

**NOTE: This Report has more than 50 pages and will be available for public review at three locations (City Clerk's Office, Main Library, Housing Administration Building. and City website from April 3, 2017 to May 2, 2017.**

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City of Oxnard

# Annual Action Plan for Fiscal Year 2017-2018

**DRAFT**

7669-16-HO

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**May 2017**

Prepared by:

City of Oxnard – Housing Department – Grants Management

435 South D Street, Oxnard, California, 93030



# Executive Summary

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

### 1. Introduction

During the FY 2013-2018 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 Annual Action Plan (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, 2017 to June 30, 2018 (FY 2017-18); it is the fourth year component of the FY 2013-2018 ConPlan. It describes the expected federal, state and local resources, the priorities and specific objectives the City desires to achieve, and the activities that will be undertaken throughout the fiscal year. In recent years, the City's allocation from HUD has either declined or remained relatively unchanged. For the Federal FY 2017, the City's Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Hearth Emergency Solutions Grant (HESG) allocations are estimated to reduce by 10%, due to the uncertainty of the federal budget. The City's priorities, which are identified in the ConPlan and can be found throughout this AAP, are designed to principally serve extremely-low, low-, and moderate-income residents by addressing the following:

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

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 ConPlan through the Consolidated Annual Performance and Evaluation Report (CAPER). The AAP describes the resources expected to be available in the coming program year from federal, state, local and private sources, and also includes a description of the activities that will be undertaken to meet the specific objectives.

### 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 to 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 information reported to HUD in the FY 2015-16 Consolidated Annual Performance and Evaluation Report (CAPER) and the directives from HUD in the determination and recommendation of the FY 2017-18 AAP proposed projects.

The FY 2017-18 AAP is the fifth year of implementing the FY 2013-2018 ConPlan. Accomplishments achieved during the program year (PY) 2015 (July 1, 2015 through June 30, 2016) were evaluated in detail in the PY 2015 CAPER. The CAPER was completed and submitted to HUD by the required deadline of September 30, 2016 and approved by HUD on December 19, 2016.

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, coupled with the Continuum of Care (CoC) of Homelessness have received a high priority in the FY 2013-18 ConPlan. The goals and accomplishment numbers for the FY 2015-16 AAP are detailed as follows:

Goal	Indicator	Five Year Goal		FY 2015-2016	
		Goal	Accomplishment	Annual Goal	Accomplishment
Help Achieve Homeownership	Homeowner Housing Added	90	63	11	17
Help Achieve Homeownership	Direct Financial Assistance	58	58	20	17
New Affordable Rental Housing Units	Rental Units Constructed	16	0	0	0
New Affordable Rental Housing Units	Other (organization)	1	3	1	2
Help Achieve Housing Preservation	Homeowner Housing Rehabilitation	75	5	0	0
<b><i>Decent and Affordable Housing</i></b>					
Code Enforcement Effort	Housing Inspections	14,000	13,543	1,000	1,756
Code Enforcement Effort	Other	2,250	1,712	0	0
Infrastructure & Public Facilities	LMI people	50,000	13,094	5903	5,154
Public Services	LMI clientele	230,000	228,404	4,190	
<b><i>Suitable Living Environment</i></b>					
Economic Development	Businesses Assisted	0	0		
Public Services	Jobs crated/Retained	50	46	0	0
<b><i>Economic Opportunities</i></b>					
Reduce Homelessness	Homeless Person Overnight Shelter	4,000	2,525	908	849
Reduce Homelessness	Homeless Prevention Rapid Re-housing	350	312	46	60

Accomplishments for 2015-2016 extracted from the CAPER Review

#### 4. Summary of Citizen Participation Process and consultation process

Summary of from citizen participation section of plan.

As part of the AAP development, the City staff scheduled two public hearings: (1) December 6, 2016 and (2) May 2, 2017:

**First Public Hearing-December 6, 2016** provided the opportunity for the public to comment on unmet needs and City Council (Council) to make recommendations to staff regarding the priorities and objectives for FY 2017-18 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, Oxnard Housing Authority (OHA), and cities within Ventura County. Copies of the public hearing notices were included in the "Neighborhood News" packets which were distributed weekly for a month prior to the public meeting to approximately 231 Oxnard residents. The public hearing notice was advertised in two newspapers (Vida and the Ventura County Star), posted on City website, broadcasted on the public viewing TV Channels 10/35, included in utility billing statements and posted in public buildings such as the Main Library, City Clerk's Office, and the Housing Department Administration building. The public comment period started November 6, 2016 and ended on December 6, 2016. Four public comments received during the public hearing of December 6, 2016 and one written comment was received, separately.

**Second public hearing – May 2, 2017** is scheduled (1) to provide the opportunity to the public to comment on the projects recommended for funding as submitted by the Grant Application Review Panel for FY 2017-18 AAP; and (2) to receive recommendations and direction from Council regarding the FY 2017-18 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 for a month prior to the Hearing to approximately 231 Oxnard residents. The public hearing notice was posted on the City websites, broadcasted on TV channel 10/35, included in utility billing statements and posted in City Clerk's Office, and OHA office buildings. Vida published the notice in Spanish on March 30, 2017 and the Ventura County Star publicized the notice of hearing on Saturday April 1, 2017. The public review and written comment period began on April 2, 2017, and concluded on May 2, 2017.

#### 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.*

**First Public Hearing: December 6, 2016**

During the first Public Hearing, the following oral comments were received regarding unmet needs of affordable housing and infrastructure for low-income housing. One written comment was received about the safety, sanitation and privacy standards of the winter homeless shelter during the 2015 winter season.

**Second Public Hearing is scheduled on May 2, 2017.**

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

All written and oral public comments have been accepted.

**7. Summary**

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

**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 Consolidated Plan and those responsible for administration of each grant program and funding source.*

<b>Agency Role</b>	<b>Name</b>	<b>Department/Agency</b>
Lead Agency	OXNARD	OXNARD
CDBG Administrator	OXNARD	Housing Department
HOPWA Administrator	NA	NA
HOME Administrator	OXNARD	Housing Department
ESG Administrator	OXNARD	Housing Department
HOPWA-C Administrator	NA	NA

**Table 1 – Responsible Agencies**

**Narrative (optional)**

The City of Oxnard, as the lead agency for the entitlement grants, designated the Housing Department to develop the AAP. The Housing Department’s Grant Management Division will also act as grants management of several public and private agencies that will implement and 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(I)**

### **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 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. The following items are examples of the consultations efforts:

- Grants Management Division staff work closely with other City staff members such as: Affordable Housing and Rehabilitation; Homeless Assistance Program; Development Services; Utilities; Treasury; OHA; Community Development Services; 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 and implement the ConPlan and the AAP.
- Housing staff during the fiscal year cycle continue to provide HUD program workshops to social service agencies and 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 are to strategize on CDBG and HOME grants issues and to learn how to administer the two programs by using best practices in order to comply with HUD regulations,
- The due date for the City's Assessment of Fair Housing (AFH) is October 4, 2017 and for the OHA, October 4, 2018. HUD allows joint AFH submission by the two entities and thorough 2017 and 2018, staff will be engaged in the necessary community outreach and participation in order to produce the AFH for public review and comment in accordance with the HUD guidelines.

### **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(I))**

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

- Two public hearings were conducted (12/6/16; 5/2/17 );
- Fair Housing workshops were conducted in January 2016, February 2016, June 2016, and December, 2016.

- Frequent consultations with representatives of Oxnard's three certified CHDOs (Cabrillo Economic Development Corporation, Habitat on Human Concerns and Many Mansions) were held throughout the year;
- Attended the regional Continuum of Care (CoC) meetings to discuss the application, homeless needs and program directions and strategies.
- Commission on Homelessness conducted 11 meetings in 2016, and will conduct at least five more between January and June of 2017. Through December of 2016, the Commission had adopted a total of eight resolutions, containing 38 separate policy recommendations for City Council. These resolutions are included in the "Citizen Participation Comment" attachment.
- Coordinated and assisted the Point-in-Time count of the homeless persons in Ventura County and especially in Oxnard on **January 24, 2017**. Final results of the count will be published by the County of Ventura in April of 2017.
- In a collaborative effort funded by the City of Oxnard, the City of San Buenaventura and the County of Ventura, a Winter Warming Shelter (WWS) was operated at the Oxnard National Guard Armory for homeless persons from December 2016 through March 2017. Over 540 different homeless individuals were provided with hot meals, access to showers, a safe place to sleep, and on-site presence of homeless services agencies. An average of 95 homeless persons per night utilized the WWS.
- Requested representation for the Grants Application Review Panel from Inter Neighborhood Council Forum (INCF), the Senior Services Commission, Commission on Homelessness, Recreation and Community Services Commission, and staff from OHA, Finance and Public Works.

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

In 2013, the two regional Continuums of Care entities (CoC) were merged and are now recognized as the Oxnard/San Buenaventura CoC. The merged CoC 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 representatives.

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 on the City's Affordable Housing Team, OHA, the Homeless Committee, which is comprised of the Mayor Pro Tem and another City Council member. 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 the 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.

The City coordinates with the CoC, and the City's Homeless Assistance program Coordinator serves as the City's representative to the CoC and as a member of two of the sub-committees. Also, non-profit organizations and homeless service providers receive support from both the CoC as a regional alliance, and from the City of Oxnard directly (through the provision of HESG funding to sub-recipients). Among the types of programs funded: permanent housing for transitional youth, ages 18-25 (Many Mansions); transitional housing and emergency shelter (Kingdom Center/Gabriel's House, Turning Point Foundation); a homeless drop-in center, case management, and employment search assistance (Community Action of Ventura County). Another significant component involves the funding of the Ventura County Human Services Agency (VCHSA), which operates the Rapid Re-Housing and Homelessness Prevention Programs and the HMIS. Finally, the OHA has set aside 15 vouchers for homeless households, and administers 52 Veteran Affairs Supportive Housing (VASH) vouchers.

In December 2016, the Ventura County Regional CoC Alliance was approved for \$1.9 million in renewal funding in addition to being awarded funding for two new projects. The VC CoC re-allocated funding from RAIN Transitional Living Center in response to HUD's changing priorities and created a new Permanent Supportive Housing project with the County of Ventura Human Services Agency. In addition, the VC CoC was successful in obtaining \$169,895 in Rapid Re-Housing dollars for Lutheran Social Services in Thousand Oaks.

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

The CoC's Data Performance and Evaluation Sub Committee is 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, which is administered by the County of Ventura.

City staff continue to work with the CoC to assess how best to determine and align effective allocation of ESG funding, as well as to develop performance standards for and evaluation of outcomes for ESG-funded projects and activities. Through participation on regional sub-committees staff also continue to inform HMIS policies, procedures, operations and administration.

**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**

**(SEE TABLE 2)**

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	<b>OXNARD HOUSING AUTHORITY</b>
	<b>Agency/Group/Organization Type</b>	Housing PHA
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homelessness Needs - Chronically homeless Homelessness Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	A bi-monthly management meeting was held for all Housing staff, including OHA staff. The topics were comprehensive and specific with detailed instructions on handling the issues which can be related to housing, homelessness and/or community partnership. Because the OHA is a component unit of the City and a Division of the City Housing Department, coordination occurs on a daily basis.
2	<b>Agency/Group/Organization</b>	<b>TURNING POINT FOUNDATION</b>
	<b>Agency/Group/Organization Type</b>	Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The outreach for the mentally ill homeless will be handled within the City and referrals will be made to the Turning Point shelter.
3	<b>Agency/Group/Organization</b>	<b>COMMUNITY ACTION OF VENTURA COUNTY</b>
	<b>Agency/Group/Organization Type</b>	Services-homeless using the One Stop Service Center

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Needs - Chronically homeless Homelessness Needs - Families with children Homelessness Needs – Veterans Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Community Action of Ventura County played a key role in the Point-in-Time count in both January 2016 and January 2017.
4	<b>Agency/Group/Organization</b>	<b>HABITAT FOR HUMANITY</b>
	<b>Agency/Group/Organization Type</b>	Non-Profit Organization-CHDO
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Needs Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Habitat was consulted in order to accept the construction of 5 single family units for sale, located at First and Hayes, a project starting in 2007 by HOME Corporation, which filed foreclosure and the properties was deeded to the City.
5	<b>Agency/Group/Organization</b>	<b>MANY MANSIONS</b>
	<b>Agency/Group/Organization Type</b>	Non-Profit Organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Needs Assessment Housing Rental Market Analysis of Ormond Beach Villas
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Many Mansions received HOME CHDO's funds to construct 40-rental units for low income people.
6	<b>Agency/Group/Organization</b>	<b>INTERFACE</b>
	<b>Agency/Group/Organization Type</b>	Non-Profit Organization

	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs; Homeless Transition Aged Youth
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Discussed outreach and development of emergency shelter resources for transition age homeless youth in the City of Oxnard; seeking financial resources and sites to increase inventory of emergency shelter resources for homeless youth.
7	<b>Agency/Group/Organization</b>	<b>THE KINGDOM CENTER</b>
	<b>Agency/Group/Organization Type</b>	Non-Profit Organization
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs Americans with Disabilities Act (ADA) Accessibility at Kingdom Center
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Discuss financing and potential for architectural design modifications for future improvements to enhance accessibility; anticipated outcomes will be greater accessibility at the emergency shelter and transitional housing site operated by the Kingdom Center.
8	<b>Agency/Group/Organization</b>	<b>VENTURA COUNTY-CONTINUUM OF CARE</b>
	<b>Agency/Group/Organization Type</b>	Government
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Planning, coordination and implementation of Homeless Point in Time count; count was conducted on January 24, 2107. Anticipated outcomes will be a greater knowledge of the local sheltered and unsheltered homeless population and to identify extent of need for additional housing and services.

**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?
Continuum of Care	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.
Oxnard Housing Authority Agency Plan	OHA	OHA Plan presents the program procedures related to Public Housing and Section 8 housing units, which overlaps with the AAP for delivering and providing affordable housing units to Oxnard residents. OHA is currently administering 15 set aside homeless preference vouchers, and 52 VASH vouchers.

**Table 3 – Other local / regional / federal planning efforts**

**Narrative (optional)**

## **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 2017-18 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) Five workshops for CDBG, HOME and HESG programs conducted by Housing Department staff, followed up by multiple consultations, as well as, providing technical assistance to the community and agencies (services providers) through e-mails, phone conversations, and meetings;
- 3) All applications for funding were reviewed by Housing - Grants Management staff for eligibility and grants compliance and then forwarded to the Review Panel, which consisted of five members who are from the citizen advisory groups and City Department staff;
- 4) Two workshop meetings were conducted by Housing – Grant management staff for sub-recipients awardees;
- 5) Other workshops and meetings were 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) Meeting with Inter Neighborhood Council Forum (INCF) (2/6/17 and 3/20/17), and Commission on Homelessness (January 11, 2016; February 1, 2016; March 7, 2016; April 4, 2016; May 2, 2016; July 18, 2016; September 19, 2016; September 27, 2016; October 3, 2016; November 14, 2016; and December 5, 2016; in 2017, the Commission met on January 9, 2017, February 6, 2017 and March 20, 2017.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	<p>Non-English Speaking - Specify other language: Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p> <p>Low/mod income Oxnard residents</p>	<p>Published Notice of 1st and 2nd Public Hearing meetings in VIDA (Spanish translation) and Ventura County Star newspapers on <b>11/5/2016</b> and <b>4/1/2017</b></p>	<p>1st Public Hearing comments:</p> <p>1)City needs to find other funding sources should President eliminate grants</p> <p>2) Innovative solutions for housing the homeless are needed</p> <p>3) housing for prisoners just released from prison needs to be addressed</p> <p>4) Funding for infrastructure for low-income housing is needed</p> <p>5) Rent control does not work</p>	<b>Not Applicable</b>	
2	Public Meetings	Homeless People (Strategic Planning)			N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Entitlement Grants workshops	interested parties/application for grants funds	24 people attended the CDBG grant training workshop, 9 people attended HOME workshop and 15 attended HESG workshop.		N/A	
4	Newspaper Ad	Non-English Speaking - Specify other language: SPANISH  Non-targeted/broad community	Published Notice of First Public Hearing in VIDA newspaper (Spanish version) and Ventura County Star newspapers (English version) Published Notice of Second Public Hearing in VIDA newspaper (Spanish version) and Ventura County Star newspapers (English version)	NA	NA	
5	Public Access TV Ad	Oxnard Residents	Public Notice of May 2, 2017 in Spanish and English were broadcasted on Public Channel 35 From April 2, 2017 to May 2, 2017	N/A	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	Neighborhood Weekly Packet	Oxnard Residents	Public Notice regarding Public Hearings sent out to Oxnard Residents	N/A	N/A	
7	Mailed Public Hearing notices to local entities	Public service and non-profit organizations	For first Public Hearing, 65 notices mailed out .79 Public Hearing Notices mailed out for 2 <sup>nd</sup> Public Hearing.	N/A	N/A.	
8	City Website	Oxnard residents	Public Notices for both Pubic Hearings were posted on the City's Website both in Spanish and English.			

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources – 91 .220(c) (1, 2)

#### Introduction

The City expects to receive \$2,689,998 from HUD for CDBG (\$1,981,034), HOME (\$536,249) and ESG (\$172,715) grant during the FY 2017-18, for use to address the community needs. In addition \$43,793 is available as recapture from 2013 allocation. Also, \$150,000 are available in PY 2017 as estimates program income from CDBG (\$50,000) and HOME (\$100,000). Therefore, the total available resources for the three grants are \$2,883,791, including \$43,793 from ESG prior year funds and are detailed as follows:

	CDBG	HOME	HESG
2017-18 Projected Entitlement Funds	\$1,981,034	\$536,249	\$172,715
2017-18 Estimated Program Income	\$50,000	\$100,000	\$0
Prior Year Resources	\$0	\$0	\$43,793
<b>Total</b>	<b>\$2,031,034</b>	<b>\$636,249</b>	<b>\$216,508</b>

#### 1. CDBG Caps Calculation

The Administration and Planning category cap is calculated as follows:

2017 Estimated Entitlement                       $\$1,981,034 \times 20\% = \$396,207$

2017 Estimated Program Income                 $\$50,000 \times 20\% = \$10,000$

Maximum Amount is \$406,207.



**Priority Table**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narr ative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,981,034	50,000		2,031,034	0	The City's 2017 estimated allocation from HUD for the CDBG grant is \$1,981,034. The estimated program income is \$50,000. The total amount for the available resources is \$2,031,034, will be distributed as follows: (1) Admin and Planning \$406,207, (2) Public Services \$306,905 and Direct Benefits (or Capital Items) \$1,317,922.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	\$536,249	\$100,000	0	\$636,249	0	The City's 2017 projected allocation from HUD for the HOME grant is \$536,249. The estimated program income is \$100,000. Total amount of ESTIMATED available resources is \$636,249, distributed as follows: (1) Administration \$63,625, (2) CHDO \$192,624 and (3) Projects \$380,000.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	\$172,715	0	\$43,793	\$216,508	0	The City's 2017 projected allocation from HUD for the HESG grant is \$172,715 plus 2013 funding of \$43,793. The total amount for the available resources is \$216,508, and is distributed as follows: (1) Administration \$12,954 (2) Rapid Rehousing \$62,000, (3) Homeless Prevention \$38,000 and (4) Street Outreach \$38,554 and Emergency Shelter \$65,000 which have a 60% cap which is equal to \$103,629.

Table 5 - 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**

1. **HOME Grant:** Affordable Housing and Rehabilitation Division will match grant funds received for FY 2017-18 First-Time Homebuyer. According to the 24 CFR 92.218, the amount of the matching contribution is calculated 25% of expected expenses. Per the City's Affordable Housing policies and procedures, the First Time Homebuyer program requires homeowners to contribute a minimum of

\$5,000 per unit towards the down payment which will produce an initial match amount. The balance of the match will be met with State funds.

2. **HSEG Grant:** FY 2017-18 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 5:1. Some of these sources from 2017 awards include City's General Fund and CDBG, County of Ventura general fund (eviction prevention and rapid rehousing), Community Action of Ventura County (funds rising and donations), Kingdom Center (private funds), Society of Saint Vincent de Paul and Turning Point Foundation.
3. **CDBG Grant** does not require a matching contribution, however, leveraged resources from the City's General Fund and other sub-recipients' operating funds to run the proposed activities will occur during the next fiscal year.
4. **State Grants.** The City utilizes CalHome funds for eligible loan recipients. The City received three CalHome grants: \$1,000,000 for a First Time Homebuyer program in 2011, \$1,000,000 for First Time Homebuyer program in 2012 and \$900,000 in 2014 for a First Time Homebuyer and Owner Rehabilitation Programs. For FY 2017-18, it is estimated that the City will have only 2014 CalHome to be dedicated to the direct assistance for loans out of the three existing grants. All State grants are underwritten as deferred loans with zero interest rate and a 20 year affordable term.
5. **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            \$1,104,144 from HUD and \$6,200,000 from other income.
  - Section 8                                \$17,700,000, including Veterans Affairs Supportive Housing
  - Public Housing Capital Fund        \$3,400,000
  - ROSS and FSS                         \$218,832

**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 provided to Habitat for Humanity, a City of Oxnard CHDO, 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. Then, the City, as always, will continue to look for available public and private resources and creative ways to fund affordable housing, community development projects and homelessness. Based on the directives given by HUD on the 2015 allocation of the entitlement grants, the proposed projects recommended by the Review Panel members are classified as follows:

<i>Category</i>	<i>Amount of funds</i>	<i>Ratio of funding</i>
<i>Decent and Affordable Housing</i>	\$1,151,202	40%
<i>Suitable Living Environment</i>	\$922,922	32%
<i>Homelessness</i>	\$326,881	11%
<i>Administration</i>	\$482,786	17%
<i>Total</i>	<i>\$2,883,791</i>	<i>100%</i>

## Annual Goals and Objectives

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

#### Goals Summary Information

Annuals Goals and Objectives will be provided after the City Council will approve the recommendations.

## AP-35 Projects – 91.220(d)

### Introduction

Every year, the City must submit an AAP to HUD, which serves as an annual application for three entitlement grants: Community Development Block (CDBG), HOME Investment Partnerships Act (HOME), and Homeless Emergency Solutions Grant (HESG). The FY 2017-2018 AAP, the fifth year component of the FY2013-2018 Consolidated Plan, will be presented to the Council for approval of the projects to be funded on May 2 2017 public hearing. The total amount available in CDBG, HOME, and HESG funding for projects and activities for the period from July 1, 2017 to June 30, 2018 is \$2,883,791:

	CDBG	HOME	HESG	
Entitlement	\$1,981,034	\$536,249	\$172,715	
Program Income	\$50,000	\$100,000	-0-	
Prior Year Funds	<u>\$0</u>	<u>-0-</u>	<u>43,793</u>	
Total Funds	\$2,031,034	\$636,249	\$216,508	Total Available Resources: \$2,883,791.

On December 14, 2016 and December 20, 2016, grant application workshops were offered to potential applicants and interested parties. The application packets were submitted to Grants Management for eligibility screening by January 19, 2017 and were reviewed by a Review Panel on February 15<sup>th</sup>, 16<sup>th</sup> and 17<sup>th</sup>, 2016. The recommended funding for CDBG, HOME and HESG projects by the Review Panel are as follows:

#	Project Name
1	CDBG15: PLANNING AND ADMINISTRATIVE COSTS
2	CDBG15:PUBLIC SERVICES
3	CDBG15:DB-CODE COMPLIANCE
4	CDBG15: DB-PUBLIC IMPROVEMENTS
5	CDBG15: DB-PUBLIC FACILITIES
6	CDBG15: DB-1ST TIME HB ASSISTANCE
7	CDBG15: DB-HOUSING SERVICES FOR CDBG AND HOME HSG ACTIVITIES
8	HOME15: ADMINISTRATION
9	HOME15: CHDO SET ASIDES
10	HOME15: HB DIRECT ASSISTANCE
11	HESG15: EMERGENCY SOLUTIONS GRANT

Table 6 – Project Information

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

**needs**

All the goals were determined in the Consolidated Plan as having high priority except for Economic Development.

## Projects

### AP-38 Projects Summary

#### Project Summary Information

*The following pages will be updated after the City Council takes action on May 2, 2017. Please see Attachment 1; last page of document for current project recommendations.*

**Table 7 – Project Summary**

<b>1</b>	<b>Project Name</b>	CDBG16: PLANNING AND ADMINISTRATIVE COSTS
	<b>Target Area</b>	City-wide
	<b>Goals Supported</b>	Planning and Administration
	<b>Needs Addressed</b>	Housing Homeless Housing and Supportive Services Public Facilities Public Improvements
	<b>Funding</b>	CDBG:
	<b>Description</b>	The funds for this project will provide for (1) planning activities which consist of all costs of data gathering, studies, analysis and preparation of plans and the identification of actions that will implement such plans (such as community development plans, housing including the development of a consolidated plan, reasonable costs of general environmental assessment, legal advertising...); (2) program administrative costs for overall program general management oversight and coordination (costs include but not limited to salaries and benefits, travel and training, indirect costs, monitoring program activities for progress and compliance with program requirements, coordinating the resolution of audit and monitoring findings...); (3) HOME program administrative costs to facilitate housing activities, such as monitoring for compliance of the entire HOME housing units portfolio, staff payroll expenses and other administrative expenses.
	<b>Target Date</b>	6/30/2018

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A
	<b>Location Description</b>	435 South D street, Oxnard CA 93030
	<b>Planned Activities</b>	Planning and general administrative activities: (1) Prepare the ConPlan, AAP and CAPER (2) general administration of the CDBG grant such as monitoring, oversight of program activities and invoices desk reviews, (3) prepare HUD reports and update the federal IDIS system, (4) review accounting transactions and prepare journal adjustment entries to update the City accounting system, (5) prepare year-end closing process and coordinate the single audit with outside auditors and other related duties.
<b>2</b>	<b>Project Name</b>	CDBG16:PUBLIC SERVICES
	<b>Target Area</b>	Low-Mod Areas census tract neighborhoods City-wide
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Homeless Housing and Supportive Services Job Development
	<b>Funding</b>	CDBG:
	<b>Description</b>	This project will provide funds for public services including but not limited to: child care, health care, fair housing counseling, emergency and day shelter and recreational needs of the low-income persons and special needs populations such as elderly person and homeless persons.
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	various location
	<b>Planned Activities</b>	
<b>3</b>	<b>Project Name</b>	CDBG16:DB-CODE COMPLIANCE
	<b>Target Area</b>	Low-Mod Areas census tract neighborhoods

	<b>Goals Supported</b>	Help Achieve Housing Preservation
	<b>Needs Addressed</b>	Housing Housing and Supportive Services
	<b>Funding</b>	CDBG:
	<b>Description</b>	This project will provide funds to pay for salaries and benefits of code enforcement inspectors. The project will include inspection for code violations and enforcement of codes in deteriorating and deteriorated areas, when such enforcement is coupled with public or private improvements, rehabilitation or services which may be expected to arrest the decline of the area.
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>4</b>	<b>Project Name</b>	CDBG16: DB-PUBLIC IMPROVEMENTS
	<b>Target Area</b>	Low-Mod Areas census tract neighborhoods
	<b>Goals Supported</b>	Infrastructure and Public Facilities
	<b>Needs Addressed</b>	Public Improvements
	<b>Funding</b>	
	<b>Description</b>	Funds for this project will provide for the reconstruction of public improvements such as neighborhood street and alleys located within the low and moderate income areas.
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>5</b>	<b>Project Name</b>	CDBG16: DB-PUBLIC FACILITIES
	<b>Target Area</b>	Low-Mod Areas census tract neighborhoods

	<b>Goals Supported</b>	Infrastructure and Public Facilities
	<b>Needs Addressed</b>	Public Facilities
	<b>Funding</b>	
	<b>Description</b>	Funds for this project will provide for the rehabilitation of public facilities such as public buildings, parks...
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>6</b>	<b>Project Name</b>	CDBG17: DB-1ST TIME HB ASSISTANCE
	<b>Target Area</b>	Low-Mod Areas census tract neighborhoods
	<b>Goals Supported</b>	Help Achieve Homeownership
	<b>Needs Addressed</b>	Housing
	<b>Funding</b>	
	<b>Description</b>	Funds for this project will assist eligible Oxnard residents with loans up to \$25,000 for the 1st time purchase of housing units and also provide funds for housing services provided by staff, eligible under 570.201(k)
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	various
	<b>Planned Activities</b>	Review applications for HUD income limit compliance. Assist the applicants with direct assistance in the form of a loan up to \$25,000 per housing units towards the down payment and closing costs.
<b>7</b>	<b>Project Name</b>	CDBG17: DB-HOUSING SERVICES FOR CDBG AND HOME HSG ACTIVITIES
	<b>Target Area</b>	City-wide

	<b>Goals Supported</b>	Help Achieve Homeownership New Affordable Rental Housing Units Help Achieve Housing Preservation
	<b>Needs Addressed</b>	Housing
	<b>Funding</b>	
	<b>Description</b>	The funds for this project are to provide for staffing soft costs associated with the delivery of housing units such as inspection costs, application processing, environmental reviews, appraisal fees, and underwriting.
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Staff will (1) prepare environmental review (2) process loans up to \$30,000 per loan to assist the first time buyers to purchase affordable housing units as well as to assisted homeowners to rehabilitate their housing units, (3) perform necessary inspections and monitoring, and close out the transactions when the processes are completed.
8	<b>Project Name</b>	HOME17: ADMINISTRATION
	<b>Target Area</b>	City-wide
	<b>Goals Supported</b>	Planning and Administration
	<b>Needs Addressed</b>	Housing
	<b>Funding</b>	
	<b>Description</b>	General personnel expenses for the HOME grant
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	435 South D Street
	<b>Planned Activities</b>	Provide staff support and administrative services to administer, manage, coordinate and monitor the HOME grant.

9	<b>Project Name</b>	HOME16: CHDO SET ASIDES
	<b>Target Area</b>	Low-Mod Areas census tract neighborhoods
	<b>Goals Supported</b>	New Affordable Rental Housing Units
	<b>Needs Addressed</b>	Housing
	<b>Funding</b>	
	<b>Description</b>	Funds for this project is to provide set asides funds to be awarded to a local CHDO to develop, acquire and rehabilitate affordable housing units.
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
10	<b>Project Name</b>	HOME17: HB DIRECT ASSISTANCE
	<b>Target Area</b>	City-wide
	<b>Goals Supported</b>	Help Achieve Homeownership
	<b>Needs Addressed</b>	Housing
	<b>Funding</b>	
	<b>Description</b>	Funds for this project will assist eligible Oxnard residents with financial assistance up to \$30,000 per loan to defray down-payment and closing costs toward the purchase of a home as a first-time homebuyer.
	<b>Target Date</b>	6/30/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	various
	<b>Planned Activities</b>	Provide housing services assistance to LMI residents in the form of loan up to \$30,000 to acquire affordable housing units.
11	<b>Project Name</b>	HESG16: EMERGENCY SOLUTIONS GRANT
	<b>Target Area</b>	City-wide

<b>Goals Supported</b>	Reduce homelessness
<b>Needs Addressed</b>	Homeless
<b>Funding</b>	
<b>Description</b>	Funds will provide financial assistance to various services providers for emergency shelter, homeless prevention, rapid re-housing and HMIS activities to serve the homeless persons and families, as well as, those at-risk of becoming homeless households.
<b>Target Date</b>	6/30/2018
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
<b>Location Description</b>	various
<b>Planned Activities</b>	

## **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**

Because the primary national objectives of the Consolidated Plan programs are to benefit income and moderate-income residents, the City's CDBG funds will be targeted to extremely low, low, and moderate income persons. The City has traditionally dedicated 100 percent of its CDBG resources to activities that exclusively benefit low/moderate income persons. CDBG funds will be used to serve the LMI persons citywide and in LMA neighborhoods. This trend is expected to continue in PY2017.

### **Rationale for the priorities for allocating investments geographically**

The need for affordable housing (funded from CDBG and HOME) is present throughout the City. CDBG funds for direct benefit category-capital improvements and code enforcement are allocated based on the percentage of LMI persons within the LMA neighborhoods. Regarding the Public Services category of the CDBG funds, the proposed projects will focus in the basic needs of the residents such as health care, essential and supportive services, as well as housing services. The special population such as seniors, homeless and youth will continue to receive their funding for the healthcare needs, child care, nutrition needs, education needs, shelter support and recreational needs.

HESG allocations are based on the limited clientele are distributed citywide.

HOME funds are distributed based on the income eligibility of the clients and citywide basis. These allocations also cover designated areas targeted by Code Compliance efforts to reduce and eliminate the deterioration of the areas through the Homeownership program as well as the Housing Rehabilitation program: homeowners will improve the beautiful appearance of the home and the safety of the neighborhood.

### **Discussion**

As always, the City of Oxnard will continue to look for available public and private resources and creative ways to fund the needy programs.

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

Lower-income households continue to pay high percentage of their income for housing, compared to other income groups. A large percentage of lower-income renters tend to experience overcrowding and inadequate housing conditions as housing problems. In order to help provide decent and affordable housing, and improve the social and economic status for the LMI households in Oxnard, the following programs will be available during the next program year:

1. First Time Homebuyer Assistance Program (50 units)
2. Rehabilitation of Single-Family Housing Units (5 units)
3. Rehabilitation of Mobile home Housing Units (1 unit)
4. Construction of new units for rent
5. Preservation of 664 public housing rental units and 1825 Section 8 vouchers, including 52 vouchers for veterans and 15 set-aside vouchers for homeless persons.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	15
Non-Homeless	2,545
Special-Needs	231
Total	2,850

**Table 8 - One Year Goals for Affordable Housing by Support Requirement**

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	2,489
The Production of New Units	45
Rehab of Existing Units	6
Acquisition of Existing Units	0
Total	2,625

**Table 9 - One Year Goals for Affordable Housing by Support Type**

## Discussion

Affordable Housing Division will continue to provide homeownership programs including the owner-occupied rehabilitation loans for repairs and first time homebuyer grants for down payment assistance/closing costs to acquire existing or new units.

## AP-60 Public Housing – 91.220(h)

### Introduction

OHA currently administers 664 public housing units, over 1,800 Section 8 rental assistance vouchers, plus 36 VASH vouchers. It is anticipated that the number of Public Housing units will decrease to 520 after the demolition of 260 units in the Colonia Village area, which has been approved by the U.S. Department of Housing and Urban Development (HUD) for disposition. From 260 units 116 units have been already demolished to date. Starting 2017 each year OHA will start converting few units to 504 accessible units to be in compliance with the American Disability Act.

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. During the FY 2015-2016, HUD has allocated 10 additional VASH vouchers to OHA.

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

Oxnard Housing Authority will continue to administer 664 public housing units, 1819 Section 8 vouchers and 46 VASH vouchers, and to fund and implement modernization projects for the public housing units, where most needed, through its Capital Fund program. Every 5 years Capital Fund program conducts a PNA (Physical Need Assessment) throughout the entire housing units and sends out survey questionnaires to the residents to assess the physical deficiencies in their units. It also collects inputs from Maintenance staff, Housing Engineer, and Public Housing Staff. All the collected deficiencies get translated into capital improvement projects and get tabulated into a 5 year action plan. Each year capital fund re-priorities those projects identified in the 5 year plan for that year Annual Plan and Statement.

The 2017 grant has resulted in planning and budget of the following capital improvement projects for its public housing units:

Cal 31-2 (Felicia Court)	Flooring	\$300,000
Cal 31-3 (Colonia Road) (Note that in 2017, OHA is planning to convert 5 units into 504 compliant units in Colonia Village)	504 Compliance	\$189,000
Cal 31-5(Plaza Vista)	Mail Boxes	\$5,000
<b>Total Planned projects for 2017</b>		<b>\$494,000</b>

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

OHA has promoted homeownership by working in collaboration with homeownership counseling agencies such as Cabrillo Economic Development Corporation (CEDC) and Ventura County Community Developed Corporation (VCCDC) 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

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

### **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. The 2017 PIT count was conducted on January 24, 2017, the results of this count have not been published for public information at this time.

### **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. Currently, the City of Oxnard is proposing to improve ADA access to existing facilities providing emergency and transitional housing for single women and women with children at the Kingdom Center. In addition to exploring the possibility of adding additional emergency and transitional housing resources at this site through new development on underutilized property at 1450 South Rose Avenue in Oxnard, as well as to develop a year-round emergency shelter for men, that will enable enriched services, case management, as focus on housing first and identifying permanent supportive housing opportunities for chronically homeless men.

#### **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. The Ventura County Human Services Agency 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; they will continue to do this in the forthcoming operating year. 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 as they have also done in the recent past. OHA works in conjunction with the Veteran Administration to administer housing vouchers for homeless 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 as with 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. Ending chronic homelessness by 2017 through targeted street outreach (CDBG-Community Action-One Stop Shelter, CoC-Oxnard Homeless Outreach Program, VCHSA-Rapid Rehousing, 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 2017 by providing permanent supportive housing beds, in addition to Section 8 HUD VASH vouchers
3. Preventing and ending homelessness for families, youth, and children by 2020 through rapid rehousing program and homeless prevention activities. The CoC set a path to ending all types of homelessness in its 10-year plan by implementing a coordinated assessment system-Pathways to Home. As a result, the number of chronic homeless, veterans, families, and youth continue to demonstrate positive results.

## **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 and 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 Consolidated Plan to achieve the other actions listed below.

### **Actions planned to address obstacles to meeting underserved needs**

The City will continue to utilize available resources to fund administrative support activities to meet the underserved needs in the community. One challenge facing all cities is the elimination of redevelopment agencies. The City will continue to work with the appropriate state agencies to administer the assets of the former redevelopment agency in the appropriate manner, and to the benefit of the LMI community whenever possible and feasible. Limited availability of funding from 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 2016 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.

With respect to units owned or assisted by the Oxnard Housing Authority, there have been no cases of Public Housing tenants and/or Section 8 participant households reporting or having been discovered to have poisoned children or any child with "Environmental Intervention Blood Lead Level"(EIBLL). 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:

- EDCO
- City Corp
- Community Action of Ventura County
- Oxnard Housing Authority
- 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 Continuum of Care 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 Consolidated Plan. This could be from ongoing meetings, special meetings and/or task force.

### **Discussion**

Other actions that the City of Oxnard 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 compliance with the 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, Recreations and Community Services Commission and Community Relations commission.

# Program Specific Requirements

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

### Introduction

In addition to the 20% cap for Administration, the City of Oxnard also allocates 15% of 2014 CDBG funds for community services including youth services and fair housing activities. The balance of the funds will be allocated to housing activities, code compliance and public facilities. In the event of an emergency (such as an earthquake, flooding, or hurricane ...) the City will cut the non-committed funds from other existing projects in order to fund the urgent need within the allowable range. However, the urgent need 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 18 months, (3) the City cannot finance on its own, (4) and when other funding sources are not available.

### Community Development Block Grant Program (CDBG)

#### Reference 24 CFR 91.220(I)(1)

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

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
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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 Annual Action Plan. 100.00%

**HOME Investment Partnership Program (HOME)  
Reference 24 CFR 91.220(l)(2)**

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

The City also has Reuse Accounts for previously expended CalHome and BEGIN Homebuyer Programs, respectively. Both programs require that funds be repaid upon sale, transfer, or default on the property. The repaid funds must be deposited in these Reuse Accounts and made available for use for eligible homebuyer down payment assistance, which was the original eligible use of the funds. The CalHome account has a current balance of \$91,400 and the BEGIN account \$196,976. Only five percent of the repaid funds are permitted for activity delivery and administrative costs.

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

- **Resale Provision**

- Limits ownership of a unit to an eligible homebuyer who is qualified as low income at the time of the sale, who must occupy the unit as a principle residence for 270 cumulative days within a calendar year.

- The purchase price is affordable for a low-income household who earns up to 80% of the area median income. The monthly cost for principal, interest, taxes, insurance, HOA fees, utilities, and maintenance should not be more than 30% of the monthly income for the household.

A resale restriction agreement -- (RRA) is used for the 20 year HOME period of affordability for new construction. The RRA agreement contains the following provisions:

- Transfer of title may only be to a Low-Income family, defined above, for the entire affordability period. Each successor in interest to the Owner shall acquire the unit subject to the continuation of restrictions provided in the RRA through an assumption agreement.

- The amount of the per unit CHDO Set Aside HOME Subsidy used in the development of the housing unit, an indirect subsidy, may be converted at the end of the construction period to provide a direct

homebuyer subsidy up to the amount of the HOME 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 of Oxnard.

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.

### **Recapture Provision**

The City of Oxnard uses HOME funds for the 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). The City records a promissory note secured by trust deed with the Ventura County Recorder's office to secure the recapture provisions:

- If the homebuyer defaults or fails to satisfy requirements during the term of the loan, City will exercise its rights under the promissory note and deed of trust to recover the loan funds to the maximum extent permitted by law.
- If the recapture provisions are triggered by a sale of the unit or other default, the City shall take all necessary steps to recover the full amount of HOME funds from the net proceeds.
- The City will recover the entire HOME subsidy unless net proceeds do not cover the subsidy; City will forgive unrepaid 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 units developed by CHDOs.

**HEARTH Emergency Solutions Grant (HESG)  
Reference 91.220(l) (4)**

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

The City does not provide any direct assistance under the HESG program any longer. 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. The Regional Ventura County Continuum of Care Alliance has established centralized or coordinated assessment system, Pathways to Home, that provides coordination intake as well as systems to avoid duplication of effort and redundancies.

Pathways to Home is centralized to provide identical information and system-wide tracking through HMIS, of all homeless individuals who seek and /or receive assistance at any one of the various service providers, or through the County directly.

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

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

- a. The City formally posts the Notice of Available Funds (NOFA) in the regional newspaper, on the City's website, and emails and paper mail are sent to all existing and potential service providers from Santa Barbara to Los Angeles.
- b. All interested agencies are required to attend information workshop/application training on the process, which includes all deadline dates and times.
- c. Interested agencies then submit their application, letter of interest, project overview and qualifications. Those agencies meeting all of the minimum qualifications are then asked to attend a interview session by the Application Review Panel.
- d. The Review Panel included three city staff persons, and four representatives from City Advisory Groups.
- e. The Review Committee reviews all proposals and makes award/funding recommendations. These recommendations are then submitted to the City Council for approval.
- f. 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.

- g. The Mayor and City Council directs the City Manager and staff to move forward with final processing.
- h. Staff prepares all contracts for execution. Additionally, all internal processes are completed in order to encumber funds to each individual agency.
- i. Contracts are completed and services can begin on July 1.
- j. All HESG contracts are awarded for two years.

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 ESG.

The City meets the homeless participation requirement by having a homeless and a formerly homeless person serve on the City's Commission on Homelessness. In addition, each entity receiving city HESG funding is also asked to provide information as to how they involve homeless persons in their programming and decision making.

5. Describe performance standards for evaluating ESG.

## 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 requirements:

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.

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 Division continues to fund all the activities prescribed in the HEARTH act except for the Street Outreach component due to the limited funding for the ESG grant. With the sub-recipients cooperation, the City's ESG 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 reduction and ending homelessness.