



Written materials relating to an item on this agenda that are distributed to the legislative bodies within 72 hours before the item is to be considered at its regularly scheduled meeting will be made available for public inspection at the Library, 251 South "A" Street, the City Clerk's Office, 305 West Third Street and 435 South "D" Street during customary business hours. The agenda reports are on the City of Oxnard web site at [www.ci.oxnard.ca.us](http://www.ci.oxnard.ca.us).

**AGENDA  
REGULAR MEETING  
Commission on Homelessness  
Monday, June 6, 2011 - 3:30 p.m. – 5:00 p.m.  
Oxnard Public Library  
Conference Room B  
251 South "A" Street, Oxnard, CA 93030**

**A. ROLL CALL**

**B. APPROVAL OF MINUTES  
May 2, 2011**

**C. PUBLIC COMMENTS**

A person may address the Commission only on matters within the subject matter jurisdiction of the Commission. The presiding officer shall limit public comments to three minutes. The Commission cannot enter into detailed discussion or take action on any item presented during public comments that is not on the agenda. Such item may only be referred to the Commission Secretary for administrative action or scheduled on a subsequent agenda for discussion.

**D. STAFF REPORT**

1. Public comment on Staff Report: members of the public may comment on items listed under Staff Report. Comments shall be limited to three minutes each.
2. Roles and Responsibilities of the Commission: (City Attorney)
3. 1450 South Rose Avenue Update: Bill Wilkins (Housing Director)
4. Emergency Shelter Grant Update: Bill Wilkins (Housing Director)

**E. OLD BUSINESS**

1. Public comment on Old Business: members of the public may comment on items listed under Old Business. Comments shall be limited to three minutes each.
2. Section 8 Vouchers for Emergency Homeless Issues: (Commissioner Collier) (Item Continued from May 2, 2011)
3. Continuum of Care Application and Planning Process: (Commissioner Collier) (Attachment 1) (Item Continued from May 2, 2011)

**F. NEW BUSINESS**

1. Public comment on New Business: members of the public may comment on items listed under New Business. Comments shall be limited to three minutes each.
2. Salsa Festival Booth for Service Providers: (Commissioner Gomez)
3. Update on Draft Housing Element: (Commissioner Gonzalez)

**G. COMMISSION BUSINESS**

1. Commissioners may relate recent experiences or request that matters be placed on a future agenda for discussion.

**H. ADJOURNMENT**

The next business meeting of the Commission on Homelessness will be July 11, 2011, at 3:30 p.m. at the Oxnard Public Library, Conference Room B, 251 South A Street, Oxnard, CA, 93030.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a meeting, please contact Will Reed at (805) 385-8044. Notification 72 hours prior to the meeting will enable the City to make reasonable accommodations to assure accessibility to the meeting.

**City of Oxnard**  
**Continuum of Care (“CoC”) Planning and Application Process**

<b>Timeframe</b>	<b>CoC Activity</b>	<b>Commission Role</b>
October- November	Planning for annual Point In Time (PIT) Count and update of Housing Inventory Chart (HIC). Ventura County Homeless and Housing Coalition (VCHHC) take the lead on planning and implementation, with input from City of Oxnard Homeless Assistance Coordinator.	At regular Commission Meeting, Homeless Assistance Coordinator informs Commission of planned date for count; any changes to count methodology, etc. Members are invited to participate in count.
Final week of January	PIT and HIC update conducted.	Commission members serve as volunteer enumerators on night of count.
April/May	Final PIT Count report is provided to City of Oxnard by VCHHC.	At regular Commission Meeting, Homeless Assistance Coordinator presents results of the count.
June/July	HUD issues Registration Notice for annual CoC funding competition; Homeless Assistance Coordinator solicits letters of intent from applicants.	At regular Commission Meeting, Homeless Assistance Coordinator reports on contents of the HUD Registration Notice, including any changes to CoC application process announced in the Notice.
July/August	Letters of Intent received by City.	At regular Commission Meeting, Homeless Assistance Coordinator reports on letters received. Discussion with Commission on expected renewal projects and possible new projects.
September - November	CoC Notice of Funding Availability (NOFA) Issued; Homeless Assistance Coordinator completes Exhibit 1; project sponsors complete Exhibit 2s.	Special Meeting of Homeless Commission: Homeless Assistance Coordinator provides summary of: <ul style="list-style-type: none"> <li>• Contents of the NOFA, including any significant changes;</li> <li>• Summary of key sections of Exhibit 1, including the Oxnard CoC’s achievements and performance in prior year, goals and objectives for next year, project listing, etc.</li> <li>• Brief project presentations by applicants for funding.</li> </ul> The Commission will make a recommendation to the City Council to submit the application as presented.
December	HUD announces results of competition for renewal grants.	At regular Commission Meeting, Homeless Assistance Coordinator reports on grant renewals.
June- August	HUD announces results of competition for new grants; provides breakdown of	At regular Commission Meeting, Homeless Assistance Coordinator reports on results of competition for new projects and on application

	application score.	score. Owner Page 26/1/2011Discussion with Commission about strategy for improving score.
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**Notes on Project Review and Ranking:**

In the situation where the CoC NOFA requires that all projects must be reviewed and ranked, or if there are multiple requests for new projects, the Homeless Assistance Coordinator will convene a Review and Ranking Panel to evaluate the proposals.

- The panel typically includes two members of the Commission on Homelessness, one City of Oxnard staff person, one service provider and one or two private citizens.
- The panel will work with the Coordinator to develop an application and review process, including scoring criteria.
- Once the panel has completed its review and ranking of projects, the Homeless Assistance Coordinator will present the results to the Commission on Homelessness.
- The Commission will make a recommendation to the City Council to accept the panel's results.

In situations where there is no requirement for a formal project review and ranking, the City of Oxnard CoC may still establish a process to assess the performance of its grantees. Many communities have an annual process for project review. Typically, this is not done during the same time period that the application is being completed, since the review and assessment of projects can be time consuming. In most communities the CoC Lead Agency and CoC Planning Body work together to develop a process and criteria for assessing project performance.