



Meeting Date: 07/26/2011

<b>ACTION</b>	<b>TYPE OF ITEM</b>
<input type="checkbox"/> Approved Recommendation	<input type="checkbox"/> Info/Consent
<input type="checkbox"/> Ord. No(s). _____	<input type="checkbox"/> Report
<input type="checkbox"/> Res. No(s). _____	<input checked="" type="checkbox"/> Public Hearing (Info/consent)
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other:

Prepared By: Will Reed, Homeless Coordinator

Agenda Item No. **K-3**

Reviewed By: City Manager [Signature]

City Attorney [Signature]

Finance [Signature]

Other (Specify)

**DATE:** July 6, 2011

**TO:** City Council

**FROM:** William E. Wilkins, Housing Director [Signature]

**SUBJECT:** First Amendment to the FY 2011-2012 Annual Action Plan

**RECOMMENDATION**

That City Council:

1. Approve and authorize the City Manager to execute the First Amendment to the FY 2011-2012 Annual Action Plan reflecting the updates in the Emergency Shelter Grant Program (ESG) Awards,
2. Approve the revised ESG allocation in the amount of \$119,991

**DISCUSSION**

On May 3, 2011, City Council approved the final version of the Action Plan (Plan). The ESG amounts included were based on a Contingent Notification from the United States Department of Housing and Urban Development (HUD), which initially awarded the City \$166,716. The proposed ESG program awards were as follows:

CITY OF OXNARD FY 2011-2012 EMERGENCY SHELTER GRANT PROGRAM AWARDS						
Agency Name	Essential Services	Homeless Prevention	Shelter Staff Costs	Shelter Maintenance & Operations	Administration	2011-2012 Award
Turning Point Foundation	\$13,000		\$7,000			\$20,000
St. Vincent de Paul	\$8,000		\$67,000			\$75,000
City of Oxnard					\$8,335	\$8,335
Balance not awarded	\$10,381	\$45,000	\$8,000			\$63,381
<b>Totals</b>	<b>\$31,381</b>	<b>\$45,000</b>	<b>\$82,000</b>		<b>\$8,335</b>	<b>\$166,716</b>
<b>Percentage</b>	<b>19%</b>	<b>27%</b>	<b>49%</b>		<b>5%</b>	<b>100%</b>

On May 20, 2011, HUD released its final ESG allocations for the 2011-12 Fiscal Year, and the City was awarded \$119,991. Therefore, a 30-day public hearing notice was advertized in the Ventura County Star Newspaper on June 26, 2011 (Attachment #2), to receive public comments and reviews on the new allocation, as follows:

CITY OF OXNARD FY 2011-2012 REVISED EMERGENCY SHELTER GRANT PROGRAM AWARDS						
Agency Name	Essential Services	Homeless Prevention	Shelter Staff Costs	Shelter Maintenance & Operations	Administration	2011-2012 Award
Turning Point Foundation	\$10,000		\$4,000			\$14,000
St. Vincent de Paul	\$4,000		\$59,000			\$63,000
City of Oxnard – Admin.					\$6,000	\$6,000
City of Oxnard – Homeless Activities	\$6,991	\$30,000				\$36,991
<b>Totals</b>	<b>\$20,991</b>	<b>\$30,000</b>	<b>\$63,000</b>		<b>\$6,000</b>	<b>\$119,991</b>
<b>Percentage</b>	<b>17%</b>	<b>25%</b>	<b>53%</b>		<b>5%</b>	<b>100%</b>

**FINANCIAL IMPACT**

There is no financial impact to the City's General Fund.

Attachment # 1 – Application for Federal Assistance SF-424

Attachment #2 – 30-Day Public Review Notice

Attachment #3 – SBA

**Application for Federal Assistance SF-424**

Version 02

**\*1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

**\*2. Type of Application**

- New
- Continuation
- Revision

**\* If Revision, select appropriate letter(s)**

**\*Other (Specify)**  
\_\_\_\_\_

**3. Date Received:**

**4. Applicant Identifier:**

E11-MC-06-0534

**5a. Federal Entity Identifier:**

E11-MC-06-0534

**\*5b. Federal Award Identifier:**

E11-MC-06-0534

**State Use Only:**

**6. Date Received by State:**

**7. State Application Identifier:**

**8. APPLICANT INFORMATION:**

**\*a. Legal Name:** CITY OF OXNARD

**\*b. Employer/Taxpayer Identification Number (EIN/TIN):**

95-6000756

**\*c. Organizational DUNS:**

081790214

**d. Address:**

**\*Street 1:** 300 WEST THIRD STREET

Street 2: \_\_\_\_\_

**\*City:** OXNARD

County: VENTURA

**\*State:** CALIFORNIA

Province: \_\_\_\_\_

**\*Country:** USA

**\*Zip / Postal Code** 93030

**e. Organizational Unit:**

**Department Name:**

HOUSING DEPARTMENT

**Division Name:**

GRANTS MANAGEMENT DIVISION

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:** MS

**\*First Name:** NORMA

**Middle Name:** J.

**\*Last Name:** OWENS

**Suffix:** \_\_\_\_\_

**Title:** GRANTS MANAGER

**Organizational Affiliation:**

**\*Telephone Number:** 805-385-7959

**Fax Number:** 805-385-7969

**\*Email:** norma.owens@ci.oxnard.ca.us

**Application for Federal Assistance SF-424**

Version 02

**\*9. Type of Applicant 1: Select Applicant Type:**

C. City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

**\*10 Name of Federal Agency:**

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

**11. Catalog of Federal Domestic Assistance Number:**

14-231 \_\_\_\_\_

CFDA Title:

EMERGENCY SHELTER GRANT (ESG) \_\_\_\_\_

**\*12 Funding Opportunity Number:**

\_\_\_\_\_  
\*Title:  
\_\_\_\_\_

**13. Competition Identification Number:**

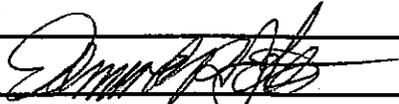
\_\_\_\_\_  
Title:  
\_\_\_\_\_

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

CITY OF OXNARD

**\*15. Descriptive Title of Applicant's Project:**

EMERGENCY SHELTER GRANT (ESG) PROGRAM

<b>Application for Federal Assistance SF-424</b>		Version 02
<b>16. Congressional Districts Of:</b>		
*a. Applicant: CA-23	*b. Program/Project: CA-23	
<b>17. Proposed Project:</b>		
*a. Start Date: 07/01/2011	*b. End Date: 06/30/2012	
<b>18. Estimated Funding (\$):</b>		
*a. Federal	_____	119,991
*b. Applicant	_____	
*c. State	_____	
*d. Local	_____	
*e. Other	_____	
*f. Program Income	_____	
*g. TOTAL	_____	119,991
<b>*19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>		
<input checked="" type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <u>5/20/2011</u>		
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.		
<input type="checkbox"/> c. Program is not covered by E. O. 12372		
<b>*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)</b>		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)		
<input checked="" type="checkbox"/> ** I AGREE		
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions		
<b>Authorized Representative:</b>		
Prefix: MR.	_____	*First Name: EDMUND
Middle Name: F.	_____	
*Last Name: SOTELO	_____	
Suffix:	_____	
*Title: CITY MANAGER		
*Telephone Number: 805-385-7449	Fax Number: 805-385-7595	
* Email: edmund.sotelo@ci.oxnard.ca.us		
*Signature of Authorized Representative:		*Date Signed: 7/1/11

# Certificate of Publication

I.O. #1217946

In Matter of Publication of:

Public Notice

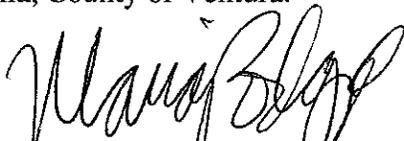
State of California)  
 ))§  
 County of Ventura)

I, **Maria Rodriguez**, hereby certify that the **Ventura County Star Newspaper** has been adjudged a newspaper of general circulation by the Superior Court of California, County of Ventura within the provisions of the Government Code of the State of California, printed in the City of Camarillo, for the County of Ventura, State of California; that I am a clerk of the printer of said paper; that the annexed clipping is a true printed copy and publishing in said newspaper on the following dates to wit:

June 26, 2011

I, Maria Rodriguez certify under penalty of perjury, that the foregoing is true and correct.

Dated this June 27, 2011, in Camarillo, California, County of Ventura.

  
**Maria Rodriguez**  
 (Signature)



**CITY OF OXNARD**  
**NOTICE OF 30-DAY PUBLIC REVIEW**  
**FIRST AMENDMENT**  
**OF THE FY 2011-2012 ANNUAL ACTION PLAN**

NOTICE IS HEREBY GIVEN that the City has prepared the First Amendment of the fiscal year 2011-2012 Annual Action Plan. The purpose of the hearing is to amend and update the FY 2011-12 Emergency Shelter Grant Program (ESG) award. On May 3, 2011, City Council approved the final draft of the Action Plan (Plan). The ESG amounts included were based on a Contingent Notification from the United States Department of Housing and Urban Development (HUD), which initially awarded the City \$166,716. The Plan was submitted to HUD May 16, 2011. On May 20, 2011, HUD released its final Emergency Shelter Grant allocations for the FY 2011-12, and the City was awarded \$119,991. Therefore, the City is required, by the Citizen Participation Plan, to conduct a public hearing to receive public comments and reviews on the new allocation.

FY 2011-2012 EMERGENCY SHELTER GRANT PROGRAM AWARDS		
Agency Name	Approved Allocations by City Council on May 3, 2011	Revised Allocations Proposed by the First Amendment
Turning Point Foundation	\$20,000	\$14,000
St. Vincent de Paul	75,000	63,000
City of Oxnard-Administration	8,335	6,000
City of Oxnard-Homeless Activities	0	36,991
Balance not awarded	63,381	0
<b>Totals</b>	<b>\$166,716</b>	<b>\$119,991</b>

NOTICE IS HEREBY GIVEN that the First Amendment will be presented to the City Council for approval on the following date:

**DATE:** July 26, 2011  
**LOCATION:** City Council Chambers  
 305 West Third Street  
 Oxnard, CA 93030  
**TIME:** 7:00 PM or as soon thereafter as possible

**PUBLIC COMMENTS:**  
 Copies of the amended pages of the Annual Action Plan will be available for public review at the following locations:

- City of Oxnard Main Library  
251 South "A" Street
- City of Oxnard City Clerk's Office  
305 West Third Street, First Floor
- City of Oxnard Housing Department  
435 South "D" Street

The public review period will start on Monday June 27, 2011 and conclude at 5:00 p.m. on Tuesday July 26, 2011. If you plan to attend the hearing, you may contact the Office of the City Clerk at (805) 385-7808 the Thursday prior to the scheduled date to confirm that the hearing has not been rescheduled. Persons with disabilities needing special assistance to participate in the hearing or persons requiring a translator should also contact the City Clerk's Office at least 72 hours prior to the meeting. For further information, contact Norma Owens, Grants Manager, at (805) 385-7959. Also, written comments may be submitted by 5:00 p.m. on July 26, 2011 to the following:

City of Oxnard Housing Department  
 Grants Management Division  
 435 South "D" Street  
 Oxnard, CA 93030

# CITY OF OXNARD

## REQUEST FOR SPECIAL BUDGET APPROPRIATION

July 26, 2011

Request is hereby made for an appropriation of total . . . . . \$ (46,725)

Reason for appropriation: To amend original appropriation of the 2011 Emergency Shelter Grant based on HUD final ESG allocations for Fiscal Year 2011-2012

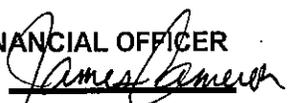
ADJUSTMENT  
AMOUNT

<u>FUND</u>	<u>DESCRIPTION/ACCOUNT</u>	<u>ADJUSTMENT</u> <u>AMOUNT</u>
EMERGENCY SHELTER GRANT 243	243-5391-531-72.01 FEDERAL GRANT REV	(46,725)
	<b>ESG PROGRAM YEAR 11-13 (Project No. 775534)</b>	
	<b>ESG ADMINISTRATION - 243-5391/Project 775534</b>	
	243-5391-804.80-41 PERSONAL SERVICES / EMPLOYEE BENEFITS	(2,335)
(New Line Item)	243-5391-804.84-83 CONTRACTUAL-ESSENTIAL SERVICES	6,991
(New Line Item)	243-5391-804-8485 CONTRACTUAL-HOMELESS PREVENTION	30,000
	<b>ESG ST VINCENT DE PAUL - 243-5396/Project 775534</b>	
	243-5396-804-8483 CONTRACTUAL-ESSENTIAL SER	(4,000)
	243-5396-804-8484 CONTRACTUAL-SHELTER OPERATIONS	(8,000)
	<b>ESG TURNING POINT - 243-5397/Project 775534</b>	
	243-5397-804-8483 CONTRACTUAL-ESSENTIAL SERVICES	10,000
	243-5397-804-8484 CONTRACTUAL- OPERATIONS	(79,381)

Net Estimated Change to EMERGENCY SHELTER GRANT (243) (46,725)

  
Manager

REQUIRES CITY COUNCIL APPROVAL

CHIEF FINANCIAL OFFICER  


Disposition	Approved	
	Rejected	
Transfer by Journal Voucher		