

PROCESS

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

1. Introduction

During the five-year Consolidated Plan (ConPlan) cycle, The City of Oxnard (the City) must submit to the U.S. Department of Housing Urban Development (HUD) an AAP (AAP), which provides details on the proposed use of HUD funds to meet community needs identified in the ConPlan. The current AAP covers the period of July 1, 2015 to June 30, 2016 (FY 2015-16), third year component of the FY 2013-2017 ConPlan. It describes the expected federal, state and local resources, the priorities and specific objectives the City hopes to achieve, and the activities that will be undertaken throughout the fiscal year. In recent years, the City's allocation from HUD has continued to decline. For the federal FY 2015, the City's Community Development Block Grant (CDBG) allocation has decreased less than one percent (\$13,428 less) and the HOME Investment Partnerships (HOME) allocation has decreased by 12% (\$77,328 less), compared to the FY 2014 funding levels. However, the City's Homeless Emergency Solutions Grant (HESG) allocation has increased by 8 percent (\$13,649 more). The City's priorities, which are identified in the ConPlan and can be found throughout this Action Plan, are designed to principally serve extremely low, low, and moderate income residents by addressing the following needs:

- Housing Needs
- Homeless Needs
- Community Services and Special Needs
- Community Facilities and Infrastructure
- Economic Development Needs

The purpose of the AAP is to update the ConPlan. It also provides the City with a basis for assessing its progress in meeting the goals of the Plan through the Consolidated Annual Performance and Evaluation Reports (CAPER). The AAP describes the resources expected to be

available in the coming program year from federal, nonfederal, local and private sources. It includes a description of the activities that will be undertaken to meet the specific objectives in the federal FY 2013-2017 ConPlan.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The City is being guided by HUD's Office of Community Planning Development Outcome Performance Measurement System to address the high priority needs stated in its ConPlan. When funding an activity, the City determines which of three HUD objectives best describes the purpose of the activity. The three objectives are:

- Suitable Living Environment (SL) - In general, this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.
- Decent Housing (DH) - The activities that typically would be found under this objective are designed to cover the wide range of housing programs possible under HOME, CDBG or HESG. This objective focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under Suitable Living Environment.
- Creating Economic Opportunities (EO) - This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

Once the objective for the activity is identified, the City determines which of the three HUD outcome categories best reflects what the City seeks to achieve by funding the activity. The three outcome categories are:

- Availability/Accessibility (1) - This outcome category applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low and moderate income (LMI) people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basis of daily living available and accessible to LMI people in the area in which they live.
- Affordability (2) - This outcome category applies to activities that provide affordability in a variety of ways in the lives of LMI people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as day care.
- Sustainability (3) - Promoting Livable or Viable Communities. This outcome applies to projects where the activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to LMI persons or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects. The City combines the following information reported to HUD in the FY 2013-14 Consolidated Annual Performance and Evaluation Report and the directives from HUD in the determination and recommendation of the FY 2015-16 AAP proposed projects.

The FY 2014-15 AAP is the second year of implementing the FY 2013-2017 ConPlan. Accomplishments achieved during FY 2015 (July 1, 2014 through June 30, 2015) will be evaluated in detail in the CAPER. The CAPER will be completed and submitted to HUD by the required deadline of September 30, 2015.

The three major program areas underlining CDBG and HOME entitlement grants, such as (1) Decent and Affordable Housing, (2) Suitable Living Environment, and (3) Economic Opportunities, coupling with the Continuum of Care (CoC) of HESG have received a high priority in the FY 2013-17 ConPlan. The goals and accomplishment numbers for the FY 2013-14 AAP are detailed as follows:

Goal	Indicator	Five Year Goal		FY 2013-2014	
		Goal	Accomplishment	Annual Goal	Accomplishment
Help Achieve Homeownership	Homeowner Housing Added				4
Help Achieve Homeownership	Direct Financial Assistance	58	24	20	24
New Affordable Rental Housing Units	Rental Units Constructed	16	-		-
New Affordable Rental Housing Units	Other (organization)			1	-
Help Achieve Housing Preservation	Homeowner Housing Rehabilitation	75	-	25	-
<i>Decent and Affordable Housing</i>					
Code Enforcement Effort	Housing Code Enforcement			3,000	5,283
Code Enforcement Effort	Other	750	1,301		
Infrastructure & Public Facilities	LMI people	100,000	3,519	1,601	3,519
Public Services	LMI clientele	10,000	223,622	6,300	223,882
<i>Suitable Living Environment</i>					
Economic Development	Businesses Assisted	30			
Public Services	Jobs crated/Retained	50	5		
<i>Economic Opportunities</i>					
Reduce Homelessness	Homeless Person Overnight Shelter	1000	740	635	740
Reduce Homelessness	Homeless Prevention	100	145	100	145
<i>CoC</i>					

Note: The above information is extracted from HUD CAPER Review report dated November 25, 2014.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan

As part of the AAP development, the City staff scheduled two public hearings: (1) January 13, 2015 and (2) April 28, 2015:

First Public Hearing-January 13, 2015 provided the opportunity to the public to comments on unmet needs and City Council (Council) to make recommendations to staff regarding the priorities and objectives for FY 2015-16 AAP. As part of the development process of the AAP, City Staff developed a mailing list of more than 100 addresses consisting of organizations, the faith community, service providers, OHA, and cities within Ventura County. Copies of the public hearing notices were included in the "Neighborhood News" packets which were distributed weekly to Oxnard residents. The public hearing notice was advertised on two newspapers (Vida and the Star), posted on City website, broadcasted on the public viewing TV channel 10/35, included in utility billing statement and posted in the public buildings such as libraries, City Clerk's Office, Community centers, and Housing Authority office buildings.

Second public hearing – April 28, 2015: is scheduled (1) to provide the opportunity to the public to comment on the projects recommended for funding as submitted by the Review Panel for FY 2015-16 AAP; and (2) to receive recommendations and direction from Council regarding the FY 2015-16 AAP grant funding. The notices of the public hearing were mailed to more than 100 addresses consisting of organizations, the faith community, service providers, OHA, and cities within Ventura County. Copies of the public hearing notices were included in the "Neighborhood News" packets which were distributed weekly to the residents. The public hearing notice was also posted on the City website, broadcasted on TV channel 10/35, included in utility billing statement and posted in City Clerk's Office, Community centers, and OHA office buildings. Vida and the Star will publicize the notice of hearing on Saturday March 28, 2015.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

During the first public hearing, several citizens advocated for (1) education and job training (2) ending homelessness in Oxnard, (3) providing employment to the homeless people as well as the low and moderate-income (LMI) people, (4) using CDBG funds to pay for LMI residents utility bills which is not an eligible activity in CDBG, (5) providing more case management for the homeless persons; and (6) considering the current Code Enforcement funding as a CDBG non-eligible activity.

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

All public comments have been accepted.

7. Summary

The City is committed to provide funds that serve the most disadvantaged residents while following the current directives from HUD.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

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

Agency Role	Name	Department/Agency
Lead Agency	OXNARD	
CDBG Administrator	OXNARD	Housing Department
HOME Administrator	OXNARD	Housing Department
HESG Administrator	OXNARD	Housing Department

Table 1 – Responsible Agencies

Narrative (optional)

Being the entitlement grantee for the CDBG, HOME and HESG programs, the City - Housing Department is the lead agency for the development of this AAP. The Department will also act as grants management of several public and private agencies that will administer programs and activities under the Plan.

Consolidated Plan Public Contact Information

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

1. Introduction

Federal regulations require that a participating jurisdiction consults extensively with community service providers, other jurisdictions and other entities with a potential interest in or knowledge of that jurisdiction's housing and non-housing community development issues. Staff has developed and followed a detailed schedule which provides for and encourages citizen participation emphasizing the participation of persons of low- and moderate-income.

The ConPlan and its AAPs represent a comprehensive planning effort mainly led by the Housing Department-Grants Management Division staff, with involvement of (1) local government experts, (2) the social service community, (3) residents, and (4) consultation with other local HUD entitlement communities.

- Grants Management Division staff work closely with other City staff members such as Affordable Housing and Rehabilitation, Homeless Assistance, Planning and Building, Utilities, OHA, Code Compliance, Geographical Information System, Recreation and Community Services and Finance to ensure that careful consideration is given to the City's identified needs, and that programs and services are cost-effective and meet specific goals and objectives in order to develop the ConPlan and the AAP,
- By providing HUD programs workshops to social services agencies,
- By providing the opportunities for the residents to participate to the public hearings,
- Grants Management staff is a member of the C2 G2 forum group, established in November 2013. The goals of the group is to strategize on CDBG and HOME grants issues and learn from each other to administer the two programs by using best practices in order to comply with HUD regulations
- Housing staff from Fair Housing Program and Grants Management Division participate actively in the preparation and the development of the Regional ConPlan for the County of Ventura and the Fair Housing Analysis of Impediments.

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

The City consulted with the following agencies/organizations while preparing the AAP, thru public hearings, workshops, forum meetings, and training sessions (individuals and group discussions):

- Two public hearings were conducted (1/13/15; 4/28/15)
- Fair Housing workshops were conducted on 10/8/14 and 3/2/15
- Frequent consultations with representatives of Oxnard's two certified CHDOs (Cabrillo Economic Development Corporation and Many Mansions) throughout the year
- Monthly meeting with other local cities staff to discuss the final rule of HOME grant, CDBG requirements and the best practice to administer and monitor the programs
- Attended the CoC meetings to discuss about the application, the homeless needs and program directions and strategies.
- Commission on Homelessness was scheduled monthly to discuss urgent issues on homelessness, financial for non-profit organization due to the HEARTH rules (12/1/14, 2/5/15 and 3/2/15)
- Coordinated and assisted the Point-in Time count of the homeless persons in Ventura County and especially in Oxnard on 1/27/15.
- Attended two Senior Services Commission meetings (1/13/15 and 2/10/15)
- Attended two Parks, Recreation and Community Services Commission meetings (1/14/15 and 1/28/15)
- Requested representation for the Grants Application Review Panel from Inter Neighborhood Council Forum (INCF) during the 2/4/15 public meeting.

Among the organizations which provided input in the various hearings and workshops were: Cabrillo Economic Development Corporation; Turning Point Foundation; Oxnard Commission on Homelessness; Colonia Village Tenants Association; OHA; California Rural Legal Assistance; Housing Rights Center; Ms. Barbara Macri-Ortiz, Esq., an affordable housing advocacy attorney; Oxnard Police Activities League; Community Action of Ventura County;

Rescue mission; Project Understanding; St. Vincent de Paul; Kingdom Center; County of Ventura Human Services Agency; Oxnard PAL, Boxing and Colonia gymnasium programs; Pacific Clinics; and St John Hospital.

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

In 2013 the two regional Continuums of Care were merged and are recognized as the Oxnard/San Buenaventura CoC. It is comprised of a Board of Directors and five sub committees (Homeless Management Information System (HMIS) Steering Committee, Data Performance and Evaluation, Public Information and Outreach, Coordinated Intake, and Housing Service and Coordination). Within these standing committees and the CoC body are representatives from local housing authorities, homeless services providers, homeless health care, mental health, veterans' services, law enforcement, education, local homeless task forces, business leaders and city/county government. Coordination of housing assistance and services for the homeless: The Coordination of housing assistance and services for homeless persons continues to be implemented through a broad range of public and private funding and service providers that reach: chronically homeless individuals and families with children, veterans, unaccompanied youth, the recently homeless and those at risk of becoming homeless. City staff participate as well from the City's Affordable Housing Team, OHA, the Homeless Committee, which is comprised by the Mayor Pro Tem and another City Council member, and the City Council appointed Commission on Homelessness, as well as, regional bodies such as the Ventura County Housing and Homeless Coalition, the South Coast Collaborative Regional HMIS implementation committee, the Southern California Regional CoC Collaborative and the newly formed Countywide CoC Alliance. The City's Housing Department also oversees a Fair Housing Program. An example of how the City directly provides funding and staff support to coordinate housing assistance include such interventions as a City Police Department implemented program that combines a ride along case manager with officers patrolling areas frequented by chronically homeless and recently homeless individuals and families allows for immediate needs assessments and referrals to appropriate agencies.

For the coordination with the CoC, through the City (previous role as a direct CoC funding recipient), now as a member of the Countywide CoC Alliance, which includes jurisdictions and service providers throughout Ventura County, the needs of the homeless continue to be addressed. In previous years, such projects as: permanent supportive housing units for transitional youth, ages 18-25, have been rehabilitated by the Many Mansions organization and the OHA has been awarded Shelter-Plus Care vouchers. More recently, CoC renewals have allowed Khepera House agency to operate transitional housing; Community Action of Ventura County agency to assist the homeless people to find permanent housing through a new approved project, a homeless drop-in center, with case management; and Kingdom Center (known as Gabriel's House) to operate transitional housing for women with children. Through the recent collaborative efforts of the Countywide CoC Alliance, Khepera House, Turning Point Foundation and Many Mansions have received renewals of funding from 2014 CoC that allow the continuation of their projects within the City. Community Action of Ventura County has received a new allocation for property rehabilitation. The VCHSA has also received renewal funding which will allow the agency to continue to assist City homeless persons through the operation of the Homeless Management and Information System and the Rapid Rehousing program; and the Homeless Prevention Program. OHA proposes to set aside 15 vouchers for homeless preference, administers 36 VASH vouchers currently and expects to receive 10 more.

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

During the City's federal FY 2015 HESG application review process the CoC appoints a member from its body to serve on the HESG review panel. Additionally, the CoC's Data Performance and Evaluation Sub Committee are tasked with establishing performance measures and new policies and procedures for all homeless grant funds and activities. The HMIS Steering Committee is tasked with developing the policies and procedures that govern HMIS.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction’s consultations with housing, social service agencies and other entities

The City consulted and utilized a wide range of agencies, groups, organizations and others as participants in the process of developing the homeless strategy and the Plan. The homeless strategy development specifically involved the City Council's Homeless Committee, the Commission on Homelessness, members of the City Neighborhood Councils, the Downtown Business District, City Department staff such as Housing, Police, OHA, City Senior Services, faith based organizations and the general public through public hearings, the Countywide CoC Alliance (which include: County Behavioral Health, Ventura County-Human Services Agency, County Probation, the County Sheriff's Department, County Public Health, County Chief Executive Office and the Cities of Oxnard, Ventura, Santa Paula, Thousand Oaks, and Simi Valley, unincorporated communities) and service providers: (The Society of St Vincent de Paul, Turning Point Foundation, Project Understanding, Khepera House, Ventura County United Way, The kingdom Center, Many Mansions, Community Action of Ventura County, The Salvation Army, OHA and the Housing Authority of the City of San Buenaventura.)

Also, the City works with agencies such as (1) Kingdom Center and the (2) Turning Point Foundation to operate emergency shelters for women with children and the mentally challenged persons respectively, (3) and Society of Vincent de Paul to operate an emergency winter warming shelter, in conjunction with the City of Ventura. In addition, homeless prevention and rapid rehousing services, including case management, are provided through the Ventura County Human Services Agency (VC-HSA).

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

Not Applicable

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
CoC	Ventura County CEO's Office	The goals of the Strategic Plan overlap with the goals of each plan by ensuring homeless persons have access to adequate services to help reduce the incidences of homelessness.
OHA Agency Plan	OHA	OHA Plan present the program procedures related to Public Housing and Section 8 housing units. This will overlap with the AAP for delivering and providing affordable housing units to Oxnard residents. OHA has set aside 15 homeless preference vouchers, received 36 VASH vouchers and applied for 10 additional VASH vouchers for the FY 2015-16.

Table 2 – Other local / regional / federal planning efforts

Narrative (optional)

The City will continue to coordinate and share ideas with residents, other local government entities, affordable housing providers, and social service agencies to maximize the effectiveness of planned activities, to expand the existing relationships with local jurisdictions through participation in sub-regional planning efforts such as the participation in the preparation of the regional Analysis of Impediments as well as the development of the regional ConPlan for the Ventura County and other cities within the County of Ventura. In addition, City staff regularly interacts with representatives from other cities through the C2G2 forum group to share ideas and achieve coordinated solutions to regional issues. The City also regularly distributes its federal HUD reports and public meeting announcements to local officials. City staff interacts with various nonprofit agencies and public service groups in the delivery of programs through its federal entitlement and other resources; assists these agencies in the planning, the development and budgeting of programs and projects, ensuring activity eligibility and costs, monitoring the internal controls for compliance with federal regulations and requirements, and monitoring the timely expenditure of annually allocated program funds. The City conducts desk review of invoices through receipts and payroll documentation; requires agencies to submit quarterly and annual reports to meet federal requirements, and periodically conducts on-site monitoring

reviews based on a risk assessment plan. For construction contracts, the City has engaged a consultant, Labor Compliances Providers, to provide labor compliance monitor and services.

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation

Summarize citizen participation process and how it impacted goal-setting

The FY 2015-16 AAP was developed in conjunction with residents and organizations through a public participation process that included workshops and public hearings, conducted by City staff:

- 1) Two public hearings before City Council conducted by Housing Department staff;
- 2) Three workshops for CDBG, HOME and HESG programs conducted by Housing Department staff, followed up by multiple consultations as well technical assistance from the community and agencies (services providers) through e-mails, phone conversations, and meeting;
- 3) All applications are reviewed by staff for eligibility and grants compliance, then recommended for funding to a Review Panel with seven members who are from the citizen advisory groups and City's Department staff;
- 4) Two scheduled workshop meetings conducted by Housing staff for sub-recipients awardees;
- 5) Others workshop and meetings handled by Affordable Housing staff and Fair Housing staff;
- 6) Meetings attended and participated by Homeless Assistance Program staff related to CoC and Emergency Solutions Grant;
- 7) Meetings with other Citizen Advisory Groups (CAG): Parks, Recreation and Community Services Commission meetings (1/14/15 and 1/28/15), INCF (2/4/15), and Senior Services Commission (1/13/15 and 2/10/15), Commission on Homelessness (12/1/14, 2/5/15 and 3/2/15).

Citizen Participation Outreach

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received
Notice of Meetings 12/1/2014, 1/5/15 & 3/2/15	Commission on Homelessness	20-25 people at each meeting. Develop unmet needs for FY 2014-15 AAP	Set forth in comment letter from Chair of Commission submitted to Council dated January 12, 2015. At the meeting of March 2, 2015, the Commission designated a representative to serve on the Grants Application Review Panel.
Newspaper Ad on December 11, 2014.	City of Oxnard residents	Published Notice of First Public Hearing in VIDA newspaper (Spanish version) and Ventura County Star newspapers (English version)	Not Applicable
Notice of Public Hearings Flyers	Local government and businesses leaders	Mailed out 184 flyers to local government and agencies	Not Applicable
Television Broadcasting	Oxnard business and residents	Not Applicable	Not Applicable
Utility's Billings	Oxnard residents	Notice of Public Hearing printed on Oxnard Utilities billings.	Not Applicable
Needs Assessment Application Process January 13, 2015 & January 28, 2015	Senior population	Presentation to Senior Services Commission	Comments were about Homeless people damaging and loitering around public park bathrooms and gardens. Public and property safety is a concern. Assign a representative to be a part of the Grants Application Review Panel.

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received
First Public Hearing January 13, 2015	Oxnard residents and business organizations	50 people attended the public meeting and 12 citizens submitted speaker card for public comment, and one written comment was received	Public comments on: 1)Education and job training 2)Decreasing the homeless population in Oxnard 3)Helping low-income Oxnard residents utilities bills payment 4)Funding for Habitat for Humanity, Community Action, HMIS, mental health services, coordination with the VA, 5) Filling HESG vacant positions 6)Concerns regarding Code Compliance program
Needs Assessment Application Process January 14, 2015 & February 10, 2015	Presentation to Oxnard's Parks, Recreation, and Community Services Commission	About 15 attendees	Comments on: (1) Review panel, (2) Assign a representative to be a part of the Grants Application Review Panel.
HUD regulations workshop- CDBG, HOME, and HESG grants. January 20, 2015	Interested parties to apply for entitlement grants	37 people attended the CDBG grant training workshop, seven people attended HOME workshop and 10 attended HESG workshop	Questions about the CDBG national objective, 2010Census 2010 LMI Areas map, and grant application process.
INCF meeting February 4, 2015	Oxnard residents	N/A	Assign a representative to be a part of the Grants Application Review Panel.

ANNUAL ACTION PLAN

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

Introduction

The City expects to receive \$ 2,884,196 from HUD for CDBG, HOME, and HESG grants, during the fiscal year 2015-16 for use to address the community needs. The total available resources for the three grants is \$3,034,196 detailed as follows:

	CDBG	HOME	HESG
2015-16 Entitlement	\$2,131,803	\$561,174	\$191,219
2015-16 Estimated Program Income	\$50,000	\$50,000	\$0
Reprogrammed Funds	\$0	\$100,000	\$0
TOTAL	\$2,181,803	\$711,174	\$191.219

The amount of Public Services is calculated following the format prescribed by HUD as follows:

Entitlement: $\$2,131,803 \times 15\% = 19,770$

FY 14-15 Program Income:
as of March 2015 $\$108,092 \times 15\% = 16,214$

Maximum amount of Public Services **\$335,984**

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 3				Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$	
CDBG	Federal: HUD	Admin and Planning Housing Public Services Public Facilities Public Improvements	2,131,803	50,000	0	2,181,803	The City's 2015 allocation from HUD for the CDBG grant is \$2,131,803. The estimated program income is \$50,000. The total amount for the available resources is \$2,181,803, distributed as follows: (1) Admin and Planning \$436,361, (2) Public Services \$335,984 and Direct Benefits (or Capital Items) \$1,409,458.
HOME	Public - Federal	Administration Homebuyer assistance Homeowner rehab Multifamily rental Construction	561,174	50,000	100,000	711,174	The City's 2015 allocation from HUD for the HOME grant is \$561,174. Total amount of available resources is \$711,174, distributed as follows: (1) Administration \$56,117, (2) CHDO \$255,057 and (3) Projects \$400,00

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 3				Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$	
HESG	public - federal	Administration Financial Assistance Emergency Shelter Rapid re-housing (rental assistance) Rental Assistance Services Street Outreach	191,219	0	0	191,219	The City's 2014 allocation from HUD for the HESG grant is \$192,219. The total amount for the available resources is \$191,219, and is distributed as follows: (1) Administration \$14,341 (2) Projects \$176,878

Table 3 - Expected Resources – Priority Table

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

The Affordable Housing and Rehabilitation Division utilize various sources to leverage the federal funds received for our First-Time Homebuyer and Single-Family Rehabilitation programs. Specifically, our programs utilize required investment from homebuyers and homeowners, along with funding from the BEGIN program and the CalHome program. Combined, these meet and exceed the 25% match requirement of the HOME program. For FY 2015-2016 it is anticipated that property rehabilitation funds matching in the amount of \$500,000 from homeowners matching program and from the State grants for low-income homeowners.

FY 2015-16 HESG funds will be leveraged and matched with not only federal funds awarded to other agencies, but also by state and local private funds raised by other entities as well. While the HESG mandated match is dollar-for-dollar, the overall leverage the City receives is approximately 7:1. Some of these sources include County of Ventura general fund (eviction prevention and rapid rehousing), Community Action of Ventura County (funds rising and donations), Kingdom Center (General Funds), and Turning Point Foundation general fund (emergency shelter for mentally ill individuals).

Federal funding and other income for Public Housing, Section 8 Rental Assistance and Capital Funds programs are expected to be as follows:

- Low-Rent Public Housing \$1,523,101 from HUD and 6,200,000 from other income.
- Section 8 \$17,308,944, including Veterans Affairs Supportive Housing
- Public Housing Capital Fund \$1,464,944
- ROSS and FSS \$216,190

CDBG does not require any matching funds.

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

The City has acquired title to a parcel of land located at First and Hayes. The land will be proposed to the City's certified CHDOs, through a competitive process, for the development of a new affordable housing development.

Discussion

Locally, state-wide and nationally, the traditional funding sources for housing and community development work will be in very limited supply for the foreseeable future. As the nation and the State of California move out of the effects of the recession and begin to experience economic growth and easing of national, state and local budget constraints jurisdictions may begin to see greater availability of housing funds to support local affordable housing construction and rehabilitation. This process will most likely take several years to occur. In the meantime, the City, as always, will continue to look for available public and private resources and creative ways to fund affordable housing.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

The AP-20 Annual Goals and Objectives will be updated after Council's approval of Action Plan.

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AP-35 Projects – 91.220(d)

The development of FY 2015-16 AAP started with the first public hearing announcing of HUD’s FY 2015 allocations of the three entitlement grants. Subsequently, three HUD regulations workshop- related to CDBG, HOME, and HESG grants were offered on January 20, 2015 to various interested organizations. The City received 33 grants applications which were reviewed for eligibility and completeness before they were forwarded to the Review Panel for funding recommendations. On March 3 and 4 of 2015, each applicant was invited to deliver a brief presentation to the review panel. Based on the directives given by HUD, the Review Panel, which is comprised of 3 City staff persons, a CoC Collaborative member, and 4 representatives of citizen advisory groups (CAG), two of which are members of the City's Commission on Homelessness, recommended the projects funding as follows:

1. Community Development Block Grant Proposed Projects recommended by the Review Panel

Category	Activity Description	National Objective	Targeted Areas	Recommended Amount	Ratio of Investment	Requested Amount
<i>Administration</i>	Grants Management: Administration, Planning	Not Applicable	Not Applicable	436,361		436,361
	TOTAL ADMINISTRATION			436,361	1	436,361
	Solar Panel Single Family Rehab Assistance-Subrecipient	LMH	LMA Neighborhoods	-		60,000
	Multi Family Rehabilitation Assistance	LMH	South Winds	-		100,000
	Single Family Rehabilitation Assistance-Subrecipient	LMH	City wide	164,224	0.12	164,224
	Single Family Rehabilitation Assistance	LMH	City wide	200,000	0.14	300,000
<i>Rehabilitation</i>	Total Housing Rehabilitation			364,224		624,224
<i>Homebuyer</i>	First-Time Homebuyer Direct Assistance	LMH	City wide	125,000	0.09	200,000
<i>Housing Services</i>	Delivery Services for CDBG and HOME housing units	LMH	City wide	183,253	0.13	365,253
<i>New Construction</i>	Etting Road Apartment - Subrecipient	LMH	Cypress	-	-	1,425,347
	Total Decent and Affordable Housing			672,477		2,614,824

Category	Activity Description	National Objective	Targeted Areas	Recommended Amount	Ratio of Investment	Requested Amount
<i>Code Enforcement</i>	Code Compliance for LMA Neighborhoods	LMA	Neighborhoods	200,000	0.14	200,000
	Job Training Center Rehabilitation	LMA		-	-	74,786
<i>Parks, Recreational, Public Facilities</i>	Walking Trail & Restroom	LMA	Southwinds	174,981	0.12	345,000
	Playground Replacement	LMA	Southwinds	350,000	0.25	350,000
	Street Humps	LMA	Pleasant Valley Neighborhood	12,000	0.01	512,000
<i>Street Improvements</i>	Alleyways Reconstruction Phase III	LMA	LMA Neighborhoods	-	-	500,000
Total Suitable Living Environment (excluding Public Services)				736,981		1,981,786
TOTAL DIRECT BENEFITS				1,409,458	1	4,096,610

Category	Activity Description	National Objective	Targeted Areas	Funded Amount	Ratio of Investment	Requested Amount
<i>Youth Services</i>	Boxing	LMC	City wide	7,000	0.02	30,000
	Leadership Academy-Subrecipient	LMC	City wide	15,000	0.04	52,000
	Transitional Aged Youth-Street Outreach Subrecipient	LMC	City wide	-	-	54,380
	Recreational, Educational, Athletic, and Youth Enrichment Activities	LMC	City wide	49,669	0.15	100,000
<i>Public Services (General)</i>	Journeyman Labor Apprentice Program	LMC	City wide	9,500	0.03	9,500
	One Stop Day Shelter-Subrecipient	LMC	City wide	60,000	0.18	80,000
	Intensive Case Management Program-Subrecipient	LMC	City wide	50,000	0.15	80,000
	Colonia Gymnasium-Sport	LMA	LMA Neighborhoods	25,000	0.07	100,000
<i>Health Services</i>	Subsidized Care Program-Subrecipient	LMC	City wide	15,000	0.04	35,000
<i>Fair Housing Activities</i>	Fair Housing Services-Employee and Subrecipient	LMC	City wide	54,815	0.16	54,815
<i>Senior services</i>	Senior Technology Education Program	LMC	City wide	50,000	0.15	80,416
TOTAL PUBLIC SERVICES				335,984	1	676,111

LMI = Low and Moderate Income
LMA = Low Mod Area
LMC = Low Mod Limited Clientele

2. Homeless Emergency Solutions Grant (HESG)

Category	Activity Description	Agency Name	Recommended Amount	Requested Amount
<i>Administration</i>	Grants Management	City of Oxnard	\$14,341	\$14,341
<i>HMIS</i>	License Fees, System training	City of Oxnard	\$7,147	N/A
	Assistance to prevent homeless	St Johns Healthcare Foundation		\$10,000
<i>Street Outreach</i>	Essential Services	Community Action of Ventura County	\$44,731	\$40,000
<i>Homeless Prevention</i>	Financial Assistance	VC-HSA	\$22,000	\$22,000
<i>Rapid Re-Housing</i>	Financial Assistance	VC-HSA	\$33,000	\$33,000
	Emergency Assistance	St Johns Healthcare Foundation		\$15,000
	Women and Children Shelter	Kingdom Center	\$30,000	\$30,000
<i>Emergency Shelter</i>	Shelter for mentally ill	Turning Point foundation	\$40,000	\$40,000
TOTAL HESG			\$191,219	\$204,341

3. HOME Investment Partnerships (HOME)

Category	Activity Description	Agency Name	Recommended Amount	Requested Amount
<i>Administration</i>	Grants Management	City of Oxnard	\$56,117	\$56,117
<i>CHDO Set Asides</i>	Construction of Rental Units	Cabrillo Economic Development Corporation	\$255,057	\$658,829
	Homebuyer direct Assistance	City of Oxnard	\$200,000	\$200,000
<i>Housing Projects</i>	Single Family Rehabilitation	City Of Oxnard	\$200,000	\$200,000
TOTAL HOME			\$711,174	\$1,024,946

	CDBG	HESG	HOME	TOTAL
TOTAL A VAILABLE RESOURCES	\$2,181,803	\$191219	\$711,174	\$3,034,196

AP-50 Geographic Distribution – 91.220(f)

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

This section will be updated after the 2015-16 AAP is approved by the City Council on April 28, 2015.

AP-60 Public Housing – 91.220(h)

Introduction

OHA currently administers 772 public housing units and over 1,800 rental assistance vouchers, plus 36 Veterans Affairs Supportive Housing vouchers. It is anticipated that the number of Public Housing units will decrease to 666 after the demolition of 106 units in the Colonia Village area, which has been approved by U.S. Department of Housing and Urban Development (HUD) for disposition. OHA will also continue to address needs of public housing residents through its Resident Services Program which offers a variety of services to families on-site including youth programs. OHA also operates a Family Self-sufficiency (FSS) program to public housing and Section 8 families which promotes homeownership and economic self-sufficiency. The FSS Program provides one-on-one counseling and individual assistance to families that participate in this program.

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

OHA's Agency Plan was certified for being consistent with the ConPlan and the AAP. OHA will receive \$1,464,944 from HUD for FY 15-16 Public Housing Capital Fund to carry out the following projects: (1) Felicia Court Parking Area Concrete - \$21,600; (2) Scattered Sites Flooring - \$340,080; (3) Palm Vista Closet Doors - \$150,000. Also, OHA submitted an application of \$12,000 CDBG grant funding to construct four speed humps located in the Pleasant Valley public housing project, within the census tract 004503, block group 01, with a LMI ratio of 89.78%. The speed humps are designed to provide traffic street safety to the public housing residents.

OHA will continue the relocation plan for 106 households through April 2015 for public housing residents of the 31-1 Colonia Village project in the preparation of the demolition of 260 public housing units and will start the phase I of the Court project construction in July 2015. In addition to the Court project, OHA in partnership with Las Cortes Inc. commenced the construction of the Terraza De Las Cortes project to provide 64 new affordable rental housing apartment units to very low-, low- and moderate-income families, and the project completion is scheduled for July 2015.

For the FY 2015-16, OHA proposed to set asides 15 vouchers to assist in ending the homelessness in Oxnard.

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

OHA has promoted homeownership by partnering with homeownership counseling agencies such as Cabrillo Economic Development Corporation (CEDC) and offer homeownership services to public housing families. In addition, families are informed of these services through its Family Self-Sufficiency Program and distribution of fliers to all households. Also, OHA received the recommendations of CDBG grant funds of \$9,500 to run and monitor the Journeyman Apprentice Program, which is designed to give the opportunity to five public housing residents to become self-sufficient and to break the chain of long-term unemployment. This project will promote the self-sufficiency program and help the residents to save money towards homeownership.

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

N/A

Discussion

In order to respond to the increasing need for affordable housing units within the community, OHA and the Housing Department are always looking for new resources to finance new housing development projects and will continue partnering with various developers, owners, and CHDO's.

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

Introduction

The City (the City), as with other jurisdictions across the country that receive federal funds for homeless assistance, is required to conduct a Point In Time Count (PIT) of homeless persons each year. While the 2015 PIT results are not available to us at this time, the results from 2014 revealed 379 known homeless persons who designated Oxnard as their home. Although this number is artificially low due to a reporting discrepancy and the Winter Warming Shelter being located in Ventura. Of the identified homeless persons, 187 were unsheltered adults, 3 in-tact families identified as chronically homeless, and 22 unsheltered families with a total of 43 unsheltered children. Also, of the 187 unsheltered homeless persons, 37 were women.

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

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

The one year goal and actions for reducing and ending homelessness for reaching out to and assessing individuals is to implement the regional Coordinated Assessment as directed by HUD. The pilot program began April 1, 2014. This system will allow agencies to provide immediate referrals to homeless persons both electronically and with hard copies. Additionally, certain information will be entered into the regional HMIS and clients can be tracked as they keep appointments and matriculate through the system towards ending homelessness.

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

The emergency shelter and transitional housing needs of homeless persons are currently being addressed by several service providers throughout Ventura County. The emergency shelter needs in the area are met by the following providers: Ventura County Rescue Mission - single men over the age of 18 with rotating stay schedule, 10 nights in/5 nights

out; Kingdom Center - emergency shelter for single women and women with children; Lighthouse Mission for Women and Children - single women and women with children; and Turning Point Foundation - mentally ill individuals.

Transitional housing needs are currently being met by the following providers: Kingdom Center - single women and women with children; Khepera House - single men; Many Mansions - transition aged youth, single women and women with children; Turning Point Foundation - single mentally ill persons; Salvation Army - families, single parents and single persons; VC-HSA - families, single parents and children, and single persons; Project Understanding - families and single parent households.

- **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**

There are many providers that are working diligently to assist homeless persons from not only finding housing, but also to prevent further incidences of homelessness. However, the VC-HSA (HSA) utilizes both County General Funds and the City's Emergency Solutions Grant to provide eviction prevention and rapid re-housing services to all of these populations. Additionally, Ventura County Veterans Services, Homeless Health Care and Ventura County Behavioral Health all work closely with the service providers to provide other supportive services to assist in reducing the incidents of homelessness. OHA works in conjunction with the Veteran Administration to administer 36 vouchers housing for veterans under the VASH program. This program targets chronically homeless veterans.

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

that address housing, health, social services, employment, education, or youth needs.

The CoC has documented discharge policies of all of the above mentioned services that spell out various directions to ensure persons are not discharged into homelessness. Additionally, as stated earlier, HSA works with qualifying low-income persons and families to avoid homelessness. This is done with the utilization of HESG and Ventura County allocated general fund dollars. Under the CoC discharge policy, in fulfilling the State Mandated Policy (state law related to the discharge protocol), the following are found:

1. Health Care Facilities: the County health care system describes the discharge policy as interdisciplinary responsibility. For the persons who require ongoing medical and nursing care and who have no identifiable address they may be discharged to a respite program at the RAIN project, a County operated transitional housing project. Others, upon discharge routinely go to group homes, board and care facilities, or reunite with families and friends.
2. Mental Health Facilities: the Ventura County Medical Center Psychiatric Inpatient Unit with the collaboration of Ventura County Behavioral Health and various community agencies provide discharge planning and placement assistance to patients, when leaving the mental health facilities.
3. Foster care and other youth facilities: the goal is to provide assisted services to eligible youth and young adults between the ages of 16 and 21 in making a successful transition from foster care to independent living and achieve self-sufficiency. In addition to the County Children and Family Services, a Transitional Age Youth (TAY) center, operated by Pacific Clinic is also available.
4. Corrections programs and institutions: upon release, inmates are able to obtain housing in transitional and permanent housing programs, group homes, and sober living homes as well a family and friends.

Discussion

The CoC has incorporated each of the following goals of Opening Doors into its 20-year plan to end homelessness:

1. Finishing the job of ending chronic homelessness by 2015 through targeted street outreach (CDBG-Community Action-One Stop Shelter, CoC-Oxnard Homeless Outreach Program, VCHSA-Rapid Re-housing, HESG-Winter Warming Shelter), discharge planning, implementation of a housing first approach (CDBG-RAIN child care program)
2. Preventing and ending homelessness among veterans by 2015 through a recent increase in permanent supportive housing beds, access to HUD VASH vouchers
3. Preventing and ending homelessness for families, youth, and children by 2020 through rapid rehousing program (HESG-Rapid re-housing project, VCHSA-RAIN program) The CoC set a path to ending all types of homelessness in its 10-year plan by implementing a coordinated assessment system. As a result, the number of chronic homeless, veterans, families, and youth has significantly decreased.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction

Barriers or constraints to the affordability of housing exist in many forms. A particular building code that to one sector might be interpreted as a “negative” public policy that acts as a barrier to affordable housing may to another sector be seen as a life-saving necessity – for example, seismic safety construction requirements. The same can be said for zoning and land use regulations. It should be noted that in Ventura County, local growth limitations have been adopted by direct ballot measures. Some of these measures entail costs which can affect housing supply and the cost of housing that is produced.

Barriers to exit homelessness include the lack of a permanent, year round shelter and the lack of housing units for those at the very low and low income spectrum. Because of the high cost to develop housing for these populations, developers are choosing to pay the in-lieu fees instead of losing money. When this occurs, badly needed units go undeveloped, thus further limiting housing opportunities for those hardest to house.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Environmental review, general planning, zoning, and related local land use regulations and development standards are all extensions of local government police powers to protect life and property, minimize nuisances, and achieve a desired quality of life as expressed through a participatory democratic process. Certain barriers to affordability, then, can be required by State Law (such as preparing and adopting a General Plan and conducting environmental review), adopted for safety or civil rights reasons (such as the imposition of seismic construction standards in quake-prone areas, or requiring compliance with accessibility or visitability design standards), or enacted to remedy or prevent a specific local issue (such as requiring landscaping to deter graffiti). The term “barrier” should not be interpreted in the context that local

development standards and development review procedures are inhibiting the provision of quality affordable housing that would otherwise be developed.

Discussion

The City strives to consistently implement all policies and procedures, to review local development standards and development review procedures in such a way as to avoid ensure that such do not have unintended negative consequences, and to improve policies and procedures so as to increase the opportunities and feasibility of developing affordable housing, especially for special needs and very low- and low-income units). The City will continue to engage in these efforts to identify and minimize any barriers over which the City has legal authority, in accordance with applicable law.

AP-85 Other Actions – 91.220(k).

Introduction

The City will implement the goals and strategies of the ConPlan to achieve the other actions listed below.

Actions planned to address obstacles to meeting underserved needs

The City will continue to implement housing and community development activities that meet the underserved needs in the community. The 2013-2017 ConPlan lists the following obstacles to meeting underserved needs as:

- Limited availability of funding from both federal, state and other sources;
- High cost of housing and provisions in the area which increases the difficulty of meeting affordable housing needs;
- Reduced or frozen funding from state and other sources due to inadequate state revenue; the housing and credit crisis causing a negative effect;
- High rate of unemployment and foreclosures continue to strain the ability to meet affordable housing needs; and,
- Credit crisis has limited the availability of capital to develop housing for low-and moderate-income households and special needs groups.

City staff will address the challenges of existing of existing and new obstacles in 2015 by focusing on the following programmatic and administrative areas:

- Staff will continue to research availability of future funding resources and will apply for grants for such funding when appropriate, aiming to leverage funding when possible.
- CDBG and other funds will be used to fund administrative support for programs that serve the needs of LMI citizens citywide. This is especially critical now that no redevelopment agency funding is available, given that redevelopment agencies no longer exist in California.
- Staff will continue to collaborate with private-sector partners when appropriate in the development and construction of affordable housing.

Staff will continue to collaboratively work with the service provide community, non-profit organizations, and neighboring cities and local governmental agencies within the County of Ventura to identify projects that also meet federal community development program eligibility and which can comply with timely draw-down requirements.

Actions planned to foster and maintain affordable housing

Please refer to AP 55 for discussion on the City-Affordable Housing's strategies and goals.

Actions planned to reduce lead-based paint hazards

The City will coordinate activities with the County of Ventura Department of Health and Human Services to reduce lead-based paint hazards in accordance with federal regulations. Any rehabilitation activities on housing units constructed prior to 1978 will have lead hazards identified and actions taken to remove the hazard. City's Affordable Housing Division does not own or manage any housing units. All units for which HOME and CDBG assistance is provided for homebuyer assistance or homeowner rehabilitation are administered in compliance with HUD's HOME or CDBG regulations for lead-based paint, as applicable inspections requirements. Furthermore, OHA has zero incidents or reports of a poisoned child or child with "Environmental Intervention Blood Lead Level"(EIBLL) from Public Housing tenants and/or Section 8 participants.

OHA staff provides a brochure related to lead based paint hazards to all new tenants. Maintenance staff attends training and seminars to stay current with the State of California Lead Awareness Training requirements

Actions planned to reduce the number of poverty-level families

Eliminating poverty is a clear concern in Oxnard and the Ventura County in general. Efforts are constantly underway to improve the quality of life and economic well-being of the residents through collaborative efforts of the following agencies and their programs provide needed skills for individuals seeking jobs and thereby getting them out of poverty:

- City Corp
- Community Action of Ventura County
- OHA
- County of Ventura-Human Services Agency
- City's youth programs such After-School programs, Police Activities League programs, Colonia Gymnasium and Boxing programs...

Actions planned to develop institutional structure

Extensive public and private partnerships have been established and organized to address the City's housing, homeless, and community development needs: Entitlement Grants workshops and training, Affordable Housing workshops for homeowners, Relocation meetings for residents, Fair Housing training and other scheduled meetings (such as Pre-construction

meetings, Commission on Homelessness meetings, and meetings with County CoC Council, Housing Committee meetings.

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

The City will continue to collaborate with public and private housing and social service agencies to meet the goals and objectives of the ConPlan. This could be from ongoing meetings, special meetings and/or task force.

Discussion

Other actions that the City will continue to implement for being in compliance with the federal regulations are as follows: **(1) Monitoring:** program, performance and financial monitoring; **(2) Environmental review:** each project is reviewed for National Environmental Protection Act. The City has a consulting agreement with Rincon to assist and perform the environmental review for larger, more complicated, and time consuming projects; **(3) Labor Compliance Act:** the City has also contracted with Labor Compliance Providers (LCP) to review and perform the contract administration of all CDBG-funded construction projects; **(4) Section 3 Compliance:** this function is also performed by LCP; **(5) Procurement and Purchasing:** The City has its own procurement and purchasing policies managed by staff in the Finance Department; **(6) Citizen Advisory Groups:** Inter-Neighborhood Council Forum, Commission on Homelessness, Contracts Review Committee. In general, the City will continue to review and implement policies and procedures in compliance with the new Supercircular under Title 2 of the CFR, Part 200, issued by the Office of Management and Budget with an effective date of December 26, 2014.

Program Specific Requirements

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

Introduction

In addition to the 20% cap for Administration, the City also allocates 15% of FY2015-16 CDBG funds for community services. The balance of the funds will be allocated to housing activities, code compliance and public facilities and improvements activities. In the event of an emergency (such as an earthquake, flooding, or hurricane) the City will cut the non-committed funds from all existing projects in order to fund the urgent need within the allowable range. However, the urgent need has to meet the following tests: (1) the existing conditions pose serious and immediate threat to the health and welfare of the community, (2) the existing conditions are recent or recently became urgent, generally within 18 months, (3) the City cannot finance the activities on its own, (4) and when other funding sources are not available.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(1)(1)

To be updated after the approval of AAP by City Council.

Other CDBG Requirements

1. The amount of urgent need activities 0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this AAP. 100.00%

HOME Investment Partnership Program (HOME)

Reference 24 CFR 91.220(l)(2)

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

Cal-Home funds were awarded in September 2012 for \$1,000,000 for acquisition/rehabilitation of single-family homes. The City will continue to market the availability of the acquisition/rehabilitation loan program in FY 2015-16. Each borrower will receive up to \$60,000 combined total for acquisition and rehabilitation of the house. This program will allow houses previously not eligible to be considered to be brought up to code and improve the neighborhood's appearance and quality of life.

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

Please see Recapture and Resale Provision.

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

The City uses a promissory note secured by trust deed recorded by the Ventura County Recorder's Office to secure the recapture provisions.

Annually, staff sends a Certification of Owner-Occupancy, which requires a utility bill, mobile home space rental statement, and/or property tax or insurance bill confirming that the homeowner's name and address is the same as the property address. If non-owner occupancy or an unauthorized sale is reported, the homeowner is notified in writing and given time to cure; the report is also investigated by staff through other means to verify the allegation. If the homebuyer/homeowner does not cure the default, staff sends a follow up demand letter. In the case of a default of a senior lien on the property, staff sends a default letter for the HOME-funded loan along with a loan modification/foreclosure prevention advisory by the Ventura County District Attorney, which includes local HUD-certified housing counselor. Staff tries to work with the homeowner to have a positive outcome, if possible. Staff will attempt to or contact the lender to negotiate retaining the resale restriction agreement in place.

if the unit is an inclusionary unit for the City.

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

The City does not include refinancing of existing debt secured by single-family or multifamily housing that is rehabilitated with HOME funds as an activity that is considered for funding. For multifamily housing which may have multiple federal funding sources for assistance in the construction of the units, 24 CFR 92.206(b)(2)(vi) does not permit refinancing of any loans made or insured with federal funding, including CDBG funds.

MONITORING

City staff will monitor the use of grant funds through a combination of a thorough review of all submitted reports, review of audit or financial statements, monitoring and site visits.

Resale Provision

To date the City has less than 26 units that are under this category.

A resale restriction agreement is used for a period of 20 years for HOME funds period of affordability for new construction. The resale restriction agreement contains the following provisions:

- Limits the ownership of the property to a homebuyer who is eligible and qualified as low income at the time of the sale who will occupy the property as a principle residence for 270 cumulative days within a calendar year.
- The purchase price is within an affordable housing cost affordable for a low-income household at approximately 80% of the area median income. The monthly housing cost for principal, interest, taxes, insurance, HOA fees, utilities, and maintenance should not be more than 30% of the monthly income for the household.
- The Owner may transfer the Home only to a Low-Income Family as described above for the entire period of affordability. Each successor in interest to the Owner shall acquire the only subject to the continuation of restrictions on the provided in the resale restriction agreement through an assumption agreement.

The resale price is the **lower** of two calculation methods:

1. Determined as the *affordable housing cost* for a family at 80% of AMI paying no more than 30% of the monthly income for the household or in accordance of California Health And Safety Code 50025.5, **whichever is lesser, but not less than the original price paid by homebuyer,**
or

2. Determination using a *CPI method* to calculate the increase (or decrease) in value of the property. The U.S. Bureau of Labor Statistics Consumer Price Index – All Urban Consumers for the Los Angeles-Riverside- Orange Counties Area (all items based 1982-1984=100) provides the CPI on the date of the calculation and the CPI on the purchase date. The calculation is the CPI on the date of the calculation minus the CPI on the purchase date, plus the cost of improvements to property evidenced with receipts, less 7% depreciation, plus the costs of bringing the housing unit up to current building codes and in a salable condition.

Both calculations allow for the owner to receive a fair return on his investment on the property; however it does not guarantee a return of the investment in periods of declining real estate.

Improvements to the property would be for example changing the flooring type to another modest floor choice such as vinyl to laminate; laminate or ceramic tile countertops to concrete or quartz countertop, or energy efficient windows. Improvements are different from maintenance, even costly maintenance.

The amount of per unit CHDO Set Aside HOME Subsidy used in the development of the homeownership housing units which is an indirect subsidy may be converted at the end of the construction period to provide direct homebuyer HOME subsidy up to the amount that the HOME Homebuyer Down Payment Assistance limit of \$30,000. Any amount of indirect homebuyer subsidy and interest above the \$30,000 must be repaid by the CHDO to the City.

Violation of any of the terms of this agreement may result in foreclosure of the Deed of Trust.

Recapture Provision

The homebuyer activity that the City uses HOME funds for is the Citywide Homebuyer Down Payment Assistance Loan. During the period of affordability (which may be from 5 to 10 years) depending upon the amount used for gap financing, the City will recapture the entire amount of HOME funds as allowed in 24 CFR 92.254 (a)(5)(ii)(A)(1).

In the case of the Hacienda Guadalupe development, a CHDO set-aside HOME-funded homeownership development, resale provisions were used. During the period of affordability

which is 45 years because the redevelopment loan and the HOME loans were combined, a resale restriction agreement is used. The resale restriction agreement contains owner occupant requirements, annual reporting for verification, and formula for determining the resale value of the affordable housing unit for refinance or resale purposes which is based upon affordable housing cost, and when refinances or transfers are permitted. The affordable housing cost is based upon the definition of an affordable housing cost found in the resale restriction agreement and only permits the sale to an eligible and qualified low-income household.

The City uses a promissory note secured by trust deed and recorded with the Ventura County Recorder's office to secure the recapture provisions for the homebuyer down payment assistance programs.

Recapture Provisions

- If the homebuyer defaults or fails to satisfy requirements during the term of the loan, City will exercise its rights under promissory note and deed of trust to recover the loan provided with HOME funds to the maximum extent permitted by law.
- If the recapture provisions are triggered by a sale of the housing unit or other default, the City shall take all necessary steps to recover the full amount of HOME funds from the net proceeds. The phrase "net proceeds" is defined as the sales price, minus the loan repayment of the first trust deed or superior liens (other than HOME funds) and any closing costs."
- The City will recover the entire HOME subsidy unless net proceeds do not cover the entire HOME subsidy; City will forgive unpaid balance per HOME regulations.
- Non-owner occupancy of a HOME –assisted homebuyer housing unit or where the homeowner does not use as a principal residence is due and payable immediately.

These policies only refer to HOME loans made directly to the homebuyer/homeowner but do not apply to homeownership units developed by Community Housing Development Organizations (CHDOs).

Homeless Emergency Solutions Grant (HESG)

Reference 91.220(l)(4)

1. Include written standards for providing HESG assistance (may include as attachment)

All written standards vary by service providers and assistance type. However, all providers must ensure recipients meet the minimum qualifications established by HUD for each eligible funded activity.

2. If the CoC has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The CoC is implementing a pilot coordinated assessment as of April 1, 2014. Because it is only a pilot program the system's details will be provided at a later date.

3. Identify the process for making sub-awards and describe how the HESG allocation available to private nonprofit organizations (including community and faith-based organizations).

The process for making all sub-awards for HESG recipients are as follows:

- The City formally initiated the RFP by holding a public hearing to receive comments from the residents regarding the unmet needs. The HUD allocated funds and available are advertised in the regional newspaper, on the City's website and GATV, and emails and paper mail are sent to all existing and potential service providers.
- All interested agencies are invited to attend information workshop/application training on the process, which includes all deadline dates and times. Subsequent technical assistance is also offered to interested applicants.
- Interested agencies then submit their letter of interest, project overview and applications.
- The Review Panel, which is comprised of 3 city staff persons, a CoC Collaborative member, and 4 representatives of CAG. The Review Panel reviews all applications and makes award/funding recommendations. These recommendations are then submitted to the City Manager for final review and finally to the Mayor and City Council for approval.
- All applicants are contacted and urged to attend the City Council meeting in which the items fall on the agenda. All supporting comments and grievances are done at this time.
- The Mayor and City Council directs the City Manager and staff to move forward with final processing.

- Then, the AAP will be submitted to HUD as part of the entitlement grants application (Form SF-424)
- A subrecipient training workshop will be scheduled after the AAP submissions.
- After HUD has executed the grant agreement between the City and HUD, staff prepares all subrecipient contracts and routes for execution. Additionally, all internal processes are completed in order to encumber funds to each individual agency.
- Contracts are completed and services can begin July 1 (even if the contracts are executed after July 1).
- All HESG contracts are two (2) year contracts, with the start date beginning on July 1 of the awarded grant year.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under HESG.

The City meets the homeless participation requirement by having a homeless or a formerly homeless person serve on the City's Commission on Homelessness.

5. Describe performance standards for evaluating HESG.

PERFORMANCE MEASURES

Performance measures are in place to ensure the efficient administration of all HESG program funded activities. Additionally, along with the utilization of the HMIS, these measures will hopefully help to reduce the length of time of family and individual homelessness, reduce the overall incidences of homelessness, and monitor the overall use of emergency shelters. Some of the activity measures are as follows:

- Emergency Shelters: Excluding winter shelters, emergency shelter must be able to document placement of a minimum of 10% of the homeless households served in the Program Year into transitional or permanent housing.
- Transitional Housing: must be able to document placement of a minimum of 50% of the households who completed the transitional housing program in the Program Year into permanent housing. "Household" is defined as all clients including single individuals and families.

- Rapid Re-housing: must show continued housing of clients receiving assistance for at least three (3) months after receiving assistance. This should be done via case management of clients, documentation and HMIS entry and exit dates.
- Eviction Prevention: must show continued housing of clients receiving assistance for at least three (3) months after receiving assistance. This should be done via case management of clients, documentation and HMIS entry and exit.
- All clients, with the exception of victims of domestic violence, must be entered into the Regional HMIS within fifteen (15) days of receiving service(s), and must be exited from the system within thirty (30) day of program completion or termination.

MINIMUM STANDARDS

Subgrantees are expected to have taken steps to meet the Minimum Standards for Homeless Programs within thirty (30) days of executing the Program Year contract.

BUILDING AND HABITABILITY STANDARDS

Any building for which HESG program funding is used for renovation, major rehabilitation or conversion must meet local government safety and sanitation standards. In addition, the following are a number of basic standards to ensure that shelter and housing facilities funded through the HESG programs are safe, sanitary and adequately maintained.

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Discussion

The City will continue to develop and implement eligible activities using the three grants funds and through the monitoring and review processes and techniques in order to comply with the federal specific requirement and the Uniform Guidance for Federal Awards:

- 1.** In the area of CDBG grant, the City will continue to track the expenditures of all activities and projects which principally benefit low-income persons for compliance with the CDBG primary objective. In the past years, the City has maintained 100 percent as percentage of the overall benefit while the minimum required ratio is 70%. Also, with the scheduled monitoring of the rate of expenditures using the IDIS report PR 56, the City is in compliance with this requirement (the unspent amount of CDBG grant should be less than 1.5 time the program year entitlement amount) to avoid recapture of funds from HUD. In addition, the City us HUD monitoring handbook to monitor the subrecipients using different types of monitoring tools such as (1) desk monitoring of invoices, agreements, financial statements and reports and operations procedures, (2) site visit, (3) site observations (4) on-site monitoring and/or other methods (newspapers and grapevine)
- 2.** Affordable Housing and Rehabilitation Division within the Housing Department, strives to comply with the HOME Final Rule by issuing new guidelines related to First Time Homebuyer and CHDO recapture and resale provisions as well as others new requirements. Staff continues to manage the activities with a very tight schedule to commit and expend the funds in order to deliver the proposed housing units through the First-Time Homebuyer, Homeowner Rehabilitation or CHDO programs.
- 3.** Homeless Assistance Program continues to fund all the activities prescribed in the HEARTH Act and to follow the footsteps of other agencies to incorporate the Opening Doors strategies in the AAP toward the goal of reducing homelessness. With the sub-recipients cooperation, the City's HESG will continue to provide substantial additional leverage funds to invest in the various programs in order to assist the homeless population toward the goal of reducing and ending homelessness.