



Meeting Date: 07/26/11

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

Prepared By: Norma J. Owens

Agenda Item No. **I-7**

Reviewed By: City Manager [Signature]

City Attorney [Signature]

Finance [Signature]

Other (Specify) _____

DATE: July 11, 2011

TO: City Council

FROM: William E. Wilkins, Housing Director

SUBJECT: Encumbrance of Funds for Community Action of Ventura County and 1450 South Rose Avenue Contracts Awarded by the U.S. Department of Housing and Urban Development Contracts in the amounts of \$123,348 and \$13,490.

RECOMMENDATION

That City Council:

1. Recognize Revenue and Appropriate Funds in the amounts of \$123,348 and \$13,490 from the U.S. Department of Housing and Urban Development's Continuum of Care Grant, Supportive Housing Program.
2. Authorize the City Manager to execute any agreements necessary to accept the grant award.

DISCUSSION

On September 24, 2010 the U.S. Department of Housing and Urban Development issued its Notice of Funding Availability for the Continuum of Care Grant Supportive Housing Programs (CoC, SHP), in which the City has competitively participated for more than ten (10) years. The City's Homeless Services Division completed and submitted the application on November 18, 2010. In the application the City requested renewal grants to fund 1450 South Rose Avenue - \$13,490, Community Action of Ventura County (CA-VC) - \$123,348.

The City received the official award notification for CA-VC and South Rose Avenue dated March 11, 2011 from HUD (See Attachment 1). The Program Year for CA-VC is April 1, 2011 – March 31, 2012, while the Program Year for 1450 South Rose Avenue is February 1, 2011 – January 31, 2012, CA-VC County and Khepera House are sub-grantees to the City of Oxnard while the other agencies are direct awardees but are partners within the City's Continuum. Under the Grant Agreement between the City and HUD, the City is required to administer the grant funds to its sub-grantees through a reimbursement method. The sub-grantee is expected to expend funds from its general fund and request reimbursement from HUD through the City.

FINANCIAL IMPACT

The reimbursable grant funding will be recognized in Account 258-5138. No General Fund match is required.

Attachment #1 – HUD Award Letters

Attachment #2 - SBA



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
611 W. 6th Street
Suite 800
Los Angeles, CA 90017

March 11, 2011

Mr. Edmund Sotelo
City Manager
City of Oxnard
435 South D Street
Oxnard, California 93030

Dear Mr. Edmund Sotelo:

Congratulations on the conditional selection for funding under the United States Department of Housing and Urban Development's (HUD) fiscal year 2010 Continuum of Care (CoC) competition. Addressing homelessness is one of the Department's top priorities and the following conditionally-selected project will make a significant contribution toward developing a stronger continuum of care system in your community.

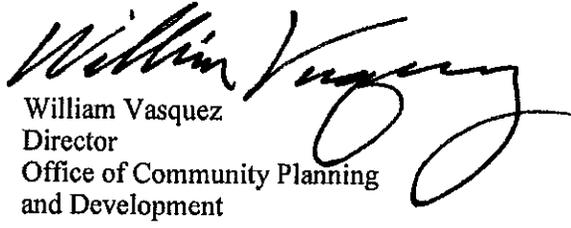
CoC Number and Name: CA-611 - Oxnard CoC
Program: SHP
Project Name: CA-611 - REN - Lighthouse at 1450 South Rose
Project Number: CA0947B9D111001

Enclosed is a list of issues and/or conditions that require attention. Issues are concerns or points of clarification that HUD has identified and require submittal of additional information to ensure compliance with program requirements. Conditions are requirements that must be satisfied prior to execution of the grant agreement.

All requested information must be submitted to this office within 30 days from the date of this notice, or by such reasonable time determined by this office. Your quick reply to this notice also ensures that the grant agreement is expeditiously processed. HUD will begin processing the grant agreement after all requirements have been met.

Please contact this office with any questions or concerns regarding your conditional award. HUD looks forward to working with you.

Sincerely,


William Vasquez
Director
Office of Community Planning
and Development

Enclosure(s)

Cc: W. Itoga, Program Manager

S. Choi, CPD Representative

Enclosures

Certification form(s) not included in the SF-424 or Exhibit 2 application

The forms indicated below are required to be signed and submitted before HUD can execute a grant agreement.

- Applicant/Recipient Disclosure/Update Report (HUD-2880)

Other SHP policy and program related conditions:

Type and Scale of Housing (Condition):

The application indicates in the section of "Type and Scale of Housing" that three bedrooms will be used for participants in the project. The original grant agreement provided acquisition money for four bedrooms of transitional housing. Funds used for acquisition carry a 20 year use restriction. The City must either ensure that four bedrooms remain available for transitional housing for the entire restricted period, or return a pro rata share of the acquisition grant and reduce the 2010 grant.



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CoC Number and Name: CA-611 - Oxnard CoC
Program: SHP
Project Name: CA-611 - REN - CA-VC 2010 Exhibit 2
Project Number: CA0716B9D111003

Enclosed is a list of issues and/or conditions that require attention. Issues are concerns or points of clarification that HUD has identified and require submittal of additional information to ensure compliance with program requirements. Conditions are requirements that must be satisfied prior to execution of the grant agreement.

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Other SHP policy and program related conditions:

Amount awarded is different from amount requested (Issue):

The budget request of \$149,660 was reduced to \$123,348, to align with the annual renewal amount on the Grant Inventory Worksheet (GIW). Your SHP renewal budget chart(s) is more than the authorized budget activities (e.g. supportive services and administration). Please revise and submit the budget amounts requested for the renewal projects so that they correspond to the previous year's budget.

CITY OF OXNARD

REQUEST FOR SPECIAL BUDGET APPROPRIATION

May 23, 2011

Request is hereby made for an appropriation of total

\$ 136,658

Reason for appropriation: To recognize and appropriate the 2010 CoC grants

<u>FUND</u>	<u>DESCRIPTION/ACCOUNT</u>	<u>ADJUSTMENT AMOUNT</u>
CONTINUUM OF CARE GRANT		
258	258-5347-531.72-05 FEDERAL & STATE SOURCES / HUD/HOME LOAN GRANTS	(123,348)
	COC 1-STOP - PY-10 Project 77XXXX	
	258-5347-805.83-31 MAINTENANCE SERVICES / CONTRIBUTION TO OTHR AGCY	123,348
	COC 1450 SOUTH ROSE AVENUE - PY-10 PROJECT 77XXXX	
	258-5138-531.72-05 FEDERAL & STATE SOURCES / HUD/HOME LOAN GRANTS	(13,490)
	258-5138-805.83-01 MAINTENANCE SERVICES / MAINT SVC-BUILDING IMPROVEMENT	12,848
	258-5138-805.83-31 MAINTENANCE SERVICES / CONTRIBUTION TO OTHR AGCY	642
	Net Estimated Change to CONTINUUM OF CARE GRANT (258)	<u>0</u>



Manager

REQUIRES CITY COUNCIL APPROVAL

CHIEF FINANCIAL OFFICER



Disposition	Approved	
	Rejected	
Transfer by Journal Voucher		