of funds and take actions to locate other sources of funds.

LOW PRIORITY: It is not likely the City will fund activities to address this need during the five-year period.

The highest priority has been assigned to the needs of the lowest income residents, based on the assumption that in this high-cost real estate market, they are at greater risk of displacement, homelessness or other serious housing situations due to limited financial resources and other challenges they may face. The Consolidated Plan identifies several obstacles in meeting underserved needs, including the high and sustained demand for public services, as well as the shortage of funding to address the community's needs. Addressing unmet needs is dependent on funding availability, available partnerships, as well as data collection and community input.

AP-38 Project Summary

Project Summary Information

1	Project Name	Neighborhood Pride Code Enforcement Program
	Target Area	Neighborhood Pride Improvement Area No. 4
	Goals Supported	Sustain and Strengthen Neighborhoods
	Needs Addressed	Priority Housing Needs
	Funding	CDBG: \$194,424
	Description	The Neighborhood Pride Code Enforcement Program’s purpose is to ameliorate deteriorating conditions in single- and multi-family residential properties in a specific target area. The objective is also to maintain and improve the quality of the community by identifying substandard housing and ancillary commercial conditions and then correcting violations of all local and Federal codes, including municipal, property maintenance, housing, and zoning codes. It also strives to promote and maintain a safe and desirable living and working environment for designated low and moderate-income neighborhoods. The Neighborhood Pride Code Enforcement Program will perform at least 100 inspections in FY 2024/25 with a goal to gain voluntary compliance.
	Target Date	June 30, 2025
	Location Description	The Neighborhood Pride Improvement Area No. 4 is bound Trask Avenue to the north, Hazard Street to the south, Edwards Street to the west, and Beach Street to the east. The Neighborhood Pride Target Area is comprised of 21,340 persons, 17,740, or 83.13%, of which are of low – moderate income.
	Planned Activities	Same as description.

2 Project Name	Senior Outreach Center
Target Area	City of Westminster / Citywide
Goals Supported	Support Agencies that Assist Special Needs Populations
Needs Addressed	Priority Community Services
Funding	CDBG: \$43,703
Description	The goal of the Senior Center Outreach program is to assist seniors to maintain their health and independence by linking them to the appropriate resources, services, and identify benefits to support their needs. These services could include anything from making a phone call for them because they are unable to see well enough to dial the phone or be able to hear on the phone, to helping them find affordable housing and resources for food. Transportation is another important component of this program. Increased access and mobility assist with maintaining older adults independence. Staff assists with coordinating transportation opportunities that further allow the older adult and disabled population of Westminster to enjoy an enhanced quality of life and educates their family members with options for their aging relatives. This not only includes arranging visits to the Senior Center for meals and other on-site activities, but also to other necessary destinations such as grocery stores and other retail stores for essential items. As the hub for senior services in the community, the Center proposes to assist 156 seniors with FY 2024/25 CDBG funding. However, the actual number of those benefiting from the Centers' services is well over 1,000 seniors and their families on an annual basis.
Target Date	June 30, 2025
Location	8200 Westminster Boulevard, Westminster
Description	
Planned Activities	Same as description.

3	Project Name	Home Delivered Meals Program
	Target Area	City of Westminster / Citywide
	Goals Supported	Support Agencies that Assist Special Needs Populations
	Needs Addressed	Priority Community Services
	Funding	CDBG: \$27,164
	Description	The Home Delivered Meals (HDM) Program provides meals to older adults, focusing on low income, homebound residents with little to no support that are struggling to leave their homes due to illness, disability, and/or isolation. The HDM Program provides seniors with three nutritious, heart-healthy meals a day, five days per week. Volunteers and staff help carry out the program by delivering the meals while also making meaningful connections with them. In addition to receiving nutritious meals, participants receive case management support. Each client is assigned a case manager to regularly assess their needs and make appropriate referrals to ensure they are able to access the resources they need. Case managers conduct home visits and safety checks, provide safety items such as grab bars, shower chairs, walkers and other gifts to support the independence of clients. Through this program, Meals on Wheels will serve 65 older adults age 62 and older. All CDBG funds will be used to offset raw food costs used to prepare meals for Westminster older adults.
	Target Date	June 30, 2025
	Location	The Home Delivered Meals Program is located at 1200 N. Knollwood Circle, Anaheim.
	Description	However, the meals are delivered to Westminster elderly residents on a daily basis.
	Planned Activities	Same as description.
4	Project Name	Family Resource Center
	Target Area	City of Westminster / Citywide
	Goals Supported	Provide Needed Community Services to Low and Moderate-Income Persons
	Needs Addressed	Priority Community Services
	Funding	CDBG: \$50,554
	Description	WFRC is a family-friendly, community-based site located at Sigler Park, the heart of the city. The Center offers an array of comprehensive services to serve as a "one stop shop"; providing services and support systems that build on family strengths. WFRC staff supports the community by locating, linking and connecting the residents of Westminster and others who seek resources and services. WFRC staff is bilingual in English, Spanish, and Vietnamese to best support the needs of the community. For more than twenty years, WFRC has built strong partnerships and collaborates with a variety of organizations which facilitate the connection of families with WFRC. In FY 2024/25, the WFRC proposes to assist 250 persons with free family services.
	Target Date	June 30, 2025
	Location	7200 Plaza Street, Westminster
	Description	
	Planned Activities	Same as description.

5	Project Name	Project S.H.U.E.
	Target Area	City of Westminster / Citywide
	Goals Supported	Provide Needed Community Services to Low and Moderate-Income Persons
	Needs Addressed	Priority Community Services
	Funding	CDBG: \$14,990
	Description	The Project S.H.U.E. (Safety, Health, Understanding and Education) Program is an intergenerational/multicultural after-school tutoring program for children in first and second grade. It is a collaborative program between the Westminster Senior Center and the Westminster School District. At the start of each school year, classroom teachers refer students who are or are at risk of falling below grade level in literacy and math. This program supports these students by providing a scaffold individual education plan that includes small group or 1:1 tutoring to meet their needs. Approximately twenty-four (24) children benefit from this program every year. The program helps students, as well as the senior volunteers, with their self-esteem as they are able to experience an environment rich in multicultural and multi-generational learning. Project S.H.U.E. anticipates assisting 24 youth in FY 2024/25.
	Target Date	June 30, 2025
	Location Description	The program is available to eligible youth citywide but is offered at the Westminster Senior Center located at 8200 Westminster Boulevard, Westminster.
	Planned Activities	Same as description.
6	Project Name	CSD Summer Youth Program
	Target Area	City of Westminster / Citywide
	Goals Supported	Provide Needed Community Services to Low and Moderate-Income Persons
	Needs Addressed	Priority Community Services
	Funding	CDBG: \$10,340
	Description	The Community Services and Recreation Department is proposing to continue the Youth Summer Recreation Program location at the Civic Center and Community Services Building for elementary age youth 5 to 14 years of age. It will be staffed by 1 Community Services and Recreation Coordinator, 1 Senior Recreation Leader, and volunteers to provide recreational and education activities to the participants. The program will allow the youth to experience a summer of organized adventure and fun consisting of indoor/outdoor games, hands-on activities, crafts, and excursions to the Police Department, Orange County Public Library, Sigler Park Splash Pad, and movie theater.
	Target Date	June 30, 2025
	Location Description	The program is available to eligible youth citywide.
	Planned Activities	Same as description.

7	Project Name	Street Improvements
	Target Area	Low- and Moderate-Income Areas
	Goals Supported	Provide Needed Infrastructure Improvements
	Needs Addressed	Priority Infrastructure Improvements
	Funding	CDBG: \$729,697
	Description	The Street Improvement Project for FY 2024/25 involves the resurfacing of eight residential street segments: Purdy Street from Bolsa Avenue and Elvira Avenue, Coronado Street from Whitley Street to Lido Avenue, Natoma Avenue from Coronado Street to Summerwood Lane, Lido Avenue from Coronado Street to Balboa Street, Cherry Street from Westminster Boulevard to Wyoming Street, Alley 8 from Pine Street to Cedar Street, Pine street from Westminster Boulevard to Wyoming Street, and Chestnut Street from Fenwick Lane to Bolsa Avenue. The improvements include removing and reconstructing damaged concrete curb, gutters, cross gutter, sidewalk, driveway approaches and other related concrete improvements; grinding existing pavement and constructing new asphalt concrete pavement; adjusting sewer manholes and water/hydrant valves to finished grade; installing traffic signal loops and new striping to match with existing configuration. It is estimated that 4,595 low- and moderate-income residents will benefit from improved streets in FY 2024/25.
	Target Date	June 30, 2025
	Location	Census Tracts 099601 BG 2; 099702, BG 1; and 099904 BG 4
	Description	
	Planned Activities	Same as description.
8	Project Name	HOME Program Administration
	Target Area	City of Westminster / Citywide
	Goals Supported	Planning for Housing and Community Development
	Needs Addressed	Other Housing and Community Development Needs
	Funding	HOME: \$40,955
	Description	The City may use up to 10 percent of the HOME allocation for the overall administration of the HOME Program. The City will use HOME funds to ensure the overall development, management, coordination (including coordination with Community Housing Development Organizations) and monitoring of all HOME-funded projects/programs to ensure compliance with federal regulations of the HOME program.
	Target Date	June 30, 2025
	Location	Not applicable.
	Description	
	Planned Activities	Same as description.

9	Project Name	CDBG Program Administration
	Target Area	City of Westminster / Citywide
	Goals Supported	Planning for Housing and Community Development
	Needs Addressed	Other Housing and Community Development Needs
	Funding	CDBG: \$175,678
	Description	The City will conduct the following administration/planning activities: (1) General Administration of the overall CDBG Program, including preparation of budget, applications, certifications, and agreements, (2) Coordination of all CDBG-funded capital improvement projects, (3) Coordination of the Public Service Subrecipients, (4) Monitoring of all CDBG projects/programs to ensure compliance with federal regulations, (5) Preparation of the Annual Action Plan, and (6) Preparation of the Consolidated Annual Performance and Evaluation Report (CAPER).
	Target Date	June 30, 2025
	Location	Not applicable.
	Description	
	Planned Activities	Same as description.
10	Project Name	Fair Housing Foundation
	Target Area	City of Westminster / Citywide
	Goals Supported	Planning for Housing and Community Development
	Needs Addressed	Other Housing and Community Development Needs
	Funding	CDBG: \$20,000
	Description	The Fair Housing Services Program will provide fair housing education, counseling and enforcement services to Westminster residents. This program helps the City to comply with HUD's regulatory requirements to affirmatively further fair housing and includes counseling on landlord/tenant law and other aspects of housing.
	Target Date	June 30, 2025
	Location	Citywide.
	Description	
	Planned Activities	Same as Description.

11 Project Name	Unallocated HOME Funds
Target Area	City of Westminster / Citywide
Goals Supported	Not Applicable
Needs Addressed	Not Applicable
Funding	HOME: \$897,635 \$732,635
Description	Unallocated HOME funds available for programming.
Target Date	June 30, 2025
Location Description	Citywide.
Planned Activities	The City may use unallocated HOME funds on an affordable housing project in conjunction with a local Community Housing Development Organization (CHDO). The City will extend gap financing to acquire and support construction or rehabilitation of affordable transitional or permanent rental housing. A project site is yet to be determined. Additionally, the City may use unallocated HOME funds for a Tenant-Based Rental Assistance Program (TBRA Program) in partnership with a non-profit organization to administer the program.
12 Project Name	Westminster Tenant-Based Rental Assistance Program
Target Area	City of Westminster / Citywide
Goals Supported	Preserve Existing and Create New Affordable Housing
Needs Addressed	Priority Housing Needs
Funding	HOME: \$125,000
Description	The City is proposing to use HOME funds to provide tenant-based rental assistance to eligible households in Westminster that are currently experiencing homelessness or are at-risk of becoming homeless. Eligible households must demonstrate that they were last housed in Westminster, work in Westminster, or have children enrolled in the Westminster School District. The City will partner with the Westminster School District and with the City's Family Resource Center to identify eligible households. Further, the City will contract with an experienced TBRA operator to administer the program and provide case management and wrap around services to participants. Rental assistance will be provided for a maximum of 9 months per household. The City is proposing to assist approximately six households in FY 2024/25.
Target Date	June 30, 2025
Location Description	Citywide.
Planned Activities	Same as description.

AP-50 Geographic Distribution – 91.220(f)

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

The City utilizes CDBG and HOME funds for projects and programs operated citywide. However, the majority of CDBG-funded infrastructure and facility projects are targeted to the most-needy neighborhoods: those census tracts where 51% or more of the residents are low- or moderate-income. These areas also generally correspond to areas with the highest concentrations of Asian households, the predominant minority group in Westminster at 48% of the City's population as described in the 2011-2015 American Community Survey (refer to Figure 7 in Appendix B of the Consolidated Plan). The other primary minority group in the City are Hispanics who represent 23% of the City's population. A comparison with the Consolidated Plans' Figures 2 and 3 indicates areas with the highest proportions of Asian and Hispanic residents correspond to the City's low- and moderate-income census block groups, and block groups with the highest rates of poverty.

More specifically for the 2024/25 fiscal year, Westminster will continue to offer code enforcement services in the area identified as the *Neighborhood Pride Improvement Area No. 4*. The area is bound by Trask Avenue to the north, Hazard Street to the south, Edwards Street to the west, and Beach Boulevard to the east. The area is predominantly low- to moderate-income and was selected based on the concentration of housing observed to be in violation of the Westminster Municipal Code and the Property Standards Ordinance. The effort to identify deteriorated geographical areas was undertaken to meet the U.S. Department of Housing and Urban Development (HUD) guidelines to utilize Community Development Block Grant (CDBG) funding for special code enforcement and preservation activities in deteriorating areas. Activities such as code enforcement, park and street improvements are proposed to be undertaken during the Con Plan timeframe in Neighborhood Pride Improvement Area No. 4. The Neighborhood Pride Target Area is comprised of 21,340 persons, 17,740, or 83.13%, of which are of low – moderate income.

Neighborhood Pride Improvement Area No. 4
Total Population v. Low and Moderate-Income Population
2011-2015 American Community Survey Income Summary Data

Census Tract	Total LMI Persons	Total Persons	Percentage
0996011	1,350	1,835	73.57%
0996012	2,275	2,875	79.13%
0996013	1,050	1,185	88.61%
0998013	1,705	2,425	70.31%
0998021	1,440	1,710	84.21%
0998022	2,660	2,690	89.86%
0999031	1,210	1,585	76.34%
0999032	1,955	2,430	80.45%
0999042	1,780	2,100	84.76%
0999044	790	900	87.78%
0999045	1,525	1,605	95.02%
TOTAL	17,740	21,340	83.13%

Geographic Distribution

Target Area	Percentage of Funds
Citywide Projects	58%
Neighborhood Pride Improvement Area No. 4	9%
Low- and Moderate-Income Areas	33%

Table 9- Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City is committed to using CDBG funds to improve all Westminster communities. Public services will reach eligible residents citywide, providing much needed services to Westminster’s youth, elderly, and families. Nearly 60% of the City’s federal budget for FY 2024/25 will be allocated to projects that provide citywide benefit.

Also, the City plans to channel 33% of its federal budget on street improvements in low- and moderate-income areas. Street improvements play an important role in enhancing the quality of life for Westminster’s lower income residents. They not only enhance the physical infrastructure, but also contributes to community well-being and economic vitality in low to moderate income neighborhoods.

Finally, alleviating blight motivates investments in Neighborhood Pride Improvement Area No. 4. The Neighborhood Pride Code Enforcement Program aims to transform the area by identifying

substandard residential and commercial properties and seeing to it that code deficiencies are resolved. Eleven percent of the City's federal budget for 2024/25 will be used to fund these services.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The Housing Needs Assessment in the FY 2020/21 – 2024/25 Consolidated Plan has identified these key housing problems in Westminster:

- **Renter Cost Burden:** Housing overpayment is the most prevalent housing problem, with 74% of Westminster's low- and moderate-income renter households (<80% AMI) facing a cost burden (>30% of income on housing costs), and 42% facing a severe cost burden (>50% of income towards housing).
- **Household Overcrowding:** While household overcrowding citywide (17%) is a far less significant problem than overpayment in Westminster, certain neighborhoods continue to experience high levels of overcrowding, particularly in the City's northern/central census tracts.
- **Housing for the Elderly:** The Needs Assessment found that there continues to be growth in Westminster's aging population (65+). Elderly households can benefit from more housing dedicated to seniors and from assistance with housing maintenance and accessibility improvements for those who wish to remain in their homes.
- **Families with 5+ Persons:** Large families in Westminster comprise 17% of all households, compared to 14% of large families county-wide, and 47% of them are living in rental units. Larger, more affordable rental units would benefit this population.
- **Homeless:** The City's growing homeless population of approximately 200 persons suggests not just a need for additional public services, but also additional permanent and transitional housing opportunities.

The lack of affordable rental housing in Westminster has created the largest housing need for Westminster's low- and moderate-income households, in general, and for large families, elderly, and homeless populations, in particular.

As the Housing Needs Assessment suggests, Westminster faces a critical shortage of affordable rental housing that disproportionately impacts our most vulnerable residents. Large families, the elderly, and people experiencing homelessness struggle to find housing they can afford in the community. As civic leaders, we have a responsibility to pursue policies and investments that expand affordable housing options. Doing so will strengthen Westminster by ensuring people of all incomes can afford a place to call home.

One-Year Goals for the Number of Households to be Supported	
Homeless	6
Non-Homeless	0
Special-Needs	
Total	6

Table 10 - One Year Goals for Affordable Housing by Support Requirement

One-Year Goals for the Number of Households Supported Through	
Rental Assistance	6
The Production of New Units	0
Rehab of Existing Units	
Acquisition of Existing Units	
Total	6

Table 11- One Year Goals for Affordable Housing by Support Type

Discussion

No new affordable housing projects are being proposed in FY 2024/25. The City is still, however, involved in predevelopment activities associated with the construction of approximately 28 one-bedroom units at 14125 Goldenwest Street, Westminster. The 14125 Goldenwest Housing Project was approved in the 2023/24 Annual Action Plan with an allocation of \$3,591,813 in HOME and HOME-ARP funding. Approximately nine units will be HOME-restricted to low- and moderate-income households earning 60% or below of area median income, and approximately 18 units will be HOME-ARP restricted to persons experiencing homelessness.

The project will incorporate various amenities and services to support residents. These include open space, a gym, and a recreation/community room where tenants can receive free wrap-around services. Wrap-around services will include onsite counseling, financial literacy, healthy living, resume assistance, and job search support. Further, there will be office space provided for staff from supportive service providers.

In September 2024, a substantial amendment was made to this Annual Action Plan to allocate \$125,000 in unallocated HOME funding to a new tenant-based rental assistance program. The Westminster TBRA Program proposes to assist at least six households with income at or below 60% of area median income. Eligible households will be those whose last residency was in Westminster, work in Westminster, or who have children enrolled in Westminster School District.

The HOME unallocated fund balance of ~~nearly \$900,000~~ \$772,635 remain available for future affordable housing projects and/or programs as they are identified, ensuring ongoing support for affordable housing initiatives in Westminster.

AP-60 Public Housing – 91.220(h)

Introduction

The Orange County Housing Authority (OCHA) plays a crucial role in providing housing assistance to residents of Westminster through the Housing Choice Voucher Program, commonly known as Section 8, as well as other supportive housing programs. OCHA manages approximately 1,599 Housing Choice Vouchers for residential units within Westminster as of October 2023. These vouchers provide rental assistance to eligible low-income households, allowing them to secure housing in the private rental market. Of this number, 11 were Family Self-Sufficiency Vouchers, 13 were Family Unification Vouchers, and 1 was a non-elderly disabled voucher. Elderly households make up almost three-quarters of Section 8 recipients in Westminster, with 1,223 households benefiting from this program. Additionally, approximately 6% of vouchers are allocated to disabled households, although many of these households are likely to include seniors as well.

Apart from the Housing Choice Voucher Program, OCHA also provides housing assistance through the County of Orange's Continuum of Care Permanent Supportive Housing Program. As of the reported period, a total of 11 households in Westminster received housing vouchers through this program.

These housing assistance programs administered by OCHA are instrumental in addressing the housing needs of vulnerable populations in Westminster, including low-income families, seniors, and individuals with disabilities. By providing rental subsidies and supportive services, these programs help households access safe, stable, and affordable housing, ultimately contributing to their overall well-being and quality of life.

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

Not applicable.

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

Not applicable.

If the PHA is designated as troubled, describe the manner in which financial assistance will be

provided or other assistance

Not applicable.

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

Introduction

Once every two years, Orange County undertakes an effort to enumerate all of the sheltered and unsheltered homeless people within the county in a given twenty-four-hour period. This effort, known as the Homeless Point-in-Time (PIT) Count, is congressionally mandated for all communities that receive U.S. Department of Housing and Urban Development (HUD) funding for homeless programs. HUD's requirement includes a count of both sheltered and unsheltered homeless people, as well as the incidence of certain subpopulation characteristics among the homeless population. HUD requires that the PIT be conducted during the last ten days in January; and in 2024, the County of Orange and Orange County Continuum of Care conducted the sheltered count the night of Monday, January 22, 2024, and the unsheltered count starting the morning of Tuesday, January 23, 2024 through Thursday, January 25, 2024. The results of the 2024 PIT are still not available.

The February 2022 PIT count enumerated 159 unsheltered homeless individuals in the City of Westminster that were found to live in places not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground. The unsheltered homeless count remained the same as the 2019 PIT; however, the sheltered count dropped from 25 persons in 2019 to 0 in 2022. However, as explained in the 2021-2029 Housing Element, the transient nature of homeless persons in Westminster poses a challenge to identifying the exact number of homeless persons and their specific needs. The Police Department generally observes homeless persons congregating in large commercial areas and in the section of the Bolsa Avenue corridor known as Little Saigon.

The Housing Element also observes that homeless families in Westminster are less visible because they may stay in a different home, motel, or shelter each day of the week. Homeless families have special needs with regard to housing, such as size to accommodate adequate personal space, affordable childcare, and various forms of counseling and life skills training.

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

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

The Homeless Prevention and Rapid Re-Housing Program (HPRP) administered by the City of Westminster demonstrates a coordinated effort among multiple departments to address homelessness and provide essential services to individuals and families in need. The program is funded with Westminster Housing Authority funds, and offers a range of services aimed at preventing homelessness and rapidly re-housing individuals and families. These services may include providing hotel/motel stays, one-time rental assistance, and other homeless prevention interventions based on individual needs and circumstances. Services are provided on an as-needed basis, allowing for flexibility in addressing the unique challenges faced by individuals and families experiencing homelessness or housing instability. This approach ensures that assistance is tailored to meet the immediate needs of program participants.

Another way Westminster is reaching out to unsheltered homeless persons and assessing their individual needs is through the Be Well Orange County Mobile Response Team Program. Be Well OC brings together mental health care services uniting public, private, academic and faith-based organizations in a cooperative partnership that helps facilitate communication, bridge gaps and eliminate barriers to care. The result is a more compassionate system of care that works better for everyone in the community. The Mobile Response Team provides information, referrals, transportation and additional follow-up support and case management. The Mobile Response Team program helps improve outcomes for those in need, while also supporting law enforcement and EMS so they can focus on calls where they are needed most urgently. The net result is improved mental health care for Westminster residents, at a lower overall cost to the community. The Be Well OC Mobile Response Team can help with a variety of non-emergency situations including:

- Mental health or behavioral crisis
- Suicidal ideation
- Non-domestic violence family issues or disputes
- Public assistance including lack of basic needs like food, shelter, water or clothing
- Failure to conduct basic self-hygiene or failure to thrive
- Intoxication welfare checks
- Death notification
- Homelessness, in conjunction and collaboration with local task forces

Finally, nearly \$95,000 of CDBG special entitlement funds were allocated to the Westminster Homeless Rapid Re-Housing Program to aid in the preparation, prevention, and response to COVID-19 amongst Westminster's homeless population. The Program was and continues to be available to assess the needs of homeless persons and families with COVID-19 including for the provision of food, clothing, housing relocation (hotel and motel stays), and housing stabilization

services.

Addressing the emergency shelter and transitional housing needs of homeless persons

In an effort to leverage resources and be proactive in addressing the needs of the community's most vulnerable residents, the cities of Garden Grove, Westminster, and Fountain Valley are developing a year-round central cities navigation center (CCNC). A navigation center provides emergency housing and wrap-around services to individuals experiencing homelessness. To solidify the collaboration and authorize staff time and resources, the three cities entered into a Memorandum of Understanding in June 2022 for acquiring and developing the navigation center site. City of Garden Grove staff identified a location at 13871 West Street, Garden Grove, which the three cities agreed upon. The project broke ground on June 13, 2023 and is anticipated to be operational in Spring or Summer 2024.

The site boasts 18,166 square feet that will accommodate 85 to 100 beds for men, women, and couple's dorms and lavatories. The facility will contain a full kitchen, laundry facilities, dining and outdoor lounge areas, check-in and staging areas, on-site lockers for personal items, and staff and service areas. Guests will receive one-on-one case management, mental and substance health and stabilization services/resources, outpatient health services, service animals and pet accommodation, education services and life skills development, employment assistance and job training, on-site transportation/shuttle services (to and from CCNC), Coordinated Entry System and HMIS participation and documentation. At the September 28, 2022 meeting, the Westminster City Council unanimously approved an allocation of \$4,000,000 toward the purchase and start-up costs.

Westminster also actively participates in programs administered by public and quasi-public agencies. For example, Westminster is part of Orange County's Central Service Planning Area, or Central "SPA," along with Garden Grove, Huntington Beach, Fountain Valley, Seal Beach, Stanton, Santa Ana, Tustin, Newport Beach, Costa Mesa, and the adjacent unincorporated area of Midway City. This group has met to discuss opportunities for coordinated regional solutions to homelessness and potentially sharing funding resources.

Finally, the City is a member of the Orange County Housing Finance Trust (OCHFT). The OCHFT was formed in 2019 as a joint powers authority between the County of Orange and cities throughout the county. OCHFT was created for the purpose of funding housing that specifically assists the homeless population and persons and families of extremely low, very low, and low income within the County of Orange. It set a target to create 2,700 permanent supportive housing (PSH) units by June 30, 2025. Two projects were developed within the City since the Trust's inception: Westminster Crossing and Della Rosa, which added 45 Permanent Supportive Housing

units.

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

In an ongoing effort to continue to address the needs of the homeless and those at risk of homelessness, the City has continued to focus on the development of sustainable and effective programming, which consists of: applying for short and long-term funding; partnering with experienced service providers capable of leveraging other funding such as American Family Housing (local non-profit housing developer); creating and securing affordable housing; performing homeless case management; and engaging homeless through street outreach in order to connect them to available services.

Another way that Westminster is helping homeless persons make the transition to permanent housing is by investing in the development of permanent housing at 14125 Goldenwest Street, Westminster. The City is partnering with American Family Housing and the County of Orange to develop the site which consists of approximately 28 new one-bedroom units. Approximately nine units will be HOME-restricted to low- and moderate-income households earning 60% or below of area median income, and approximately 18 units will be HOME-ARP restricted to persons experiencing homelessness. The project is still in the predevelopment phase and staff is hoping to bring an affordable housing agreement to the Westminster City Council for consideration sometime in FY 2024/25.

Also, the City is proposing to allocate \$125,000 in HOME funding to the Westminster Tenant-Based Rental Assistance Program in September 2024. This initiative aims to assist at least six households with children who are currently homeless or at risk of becoming homeless. To qualify for the program, eligible households must meet certain criteria: they must be at or below 60% of the area median income and must have last lived in Westminster, work in Westminster, or have children enrolled in the Westminster School District. Referrals for this assistance will be obtained from both the Family Resource Center and the Westminster School District. Once enrolled, tenants will undergo assessments to identify and address additional supportive services that may help in reducing their risk of homelessness or alleviating their current situation.

Finally, according to the Westminster Housing Authority report submitted on September 13, 2023, there are 553 rental units in the City that are marked for extremely low-, very low-, and low-income residents.

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

Westminster will continue to contract with a fair housing provider to offer a wide range of fair housing services to ensure equal housing opportunities for its residents.

Homeless individuals or families and those at-risk of homelessness have the opportunity to get connected to supportive services, treatments, public resources, and support groups through the City's Homeless Prevention and Rapid Re-Housing Program (HPRP), the City's Family Resource Center, the City's Homeless Liaison Team, or through the Be Well OC Mobile Response Team.

AP-75 Barriers to Affordable Housing – 91.220(j)

Introduction

The City of Westminster's commitment to supporting affordable housing is evident through its various policy measures and initiatives aimed at facilitating the development of affordable and mixed-income housing. Despite challenges such as funding constraints and limited vacant land suitable for development, the city has employed a range of strategies to address these barriers and promote affordable housing production.

First, the City has adopted provisions in its Zoning Ordinance to encourage affordable housing development, including providing developers with incentives such as increased density allowances or reduced development standards in exchange for incorporating affordable housing units into their projects. The Zoning Ordinance also ensures accessibility and accommodation for persons with disabilities in housing developments.

The City and its former Redevelopment Agency have provided direct financial assistance to support affordable and mixed-income housing projects. While the loss of Redevelopment Housing Funds has impacted the level of affordable housing production, the City continues to explore alternative funding sources and partnerships to support affordable housing initiatives.

Recognizing the limited availability of vacant land for residential development, the City has explored alternative strategies such as lot consolidation and the demolition of existing older structures to accommodate higher density infill development. These efforts aim to maximize the use of available land and promote the efficient use of urban space for affordable housing projects.

Finally, Westminster has approved flexible development standards to facilitate affordable housing development, allowing for innovative design solutions and adaptive reuse of existing structures to meet the needs of low- and moderate-income households.

Overall, the City of Westminster has demonstrated a proactive and multifaceted approach to addressing the challenges of affordable housing production. By combining financial assistance, flexible zoning regulations, and innovative development strategies, the City continues to make strides in promoting affordable housing opportunities for its residents.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning

ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

To address the decline in sources of housing funds, the City will continue to advocate for and pursue federal, state, local and private funding sources for affordable housing. The City adopted its 2021-2029 Housing Element on January 26, 2022 and certification by the California Department of Housing and Community Development was received on May 22, 2023. The updated Housing Element identified all issues related to housing including supply and demand, the types of housing available within the City, housing affordability, and homelessness. Per the Housing Element, the City will work on implementing the following policies:

Policy H-1.1: Promote a variety of dwelling unit types and affordability levels to provide housing for all household types, lifestyles, and income levels.

Policy H-1.3: Recognize existing underdeveloped residential areas that can accommodate additional development within existing land use and zoning standards.

Policy H-1.4: Facilitate the creation of accessory dwelling units and junior accessory dwelling units in all residential districts as a means of dispersing small, affordable units throughout the community.

Policy H-1.5: Maintain adequate capacity to accommodate the City's unmet Regional Housing Needs Allocation (RHNA) for all income categories throughout the planning period.

Policy H-1.6: Allow by-right approval for housing developments proposed for non-vacant sites included in one previous housing element inventory and vacant sites included in two previous housing elements, provided that the proposed housing development consists of at least 20 percent lower income and affordable housing units (income and affordability levels set forth in Sections 50079.5, 50093, and 50105 of the Health and Safety Code shall apply).

Policy H-2.1: Increase housing opportunities and choices for lower- and moderate-income Westminster households, as funding is available.

Policy H-2.2: Support innovative public, private, and nonprofit efforts in the development and financing of affordable and/or special needs housing.

Policy H-2.3: To the extent feasible, make use of the tools available to the City to assemble land or sell land at a write-down for affordable housing.

Policy H-3.2: Incentivize the development of affordable housing, as funding is available, to facilitate the development of housing for the City's lower- and moderate-income households.

Policy H-3.3: Support the use of regulatory incentives, such as density bonuses, fee waivers, and parking reductions, to offset the costs of affordable housing.

Policy H-3.4: Establish objective development standards to create greater certainty for developers and streamline the development review and permitting process.

Policy H-3.5: Monitor State and federal housing-related legislation, and update City plans, ordinances, and processes as appropriate to remove or reduce governmental constraints.

Policy H-5.2: Encourage the equitable spatial distribution of affordable housing throughout the City, particularly where adequate support facilities exist (i.e., alternative transportation, jobs, etc.).

AP-85 Other Actions – 91.220(k)

Actions planned to address obstacles to meeting underserved needs

The City of Westminster has identified long-range strategies, activities, and funding sources to implement the goals in the areas of housing and community development services for the benefit of the residents.

- Recognizing the challenge posed by the lack of funding or inadequate funding, the City will continue to actively seek other resources and funding sources to address the community's underserved needs. This may involve exploring grant opportunities, forming partnerships with external organizations, and advocating for increased funding at the state or federal level.
- The City is committed to exploring innovative and creative ways to enhance its delivery systems for housing and community development services. This includes adopting new technologies, streamlining processes, and collaborating with both for-profit and not-for-profit organizations to maximize efficiency and effectiveness.
- The City has structured its use of HOME and CDBG funds to concentrate on affordable rental housing programs.
- With federal funds, the City is addressing various housing needs such as availability, condition, and fair housing practices to prevent homelessness. This approach aims to ensure that residents have access to safe, decent, and affordable housing while promoting fair and equitable housing practices.
- In addition to housing, the City is also utilizing federal funds to address broader community development needs such as infrastructure improvements, enhancing public facilities, and code enforcement. These investments contribute to the overall well-being and quality of life for residents by creating safer, healthier, and more vibrant neighborhoods.

Actions planned to foster and maintain affordable housing

The City's Consolidated Plan has identified the preservation of existing, and the creation of new, affordable housing as a priority need during the 2020/21 – 2024/25 timeframe. In response to the local effects of the Coronavirus pandemic, the City invested \$400,000 in HOME funds to provide tenant-based rental assistance. This measure aimed to avert homelessness among Westminster households, particularly those with children, during a time of heightened economic uncertainty and housing instability. This action was allowable via a waiver issued by HUD, recognizing the urgent need for homeless prevention during the pandemic.

In subsequent fiscal years, the City resumed its commitment to developing affordable housing in partnership with a Community Housing Development Organization (CHDO). In FY 2023/24, the City allocated both HOME and HOME-ARP funding to a new development at 14125 Goldenwest Street. The proposed project includes the development of approximately 28 new single-bedroom units for homeless and low- and moderate-income households, utilizing over \$1.6 million in HOME-ARP and \$1.9 million in HOME allocated via the American Rescue Plan (HOME-ARP). The City is currently engaged in predevelopment activities.

Lastly, the City will provide incentives and concessions to developers to assist in the development of housing for lower-income households or households with special needs, such as flexible development standards, expedited processing, and support from State funding including SB2 Planning Grants and Permanent Local Housing Allocation.

Actions planned to reduce lead-based paint hazards

As a means of better protecting children and families against lead poisoning, in 1999 HUD instituted revised lead-based paint regulations focused around the following five activities:

- Notification
- Lead Hazard Evaluation
- Lead Hazard Reduction
- Ongoing Maintenance
- Response to Children with Environmental Intervention Blood Lead Level

The City has implemented HUD Lead Based Paint Regulations (Title X), which requires federally funded rehabilitation projects to address lead hazards. Lead-based paint abatement is part of the Acquisition/Rehabilitation/New Construction of Affordable Rental Housing Program. Units within rental housing projects selected for rehabilitation are tested if not statutorily exempt. Elimination or encapsulation remedies are implemented if lead is detected, and is paid for through CDBG or HOME funds, as appropriate.

To reduce lead-based paint hazards in existing housing, all housing rehabilitation projects supported with federal funds are tested for lead and asbestos. When a lead-based paint hazard is present, the City or the City's sub-grantee contracts with a lead consultant for abatement or implementation of interim controls, based on the findings of the report. Tenants are notified of the results of the test and the clearance report. In Section 8 programs, staff annually inspects units on the existing program and new units as they become available. In all cases, defective paint

surfaces must be repaired. In situations where a unit is occupied by a household with children under the age of six, corrective actions will include testing and abatement if necessary, or abatement without testing.

Actions planned to reduce the number of poverty-level families

The 2011-2015 American Community Survey reported that 17.8% of City residents had incomes below the poverty level. Of greatest concern is an increase in the number of individuals and families becoming homeless or at risk of becoming homeless due to the rising costs of housing and other costs, especially of safety-net expenditures like insurance and health care.

The City's major objectives in reducing poverty within Westminster are to enhance employment opportunities for all residents and promote self-sufficiency. This includes creating job opportunities, additional tax revenue, new investment opportunities and overall community improvement for Westminster residents by supporting existing businesses and bringing additional economic forces and investment to Westminster.

To that end, the City has established the Westminster Mall and Bolsa Row Specific Plans to encourage new business, jobs, and residential uses; the retention and attraction of retailers through direct outreach and indirect networking; and landscaping, signage, and utility undergrounding along major corridors to attract private investment and encourage the relocation of businesses to Westminster.

Additionally, in Fall 2020, the City commissioned a study by the consultant group Streetsense to develop implementable strategies focused on the economic vitality and cultural significance of Little Saigon. The study (or "Blueprint") seeks to build upon existing district assets and identify key improvements that will retain and attract diverse businesses and visitors to Little Saigon. With over 700 businesses, \$938.6 million in annual sales, and the status of an elite cultural hub for the Vietnamese community, ensuring this area stays viable is of critical importance.

Next, in an effort to generate additional sales tax revenue, create additional and retain local jobs, and enhance economic vitality, the City has collaborated with Westminster auto dealers to develop the Vehicle Incentive Program (VIP). The Program will benefit both residents and local businesses by incentivizing the purchase or lease of vehicles from local auto dealers. Westminster residents and business owners that purchase a new or used vehicle, or lease a new vehicle, from a franchised Westminster auto dealer will be given a \$500 rebate.

As funding permits, the City may also opt to support the following Public Services to increase family stability for lower income households:

- Counseling
- Domestic Violence Prevention Services
- Provision of food
- Substance Abuse Services
- Job Training

The City will fully comply with Section 3 of the Housing and Community Development Act, which helps foster local economic development and individual self-sufficiency. This set of regulations require that to the greatest extent feasible, the City will connect low and very-low income residents to job training, employment, and contracting opportunities in connection with housing and public construction projects.

Actions planned to develop institutional structure

The City of Westminster's Housing Division plays a central role in administering HUD grants, particularly CDBG and HOME funds. They are responsible for the overall administration of HUD grants, including preparing key documents such as the Consolidated Plan, Analysis of Impediments to Fair Housing Choice, Annual Action Plan, and Consolidated Annual Performance and Evaluation Report (CAPER). These documents are essential for outlining the City's priorities, strategies, and outcomes related to housing and community development.

While the City's existing delivery system provides important oversight and coordination, the Housing Division also collaborates with external partners to enhance service delivery. This includes working with the Orange County Housing Finance Trust (OCHFT) and development teams such as American Family Housing, National Core, and the County of Orange to address homelessness and create affordable housing. This coordinated approach ensures that resources are effectively leveraged and services are tailored to meet the needs of the community.

Further, the City actively engages with a wide range of stakeholders, including non-profit agencies, for-profit developers, advocacy groups, neighborhood leadership groups, and the private sector, to implement its five-year strategy outlined in the Consolidated Plan. This collaborative effort ensures that the priorities and needs of low- to moderate-income residents are addressed comprehensively and effectively. The City utilizes various channels such as public notices, community workshops, the City's website, and other forms of media to disseminate information and gather input on carrying out the strategies outlined in the Consolidated Plan.

Actions planned to enhance coordination between public and private housing and social

service agencies

In an ongoing effort to bridge the gap of various programs and activities, the City has developed partnerships and collaborations with local service providers and City departments that have been instrumental in meeting the needs and demands of the homeless, low-income individuals and families, and other special needs. Over the years, the City has partnered with the Westminster Police, Community Services, and Public Works Departments; American Family Housing; Community SeniorServ; the Orange County Housing Authority; and 2-1-1 Orange County and OC Community Services (Orange County Continuum of Care). During FY 2024/25, the City will continue to develop these partnerships.

Program Specific Requirements

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

The City of Westminster participates in HUD's CDBG Program that is used for creating decent affordable housing, suitable living environments, and economic opportunities. The new program year (2024/25) will begin on July 1, 2024. The FY 2024/25 CDBG allocation is \$978,392.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

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

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	\$0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan	The City does not participate in a Section 108 Loan Guarantee Program.
3. The amount of surplus funds from urban renewal settlements	The City does not receive any urban renewal settlement funds.
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	At this time, there have been no additional grant funds returned to the line of credit for new activities or programs.
5. The amount of income from float-funded activities	The City's CDBG Program does not receive income from float-funded activities.
Total Program Income	\$0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low to moderate income.	100%

The City's CDBG Program will not have activities to fund in FY 2024/25 under Urgent Needs.

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(I)(2)

The City of Westminster participates in HUD's HOME Program that can be used to promote affordable housing in the City through activities such as homeowner rehabilitation and housing development. The 2023/24 Program Year will commence on July 1, 2024. The FY 2024/25 HOME allocation is \$409,547.

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The City will provide grants, interest-bearing and non-interest-bearing deferred payment loans or residual receipts loans permitted under 24 CFR 92.206 (b) (1). The City will not institute other forms of investment forms not described in the aforementioned section nor provide loan guarantees described under 24 CFR 92.206 (b) (21).

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

Westminster is not proposing any homebuyer activities in FY 2024/25; however, the following resale or recapture guidelines will apply should the City opt to fund these homebuyer activities:

HOME Loan. The City provides a "silent second" deferred trust deed mortgage to fund the difference between the market sales price (up to a maximum sale price established by HUD) and a mortgage amount that will provide an affordable housing cost to low and moderate-income households. The City loan is structured as a junior deferred loan to allow the borrower's repayment ability to be fully utilized under the primary loan. The City HOME loan will be recorded as a lien on the property and will be due upon sale or transfer of title or when the borrower no longer occupies the home as his/her principal residence as required under 24 CFR 92.254. Homebuyers will sign a HOME Agreement pursuant to §92.504 (c) (5) of the HOME rule, which outlines the affordability restrictions and recapture guidelines, as well as a Promissory Note and Deed of Trust.

Affordability Requirements. The affordability period in connection with the resale of HOME-assisted units will be consistent with HOME affordability guidelines.

Recapture Provisions. Should the property cease to be the principal residence of the

homebuyer, the City will recapture the full amount of HOME investment (HOME subsidy) to the extent there are net proceeds following the sale of the property and repayment of non-HOME loan repayments and closing costs. Net proceeds are defined as the amount of sale proceeds remaining (if any) after payment of any superior loan(s) (non-HOME funds) and customary closing costs. This limitation applies regardless of the nature of the sale (voluntary sales including short sales, and involuntary sales including foreclosures). This indebtedness becomes due and payable upon sale or transfer of the property, prior to the expiration of the period of affordability, to the extent there are sufficient “net proceeds”. If upon the voluntary or involuntary sale of the property prior to the expiration of the period of affordability there are insufficient net proceeds to pay the balance remaining of the City HOME loan, the Homebuyer is relieved from any further obligation to pay the indebtedness.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

The City does not propose to use HOME funds for a homebuyer program. The City previously provided the HUD L.A. Field Office with the City’s Homebuyer Assistance Program Protocols, which includes the following characteristics:

- The City loan is structured as a junior deferred loan to allow the borrower’s repayment ability to be fully utilized under the primary loan. The City HOME loan will be recorded as a lien on the property and will be due upon sale or transfer of title or when the borrower no longer occupies the home as his/her principal residence as required under 24 CFR 92.254. Homebuyers will sign a HOME Agreement pursuant to §92.504(c)(5) of the HOME rule, which outlines the affordability restrictions and recapture guidelines, as well as a Promissory Note and Deed of Trust.
- Affordability Requirements. The affordability period in connection with the resale of HOME-assisted units will be consistent with HOME affordability guidelines.
- Recapture Provisions. Should the property cease to be the principal residence of the homebuyer, the City will recapture the full amount of HOME investment (HOME subsidy) to the extent there are net proceeds following the sale of the property and repayment of non-HOME loan repayments and closing costs. Net proceeds are defined as the amount of sale proceeds remaining (if any) after payment of any superior loan(s) (non-HOME funds) and customary closing costs. This limitation applies regardless of the nature of the sale (voluntary sales including short sales, and involuntary sales including foreclosures). This indebtedness becomes due and payable upon sale or transfer of the property, prior to the expiration of the period of affordability, to the extent there are sufficient “net proceeds”. If upon the voluntary

or involuntary sale of the property prior to the expiration of the period of affordability there are insufficient net proceeds to pay the balance remaining of the City HOME loan, the Homebuyer is relieved from any further obligation to pay the indebtedness.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

The City does not propose to provide refinancing with HOME funds as described under 24 CFR 92.206(b). However, when lending HOME funds for single-family dwellings, the City may find it necessary to allow refinancing to permit or continue affordability under §92.252. If so, the City will amend its Consolidated Plan to describe refinancing guidelines that include the following refinancing general guidelines:

- a) Demonstrate the rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.
- b) Require review of management practices to demonstrate that disinvestment in the property has not occurred, that the long-term needs of the project can be met and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.
- c) State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.
- d) Specify the required period of affordability, whether it is the minimum 15 years or longer.
- e) Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area.
- f) State that HOME funds cannot be used to refinance multifamily loans made or insured by any Federal program, including CDBG.