



**Contra  
Costa  
County**

To: Board of Supervisors  
From: John Kopchik, Director, Conservation & Development Department  
Date: October 18, 2016

Subject: Agreement between Contra Costa County and the City of Walnut Creek for the Housing Rehabilitation Loan and Grant Program

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to execute an agreement with the City of Walnut Creek to pay the County an amount not to exceed \$132,511 for the purpose of administering the City's Housing Rehabilitation Loan and Grant Program, for the period July 1, 2016 through June 30, 2017.

**FISCAL IMPACT:**

No fiscal impact to the General Fund. All funds are provided by the City of Walnut Creek.

**BACKGROUND:**

The County Department of Conservation and Development administers a housing rehabilitation loan and grant program through its Neighborhood Preservation Program (NPP). NPP offers grants and low-interest loans to low-income households who own and occupy their home. The recipients qualify for assistance under County guidelines and U.S. Department of Housing and Urban Development (HUD) regulations.

The City of Walnut Creek wishes to enter into an agreement with the County to enable the County NPP to administer the City's Housing Rehabilitation Loan and Grant Program. The

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/18/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Mary N. Piepho, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: October 18, 2016

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Kara Douglas, (925)  
674-7880

cc:

program offers loans and grants to homeowners who cannot obtain conventional financing. Funds are used to eliminate conditions that are detrimental to health and safety, and for repairs such as roofing, electrical, plumbing, mechanical, termite repairs, lead-based paint mitigation, disability access improvements, interior and exterior painting, and other necessary deferred maintenance repairs. The program promotes the stabilization and enhancement of older neighborhoods to encourage a sense of pride in the neighborhood.

## BACKGROUND: (CONT'D)

The City of Walnut Creek has Community Development Block Grant (CDBG) funds from HUD, and has approved and authorized the expenditure of \$132,511 for this program.

In order for the County to administer the program, the City of Walnut Creek and the County need to enter into the attached CDBG Housing Rehabilitation Loan Program Administration Agreement. The City of Walnut Creek will pay the County a minimum of \$750 for each reviewed applicant, and up to 20 percent of the total loan or grant, as compensation for the services provided by the County to the City.

The County has administered this program for the City of Walnut Creek for a number of years. The current proposal would extend that arrangement for an additional year.

## CONSEQUENCE OF NEGATIVE ACTION:

If the Board of Supervisors does not approve the contract, the program will be delayed or canceled and the County will not receive the administrative fees that are earned through implementation of this program.

## ATTACHMENTS

NPP Administrative Agreement with the City of Walnut Creek