



Meeting Date: 03/23/10

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: Karl Lawson, Compliance Services Manager <sup>KL</sup> Agenda Item No. L-1

Reviewed By: City Manager [Signature] General Counsel [Signature] Finance [Signature] Other (Specify) \_\_\_\_\_

DATE: March 17, 2010

TO: Housing Authority Commission

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

SUBJECT: Annual Agency Plan and Capital Fund for Low Rent Public Housing

**RECOMMENDATION**

That the Board of Commissioners of the Housing Authority of the City of Oxnard:

- (1) Hold a public hearing to receive comments concerning the proposed Agency Plan and the revised 2010 Capital Fund Annual Statement and Five-year Capital Fund Plan;
- (2) Adopt a resolution:
  - (a) Approving the Annual Agency Plan for the Housing Authority;
  - (b) Authorizing and directing the Chairman to execute the Department of Housing and Urban Development (HUD) Public Housing Agency Certification Compliance Form certifying the Housing Authority's compliance with HUD's policies and procedures;
  - (c) Authorizing the Housing Director to execute and submit all reports and documents required to comply with HUD's policies and procedures regarding the Agency Plan.
  - (d) Approving the revised amount of \$1,902,500 to the 2010 Capital Fund Annual Statement and Five-Year Capital Fund Plan; and
  - (e) Authorizing the Housing Director to accept and expend the funds as indicated in the revised 2010 Capital Fund Annual Statement and 5-year Capital Fund Plan.

**SUMMARY**

The Oxnard Housing Authority (OHA) Agency Plan consists of a Five-Year Plan and an Annual Plan. The Five-Year Plan describes the mission of the Housing Authority and the long-range goals and objectives for achieving the mission over the course of the five-year period. The OHA is in the final

year of the current Five-Year Plan, adopted in 2005. The Annual Plan coincides with the fiscal year, and provides details about the OHA's immediate operations, program participants, programs, and services, as well as OHA strategies for handling operational and resident concerns in the upcoming fiscal year. The two planning mechanisms (the Five-Year Plan and the Annual Plan) require the OHA to examine existing operations and needs, and to design long- and short-range strategies to address those needs. The proposed amendments for the 2010-2011 Annual Plan are narrowly-focused, and include two which affect Low-Income Public Housing and one applicable to the Section 8 Housing Choice Voucher program.

In addition to the Annual Plan, the OHA is required to adopt an annual budget for Capital and Management Activities for Low Rent Public Housing ("Capital Fund") as part of the Annual and Five-year Plans.

## **DISCUSSION**

The requirement to develop an Annual Agency Plan is set forth in the Quality Housing and Work Responsibility Act of 1998 (the Act). The Annual Agency Plan must be consistent with the City's Consolidated Plan, and its development involves consultation with affected groups.

The purpose of the Annual Agency Plan is to provide a framework for local accountability, along with an easily-identifiable source document where public housing residents, participants in the Section 8 program, and members of the public may locate basic information regarding a Housing Authority's policies, rules and regulations, and services provided by the agency.

Annual Agency Plan updates must be submitted to HUD at least seventy-five days prior to the beginning of each fiscal year, and must include certifications that the OHA Plan is consistent with the City's Consolidated Plan, and in accordance with HUD requirements.

The proposed changes included in the OHA 2009-2010 Annual Agency Plan were made available for public review on February 4, 2010, and submitted to the Resident Advisory Board (RAB) for its review and input. The RAB, consisting of two Tenant Commissioners, five other public housing residents, and three Section 8 tenants, conducted public meetings to discuss the Plan on February 4, February 18, and March 18, 2010. OHA staff made presentations to the RAB at those meetings and responded to inquiries and suggestions from RAB members and others. A forty-five day period, running through March 22, 2010, was established for submission of written comments on the proposed changes to the Agency Plan.

The recommended amendments to the Annual Plan include two changes proposed for the Low-Income Public Housing Program, and one correction proposed to the Section 8 Housing Choice Voucher Program, as specified in the following sections.

### **A. PROPOSED AMENDMENTS TO LOW-INCOME PUBLIC HOUSING POLICIES**

The first proposed change relates to the process for selecting tenants from among applicants on the waiting list. Current OHA policy grants a "local preference" to families who are involuntarily displaced from housing located in Oxnard for any one of several reasons specified in the Admissions

and Continued Occupancy Policy, section 4-7.

Staff proposes to amend these involuntary displacement preferences to include only the following:

1. Federal or state government action related to code enforcement, public improvement, or re-development.
2. Displacement due to HUD disposition/demolition of a multi-family housing project.

The second change proposed by staff involves the eligibility of surviving tenants to remain in a public housing unit when the head of household passes away. Staff proposes adding the following language to the policy:

“When the head of household dies and there is no co-head or spouse, and an adult remaining member exercises their tenancy right to stay in the unit as the new ‘Head of Household,’ he/she will be required to be in compliance with and pass all of the same screening requirements as all other applicants for housing assistance. The new Head of Household must also view the Housing video, and must read and sign a new lease agreement naming the new head and any other authorized members.”

## **B. PROPOSED CORRECTION TO AND DESIGNATION OF ANNUAL PLAN**

There are no substantive amendments proposed for the Section 8 Housing Choice Voucher policies. Staff proposes to update one sentence of the policy. Section 4.III.B of the policy refers to an allocation to the OHA of fifty (50) vouchers provided under the Family Unification Program. That number has dropped to 14, and staff proposes amending the policy to reflect that. In addition, staff proposes to relocate the Public Housing Admissions and Occupancy Policies and the Section 8 Housing Choice Voucher policies from the annual plan to a newly-designated Operations Manual for those two programs.

## **C. CAPITAL FUND PLAN**

The primary purposes of the Capital Fund plan are to preserve and maintain the integrity of the OHA’s public housing stock and to fund necessary management improvements. For the coming fiscal year, the OHA is presenting a budget of \$1,902,500 for the Capital Fund Program activities. Those are set forth in Attachment #1 hereto.

## **FINANCIAL IMPACT**

The approval of the recommended action will enable the OHA to obtain various HUD funds, including approximately \$1.9 million under the Capital Fund. Adoption of an Annual Plan is required for the OHA to receive the funds set forth in the revision to the Five-Year Capital Fund program.

KL/kl

- Attachment #1 - Proposed Capital Fund Annual Statement for 2010-2011.  
#2 – Resolution Approving the Annual Agency Plan and the Capital Fund Annual Statement, and Authorizing the Housing Director to Execute and Submit the Revised Plan and Budget.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

US Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part I: Summary		Grant Type and Number		FFY of Grant:	
PHA Name:		Capital Fund Program Grant No:		2010	
Oxnard Housing Authority		CA16-P031-504-10		FFY of Grant Approval:	
Date of CFFP:		Replacement Housing Factor Grant No:			
Type of Grant: <input type="checkbox"/> Original annual Statement <input type="checkbox"/> Revised Annual Statement (revision no: )					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost	Revised <sup>2</sup>	Obligated	Total Actual Cost <sup>1</sup>
1	Total non-CFP Funds				Expended
2	1406 Operations (may not exceed 20% of line 20) <sup>3</sup>	\$ 380,500.00			
3	1408 Management Improvements	\$ 175,500.00			
4	1410 Administration (may not exceed 10% of line 20)	\$ 190,250.00			
5	1411 Audit	\$ -			
6	1415 Liquidated Damages	\$ -			
7	1430 Fees and Costs	\$ 120,000.00			
8	1440 Site Acquisition	\$ -			
9	1450 Site Improvement	\$ 487,381.00			
10	1460 Dwelling Structures	\$ 20,000.00			
11	1465.1 Dwelling Equipment - Nonexpendable	\$ -			
12	1470 Nondwelling Structures	\$ -			
13	1475 Nondwelling Equipment	\$ 40,000.00			
14	1485 Demolition	\$ -			
15	1492 Moving to Work Demonstration	\$ -			
16	1495.1 Relocation Costs	\$ -			
17	1499 Development Activities <sup>4</sup>	\$ -			
18a	1501 Collateralization or Debt Service paid by PHA	\$ 438,869.00			
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	\$ -			
19	1502 Contingency (may not exceed 8% of line 20)	\$ 50,000.00			
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$ 1,902,500.00			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 compliance				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

ATTACHMENT # 1  
 PAGE 1 OF 6

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFF Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

DRAFT  
 2/4/2010

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

US Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>	
PHA Name: <b>Oxnard Housing Authority</b>	Grant Type and Number Capital Fund Program Grant No: <b>CA16-P031-501-10</b> Replacement Housing Factor Grant No: Date of CFFP: _____
Type of Grant: <input checked="" type="checkbox"/> Original annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: Line Summary by Development Account	FFY of Grant: 2010 FFY of Grant Approval:
<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	
Total Estimated Cost	Total Actual Cost
Original	Revised
Date	Date
Signature of Executive Director	Signature of Public Housing Director
	Obligated
	Expended

ATTACHMENT # 1  
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Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

US Department of Housing and Urban Development  
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 OMB No. 2577-0226  
 Expires 4/30/2011

Part II: Supporting Pages		Grant Type and Number		Federal FFY of Grant:	
PHA Name: Oxnard Housing Authority		Capital Fund Program Grant No: CA16-P031-501-10		2010	
Development Number Name/PHA-Wide Activities		Replacement Housing Factor Grant No:		CFPP (YES/ No):	
General Description of Major Work Categories		Development Account No.		Total Estimated Cost	
		Quantity		Revised <sup>1</sup>	
				Original	
				Funds Obligated <sup>2</sup>	
				Funds Expended <sup>2</sup>	
				Total Actual Cost	
				Status of Work	
CAL 31-0	Operations	1406		\$ 380,500.00	
PHA WIDE	FIC Professional Development	1408		\$ 1,500.00	
	PH Professional Development	1408		\$ 10,000.00	
	PH Consultant	1408		\$ -	
	Resident Services	1408		\$ 164,000.00	
	FIC Furniture and Equipment	1408		\$ -	
	PH Furniture and Equipment	1408		\$ -	
	PH Training /Additional Funding	1408		\$ -	
	Management Fees	1410		\$ 190,250.00	
	A&E Fees	1430		\$ 40,000.00	
	Planning Sal/Ben	1430		\$ 80,000.00	
	Computer Hardware	1475		\$ 40,000.00	
	Bond Payment	1501		\$ 438,869.00	
	Contingency	1502		\$ 50,000.00	
	<b>Total 31-0:</b>			\$ 1,395,119.00	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.



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 Expires 4/30/2011

Part II: Supporting Pages		Grant Type and Number		Federal FFY of Grant:				
PHA Name: Oxnard Housing Authority		Capital Fund Program Grant No: CA16-P031-501-10		2010				
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	CFFP Bond			5,745,000				
	Total CFFP Bond:			5,745,000				
	Usage							
	CFFP Underwriters Discount			86,175				
	CFFP Issuance Cost			52,428				
	CFFP Debt Service Reserve			456,138				
	CFFP Capitalization Interest			130,693				
	CFFP Project Construction			5,016,663				
	CFFP Rounding Amount			2,903				
	Total CFFP Usage:			5,745,000				
	CFFP Project Construction Usage Details							
	CFFP Administration 31-0			362,743				
	CFFP Vacancy Cost 31-0			68,014				
	CFFP Maintenance Cost 31-0			27,205				
	CFFP Contingency 31-0			158,701				
	Total 31-0:			616,663				
	CFFP Construction Cost 31-3			3,000,000				
	Total 31-3:			3,000,000				
	CFFP Construction Cost 31-4			1,400,000				
	Total 31-4:			1,400,000				
	CFFP Total Project Construction Cost:			5,016,663				

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

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Part III: Implementation Schedule for Capital Fund Financing Program

Development Number Name/HA-Wide Activities	Oxnard Housing Authority All Funds Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Federal FY of Grant: 2010 Reason for Revised target Dates *
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
CAL 31-0 PHA-Wide	6/30/2012		6/30/2014		
CAL 31-1 The Courts	6/30/2012		6/30/2014		
CAL 31-2 Felicia Court	6/30/2012		6/30/2014		
CAL 31-3 Colonia Road	6/30/2012		6/30/2014		
CAL 31-4 Pleasant Valley	6/30/2012		6/30/2014		
CAL 31-5 Plaza Vista	6/30/2012		6/30/2014		
CAL 31-7 Scattered Sites	6/30/2012		6/30/2014		
CAL 31-8 Palm Vista	6/30/2012		6/30/2014		

\* Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

HOUSING AUTHORITY OF THE CITY OF OXNARD

RESOLUTION NO. \_\_\_\_\_

RESOLUTION APPROVING THE ANNUAL AGENCY PLAN AND THE 2010 CAPITAL FUND ANNUAL STATEMENT AND FIVE-YEAR CAPITAL FUND PLAN AND AUTHORIZING THE HOUSING DIRECTOR TO EXECUTE AND SUBMIT THE REVISED PLANS AND CAPITAL ANNUAL STATEMENT

WHEREAS, the Housing Authority of the City of Oxnard ("OHA") is required by the U. S. Department of Housing and Urban Development ("HUD") to develop and adopt a Five Year Agency Plan, update same with an Annual Plan ("the Plan"), and submit the Five-Year and Annual Plans for HUD's review and approval in order to be eligible to receive HUD funding utilized for the OHA's operation; and

WHEREAS, the Housing Authority of the City of Oxnard adopted a Five-Year Plan in 2004; and

WHEREAS, on March 23, 2010, the OHA conducted a public hearing on the proposed Annual Plan update to the Five-Year Plan and on the proposed 2010-2011 Capital Fund Annual Statement and Five-Year Capital Fund Plan;

WHEREAS, the OHA wishes to update its Plan by adoption of the 2010 Annual Plan and the 2010-2011 Capital Fund Annual Statement and Five-Year Capital Fund Plan;

NOW THEREFORE, the Board of Commissioners of the Housing Authority of the City of Oxnard resolves as follows:

1. The Annual Agency Plan and the 2010-2011 Capital Fund Annual Statement and Five-Year Capital Fund Plan are approved and adopted, as presented to the Commission on March 23, 2010; and
2. The Chairman is authorized and directed to execute the Department of Housing and Urban Development (HUD) Public Housing Agency Certification Compliance Form certifying the Housing Authority's compliance with HUD's policies and procedures; and
3. The Housing Director is authorized to execute and submit all reports and documents required to comply with HUD's policies and procedures regarding the Agency Plan; and
4. The Housing Director is authorized to accept and expend the funds as indicated in the revised 2010-2011 Capital Fund Annual Statement and Five-Year Capital Fund Plan.

ATTACHMENT NO. 2  
PAGE 1 OF 2

APPROVED AND ADOPTED THIS 23rd Day of March 2010 by the following vote:

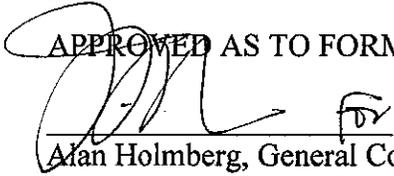
AYES:  
NOES:  
ABSENT:

Dr. Thomas E. Holden, Chairman

ATTEST:

Daniel Martinez, Secretary-Designate

APPROVED AS TO FORM:

  
Alan Holmberg, General Counsel

3/17/10

ATTACHMENT NO. 2  
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