

FISCAL YEAR 2015-2016 ANNUAL ACTION PLAN

HUD FORMULA GRANT PROGRAMS

FIVE YEAR ENTITLEMENT SUMMARY (FY 2011-2015)

	2011	2012	2013	2014	2015*
CDBG	\$2,472,356	\$2,063,138	\$2,185,785	\$2,145,231	\$1,930,708
HOME	\$1,012,662	\$667,268	\$646,077	\$638,502	\$574,652
ESG	\$187,486	\$214,100	\$150,512	\$177,570	\$159,813
TOTAL	\$3,672,504	\$2,944,506	\$2,982,374	\$2,961,303	\$2,665,173

http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/about/budget

* Estimated amount only

Jurisdictions receiving HUD Entitlement Grants must Adopt a Consolidated Plan and Annual Action Plans (24 CFR Part 91)

- **In June of 2013, City Council approved the 2013-2018 Consolidated Plan**
- **The Consolidated Plan describes needs, resources, priorities and proposed activities to be undertaken with respect to HUD's formula grant programs (CDBG, HOME, HESG and HOPWA).**
- **Information related to the preparation for the 3rd year of the Annual Action Plan (FY 2015-16): <http://housing.cityofoxnard.org/10/91>**

City of Oxnard Citizen Participation Plan

Originally adopted by City Council October 18, 1994, and amended on July 25, 2000. Key elements:

- **Public Outreach and Access**
- **Public Hearings**
- **Technical Assistance**
- **Comments and complaints**

FUNDING PRIORITIES

Need	Priority	Population target	Goals
Housing	High	extremely low & low income households	<ul style="list-style-type: none">• assisting the first-time homebuyers in homeownership• creating new affordable rental housing units• housing preservation• maintaining a safe and healthy living environment through code enforcement
Homelessness	High	homeless families w/ children, chronically homeless individuals, veterans, victims of domestic violence	<ul style="list-style-type: none">• reducing homelessness by providing<ul style="list-style-type: none">• housing, supportive services• financial assistance• job training and placement• shelter services

FUNDING PRIORITIES CONT'D

Need	Priority	Population target	Goals
Non-Housing Community Development	High	targeting transitional age youth, and low-income at-risk youth	<ul style="list-style-type: none"> providing job training and placement, supportive services, and recreational services.
Public Facilities and Improvements	High	low- and moderated income areas	<ul style="list-style-type: none"> Improve public facilities and improvements
Non-Homeless Special Needs	High	the elderly, persons suffering from a mental illness, the disabled and persons with substance abuse issues	<ul style="list-style-type: none"> providing housing and supportive services

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HOME Investment Partnership Grant (HOME)

HOME Regulations 24 CFR Part 92

PROJECTED 2015-2016 HOME ALLOCATION

Projected HOME funding for 2015-16: \$574,653

- 1. Administration, maximum amount: \$57,465**
- 2. CHDO set-asides, minimum amount: \$86,198**
- 3. CHDO Operations, maximum amount: \$28,733**
- 4. Balance available for projects: up to \$402,257**

(Adjustments will be done automatically when City receives final FY 2015-16 HUD allocation amounts)

HOME ENTITLEMENT GRANT PROGRAM OBJECTIVES

The intent of the HOME Program is to

- **Increase the supply of decent affordable housing for low-income and very low-income households;**
- **Expand the capacity of nonprofit housing providers;**
- **Strengthen the ability of state and local governments to provide housing; and**
- **Leverage private sector participation**

ELIGIBLE HOME ACTIVITIES AND COSTS

HOME funds can be used to support four general affordable housing activities:

- Homeowner rehabilitation
- Homebuyer activities
- Rental Housing
- Tenant-based rental assistance (TBRA)

Eligible Costs

- New construction
- Rehabilitation
- Reconstruction
- Conversion
- Site Improvements
- Acquisition of property
- Acquisition of vacant land
- Demolition
- Relocation Costs
- Refinancing
- Project-related soft costs

HOME PROGRAM PARTNERS

HOME key partners:

1. Participating Jurisdiction (“PJ” – the City of Oxnard)
2. Subrecipients of HOME funding
3. Community-Housing Development Organizations (CHDOs)
4. Third-Party Contractors
5. Private Lenders
6. Developers, owners and sponsors of housing for low-income and moderate persons

HOME REGULATIONS

Homebuyer Assistance and Property Rehabilitation Programs

HOME-FUNDED HOMEBUYER AND REHABILITATION PROGRAM REQUIREMENTS

- **Written underwriting standards are required.**
- **Income determination (minimum requirement for proof of two months of income),**
- **Adopted Homebuyer program policies and procedures must be consistent with 2013 HOME Regulation requirements related to homeownership (to ensure the sustainability of homeownership for the low-income homebuyer over time)**
- **Adopted Rehabilitation program policies and procedures must be consistent with 2013 HOME Regulation requirements re: property standards (progress inspections and completion inspections).**

HOME Rule for CHDOs

CHDOs
(Community Housing
Development Organizations)

CHDO Capacity Requirements

Under the 2013 HOME final rule, in order to be certified as a CHDO by the P.J., the CHDO must demonstrate capacity *and* must have experienced paid full-time or part-time staff (independent contractors and/or consultants are permitted only during the first year as CHDO).

The 2013 HOME final rule also establishes defined roles and requirements for CHDO acting as owners, developers and sponsors of housing units.

CHDO-Specific Requirements in 2013 Final Rule

Commitments : 2013 Final rule made three major changes to the definition of commitment:

- **Elimination of non-project-specific reservations of funds to CHDOs.**
- **Clarification of the definition of commitment: PJ can only commit funds to a specific project when the CHDO “has secured all necessary financing to complete the project, when it has established a budget and a schedule for construction, and when it has completed the underwriting and the subsidy layering.”**
- **Agreements between PJ and related sub-recipients are not considered as commitments for the purpose of meeting the commitment deadline.**

HOUSING CONSTRUCTION REGULATIONS

Expenditures Deadlines:

Four deadlines are established by the 2013 Rule.

- **Four-year completion deadline**
- **Assessment of project underwriting, developer capacity and market needs within six months after the initial occupancy date.**
- **Conversion of any unsold homebuyer units to rental units within 9 months after the completion of the project (CHDO must repay the HOME funds invested in the unsold units if conversion not completed).**
- **Separate 5-yr expenditure deadline for CHDO set-aside funds beginning January 2015.**

FISCAL YEAR 2014 INCOME LIMIT SUMMARY FOR VENTURA COUNTY

Median Income \$88,700

Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Extremely Low Income (30%)	\$18,650	\$21,300	\$23,950	\$26,600	\$28,750	\$31,970	\$36,030	\$40,090
Very Low Income (50%)	\$31,050	\$35,500	\$39,950	\$44,350	\$47,900	\$51,450	\$55,000	\$58,550
Low Income (80%)	\$48,300	\$55,200	\$62,100	\$68,950	\$74,000	\$80,000	\$85,500	\$91,050

Source: US Department of Housing and Urban Development
Income Limit areas are based on FY 2014 Fair Market Rent (FMR) areas

Important Dates:

- **January 13, 2015:** First Public Hearing before City Council on FY 2015-16 Needs Assessment
- **January 20, 2015:** Pre-Application Workshops
- **February 23, 2015:** Applications Due
- **March 2-6, 2015:** Proposal Review Panel interviews with proposers
- **April 7, 2015:** Second Public Hearing related to priorities and uses of funds; adoption by City Council of FY 2015-16 application and Annual Action Plan
- **May 15, 2015:** Deadline for City submission of FY 2015-16 Annual Action Plan to HUD

EVALUATION OF PROPOSALS

- **Panel will rank the applications based upon pre-established criteria including:**
 - **experience in providing the services,**
 - **experience in the CDBG/HOME/ESG programs,**
 - **consistency with priorities and objectives established in the ConPlan,**
 - **experience in the community,**
 - **administrative and financial capacity to carry out the proposed activity, etc.**
- **Panel's recommendations provided to staff for formal recommendation to the City Council at the April 7, 2015 Public Hearing**

EVALUATION OF PROPOSALS (Continued)

- **Technical assistance available to applicants**
- **Upon submission of the applications**
 - **Applications will be reviewed for completeness and eligibility by Grants Division**
 - **Seven (7) member Proposal Review Panel will be made up of delegates from four Citizen Advisory Groups and three members of City staff**
 - **Review panel will convene to review and evaluate eligible submissions**

General Information

Contact information:

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QUESTIONS?

Written comments are recommended via email contact:

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Phone contacts: Juliette Dang at 805-385-7493 (English)

Angelica Navarro at 805-385-8275 (English/Spanish)

EVALUATION CRITERIA

All proposals will be evaluated on specific criteria ([Proposal Evaluation Criteria](#)), including:

- Compliance with the HOME administrative requirements;
- Eligibility a
- Ability to re
- Overall im
- Consolidate
- Compliance with the City Co
- Financial f
- Extended
- Clarity of t
- Completer

Karl,
CDBG had a slide like this, but since we haven't established the scoring sheets yet, I wasn't going to include it. We can distribute the scoring sheets as soon as they are finalized (I was shooting for this week or next)

identified in the City's
and goals as identified in
ome;

The due date of the proposal packet is **February 23, 2015**

PROPOSAL PACKET

The proposal packet includes:

1. Pre-Application Proposal
2. Project Overview and Information
 - POI as a funding application form
 - POI as an IDIS activity data form
 - POI as a documentation of the environmental review
3. Itemized Budget

HOME PROGRAM REQUIREMENTS

- Income Eligibility and Verification
- Subsidy Limits
- Affordability Periods
- Maximum Value
- Property Standards

HOME ADMINISTRATIVE REQUIREMENTS

- Eligible administrative and planning costs include expenditures for:
 - Salaries, wages, and related costs of PJ staffs responsible for HOME program administration
 - Goods and services necessary for administration (utilities, office supplies...)
 - Administrative services under third party agreements (legal services)
 - Providing public information
 - Fair housing activities
 - Preparation of the Consolidated Plan
 - Administering a tenant-based rental assistance
 - Indirect costs under a cost allocation plan prepared in accordance the OMB requirements
 - Complying with other Federal requirements
- Match: HOME program requires that PJ contribute an amount equal to no less than 25% of the total HOME funds draw down for project costs

HOME CAPS

- Administration with a maximum cap of 10% to participant jurisdiction
- Community Housing Development Organizations (CHDO) Operating Expenses with a maximum cap of 5%
- CHDO set-aside with 15% minimum cap
- All Projects: Homeowner rehabilitation, Homebuyer, Tenant Based Rental Assistance (TBRA) and Rental.

INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM (IDIS)

IDIS is the online system for CDBG, HOME, HESG and HOPWA formula grant programs and HOPWA competitive program. IDIS serves 2 major purposes (disbursement and information). Grantees use the IDIS system:

1. To demonstrate program compliance,
2. To track the projects/activities and draw down funds and program income,
3. To record the results of grant funded activities to provide accurate and timely beneficiary and performance data PR 23 , and,
4. To help HUD compiling report on the performance of the grant programs to Congress and other programs stakeholders (HOME dashboard reports), using the data provided in IDIS by grantees.

MONITORING

Monitoring projects is important to any systematic plan of action of managing HOME (timeliness issue, annual certification, annual inspections of HOME units...).

Different types of review/monitoring:

- Desk review: administrative and financial monitoring
- Field Monitoring: project monitoring
- HUD Monitoring: program performance monitoring
- Corrective Action and Training and Technical Assistance