



# **CITY OF WESTMINSTER**

## **CONSOLIDATED ANNUAL PERFORMANCE & EVALUATION REPORT (CAPER)**

**JULY 1, 2023 – JUNE 30, 2024**

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



**WESTMINSTER  
2023/24 CAPER**

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## INTRODUCTION

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The City of Westminster has prepared the 2023/24 Consolidated Annual Performance and Evaluation Report (CAPER) as required by the U.S. Department of Housing and Urban Development (HUD) which describes the use of federal Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) funds during the third program year of the 2020/21 – 2024/25 Consolidated Plan period, covering July 1, 2020 to June 30, 2025.

The City receives CDBG and HOME funds from HUD on a formula basis each year, and in turn, implements projects and awards grants to nonprofit, for-profit, or public organizations for projects in furtherance of the adopted Consolidated Plan. The CDBG and HOME programs generally provide for a range of eligible activities for the benefit of low- and moderate-income Westminster residents. The CAPER discusses affordable housing outcomes, homelessness and special needs activities, non-housing community development activities, and other actions in furtherance of the City's Annual Action Plan for Fiscal Year (FY) 2023/24 (July 1, 2023 to June 30, 2024).

For the 2023/24 fiscal year, the City received \$978,955 of CDBG funds from HUD, which were combined in the Action Plan with \$1,376,938 of unexpended CDBG funds from prior years for a total investment of \$2,355,893. In HOME funding, the City was awarded \$457,240, coupled with \$1,985,115 in prior year unspent funds, made \$2,442,355 available for the fiscal year. This investment of CDBG and HOME funds was a catalyst for positive change in the community. Together with other federal, state and local investments, HUD resources allowed the City and its partners to:

- Provide fair housing services to 115 residents.
- Provide family/general public services to 319 low- and moderate-income persons.
- Provide special needs services to 410 elderly persons.
- Provide homeless prevention services to 30 persons.
- Provide 4,990 persons with improved public streets.
- Provide all persons citywide with an improvement to Liberty Park.

In 2020, the City received a special allocation of Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funding in the amount of \$1,342,290 to be used on activities that prevent, prepare for, or respond to the impacts of COVID-19. The City Council allocated those funds to senior services, emergency rental assistance, and a homeless rapid rehousing program. To date, these HUD resources allowed the City to provide 1,042 seniors, 63 homeless persons, and 221 households tenants with services to prevent, prepare, and respond to COVID-19.

In 2021, HUD allocated \$1,613,107 to the City of Westminster as part of a special funding initiative through the HOME-American Rescue Plan Program (HOME-ARP). This funding was designated to combat homelessness and enhance housing stability. The City of Westminster has developed a HOME-ARP Allocation Plan, which has been approved by HUD, outlining the use of these funds exclusively for the development of affordable rental housing. A specific project site at 14125 Goldenwest Street was selected for this purpose. However, as of now, construction has not yet commenced on this project.

The table below is a recap of the City’s goals, projects, and programs the City will undertake to address the priority needs as defined in the City’s Five-Year Consolidated Plan.

Priority Need	5-Year Implementing Goals and Projects/Programs
<b>Priority Housing Needs</b>	<ol style="list-style-type: none"> <li>1. Sustain and Strengthen Neighborhoods <ul style="list-style-type: none"> <li>• Multi-Family Rental Housing and Inspection Program (1,000 housing units)</li> <li>• Multi-Family Housing Rehabilitation Loan Program (70 housing units)</li> </ul> </li> <li>2. Preserve Existing and Create New Affordable Housing <ul style="list-style-type: none"> <li>• Acquisition/Rehabilitation/New Construction (10 housing units)</li> <li>• Westminster Tenant Based Rental Assistance (40 households)</li> </ul> </li> </ol>
<b>Priority Community Services</b>	<ol style="list-style-type: none"> <li>1. Support Agencies that Assist Special Needs Populations <ul style="list-style-type: none"> <li>• Senior Outreach Center (775 persons)</li> <li>• Meals on Wheels Home Delivered Meals Program (325 persons)</li> <li>• <i>CV-Senior Outreach COVID Relief Program (75 persons)</i></li> <li>• <i>CV-Westminster Homeless Rapid Rehousing Program (25 persons)</i></li> </ul> </li> <li>2. Provide Needed Community Services to LMI Persons <ul style="list-style-type: none"> <li>• Family Resource Center (1,250 persons)</li> <li>• CSD Summer Youth Program (175 persons)</li> <li>• Project S.H.U.E. (120 persons)</li> <li>• <i>CV-Westminster CARES (WCARES) Rental Assistance Program (200 persons/households)</i></li> </ul> </li> </ol>
<b>Priority Parks and Recreational Facilities</b>	<ol style="list-style-type: none"> <li>1. Preserve Existing and Create New Community Facilities</li> </ol>

Priority Need	5-Year Implementing Goals and Projects/Programs
	<ul style="list-style-type: none"> <li>• Various Community Facility Projects (69,700 persons)</li> </ul>
<b>Priority Infrastructure Improvements</b>	<ol style="list-style-type: none"> <li>1. Provide Needed Infrastructure Improvements in LMI Neighborhoods <ul style="list-style-type: none"> <li>• Various Street Improvements (5,000 persons)</li> </ul> </li> </ol>
<b>Other Housing and Community Development Needs</b>	<ol style="list-style-type: none"> <li>1. Planning for Housing and Community Development <ul style="list-style-type: none"> <li>• CDBG Program Administration</li> <li>• HOME Program Administration</li> <li>• Fair Housing Foundation</li> </ul> </li> </ol>

## CR-05 - Goals and Outcomes

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***Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)***

Table 1 below presents the City's FY 2023/24 Annual Action Plan outcomes, compared to the aggregate goals outlined in the five-year Consolidated Plan for the period from July 1, 2020, to June 30, 2025. The comparison is based on defined units of measure.

***Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)***

Goal	Category	Source / Amount	Indicator	Unit of Measure	5-Year Strategic Plan			2023/24 Annual Action Plan		
					Expected	Actual	Percent Complete	Expected	Actual	Percent Complete
<b>Planning for Housing and Community Development</b>	Administration	CDBG: \$195,791 / HOME: \$45,724	Not applicable.	Not applicable.	Not applicable.	Not applicable.	Not applicable.	Not applicable.	Not applicable.	Not applicable.
<b>Preserve Existing &amp; Create New Affordable Housing</b>	Affordable Housing	HOME: \$1,978,706	Rental units rehabilitated	Household Housing Unit	<b>10 Housing Units</b> <i>(TBD Acquisition / Rehabilitation / New Construction: 10 housing units)</i>	<b>0 Housing Units</b> <i>(No projects funded in FY 2020/21, 2021/22, or 2022/23; 14125 Goldenwest Street Affordable Housing Project is underway)</i>	0.00%	<b>8 Housing Units</b> <i>(14125 Goldenwest Street Affordable Housing Project: 8 housing units)</i>	<b>0 Housing Units</b> <i>(14125 Goldenwest Street Affordable Housing Project is underway)</i>	0.00%
<b>Preserve Existing &amp; Create New Affordable Housing</b>	Affordable Housing	HOME: \$0	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	<b>40 Households</b> <i>(Westminster TBRA Program: 40 households)</i>	<b>38 Households</b> <i>(Westminster TBRA Program: 38 households)</i>	95.00%	<b>0 Households</b> <i>(TBRA project completed in 2021/22; no projects funded in 2023/24)</i>	<b>0 Households</b> <i>(TBRA project completed in 2021/22; no projects funded in 2023/24)</i>	0.00%



Goal	Category	Source / Amount	Indicator	Unit of Measure	5-Year Strategic Plan			2023/24 Annual Action Plan		
					Expected	Actual	Percent Complete	Expected	Actual	Percent Complete
Preserve Existing and Create New Comm. Facilities	Non-Housing Community Development	CDBG: \$528,614	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	220,390 Persons	[2020 Sigler Park Playground Improvement Project: 110,195 persons; Liberty Park Improvement Project: 110,195 persons; 2022 Park West (Tony Lam) Park Improvements underway; Sigler; Elden F. Gillespie Park Improvements underway]	316.20%	220,390 Persons	[2020 Sigler Park Playground Improvement Project: 110,195 persons; Liberty Park Improvement Project: 110,195 persons; 2022 Park West (Tony Lam) Park Improvements underway; Sigler; Elden F. Gillespie Park Improvements underway]	2588.26%
					69,700 Persons			8,515 Persons		

Goal	Category	Source / Amount	Indicator	Unit of Measure	5-Year Strategic Plan			2023/24 Annual Action Plan		
					Expected	Actual	Percent Complete	Expected	Actual	Percent Complete
<b>Provide Needed Community Services to LMI Persons</b>	Non-Housing Community Development	CDBG: \$73,228	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	<b>1,545 Persons</b> (Family Resource Center: <b>1,250 persons</b> ; CSD Summer Youth Program: <b>175 persons</b> ; Project S.H.U.E.: <b>120 persons</b> )	<b>1,335 Persons</b> (Family Resource Center: <b>926 persons</b> ; CSD Summer Youth Program: <b>95 persons</b> ; Project S.H.U.E.: <b>93 persons</b> ; WCARES Emergency Rental Assistance Program: <b>221 persons</b> )	86.41%	<b>309 Persons</b> (Family Resource Center: <b>250 persons</b> ; CSD Summer Youth Program: <b>24 persons</b> ; Project S.H.U.E.: <b>35 persons</b> )	<b>319 Persons</b> (Family Resource Center: <b>253 persons</b> ; CSD Summer Youth Program: <b>38 persons</b> ; Project S.H.U.E.: <b>28 persons</b> )	103.24%
<b>Provide Needed Infrastructure Improvements</b>	Non-Housing Community Development	CDBG: \$1,294,125	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	<b>5,000 Persons</b> (Various Street Improvements: <b>5,000 persons</b> )	<b>75,925 Persons</b> (2020 Street Improvements: <b>4,605 persons</b> ; 2021 Street Improvements: <b>60,330 persons</b> ; 2022 Street Improvements: <b>6,000 persons</b> ; 2023 Street Improvements: <b>4,990 persons</b> )	1518.50%	<b>4,260 Persons</b> (2023 Street Improvements: <b>4,260 persons</b> )	<b>4,990 Persons</b> (2023 Street Improvements: <b>4,990 persons</b> )	117.14%

Goal	Category	Source / Amount	Indicator	Unit of Measure	5-Year Strategic Plan			2023/24 Annual Action Plan		
					Expected	Actual	Percent Complete	Expected	Actual	Percent Complete
<b>Support Agencies that Assist Special Needs Pop.</b>	Non-Homeless Special Needs	CDBG: \$73,615	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	<u>3,376 Persons</u> (Senior Outreach Program: <b>1,945 persons</b> ; Home Delivered Meals Program: <b>326 persons</b> ; <u>1,100 Persons</u> (Senior Outreach Program: <b>775 persons</b> ; Home Delivered Meals: <b>325 persons</b> )	<u>3,376 Persons</u> (Senior Outreach Program: <b>1,945 persons</b> ; Home Delivered Meals Program: <b>326 persons</b> ; Senior Outreach COVID Relief: <b>491 persons</b> ; Westminster Homeless RRH Program: <b>63 persons</b> ; CV-Meals on Wheels Lunch Café & Home Delivered Meals Program: <b>551 persons</b> )	306.91%	<u>220 Persons</u> (Senior Outreach Program: <b>155 persons</b> ; Home Delivered Meals Program: <b>65 persons</b> )	<u>440 Persons</u> (Senior Outreach Program: <b>158 persons</b> ; Home Delivered Meals Program: <b>64 persons</b> ; CV-Senior Outreach COVID Relief: <b>81 persons</b> ; CV-Westminster Homeless RRH Program: <b>30 persons</b> ; CV-Meals on Wheels Lunch Café & Home Delivered Meals Program: <b>107 persons</b> )	200.00%
<b>Sustain and Strengthen Neighborhoods</b>	Affordable Housing Non-Housing Community Development	CDBG: \$0	Rental units rehabilitated	Household Housing Unit	<u>70 Housing Units</u> (Multi-Family Housing Rehab Program: <b>70 housing units</b> )	<u>0 Households</u> (Multi-Family Housing Rehab Program: <b>0 housing units</b> )	0.00%	<u>0 Households</u> (No projects funded in FY 2023/24)	<u>0 Households</u> (No projects funded in FY 2023/24)	0.00%

Goal	Category	Source / Amount	Indicator	Unit of Measure	5-Year Strategic Plan			2023/24 Annual Action Plan		
					Expected	Actual	Percent Complete	Expected	Actual	Percent Complete
<b>Sustain and Strengthen Neighborhoods</b>	Affordable Housing Non-Housing Community Development	CDBG: \$190,520	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	<b>1,000 Housing Units</b>	<b>248 Housing Units</b>	24.80%	<b>100 Housing Units</b>	<b>48 Housing Units</b>	48.00%
					<i>(Multi-Family Rental Housing Inspection Program: 1,000 housing units)</i>	<i>(Neighborhood Pride Multi-Family Rental Housing Inspection Program: 248 housing units)</i>		<i>(Neighborhood Pride Multi-Family Rental Housing Inspection Program: 100 housing units)</i>	<i>(Neighborhood Pride Multi-Family Rental Housing Inspection Program: 48 housing units)</i>	

**TABLE 1 - ACCOMPLISHMENTS – PROGRAM YEAR & STRATEGIC PLAN TO DATE**

**Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

Consistent with the City’s five Priority Needs outlined in the Consolidated Plan, the City allocates the largest share of its CDBG funding to non-housing community development activities (public facilities, infrastructure, code enforcement, and public services), preceded by the community’s housing needs and program administration funded by both CDBG and HOME. The Consolidated Plan five-year priorities for assistance with CDBG and HOME funds takes into consideration several factors such as: 1) those households most in need of housing and community development assistance, as determined through the Consolidated Plan needs assessment, consultation, and public participation process; 2) which activities will best meet the needs of those identified households; and 3) the extent of other non-federal resources that can be utilized to leverage/match CDBG and HOME funds to address these needs.

The figures below offer an evaluation of Westminster’s utilization of federal funds, as well as an assessment of how effectively the City has implemented its priorities and specific objectives for the year.

**FIGURE 1 – USE OF CDBG, HOME, AND CDBG-CV FUNDS IN FY 2023/24**

Strategic Plan Priority Need	Funding Source	FY 2023/24 Allocation	Spent by June 30, 2024	% Spent
<b>Priority Housing Needs</b>				
<b>Goal 1: Sustain and Strengthen Neighborhoods</b>				
<b>Activity 1:</b> Multi-Family Rental Inspection Program (amended OCT 2022 to Neighborhood Pride Code Enforcement Program)	CDBG	\$190,520.00	\$178,117.62	93.49%
<b>Activity 2:</b> Multi-Family Housing Rehabilitation Loan Program	CDBG	No Projects Funded in FY 2023/24		
<i><b>Assessment:</b> The Neighborhood Pride Code Enforcement Program utilized over 93% of its allocation, with \$212,402.38 in unspent funds available for reprogramming. The Multi-Family Housing Rehabilitation Loan Program did not receive funding in FY 2023/24.</i>				
<b>Goal 2: Preserve Existing and Create New Affordable Housing</b>				
<b>Activity 1:</b> Acq/Rehab/New Construction	HOME	\$1,978,706	\$0	0.00%
<b>Activity 2:</b> Tenant Based Rental Assistance Program	HOME	No Projects Funded in FY 2023/24		

Strategic Plan Priority Need	Funding Source	FY 2023/24 Allocation	Spent by June 30, 2024	% Spent
<p><b>Assessment:</b> In FY 2023/24, the City allocated nearly \$2 million to the 14125 Goldenwest Street Project, which will be developed in partnership with American Family Housing. This project will feature 29 units. Currently, the project is still in the predevelopment stage.</p>				
<b>Priority Community Services</b>				
<b>Goal 1: Support Agencies that Assist Special Needs Populations</b>				
<b>Activity 1:</b> Senior Outreach Center	CDBG	\$45,730.00	\$45,730.00	100.00%
<b>Activity 2:</b> Home Delivered Meals Program	CDBG	\$27,885.00	\$27,885.00	100.00%
<b>Activity 3:</b> CV-Senior Outreach Center COVID Relief Program	CDBG-CV	\$239,314.56 (FY 2020/21)	\$202,490.03	84.61%
<b>Activity 4:</b> CV-Meals on Wheels Lunch Café and Home Delivered Meals Program	CDBG-CV	\$83,000.00	\$83,000	100.00%
<p><b>Assessment:</b> Supporting agencies that assist special needs populations has long been a priority for the City of Westminster. Accordingly, the City has consistently funded the Senior Outreach Center and the Meals on Wheels Home Delivered Meals Program, both of which provide seniors with classes, referrals, congregate and delivered meals, and home safety checks. Both programs have fully expended their public service allocations.</p> <p>Additionally, the City provided financial support through the CDBG-CV (CARES Act) program to aid seniors in preventing, preparing for, and responding to the Coronavirus. The CV-Senior Outreach Center COVID Relief Center has utilized nearly 85% of its funds, while the CV-Meals on Wheels Lunch Café and Home Delivered Meals Program has fully expended its allocation. The CV-Senior Outreach Center COVID Relief Program will remain operational until all funds are depleted, with final expenditure anticipated in FY 2024/25.</p>				
<b>Goal 2: Provide Needed Community Services to LMI Persons</b>				
<b>Activity 1:</b> Family Resource Center	CDBG	\$49,343.00	\$34,303.51	69.52%
<b>Activity 2:</b> CSD Summer Youth Program	CDBG	\$9,650.00	\$9,336.93	96.76%
<b>Activity 3:</b> Project S.H.U.E.	CDBG	\$14,235.00	\$14,235.00	100.00%
<p><b>Assessment:</b> Subrecipients receiving CDBG funds for general public services spent the majority of their allocations during the fiscal year. The Family Resource Center underspent its allocation by just over \$15,000, which will be transferred to the unallocated fund balance for reprogramming in FY 2024/25. The CSD Summer Youth Program completed its activities with a remaining balance of \$313. Project S.H.U.E. fully utilized its \$14,235 allocation. All these programs are set to continue in FY 2024/25.</p>				

Strategic Plan Priority Need	Funding Source	FY 2023/24 Allocation	Spent by June 30, 2024	% Spent
<b>Priority Parks and Recreational Facilities</b>				
<b>Goal 1: Preserve Existing and Create New Community Facilities</b>				
<b>Activity 1:</b> Sigler Park Improvement Project	CDBG	\$350,000.00	\$350,000.00	100.00%
<b>Activity 2:</b> Liberty Park Improvements	CDBG	\$400,000.00 (FY 2021/22)	\$400,000.00	100.00%
<b>Activity 3:</b> Park West (Tony Lam) Park Improvements	CDBG	\$400,000.00 (FY 2022/23)	\$216,502.66	54.13%
<b>Activity 4:</b> Elden F. Gillespie Park Improvements	CDBG	\$528,614.00	\$0.00	00.00%
<i><b>Assessment:</b> Four Park Improvement projects were active in FY 2023/24. Sigler Park and Liberty Park Improvements were both completed during the fiscal year and expended all of their allocations. Work on Park West (Tony Lam) Park is ongoing, with completion anticipated in FY 2024/25; so far, just over half of its allocation has been expended. Additionally, the City awarded \$528,641 to the Elden F. Gillespie Park project, which aims to replace playground equipment. This project is currently in the design phase, and no expenditures have been recorded to date.</i>				
<b>Priority Infrastructure Improvements</b>				
<b>Goal 1: Provide Needed Infrastructure Improvements</b>				
<b>Activity 1:</b> 2023 Street Improvement Projects	CDBG	\$1,294,125.00	\$772,190.64	59.67%
<i><b>Assessment:</b> In FY 2023/24, the City allocated nearly \$1.3 million for street improvements. The project was completed under budget by 40%, with the unspent funds reverting to the unallocated fund balance. These funds will be reprogrammed in FY 2024/25.</i>				
<b>Other Housing and Community Development Needs</b>				
<b>Goal 1: Planning for Housing and Community Development Needs</b>				
<b>Activity 1:</b> CDBG Administration	CDBG	\$175,791.00	\$6,106.52	3.47%
<b>Activity 2:</b> Fair Housing Program	CDBG	\$20,000.00	\$20,000.00	100%
<b>Activity 3:</b> HOME Program Administration	HOME	\$45,724.00	\$0.00	0%
<i><b>Assessment:</b> The Fair Housing Foundation spent 100% of its project allocation; however, unspent program administration funds for both CDBG and HOME will be carried over into FY 2024/25 for expenditure. CDBG program administration funds are obligated to various contracts that support the implementation of the CDBG program.</i>				

**FIGURE 2 – PROGRAM YEAR ACCOMPLISHMENTS BY STRATEGIC PLAN PRIORITY AND GOALS**

Strategic Plan Priority Need / Goal / Activity	Unit of Measure	Expected	Actual	% Performed
<b>Priority Housing Needs</b>				
<b>Goal 1: Sustain and Strengthen Neighborhoods</b>				
<b>Activity 1:</b> Neighborhood Pride Code Enforcement Program	Housing Units	100	48	48%
<b>Activity 2:</b> Neighborhood Pride Multi-Family Housing Rehabilitation Loan Program	Not funded in FY 2023/24			
<p><b>Assessment:</b> <i>The Neighborhood Pride Code Enforcement Program was designed to address substandard housing conditions, enhance compliance with health and safety standards, and preserve the quality of residential neighborhoods in Westminster. The City proactively identified and inspected deteriorating housing that negatively impacted property values and posed public health and safety risks. The program aimed to uphold community property values, identify vacant properties vulnerable to illegal activity, and ensure the rehabilitation and preservation of rental housing that did not meet building codes, City Municipal Code standards, or was unsafe for occupancy. In FY 2023/24, a total of 48 housing units received code enforcement violations.</i></p>				
<b>Goal 2: Preserve Existing and Create New Affordable Housing</b>				
<b>Activity 1:</b> 14125 Goldenwest Street Affordable Housing Project	Housing Units	9	0	0.00%
<b>Activity 2:</b> Tenant Based Rental Assistance Program	Not funded in FY 2023/24			
<p><b>Assessment:</b> <i>The City of Westminster allocated \$1,613,107 in HOME-ARP funds and \$1,978,706 in HOME funds to a project at 14125 Goldenwest Street in collaboration with the City’s local Community Housing Development Organization (CHDO), American Family Housing. The project involves demolishing the existing structure to develop a 29-unit affordable rental housing complex. Of these units, approximately nine will be HOME-restricted for low- and moderate-income households earning 60% or less of the area median income. Twenty-six (26) project-based vouchers through the County of Orange will be distributed throughout the project. Fourteen (14) units will be designated MHSA units. The vouchers are intended for households earning 30% or less of the area median income. Two (2) of the units will also be restricted as affordable units for households earning 50% or less of the area median income. The project will also feature open space, a gym, and a recreation/community room, offering tenants access to free wraparound services including onsite counseling, financial literacy programs, healthy living workshops, resume assistance, and job search support. City staff will assess the project's feasibility and plan to present an Affordable Housing Agreement to the City Council for approval in FY 2024/25.</i></p>				
<p><i>The Westminster Tenant-Based Rental Assistance (TBRA) Program, active in fiscal years 2020/21 and 2021/22, assisted 38 households. Although no new TBRA programs were operated in FY 2022/23 or 2023/24, an amendment to the FY 2024/25 Annual Action Plan proposed in September 2024 aims to reinstate the program to assist six additional households with critical rental assistance.</i></p>				



Strategic Plan Priority Need / Goal / Activity	Unit of Measure	Expected	Actual	% Performed
<b>Priority Community Services</b>				
<b>Goal 1: Support Agencies that Assist Special Needs Populations</b>				
<b>Activity 1:</b> Senior Outreach Center	Persons	155	158	101.94%
<b>Activity 2:</b> Home Delivered Meals Program	Persons	65	64	98.46%
<b>Activity 3:</b> CV-Senior Outreach Center COVID Relief Program	Persons	75	491	654.67%
<b>Activity 4:</b> CV-Meals on Wheels Lunch Café and Home Delivered Meals Program	Persons	150	551	367.34%
<b>Activity 5:</b> CV-Westminster Homeless Rapid Re-Housing Program	Persons	25	63	252.00%
<p><b>Assessment:</b> Agencies that supported special needs populations in Westminster, including seniors and homeless, performed very well in FY 2023/24. The City's Senior Outreach Center and Meals on Wheels Home Delivered Meals programs are historically very popular among the senior population and the 2023/24 program year was no exception. Seniors who are predominantly of low income, enjoy the free meals and activities provided by these two programs.</p> <p>Additionally, the City continued to utilize CDBG-CV (CARES Act) funding to assist those most vulnerable to COVID-19 – seniors and homeless persons. The funds were used to prevent, prepare for, or respond to COVID. The Senior Center COVID Relief Program provided meals, referrals, and oftentimes, necessities that seniors needed during the pandemic. Likewise, Meals on Wheels continues to experience a high demand for home delivered meals to seniors still reluctant to leave their homes for fear of contracting COVID-19. CDBG-CV funds were provided to Meals on Wheels to assist these vulnerable seniors with both a lunch café and meals delivered directly to their homes. Finally, the City operated the Westminster Homeless Rapid Re-Housing program administered by the Westminster Police Department. The Program was started in FY 2020/21 and had a goal of assisting 25 homeless people in total. Because funds weren't fully expended during that first year of operations, the program continued and was able to assist 8 homeless persons in FY 2021/22, 20 persons in FY 2022/23, and most currently 30 persons in FY 2023/24. The program is a critical component to the City's homeless response to COVID. It has provided bus tickets, overnight shelter, family reunification, food, and other services to the homeless community during the COVID-19 pandemic.</p>				
<b>Goal 2: Provide Needed Community Services to LMI Persons</b>				
<b>Activity 1:</b> Family Resource Center	Persons	250	253	101.20%
<b>Activity 2:</b> CSD Summer Youth Program	Persons	35	38	108.57%
<b>Activity 3:</b> Project S.H.U.E.	Persons	24	28	116.67%

Strategic Plan Priority Need / Goal / Activity	Unit of Measure	Expected	Actual	% Performed
<p><b>Assessment:</b> In FY 2023/24, the City successfully achieved all of its general public service goals. The Family Resource Center, the CSD Summer Youth Program, and Project S.H.U.E. all played key roles in benefiting children and their families.</p>				
<p>The Family Resource Center provided a range of services, including referrals, training classes, food, and skill development activities for both parents and children. The CSD Summer Youth Program offered an 8-week summer program, allowing parents to work while their children engaged in enriched daytime activities. Finally, Project S.H.U.E. targeted underperforming school-aged children, offering one-on-one tutoring and mentorship to support their academic improvement. These programs collectively advanced the City's goal of enhancing the well-being and development of children and their families.</p>				
<p><b>Priority Parks and Recreational Facilities</b></p>				
<p><b>Goal 1: Preserve Existing and Create New Community Facilities</b></p>				
<p><b>Activity 1:</b> Liberty Park Improvements</p>	<p>Persons</p>	<p>69,350</p>	<p>69,350</p>	<p>100.00%</p>
<p><b>Activity 2:</b> Park West (Tony Lam) Park Improvements</p>	<p>Persons</p>	<p>69,350</p>	<p>Underway</p>	<p>-</p>
<p><b>Activity 3:</b> Elden F. Gillespie Park Improvements</p>	<p>Persons</p>	<p>14,675</p>	<p>Underway</p>	<p>-</p>
<p><b>Assessment:</b> The City completed playground renovations at Liberty Park, which serves a citywide audience with its diverse amenities, including an activity building for after-school programs and other activities, BBQs, a basketball court, a tot lot, handball courts, restrooms, shaded picnic areas, and a skate park.</p>				
<p>Two additional park improvement projects are currently underway. Park West Park was awarded \$400,000 for playground replacements. This park caters to all age groups in Westminster and is located adjacent to DeMille Elementary School and a ballfield. It features six lighted tennis courts and two heavily used gazebos. The planned improvements are expected to benefit the entire community.</p>				
<p>Elden F. Gillespie Park, which received \$528,614 in FY 2023/24, is also in progress. This 3.5-acre park is widely used by residents throughout the City. The CDBG funding will be used to replace the playground, further enhancing the park's appeal and functionality.</p>				
<p><b>Priority Infrastructure Improvements</b></p>				
<p><b>Goal 1: Provide Needed Infrastructure Improvements</b></p>				
<p><b>Activity 1:</b> 2023 Street Improvement Projects</p>	<p>Persons</p>	<p>4,260</p>	<p>4,990</p>	<p>117.14%</p>

Strategic Plan Priority Need / Goal / Activity	Unit of Measure	Expected	Actual	% Performed
<p><b>Assessment:</b> A key priority in the City’s Consolidated Plan is infrastructure improvements, particularly the reconstruction of residential streets in low- and moderate-income neighborhoods. The 2023/24 Street Improvement Project, completed during the fiscal year, involved resurfacing ten residential street segments: Main Street from Chestnut Street to Goldenwest Street, Maple Street from Village Way to Goldenwest Street, Maple Street from Village Way to Chestnut Street, Webber Place from 13th Street to Pembroke Lane, Pembroke Lane from Cedarwood Avenue to Joyce Avenue, 13th Street from Cedarwood Avenue to Joyce Avenue, Joyce Avenue from 13th Street to Pembroke Lane, 14th Street from Cedarwood Avenue to End, Chestnut Street from Maple Street to Hazard Street, and Middleborough Street from Tennyson Avenue to Melric Avenue.</p> <p>The improvements included the removal and reconstruction of damaged concrete curbs, gutters, cross gutters, V-gutters, sidewalks, driveways, and alley approaches, as well as other related concrete work. Deteriorated pavement areas were replaced, existing pavement was ground down, and new asphalt concrete pavement was laid. The project also involved adjusting sewer manholes and water/hydrant valves to the finished grade and installing new striping to match the existing configuration. These improvements benefit approximately 4,990 residents in the areas surrounding the street enhancements.</p>				
<p><b>Other Housing and Community Development Needs</b></p>				
<p><b>Goal 1: Planning for Housing and Community Development Needs</b></p>				
<p><b>Activity 1:</b> CDBG Administration</p>	<p>Not applicable.</p>			
<p><b>Activity 2:</b> Fair Housing Program</p>	<p>Not applicable.</p>			
<p><b>Activity 3:</b> HOME Program Administration</p>	<p>Not applicable.</p>			
<p><b>Assessment:</b> Not applicable.</p>				

As a reminder, results will vary from year to year as many of the projects are implemented over multiple years. The outcomes for projects and programs that are currently underway will be reported in the Consolidated Annual Performance and Evaluation Report (CAPER) the same year

for which it is completed.

### **HOME American Rescue Plan (HOME-ARP) Update**

In April 2021, the City of Westminster was notified of a \$1,613,107 allocation in HOME-ARP funding to address homelessness and enhance housing stability. This funding supports various activities, including the production or preservation of affordable housing, tenant-based rental assistance, supportive services, and the purchase and development of non-congregate shelters. The funds are intended for individuals who are homeless, at risk of homelessness, experiencing housing instability, or are veterans and their families.

To access these funds, the City submitted and received approval for a HOME-ARP Allocation Plan. The City of Westminster developed this plan in early 2023, and it was adopted by the Westminster City Council on March 22, 2023. The plan proposes to allocate the entire grant to the development of affordable housing at 14125 Goldenwest Street, which is currently undergoing environmental review and feasibility analyses.

## CR-10 - Racial and Ethnic composition of families assisted

*Describe the families assisted (including the racial and ethnic status of families assisted).*  
**91.520(a)**

	<b>CDBG</b>	<b>HOME</b>	<b>TOTAL</b>
White	466	0	466
Black or African American	20	0	20
Asian	343	0	343
American Indian or American Native	4	0	4
Native Hawaiian or Other Pacific Islander	9	0	9
Other Multi-Racial	32	0	32
<b>Total</b>	<b>874</b>	<b>0</b>	<b>874</b>
Hispanic	290	0	290
Not Hispanic	584	0	584

**TABLE 2 – TABLE OF ASSISTANCE TO RACIAL AND ETHNIC POPULATIONS BY SOURCE OF FUNDS**

### **Narrative**

For program year 2023/24, the CDBG allocation was invested in community development activities such as infrastructure, facility improvements, public services, code enforcement, and administration. The racial and ethnic composition shown above reflects projects and programs that were completed in FY 2023/24 and for which such data is available. Of the 874 persons benefitting from federal CDBG programs, 53 percent were White, 39 percent were Asian, under three percent were Black, and four percent identified as Other. Additionally, one-third of participants were of Hispanic origin.

There were no accomplishments in the HOME program during the 2023/24 fiscal year. A large allocation of nearly \$2 million was made in the 2023/24 Annual Action Plan to develop affordable housing at 14125 Goldenwest Street, however the project is still undergoing environmental review and feasibility studies.

## CR-15 - Resources and Investments 91.520(a)

### *Identify the resources made available*

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	\$2,397,858	\$1,693,763
HOME	public - federal	\$2,475,202	\$12,115

**TABLE 3 - RESOURCES MADE AVAILABLE**

### *Narrative*

During FY 2023/24, the City had a total of \$4,873,060 in federal funding from the CDBG (Community Development Block Grant) and HOME (Home Investment Partnerships Program) programs to support the objectives outlined in the FY 2023/24 Action Plan. For CDBG, the entitlement amount for the fiscal year was \$978,955, supplemented by \$1,376,938 in unspent funds from prior years and \$41,965 in program income. This brought the total CDBG funding available to \$2,397,858. Meanwhile, the HOME program received \$457,240 in entitlement funds for FY 2023/24, alongside \$1,985,115 in prior year funds and \$32,847 in program income, resulting in a total of \$2,475,202. Most of this funding has already been committed to Council-approved projects, reflecting the City's significant investment in addressing community development and housing needs.

During the 2023/24 program year, Westminster utilized federal resources totaling \$1,705,878 to support initiatives for extremely low, low, and moderate-income individuals. Expenditures included \$131,490 for public services, \$178,118 for code enforcement, \$480,555 for three public facility projects, and \$772,191 for a major infrastructure project. Additionally, \$131,410 was directed towards program administration under the Community Development Block Grant (CDBG) program. In the HOME program, \$12,115 was used exclusively for program administration.

The city also spent \$140,295 to activities addressing COVID-19 impacts, which included a homeless rapid re-housing program and senior meal services provided through the City's Senior Center and Meals on Wheels of Orange County. This approach reflects Westminster's commitment to continued responsive measures during the pandemic and beyond.

**Identify the geographic distribution and location of investments**

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Citywide	78	44	Citywide
Low- and Moderate-Income Areas	8	46	Low- and Moderate-Income Areas
Neighborhood Pride Improvement Area No. 4	14	10	Local Target Area

**TABLE 4 – IDENTIFY THE GEOGRAPHIC DISTRIBUTION AND LOCATION OF INVESTMENTS**

The City of Westminster utilizes CDBG and HOME funds for various projects and programs across the city. This funding encompasses all public services and administrative costs, as well as three public facility projects, all of which fall within the Citywide geographic area. In FY 2023/24, \$755,570 was spent in the Citywide geographic area, representing 46% of total expenditures for the year.

A significant portion of the CDBG-funded infrastructure activities, however, is directed towards the most-needy neighborhoods—specifically, those census tracts where 51% or more of the residents are classified as low- or moderate-income. These neighborhoods also tend to have the highest concentrations of Asian households, which represents 50.7% of Westminster’s population according to the 2022 American Community Survey data. During the program year, \$772,191 was allocated for street infrastructure improvements within these Low-and-Moderate Income areas. This expenditure accounted for 46% of the total CDBG funds spent, reflecting the City’s focus on addressing the needs of its most vulnerable communities.

Third, Westminster has designated the area known as Neighborhood Pride Improvement Area No. 4 for targeted and coordinated efforts to enhance housing, infrastructure, parks, and facilities. This area is bordered by Trask Avenue to the north, Hazard Street to the south, Edwards Street to the west, and Beach Boulevard to the east. It is primarily composed of low- to moderate-income residents and was chosen due to the high concentration of housing that was found to be in violation of the Westminster Municipal Code and Property Standards Ordinance.

This focus on deteriorated areas aligns with U.S. Department of Housing and Urban Development (HUD) guidelines, which mandate the use of Community Development Block Grant (CDBG) funds for special code enforcement and preservation activities in such zones. As part of this initiative, the Neighborhood Pride Code Enforcement Program was implemented within the improvement area. This area, with a population of 21,340, includes 17,740 individuals (83.13%) who are classified as low- or moderate-income.

For the fiscal year 2023/24, the Neighborhood Pride Code Enforcement Program, incurred expenditures of \$178,118. This expenditure represents 10% of the city's total spending for the year, underscoring the city's commitment to addressing housing and infrastructure issues in this targeted neighborhood.

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

<b>Census Tract</b>	<b>Total LMI Persons</b>	<b>Total Persons</b>	<b>Percentage</b>
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%
<b>TOTAL</b>	<b>17,740</b>	<b>21,340</b>	<b>83.13%</b>



**Leveraging**

**Explain how federal funds leveraged additional resources (private, state, and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

The City of Westminster is mandated to provide a 25 percent match for HOME funds drawn down for all HOME activities, excluding those funded through program income or administrative funds. To meet this requirement, the City strategically leverages resources across different formula grant programs. For instance, during FY 2015/16, the City used its SERAF fund to match HOME funds for the 13811 Locust Street affordable housing project. Likewise, the City’s future affordable housing development at 14125 Goldenwest Street will be funded with both HOME and HOME-ARP funding, and will be matched with low income tax credits.

Traditionally, the City has fulfilled its HOME match obligations by combining former redevelopment tax increment funds with HOME-assisted affordable housing acquisition and rehabilitation efforts. Due to past contributions from the former Westminster Redevelopment Agency, which funded affordable housing activities, the City has accumulated a surplus of match credits. As of the end of the fiscal year, the match carry-over surplus amounts to \$3,286,436.57.

For Federal Fiscal Year 2023 (October 1, 2022 through September 30, 2023), the City' had \$12,115 in HOME Administration expenditures, which resulted in \$0 HOME match liability. The excess match of \$3,286,436.57 will, therefore, be once again carried over to the next fiscal year.

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	\$3,286,436.57
2. Match contributed during current Federal fiscal year	\$0
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	\$3,286,436.57
4. Match liability for current Federal fiscal year	\$0
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	\$3,286,436.57

**TABLE 5 – FISCAL YEAR SUMMARY - HOME MATCH REPORT**

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
0	0	0	0	0	0	0	0	0

TABLE 6 – MATCH CONTRIBUTION FOR THE FEDERAL FISCAL YEAR

HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
\$103,784.32	\$32,847.18	\$0	\$0	\$136,631.50

TABLE 7 – PROGRAM INCOME

<b>Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period</b>						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
<b>Contracts</b>						
Number	1				1	
Dollar Amount	\$75,000				\$75,000	
<b>Sub-Contracts</b>						
Number	0					
Dollar Amount	\$0					
	Total	Women Business Enterprises	Male			
<b>Contracts</b>						
Number	1	1				
Dollar Amount	\$75,000	75,000				
<b>Sub-Contracts</b>						
Number	0					
Dollar Amount	\$0					

**TABLE 8 - MINORITY BUSINESS AND WOMEN BUSINESS ENTERPRISES**

<b>Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted</b>						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0					
Dollar Amount	\$0					

**TABLE 9 – MINORITY OWNERS OF RENTAL PROPERTY**

<b>Relocation and Real Property Acquisition</b> – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired		<b>0</b>	<b>0</b>			
Businesses Displaced		<b>0</b>	<b>0</b>			
Nonprofit Organizations Displaced		<b>0</b>	<b>0</b>			
Households Temporarily Relocated, not Displaced		<b>0</b>	<b>0</b>			
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	<b>0</b>					
Cost	<b>\$0</b>					

**TABLE 10 – RELOCATION AND REAL PROPERTY ACQUISITION**

## CR-20 - Affordable Housing 91.520(b)

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***Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.***

The 2020/21-2024/25 Consolidated Plan has prioritized the preservation of existing affordable housing and the creation of new affordable housing, with an estimated allocation of over \$2 million in HOME funding over this five-year period dedicated to these efforts. In addition, the City received a special allocation of HOME funding through the American Rescue Plan (HOME-ARP) Program, totaling \$1,613,107. This funding is designated to assist households or individuals who are homeless, at risk of homelessness, or other vulnerable populations by providing housing, rental assistance, supportive services, and non-congregate shelter to reduce homelessness and increase housing stability.

To access the HOME-ARP funding, the City was required to adopt a HOME-ARP Allocation Plan detailing the target beneficiaries and the eligible activities aimed at reducing homelessness and enhancing housing stability. In March 2023, the City adopted its HOME-ARP Allocation Plan, proposing to allocate the entire HOME-ARP funding to a 29-unit affordable housing rental project at 14125 Goldenwest Street, Westminster. Additionally, in April 2023, the City awarded \$1,978,706 in HOME funding for this project as part of the FY 2023/24 Annual Action Plan. The project is led by American Family Housing, the City's Community Housing Development Organization, and was selected through a Request for Proposals issued in November 2022. The proposal includes the acquisition of the property, demolition, and construction of approximately 29 units. Twenty-six of these units will be made available through the Orange County Coordinated Entry System to individuals and families who are:

- Experiencing homelessness
- At risk of homelessness
- Fleeing or attempting to flee domestic violence, dating violence, sexual assault, or human trafficking
- At greatest risk of housing instability
- Needing supportive services or assistance to prevent homelessness

The 14125 Goldenwest Street project aims to address "worst-case needs," a term defined by HUD as low-income renter households who are severely cost-burdened, living in seriously substandard housing, or have been involuntarily displaced. According to the 2016-2020 Comprehensive Housing Affordability Strategy (CHAS) data, 6,125 renter households faced at least one severe housing problem, including incomplete kitchen or plumbing facilities, overcrowding, or spending more than 50% of their income on rent. Specifically, 4,485 low-income renter households were

severely cost-burdened. The development of these 29 new rental units is a targeted effort to alleviate these severe housing challenges.

Additionally, the Goldenwest Street project will support individuals with disabilities by providing on-site wrap-around supportive services. Mental and health professionals will deliver comprehensive, personalized supports and resources, addressing the complex issues and challenges often associated with homelessness and contributing to long-term housing stability.

Despite the planning and predevelopment work on the 14125 Goldenwest Housing Project throughout the year, no actual units were developed or created during this period, as reflected in the provided tables.

	ONE-YEAR GOAL	ACTUAL
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

**TABLE 11 – NUMBER OF HOUSEHOLDS**

	ONE-YEAR GOAL	ACTUAL
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	0	0
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

**TABLE 12 – NUMBER OF HOUSEHOLDS SUPPORTED**

***Discuss the difference between goals and outcomes and problems encountered in meeting these goals.***

The City did not plan to produce or provide any new units of affordable housing during the past

fiscal year. The City’s CHDO, American Family Housing, spent the year securing funding from the Low-Income Housing Tax Credit Program, as well coordinated the development of the Environmental Review Record with assistance from the County of Orange. Further predevelopment activities leading to an Affordable Housing Agreement that can be taken to the Westminster City Council for consideration will continue through FY 2024/25. Production of the assisted units is not expected for at least two additional years.

***Discuss how these outcomes will impact future annual action plans.***

Since no HOME funds were expended on the creation of affordable housing units in FY 2023/24, these funds will remain available along with the 2024/25 HOME entitlement funds for the future development of the 14125 Goldenwest Street project. The five-year goal for affordable housing is to produce 10 new units by the end of the 2024/25 program year. Although no progress toward this goal has been made to date, the City remains committed to achieving this target and will advance the development of these units and others in the upcoming years.

***Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.***

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	0	0
Low-income	0	0
Moderate-income	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

**TABLE 13 – NUMBER OF HOUSEHOLDS SERVED**

## CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

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***Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:***

***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 is 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 offered a range of services aimed at reaching out to homeless persons and assessing their individual needs. These services included providing hotel/motel stays, one-time rental assistance, and other homeless prevention interventions based on individual needs and circumstances. Services were 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.

Westminster also provided street outreach and assessment services through the Be Well Orange County Mobile Response Team Program. Be Well OC brought together mental health care services that united public, private, academic, and faith-based organizations in a cooperative partnership to facilitate communication, bridge gaps and eliminate barriers to care. The result was a more compassionate system of care that worked better for everyone in the community. The Mobile Response Team provided information, referrals, transportation and additional follow-up support and case management. The Mobile Response Team program helped 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 was improved mental health care for Westminster residents, at a lower overall cost to the community. The Be Well OC Mobile Response Team helped 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



Third, \$95,000 of CDBG special entitlement funds (CDBG-CV) 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. In FY 2023/24, 30 homeless persons received services from the Westminster Homeless Rapid Re-Housing Program, bringing the total to 63 since the inception of the program in 2019.

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

On June 22, 2022, the Westminster City Council approved a Memorandum of Understanding (MOU) with the Cities of Garden Grove and Fountain Valley to explore advancement of a future navigation center. The MOU subsequently resulted in the investment of \$4 million of American Rescue Plan Act (ARPA) funding awarded to the City of Westminster for the acquisition and start-up costs of property located at 13871 West Street, Garden Grove for the Central Cities Navigation Center (CCNC). The 18,166 square foot property boasts an 11,363 square foot structure that is being used to house 100 beds in men's, women's, and couple's dorms and lavatories. The CCNC is a low-barrier transitional, emergency facility that includes a full kitchen, laundry room, dining and outdoor lounge areas, check-in and staging areas, lockers for personal items, and staff and service areas. Furthermore, the CCNC offers 1-on-1 case management, mental health and stabilization services/resources, substance use counseling, outpatient health services, education services, employment assistance and job training, life skills development, and transportation. The project broke ground on June 13, 2023 and opened on June 5, 2024.

As mentioned above, the City also made available CDBG-CV (CARES Act) funds to assist homeless persons with emergency hotel and motel stays to promote social distancing among the homeless population and to further reduce the risk of contracting COVID-19. Thirty homeless persons were provided with overnight shelter in FY 2023/24.

Finally, the City of Westminster has agreed to allocate \$1.6 million in HOME-ARP funding to address homelessness through the development of new affordable rental housing. The City will partner with American Family Housing to develop a site at 14125 Goldenwest Street with approximately 29 units, 26 of which will be available to households and persons experiencing:

- Experiencing homelessness.
- At risk of experiencing homelessness.
- Fleeing or attempting to flee domestic violence, dating violence, sexual assault, or human trafficking.
- At greatest risk of housing instability; or
- Needing supportive services or assistance to prevent homelessness.

The City will utilize the Orange County Continuum of Care Coordinated Entry System to fill available units with those persons in most need of assistance.

***Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after 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); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs***

The City of Westminster has utilized federal funding to support initiatives aimed at preventing homelessness among low-income individuals and families. A key effort involves allocating CDBG funds to the Family Resource Center (FRC), which offers essential public services to low- and moderate-income families with children. The FRC collaborates with various partners, including Abrazar Inc., Interval House, the OC Health Care Agency, Girls, Inc., Children’s Hospital of Orange County, Community Action Partnership of Orange County, Asian Americans Advancing Justice, and the Boys & Girls Club of Westminster. Its mission is to enhance family well-being by providing resources and services that foster self-sufficiency and healthy family dynamics.

Additionally, the City partnered with Mind OC to implement the Be Well OC program, designed to address the increased behavioral and mental health crises exacerbated by the COVID-19 pandemic. In March 2023, Mind OC was awarded \$1.8 million in American Rescue Plan Act (ARPA) funds for this initiative. The Be Well Westminster team focuses on non-emergency and non-medical situations, including mental health and behavioral crises, suicidal ideation, basic needs assistance, outreach to unsheltered individuals, and the provision of urgent, non-facility-based care. The program aims to engage with homeless individuals and families, prevent homelessness, connect people with emergency shelter and housing, and offer critical services to those unwilling or unable to access traditional shelters or health facilities.

Furthermore, Westminster has contracted with a fair housing provider to deliver a comprehensive range of fair housing services, ensuring equal housing opportunities for all residents and addressing housing discrimination issues effectively.

***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 its ongoing efforts to address the needs of the homeless and those at risk of homelessness,

the City of Westminster is committed to developing and implementing sustainable and effective programming. This approach includes applying for both short- and long-term funding opportunities, collaborating with experienced service providers like American Family Housing, the City's Family Resource Center, and Be Well OC, and securing affordable housing. The City also emphasizes comprehensive homeless case management and street outreach to connect individuals with available services.

A notable initiative set to begin is the tenant-based rental assistance program, scheduled to run from October 2024 through June 30, 2025. This program aims to provide critical support to individuals and families in need, further reinforcing the City's commitment to preventing homelessness and enhancing housing stability. A key attribute of the program will be that it will only be available to households with children, thus preventing families from entering into homelessness.

### ***Actions taken to address the needs of public housing***

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 1,620 Housing Choice Vouchers for residential units within Westminster as of April 2024. These vouchers provide rental assistance to eligible low-income households, allowing them to secure housing in the private rental market.

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.

The 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 taken to encourage public housing residents to become more involved in management and participate in homeownership***

Not applicable.

### ***Actions taken to provide assistance to troubled PHAs***

Not applicable.

## CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

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***Actions taken 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. 91.220 (j); 91.320 (i)***

The City adopted its 2021-2029 Housing Element on January 26, 2022 and was certified by the California Department of Housing and Community Development in May 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.).

Furthermore, the following land use policies to affirmatively further fair housing include:

- Westminster approved a permanent Accessory Dwelling Unit (ADU) and Junior Accessory Dwelling Unit (JADU) Ordinance that facilitates and increases housing opportunities in Westminster.
- Westminster implemented its reasonable accommodation ordinance to facilitate accessibility improvement requests through modifications in zoning, building codes, and permit processing. It also developed and implemented a marketing program using the City's website, brochures, and other appropriate advertising to inform the community of the availability of reasonable accommodation procedures.
- Westminster ensured that CUP conditions placed on community care facilities with seven or more occupants were focused on neighborhood compatibility and ensured proper management and licensing and did not act to constrain the provision of such facilities.
- The City has updated the definition of "family" in the Municipal Code to provide greater clarity and eliminate any potential impediment to housing choice for non-traditional households.
- Westminster continued to allow transitional and supportive housing in all zone districts where other residential uses are permitted and only subject to those restrictions that apply to other residential uses of the same type in the same zone.
- Westminster continued to allow emergency homeless shelters as a permitted use in the

Public/Semi-Public zone and Emergency Shelter Overlay zone, and as a conditionally permitted use in the C2 and CM zone.

***Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)***

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.

- The City will continue to seek other resources and funding sources to address the biggest obstacle to meeting the community's underserved needs, which is the lack of funding and/or inadequate funding.
- The City will continue existing partnerships with both for-profit and not-for-profit organizations.
- The City has historically structured its use of HOME and CDBG funds to concentrate on affordable rental housing and rental rehabilitation programs.
- The City is currently addressing certain housing needs with federal funds such as availability, condition, and fair housing practices to prevent homelessness.
- The City is also addressing community development needs with federal funds such as infrastructure, improving public facilities and code enforcement.
- The City utilized Permanent Local Housing Allocation Program (PHLA) Grants for a local tenant based rental assistance program. PHLA funds are awarded to California local governmental agencies for housing development programs. Funding is intended to help cities and counties promote and develop affordable housing options for low-income households, and to assist people who are homeless or at risk of becoming homeless.

***Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)***

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 City's Acquisition/Rehabilitation/New Construction of Affordable Rental Housing Program. Units within rental housing projects selected for rehabilitation will be 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.

***Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)***

The 2018-2022 American Community Survey reported that 15.6% 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.

In other efforts to reduce the number of families living in poverty, the City 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 collaborated with Westminster auto dealers to develop the Vehicle Incentive Program (VIP). The Program benefitted both residents and local businesses by incentivizing the purchase or lease of vehicles from local auto dealers. Westminster residents and business owners that purchased a new or used vehicle, or leased a new vehicle, from a franchised Westminster auto dealer was given a \$500 rebate.

***Actions taken to develop institutional structure. 91.220(k); 91.320(j)***

As the recipient of CDBG and HOME funds, the City of Westminster has designated the Housing Division as the lead department for managing HUD grants. This division is responsible for preparing essential documents, including the 2020/21 – 2024/25 Consolidated Plan, the Analysis



of Impediments to Fair Housing Choice, the Annual Action Plans for 2020/21 through 2024/25, and the CAPERs for 2020/21 through 2023/24, along with other required federal reports.

The City has also engaged with a wide range of stakeholders—non-profit agencies, developers, advocacy groups, clubs, organizations, neighborhood leadership groups, City departments, and the private sector—to implement its five-year strategy outlined in the Consolidated Plan for Fiscal Years 2020/21 – 2024/25. Community involvement and stakeholder engagement are crucial for addressing gaps in service delivery and ensuring that the needs of low- to moderate-income residents are met effectively.

To facilitate transparency and communication, the City has employed various methods to disseminate information about the Consolidated Plan strategies. These methods include public notices, community workshops and meetings, the City’s website, surveys, and other media channels, all aimed at keeping the community informed and involved in the planning and execution of housing and community development programs.

***Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)***

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 2023/24, the City coordinated the delivery of essential services to seniors, youth, and families of Westminster. The Senior Outreach Center and Home Delivered Meals Programs continued to aid seniors through the COVID-19 pandemic with meals, groceries, and referral and essential services. Project SHUE assisted 28 students with academic tutoring that helped them recover from the learning losses of the COVID-19 pandemic. The Family Resource Center continued to offer supportive services to families with children including food, clothing, and classes. The City also coordinated with the Westminster Police Department to offer overnight shelter, family reunifications, and case management to many Westminster homeless persons.

The City also worked with a local non-profit Community Housing Development Organization, American Family Housing, on predevelopment activities associated with a future rental housing project that will be funded with HOME and HOME-ARP funds.

***Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)***

The actions taken below are primarily implemented by the Fair Housing Foundation (FHF), with coordination and oversight by the City's Community Development Department.

**Landlord/Tenant Services**

In partnership with the FHF, the City conducted a multi-faceted fair housing program to Westminster tenants, landlords, property owners, realtors, and property management companies. The program included counseling these parties on their rights and responsibilities to determine if any fair housing violations have occurred. In FY 2023/24, the FHF provided 115 unduplicated households with these direct client services, 81% of which were of extremely low or low-income. Most of the calls were from in-place tenants with questions ranging from notices received, evictions, habitability, and rights and responsibilities, among others.

Additionally, FHF continued to provide investigation and response to allegations of illegal housing discrimination through the FHF. Out of 22 allegations of discrimination, six resulted in a case being opened for further investigation and 16 were resolved. The top allegations had to do with physical disability, national origin, and mental disability.

**Education and Outreach Activities**

The Fair Housing Foundation (FHF) executed a comprehensive and impactful education and outreach program in FY 2023/24. This initiative aimed to educate a broad audience—including managers, tenants, landlords, property owners, realtors, and property management companies—about fair housing laws. The goal was to foster media and consumer interest and to engage grassroots involvement in communities, with a particular focus on individuals and protected classes at higher risk of encountering housing discrimination.

FHF organized and conducted regularly scheduled "All Area Activities" that specifically benefited residents of Westminster. During the fiscal year, FHF assisted 355 individuals within city limits.

Additionally, FHF was active in community relations, participating in various events and activities. They engaged with four agencies to discuss fair housing, managed six informational booths throughout the year, attended four agency and community meetings, delivered three presentations to agencies and communities, held four workshops on fair housing, and distributed 9,856 pieces of literature in Westminster.

The City also worked to improve access to services and housing for residents with limited English proficiency. For the federal CDBG program, public notices were made available in English, Spanish, and Vietnamese, and translators were provided at public meetings upon request.

## CR-40 - Monitoring 91.220 and 91.230

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***Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements***

The City follows monitoring procedures for subrecipients, which includes in-house review of quarterly progress reports and expenditures, and an annual on-site visit to selected subrecipients to ensure compliance with federal regulations. The monitoring system encourages uniform reporting to achieve consistent information on beneficiaries. During FY 2023/24, Westminster staff monitored seven CDBG subrecipient programs and all were reported to be in compliance with CDBG regulations. Completion of FY 2022/23 and FY 2023/24 public service monitoring and the remaining CDBG-CV programs will be done in FY 2024/25. The City utilizes the same monitoring protocols for CDBG-CV programs as it does for typical CDBG activities. Technical assistance is provided, when necessary, throughout the year.

In June 2024, Westminster conducted HOME monitoring of nine affordable rental housing projects (a total of 41 units) owned by American Family Housing and Abrazar, Inc., two local Community Housing Development Organizations (CHDO's). Tenant files were reviewed, and while only two units were not in compliance with either income or rent limits, 33 of the 41 units monitored were found to be out of compliance with the process of reviewing annual tenant recertifications with supportive income and asset documentation. Copies of the monitoring reports were sent to the CHDO's with a recommendation that all income recertifications be conducted in July of each year. By August 2024, additional supporting income and asset documentation was submitted and found to be sufficient for the purposes of compliance monitoring. All units are currently in compliance.

In addition, the City encouraged minority business outreach in all its federally assisted (CDBG and HOME) construction work in excess of \$2,000. As part of the Notice Inviting Bid procedures, the City requires subrecipients undertaking improvements, reconstruction, or rehabilitation of community and private facilities, infrastructure projects, and affordable housing development to make a good faith effort to hire women or minority-based businesses and to require equal employment opportunity for all individuals and business concerns.

### ***Citizen Participation Plan 91.105(d); 91.115(d)***

***Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.***

Pursuant to 24 CFR Part 91, the City solicited public review and comment on the draft 2023/24 Consolidated Annual Performance and Evaluation Report (CAPER). The public review period was

21 days (August 22, 2024, to September 11, 2024).

## CR-45 - CDBG 91.520(c)

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***Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.***

Between the dates of July 1, 2023, and June 30, 2024, Westminster did not process any changes to the program objectives.

***Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?***

No, the City of Westminster does not have any open Brownfields Economic Development Initiative (BEDI) grants.

***Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations***

Westminster monitors HOME-assisted affordable rental housing to determine compliance with HOME property standards set forth in 24 CFR 92.251 and with the Housing Quality Standards (“HQS”) found in 24 CFR 882.109. Two CHDOs have the bulk of Westminster’s historical HOME-assisted financing, Abrazar, Inc. and American Family Housing (“AFH”). These two CHDOs have mostly single-family homes that are rented to low-income families. The homes were acquired and rehabilitated in CHDO projects dating back to the 1990s and are rented to low-income families pursuant to HUD income limits. In many cases, the homes were purchased and improved using a combination of both HOME and Redevelopment Agency funds, since the HOME acquisition limit does not meet the high cost of purchased housing in Orange County. Therefore, the City monitors for both HOME and California Redevelopment Law (HCD) income limits.

In FY 2023/24, nine HOME affordable housing projects were monitored consisting of 41 units. A list of each project monitored along with monitoring results are as follows:

**American Family Housing**

On May 27, 2024, a review of 33 tenant files revealed non-compliance with the requirement to process annual tenant recertifications, including supportive income and asset documentation. Letters detailing the issue were sent to American Family Housing (AFH) in June 2024. By August 2024, AFH had submitted the necessary documentation to address the compliance concerns. As of August 2, 2024, all 33 units are now in compliance.

The units monitored were:

- 13942 Cedar Street, Units A, B, and C
- 14161 Goldenwest Street, #5
- 14161 Goldenwest Street, #7
- 14181 Goldenwest Street, #3
- 14242 Locust Street, Units 1, 2, 3, and 4
- 14262 Locust Street, Units 1, 2, 3, and 4
- 14282 Locust Street, Units 1, 2, 3, and 4
- 13811 Locust Street, Units A, B, and C
- 14282 Village Way, Units 1, 2, 3, and 4
- 6861 Homer Street, #56
- 6908 Homer Street, #100
- 6909 Homer Street, #44

- 6921 Homer Street, #25
- 6925 Homer Street, #32
- 6972 Homer Street, #68
- 7372 Wyoming Street
- 8022 Worthy Drive

**Abrazar, Inc.**

On February 21, 2024, monitoring of eight units owned and operated by Abrazar, Inc., was conducted which included a review of tenant income, maximum rent, utility allowance amounts, occupancy standards, current household size, and information submitted by property management. All properties were deemed in compliance with their affordable housing agreements and HUD requirements. The units monitored were:

- 13781 Manor Drive
- 13782 Charlesville Drive
- Village Green Condos (6902 Homer St. #94, 6908 Homer St. #99, 6954 Homer St. #79, 6869 Homer St. #62, 6889 Homer St. #50, and 6921 Homer St. #27)

***Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)***

The City's HOME monitoring includes a review of Affirmative Marketing Plans of all affordable rental housing developments and an assessment of the owner's adherence to the plan and marketing practices. For new construction and rehabilitation of rental project activities, the City requires the owner/developer to have in place an Affirmative Marketing Plan prior to any lease-up activities occurring.

***Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics***

During FY 2023/24, Westminster received \$32,847.18 in HOME program income. However, no HOME funds were drawn down during this period, as all HOME funds utilized were for administrative activities. In accordance with HUD regulations, the City will draw down the program income before accessing funds from the HOME letter of credit.

***Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)***

During FY 2022/23, Westminster staff solicited a Request for Proposals (RFP) to local Community Housing Development Organizations (CHDO's). One proposal was received from American Family Housing which proposed to develop a 28-unit affordable housing project at 14125 Goldenwest

Street, Westminster. The project was selected for development and the City of Westminster has earmarked \$1,613,107 in HOME-ARP and \$1,978,706 in HOME funds to contribute to the project. The project is still in the predevelopment stage and an affordable housing agreement may be ready for Westminster City Council consideration in FY 2024/25.



CR-58 – Section 3

**Identify the number of individuals assisted and the types of assistance provided**

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities					
Total Labor Hours					
Total Section 3 Worker Hours					
Total Targeted Section 3 Worker Hours					

**Table 14 – Total Labor Hours**

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					

Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					
Other.					

**TABLE 14 – QUALITATIVE EFFORTS - NUMBER OF ACTIVITIES BY PROGRAM**

Westminster provided or connected residents to OC Workforce Solutions (OCWS), an American Job Center of California that provides comprehensive no-cost employment and training services for job seekers, youth, dislocated workers, people with disabilities, veterans, and other community members facing barriers. OCWS’ Business Solutions team supports local businesses with hiring and staffing solutions, customized training programs, business resources, layoff aversion, and outplacement assistance.