



Meeting Date: 06/08/10

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

Prepared By: Will Reed, Homeless Coordinator x8044 Agenda Item No. K-3

Reviewed By: [Signature] City Manager [Signature] City Attorney [Signature] Finance [Signature] Other (Specify)

**DATE:** May 26, 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 (info/consent) to approve a fifth amendment to The Plan to recognize the realignment of the budgeted amounts of the various activities for funds awarded to the County of Ventura Human Services Agency.
2. Authorize the City Manager to re-submit the substantial amendment to the Plan to the U.S. Department of Housing and Urban Development for approval.

**DISCUSSION**

**Background**

Originally, the notice of the Fifth Amendment to the Plan was made available for citizen comments and review on January 11, 2010. The initial 12-day period of review, which was determined after the American Recovery and Reinvestment Act was approved by the President of the United States, was scheduled to comply with the HPRP guidelines and notice with an effective date of March 19, 2009. This initial process allowed the City to receive the funds and prepare to implement the HPRP projects as needed. Subsequently, substantial changes were made to the operating budget and another public hearing needed to be scheduled. The rescheduled public hearing was posted with the initial 12-day public comment period, and went before City Council on January 26, 2010 for the fifth amendment of the FY 2008-2009 Action Plan, and it was formally approved by Council. The City then submitted the

approved substantial amendment to HUD. However, HUD has informed the City that it must follow and comply with the public outreach and access guidelines of the City of Oxnard Citizen Participation Plan which 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.

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 Partnership Program (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 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 would 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:

<b>Table 1</b>			
<b>HPRP ESTIMATED BUDGET SUMMARY</b>			
<b>DESCRIPTION</b>	<b>Homelessness Prevention</b>	<b>Rapid Re-housing</b>	<b>Total Amount Budgeted</b>
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
<b>TOTAL</b>			<b>\$1,124,994</b>

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. 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 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:

<b>Table 2</b>			
<b>HPRP REVISED BUDGET SUMMARY</b>			
<b>DESCRIPTION</b>	<b>Homelessness Prevention</b>	<b>Rapid Re-housing</b>	<b>Total Amount Budgeted</b>
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
<b>TOTAL</b>			<b>\$1,124,994</b>

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 to homeless persons and persons at-risk of becoming homeless under the federal HPRP grant. The contract amount includes a fifty percent (50%) split of the Administrative fees between the City and CVHSA (\$28,124.50 each).

**FINANCIAL IMPACT**

There is no financial impact on the General fund with this amendment.

Attachment # 1 - Notice of 30-day Public Review

Attachment # 2 - Amendment packet to HUD (The attachment includes only those pages that are affected by the Amendment and not the entire document)



**CITY OF OXNARD  
 NOTICE OF 30-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.

Originally, the Fifth Amendment notice was made available to the citizens for comments and review on January 11, 2010. The 12-day period of review was scheduled to comply with the HPRP guidelines and notice with an effective date of 03/19/2009. However, HUD has informed the City to follow and comply with the City of Oxnard Citizen Participation Plan. Therefore, the re-publication of the Fifth Amendment is to adhere to the City of Oxnard Citizen Participation Plan, which requires a 30-day period of review and comment from the Oxnard residents for any substantial amendment to the Plan.

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

**DATE:** June 8, 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 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 review period of this notice will start on Monday, May 10, 2010 and conclude at 5:00 p.m. on Tuesday, June 8, 2010. 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 June 8, 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

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