



Meeting Date: 11/15/11

ACTION	TYPE OF ITEM
<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"/> Public Hearing

Prepared By: Will Reed, Homeless Coordinator

Agenda Item No. **K-1**

Reviewed By: City Manager

City Attorney

Finance

Other (Specify) *for Jim Cameron*

DATE: October 21, 2011

TO: City Council

FROM: William E. Wilkins, Housing Director

SUBJECT: Eighth Amendment to the FY 2008-2013 Consolidated Plan and the FY 2008-2009 Annual Action Plan (The Plan) for the Homelessness Prevention and Rapid Re-Housing Program (HPRP).

RECOMMENDATION

That City Council:

1. Conduct a public hearing to approve the Eighth Amendment to The Plan.
2. Approve the budget revision of the funds awarded to County of Ventura Human Services Agency (CVHSA).
3. Authorize the Housing Department Director to submit the Eighth Amendment of The Plan to the U. S. Department of Housing and Urban Development for approval.
4. Authorize the City Manager to submit the Substantial Amendment of the Plan to the U.S. Department of Housing and Urban Development for approval.
5. Approve and authorize the Mayor to execute the Second Amendment to the Agreement with VCHSA, which modifies the Scope of Services.

DISCUSSION

On October 14, 2008, the City Council approved the First Amendment to The Plan to change the allocation of Community Development Block Grant (CDBG) and Home Investment and Partnership Act (HOME) funding between projects.

On April 21, 2009, the Second Amendment was approved by the City Council to apply for and accept the \$1,124,994 allocation in HPRP funding from HUD under the American Recovery and Reinvestment Act of 2009 (ARRA).

On June 2, 2009, the Third Amendment was approved by the City Council to recognize an allocation of \$735,792 in CDBG – R funding from HUD under the American Recovery and Reinvestment Act of 2009.

On October 27, 2009, the Fourth Amendment was approved by the City Council to appropriate \$73,579 of the CDBG-R funds to the General Administration and Planning activities to Bartolo Square North Neighborhood – Water Service Improvement Project budget.

On January 26, 2010, the Fifth Amendment was approved by City Council authorizing the City to enter into an agreement in the amount of \$1,096,869 with the CVHSA to provide homeless prevention services to homeless persons and persons at-risk of becoming homeless under the federal HPRP grant.

On April 5, 2011, City Council approved the Sixth Amendment, which revised the budgeted amounts of the eligible activities in the HPRP funds awarded to CVHSA in order to meet the needs of the requests of clients and the two-year spending compliance limit established by HUD.

On April 19, 2011, the Seventh Amendment was approved by the City Council to reprogram \$93,619.61 of the CDBG-R funds to the new activity Court and Colonia Road Back Alley Reconstruction activity from the General Administration and Planning activities.

City Staff and the CVHSA HPRP Team have met again to evaluate the program and have determined that another budget change must be made in order to continue meeting the requests of program participants. The revised budget is as follows:

HPRP REVISED BUDGET SUMMARY			
DESCRIPTION	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance	\$424,300	\$228,355	\$652,655
Housing Relocation and Stabilization Services	231,400	124,600	\$356,000
<i>Sub Total</i>	<i>\$655,700</i>	<i>\$352,955</i>	<i>\$1,008,655</i>
Data Collection and Evaluation			\$60,090
Administration (administration is split equally between the City and CVHSA at \$28,124.50 ea)			\$ 56,249
TOTAL			\$1,124,994

As a result of the Citizen Participation Plan requirements, a 30-day public review notice (Attachment 1 and 2) of the Substantial Amendment (Attachment 3) was advertised in the Star Newspaper to obtain public comments and review. The newly revised budget is still reflective of the HUD program mandates, but moves funds between approved activities to better accomplish the established goals, and increases the amount of funds available for Housing Relocation and Stabilization Services as a direct result of the overall number of requests received for services in this specifically designated area. It also reduces the overall amount of funds available in Financial Assistance. Therefore, the Scope of Services in the City's Agreement with VCHSA (Attachment 4) needs to be modified and submitted for City Council approval.

FINANCIAL IMPACT

The Special Budget Appropriation (Attachment 5) will re-align the budgeted amounts of various activities in HPRP funds.

- Attachment 1 – Notice of 30-day Public Review
- Attachment 2 – Amendment packet to HUD
- Attachment 3 – Substantial Amendment form HUD-40119
- Attachment 4 – Amendment to Agreement with VCHSA (3 originals)
- Attachment 5 – Special Budget Appropriation



**CITY OF OXNARD
NOTICE OF 30-DAY PUBLIC REVIEW
EIGHTH AMENDMENT OF THE FY 2008-2013 CONSOLIDATED PLAN
AND THE FY 2008-2009 ANNUAL ACTION PLAN**

NOTICE IS HEREBY GIVEN that the City of Oxnard has prepared the Eighth Amendment of the Fiscal Years 2008-2013 Consolidated Plan and the FY 2008-2009 Annual Action Plan.

On February 17, 2009, the American Recovery and Reinvestment Act of 2009 (ARRA) was signed into law. Included in the ARRA was an allocation of \$1,124,994 to the City of Oxnard, under the Homeless Prevention and Rapid Rehousing Program (HPRP), over the next three years. The City subsequently entered into an agreement with the Ventura County Human Services Agency (VCHSA) to provide the outlined services as approved by the United States Department of Housing and Urban Development (HUD) in the amount of \$1,096,869.

On April 5, 2011, the City Council approved the Sixth Amendment to the plan to allow the VCHSA to make budget changes within HUD approved eligible line items. After twenty-six months of operation VCHSA is recommending the third budget revision in order to accommodate the wide array of requests for assistance and also to meet the expenditure deadline required by HUD.

DESCRIPTION	APPROVED BUDGET BY COUNCIL ON 4/5/11	REQUESTED BUDGET REVISIONS	ANALYSIS OF CHANGE
Homeless Prevention			
Financial Assistance	\$368,546	\$424,300	\$55,754
Housing Relocation & Stabilization	236,647	231,400	-5,247
Rapid Re-housing			
Financial Assistance	245,698	228,355	-17,343
Housing Relocation & Stabilization	157,764	124,600	-33,164
Data Collection and Evaluation	60,089	60,089	0
Administration	28,125	28,125	0
	\$1,096,869	\$1,096,869	\$0

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

DATE: November 15, 2011
LOCATION: 305 West Third Street, Oxnard, California 93030
City Council Chambers
TIME: 7:00 PM

At this meeting, the City Council will receive public comments on the budget revisions of the various activities awarded and approve the Eighth Amendment.

PUBLIC COMMENTS

Copies of amended pages of the Eighth Amendment of the Consolidated Plan, Annual Action Plan, and HUD Form 40119 Substantial Amendment will be available for public review at the following locations:

City of Oxnard Main Library
251 South X Street

City of Oxnard City Clerk's Office
305 West Third Street, First Floor

City of Oxnard Housing Department
435 South D Street, Second Floor

The public review period will start on Thursday, October 13, 2011 and conclude at 5:00 PM on Friday, November 11, 2011. The public is invited to submit written comments on the proposed amendment. All written comments related to the Amended Consolidated Plan and Substantial Amendment are to be submitted to the Grants Management Division of the Housing Department no later than 5:00 PM Thursday, November 11, 2011.

Questions and written comments, as well as requests for copies of the draft of the Eighth Amendment packet may be addressed to the following:

Norma Owens, Grants Manager
City of Oxnard Housing Department
435 South D Street
Oxnard, CA 93030
(805) 385-7959.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a meeting, please contact the City Clerk at (805) 385-7803. Notification 72 hours prior to the meeting will enable the City to make reasonable accommodations to assure accessibility to the meeting.



DRAFT COPY

EIGHTH

AMENDMENT

City of Oxnard
Consolidated Plan for Fiscal Years 2008-2013
Annual Action Plan for Fiscal Year 2008-2009

April 2011

Prepared By:
City of Oxnard
Housing Department
Grants Management Division
435 South "D" Street
Oxnard, CA 93030
ATTACHMENT NO. 28



MISSION STATEMENT

In 1997, the City Council of Oxnard adopted the following mission statement to guide the community:

"We will enhance the quality of life by providing excellence in leadership, support, and services for all who live, work, visit, and invest in our community."

INTRODUCTION

This Consolidated Plan (Plan) provides a basis and strategy for the use of Federal funds granted to the City of Oxnard by the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG), Home Investment Partnerships (HOME), and Emergency Shelter Grant (ESG) programs. This Plan covers the period beginning July 1, 2008 through June 30, 2013, representing five program years. In order to receive these funds, HUD requires, as of 1995, the submission of a multi-year planning document and an annual application and expenditure plan.

Programs and activities described in this Plan are intended to primarily benefit very low- to moderate-income residents of the City of Oxnard, including both neighborhoods with high concentrations of very low- to moderate-income residents, and the City as a whole. The City of Oxnard will also use this Plan to coordinate with other Federal and State grant programs and local initiatives.

This Consolidated Plan is the product of extensive public outreach, multiple public hearings, and consultation with over 100 agencies, groups, and organizations involved in the development of affordable housing, creation of job opportunities for very low- to moderate-income residents, and/or provision of services to children, elderly persons, persons with disabilities, and homeless persons. A complete draft of this Plan was available for public review and comment, in print form, at the City of Oxnard's Main Library, City Clerk's Office and Finance Department, for a 30-day period beginning May 11, 2008. The availability of the draft Plan was advertised in the local newspaper.

On April 21, 2009, City Council conducted a public hearing to accept the award of \$1,124,994 in Homelessness Prevention and Rapid Re-Housing Program (HPRP) funds from HUD, under the American Recovery and Reinvestment Act of 2009 (ARRA). No verbal or written public comments were received.

On June 2, 2009, City Council conducted a public hearing to accept the award of \$735,792 in Community Development Block Grant Funds (CDBG-R) awarded under the ARRA. No verbal or written comments were received.

On October 27, 2009, City Council conducted a public hearing to reprogram CDBG-R funds for Bartolo Square North Neighborhood-Water Service Improvement and general administration and planning activities. No verbal or written comments were received.

On January 26, 2010, City Council conducted a public hearing to approve the categorical amounts budgeted to eligible activities based on the award to the County of Ventura Human Services Agency and funded by the HPRP grant. No verbal or written comments were received.

On March 22, 2011, a public hearing was scheduled to approve the budget revisions for the eligible activities to be implemented by the County of Ventura Human Services Agency. This public hearing was continued to April 5, 2011 and the City Council formally adopted the Sixth Amendment plan with one oral comment and no written comments.

On April 5, 2011, a public hearing was scheduled to approve the reprogramming of the CDBG-R balance of \$93,619 from the Water Main Pipeline and General Administration and Planning activities to a new activity, namely Reconstruction of Gloria Court and Colonia Road Back Alley Reconstruction activity. The public hearing was continued to April 12, 2011, then to April 19, 2011. No written comments were received. Two oral comments were presented at the public hearing to support the need to repair the streets and alleyways located in the entire Colonia neighborhood.

On November 15, 2011, City Council will conduct a public hearing to approve the third budget revision of the eligible activities based on the award to the County of Ventura Human Services Agency and funded by the HPRP grant.

The Fiscal Years 2008-2013 Consolidated Plan is the fourth multi-year document prepared for HUD approval and includes the FY 2008-2009 Action Plan, which details how the City will expend the CDBG, CDBG-R, HOME, ESG and HPRP funds during this period. The Consolidated Plan is comprised of several sections:

1. **The Executive Summary** includes a description of the development of the Plan, general description of the City and demographics of the area, including the composition of the population and economy;
2. **The Housing and Homeless Needs Assessment** describes the housing needs in general, including needs of renters, owners, elderly, small and large families, and several subgroups of the population;
3. **The Housing Market Analysis** outlines the current housing market and the cost of housing;
4. **The Strategic Plan** outlines a five-year plan to address unmet needs, including objectives and strategies;
5. **The One-Year Action Plan** specifies projects that will be undertaken to meet the unmet needs and goals of the Strategic Plan; and,
6. **The Appendix** includes other documentation required by HUD.

LEAD AGENCY

The lead agency responsible for overseeing the development of this Consolidated Plan, and the significant aspects of the process by which the Consolidated Plan has been developed, is the City's Finance Department. Staff members from Housing, Public Works, Community Development, Recreation and Community Services, Planning and Building, and the Public Housing Authority participated substantially in the development of the Plan.

SUBMISSION TO HUD

The Five-Year Consolidated Plan is required to be submitted to HUD at least 45 days before the beginning of the program year. The City of Oxnard operates on a program

**CITY OF OXNARD
FY 2008-2009 ENTITLEMENT GRANTS
PROPOSED PROJECTS FUNDING SUMMARY**

Description	Proposed Amount
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM	\$ 270,000
Grants Administration and Support	43,410
Fair Housing Program & Administration	18,060
Environmental Reviews	148,670
Homeless Program Administration	72,388
Community Affairs Administration	<u>72,388</u>
	Administrative Subtotal \$ 552,528
Homeless Employment Program – Family Investment Center	\$ 30,000
Youth Enrichment Program	403,405
	After-School Program \$ 105,000
	Police Activities League 141,132
	Colonia Boxing Program 17,020
	Youth Enrichment Program 68,597
	Colonia Gymnasium 50,736
	City Corps 20,920
	Public Services Subtotal \$ 433,405
Neighborhood Street Improvements	\$ 500,000
	FY 08-09 Grant \$ 326,706
	Reprogrammed Funds 173,294
Housing Rehabilitation Program Administration	\$ 465,000
	FY 08-09 Grant \$ 411,130
	Program Income 53,870
Code Compliance	245,000
EDC-Business Technical Assistance	75,000
Campus Park Rehabilitation	415,000
Colonia Park Playground	250,000
First-Time Homebuyer	47,000
	Program Income \$ 47,000
	Direct Benefit Projects Subtotal \$ 1,997,000
	CDBG Total \$ 2,982,933
COMMUNITY DEVELOPMENT BLOCK GRANT-R	\$ 22,265
Grants Administration and Support	619,906
Bartolo Square North Neighborhood Water Utility Pipe Line	93,619
Gloria Court & Colonia Back Alley Reconstruction	<u>735,792</u>
	CDBG-R Total \$ 735,792
EMERGENCY SHELTER PROGRAM	\$ 6,055
Program Administration	27,700
Catholic Charities	Essential Services \$ 11,000
	Homeless Prevention 16,700
St. Vincent de Paul	72,200
Turning Point Foundation	15,152
	ESG Total \$ 121,107
HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM	\$ 56,249
Program Administration	652,655
Financial Assistance	356,000
Housing Relocation	60,090
Data Collection and Evaluation	<u>1,124,994</u>
	HPRP Total \$ 1,124,994
HOME INVESTMENT PARTNERSHIPS ACT PROGRAM	\$ 103,321
Program Administration	155,000
Community Housing Development Organization – Set-Aside	50,000
Community Housing Development Organization – Operating Costs	Program Income \$ 215,000
First-Time Homebuyer	Reprogrammed Fund 98,000
Housing Rehabilitation – Single-Family	300,000
Housing Rehabilitation – Mobilehome	Reprogrammed Fund \$ 300,000
	FY 08-09 Grant 24,890
	Program Income 89,272
Mobilehome Replacement	400,000
American Dream Downpayment Initiative (ADDI)	6,051
	HOME Total \$ 1,741,534
	GRAND TOTAL \$ 6,706,360

7. CDBG-R Program

Also included when the ARRA was signed into law, was an award of \$735,792 in CDBG-R funds in FY 2008-2009. HUD required a minimum 7-day public review period and submission of substantial amendment and other required documents to the FY 2008-2009 Annual Action Plan by June 5, 2009. The City provided a 7-day public review period beginning Monday, May 25, 2009, and concluding at 5pm on Monday, June 1, 2009.

The intent of the CDBG-R assistance is to provide a stimulus to the U.S. economy in the wake of the economic downturn. Also, HUD requires;

- Grantees to identify, upfront, the specific activities or projects intended to be funded with the CDBG-R dollars;
- Grantees to use the funds for hard development costs associated with activities that promote energy efficiency and conservation through rehabilitation or retrofitting of existing buildings;
- Recipients to give preferences to activities that can be started and completed expeditiously, including a goal of using at least 50% of the funds for activities that can be initiated not later than 120 calendar days after February 17, 2009; and,
- Priority to be given to projects that can award contracts based on bids, within 120 calendar days from the date the funds are made available to recipients.

To complete the application, the following documents were submitted:

- Standard Form 424;
- Substantial Amendment to the FY 2008-2009 Annual Action Plan; and,
- Copy of the Required Certifications.

E. CITIZEN PARTICIPATION PLAN

On October 18, 1994, City Council adopted a revised Citizen Participation Plan to incorporate HUD's new consultation and citizen participation requirements for the preparation and submittal of the Consolidated Plan for CDBG, ESG, and HOME. The Citizen Participation Plan is available in both English and Spanish. In 2000, the City updated its Citizen Participation Plan as part of the 2000-2003 Consolidated Plan process. The City's Commission on Homelessness also provides the City with information and direction on all federal funding matters with regards to homeless persons and service providers.

1. Process for Preparing the Consolidated Plan

In creating the Consolidated Plan, City staff developed a mailing list of more than 150 addresses consisting of organizations, the faith community, service providers, cities within Ventura County, Neighborhood Councils and other interested parties. Copies of the notice for each held public hearing was distributed through the Neighborhood

Services Division. The notices highlighted the purpose of each public hearing and invited comments and presentation from concerned citizens, local agencies and organizations. Also, the City's utility customer bills included *Did You Know*, a newsletter for City residents in which information appeared regarding the FY 2008-2013 Consolidated Plan. Approximately 34,000 residential customers receive the City's newsletter. Information regarding the Plan also appeared on cable television's Citywatch (Channel 17) throughout the month before a scheduled public hearing. In addition, beginning at 7:00 p.m., the City's Channel 10/17 televised and broadcasted the City Council meeting at which the public hearing was conducted.

2. First Public Hearing January 15, 2008

On December 16, 2007, a notice of public hearing was advertised in the *Ventura County Star Newspaper*. The notice announced that the purpose of the public hearing was to obtain public input and/or comments on housing, public facilities and improvements, public services or economic development unmet needs of very low- to moderate-income persons, which are not currently being addressed by the City of Oxnard, or local agencies and organizations.

The first public hearing was held on January 15, 2008. A summary of the public testimony received and other pertinent documentation is included in this Plan. During this public hearing, the City Council requested an opportunity to discuss some of the ideas and concerns expressed by those providing comments.

3. Second Public Hearing March 4, 2008, rescheduled to April 22, 2008 and continued to May 6, 2008

On January 27, 2008, a notice of public hearing was advertised in the *Ventura County Star Newspaper* announcing the public hearing on March 4, 2008. The hearing was to provide the opportunity for further discussion of unmet needs and related issues and to designate the goals and specify the measurable objectives, that would be addressed in the multi-year and annual plan documents. However, the regular council meeting was cancelled because of the lack of a quorum.

On March 23, 2008, a notice of public hearing was advertised in the *Ventura County Star Newspaper* to reschedule the second public hearing to April 22, 2008. The meeting was continued to May 6, 2008. During the public hearing, the Council provided additional comments, goals and priorities for the next five-year plan.

4. Third Public Hearing June 17, 2008, continued to June 24, 2008

On May 11, 2008, a notice of public hearing was advertised in the *Ventura County Star Newspaper* announcing the availability of the Draft Consolidated Plan for the FY 2008-2013 and the Annual Action Plan for FY 2008-2009, and officially opened the 30-day public comment period required before the scheduled public hearing of June 17, 2008. Due to technical reasons, the public hearing on June 17, 2008 was continued to June 24, 2008. The Consolidated Plan and the Annual Plan were formally adopted, with public comments, during the June 24, 2008 public hearing.

5. Public Hearing October 7, 2008 - First Amendment -- First Amendment, continued to October 14, 2008

On September 8, 2008, a notice of public hearing was advertised in the *Ventura County Star Newspaper* announcing the availability of the amended draft of the 2008-2013 Consolidated Plan and the 2008-2009 Annual Action Plan for 30-day public review and comments period which began on September 08, 2008 and concluded on October 7, 2008, by adding a First-Time Homebuyer Assistance activity to both CDBG and HOME budgets. The meeting was continued to October 14, 2008 and the amended 2008-2013 Consolidated Plan and the amended 2008-2009 Annual Action Plan were formally adopted with no written or oral public comments.

City staff reviewed and updated a mailing list of approximately 100 addresses consisting of organizations, the faith community, service providers, the Oxnard Housing Authority, cities within Ventura County, neighborhood councils and other interested parties.

6. Public Hearing April 21, 2009 – Second Amendment

City staff reviewed and updated a mailing list of approximately 100 addresses consisting of organizations, the faith community, service providers, the Oxnard Housing Authority, cities within Ventura County, neighborhood councils and other interested parties. This list receives a copy of all public hearing notices.

On April 5, 2009, a notice of public hearing was advertised in the *Ventura County Star Newspaper* announcing the availability of the draft of the second amendment draft of the FY 2008-2013 Consolidated Plan and the FY 2008-2009 Annual Action Plan for 15-day public review and comments period which began on Monday, April 6, 2009 and concluded on Tuesday, April 20, 2009, by adding the award of \$1,124,994 in HPRP funds from HUD, and the proposed uses of the funds over the three-year period. The amended FY 2008-2013 Consolidated Plan and the amended FY 2008-2009 Annual Action Plan, were formally adopted on April 21, 2009 with no written comments received. One oral public comment was presented by Cathy Bernicky, in support of the proposed uses of activities outlined in the Plan.

7. Public Hearing June 2, 2009 – Third Amendment

HUD provided an abbreviated public review process for the CDBG-R funding. Grantees were required to post a 7-day public notice and to include information on the substantial amendment on the City of Oxnard's website. On May 24, 2009 a notice of public hearing was advertised in the *Ventura County Star Newspaper* announcing the availability of the draft of the third amendment of the FY 2008-2013 Consolidated Plan and the FY 2008-2009 Annual Action Plan for a 7-day public review and comment period which began on Monday, May 25, 2009 and concluded on Monday, June 1, 2009, which added the award of \$735,792 in CDBG-R funds, and the proposed use of the funds in FY 2008-2009. The 7-day public notice and the substantial amendment were also posted on the City of Oxnard's website. The amended Plan was formally adopted with no written or oral public comments.

However, HUD rejected the submission of the third amendment based on the non-eligibility park rehabilitation. Therefore, the City needed to resubmit a new and eligible proposed activity, namely Water Service Improvement Project. Since the new proposed activity was the result of HUD discussions for replacing the Campus Park Gymnasium Rehabilitation Project, the City is not required to publish the new activity for citizen comment, per HUD headquarters guidance. On June 23, 2009, the City posted the substitution of the new activity in the City's website. No written or oral public comments were received.

8. Public Hearing, October 27, 2009 – Fourth Amendment

On October 18, 2009, a notice of public hearing was advertised in the *Ventura County Star Newspaper* announcing the availability of the draft of the fourth amendment of the FY 2008-2013 Consolidated Plan and the FY 2008-2009 Annual Action Plan for a 7-day public review and comment period which began on Monday, October 19, 2009 and concluded on Monday, October 26, 2009, which reprogrammed \$735,792 in CDBG-R Funds for Bartolo Square North Neighborhood-Water Service Improvement and general administration and planning activities. No written or oral public comments were received. On October 27, 2009 the fourth amendment of the Plan was formally adopted by the City Council.

9. Public Hearing, January 26, 2010 – Fifth Amendment

City staff reviewed and updated a mailing list of approximately 100 addresses consisting of organizations, the faith community, service providers, the Oxnard Housing Authority, cities within Ventura County, neighborhood councils and other interested parties. This list receives a copy of all public hearing notices.

On January 10, 2010, a 15-day public review and comments notice, by adding the award of \$1,096,869 in HPRP funds to the County of Ventura Human Services Agency, and the proposed uses of the funds over the three-year period, was advertised in the *Ventura County Star Newspaper*. Also, the City posted the notice of public review of the Fifth Amendment on the City's website. The public review and comments period began on Monday, January 11, 2010, and concluded on Friday, January 22, 2010. On January 26, 2010 the fifth amendment of the Plan was formally adopted by the City Council. No written or oral public comments were received.

10. Public Hearing, March 22, 2011 – Sixth Amendment continued to April 5, 2011

On February 19, 2011, a 30-day public review and comments notice, asking for the approval of the budget revisions of the County of Ventura Human Services Agency HPRP award, was advertised in the *Ventura County Star Newspaper*. The purpose of the City of Oxnard HPRP budget revision is to reflect a reallocation of funds to increase levels of outreach, case management and support services. This reallocation intended to increase accessibility to HPRP funds by Ventura County residents, who are eligible and in need of HPRP support services and financial assistance. The increase in case management and supportive services will also further ensure long-term self sufficiency for all HPRP recipients.

Also, the City posted the notice of public review of the Sixth Amendment on the City's website and the notice of publication of the Sixth Amendment was mailed out to notify various agencies and neighborhood residents. The public review and comments period will began on Sunday, February 20, 2011 and concluded on Monday, March 21, 2011. The City Council conducted a public hearing of the Sixth Amendment on March 22, 2011. The March 22, 2011 public hearing meeting was continued to April 5, 2011. The Council formally adopted the amended plan on April 5, 2011 with no comments and one oral comment related to the involvement of the Homeless Commission.

11. Public Hearing, April 5, 2011 – Seventh Amendment continued to April 12, 2011 and then to April 19, 2011

On March 27, 2011, a seven-day public review and comments notice was advertised in the Ventura County Star Newspaper, announcing the addition of the Gloria Court and Colonia Road Back Alley Reconstruction activity, component of the Rose Avenue/Gonzales Arterial Resurfacing Project, as a Seventh Amendment to the FY 2008-2013 Consolidated Plan and the FY 2008-2009 Annual Action Plan. The reprogramming of the CDBG-R balance of \$93,619 is intended to reconstruct the 50-year old street and alley, located in the Colonia Neighborhood. The public review will begin on Monday, March 28, 2011 and conclude on Monday April 4, 2011. The City also posted the notice of public review of the Seventh Amendment on the City's website as well as mailed it out to various agencies and neighborhood residents.

The April 5, 2011 public hearing was continued to April 12, 2011, and then to April 19, 2011. The Seventh Amendment was formally adopted by the Council with no written comments and two oral comments supporting the need to put more effort and money to improve the streets and alleys located within the entire Colonia neighborhood.

12. Public Hearing, November 15, 2011 – Eighth Amendment

On October 12, 2011, a 30-day public review and comments notice, asking for the approval of the budget revisions of the County of Ventura Human Services Agency HPRP award, was advertised in the *Ventura County Star Newspaper*. The purpose of the City of Oxnard HPRP budget revision is to reflect a reallocation of funds to increase levels of outreach, case management and support services. This reallocation intended to accommodate the wide array of requests for assistance and also to meet the expenditure deadline required by HUD. The City also posted the notice of public review of the Eighth Amendment on the City's website and the notice of publication of the Eighth Amendment was mailed out to notify various agencies and neighborhood residents. The public review and comments period will begin on Thursday, October 13, 2011 and conclude on Friday, October 11, 2011.

13. Consultations with Outside Agencies

The City of Oxnard maintains an open dialogue with local and countywide housing and social service agencies to ensure that all needs of lower income persons are identified and addressed by the City. The coordinated team effort of City employees is an ongoing process, as well as the Countywide "Plan Coordinators" group representing the County and the other cities.

**TABLE IV
CITY OF OXNARD
PROPOSED PROJECTS FOR FISCAL YEAR 2008-2009**

Project Number	Title	Location	Funding source	Projected Accomplishments	Amounts	Objective	Outcome
08-100	Grants Administration and Support	N/A	CDBG	N/A	270,000	N/A	N/A
08-101	Fair Housing Program Administration	N/A	CDBG	400 Households	43,410	N/A	N/A
08-102	Environmental Reviews	N/A	CDBG	N/A	18,060	N/A	N/A
08-103	Homeless Program Administration	N/A	CDBG	N/A	148,670	N/A	N/A
08-104	Community Affairs Administration	N/A	CDBG	N/A	72,388	3	3
08-200	Homeless Employment Programs	N/A	CDBG	20 homeless persons	30,000	1	1
08-201A	After School Program	CT & BG	CDBG	630 youth	105,000	1	1
08-201B	PAL	CT & BG	CDBG	6,500 youth	141,132	1	1
08-201C	Colonia Boxing Center	CT & BG	CDBG	240 youth	17,020	1	1
08-201D	Youth Enrichment Program	CT & BG	CDBG	3,000 youth	68,597	1	1
08-201E	Colonia Memorial Park Veteran's Gym	CT & BG	CDBG	3,600 youth	50,736	1	1
08-201F	City Corps	Citywide	CDBG	475 youth	20,920	1	1
08-300	Code Compliance	CT & BG	CDBG	2,040 housing units	245,000	1	1
08-301	Neighborhood Street Improvements	CT & BG	CDBG	3,342 persons served	500,000	3	3
08-302	Business Technical Assistance	Citywide	CDBG	10 new jobs	75,000	1	1
08-303	Housing Rehabilitation Admin	Citywide	CDBG	N/A	465,000	2	2
08-304	Campus Park Rehabilitation	CT & BG	CDBG	1 public facility	415,000	1	1
08-305	Colonia Park Playground	CT & BG	CDBG	1 public facility	250,000	1	1
08-306	First-Time Homebuyer	Citywide	CDBG	4 housing units	<u>47,000</u>	2	2
CDBG TOTAL					2,982,933		
08-307A	Grants Administration and Planning Bartolo Square North Neighborhood	N/A	CDBG-R	N/A	22,265	N/A	N/A
08-307B	Water Utility Pipe Line Gloria Court & Colonia Road Back Alley	CT & BG	CDBG-R	3,342 persons served	619,908	1	3
08-307C	Reconstruction	CT & BG	CDBG-R	1837 persons served	<u>93,619</u>	1	3
CDBG-R TOTAL					735,792		
08-400	Program Administration	N/A	ESG	N/A	6,055	N/A	N/A
08-401	Catholic Charities	Citywide	ESG	670 persons & 35 households	27,700	1	3
08-402	Turning Point	Citywide	ESG	260 mentally ill	15,152	1	1
08-403	St. Vincent de Paul	Citywide	ESG	430 homeless people	<u>72,200</u>	1	1
ESG TOTAL					121,107		
08-404A	Program Administration	N/A	HRP	N/A	56,249	N/A	N/A
08-404B	Financial Assistance				652,655	1	1
08-404C	Housing Relocation and Stabilization				356,000	1	1
08-404D	Data Collection and Evaluation				<u>60,090</u>	N/A	N/A
HRP TOTAL					1,124,994		
08-500	Program Administration	N/A	HOME	N/A	103,321	N/A	N/A
08-501	CHDO Development	Citywide	HOME	1 organization	155,000	2	2
08502	CHDO Operations	N/A	HOME	1 organization	50,000	N/A	N/A
08-503	Mobilehome Replacement	Citywide	HOME	6 mobilehome units	400,000	2	2
08-504	Housing Rehabilitation - Mobilehome	Citywide	HOME	20 mobilehome units	414,162	1	1
08-505	Housing Rehabilitation - Single Family American Dream Downpayment	Citywide	HOME	13 housing units	300,000	1	1
08-506	Assistance	Citywide	HOME	1 housing unit	6,051	2	2
08-507	First-Time Homebuyer	Citywide	HOME	31 housing units	<u>313,000</u>	2	2
HOME TOTAL					1,741,534		
GRAND TOTAL					6,706,360		

O. CITIZEN PARTICIPATION PROCESS FOR THE FY 2008-2009 ANNUAL ACTION PLAN

First Public Hearing January 15, 2008

On December 16, 2007, a notice of public hearing was advertised in the *Ventura County Star Newspaper* announcing the purpose of the public hearing to obtain public input and/or comments on housing, public facilities and improvements, public services or economic development unmet needs of low income persons, which are not currently being addressed by the City of Oxnard, or local agencies and organizations.

City staff reviewed and updated a mailing list of more than 150 addresses consisting of organizations, the faith community, service providers, the Oxnard Housing Authority, cities within Ventura County, neighborhood councils and other interested parties.

The first public hearing was held on January 15, 2008. A summary of the public testimony received and other pertinent documentation is included in this Plan. During this public hearing, the City Council has requested an opportunity to discuss some of the ideas and concerns expressed by those providing comments.

Second Public Hearing March 4, 2008, rescheduled to April 22, 2008 and continued to May 6, 2008

On January 27, 2008, a notice of public hearing was advertised in the *Ventura County Star Newspaper* announcing the public hearing on March 4, 2008 to provide the opportunity for further discussion of unmet needs and related issues and to designate the goals and specify the measurable objectives that will be addressed in the multi-year and annual plan documents. However, the regular council meeting was cancelled because of the lack of a quorum.

On March 23, 2008, a notice of public hearing was advertised in the *Ventura County Star Newspaper* to schedule the second public hearing to April 22, 2008 meeting, which was continued to May 6, 2008. During the public hearing, the Council provided additional comments, goals and priorities for the next five-year plan.

Third Public Hearing June 17, 2008, continued to June 24, 2008

On May 11, 2008, a note of public hearing was advertised in the *Ventura County Star Newspaper* announcing the availability of the Draft Consolidated Plan for the FY 2009-2013 and the Draft Annual Action Plan for the FY 2008-2009, and officially opened the 30-day public comment period.

Due to technical reasons, the public hearing on June 17, 2008 was continued to June 24, 2008. The Consolidated Plan and the Annual Plan were formally adopted, with public comments, during the June 24, 2008 public hearing.

Public Hearing October 7, 2008, continued to October 14, 2008

On September 8, 2008, a notice of public hearing was advertised in the *Ventura County Star Newspaper* announcing the availability of the amended draft of the 2008-2013 Consolidated Plan and the 2008-2009 Annual Action Plan for 30-day public review and

comments period which began on September 08, 2008 and concluded on October 7, 2008, by adding a First-Time Homebuyer Assistance activity to both CDBG and HOME budgets. The meeting was continued to October 14, 2008 and the City Council formally approved the amended plans with no written or oral public comments.

City staff reviewed and updated a mailing list of approximately 100 addresses consisting of organizations, the faith community, service providers, the Oxnard Housing Authority, cities within Ventura County, neighborhood councils and other interested parties.

Public Hearing April 21, 2009

City staff reviewed and updated a mailing list of approximately 126 addresses consisting of organizations, the faith community, service providers, the Oxnard Housing Authority, cities within Ventura County, neighborhood councils and other interested parties. This list receives a copy of all public hearing notices.

On April 5, 2009, a notice of public hearing was advertised in the *Ventura County Star Newspaper* announcing the availability of the draft of the second amendment of the FY 2008-2013 Consolidated Plan and the FY 2008-2009 Annual Action Plan for 15-day public review and comments period which began on Monday, April 6, 2009 and concluded on Tuesday, April 21, 2009, by adding the award of \$1,124,994 in HPRP funds from HUD, and the proposed uses of the funds over the three-year period. The amended FY 2008-2013 Consolidated Plan and the amended FY 2008-2009 Annual Action Plan, were formally adopted with no written comments received. One oral public comment was presented by Cathy Bernicky, in support of the proposed uses of activities outlined in the Plan.

Public Hearing June 2, 2009

City staff reviewed and updated a mailing list of approximately 100 addresses consisting of organizations, such as, the faith-based community service providers, the Oxnard Housing Authority, cities within Ventura County, neighborhood councils and other interested parties. This list receives a copy of all public hearing notices.

HUD provided an abbreviated public review process for the CDBG-R funding. Grantees were required to post a 7-day public notice and to include information on the substantial amendment on the City of Oxnard's website. On May 24, 2009 a notice of public hearing was advertised in the *Ventura County Star Newspaper* announcing the availability of the draft of the third amendment of the FY 2008-2013 Consolidated Plan and the FY 2008-2009 Annual Action Plan for a 7-day public review and comment period which began on Monday, May 25, 2009 and concluded on Monday, June 1, 2009, which added the award of \$735,792 in CDBG-R funds, and the proposed use of the funds in FY 2008-2009. The amended Plan was formally adopted with no written or oral public comments.

Public Hearing, October 27, 2009

City staff reviewed and updated a mailing list of approximately 125 addresses consisting of organizations, such as, the faith-based community service providers, the Oxnard Housing Authority, cities within Ventura County, neighborhood councils and other interested parties. This list received a copy of all public hearing notices.

On October 18, 2009, a notice of public hearing was advertised in the *Ventura County Star Newspaper* announcing the availability of the draft of the fourth amendment of the FY 2008-2013 Consolidated Plan and the FY 2008-2009 Annual Action Plan for a 7-day public review and comment period which began on Monday, October 19, 2009 and concluded on Monday, October 26, 2009. This amendment reprogrammed \$735,792 in CDBG-R Funds from a park project to the for Bartolo Square North Neighborhood-Water Service Improvement Project in the amount of \$662,213 and general administration and planning activities in the amount of \$73,579. The amended Plan was formally adopted with no written or oral public comments.

Public Hearing, January 26, 2010

City staff reviewed and updated a mailing list of approximately 100 addresses consisting of organizations, of the faith community, service providers, the Oxnard Housing Authority, cities within Ventura County, neighborhood councils and other interested parties. Addresses on this list received a copy of all public hearing notices.

On January 10, 2010, a 15-day public review and comment notice was published to add, the award of \$1,096,869 in HPRP funds to the County of Ventura Human Services Agency, and the proposed uses of the funds over the three-year period, in the *Ventura County Star Newspaper*. Also, the City posted the notice of public review of this Fifth Amendment on the City's website. The public review and comments period began on Monday, January 11, 2010 and conclude on Friday, January 22, 2010. The amended Plan was formally adopted by the Council with no written or oral public comments on January 26, 2010.

Public Hearing, March 22, 2011 – (Continued to April 5, 2011)

City staff reviewed and updated a mailing list of approximately 126 addresses consisting of organizations, of the faith community, service providers, the Oxnard Housing Authority, cities within Ventura County, neighborhood councils and other interested parties. Addresses on this list received a copy of all public hearing notices.

On February 19, 2011, a 30-day public review and comment notice, revising the budgeted amount of the eligible activities of the award of \$1,096,869 in HPRP funds to the County of Ventura Human Services Agency, was advertised in the *Ventura County Star Newspaper*. The City also posted the notice of public comment period on review of the Sixth Amendment on the City's website. The public review and comments period began on Sunday, February 20, 2011 and concluded on Monday, March 21, 2011. The public hearing was continued to April 5, 2011.

Public Hearing, April 5, 2011 (Continued to April 12, 2011 then to April 19, 2011)

City staff reviewed and updated a mailing list of approximately 126 addresses consisting of organizations, of the faith community, service providers, the Oxnard Housing Authority, cities within Ventura County, neighborhood councils and other interested parties. Addresses on this list received a copy of all public hearing notices. The notice of public review was posted on the City's website.

On March 27, 2011 a notice of public hearing was advertised in the *Ventura County Star Newspaper* to reprogram the balance of the CDBG-R funds to a new activity, namely

Colonia Court and Colonia Road Back Alley Reconstruction activity. The public review and comments period will begin on Monday March 28, 2011 and conclude on Monday April 4, 2011.

No written comments were received. The Seventh Amendment was formally adopted by the Council on April 19, 2011, with two comments from the Colonia neighborhood residents.

Public Hearing, November 15, 2011

City staff reviewed and updated a mailing list of approximately 124 addresses consisting of organizations, of the faith community, service providers, the Oxnard Housing Authority, cities within Ventura County, neighborhood councils and other interested parties. Addresses on this list received a copy of all public hearing notices. Neighborhood Services Program also sent out approximately 161 electronic and hardcopy of weekly packets with the of insertion of the public hearing and comments notice to various neighborhood councils

On October 12, 2011, a 30-day public review and comment notice, revising the budgeted amount of the eligible activities of the award of \$1,096,869 in HPRP funds to the County of Ventura Human Services Agency, was advertised in the *Ventura County Star Newspaper*. The City also posted the notice of public comment and review of the Eighth Amendment on the City's website. Information regarding the Eighth Amendment also appeared on the cable television's Citywatch throughout the 30 day period, before the public hearing, scheduled on November 15, 2011. The public review and comments period will begin on Thursday, October 13, 2011 and conclude on Friday, November 11, 2011.

Colonia Court and Colonia Road Back Alley Reconstruction activity. The public review and comments period will begin on Monday March 28, 2011 and conclude on Monday April 4, 2011.

No written comments were received. The Seventh Amendment was formally adopted by the Council on April 19, 2011, with two comments from the Colonia neighborhood residents.

Public Hearing, November 15, 2011

City staff reviewed and updated a mailing list of approximately 124 addresses consisting of organizations, of the faith community, service providers, the Oxnard Housing Authority, cities within Ventura County, neighborhood councils and other interested parties. Addresses on this list received a copy of all public hearing notices. Neighborhood Services Program also sent out approximately 161 electronic and hardcopy of weekly packets with the insertion of the public hearing and comments notice to various neighborhood councils.

On October 12, 2011, a 30-day public review and comment notice, revising the budgeted amount of the eligible activities of the award of \$1,096,869 in HPRP funds to the County of Ventura Human Services Agency, was advertised in the *Ventura County Star Newspaper*. The City also posted the notice of public comment and review of the Eighth Amendment on the City's website. Information regarding the Eighth Amendment also appeared on the cable television's Citywatch throughout the 30 day period, before the public hearing, scheduled on November 15, 2011. The public review and comments period will begin on Thursday, October 13, 2011 and conclude on Friday, November 11, 2011.



**CITY OF OXNARD
NOTICE OF 30-DAY PUBLIC REVIEW
EIGHTH AMENDMENT OF THE FY 2008-2013 CONSOLIDATED PLAN
AND THE FY 2008-2009 ANNUAL ACTION PLAN**

NOTICE IS HEREBY GIVEN that the City of Oxnard has prepared the Eighth Amendment of the Fiscal Years 2008-2013 Consolidated Plan and the FY 2008-2009 Annual Action Plan.

On February 17, 2009, the American Recovery and Reinvestment Act of 2009 (ARRA) was signed into law. Included in the ARRA was an allocation of \$1,124,994 to the City of Oxnard, under the Homeless Prevention and Rapid Rehousing Program (HPRP), over the next three years. The City subsequently entered into an agreement with the Ventura County Human Services Agency (VCHSA) to provide the outlined services as approved by the United States Department of Housing and Urban Development (HUD) in the amount of \$1,096,869.

On April 5, 2011, the City Council approved the Sixth Amendment to the plan to allow the VCHSA to make budget changes within HUD approved eligible line items. After twenty-six months of operation VCHSA is recommending the third budget revision in order to accommodate the wide array of requests for assistance and also to meet the expenditure deadline required by HUD.

DESCRIPTION	APPROVED BUDGET BY COUNCIL ON 4/5/11	REQUESTED BUDGET REVISIONS	ANALYSIS OF CHANGE
Homeless Prevention			
Financial Assistance	\$368,546	\$424,300	\$55,754
Housing Relocation & Stabilization	236,647	231,400	-5,247
Rapid Re-housing			
Financial Assistance	245,698	228,355	-17,343
Housing Relocation & Stabilization	157,764	124,600	-33,164
Data Collection and Evaluation	60,089	60,089	0
Administration	28,125	28,125	0
	\$1,096,869	\$1,096,869	\$0

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

DATE: November 15, 2011
LOCATION: 305 West Third Street, Oxnard, California 93030
 City Council Chambers
TIME: 7:00 PM

At this meeting, the City Council will receive public comments on the budget revisions of the various activities awarded and approve the Eighth Amendment.

PUBLIC COMMENTS

Copies of amended pages of the Eighth Amendment of the Consolidated Plan, Annual Action Plan, and HUD Form 40119 Substantial Amendment will be available for public review at the following locations:

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

The public review period will start on Thursday, October 13, 2011 and conclude at 5:00 PM on Friday, November 11, 2011. The public is invited to submit written comments on the proposed amendment. All written comments related to the Amended Consolidated Plan and Substantial Amendment are to be submitted to the Grants Management Division of the Housing Department no later than 5:00 PM Thursday, November 11, 2011.

Questions and written comments, as well as requests for copies of the draft of the Eighth Amendment packet may be addressed to the following:

Norma Owens, Grants Manager
 City of Oxnard Housing Department
 435 South D Street
 Oxnard, CA 93030
 (805) 385-7959

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a meeting, please contact the City Clerk at (805) 385-7803. Notification 72 hours prior to the meeting will enable the City to make reasonable accommodations to assure accessibility to the meeting.

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Grantees eligible to receive funds under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) are required to complete a substantial amendment to their Consolidated Plan 2008 Action Plan. This form sets forth the required format for this substantial amendment. A completed form is due to HUD within 60 days of the publication of the HUD HPRP notice.

To aid grantees in meeting this submission deadline, the HPRP Notice reduces the requirement for a 30-day public comment period to no less than 12 calendar days for this substantial amendment. With this exception, HPRP grantees are required to follow their Consolidated Plan's citizen participation process, including consultation with the Continuum of Care (CoC) in the appropriate jurisdiction(s). Grantees are also required to coordinate HPRP activities with the CoC's strategies for homeless prevention and ending homelessness. To maximize transparency, HUD strongly recommends that each grantee post its substantial amendment materials on the grantee's official website as the materials are developed.

A complete submission contains the following three documents:

- 1) A signed and dated SF-424, not included.
- 2) A completed form HUD-40119 (this form), and
- 3) Signed and dated General Consolidated Plan and HPRP certifications.

For additional information regarding the HPRP program, visit the HUD Homelessness Resource Exchange (www.hudhre.info). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.

Public reporting burden for this collection of information is estimated to be 16 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. To the extent that any information collected is of a confidential nature, there will be compliance with Privacy Act requirements. However, the substantial amendment to the Consolidated Plan 2008 Action Plan does not request the submission of such information.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

A. General Information

Grantee Name	City of Oxnard
Name of Entity or Department Administering Funds	Housing Department
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Will Reed
Title	Homeless Program Coordinator
Address Line 1	435 South D Street
Address Line 2	
City, State, Zip Code	Oxnard, CA 93030
Telephone	805.385.8044
Fax	805.247.0379
Email Address	<u>Will.reed@ci.oxnard.ca.us</u>
Authorized Official (if different from Contact Person)	Edmund F. Sotelo
Title	City Manager
Address Line 1	300 West Third Street
Address Line 2	
City, State, Zip Code	Oxnard, CA 93030
Telephone	805.385.7430
Fax	805.385.7595
Email Address	<u>Edmund.sotelo@ci.oxnard.ca.us</u>
Web Address where this Form is Posted	<u>www.ci.oxnard.ca.us</u>

Amount Grantee is Eligible to Receive*	\$1,124,994
Amount Grantee is Requesting	\$1,124,994

*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

ATTACHMENT NO. 2
PAGE 19 OF 28

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

B. Citizen Participation and Public Comment

1. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).

Response to Second Amendment: A notice of 15-day public review, regarding the proposed substantial amendment, was advertised in the Ventura County Star newspaper on April 5, 2009, posted on the City's website, and emailed from the Homeless Program Coordinator to constituents within the homeless network. The purpose of the public hearing scheduled on April 21, 2009, is to obtain public comments and input on the use of the \$1,124,994 in Homeless Prevention and Rapid Re-Housing Program funds.

Response to Fifth Amendment: On January 10, 2010, a 12-day public review and comments notice, by adding the award of \$1,096,869 in HPRP funds to the County of Ventura Human Services Agency, and the proposed uses of the funds over the three-year period, was advertised in the *Ventura County Star Newspaper*. In addition, the City posted the notice of public review of the Fifth Amendment on the City's website. The public review and comments period began on Monday, January 11, 2010 and concluded on Friday, January 22, 2010.

Response to Fifth Amendment: On Monday, May 10, 2010, the City of Oxnard posted the 30-day public review and comments notice as directed by the HUD Los Angeles Field Office. This was done in order to comply with the public outreach and access guidelines of the City of Oxnard Citizen Participation Plan. The plan requires a 30-day public comment period for any and all substantial changes that occur at any point after the initial 12-day public comment period that was legally noticed and posted on January 10, 2010. The notice was legally advertised in the Ventura County Star newspaper on May 9, 2010, posted on the City's website, and emailed from the Homeless Program Coordinator to the constituents within the homeless network.

Response to Sixth Amendment: In order to comply with the public outreach and access guidelines of the City of Oxnard Citizen Participation Plan, the notice was advertised in the Ventura County Star newspaper on February 19, 2011. The 30-day notice was posted on the City's website, mailed to the community faith based organizations and service providers within the community, and emailed from the Homeless Program Coordinator to the constituents within the homeless network.

Response to Eighth Amendment: In order to comply with the public outreach and access guidelines of the City of Oxnard Citizen Participation Plan, the notice was advertised in the Ventura County Star newspaper on October 12, 2011. The 30-day notice was posted on the City's website, mailed to the community faith based organizations and service providers within the community, and emailed from the Homeless Program Coordinator to the constituents within the homeless network.

ATTACHMENT NO. 2
PAGE 20 OF 28

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:

- Grantee did not receive public comments.
- Grantee received and accepted all public comments.
- Grantee received public comments and did not accept one or more of the comments.

At this time, the above options are not applicable.

3. Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views not accepted and the reasons for non-acceptance.

Response to Second Amendment: No written comments were received. One oral public comment was presented in support of the proposed uses of activities outlined in the Plan.

Response to Fifth Amendment: No written or verbal comments were received.

Response to Second Posting of the Fifth Amendment: No written or verbal comments were received.

Response to Sixth Amendment: City Commission on Homelessness member Maria Collier commented that the City's Commission on Homelessness should have been involved in the Ventura County Human Services Agency's decision-making process to make budget changes, even though changes were being made within eligible budgeted line items.

Response to Eighth Amendment: not applicable

C. Distribution and Administration of Funds

Reminder: The HPRP grant will be made by means of a grant agreement executed by HUD and the grantee. The three-year deadline to expend funds begins when HUD signs the grant agreement. Grantees should ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.

1. Check the process(es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.

- Competitive Process
- Formula Allocation
- Other (Specify: _____)

ATTACHMENT NO. 2
PAGE 21 OF 28

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

2. Briefly describe the process(es) indicated in question 1 above (limit 250 words).

Response to Second Amendment: The City will be hosting a Bidder's Conference to inform all potential respondents of the expectations and requirements. At the conclusion of the Conference, all potential respondents will be asked to respond to Request for Qualifications (RFQ). All agencies that respond will have their information reviewed by a separate committee made up of members of the City's Commission on Homelessness (Commission), the City's Grant Management Division, and members from the public. This committee will submit the awarding agencies and recommended contract amounts and agency program plans to the Commission and then to the City Council for final approval and implementation.

Response to Fifth Amendment: On May 13, 2009, the Homeless Services Division issued a Request for Qualifications (RFQ), under the direction of the City's Purchasing Department, seeking qualified applicants to administer homeless prevention activities under the HPRP program. On Monday, May 18, 2009, there was a Bidder's Conference hosted by the Purchasing Department and the Homeless Division to clarify the specific requirements and restrictions of the HPRP and the possible duties of the selected service provider(s). The response period closed on June 30, 2009.

The County of Ventura Human Services Agency (CVHSA) was the only agency submitting a response to the RFQ. In the submission, CVHSA clearly outlined the scope of services and program budget. The planned program budget, while within the budgeted categories established by HUD, was different from the City's original submission to HUD.

Response to Second Posting of the Fifth Amendment: No additional agencies responded to the posting.

Response to Sixth Amendment: After thorough analysis of the first year of implementation of the HPRP program, the City and VCHSA staff determined a budget change was needed in order to meet the deadlines issued by HUD. This analysis included the rate of current spending, a review of the requests from clients, and changes made after an official monitoring visit from HUD LA Field Office. The recommended line item changes are within the budgeted categories established by HUD.

Response to Eighth Amendment: After thorough analysis of the first 26 months of implementation of the HPRP program, the City and VCHSA staff determined another budget changes were needed in order to meet the requests from clients. The recommended line item changes are within the budgeted categories established by HUD.

ATTACHMENT NO. 2
PAGE 22 OF 28

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to subgrantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

Response to Second Amendment: Once HUD signs the grant agreement, the City will prepare and execute its Sub Recipient Agreements (Agreements) with the awarding agencies. This process is usually completed within ten (10) business days. Once the execution of the Agreements is completed, the agencies can begin the implementation of the grant and submissions for reimbursements to the City.

Response to Fifth Amendment: On September 1, 2009, the City executed a contract with CVHSA allocating the funds as required by the HPRP Notice.

Response to Second Posting of the Fifth Amendment: No additional plans were implemented.

Response to Sixth Amendment: No additional plans.

Response to Eighth Amendment: No additional plans

4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its subgrantees (limit 500 words).

Response to Second Amendment: The City will be hiring a consultant as project administrator to oversee the functions of the awarding agencies. This person will be responsible for the preparation of the quarterly reports to the Homeless Program Coordinator who will in turn forward them to the City Manager for submission to HUD. In addition, the quarterly reports will be made available to the City Council as well as the public, serving as the updates for the grant. Additionally, the City's Commission on Homelessness will have the awardees provide quarterly updates at its meetings. In the event that an agency or agencies is/are performing poorly, the City reserves the right, via the Sub Recipient Agreement, to reallocate the balance of the funds allocated via any Agreements to other another agency or agencies in order to meet the projects' desired goals.

Response to Fifth Amendment: The City did not hire a consultant as originally planned. The City will oversee and monitor the administration and use of the HPRP funds by conducting annual performance reviews, and receiving quarterly reports from CVHSA as outlined in the HPRP Notice. CVHSA will also appear before the City's Commission on Homelessness annually to provide a public report on the status of the program.

ATTACHMENT NO. 2
PAGE 23 OF 28

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Response to Second Posting of the Fifth Amendment: No additional plans were implemented.

Response to Sixth Amendment: The change in budgeted line items will allow the City, via CVHSA to meet the established spending deadlines by HUD. Also, the City will allow CVHSA to expend HPRP funds to residents throughout Ventura County. The City will oversee and monitor the administration and use of the HPRP funds by conducting annual performance reviews, and receiving quarterly reports from CVHSA as outlined in the HPRP Notice. CVHSA will also appear before the City's Commission on Homelessness annually to provide a public report on the status of the program.

Response to Eighth Amendment: The recommended changes in budgeted line items will allow the city, via CVHSA, to continue to meet the requested service needs of the community. The City will continue to monitor and oversee the administration and use of the HPRP funds via the previous prescribed methods.

D. Collaboration

1. Briefly describe how the grantee plans to collaborate with the local agencies that can serve similar target populations, which received funds under the American Recovery and Reinvestment Act of 2009 from other Federal agencies, including the U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor (limit 250 words).

Response to Second Amendment: The City will continue to work with agencies, currently members of its Continuum of Care grant network, as well as other local non-profit and faith-based organizations, that provide services to homeless persons and families. In addition, the City will collaborate with the County Homeless Health Care and Social Services to help identify those persons and families with the greatest need for assistance as well as those who have received assistance from other service providers via the HPRP grant. This information will be available from the HMIS network.

Response to Fifth Amendment: Same as above.

Response to Second Posting of the Fifth Amendment: Same as above.

Response to Sixth Amendment: Same as above.

Response to Eighth Amendment: Same as above.

2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

ATTACHMENT NO. 24
PAGE 24 OF 28

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Response to Second Amendment: The HMIS will allow each service provider, through its client information-sharing network, to see which clients have received funding, the total amount received, and the use of those funds. This information will be tracked and become part of the quarterly reporting process.

Response to Fifth Amendment: Same as above

Response to Second Posting of the Fifth Amendment: Same as above.

Response to Sixth Amendment: Same as above.

Response to Eighth Amendment. Same as above.

3. Briefly describe how HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee's Consolidated Plan (limit 250 words).

Response to Second Amendment: The City, in its award process to Sub Recipients, will place a limit of \$3,000/per household assistance during an 18-month period, and up to \$5,000 for extremely extenuating circumstances. Households will be eligible by meeting the HUD predetermined income guidelines, and will only be able to receive assistance for short and medium-term rents, housing relocation, which includes move-in security deposits, utility payments, some moving costs and case management. While this is not an exhaustive list of available assistance, the City and its selected service provider(s) will due all diligence to ensure all recipients of HPRP funds are assisted for eligible activities under the grant. All expenditures will be reviewed by both the City's Homeless Program Division and certified as grant funded projects by the City's Grants Management Division for reimbursements.

Response to Fifth Amendment: CVHSA has agreed to the uphold limits of \$3,000/per household and \$5,000 for extreme circumstances as originally set by the City. Households must still meet the HUD income guidelines established for the program in order to receive assistance. Eligible assistance services include, but are not limited to assistance for short and medium-term rents, housing relocation, which includes move-in security deposits, utility payments, some moving costs and case management. The City's Homeless Services Division will review all expenditures and City's Grants Management Division will certify them as grant funded projects for reimbursements.

Response to Second Posting of the Fifth Amendment: No changes or deviations from the previous plan.

Response to Sixth Amendment: In addition to the guidelines established in the Fifth Amendment, the City will now allow VCHSA to pay for motel/hotel

ATTACHMENT NO. 2
PAGE 25 OF 28

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

vouchers, conduct credit review under the "Credit Repair" activity, and assist clients throughout Ventura County.

Response to Eighth Amendment: No changes or deviations from the Sixth Amendment changes.

E. Estimated Budget Summary

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee's preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

Response to Second Amendment:

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance ¹	\$380,000	\$233,745	\$613,745
Housing Relocation and Stabilization Services ²	\$225,000	\$200,000	\$425,000
Subtotal (add previous two rows)	\$605,000	\$433,745	\$1,038,745

Data Collection and Evaluation ³	\$30,000
Administration (up to 5% of allocation)	\$56,249
Total HPRP Amount Budgeted⁴	\$1,124,994

¹Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

²Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

³Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

⁴This amount must match the amount entered in the cell on the table in Section A titled "Amount Grantee is Requesting."

ATTACHMENT NO. 2
PAGE 26 OF 28

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Response to Fifth Amendment: The revised budget as established by the executed contract between the City and CVHSA will not deviate from the enumerated activities originally stated. However, the categorical amounts have been changed and are reflected in the following table:

DESCRIPTION	HPRP ESTIMATED BUDGET SUMMARY		
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance	\$456,828	\$456,827	\$913,655
Housing Relocation and Stabilization Services	\$47,500	\$47,500	\$95,000
<i>Sub Total</i>	<i>\$504,328</i>	<i>\$504,327</i>	<i>\$1,008,655</i>
Data Collection and Evaluation			\$ 60,090
Administration			\$ 56,249
TOTAL			\$1,124,994

Response to Second Posting of the Fifth Amendment: No additional changes to the budget were made.

Response to Sixth Amendment: The revised budget as established by the executed contract between the City and CVHSA will not deviate from the enumerated activities originally stated. However, the categorical amounts have been changed and are reflected in the following table:

HPRP REVISED BUDGET SUMMARY			
DESCRIPTION	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance	\$368,546	\$245,698	\$614,244
Housing Relocation and Stabilization Services	\$236,647	\$157,764	\$394,411
<i>Sub Total</i>	<i>\$605,193</i>	<i>\$403,462</i>	<i>\$1,008,655</i>
Data Collection and Evaluation			\$ 60,090

ATTACHMENT NO. 2
PAGE 27 OF 28

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Administration (administration is split equally between the City and CVHSA at \$28,124.50 ea)	\$ 56,249
TOTAL	\$1,124,994

Response to Eighth Amendment: The revised budget as established by the executed contract between the City and CVHSA will not deviate from the enumerated activities originally stated. However, the categorical amounts have been changed and are reflected in the following table:

HPRP REVISED BUDGET SUMMARY			
DESCRIPTION	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance	\$424,300	\$228,355	\$652,655
Housing Relocation and Stabilization Services	231,400	124,600	\$356,000
<i>Sub Total</i>	\$655,700	\$352,955	<i>\$1,008,655</i>
Data Collection and Evaluation			\$ 60,09
Administration (administration is split equally between the City and CVHSA at \$28,124.50 ea)			\$ 56,249
TOTAL			\$1,124,994

F. Authorized Signature

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)

Signature/Authorized Official

November 15, 2011
Date

City Manager
Title

ATTACHMENT NO. 2
PAGE 28 OF 28

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Grantees eligible to receive funds under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) are required to complete a substantial amendment to their Consolidated Plan 2008 Action Plan. This form sets forth the required format for this substantial amendment. A completed form is due to HUD within 60 days of the publication of the HUD HPRP notice.

To aid grantees in meeting this submission deadline, the HPRP Notice reduces the requirement for a 30-day public comment period to no less than 12 calendar days for this substantial amendment. With this exception, HPRP grantees are required to follow their Consolidated Plan's citizen participation process, including consultation with the Continuum of Care (CoC) in the appropriate jurisdiction(s). Grantees are also required to coordinate HPRP activities with the CoC's strategies for homeless prevention and ending homelessness. To maximize transparency, HUD strongly recommends that each grantee post its substantial amendment materials on the grantee's official website as the materials are developed.

A complete submission contains the following three documents:

- 1) A signed and dated SF-424, not included.
- 2) A completed form HUD-40119 (this form), and
- 3) Signed and dated General Consolidated Plan and HPRP certifications.

For additional information regarding the HPRP program, visit the HUD Homelessness Resource Exchange (www.hudhre.info). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.

Public reporting burden for this collection of information is estimated to be 16 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. To the extent that any information collected is of a confidential nature, there will be compliance with Privacy Act requirements. However, the substantial amendment to the Consolidated Plan 2008 Action Plan does not request the submission of such information.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

ATTACHMENT NO. 3
PAGE 1 OF 11

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

A. General Information

Grantee Name	City of Oxnard
Name of Entity or Department Administering Funds	Housing Department
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Will Reed
Title	Homeless Program Coordinator
Address Line 1	435 South D Street
Address Line 2	
City, State, Zip Code	Oxnard, CA 93030
Telephone	805.385.8044
Fax	805.247.0379
Email Address	Will.reed@ci.oxnard.ca.us
Authorized Official (if different from Contact Person)	Edmund F. Sotelo
Title	City Manager
Address Line 1	300 West Third Street
Address Line 2	
City, State, Zip Code	Oxnard, CA 93030
Telephone	805.385.7430
Fax	805.385.7595
Email Address	Edmund.sotelo@ci.oxnard.ca.us
Web Address where this Form is Posted	www.ci.oxnard.ca.us

Amount Grantee is Eligible to Receive*	\$1,124,994
Amount Grantee is Requesting	\$1,124,994

*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

ATTACHMENT NO. 3
PAGE 2 OF 11

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

B. Citizen Participation and Public Comment

1. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).

Response to Second Amendment: A notice of 15-day public review, regarding the proposed substantial amendment, was advertised in the Ventura County Star newspaper on April 5, 2009, posted on the City's website, and emailed from the Homeless Program Coordinator to constituents within the homeless network. The purpose of the public hearing scheduled on April 21, 2009, is to obtain public comments and input on the use of the \$1,124,994 in Homeless Prevention and Rapid Re-Housing Program funds.

Response to Fifth Amendment: On January 10, 2010, a 12-day public review and comments notice, by adding the award of \$1,096,869 in HPRP funds to the County of Ventura Human Services Agency, and the proposed uses of the funds over the three-year period, was advertised in the *Ventura County Star Newspaper*. In addition, the City posted the notice of public review of the Fifth Amendment on the City's website. The public review and comments period began on Monday, January 11, 2010 and concluded on Friday, January 22, 2010.

Response to Fifth Amendment: On Monday, May 10, 2010, the City of Oxnard posted the 30-day public review and comments notice as directed by the HUD Los Angeles Field Office. This was done in order to comply with the public outreach and access guidelines of the City of Oxnard Citizen Participation Plan. The plan requires a 30-day public comment period for any and all substantial changes that occur at any point after the initial 12-day public comment period that was legally noticed and posted on January 10, 2010. The notice was legally advertised in the Ventura County Star newspaper on May 9, 2010, posted on the City's website, and emailed from the Homeless Program Coordinator to the constituents within the homeless network.

Response to Sixth Amendment: In order to comply with the public outreach and access guidelines of the City of Oxnard Citizen Participation Plan, the notice was advertised in the Ventura County Star newspaper on February 19, 2011. The 30-day notice was posted on the City's website, mailed to the community faith based organizations and service providers within the community, and emailed from the Homeless Program Coordinator to the constituents within the homeless network.

Response to Eighth Amendment: In order to comply with the public outreach and access guidelines of the City of Oxnard Citizen Participation Plan, the notice was advertised in the Ventura County Star newspaper on October 12, 2011. The 30-day notice was posted on the City's website, mailed to the community faith based organizations and service providers within the community, and emailed from the Homeless Program Coordinator to the constituents within the homeless network.

ATTACHMENT NO. 3
PAGE 3 OF 11

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:

- Grantee did not receive public comments.
- Grantee received and accepted all public comments.
- Grantee received public comments and did not accept one or more of the comments.

At this time, the above options are not applicable.

3. Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views not accepted and the reasons for non-acceptance.

Response to Second Amendment: No written comments were received. One oral public comment was presented in support of the proposed uses of activities outlined in the Plan.

Response to Fifth Amendment: No written or verbal comments were received.

Response to Second Posting of the Fifth Amendment: No written or verbal comments were received.

Response to Sixth Amendment: City Commission on Homelessness member Maria Collier commented that the City's Commission on Homelessness should have been involved in the Ventura County Human Services Agency's decision-making process to make budget changes, even though changes were being made within eligible budgeted line items.

Response to Eighth Amendment: not applicable

C. Distribution and Administration of Funds

Reminder: The HPRP grant will be made by means of a grant agreement executed by HUD and the grantee. The three-year deadline to expend funds begins when HUD signs the grant agreement. Grantees should ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.

1. Check the process(es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.

- Competitive Process
- Formula Allocation
- Other (Specify: _____)

ATTACHMENT NO. 3
PAGE 4 OF 11

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

2. Briefly describe the process(es) indicated in question 1 above (limit 250 words).

Response to Second Amendment: The City will be hosting a Bidder's Conference to inform all potential respondents of the expectations and requirements. At the conclusion of the Conference, all potential respondents will be asked to respond to Request for Qualifications (RFQ). All agencies that respond will have their information reviewed by a separate committee made up of members of the City's Commission on Homelessness (Commission), the City's Grant Management Division, and members from the public. This committee will submit the awarding agencies and recommended contract amounts and agency program plans to the Commission and then to the City Council for final approval and implementation.

Response to Fifth Amendment: On May 13, 2009, the Homeless Services Division issued a Request for Qualifications (RFQ), under the direction of the City's Purchasing Department, seeking qualified applicants to administer homeless prevention activities under the HPRP program. On Monday, May 18, 2009, there was a Bidder's Conference hosted by the Purchasing Department and the Homeless Division to clarify the specific requirements and restrictions of the HPRP and the possible duties of the selected service provider(s). The response period closed on June 30, 2009.

The County of Ventura Human Services Agency (CVHSA) was the only agency submitting a response to the RFQ. In the submission, CVHSA clearly outlined the scope of services and program budget. The planned program budget, while within the budgeted categories established by HUD, was different from the City's original submission to HUD.

Response to Second Posting of the Fifth Amendment: No additional agencies responded to the posting.

Response to Sixth Amendment: After thorough analysis of the first year of implementation of the HPRP program, the City and VCHSA staff determined a budget change was needed in order to meet the deadlines issued by HUD. This analysis included the rate of current spending, a review of the requests from clients, and changes made after an official monitoring visit from HUD LA Field Office. The recommended line item changes are within the budgeted categories established by HUD.

Response to Eighth Amendment: After thorough analysis of the first 26 months of implementation of the HPRP program, the City and VCHSA staff determined another budget changes were needed in order to meet the requests from clients. The recommended line item changes are within the budgeted categories established by HUD.

ATTACHMENT NO. 3
PAGE 5 OF 11

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to subgrantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

Response to Second Amendment: Once HUD signs the grant agreement, the City will prepare and execute its Sub Recipient Agreements (Agreements) with the awarding agencies. This process is usually completed within ten (10) business days. Once the execution of the Agreements is completed, the agencies can begin the implementation of the grant and submissions for reimbursements to the City.

Response to Fifth Amendment: On September 1, 2009, the City executed a contract with CVHSA allocating the funds as required by the HPRP Notice.

Response to Second Posting of the Fifth Amendment: No additional plans were implemented.

Response to Sixth Amendment: No additional plans.

Response to Eighth Amendment: No additional plans

4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its subgrantees (limit 500 words).

Response to Second Amendment: The City will be hiring a consultant as project administrator to oversee the functions of the awarding agencies. This person will be responsible for the preparation of the quarterly reports to the Homeless Program Coordinator who will in turn forward them to the City Manager for submission to HUD. In addition, the quarterly reports will be made available to the City Council as well as the public, serving as the updates for the grant. Additionally, the City's Commission on Homelessness will have the awardees provide quarterly updates at its meetings. In the event that an agency or agencies is/are performing poorly, the City reserves the right, via the Sub Recipient Agreement, to reallocate the balance of the funds allocated via any Agreements to other another agency or agencies in order to meet the projects' desired goals.

Response to Fifth Amendment: The City did not hire a consultant as originally planned. The City will oversee and monitor the administration and use of the HPRP funds by conducting annual performance reviews, and receiving quarterly reports from CVHSA as outlined in the HPRP Notice. CVHSA will also appear before the City's Commission on Homelessness annually to provide a public report on the status of the program.

Response to Second Posting of the Fifth Amendment: No additional plans were implemented.

ATTACHMENT NO. 3
PAGE 6 OF 11

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Response to Sixth Amendment: The change in budgeted line items will allow the City, via CVHSA to meet the established spending deadlines by HUD. Also, the City will allow CVHSA to expend HPRP funds to residents throughout Ventura County. The City will oversee and monitor the administration and use of the HPRP funds by conducting annual performance reviews, and receiving quarterly reports from CVHSA as outlined in the HPRP Notice. CVHSA will also appear before the City's Commission on Homelessness annually to provide a public report on the status of the program.

Response to Eighth Amendment: The recommended changes in budgeted line items will allow the city, via CVHSA, to continue to meet the requested service needs of the community. The City will continue to monitor and oversee the administration and use of the HPRP funds via the previous prescribed methods.

D. Collaboration

1. Briefly describe how the grantee plans to collaborate with the local agencies that can serve similar target populations, which received funds under the American Recovery and Reinvestment Act of 2009 from other Federal agencies, including the U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor (limit 250 words).

Response to Second Amendment: The City will continue to work with agencies, currently members of its Continuum of Care grant network, as well as other local non-profit and faith-based organizations, that provide services to homeless persons and families. In addition, the City will collaborate with the County Homeless Health Care and Social Services to help identify those persons and families with the greatest need for assistance as well as those who have received assistance from other service providers via the HPRP grant. This information will be available from the HMIS network.

Response to Fifth Amendment: Same as above.

Response to Second Posting of the Fifth Amendment: Same as above.

Response to Sixth Amendment: Same as above.

Response to Eighth Amendment: Same as above.

2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

Response to Second Amendment: The HMIS will allow each service provider, through its client information-sharing network, to see which clients have received

ATTACHMENT NO. 3
PAGE 7 OF 11

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

funding, the total amount received, and the use of those funds. This information will be tracked and become part of the quarterly reporting process.

Response to Fifth Amendment: Same as above

Response to Second Posting of the Fifth Amendment: Same as above.

Response to Sixth Amendment: Same as above.

Response to Eighth Amendment. Same as above.

3. Briefly describe how HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee's Consolidated Plan (limit 250 words).

Response to Second Amendment: The City, in its award process to Sub Recipients, will place a limit of \$3,000/per household assistance during an 18-month period, and up to \$5,000 for extremely extenuating circumstances. Households will be eligible by meeting the HUD predetermined income guidelines, and will only be able to receive assistance for short and medium-term rents, housing relocation, which includes move-in security deposits, utility payments, some moving costs and case management. While this is not an exhaustive list of available assistance, the City and its selected service provider(s) will due all diligence to ensure all recipients of HPRP funds are assisted for eligible activities under the grant. All expenditures will be reviewed by both the City's Homeless Program Division and certified as grant funded projects by the City's Grants Management Division for reimbursements.

Response to Fifth Amendment: CVHSA has agreed to the uphold limits of \$3,000/per household and \$5,000 for extreme circumstances as originally set by the City. Households must still meet the HUD income guidelines established for the program in order to receive assistance. Eligible assistance services include, but are not limited to assistance for short and medium-term rents, housing relocation, which includes move-in security deposits, utility payments, some moving costs and case management. The City's Homeless Services Division will review all expenditures and City's Grants Management Division will certify them as grant funded projects for reimbursements.

Response to Second Posting of the Fifth Amendment: No changes or deviations from the previous plan.

Response to Sixth Amendment: In addition to the guidelines established in the Fifth Amendment, the City will now allow VCHSA to pay for motel/hotel vouchers, conduct credit review under the "Credit Repair" activity, and assist clients throughout Ventura County.

ATTACHMENT NO. 3
PAGE 8 OF 11

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Response to Eighth Amendment: No changes or deviations from the Sixth Amendment changes.

E. Estimated Budget Summary

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee's preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

Response to Second Amendment:

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance ¹	\$380,000	\$233,745	\$613,745
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Subtotal (add previous two rows)	\$605,000	\$433,745	\$1,038,745

Data Collection and Evaluation ³	\$30,000
Administration (up to 5% of allocation)	\$56,249
Total HPRP Amount Budgeted⁴	\$1,124,994

¹Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

²Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

³Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

⁴This amount must match the amount entered in the cell on the table in Section A titled "Amount Grantee is Requesting."

Response to Fifth Amendment: The revised budget as established by the executed contract between the City and CVHSA will not deviate from the enumerated activities

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

originally stated. However, the categorical amounts have been changed and are reflected in the following table:

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	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
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Data Collection and Evaluation			\$ 60,090
Administration			\$ 56,249
TOTAL			\$1,124,994

Response to Second Posting of the Fifth Amendment: No additional changes to the budget were made.

Response to Sixth Amendment: The revised budget as established by the executed contract between the City and CVHSA will not deviate from the enumerated activities originally stated. However, the categorical amounts have been changed and are reflected in the following table:

HPRP REVISED BUDGET SUMMARY			
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<i>Sub Total</i>	<i>\$605,193</i>	<i>\$403,462</i>	<i>\$1,008,655</i>
Data Collection and Evaluation			\$ 60,090
Administration (administration is split equally between the City and CVHSA at \$28,124.50 ea)			\$ 56,249
TOTAL			\$1,124,994

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Response to Eighth Amendment: The revised budget as established by the executed contract between the City and CVHSA will not deviate from the enumerated activities originally stated. However, the categorical amounts have been changed and are reflected in the following table:

HPRP REVISED BUDGET SUMMARY			
DESCRIPTION	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
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Data Collection and Evaluation			\$ 60,090
Administration (administration is split equally between the City and CVHSA at \$28,124.50 ea)			\$ 56,249
TOTAL			\$1,124,994

F. Authorized Signature

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)

Signature/Authorized Official

November 15, 2011

Date

City Manager

Title

ATTACHMENT NO. 3
PAGE 11 OF 11

**SECOND AMENDMENT TO AGREEMENT FOR
PROFESSIONAL SERVICES**

This Second Amendment ("Second Amendment") to the Agreement for Professional Services ("Agreement") is made and entered into in the County of Ventura, State of California, this 6th day of December, 2011, by and between the City of Oxnard, a municipal corporation ("City"), and County of Ventura Human Services Agency ("Service Provider"). This Second Amendment amends the Agreement entered into on September 1, 2009, by City and Ventura County Human Services Agency. The Agreement previously has been amended on April 4, 2011 by a First Amendment.

City and County of Ventura Human Services Agency agree as follows:

1. The Revised Itemized Budget reflected in the table below is added to the end of Appendix A:

HPRP REVISED BUDGET SUMMARY			
DESCRIPTION	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance	\$424,300	\$228,355	\$652,655
Housing Relocation and Stabilization Services	231,400	124,600	\$356,000
<i>Sub Total</i>	<i>\$655,700</i>	<i>\$352,955</i>	<i>\$1,008,655</i>
Data Collection and Evaluation			\$60,090
Administration (administration is split equally between the City and CVHSA at \$28,124.50 ea)			\$ 56,249
TOTAL			\$1,124,994

2. As so amended, the Agreement remains in full force and effect.

CITY OF OXNARD

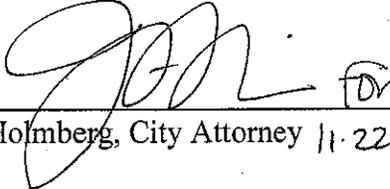
County of Ventura Human Services Agency

Thomas Holden, Mayor

Barry L. Zimmerman, Executive Director

APPROVED AS TO FORM:

APPROVED AS TO INSURANCE:



Alan Holmberg, City Attorney 11.22.11



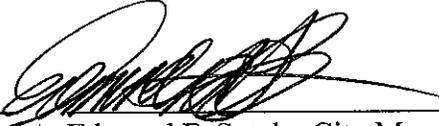
James Cameron, Risk Manager

APPROVED AS TO CONTENT:

APPROVED AS TO AMOUNT:



William E. Wilkins, Housing Director



Edmund F. Sotelo, City Manager

APPROVED AS TO CONTENT:

APPROVED AS TO GRANT FORM

Daniel Martinez, City Clerk



Norma J. Owens, Grants Manager

APPROVED AS TO PROJECT



William O. Reed, Project Manager

CITY OF OXNARD

REQUEST FOR SPECIAL BUDGET APPROPRIATION

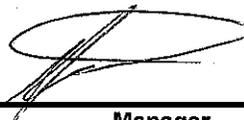
To the Mayor:

Request is hereby made for an appropriation of total \$ 55,754

Reason for appropriation: Per 8th Amendment to the Consolidated Plan FY 2008-2013 and the Annual Action Plan FY 2008-2009

<u>FUND</u>	<u>DESCRIPTION/ACCOUNT</u>	<u>AMOUNT</u>
HPRP 241	HPRP-2009 (Project No. 775530)	
	241-5375-804-8485 Contribution to Other Agency	(5,247)
	241-5375-804-8331 Contribution to Other Agency	(33,164)
	241-5374-804-8331 Other Services/Contractual/Homeless	(17,343)
	241-5374-804-8485 Contribution to Other Agency	55,754

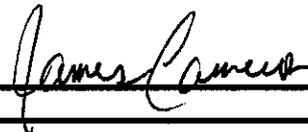
Net Estimated Change to HPRP Fund (241) 0



Manager

REQUIRES CITY COUNCIL APPROVAL

CHIEF FINANCIAL OFFICER



Disposition

Approved _____

Rejected _____

Transfer by Journal Voucher _____

Mayor