



Meeting Date: 01/26/10

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"/> Other:

Prepared By: Will Reed, Homeless Coordinator

Agenda Item No. K-2

Reviewed By: City Manager

City Attorney

Finance

Other (Specify)

DATE: January 12, 2010

TO: City Council

FROM: William E. Wilkins, Housing Director

SUBJECT: **Fifth 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) funds awarded to the County of Ventura Human Services Agency.**

RECOMMENDATION

That City Council:

1. Conduct a public hearing to approve a fifth amendment to The Plan, which raises the categorical amounts budgeted to eligible activities based on the award of \$1,096,869 in HPRP funds to the County of Ventura Human Services Agency.
2. Authorize the City Manager to submit the substantial amendment to the Plan to the U.S. Department of Housing and Urban Development (HUD) for approval.

DISCUSSION

Background

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 Opportunities Made Easy (HOME) funding between projects. The second amendment was approved by the City Council on April 21, 2009, to accept and apply for the \$1,124,994 allocation in HPRP funding. The third amendment was approved by the City Council on June 2, 2009, to recognize an allocation of \$735,792 in CDBG – R funding. And, the fourth amendment was approved by the City Council on October 27, 2009, to reprogram \$662,213 for the Bartolo Square North Neighborhood water service improvement and \$73,579 for general administration and planning activities in CDBG – R funding.

The April 21, 2009 City Council approval included the release of a request for qualifications to award the funds to qualified entities that will carry out the eligible activities. As required by the HPRP substantial amendment, the City identified, upfront the estimated budget for eligible and specific activities, as follows:

Table 1			
HPRP ESTIMATED BUDGET SUMMARY			
DESCRIPTION	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance	\$380,000	\$233,745	\$613,745
Housing Relocation and Stabilization Services	\$225,000	\$200,000	\$425,000
<i>Sub Total</i>	<i>\$605,000</i>	<i>\$433,745</i>	<i>\$1,038,745</i>
Data Collection and Evaluation			\$ 30,000
Administration			\$ 56,249
TOTAL			\$1,124,994

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

Under the RFQ and according to HUD guidelines, eligible homeless prevention activities may include the following services:

- Short-term rental assistance
- Medium-term rental assistance
- Security deposits
- Utility deposits
- Utility payments
- Moving cost assistance
- Motel and hotel vouchers

In addition to these services, the organization(s) selected would have to show a demonstrated capacity to:

1. Deliver homeless program service
2. Meet fiscal responsibility
3. Adhere to Federal funding guidelines including grant administration
4. Provide client case management and data collection

At the closing of the response period, the County of Ventura Human Services Agency (CVHSA) was the only agency that submitted a response. In its 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. The revised budget is summarized as follows:

Table 2			
HPRP REVISED BUDGET SUMMARY			
DESCRIPTION	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

On September 1, 2009, the City entered into an agreement in the amount of \$1,096,869 with the CVHSA to provide homeless prevention services (under the federal HPRP grant) to homeless persons and persons at-risk of becoming homeless.

As a result of the amounts in the revised budget being different from the amounts in the estimated budget submitted with the original appropriation, HUD requires at least a 12-day public review period (Attachment #1) They also require submission of a substantial amendment and other required documents (Attachment #2). The City provided a 12 - day public review period beginning on Monday, January 11, 2010 and concluding at 5:00 p.m. on Friday, January 22, 2010.

FINANCIAL IMPACT

None.

Attachment # 1 - Notice of 12-day Public Review

Attachment # 2 - Amendment packet to HUD

Note: Attachment #2 has been provided to City Council under separate cover. Copies for review are available at the Help Desk in the Library after 6:00 p.m. on Thursday prior to the Council meeting and in the City Clerk's Office after 8:00 a.m. on Monday prior to the Council meeting.



**CITY OF OXNARD
NOTICE OF 12-DAY PUBLIC REVIEW
FIFTH AMENDMENT OF THE FY 2008-2013 CONSOLIDATED PLAN
AND THE FY 2008-2009 ANNUAL ACTION PLAN**

NOTICE IS HEREBY GIVEN that the City has prepared the Fifth Amendment of the Fiscal Years 2008-2013 Consolidated Plan, and the Fiscal Year 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 Homelessness Prevention and Rapid Re-Housing Program (HPRP) for FY 2008-2009.

The U.S. Department of Housing and Urban Development (HUD), the Administrator of the HPRP funds, requires at least a 12-day public review period and a submission of a substantial amendment and other required documents for the FY 2008-2009 Annual Action Plan. The publication of this notice begins the public review period which will start on January 11, 2010 and conclude at 5:00 p.m. on Friday, January 22, 2010.

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

DATE: January 26, 2010
LOCATION: 305 West Third Street, Oxnard, California 93030
City Council Chambers
TIME: 7:00 PM, or as soon thereafter as possible.

At this meeting, the City Council will receive public comments on the use of the \$1,124,994 in HPRP funds. The City proposes to realign the estimated budgeted amounts of the various activities awarded, through an agreement with the City, to the County of Ventura Human Services Agency once the amendment of the FY 2008-2009 Annual Action Plan has been adopted by the City Council.

PUBLIC COMMENTS

Copies of the amended pages of the Consolidated Plan and the Annual Action Plan will be available for public review at the following locations:

City of Oxnard Main Library
251 South "A" Street

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

City of Oxnard Housing Department
435 South D Street

The public is invited to submit written comments on the proposed amendment. All written comments related to this Amended Consolidated Plan and Annual Action Plan are to be submitted to the Grants Management Division of the Housing Department, no later than 5:00 p.m., on January 25, 2010.

Questions and written comments 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

ATTACHMENT NO. 1
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