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**City of Oxnard  
One Year Action Plan (FY 2012-2013),  
Fifth Year Component of the  
Five Year Consolidated Plan (FY 2008-2013)**

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**MAY 2012**

**Prepared By:  
City of Oxnard Housing Department  
Grants Management Division  
435 South "D" Street  
Oxnard, CA 93030**



## MISSION STATEMENT

# City of Oxnard VISION STATEMENT

***“The City of Oxnard will have clean, safe, prosperous and attractive neighborhoods with open, transparent government.”***

Adopted by Oxnard City Council in Strategic Planning Workshop of 2005  
And in FY 2007-2009 adopted Budget

# TABLE OF CONTENTS

## GENERAL

I. EXECUTIVE SUMMARY OF ACTION PLAN .....	1
A. PROPOSED OBJECTIVES AND OUTCOMES.....	2
B. EVALUATION OF PAST PERFORMANCE .....	2
1. Community Development Block Grant Program (CDBG).....	2
a. Public Facilities.....	2
b. Infrastructure .....	3
c. Public Services .....	3
(i). Homeless Employment Program .....	3
(ii). Youth Development Program .....	4
d. Economic Development.....	4
e. Housing Programs.....	5
f. Code Compliance .....	5
g. Fair Housing .....	5
2. Emergency Shelter Grant Program (ESG) .....	5
a. Society of St. Vincent de Paul .....	5
b. Turning Point Foundation .....	5
c. Catholic Charities .....	6
3. HOME Investment Partnership Program (HOME) .....	6
a. Rehabilitation.....	6
b. New Housing Units .....	6
c. Homebuyer Assistance.....	7
d. Mobilehome Replacement.....	7
C. FISCAL YEAR 2012-2013 GRANT FUNDS AND PROPOSED USES.....	7
D. PLANNED ACTIONS TO ADDRESS IDENTIFIED NEEDS AND PRIORITIES.....	9
1. Housing.....	10
2. Homelessness .....	10
3. Economic Development.....	10
4. Public Services and Infrastructure .....	10
E. MAJOR CHANGES TO THE FIVE-YEAR OBJECTIVES.....	10

# TABLE OF CONTENTS

---

A. GEOGRAPHIC AREAS OF THE JURISDICTION .....	13
B. BASIS FOR ALLOCATING INVESTMENTS AND ASSIGNING PRIORITY TO NEEDS.....	13
1. Five-Year Entitlement Summary.....	14
2. Community Development Goals.....	14
3. Community Development Block Grant Programs (CDBG) .....	15
a. Neighborhood Development.....	15
b. Housing.....	15
c. Public Services.....	15
(i). Police Activities League (PAL) .....	16
(ii). After School Program.....	16
(iii). Colonia Boxing Center.....	16
(iv). Colonia Gymnasium .....	17
(v). City Corps .....	17
(vi). Youth Enrichment Program .....	17
4. HOME Investment Partnerships Program (HOME).....	17
5. Emergency Solutions Grant Program (ESG).....	18
6. Redevelopment Funds .....	19
C. ACTIONS TO ADDRESS OBSTACLES TO MEETING UNDERSERVED NEEDS.....	19
D. SUMMARY OF ACTION PLAN 2012-2013 PROPOSED PROJECTS FUNDING.....	20
E. RESOURCES.....	23
1. Federal Resources.....	24
Community Development Block Grant-R Program (CDBG-R) .....	24
2. State Resources.....	25
a. Building Equity and Growth in Neighborhoods (BEGIN) .....	25
b. CalHome Homebuyers Program .....	25
3. Local Resources.....	25
<b>III. MANAGING THE PROCESS .....</b>	<b>26</b>
A. IDENTIFY LEAD AGENCY.....	26
B. IDENTIFY THE PROCESS BY WHICH THE PLAN WAS DEVELOPED .....	26
1. First Public Hearing January 10, 2012.....	27
2. Second Public Hearing May 1, 2012 .....	27
C. ACTIONS TO ENHANCE COORDINATION BETWEEN PUBLIC AND PRIVATE HOUSING, HEALTH AND SOCIAL SERVICE AGENCIES.....	27

---

# TABLE OF CONTENTS

IV. CITIZEN PARTICIPATION .....	28
A. SUMMARY OF CITIZEN PARTICIPATION PROCESS .....	28
B. SUMMARY OF CITIZEN COMMENTS .....	28
C. SUMMARY OF EFFORTS TO BROADEN PUBLIC PARTICIPATION IN THE DEVELOPMENT OF THE CONSOLIDATED PLAN .....	29
D. EXPLANATION OF COMMENTS NOT ACCEPTED .....	29
V. INSTITUTIONAL STRUCTURE.....	30
A. CITY MANAGER'S OFFICE.....	30
1. Neighborhood Services Program.....	30
2. Community Relations Program.....	31
B. HOUSING DEPARTMENT .....	32
1. Oxnard Housing Authority.....	32
a. Resident Services Program.....	32
b. Capital Fund and Asset Management .....	32
c. Low-Rent Housing Program (LRHP) .....	32
d. Section 8 Housing Voucher and Moderate Rehabilitation Housing Assistance	33
2. Fair Housing .....	33
3. Affordable Housing .....	33
4. Homeless Assistance .....	33
5. Grants Management.....	34
C. COMMUNITY DEVELOPMENT .....	34
VI. MONITORING.....	35
VII. LEAD-BASED PAINT.....	37

## **HOUSING**

I. SPECIFIC HOUSING OBJECTIVES .....	38
A. PRIORITIES AND SPECIFIC OBJECTIVES .....	38
1. CDBG Housing Projects .....	38
a. Code Compliance .....	38
b. Housing Rehabilitation Administrative Costs .....	39
2. HOME Housing Projects.....	39
a. Homeowner Rehabilitation.....	39

# TABLE OF CONTENTS

---

b. First-Time Homebuyer Assistance .....	39
c. Mobilehome Replacement .....	39
d. HOME CHDO Set-Aside and Operations .....	39
e. HOME Administration and Match .....	41
3. State and Non-HUD Projects .....	41
a. Building Equity and Growth in Neighborhoods Program (BEGIN) .....	41
b. Gap Financing- New Construction .....	41
(i) CalHome Project Development Loan .....	41
(ii) Paseo de Luz and Camino Gonzalez .....	41
(iii) Paseo Nuevo .....	41
c. Neighborhood Stabilization Program (NSP) .....	41
B. RESOURCES .....	41
<b>II. NEEDS OF PUBLIC HOUSING .....</b>	<b>43</b>
A. PUBLIC HOUSING TENANTS NEEDS AND RESIDENTS' INVOLVEMENT IN MANAGEMENT AND OWNERSHIP .....	43
1. Involvement in Management .....	43
2. Homeownership .....	43
a. Family Self-sufficiency Program .....	43
b. 31-1 The Courts Project .....	43
B. TROUBLED PUBLIC HOUSING .....	44
<b>III. BARRIERS TO AFFORDABLE HOUSING .....</b>	<b>45</b>
<b>IV. HOME AND ADDI .....</b>	<b>46</b>
A. OTHER FORMS OF INVESTMENT .....	46
B. GUIDELINES FOR RECAPTURE/RESALE PROVISIONS .....	46
1. Recapture Provisions for Homebuyer Program .....	46
2. Recapture for Homeowner Rehabilitation .....	47
3. HOME Set-aside Assistance for CHDO's .....	47
a. Recapture for HOME-Assisted Rental Projects .....	47
b. Recapture for New Construction of For-Sale Units Built With HOME Development Set-asides .....	48
c. Resale Provisions for For-Sale Homebuyer Program or Designated Affordable Housing Units for SCAG and RHNA .....	48
C. REFINANCE GUIDELINES .....	48

---

# TABLE OF CONTENTS

## HOMELESS

I. SPECIFIC HOMELESS PREVENTION ELEMENTS.....	49
A. SOURCES OF FUNDS .....	49
1. Emergency Solutions Grant (ESG).....	49
a. Street Outreach Component .....	49
b. Emergency Shelter Component .....	49
c. Homeless Prevention Component.....	50
d. Rapid Re-housing Assistance Component.....	50
e. HMIS Activities .....	50
f. Administrative Costs .....	50
g. Required Matching Funds .....	50
2. Continuum of Care Grant .....	52
B. HOMELESSNESS .....	53
C. CHRONIC HOMELESSNESS .....	54
1. Resource Development.....	54
2. Policy Development.....	55
3. Shelter and Housing.....	55
D. HOMELESS PREVENTION .....	55
E. DISCHARGE COORDINATION POLICY .....	55
II. EMERGENCY SOLUTIONS GRANT .....	56

## COMMUNITY DEVELOPMENT

I. COMMUNITY DEVELOPMENT.....	57
A. NON-HOUSING COMMUNITY DEVELOPMENT NEEDS .....	57
1. Public Facilities / Improvements .....	57
a. Street Reconstruction Program .....	58
b. Parks Remodeling .....	58
c. Public Facilities Improvement .....	59
2. Public Service .....	59
3. Housing Rehabilitation Administration.....	60
4. Administration and Planning.....	60
B. SPECIFIC LONG-TERM AND SHORT-TERM COMMUNITY DEVELOPMENT .....	61
1. Short Term Objectives:.....	61

# TABLE OF CONTENTS

2. Long Term Objectives .....	61
a. Park Retrofits and Improvements).....	61
b. Street Reconstruction.....	61
<b>II. ANTIPOVERTY STRATEGY .....</b>	<b>62</b>
<b>A. SCHOOL AND COMMUNITY INVOLVEMENT PROGRAMS .....</b>	<b>62</b>
<b>B. INCREASING RESIDENTS' ACCESS .....</b>	<b>62</b>
1. The Family Investment Center.....	62
2. The Residence Services Program .....	63
<b>C. ENHANCE THE SUITABLE LIVING ENVIRONMENT .....</b>	<b>63</b>
1. Street Reconstruction Program .....	63
2. Parks and Public Grounds Enhancements .....	63
3. Code Compliance .....	64
4. Modernization of Public Housing Units .....	64

## **NON-HOMELESS SPECIAL NEEDS HOUSING**

<b>I. NON-HOMELESS SPECIAL NEEDS .....</b>	<b>66</b>
<b>A. PRIORITIES AND SPECIFIC OBJECTIVES .....</b>	<b>66</b>
<b>B. RESOURCES.....</b>	<b>66</b>
<b>II. HOUSING OPPORTUNITIES FOR PEOPLE WITH AIDS .....</b>	<b>67</b>
<b>III. SPECIFIC HOPWA OBJECTIVES .....</b>	<b>68</b>

## **OTHER NARRATIVES**

<b>I. AFFIRMATIVE MARKETING .....</b>	<b>69</b>
<b>II. MINORITY OUTREACH .....</b>	<b>69</b>

# TABLE OF CONTENTS

## **TABLES**

TABLE 1 - FY 2012-2013 ENTITLEMENT GRANTS-PROPOSED PROJECTS FUNDING SUMMARY WITH OBJECTIVES / OUTCOMES .....	8
TABLE 2 - REVISED FIVE YEAR PRIORITY NEEDS.....	12
TABLE 3 - FIVE-YEAR ENTITLEMENT SUMMARY .....	14
TABLE 4 - FY 2012-2013 ENTITLEMENT GRANTS WITH PROPOSED ACCOMPLISHMENTS AND PROJECTS FUNDING SUMMAY.....	21-22
TABLE 5 - FY 2012-2013 EXPECTED RESOURCES.....	23
TABLE 6 - FY 2012-2013 ANTICIPATED HOUSING RESOURCES.....	42
TABLE 7 – FY 2012-2013 EMERGENCY SOLUTIONS GRANT PROGRAM AWARDS .....	52
TABLE 8 - 2011 CONTINUUM OF CARE (COC) PROGRAM AWARDS .....	53

**APPENDIX**

TABLE 3 .....Tab 1  
FUNDING SOURCE TABLE.....Tab 2  
PRIORITY NEEDS TABLE .....Tab 3  
CERTIFICATIONS.....Tab 4  
APPLICATIONS.....Tab 5  
CITIZEN PARTICIPATION PLAN.....Tab 6  
PUBLIC NOTICES.....Tab 7  
PUBLIC COMMENTS.....Tab 8  
MONITORING PLAN.....Tab 9  
GENERAL DEFINITIONS.....Tab 10  
MAPS.....Tab 11  
HOME POLICIES AND PROCEDURES.....Tab 12



# Fifth Program Year Action Plan

The CPMP Fifth Annual Action Plan includes the SF-424 and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

## Narrative Responses

### GENERAL

#### Executive Summary

The Executive Summary is required. Include the objectives and outcomes identified in the plan and an evaluation of past performance.

#### Action Plan Executive Summary

### I. EXECUTIVE SUMMARY OF ACTION PLAN

The City of Oxnard's (City) Fiscal Year (FY) 2008-2013 Consolidated Plan (ConPlan) represents the culmination of a lengthy process that included the consultation, collaboration, and involvement of residents and other public and private agencies. This ConPlan is also the result of a dedicated and coordinated effort of a team of City employees representative of several City Programs, and is a part of an ongoing process that includes development of the Annual Action Plan. The ConPlan constitutes a strategic vision and establishes goals for affordable and supportive housing, community development, social services and economic development opportunities serving the extremely-low to low-income (ELLI) residents, as well as, the homeless population. Included in the ConPlan are broad five-year objectives, strategies and actions to accomplish these goals.

Specific identifiable activities for carrying out the City's strategies are proposed in the FY 2012-2013 Annual Action Plan (Plan), which is the fifth year component of the ConPlan. This Plan covers the period from July 1, 2012 through June 30, 2013 and also serves as an application for three federal awards under the U.S. Department of Housing and Urban Development's (HUD's) formula grant programs:

- Community Development Block Grant (CDBG);
- Emergency Solutions Grant (ESG); and
- HOME Investment Partnerships (HOME).

The entitlements, posted at the HUD website on February 2012, combined with the reprogrammed funds from completed projects from prior years; and, the estimates of next

year's program income receipts, bring the total funding available for FY 2013 to \$3,285,407.

#### **A. PROPOSED OBJECTIVES AND OUTCOMES**

The City proposes to use FY 2012-2013 CDBG, ESG and HOME grants to fund the proposed activities, noted in Table 1, to accomplish the following objectives and outcomes:

- Twelve activities will provide accessibility for the purpose of creating suitable living environments;
- Two activities will provide affordability for the purpose of providing decent affordable housing;
- One activities will provide sustainability for the purpose of creating suitable living environment;
- Four activities will provide sustainability for the purpose of providing decent affordable housing; and,
- Six activities will provide administrative and planning projects.

#### **B. EVALUATION OF PAST PERFORMANCE**

The City was successful in addressing the majority of the goals and objectives in the FY 2010-2011 Annual Action Plan, the last full fiscal year for which accomplishments are available. As in the past, needs continued to exceed the resources available. However, major goals were on target, except for two areas which need improvement because the prior four-year cumulative accomplishment numbers were lower than the cumulative objective numbers in the Five-Year Plan. The two areas needing improvement are Single Family Rehabilitation and Suitable Living Environment. In addition, the other area of concern from HUD is the rental housing unit inspections. In order to correct this deficiency, the City has implemented and submitted to HUD, a timeline to inspect the units. Also, the City continued, during the current fiscal year, to improve the delivery of the Citizen Participation and Evaluation process.

##### **1. Community Development Block Grant Program (CDBG)**

All CDBG funds were used to carry out activities that benefited ELLI persons. Funds were used to fulfill identified housing, economic development, public service and neighborhood improvement needs. Some of the programs that were assisted during the FY2010-2011 included: fair housing; homeless employment and job training; code compliance; youth activities; after school activities; neighborhood street improvements; building and park improvements; playground equipment; and, mobilehome replacements. These activities and strategies were consistent with the services, target populations and needs, as identified by the community. They have made a positive impact on the identified needs and provided services that might have gone unmet.

##### **a. Public Facilities**

During FY 2010-2011, the City expended:

- \$6,728 was paid for the Davis Bacon Labor Compliance monitoring services, to complete the installation of the sidewalk around the playground at the Colonia Park: the playground and sidewalk project was completed as of July 2010, but was not completed in IDIS due to some issues with the contractor that installed the playground safety surface. On June 30, 2011 the project was complete and the retainage was released to the contractor.
- \$23,652 was spent from the Lemonwood Park Rehab project for the design of a new playground, ADA improvements for the restroom and sidewalks leading to the playground and restroom; new ADA compliant family picnic and BBQ pad; and ADA compliant walking path and security lights;
- \$1,122,224 to continue the rehabilitation of the Campus Park Phase II project. The finished work included:
  - Replacing the entire basketball court floor: added new motorized bleacher on the south side and motorized the one on the north side;
  - Painting of the exterior of the locker room wings and the West and East sides of the gymnasium;
  - Refurbishing the main lobbies from the South and North sides: added new flooring, ceiling and lighting, as well as new display cabinets to the main corridor.
  - Replacing all six basketball backboards, including framing on the main courts and added safety supports for the side courts.

**b. Infrastructure**

The City's five-year goals for infrastructure improvements were to improve or install infrastructure in areas where there is a need because of the health or safety concerns or the development of affordable housing. Activities are determined on an annual basis. During FY 2010-2011, the City expended:

- \$19,243 for the design services and \$89 for the labor monitoring services of the Bartolo Square South Phase II Neighborhood Street Improvement, and
- \$4,518 for the labor monitoring of the Bartolo Square North Phase II Neighborhood Street Improvement. This street improvement project was completed with the total use of \$17,957 from CDBG grant for street improvement design, because other sources of funding were available.

**c. Public Services**

**(i). Homeless Employment Program**

The Family Investment Center received \$30,000 in CDBG Homeless Employment Program grants funds and had established a goal of assisting 26 homeless persons with general counseling and placing 20 clients with employment. However, throughout the course of the program, only 13

persons found permanent employment out of 33 homeless participants, with 10 females as head of household

**(ii). Youth Development Program**

The focus of the Public Services-Youth Development Program is to respond to the community's growing concerns with issues affecting youth and their families, as well as, the need to break down resource barriers to allow a successful implementation of activities to meet the needs of the youth through the long-term investment of community resources. With \$334,810 in CDBG funds, the Program assisted 7,255 at-risk youth with educational enhancements, youth employment/vocational education and training; health and safety; and parent/family intervention and support. Specifically, young people were served through their participation in the Colonia Gym, Police Activities League, City Corps, Colonia Boxing, and the Fun-For-All-After School Program at seven school sites: Cesar Chavez Elementary School; Drifill Elementary School; Harrington Elementary School; Kamala Elementary School; Lemonwood Elementary School; McKinna Elementary School; and, Rose Avenue Elementary School.

In addition, as part of the Youth Enrichment Program bid process, several local non-profit organizations received a portion of \$79,445 in CDBG funding to assist an additional 632 youth as part of the long term goal to reach as many at-risk youth as possible in the community.

**d. Economic Development**

The goal of the City for economic opportunity was to enhance business development through counseling and subsequent job creation and/or retention for low-income persons. During FY 2010-2011, the City allocated \$75,000 to the EDCO for assisting four small businesses, resulting in the creation or retention three full-time jobs for Oxnard residents. In order to ensure that first consideration was given to the low-moderate income persons, the following procedures were taken when a job became available:

- Posting at the job and career centers in Oxnard;
- Posting at the Employment Development department's website;
- Posting at Community Colleges and other trade schools; and,
- Posting by any other means such as newspapers, and/or EDCO's website.

Due to a late agreement signed between the City and EDCO in February 2011, the City has been billed only for March, April, May and June 2011. However, the City has only accepted and accrued the billing of the month of March 2011 in the amount of \$6,141. During the fiscal year 2010-2011, EDCO assisted a total of 20 businesses for ten expansions, three relocations, five retentions and two startups. Eighteen jobs were created and five jobs were retained to assist the low-income persons.

**e. Housing Programs**

The City expended \$260,098, under the Housing Rehabilitation Administration matrix, to assist 19 homeowners to rehabilitate their housing units; 25 first-time homeowners with down payment assistance; and one CHDO in the acquisition of an 8-unit low-income apartment building.

**f. Code Compliance**

During the FY2010-2011, the City spent \$245,000 to remove blight from the low-income neighborhoods by addressing 1,368 property maintenance complaints which included: graffiti, weed abatement, trash outside storage and other private property violations; and, by investigating 228 reports of inoperable abandoned vehicles, 747 substandard housing violation and 94 unpermitted construction.

**g. Fair Housing**

Most of the 238 fair housing service contacts involved landlord-tenant or other general housing inquiries. Among all contacts, 23 inquiries and 18 fair housing complaints of alleged unlawful housing discrimination were processed. Of the 18 alleged unlawful discrimination cases, four were deemed to provide sufficient information to sustain the allegation of unlawful discrimination. One case was successfully conciliated, and one was referred to the Department of Fair Employment and Housing for possible litigation. All 18 complainants were provided with legal counsel, and several cases are still in the investigation or conciliation stage. The City's Fair Housing Program and the Oxnard Housing Authority (OHA) continued to work jointly to achieve Section 504 compliance ensuring equal access to all housing programs and services for disabled residents. Over 64 public housing units have been specifically renovated to be disabled-accessible over the last several years. In FY 2010-2011, 15% of the clients who received assistance from the fair housing services were disabled, 5% were seniors and 88% were either low or extremely low income.

**2. Emergency Solutions Grant Program (ESG)**

ESG funds activities, supported by match funding supplied on a dollar for dollar basis by sub-recipients, provided essential services, homeless prevention and operating dollars for homeless shelters such as the Winter Warming Shelter Program. Listed below are brief overviews of the accomplishments of each organization that have received funds from the City through the ESG grant during the FY 2010-2011:

**a. Society of St. Vincent de Paul - \$74,968**

The Society of St. Vincent de Paul operated the West Ventura County Emergency Winter Warming Shelter (Shelter) for homeless individuals and families. The Shelter was located at the Oxnard National Guard Armory and operated from December 05, 2010 – March 31, 2011. During the season, 634 unduplicated clients visited the Shelter.

**b. Turning Point Foundation - \$13,000**

Turning Point Foundation provided Emergency Shelter Facilities, Outreach and a Drop-In Center, throughout the course of the year, for 311 unduplicated mentally ill adults. The services included the provision of a residential shelter and a daily

drop-in center, for persons who did not request shelter. Additional services included job training and placement, substance abuse services, permanent income assistance, health and mental health care and referrals and permanent housing referrals.

**c. Catholic Charities - \$20,026**

Catholic Charities provided essential services to 797 people by offering sack lunches throughout the year to men, women and children and other services. Other services included: bus tokens for individuals to access work and medical appointments; assistance to obtain official identification that allowed clients to pursue employment opportunities; and, assistance with minor car repairs and critical medical attention. Also, 131 people were assisted with rent and utility payments and move-in deposits.

**3. HOME Investment Partnerships Program (HOME)**

HOME funds were used to assist first-time homebuyers with closing costs, as well as, down payments. The funds also assisted homeowners to replace dilapidated mobilehome units within the City limits and provided grants and loans to rehabilitate the unsafe and unhealthy single-family or mobilehome units. Additionally, funds were used to finance certified Oxnard's Community Housing Development Organizations (CHDO) for the construction of affordable housing units for ownerships or rentals.

The City received \$1,147,134 in HOME funds during FY2010-2011 as grant entitlement. A total of \$1,194,674 was expended from various grant program years. HUD requires the participating jurisdiction to obligate the 15% set-aside allocation for CHDO's within 24 months after the yearly HOME funds have been approved. The Snapshot Worksheet-Red Flag Indicators prepared by HUD and posted to the HUD website as of 6/30/2011, has noted that the City has met the prescribed thresholds and exceeds all four factors in terms of results and performance.

**a. Rehabilitation**

The City assisted three owner-occupied single family units and 16 mobilehome units by using \$350,254 in HOME funds. No rehabilitated housing unit was built before the year 1978, and there were two housing units receiving State Housing Preservation Office clearance.

**b. New Housing Units**

The annual goal was to continue constructing affordable housing units for low-income families. The City allocated \$172,070 in CHDO Set Aside funds in FY 2010-2011 and spent:

- \$116,700 to assist CEDC for development costs at the 18 unit affordable rental apartments Camino Gonzalez project, located at 457 West Gonzales Road. This project is in the construction stage.
- \$229,500 to assist Many Mansions to acquire an 8-unit low-income apartment building for people with special needs, which will house "Transition Aged Youth with Disabilities", who are homeless or at-risk of becoming homeless. Ground was broken on that project in FY 2010-2011, and full occupancy is anticipated to occur in late 2011

**c. Homebuyer Assistance**

The annual goal was to assist ten first-time homebuyers with HOME funds. The total actual assistance was 21 homebuyers, using \$192,051 in HOME funds: 19 single-family homes; and, two mobilehomes.

**d. Mobilehome Replacement**

The annual goal was to replace two manufactured housing units with HOME funds. The City did not assist in the replacement of any mobilehome units and only provided \$15,218 as temporary housing expenses to mobilehome owners during the period between the removal of the old mobilehome and the installation of the new mobilehome.

**C. FISCAL YEAR 2012-2013 GRANT FUNDS AND PROPOSED USES**

The City expects to receive funds under three formula grant programs, with an estimated allocation, published by HUD on February 2012, as follows:

FY2012-2013 CDBG Program Entitlement	\$ 2,063,138
FY2012-2013 HOME Program Entitlement	\$ 667,268
FY2012-2013 ESG Program Entitlement	\$ <u>214,100</u>
<b>Total Entitlement Funding:</b>	<b>\$ 2,944,506</b>

In addition, the City will add the following to the entitlement grant totals:

FY2012-2013 CDBG Reprogrammed Funds	\$ 170,566
FY2012-2013 CDBG Program Income Receipts	\$ 50,335
FY2012-2013 HOME Reprogrammed Funds	\$ <u>120,000</u>
<b>Total Additional Funding:</b>	<b>\$ 340,901</b>

**TABLE 1 – CITY OF OXNARD  
FY 2012-2013 ENTITLEMENT GRANTS,  
PROPOSED PROJECTS FUNDING SUMMARY**

DESCRIPTION	OBJECTIVE OUTCOME	PROPOSED AMOUNT
<b>COMMUNITY DEVELOPMENT BLOCK GRANT</b>		
Grants Administration and Support	N/A	\$311,863
Fair Housing Program Admin	N/A	38,400
Homeless Program Administration	N/A	72,432
	<b>Administration Subtotal</b>	<b>\$422,695</b>
After School Program	1/1	\$105,000
PAL	1/1	80,771
Colonia Boxing Center	1/1	17,020
Youth Enrichment Program	1/1	35,020
Colonia Memorial Park Gym	1/1	50,740
City Corps	1/1	20,920
	<b>Public Services Subtotal</b>	<b>\$309,471</b>
Code Compliance	1/1	\$200,000
Street Improvements-Black stock	1/1	281,000
		FY 2012-2013 Grant 110,434
		Reprogrammed Funds 170,566
Street Improvements-Colonia Road	1/1	100,000
Housing Rehabilitation Administration	2/3	400,000
		FY 2012-2013 Grant 349,645
		Program Income Receipts 50,335
Campus Park Rehabilitation	1/1	400,000
Lemonwood Park Rehabilitation	1/1	170,873
	<b>Direct Benefits Subtotal</b>	<b><u>1,551,873</u></b>
	<b>CDBG TOTAL</b>	<b>\$2,284,039</b>
<b>EMERGENCY SOLUTIONS GRANT</b>		
Program Administration	N/A	\$16,058
Homeless Prevention	1/3	88,042
Homeless Shelter	1/1	100,000
HMIS	N/A	10,000
	<b>ESG TOTAL</b>	<b>\$214,100</b>
<b>HOME INVESTMENT PARTNERSHIP GRANT</b>		
Program Administration	N/A	\$66,727
CHDO Development	2/2	125,541
First-Time Homebuyer	2/2	200,000
Mobilehome Replacement	2/3	100,000
Housing Rehabilitation – MH	2/3	100,000
Housing Rehabilitation – SF	2/3	75,000
		FY 2012-2013 Grant 75,000
		Reprogrammed Funds 120,000
	<b>HOME TOTAL</b>	<b><u>787,268</u></b>
	<b>GRAND TOTAL</b>	<b><u>\$3,285,407</u></b>

<b>OBJECTIVES AND OUTCOME LEGEND:</b>
1/1 = Enhance suitable living through improved accessibility
1/2 = Enhance suitable living through improved affordability
1/3 = Enhance suitable living through improved sustainability
2/1 = Create decent housing with improved accessibility
2/2 = Create decent housing with improved affordability
2/3 = Create decent housing with improved sustainability
3/1 = Provide economic opportunity through improved accessibility
3/2 = Provide economic opportunity through improved affordability
3/3 = Provide economic opportunity through improved sustainability

**D. PLANNED ACTIONS TO ADDRESS IDENTIFIED NEEDS AND PRIORITIES**

The ConPlan identifies a number of priorities to address the City's needs for housing and community development. This Annual Action Plan for the period from July 1, 2012 through June 30, 2013, describes the City's plan of action for the fifth year covered by the five-year ConPlan for the period from July 1, 2008 through June 30, 2013. The goals of this Plan are consistent with the Five-Year Strategy and reflect the goals established by the City Council. The Plan brings needs and resources together in a coordinated housing and community development strategy and develops goals to achieve the three national statutory objectives, principally for residents of ELLI areas:

- Offer decent housing by providing and maintaining the supply of affordable supportive housing to the ELLI and special needs populations, including the homeless population;
- Create suitable living environments through neighborhood revitalization and improvements in public services and facilities; and,
- Expand economic opportunities for ELLI households, including homeless individuals and families.

The proposed strategies are summarized as follows:

**1. Housing**

- Construct new housing for senior citizens, farm workers, multi-families, and single families;
- Assist developers, non-profit organizations, CHDO's to acquire and/or rehabilitate housing units to increase the supply of the affordable rental units;
- Rehabilitate owner-occupied single-family and mobilehome units through the City's rehabilitation program;
- Assist developers, non-profit corporations, and public housing tenants with financing through City's First-Time Homebuyers Program; and,
- Assist the City's families with affordable rental housing through public housing assistance, and Section 8 voucher rental subsidy assistance programs.

**2. Homelessness**

- Support non-profit agencies that provide assisted transitional or permanent housing services;
- Prevent individuals and families from becoming homeless through the homeless prevention program;
- Provide emergency shelter for homeless persons through the Winter Warming Shelter; and,
- Provide supportive services to homeless or non-homeless with special needs.

**3. Economic Development**

- Provide economic development opportunities to ELLI persons, including homeless persons. The City's strategies are to retain and expand the City's economic development opportunities for ELLI persons through job creation and retention;
- Enhance the stabilization and expansion of small businesses. The economic opportunity goals of the City are to assist small businesses to be relocated within the City's limits and to help them to expand, through business technical assistance and coordination.

**4. Public Services and Infrastructure**

- Provide support services, including housing, for persons with special needs including youth, and persons and families with HIV/AIDS.
- Enhance suitable living environment through new and improved public facilities and infrastructure.

**E. MAJOR CHANGES TO THE FIVE-YEAR OBJECTIVES**

The current economic recession has affected the housing programs as well as other programs:

- Due to budget restraints, Section 8 vouchers will not be issued for emergency placement of homeless families or individuals.
- The demolition of 260 public housing units to be replaced with new tax-credit funded apartment units assisted with Section 8 vouchers has been postponed, by a mutual agreement made between the developer and the OHA. The recession impacted the developer financially and they could not continue with the project. Thus, the OHA is actively searching for a new developer.
- Due to the budget reduction, the Youth Enrichment Program in Public Services will have a very limited amount of CDBG funds available for outside agencies to perform the activity and will affect the numbers of youth that will be assisted by the program.
- The 2012-2013 CDBG budget reductions will also necessitate the elimination of the Homeless Employment Program and the Business Technical Assistance Program.
- In order to utilize the set-asides CHDO funds, another priority was added to the annual action plan priorities under the HOME grant: to acquire and rehabilitate housing units and /or to substantially rehabilitate existing housing units to increase the availability of affordable rental units' supply.

The Table 2, on the following page, describes the City's revised five-year priority needs, as submitted to HUD.

**TABLE 2: CITY OF OXNARD  
REVISED FIVE-YEAR PRIORITY NEEDS**

PRIORITY	FIVE-YEAR OBJECTIVES	BENEFIT
Construct new housing units for senior citizens, farm workers, multi-families, and single-families.	Construct 593 new affordable units, including 228 senior apartments, 263 family apartments and 102 affordable single-family units. Provide 6 mobilehome replacements.	Very low- and low-income persons
Rehabilitate owner-occupied and mobilehome units through City's rehabilitation program.	Rehabilitate 62 mobilehomes, and 55 single-family units. Provide mobilehome replacements.	Very low- and low-income persons
Assist developers, non-profit agencies, and public housing tenants with financing thru a First-Time Homebuyers program.	Provide assistance to 8 first-time homebuyers.	Very low- and low-income persons
Support non-profit agencies that provide assisted housing, service and/or shelter to homeless persons/families or those at risk of becoming homeless.	Assist 75 homeless persons to find employment. However, the Homeless Employment activity will be eliminated in the 4 <sup>th</sup> and 5 <sup>th</sup> year of the Consolidated Plan. Assist service providers to support 3,000 persons with essential services and 175 households with homeless prevention. Provide transitional housing for an additional 250 persons. Assist service providers with emergency shelter for approximately 400 persons and 260 mentally ill persons per year. Provide 500 Section 8 vouchers for emergency placements of homeless families or individuals. Due to budget restraints, no emergency vouchers are available.	Homeless and those at-risk becoming homeless
Assist the City's families with affordable rental housing through public housing assistance, and rental subsidy assistance programs.	Administer and preserve 780 units of Public Housing per year. Demolish 260 units of public housing and replace with new tax-credit funded apartment units assisted with section 8 vouchers. Provide rental subsidy assistance to 1,659 families per year.	Very low- and low-income persons
Provide support needs including housing and services for persons with special needs including youth and persons and families with HIV/AIDS.	Provide allocation of public housing and Section 8 rental assistance to 80 special needs persons. Provide support services for 500 frail elderly persons. Provide services to 10,000 youth per year. The number of assisted youth per year will be lowered to 4,000 in the 4 <sup>th</sup> and 5 <sup>th</sup> year of the Five-Year Plan. Provide support services for 50 disabled persons. Provide services for 35 persons with HIV/AIDS.	Very low- and low-income frail elderly, youth, disabled persons, and persons with HIV/AIDS
Retain and expand the City's economic development opportunities for low-income persons through job creation and retention, stabilization and expansion of small businesses.	Provide assistance to 10 start-up small businesses resulting in the creation of 10 new jobs each year. No business technical assistance will be provided under the fifth Action Plan year.	Very low- and low-income persons
Enhance suitable living environment through new and improved public facilities and infrastructure.	Reconstruct streets to include, but not limit to, the following neighborhoods: Bartolo Square North and South, Sierra Linda, Five Points Northeast Terrace and Blackstock South. Rehabilitate Campus Park Bannister Gym. Install a new playground at various parks: Colonia Park, Del Sol Park and Beck Park.	Very low- to low-income areas

### General Questions

1. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.
  2. Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (P 2.15(a) (1)) during the next year and the rationale for assigning the priorities.
  3. Describe actions that will take place during the next year to address obstacles to meeting underserved needs.
- Identify the federal, state, and local resources expected to be made available to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction; Low Income Housing Tax Credits; and comparable McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan.

Action Plan/General Questions response:

## II. GENERAL QUESTIONS

### A. GEOGRAPHIC AREAS OF THE JURISDICTION

CDBG, HOME and ESG funds for projects/activities will be implemented throughout the City. However, the majority of the projects will concentrate in the "most in need" neighborhoods with census tracts representing 51% or more of ELLI residents (see Tab 11 of the Appendix: Very Low/Moderate Income Neighborhoods map).

The proposed projects within this Plan, and noted in Table 4, provide information on the geographic areas that will receive direct assistance during the program year. Some of the City's programs will have a citywide emphasis, in addressing the needs of ELLI households. Other projects such as streets, parks and public facility improvements, will be targeted to specific locations where needs have been assessed and identified.

### B. BASIS FOR ALLOCATING INVESTMENTS AND ASSIGNING PRIORITY TO NEEDS

Generally, the City applies grant funds to areas of the City that have needs, reflective of the established goals and objectives in the ConPlan. However, community needs far exceed the available revenue sources. Therefore, the City intends grant-funded projects to stimulate and encourage the partnership with the private sector to improve the community. The City's goal in using the CDBG, HOME and ESG funds is to maximize grant dollar investments and service returns. The projects and programs being implemented in this Plan strive to provide and match the greatest benefit to the neediest residents.

The funding priorities for the three grants are:

- Facilitate housing for ELLI persons;
- Implement a community outreach and education campaign to reinforce the homeless prevention program through strong support from the community, as well as, an elevated awareness of the number of households at-risk and the high cost to help the households after they become homeless,

- Maintain quality neighborhoods and housing to avoid blight, prevent crime and eliminate unsafe and unhealthy living conditions;
- Strengthen the partnership between the public and private sector, including non-profit or for-profit organizations, with the overall goals of providing decent housing, expanding public services, maintaining a suitable living environment and providing economic opportunities to Oxnard residents, especially for ELLI persons; and,
- Increase the number and quality of emergency shelter beds and transitional housing units to meet the needs of homeless individuals and families.

**1. Five-Year Entitlement Summary**

The following table summarizes the entitlement funds received or allocated for a five-year period. Please note that these amounts do not include any program income or reprogrammed funds from prior years completed projects.

<b>TABLE 3 - CITY OF OXNARD FIVE-YEAR ENTITLEMENT SUMMARY</b>					
<b>Program Year</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
<b>CDBG</b>	\$2,708,769	\$2,738,283	\$2,961,698	\$2,472,356	\$2,063,138
<b>HOME</b>	\$1,033,211	\$1,155,701	\$1,147,134	\$1,012,662	\$667,268
<b>ADDI</b>	\$6,051	0	0	0	0
<b>ESG</b>	\$121,107	\$120,604	\$120,297	\$187,486	\$214,100
<b>TOTAL</b>	<b>\$3,869,138</b>	<b>\$4,014,588</b>	<b>\$4,229,129</b>	<b>\$3,672,504</b>	<b>\$2,944,506</b>

**2. Community Development Goals**

The City has established community development goals that are consistent with the HUD formula programs and continuously strives to create a viable urban community for its residents. Programs are selected that will maintain quality neighborhoods and housing to: prevent blight and decay; eliminate conditions detrimental to health, safety, and welfare; and, plan for growth and economic expansion in a way that balances economic interests with a quality living environment.

**3. Community Development Block Grant Programs (CDBG)**

The primary objective of the CDBG Program is the development of viable urban communities by providing decent housing and a suitable living environment, and expanding economic opportunities for persons. CDBG funds may be used for the following activities:

- Public facilities;
- Public improvements;
- Code Compliance;
- Housing;
- Economic development;
- Public services;
- Program planning; and,
- Administrative activities.

The City utilizes CDBG program funds, in conjunction with other resources, to achieve its varied community development goals, which fall into four main categories:

**a. Neighborhood Development**

The City's objective is to improve the quality of life for all residents by providing programs and facilities that help maintain neighborhood stability, eliminate undesirable and unhealthy conditions, enhance safety, and generally increase the quality of life within the neighborhoods. The CDBG program is an important part of the City's overall neighborhood improvement effort to enhance a suitable living environment through new or improved public facilities, infrastructure and Code Compliance.

**b. Housing**

The City's objectives are to facilitate the production of needed housing for ELLI households; maintain its housing stock; provide a diverse housing environment; increase the quality of housing citywide; and, provide a broad range of homeownership and rental opportunities. Based on the Year 2000 U.S. Census, the City has over 45,000 housing units and provides a balanced housing assistance program to ensure access for all income levels and household types. The City's goal for future housing development anticipates strengthening the diversity of housing types, as well as, increasing housing stock preservation through rehabilitation activities.

**c. Public Services**

The Youth Development Program supports the growth and development of young people by strengthening the quality and increasing the availability of experiences offered by the many programs that serve them. The City partnership with community organizations, schools, colleges, funders, and other entities create programs, train staff, and develop strategies that encourage and enable young people to transition successfully to adulthood.

**(i). Police Activities League (PAL)**

PAL will continue to provide a forum where police officers and community members can volunteer their time, talents and energy to work together with young people in our community. PAL provides crime prevention and intervention programs by providing youth enriching activities (educational, athletic and recreational) and creating a safe environment for positive change. Activities include Youth Council, All City Band, Mid-City Boxing, Jr. High/High School Dances, and athletic leagues. PAL partners with the Ventura County Probation Agency to provide opportunities for youth to complete probation hours. PAL also partners with the Ventura Unified School District to provide the free summer lunch program. Participants come from ELLI households.

**(ii). After School Program (ASP)**

The City, through its partnership with the Oxnard Elementary School District, will continue to provide CDBG funding to seven eligible After School Program sites, as follows:

- ASP – Lemonwood, located at 2200 Carnegie Court,
- ASP – Rose Avenue, located at 220 South Driskill Street,
- ASP – Cesar Chavez, located at 224 North Juanita Avenue,
- ASP – Harrington, located at 2501 Gisler Avenue,
- ASP – Kamala, located at 634 West Kamala Street
- ASP – McKinna, located at 1611 South J Street,
- ASP – Driffil, located at 910 South E Street

In addition to the seven elementary schools, the City provides services at additional school sites: three junior high and nine elementary schools. All 19 sites in the Oxnard School District receive After School Education and Safety Program (ASES) grant funding, under proposition 49 from the Department of Education of the State of California. The City currently provides the Fun for All Program, which offers structured recreation, skill building and health promoting activities, to approximately 85-90 children daily. Participants come from ELLI households at the seven school sites.

**(iii). Colonia Boxing Center**

The Colonia Boxing Center will continue to develop young people's capacity to engage in positive behaviors that nurture their own well being and set personal goals to live successfully as adults. The Center is home to World, National and Olympic Champions. The Center is well known throughout the United States and Mexico. The Center is open five days a week, serving approximately 60 youth daily. Trainers in the Center are former professional boxers who serve as positive role models for youth. Participants come from ELLI households.

**(iv). Colonia Gymnasium**

The Colonia Gymnasium will continue to provide youth development programs that target at-risk youth. These programs help youth gain confidence and develop a positive self-image. The Colonia Gymnasium will continue to provide youth basketball and volleyball leagues throughout the year. In addition, clinics in basketball, soccer, and t-ball will be held for youth. The facility also holds Special Olympics basketball training and open play for mentally disabled adults. Open play is also held for youth and adults daily. Participants come from ELLI households.

**(v). City Corps**

The City Corps Program will continue to work with the local school districts and community based youth organizations to address the needs of at-risk youth by providing a variety of social services, recreation and service learning opportunities. City Corps also works closely with Neighborhood Councils in the distribution of information and neighborhood cleanups. Participants in this program logged over 39,000 volunteer hours at work service projects in the community last year. The majority of the participating youth come from ELLI households.

**(vi). Youth Enrichment Program**

The Youth Enrichment Program will continue to use a bid process to allocate CDBG public services funds to community based organizations to provide a variety of services and programs including educational enhancement; youth employment/vocational education and training; health and safety; and parent/family intervention and support.

**4. HOME Investment Partnerships Program**

The HOME Program further supports the City's efforts to improve and increase housing opportunities, and prevent and reduce the incidences of homelessness in the City. Specifically, HOME funds are used to expand the supply of decent, safe, and sanitary affordable housing, and strengthen the ability of the City to provide affordable rental housing for ELLI residents, through the partnership with various CHDO's such as CEDC, the HOME Corporation and Manny Mansions, as well as with the assistance of the City's Redevelopment Agency.

The City's housing activities include the following programs:

- A first-time homebuyers program for newly constructed and existing housing;
- A mobilehome replacement program;
- Loans and grants for homeowner property rehabilitation program; and,
- New construction and rehabilitation of rental housing programs.

The City Housing Department's efforts are to ensure decent, safe, attractive, sanitary and well-maintained housing for eligible ELLI individuals and families. The Department also provides the following services to Oxnard residents:

- Public Housing Assistance;
- Section 8 Rental Assistance;
- Affordable Housing Assistance;
- Homeless Assistance;
- Grants Management Support;
- Resident Services and Support; and,
- Fair Housing Support and Mobilehome Rent Stabilization Assistance.

#### **5. Emergency Solutions Grant Program (ESG)**

Under the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEART Act), the Emergency Solutions Grants (ESG) revises substantially and replaces Emergency Shelter Grants of the McKinney-Vento Homeless Assistance Act. The ESG funds may be used for five program components: street outreach, emergency shelter, homeless prevention, rapid re-housing assistance, Homeless Management Information System (HMIS) and administrative activities. The general provisions set two restrictions to the ESG programs as follows:

- The combined amount of the recipient's fiscal year grant used for street outreach and emergency shelter activities cannot exceed the greater of 60 percent of the fiscal year grant, or the amount of FY 2010 grant funds committed to street outreach and emergency shelter activities.
- The total amount of administrative activities cannot exceed 7.5 per cent of the fiscal year grant.

The ESG Program further supports the City's efforts to achieve its community development goals. Specifically, ESG funds are used to assist homeless individuals through services provided by non-profit organizations.

For procurement of the service providers, the City uses the following criteria to select organization(s) to receive ESG program funds:

- Consistency of proposal with the purpose and intent of the ESG Program;
- Extent to which proposed activities address and fill gaps in the service delivery system assisting homeless in Oxnard;
- Extent to which proposed activities meet these needs;
- Ability to provide matching funds from non-federal sources in an amount equal to the grant amount requested ;
- Capability of organization to carry out the proposed activities efficiently and effectively;
- Past experience with HUD or other federal grants and regulations;
- Evidence of linkage and networking with other homeless service providers;

- Degree to which proposals expand or enhance services to homeless individuals and avoid duplication of other community efforts;
- Clarity of proposal; and
- Extent to which a project promotes a regional approach to homelessness.

The ESG Program funds the Ventura County Emergency Winter Warming Shelter annually from December 1 through March 31, and also supports other non-profit service providers to provide assistance with emergency shelter, homeless prevention services, and rapid re-housing and housing stability services to the special need populations.

#### **6. Redevelopment Funds**

The Redevelopment Agency of the City was established in 1968, pursuant to the California Community Redevelopment Law. In January 1994, the agency became the Oxnard Community Development Commission (CDC). Under the requirements of the State of California Health and Safety Code, CDC has set-aside 20% of tax increment revenues for use in housing projects benefiting the ELLI households.

On December 29, 2011, the California Supreme Court upheld ABx1 26. Under this ruling redevelopment agencies were dissolved as of February 1, 20, and successor agencies and oversight boards will oversee the winding down of each agency's affairs and the liquidation of the agency's assets for distribution to counties, school districts and other local public agencies. Contracts, projects, and other financial obligations of the Oxnard Community Development Commission (former redevelopment agency) that had been approved prior to February 1, 20, were placed on an Enforceable Obligations Schedule ("EOPS") and Recognized Obligation Payment Schedule ("ROPS") subject to the review and approval of the County of Ventura oversight board and the California State Department of Finance.

### **C. ACTIONS TO ADDRESS OBSTACLES TO MEETING UNDERSERVED NEEDS**

The City has identified long-range strategies to promote growth and opportunity for Oxnard's businesses and residents. These strategies have included "reinventing" the local government structure and streamlining bureaucratic processes, thereby providing quality service to Oxnard's residents and businesses. These efforts have begun to:

- Address obstacles to meeting underserved needs;
- Better coordinate existing programs to meet those needs to avoid duplication;
- Identify clear gaps in services; and,
- Address program areas previously overlooked.

In addition, the City's annual strategies, are designed to both address underserved needs such as affordable housing, economic opportunities and Continuum of Care

(CoC) issues, and be consistent with available resources. This effort is achieved through a multi-year strategy that maximizes federal resources through the leveraging of private and public resources.

The public housing agency plan strategy accurately reflects the identified housing needs and priorities, including barrier removal, fair housing, and lead based paint reduction strategies. The City has adopted a citywide homelessness prevention program, which includes the implementation of a community outreach and education campaign, as well as, other strategies such as creation of additional transitional housing and shelter beds.

The City will continue its ongoing efforts to streamline its processes for the issuance of zoning and building permits, including development of new automated and internet-based information and application systems.

#### **D. SUMMARY OF ACTION PLAN 2012-2013 PROPOSED PROJECTS FUNDING**

The Table 4 summarizes all the FY2012-2013 proposed projects, funded by the three entitlement grants (CDBG, HOME and ESG), and includes the:

- Local identification by the project number;
- Description of the location, or census tract;
- Title of the project;
- Matching the objectives and outcomes;
- Projected accomplishment numbers;
- Federal matrix code;
- Federal regulations;
- Environmental review status; and,
- Level of funding

**TABLE A CITY OF OXNARD  
FY 2012-2016 BENTLEY GRANTS  
PROPOSED ACCOMPLISHMENTS AND PROJECTS FUNDING SUMMARY**

PROJ. #	LOCATION	TITLE	OBJECTIVE OUTCOMES	PROJECTED ACCOMPLISHMENTS	MATRIX	REGULATIONS/ CITATIONS	ENVIRONMENTAL REVIEW	AMOUNTS
<b>COMMUNITY DEVELOPMENT BLOCK GRANT</b>								
12-100	Citywide	Grants Administration and Support	N/A	N/A	21A	570.206	Exempt	311,863
12-101	Citywide	Fair Housing Program Admin	N/A	N/A	21D	570.208(a)(2)	Exempt	38,400
12-102	Citywide	Homeless Program Administration	N/A	N/A	21A	570.206	Exempt	72,432
12-201	CT & BG	After School Program	1/1	632 Youth	05L	570.208(a)(2)	Exempt	105,000
12-202	3401.02	PAL	1/1	2,278 Youth	05D	570.208	Exempt	80,771
12-203	3201.01	Colonia Boxing Center	1/1	243 Youth	05D	570.208(a)(2)	Exempt	17,020
12-204	Citywide	Youth Enrichment Program	1/1	752 Youth	05D	570.208(a)(2)	Exempt	35,020
12-205	3202.01	Colonia Memorial Park Gym	1/1	3,603 Youth	05D	570.208(a)(2)	Exempt	50,740
12-206	3500.01	City Corps	1/1	4 Youth	05D	570.208(a)(2)	Exempt	20,920
12-300	Citywide	Code Compliance	1/1	1,000 Housing units	15	570.202(c)	Exempt	200,000
12-301A	4000.03	Blackstock South Neighborhood Street Improvements	1/1	2,719 Persons to be served	03K/3L	570.201(C)	Categorically Excluded	281,000
12-301B	4000.04	Colonia Road Alley Reconstruction	1/1	1,650 Persons to be served	03K	570.201(C)	Categorically Excluded	100,000
12-302	Citywide	Housing Rehabilitation Admin	2/3	37 Housing units	14H	570.202(a)(3)	Exempt	400,000
12-303	3401.02	Campus Park Rehabilitation III	1/1	1,601 Persons to be served	03F	570.208(a)(1)	Categorically Excluded	400,000
12-305	4705.03	Lemonwood Park Rehabilitation II	1/1	3,519 Persons to be served	03F	570.201(a)(1)	Categorically Excluded	170,873
<b>CDBG TOTAL</b>								<b>\$2,284,039</b>

**TABLE 4 - CITY OF OXNARD (CONTINUED)**  
**FY 2012-2013 ENTITLEMENT GRANTS**  
**PROPOSED PROJECTS FUNDING SUMMARY WITH OBJECTIVES/OUTCOMES**

PROJ. #	LOCATION	TITLE	OBJECTIVES/OUTCOMES	PROJECTED ACCOMPLISHMENTS	MATRIX	REGULATIONS/CITATIONS	ENVIRONMENTAL REVIEW	AMOUNTS
<b>EMERGENCY SOLUTIONS GRANT</b>								
12-400	Citywide	Program Administration	N/A	N/A	21A	576.21(a)(5)	Exempt	\$16,058
12-402	Citywide	Homeless Prevention	1/3	32 Households	05Q	576.3	Categorically Excluded	88,042
12-404	Citywide	HMIS	N/A	N/A			Exempt	10,000
12-403	Citywide	Homeless Shelter	1/1	675 Homeless people & 266 mentally ill adults	03T	576.21(a)(3)	Categorically Excluded	100,000
<b>ESG TOTAL</b>								<b>\$214,100</b>
<b>HOME INVESTMENT PARTNERSHIP ACT</b>								
12-500	Citywide	Program Administration	N/A	N/A	21A	92.207	Exempt	\$66,727
12-501	Citywide	CHDO Development	2/2	One organization	12	92.300	Review is done after project done	125,541
12-502	Citywide	First-Time Homebuyer	2/2	10 Housing units	13	92.205(a)(1)	Categorically Excluded	200,000
12-503	Citywide	Mobilehome Replacement	2/3	2 Mobilehome units	12	92.205(a)(4)	Categorically Excluded	100,000
12-504	Citywide	Housing Rehabilitation - MH	2/3	10 Mobilehome units	14A	92.205(a)(4)	Categorically Excluded	100,000
12-505	Citywide	Housing Rehabilitation - SF	2/3	15 Housing units	14A	92.205(a)(1)	Categorically Excluded	195,000
<b>HOME TOTAL</b>								<b>\$787,268</b>
<b>GRAND TOTAL</b>								<b>\$3,285,407</b>

**E. RESOURCES**

The City expects the following federal, non-federal, public and private resources to be available to assist in the support of the identified priority needs and activities:

TABLE 5 - CITY OF OXNARD FY 2012-2013 EXPECTED RESOURCES			
PROGRAM	TERM		AMOUNT
<b>Federal Resources:</b>			
Community Development Block Grant Program – B12MC060534	7/01/12-6/30/13	\$	2,063,138
CDBG American Recovery and Reinvestment Act 2009 – B09MY060534	7/01/09-9/30/12	\$	735,791
CDBG Reprogrammed Funds	7/01/12-6/30/13	\$	170,566
CDBG Program Income	7/01/12-6/30/13	\$	50,355
HOME Investment Partnerships Act Program – M12MC060526	7/01/12-6/30/13	\$	667,268
HOME Reprogrammed Funds	7/01/12-6/30/13	\$	120,000
Emergency Solutions Grant Program – EMC060534	7/01/12-6/30/13	\$	214,100
COC–Khepera House Transitional Housing – CA0717B9D121003	7/01/12-6/30/13	\$	55,384
COC–One Stop Service Center – CA0716B9D121003	4/01/12-3/30/13	\$	129,515
COC – Lighthouse Women & Children’s Mission – CA0947B9D121001	2/01/12-1/31/13	\$	13,490
COC – OHA Shelter Plus Care – CA	7/01/12-6/30/16	\$	144,000
Public Housing Capital Fund – CA16P031501-09	9/14/09-9/14/13	\$	1,954,884
Public Housing Capital Fund – CA16P031501-10	7/15/10-7/15/14	\$	1,936,567
Public Housing Capital Fund – CA16P031501-11	8/3/11-8/2/15	\$	1,609,047
Public Housing Capital Fund – CA16P031501-12 Estimate	7/01/12-6/30/16	\$	1,482,306
Public Housing Family Self-Sufficiency – CA031RFS246A011	6/11/12/6/11/13	\$	69,000
Section 8 Rental Assistance Program – Choice Voucher CA031VO0XXX	7/01/12-6/30/13	\$	16,298,655
Low Rent Public Housing—CA03100000212-3D TO 512-3D, 712-3D & 812-3D OFND	7/01/12-6/30/13	\$	886,795
ROSS-Resident Services Coordinator Grant-CA031RPS064A009	6/16/10-6/12/13	\$	240,000
<b>Other Resources:</b>			
20% Mandated Housing Set-Aside	7/01/12-6/30/13	\$	3,829,000
Neighborhood Stabilization Program Income	7/01/12-6/30/13	\$	1,134,022
CalHome Project Development 08-CALHOME-4808	5/12/09-8/12/12	\$	1,440,000
Matching funds from ESG grant	7/01/12-6/30/13	\$	214,100
Building Equity and Growth In Neighborhoods – 08—BEGIN-5074	2/23/09-6/30/13	\$	3,000,000
Low Rent Public Housing – Rental Income and Miscellaneous Revenue	7/01/12-6/30/13	\$	4,552,437

## 1. Federal Resources – American Recovery and Reinvestment Act of 2009

The American Recovery and Reinvestment Act of 2009 (ARRA), signed into law by President Obama on February 17, 2009, included 75% of formula based funding and allowed the allocation of the funds to the recipients in a speedy manner. As of March 2009, HUD has provided the following grant awards directly to the City from the Recovery Act of 2009 as a result of an amendment to the FY 2008-2009 General Fund budget or through the submittal of grant applications to specific grantor agencies:

### **Community Development Block Grant-R Program (CDBG-R) \$735,792**

Under the Recovery Act, the City was required to prepare a substantial amendment to the FY2008-2009, Plan and give priority to projects that could award contracts within 120 days of the grant agreement. The third amendment was approved by the City Council on June 2, 2009 to accept the award and apply for the allocation of \$735,792 in CDBG-R funding. On October, 27, 2009, the fourth amendment was approved by the City Council, to allocate \$662,213 to the Bartolo Square North Neighborhood water service improvement project and \$73,579 for general administration and planning activities in CDBG-R funding.

The Bartolo Square North Neighborhood Water Utility Pipe Project Phase I, involved the construction and installment of new polyvinyl chloride (PVC) water main pipe lines and removal of existing corroded cast iron pipelines on Hill Street from Ventura Road to "I" Street and "J" street from Wooley Road to Hemlock Street. As of January 2012, the Water Main Pipeline activity was completed using \$619,908 in the CDBG-R funds, leaving a balance of \$42,305; and the General Administration and Planning activity had a balance of \$51,314. A combined total of \$93,619 was available to be reprogrammed for a new activity: Reconstruction of Gloria Court/Colonia Road Back Alley Project, located in the Colonia neighborhood. Both Gloria Court and the Colonia Road back alley are worn substantially, through their entire lengths, making the traffic flow difficult and dangerous for the ELLI neighborhood. The reconstruction consists of removal and replacement of concrete gutter and curbsides, and replacement of new asphalt in order to improve and ease the access for the neighborhood residents and to increase the life expectancy of the streets by 15 years.

On March 27, 2011, a 7-day notice of public hearing of the Seventh Amendment was advertised in the *Ventura County Star Newspaper*. The notice announced that the purpose of the hearing was to receive public comments on the use of the \$93, 619 in CDBG-R funds for the Reconstruction of Gloria Court/Colonia Road Back Alley. The City's website posted the notice of public hearing for the Seventh Amendment of the FY 2008-2009 Annual Action Plan, the first year action plan of the FY 2008-2013 Consolidated Plan, and the draft of the HUD Substantial Amendment form for public review. The public hearing of the Seventh Amendment was held on April 5, 2011, continued to April 12, 2011, then to April 19, 2011. The Council approved the addition of the Reconstruction of Gloria Court/Colonia Road Back Alley for

CDBG-R funding and the amended FY 2008-2009 Annual Action Plan was formally adopted with two oral comments and no written comments.

As of March 2012, the City finalized a bid document for Blackstock South Neighborhood Street Improvement, which also included the Gloria Court and Colonia Road Back Alley Reconstruction for an early May 2012 bid publication and request for proposals. The estimated time for the construction contract award was set for early July 2012 and the construction of the Back Alley was scheduled to start first in order to meet the CDBG-R completion deadline of September 2012 as regulated by HUD.

**2. State Resources**

**a. Building Equity and Growth in Neighborhoods (BEGIN) \$3,000,000**

The City applied for and received a State grant in the amount of \$3,000,000 to assist 100 ELLI first time buyers with down payment assistance, in the form of loans, for newly constructed homes in the River Park subdivisions. Currently, the City has assisted two homebuyers with \$59,442 in grants and loans. The Housing Department plans to request an additional one year extension from the State, because the City has been approved to work with a substitute developer, Aldersgate Investments, LLC.

**b. CalHome Homebuyers Program \$1,440,000**

The City applied for and received a State grant in the amount of \$1,440,000 to assist 24 first time owners to be used for the Colonia Villas affordable housing project, located in an ELLI working class neighborhood on the corner of First and Hayes.

**3. Local Resources**

**Neighborhood Stabilization Program (NSP)—Program Income \$1,134,022**

During the fiscal year 2011-2012, the City collected \$1,134,022.49 as program income related to the sale of the six foreclosed properties and the four months of rental revenue. With the program income, the City purchased two multi-family units (triplexes) for \$693,482, which will be used for affordable rental purposes. Rehabilitation activities have started at the first unit, located at 1250 Azalea, which will be available for occupancy in July 2012. The rehabilitation of the second unit, located at 2051 Mariposa, is expected to begin in May 2012 and become available for occupancy in September 2012.

**Managing the Process**

1. Identify the lead agency, entity, and agencies responsible for administering programs covered by the consolidated plan.
2. Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.
3. Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.

Action Plan Managing the Process response:

**III. MANAGING THE PROCESS**

**A. IDENTIFY LEAD AGENCY**

The Fifth Annual Action Plan, component of the five-year ConPlan for the FY 2008-2013, was prepared and coordinated by staff in the City's Housing Department, Grants Management Division. Staff members from the Affordable Housing Division, Fair Housing, Homeless Assistance, Code Compliance, Public Works, Community Development, Recreation and Community Services, Planning and Building, Geographical Information Systems (GIS) and the OHA participated substantially in the development of the Plan. In order to facilitate the preparation of the Plan, the Grants Management Division held two training sessions for City staff, on February 14, 2012 and on February 16, 2012.

**B. IDENTIFY THE PROCESS BY WHICH THE PLAN WAS DEVELOPED**

In creating the Plan, City staff developed a mailing list of more than 100 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 public hearing were distributed through the Neighborhood Services Program and City Corp and posted on the City's website ([www.ci.oxnard.ca.us](http://www.ci.oxnard.ca.us)). Neighborhood Services Program annually produces over 8,500 informational packets known as the "Weekly Packet" mailed to the Chairperson of each of the 47 Neighborhood Councils, City Council members and key City staff involved in neighborhood issues. The packet contains agenda's for City Council, Community Development Commission, Housing Authority, Planning Commission, Parks & Recreation Commission, Community Relations Commission, Homelessness Commission and Inter-Neighborhood Council Forum (INCF) meetings, as well as, neighborhood meeting and cleanup flyers, and any other items that may be of special interest to our neighborhoods.

In addition, notices publicized in the newspaper highlighted the purpose of each public hearing and invited comments and presentations from concerned citizens, local agencies and organizations. Also, Information regarding the Plan appeared on cable television's Citywatch (Channel 17), and on the Oxnard residents' utilities billing throughout the month before each of the public hearings were scheduled. Beginning at 7:00 p.m., the City's Channel 10/17 broadcasted the City Council meeting at which the public hearings were conducted.

Persons with disabilities needing special assistance to participate in the hearing, and non-English speaking persons requiring a translator, were advised to contact the City Clerk's Office at least 72 hours prior to the meeting.

Two public hearings for the Fifth Annual Action Plan (FY 2012-2013) of the five year Consolidated Plan (FY 2008-2013) were scheduled for public review and comment on January 10, 2012 and May 1, 2012, respectively:

**1. First Public Hearing January 10, 2012**

On December 11, 2011, a notice of public hearing was advertised in the *Ventura County Star Newspaper*. The notice announced that the purpose of the hearing was to obtain public input and/or comments on the unmet needs of ELLI persons related to housing, public facilities and improvements, public services or economic development, which are not currently being addressed by the City of Oxnard, local agencies and organizations. The public hearing was conducted on January 10, 2012. A summary of the public testimony received and other pertinent documentation are included in this Plan (see Tab 7 and Tab 8 of the Appendix).

**2. Second Public Hearing May 1, 2012**

On April 1, 2012, a notice of public hearing was advertised in the *Ventura County Star Newspaper*, announcing the availability of the draft Annual Action Plan for FY 2012-2013. This notice officially opened the 30-day public comment period before the scheduled public hearing of May 1, 2012. The purpose of the public hearing was to receive comments from Oxnard's residents, and obtain direction from the City Council regarding any changes to the Plan and for Council to approve the proposed uses of the three entitlement grants.

**C. ACTIONS TO ENHANCE COORDINATION BETWEEN PUBLIC AND PRIVATE HOUSING, HEALTH AND SOCIAL SERVICE AGENCIES.**

Coordination between public agencies providing housing resources, assisted housing providers, private and government health and social service agencies are critical to the delivery of viable services or products.

The City is represented on the Ventura County Housing Trust Fund (VCHTF). This consortium of cities and private agencies working to establish an affordable housing trust fund and to be able to apply for State of California Local Housing Trust Fund grants. The VCHTF will make loans and grants for affordable apartments, single-family houses, and homeless facilities. The concept of the trust fund originated with various Ventura County Housing Conferences held over the last seven years. In addition to Oxnard, the VCHTF fund has memberships from the County of Ventura, City of Thousand Oaks, Ventura County Area Housing Authority, Cabrillo Economic Development Corporation, and Habitat for Humanity, NAI Capital, Ventura County Homeless and Housing Coalition, and several other service agencies.

The Homeless Assistance program will continue to meet monthly with the City appointed Commission on Homelessness, to discuss the program requirements. These monthly meetings have allowed for the vetting of issues, the overview of projects and an in-depth review of the 10-Year Plan to End Chronic Homelessness.

**Citizen Participation**

1. Provide a summary of the citizen participation process.
2. Provide a summary of citizen comments or views on the plan.
3. Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.
4. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

Action Plan: Citizen Participation response:

## **IV. CITIZEN PARTICIPATION**

### **A. SUMMARY OF CITIZEN PARTICIPATION PROCESS**

The elements of the Plan were developed with citizen input and comments regarding the unmet needs of ELLI persons related to housing, public facilities, and economic development, as well as, a need assessments of the homeless. In addition, comments received during the first public hearing held on January 10, 2012, were considered. The draft Annual Action Plan was made available for public review for a 30-day period beginning on April 2, 2012. A notice to that effect was published in the *Ventura County Star Newspaper* and on the City's Web Page on April 1, 2012.

### **B. SUMMARY OF CITIZEN COMMENTS**

There were several written comments received during the 30-day public review and comment of the first public hearing, which was dedicated to the community need assessment:

- Recommend that Oxnard provide a year round shelter for homeless families, for homeless men and a safe neighborhood shelter for women and children,
- Acknowledge that Oxnard does not have a licensed facility for low-income men on probation or parole, an employment placement program for homeless people,
- Acknowledge that Oxnard encourage residents to use SRO for single room home rental,
- Recommend that Oxnard reduce the credit and background restrictions for seniors when applying for rental apartment,
- Request to reduce the fees and to make miscellaneous rental services available to residents,
- Ask the City to purchase foreclosed properties and make them available to low-income buyers,
- Provide additional housing vouchers to alleviate homelessness and avoid low-

income families concentration in some specific areas,

- Request to fund the homeless employment program with CDBG funds, instead solely the youth activities,
- To install children playground at Hobson Park,
- To install additional lighting at C street and Wooley, and
- To have a crossing guard program to protect children crossing the intersection of Wooley and "E" street.

During the January 10, 2012 hearing, several residents presented oral comments:

- To request CDBG funds to be used for alleys repairs within the Bartolo Square North neighborhood in South Oxnard,
- To request CDBG funding to rehabilitate a previously HOME-funded project, namely Cypress Court Apartments dedicated to special needs housing,
- To support a preventive healthcare for homeless population due to the growing homeless population, and to reinstate the Homeless Employment program,
- To move additional funds to food assistance program with more distribution sites, and
- To respond to a need of additional senior centers and nutrition services for seniors.

#### **C. SUMMARY OF EFFORTS TO BROADEN PUBLIC PARTICIPATION IN THE DEVELOPMENT OF THE CONSOLIDATED PLAN**

In order to broaden the public participation in the development of the Plan, Grants Management Division staff mailed over 100 notices to various agencies and key leaders from various organizations such as County and health agencies. The Neighborhood Services Program also added the notice of Unmet Needs Assessment to their packet for distribution at the neighborhood meeting. The notice for public hearing was broadcasted on a local television and posted to the City's official website and also was printed on the utilities billing.

Upon request, the City has and will have a translator to help the non-English speaking citizens to deliver their comments to the Council during public hearings.

#### **D. EXPLANATION OF COMMENTS NOT ACCEPTED**

No comments were rejected.

**Institutional Structure**

1. Describe actions that will take place during the next year to develop Institutional structure.

Action Plan: Institutional Structure response:

**V. INSTITUTIONAL STRUCTURE**

The following actions describe and assess the existing strengths and gaps of the City's institutional structure:

**A. CITY MANAGER'S OFFICE**

The City Manager continues to coordinate City programs with the various departments through weekly Executive Board and Economic Development Committee meetings. There are also weekly or bi-weekly meetings with individual department directors as a further way of managing City operations.

**1. Neighborhood Services Program**

The Neighborhood Services Program of the City Manager's Office continues to provide support specifically to the 47 Neighborhood Councils to assist in carrying out the priorities identified by each neighborhood. The Councils are predominantly located in ELLI areas. The Neighborhood Council Program provides an opportunity for residents and property owners to come together to identify priority needs and implement solutions to improve the appearance, safety and quality of life in each neighborhood throughout the City. The Program also affords the opportunity for residents in each neighborhood to address issues in an organized manner thereby enhancing and refining their interaction with the City.

The Neighborhood Services Program also serves as a clearinghouse to make sure that neighborhood concerns and problems are matched with the City programs best able to respond to and resolve problems. Staff support is provided to the Inter-Neighborhood Council Forum (INCF), which consists of members from each active neighborhood, providing a citywide forum to address issues. Staff support also includes:

- Flyer and newsletter preparation and printing;
- Scheduling meetings and speakers;
- Securing site reservations;
- Publishing a weekly information packet of Neighborhood Council activities;
- Providing public information regarding City programs and projects; and,

Annual Neighborhood Cleanups, perhaps the most popular neighborhood program, have also improved the appearance and cleanliness of neighborhoods. Many neighborhoods also sponsor activities such as holiday parties, barbecues, block parties and award programs to bring neighbors closer together and develop an improved sense of neighborhood pride. Neighborhoods also have the opportunity to present comments to the City on prospective developments, zone

changes, Alcohol Beverage Control permits, and new City programs, such as the Solid Waste Division Split Container Program, and the Graffiti Removal Task Force. Neighborhood representatives are very effective in reporting unfavorable conditions such as graffiti, potholes, illegal dumping and properties in disrepair.

## **2. Community Relations Program**

The Community Relations Program builds goodwill in the City through planned community outreach activities and provides local officials and citizens with information that affects their quality of life. The Community Relations Program continues to:

- Communicate to the residents the upcoming local community development plans, studies and public services that will have an impact on City residents and businesses, including CDBG related activities;
- Coordinate the Commission on Community Relations (CCR) monthly meetings, schedule speakers and presenters, and provide assistance in organizing outreach activities for the Commissioners. The CCR is also responsible for the annual Multicultural Festival, the annual Recognition Awards Program, and also co-sponsors the annual Dia del Niño/Children's Day event;
- Broadcast Oxnard Citywatch Television Channel 10, which is a government access station and is responsible for live coverage of all the City Council meetings, as well as, all Citizen Advisory Groups (CAG) meetings, such as Planning Commission, CCR, Parks and Recreation Commission, Mobile Home Rent Review Board, and more. The channel also rebroadcasts the City Council meetings each morning at 10 AM, and at 10 PM on the weekends;
- Produce Spotlight on Oxnard which is a monthly half-hour television program covering some of the most compelling people and places in the City. This show gives viewers a taste of Oxnard in an informative and entertaining way, with stories and segments culled from all over the City. The program reports the latest news and information regarding City business such as: Downtown happenings; street maintenance; and, special events. The program also informs the public on community activities including: Tall Ship visits at the Channel Island Harbor, La Colonia Boxing Gym, art exhibits, and the Martin Luther King celebration; Work closely with all City departments to provide various multimedia videos and presentations to highlight individual department's services and events. Such collaborations include projects with Recreation and Community Services Department, City Corps, the Police Department, PAL, Oxnard Public Library, Public Works Department, and many more. The CCR works closely with the Information Services Division to create alternative electronic information access opportunities;
- Collaborate with community video production organizations including: Oxnard College (O.C.) Advisory Board, Internship Program (with Oxnard

College), Oxnard Independent Film Festival Show (TV program with O.C. students), and Oxnard High School – Video Program Advisory Board; and,

- Oversee City youth video projects such as Barrio Productions (Oxnard Resident Initiatives Program), Keep In' It Reel (Recreation's PAL).

## **B. HOUSING DEPARTMENT**

The Housing Department is making better utilization of its management staff by developing special teams combining staff from the Housing Authority Director's Office, Fair Housing, Affordable Housing and the Homeless division to implement special projects, especially those evolving from the various programs well as projects funded by the ARRA. Several staff realignments are planned within the OHA to improve the delivery of services. The Department, in coordination with the OHA related programs, performs services funded by the City.

### **1. Oxnard Housing Authority**

The OHA is a part of the Housing Department of the City. The City's five council members also serve as Housing Authority Commission (HAC) members with the addition of two tenant commissioners for a total of seven HAC members. All personnel hiring, contracting and procurement is performed according to both local and federal standards. The OHA's Comprehensive Grant Program, the review of any proposed development site, and any proposed disposition or demolition of public housing units are considered at a regularly scheduled City Council meeting, which is open to the public.

#### **a. Resident Services Program**

The OHA Resident Services Program provides opportunities for residents of public housing to live in a secure environment and increase their skills using education, economic, social, recreation and community development activities. These programs have been funded through HUD grants, leveraged resources from partners and non-HUD funding sources. The program is integral to a comprehensive strategy to bring self-sufficiency resources and opportunities to residents in public housing.

#### **b. Capital Fund and Asset Management**

The Capital Fund and Asset Management (CFAM) program of the OHA is in charge of assessing planning, budgeting, implementing, managing and administrating all the physical improvements and modernization projects within its 780 public housing units throughout Oxnard. CFAM's objective is to provide safe and sanitary housing and living environment for its public housing residents.

#### **c. Low-Rent Housing Program (LRHP)**

The LRHP operates various housing projects owned by the Housing Authority. The program is funded by HUD through annual contributions for notes and bond amortization, and operating subsidies, as well as modernization grants, which are entitlement grants. OHA has to operate and administer 780 public

housing units including 150 units dedicated to senior and disabled residents, located at the Palm Vista Building and the Plaza Vista Building.

**d. Section 8 Housing Voucher and Moderate Rehabilitation Housing Assistance (Section 8)**

The Section 8 program subsidizes, on behalf of tenants, rent payments to owners of real property within the community. These programs are funded by HUD through annual contributions.

**2. Fair Housing**

Another important institutional structure involves updating the City's Analysis of Impediments (AI) to Fair Housing. The City produced the first AI in 1992-93, and updated the AI in 1996 and 2003. In 2009, the City joined with the County of Ventura to create a consortium with several local municipalities for the purpose of producing a regional AI. That AI was adopted by the City of Oxnard in May of 2010, and provides an in-depth look at possible impediments to fair housing choice. The City's current fair housing program is a product of the recommendations set forth in the previous AI studies, and the City is currently in the process of following up on the current set of analyses and recommendations.

By providing Oxnard home seekers, residents, and housing providers with a professional fair housing organization, the City has had a broad impact on increasing public awareness of and compliance with, fair housing rights and obligations. Most importantly, Oxnard home seekers and residents who allege violations of fair housing statutes have a place to turn to for redress and resolution of complaints, via the Housing Rights Center (HRC), at no cost to the complainants.

**3. Affordable Housing**

The City continued to promote the development of affordable housing through the Affordable Housing Team. The Team is comprised of employees from Housing, Community Development, Code Compliance, Homeless Assistance, City Attorney, Public Works, Grants Management, Development Services and Planning Programs. The Team reviews development proposals and provides feedback on how to proceed, or if the proposal has run into difficulties, on strategies for addressing particular issues in the proposal. The City also works cooperatively with non-profit housing developers, such as HOME Corporation, Habitat for Humanity, Cabrillo Economic Development Corporation, Mercy Charities Housing, and Many Mansions in securing local community development funds, multi-family revenue bonds, and State tax credits to help finance affordable housing projects.

**4. Homeless Assistance**

In terms of program administration, Homeless Assistance staff conducts site visits and monitoring of the CDBG funded homeless employment program, all ESG funded sub-recipients, HPRP grant, and is responsible for overseeing the billing, accounting and reporting functions of the grants, in coordination with the City's Grants Management Division of the Housing Department. Additionally, Homeless Assistance staff also conducts the grant review and award process for HPRP,

ESG and CoC funds when needed, and provides ongoing technical assistance when warranted.

The Homeless Program Coordinator also serves as the City's liaison to the Commission on Homelessness (Commission). This is a Citizens Advisory Group appointed by the Mayor and City Council and its members serve for two year terms. The purpose of the Commission is to review local, state and federal legislation and recommend policies regarding impending legislation to the City regarding homelessness. Also, it serves as the driving force for the implementation of the City's Ten Year Strategy to End Chronic Homelessness.

#### **5. Grants Management**

The Grants Management Division of the Housing Department, with the assistance of staff from other City programs, continues to be the lead division for the development of the ConPlan, Annual Plans and the Consolidated Annual Performance and Evaluation Reports (CAPER) submitted to HUD. On February 14, 2012 and February 16, 2012, the Grants Management Division Staff conducted trainings, offered to all City staff. The first training covered a wide range of subjects such as regulations related to CDBG, ESG and HOME grants; the Annual Action Plan preparation process; the budget process; the record keeping requirements; the monitoring process, etc. This training was followed up by technical assistance session to all project managers to strengthen the compliance with HUD regulations and to enhance the monitoring function.

In addition to the planning and administrative functions, monitoring of programs and projects are conducted by the Grants Management staff, or the Project Manager and program staff, to review the adherence to and compliance with grant regulations and requirements from all sub-recipients. Sub-recipients visits are prioritized by determining if an organization is considered high risk because they are new to the CDBG program and experiencing their first year as a sub-recipient.

#### **C. COMMUNITY DEVELOPMENT**

Non-profit housing development corporations, such as Cabrillo Economic Development Corporation, Many Mansions, and Mercy Charities Housing, play key roles in the development of affordable housing by leveraging limited City resources.

**Monitoring**

13. Describe actions that will take place during the next year to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.

Action Plan Monitoring response:

**VI. MONITORING**

Administratively, the Grants Management Division will continue to monitor housing and community development projects administratively, through site visits, to ensure long-term compliance requirements and comprehensive planning requirements are met. Throughout the grants' terms, the Grants Management Division continues to provide technical assistance to various city programs in terms of administrative as well as financial compliance with all HUD regulations.

For any construction related projects, the City works closely with business partners, Comprehensive Housing Services and Labor Compliance Providers, Inc, to provide contract administration services including monitoring of the Davis Bacon Labor Law, as well as, adherence to the federal procurement requirements.

In the efforts to effectively enhance the coordination with various service providers, a bi-annual monitoring process with new monitoring tools has been implemented for the Homeless Program. The process calls for each service provider receiving City funds to provide homeless services, to receive an on-site monitoring visit from the City staff. Homeless Program Staff will review client information, financial records and internal operating policies to ensure continued program success, as well as, meeting HUD and State guidelines as required by each individual grant.

While monitoring activities for the HOME program, staff will focus on compliance issues such as the preparation of accurate files, maintenance of adequate internal controls and conducting projects that conform to program regulations. Areas of monitoring include, but are not limited to: affordability, project and participant eligibility; housing quality standards; match contributions; affirmative marketing; fair housing; property management administration; subordination and payoff of loan process; environmental standards; minority business enterprise; prevailing wage requirements; and fiscal administration and procurement standards. In addition, Affordable Housing Division staffs monitor all housing loans throughout the term of the loan for those not having an affordability period or throughout the affordability period as required by HOME program or other funding source used. Certifications of owner occupancy are sent on annual basis. Further investigation is done to determine if the homeowner is still in compliance, when there is no response, returned mail or inadequate response. Regarding any defaulted notification, staffs will follow up with the owner to cure the default or take appropriate steps to recapture the funds.

In response to the 2011 CAPER monitoring review and comments by HUD, staff also will continue to monitor HOME-assisted rental units for compliance with HOME program requirements, as follows:

- Staff will be reviewing CHDO files and rents of HOME-Assisted units during the months of April, May and June of 2012.
- Staff will also conduct physical inspections of all HOME-assisted rental units during the months of April, May and June of 2012.
- The City is in the process of correcting the number of HOME assisted units, initially were entered incorrectly in the IDIS system, and amending the contracts with the CHDO's, as necessary.

**Lead-based Paint**

1. Describe the actions that will take place during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to extremely low-income, low-income and moderate-income families, and how the plan for the reduction of lead-based hazards is related to the extent of lead poisoning and hazards.

Action Plan Lead-based Paint response:

**VII. LEAD-BASED PAINT**

All units participating in the City's home owner rehabilitation and first-time homebuyer programs that were built prior to 1978 are examined by the Housing Department inspector for lead-based paint issues, abated if necessary. The appropriate corrective action is taken before each unit is designated as completed, because lead-based paint was banned by the United States government from residential use in 1978. The reduction of lead-based hazards in each vulnerable unit will reduce the extent of lead poisoning and hazards for young children, under the age of six and pregnant women.

Procedures for lead-based paint assessments are considered as a three step process:

- 1) Inspection for the existence of lead-based paint;
- 2) Notification of lead-based paint results and information;
- 3) If lead-based paint exists, abatement is implemented.

The City will continue to educate the residents on the hazards of lead-based paint and utilize lead safe practices in the provision of the residential rehabilitation program. Effective April 22, 2010, the U. S. Environmental Protection Agency issued a new lead-based rule impacting contractors, property managers, maintenance workers, painters, and other specialty trades. The new federal rule requires training and certification for any person(s), including City staffs, that perform renovation, repairs, or engage in painting projects that disturb lead-based paint in homes, child care facilities, or schools built before 1978. All Housing Department's maintenance and painting workers in the Public Housing Program as well as the Section 8 Housing Inspectors received the training and certification required under the new rule in 2010. This training was aimed at preventing lead poisoning and ensuring the use of lead safe practices.

## HOUSING

### Specific Housing Objectives

Please also refer to the Housing Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve during the next year.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

Action Plan Specific Objectives response:

In January 2012, per Dyer Sheehan Group Inc publication, Oxnard is reported as having the third highest rental unit vacancy rate, 5.69 %, after Ojai (7.53%), and Thousand Oaks (7.29%). The Ventura County overall average monthly rent is \$1,435, versus \$1,318 per month in Oxnard. This reflects the average rent for the unit size from studio to three-bedroom unit.

### I. SPECIFIC HOUSING OBJECTIVES

Through a steadfast effort to improve the challenging social and economical barriers, the City continues to provide:

- Assistance to homeowners with rehabilitation loans. The loans are awarded to qualified ELLI, using CDBG, HOME, CDC mandated set-aside funds, as well as, other State and local grants;
- Assistance to disproportionate needs households, such as farm worker families, as well as, to special needs groups such as elderly persons, with low cost rental apartment units, mobilehome units, public housing units and Section 8 rental assistance units; and,
- Assistance to first-time homebuyers with matching down payment loans. With the cooperation of local CHDO's such as Many Mansions and CEDC. And, the City continues to offer affordable housing ownership to low-income households using CDBG, HOME, and other State funds such as, NSP, BEGIN, LHTF, and CalHome.

#### A. PRIORITIES AND SPECIFIC OBJECTIVES

##### 1. CDBG Housing Projects

###### a. Code Compliance

The City works with the community to enhance the quality of life of the residents through enforcement to maintain clean, safe, prosperous and attractive neighborhoods. The targeted locations are in ELLI areas that are deteriorated and need immediate attention to bring up the quality of the living environment.

One of the many objectives of the Code Compliance's efforts is to enhance the quality of existing housing stock. Code Compliance staff, proactively and via

complaints, investigate compliance with housing, building, and other municipal codes, that require correction(s). Furthermore, Code Compliance assures that the City maintains an acceptable affordable housing level of all housing types, such as, single-family units, duplexes, and multi-unit complexes.

**b. Housing Rehabilitation Administrative Costs**

Under §570.201(k) of the CDBG regulations, the Housing Rehabilitation Administrative activity may provide funding to the services in connection with housing activities which are linked to services to owners, contractors, tenants and other entities participating in or seeking to participate in the City's HOME programs. Eligible services under this category include housing counseling, energy audits, preparation of work specifications, loan processing, inspections, tenant selection and management of tenant-based rental assistance (TBRA) programs.

**2. HOME Housing Projects**

The 10% of HOME administrative funds, amounting to \$66,727 will be used for a portion of the operational costs of all the programs in the Affordable Housing Division.

**a. Homeowner Rehabilitation**

With a budget of \$295,000 in HOME funds, the goal is to assist 27 eligible owners of single-family and mobilehome units citywide.

**Priority:** REHABILITATION

**Basis for Assigning Priority**

*The needs section identified ELLI homeowners at-risk of substandard housing. Older rental housing may also benefit from rehabilitation, in order to preserve the affordable housing stock.*

**Goal:** *Rehabilitate the City's owner-occupied single family housing units and mobilehome units through the City's homeowner rehabilitation program.*

**Objectives:** *Provide \$195,000 to rehabilitate 15 owner-occupied housing units. Provide \$100,000 to rehabilitate 10 mobilehomes.*

**Benefit:** *ELLI*

**Source:** *HOME*

**Performance:**

**Measures:** *Enhanced suitable living through improved sustainability.*

**b. First-time Homebuyer Assistance**

With \$200,000 in HOME funds, the City plans to assist 10 homebuyers with down-payment and closing costs in FY 2012-2013. The City also plans to rely heavily on State and non-HUD funds for this program.

**Priority: HOMEBUYERS ASSISTANCE**

**Basis for Assigning the Priority**

The City has identified ELLI renters and multi-generational households as potentially benefiting from First-Time Homebuyer Programs. The comparison of the housing problems experienced by ELLI renter households against the availability and affordability of housing units justifies the First-Time Homebuyers Program as a primary activity to be pursued and used over the next year. This relieves those households of substandard or overcrowding conditions and provides an opportunity to increase the number of ELLI and minority homeowners. The City proposes to continue the down-payment and closing costs program with the available resources.

**Goal:** Develop programs to assist developers, non-profit corporations, and public housing tenants with financing through a first-time homebuyer program.

**Objectives:** Provide \$200,000 to assist 10 units through a first-time homebuyers program.

**Benefit:** ELLI.

**Source:** HOME

**Performance**

**Measures:** Improve decent housing through improved affordability.

**c. Mobilehome Replacement**

In FY2012-2013 \$100,000 from HOME grant will be available to replace two mobilehome units, to be occupied by ELLI persons, citywide. This can be accomplished through the homebuyer program or the rehabilitation program.

**d. HOME CHDO Set-Aside and operations**

The City retains approximately 15%, out of its yearly HOME entitlement, for new construction. This is normally pooled for two years and awarded to a CHDO for either new sales or rental construction.

**Priority: NEW CONSTRUCTION**

**Basis for Assigning Priority**

As discussed in the previous needs section, additional affordable rental housing is needed for ELLI renters. Large family, farm worker, elderly, and single person households experience this particular need.

Affordable housing ownership is one goal set for the HOME grant by the participating jurisdiction in order to reduce housing inequity within the City.

**Goal:** Construct new housing units for senior citizens, multi-families, and single families.

**Objectives:** Reserve \$125,541 funding as CHDO Set-Asides to fulfill HUD requirements.

**Benefit:** ELLI.

**Source:** HOME

**Performance**

**Measures:** Create decent housing with improved affordability and sustainability.

**Priority:** ACQUISITION AND REHABILITATION

**Goal:** Acquire and Rehabilitate or rehabilitate substantially rental units to increase the number of affordable rental units available to ELLI renters.

**Objectives:** Use funding from CHDO Set-Asides to fulfill HUD requirements.

**Benefit:** ELLI.

**Source:** HOME

**Performance**

**Measures:** Create decent housing with improved affordability and sustainability.

**e. HOME Administration and Match**

For the fiscal year 2012-2013, ten percent of the HOME entitlement, \$66,727 was budgeted to provide partially financial support for six member staff to administer affordable housing programs. In addition, the City is required to contribute a match equal to 25% of the HOME funds received. Based on a HOME allocation for affordable housing projects of \$595,000 for FY 2012-2013, the required match comes to \$148,750. The contributions will come mostly from the homebuyers and homeowners who are the recipients of the various forms of loans and assistance are also required to contribute their own funding match, ranging from 33% to 100% of the dollar value of the assistance received. In addition, as set forth in Table 6: the City is leveraging significant amounts of other state and non-HUD funds towards the affordable housing goals that are financed in conjunction with HOME funds.

**3. State and Non-HUD Projects**

**a. Building Equity and Growth in Neighborhoods Program (BEGIN)**

The City entered into an agreement dated February 23, 2009, with the State Housing and Community Development (HCD) Department to assist 100 moderate-income homebuyers to purchase new homes in the River Park project area, with \$30,000 silent second mortgages. The City has funded two homebuyers. Aldersgate Investments, LLC has been selected as a substituted developer from the original agreement.

**b. Gap Financing- New Construction**

i. **CalHome Project Development Loan:** the City received \$1,440,000 grant under the State of California's CalHome Homeownership Project

Development Loan for the 24-unit Colonia Villas condominium project, located on the corner of First and Hayes.

- ii. **Paseo de Luz and Camino Gonzalez:** the City has executed a \$1.3 million agreement with CEDC for 43 units at 457 West Gonzales Road. Funding was provided from the in-lieu fee fund to develop Paseo de Luz project with 25 special needs units. An additional \$323,840 was awarded from HOME funds to develop Camino Gonzales project with 18 farmworker apartments, with 11 HOME assisted units.
- iii. **Paseo Nuevo:** the public/private partnership between the Oxnard Housing Authority, Las Cortes and McCarthy Companies will develop, build and operate the 72-unit affordable housing project in South Oxnard. This new infill development will revitalize a South Oxnard community with 72 new, two and three bedroom, two-story apartment units, located on Cypress Road.

**c. Neighborhood Stabilization Program (NSP) and Program Income**

The City received an award of \$2,015,277 in federal NSP grant funds through State HCD. The City proposes to purchase foreclosed properties, value under \$200,000, which are not selling because of the extensive repairs required. The units will be acquired, rehabilitated and sold to ELLI families. As properties are sold, the funds will be maintained in a revolving fund to purchase, rehabilitate, and sell additional units. Six properties were purchased, rehabilitated and sold. The City has purchased, with the program income, two triplexes which are currently being rehabilitated and will be rented to ELLI families.

**B. RESOURCES**

The City expects the following resources to be available for use to address the identified housing needs during FY 2012-2013:

SOURCE	PROGRAM	ANTICIPATED AMOUNT	FUND USES, COMMENTS, OR STATUS
Federal	CDBG Entitlement CDBG Entitlement HOME Entitlement	\$ 200,000 400,000 667,268	Code Enforcement Rehabilitation Program Administration Planning Administration, CHDO, Housing Projects
State	BEGIN CalHome Project Development	\$3,000,000 1,440,000	State HCD Agreement State CalHome grant
Local	City of Oxnard In-Lieu Fee Mandated Housing Set-Aside Private Resources Rental Revenues	\$500,000 3,829,000 495,000 45,000	Inclusionary Fee Paid by Homebuilders 20% Housing Set-Aside Funds HOME grants matching requirements NSP triplex units for rent

Needs of Public Housing

1. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.
2. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.

Action Plan, Public Housing Strategy response:

## II. NEEDS OF PUBLIC HOUSING

### A. PUBLIC HOUSING TENANT NEEDS AND RESIDENT INVOLVEMENT IN MANAGEMENT AND OWNERSHIP

#### 1. Involvement in Management

A key aspect of the OHA Resident Initiatives Program is the involvement of the residents through the four resident councils: The Colonia Village Tenants Association; Palm Vista Tenant Association; Plaza Vista Tenant Association; and, the Pleasant Valley Tenants Association. Residents participate in all facets of the management of the program through their organizational representatives, including planning, implementation, and evaluation. Tenant officers represent a community oriented problem identification and resolution approach in the delivery of services. Staff will continue to work with resident organizations to assist them technically with organization process requirements and information on HUD and the OHA, including tenant-owned businesses.

#### 2. Homeownership

##### a. Family Self-sufficiency Program

The OHA will continue to operate the public housing Family Self-Sufficiency Program. The Program will target up to 40 families and through a comprehensive case management approach will formulate and implement family economic development plans to assist them to become self-sufficient, including homeownership. Escrow set-aside accounts will be used as a means for families to develop assets which may be used for a down payment on a home purchase.

##### b. 31-1 The Courts Project

The OHA will continue with the redevelopment of 260 public housing units. These units will be replaced with 260 new affordable units. Presently, the OHA is aggressively searching for a suitable developer to build the units.

**Priority: PUBLIC HOUSING AND RENTAL ASSISTANCE**

##### ***Basis for Assigning Priority***

*The majority of Oxnard's ELLI renters are expending greater than 30% of their gross annual income on housing. Nearly all of these renters are experiencing*

*some type of housing problem such as: living in units with physical defects; living in overcrowded conditions or have a cost burden of paying more than 30% of income on rent and utilities. There is a need to increase the access of ELLI families to affordable rental housing.*

**Goal:** *Assist the City's residents with affordable rental housing through public housing and Section 8 rental subsidy assistance and Veterans Affairs Supportive Housing (VASH) programs.*

**Objectives:** *Administer 780 units of Public Housing per year.*

*Preserve 780 rental units per year.*

*Provide rental subsidy assistance to 1,659 families per year and 39 families with VASH voucher.*

**Benefit:** *ELLI.*

**Sources:** *Family Self-Sufficiency Program*

*Family Unification Program*

*Low Rent Public Housing Program*

*Public Housing Capital Fund*

**Performance**

**Measures:** *Improved decent living through improved affordability.*

## **B. TROUBLED PUBLIC HOUSING**

OHA is not designated as "troubled" by HUD.

**Barriers to Affordable Housing**

1. Describe the actions that will take place during the next year to remove barriers to affordable housing.

Action Plan Barriers to Affordable Housing response:

**III. BARRIERS TO AFFORDABLE HOUSING**

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A major issue confronting the City is the development of affordable housing on infill lots at a density that will enable the project to be financially feasible. The current policy is to use the zoning code, in combination with a density bonus. In an R-3 zone, this would be a maximum of approximately 23 units per acre. On smaller lots, a density of 33-50 units is needed to make a project "pencil out". Staff of the Housing and Development Services departments will be working together to develop a program feasible for small infill lot development.

**HOME/ American Dream Down payment Initiative (ADDI)**

1. Describe other forms of investment not described in § 92.205(b).
  2. If the participating jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.
  3. If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt. The minimum in these guidelines must:
    - a. Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.
    - b. Require a review of management practices to demonstrate that investments in the property has not occurred, that the long-term needs of the project can be met, and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.
    - c. State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.
    - d. Specify the required period of affordability, whether it is the minimum 15 years or longer.
    - e. Specify whether the investment of HOME funds may be jurisdictionwide or limited to a specific geographic area such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR § 202(e) (2) or a federally designated improvement zone or Enterprise Community.
  4. State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including FDIC.
- If the PJ is going to receive American Dream Down Payment Initiative (ADDI) funds, please complete the following activities:
1. Describe the planned use of the ADDI funds.
  2. Describe the plan for conducting targeted outreach to residents and tenants of public housing and managed care housing and to other families assisted by public housing agencies for the purpose of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants and families.
  3. Describe the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.
- Action Plan HOME/ADDI response: 03

**IV. HOME**

**A. OTHER FORMS OF INVESTMENT**

No other forms of investment are created in Oxnard.

**B. GUIDELINES FOR RECAPTURE/RESALE PROVISIONS**

The following summaries of the recapture/resale provisions are from the Affordable Housing Division policies. Please refer to HOME policies and procedures (Appendix 12), submitted to and approved by the Council on May 1, 2012, for detailed actions and information related to the recapture or resale requirements of HOME programs:

**1. Recapture Provisions for Homebuyer Program such as Down Payment Assistance Loan:**

The recapture policies that apply to the loan programs for homebuyers are the following:

- In the event that the homebuyer fails to satisfy the affordability period, the City shall exercise its legal rights, as set forth in the promissory note and deed of trust, in order to recover the monetary assistance previously provided to the homebuyer to the maximum extent permitted by law.
- If the recapture provisions are triggered by a sale of the housing unit, the City shall take all necessary steps to recover the full amount of HOME funds from the net proceeds. The net proceeds term is defined as the sales price, minus the loan repayment of the first trust deed other than HOME funds, plus any closing costs.

## **2. Recapture for Homeowner Rehabilitation**

The loan policies for recapture for rehabilitation loans are the same as that of homebuyer down payment assistance loans. The term of the loan is dependent upon the amount of the HOME loan as described in its portions of the loan policies:

- If the recapture provisions are triggered by a sale or transfer of the housing unit, whether voluntary or involuntary, the City shall take all necessary steps to recover the full amount of HOME funds from and up to the limit of the net proceeds.
- If the homeowner does not occupy the residence as a primary residence, the loan is due and payable immediately upon discovery and investigation verifies that the property is not the primary residence of the loan recipient.

## **3. HOME Set-aside assistance for CHDO's**

Home funds are also used by CHDOs as well as individual low-income qualified homebuyers or homeowners. Dependent upon the project proposed by the CHDO, the organization is required to repay predevelopment loans from constructions financing or development subsidies from permanent financing or proceeds of the project. Those eligible activities include new construction of homebuyer affordable units, new construction of affordable rental units, acquisition and rehabilitation to current codes of for-sale houses or acquisition by a CHDO and rehabilitation to current City code and Section 504 for accessibility requirements for rental units.

### **a. Recapture for HOME-Assisted Rental Projects**

The recapture option is used for rental projects to maintain the affordable housing units for the City of Oxnard. If the Developer/Manager of the rental property cannot produce the affordable units, then the City will exercise its rights under the loan agreements or promissory note, secured by deed of trust. Should the units not be compliant with HOME program regulations or, in the case another funding source which has more stringent requirements for affordability period, the stricter requirements prevail but not withstanding compliance with other HOME Rental Housing Program requirements such as but not limited to, physical inspections of HOME-

assisted units, verification of income eligibility, annual re-certification of tenant income eligibility. Then the HOME CHDO funding is required to be repaid to the City.

However, if the Developer is unable to repay the total amount due and payable according to the agreement, the City will exercise its options in equity and law to recover the total HOME subsidy disbursed to the developer or part thereof allowable for recapture by the HOME Program regulations.

**b. Recapture For New Construction Of For-Sale Units Built With Home Development Subsidy**

In developments where affordable for-sale housing is being developed with last gap-financing provided by HOME funds, the subsidy which bridges between the cost of producing the affordable unit to the affordable purchase price of the unit is not a direct subsidy to the homebuyer. The CHDO is required to repay the HOME funds used for the production of the affordable housing unit as this portion is not a direct HOME subsidy to the homebuyer. The City requires the CHDO to repay predevelopment loans from construction financing; development loans for eligible costs are to be repaid with permanent financing and proceeds from the sale of the units.

In the event of non-compliance with HOME Program regulations, the City exercises its rights under the loan agreements to recover any unpaid balances of the HOME loans.

Homebuyers are only responsible for repayment through recapture of direct subsidies

**c. Resale Provisions for For-Sale Homebuyer Program or Designated Affordable Housing Units For Southern California Association of Governments (SCAG) or Regional Housing Needs Assessments (RHNA)**

In the case where there are no direct HOME subsidies to the homebuyer but HOME funds were used by the developer to produce the affordable housing units and for designated Affordable Housing Units that are Inclusionary Units for SCAG or RHNA, resale provisions are used.

**C. REFINANCE GUIDELINES**

The participant jurisdiction has no plan to use HOME funds to refinance existing debt secured by multi-family housing that is being rehabilitated with HOME funds. The City uses HOME funds only to rehabilitate single-family and mobilehome units.

## HOMELESS

### Specific Homeless Prevention Elements

Please also refer to the Homeless Needs Table in the Needs.xls workbook.

**Sources of Funds**—Identify the private and public resources that the jurisdiction expects to receive during the next year to address homeless needs and to prevent homelessness. These include the McKinney-Vento Homeless Assistance Act programs, other special federal, state and local and private funds targeted to homeless individuals and families with children especially the chronically homeless, the HUD formula programs, and any publicly owned land or property. Please describe briefly the jurisdiction's plan for the investment and use of funds directed toward homelessness.

**Homelessness**—The narrative describes how the action plan will address the specific objective of the Strategic Plan and identify the priority needs identified. Please also identify potential obstacles to completing these action steps.

**Short-Term Objectives**—The jurisdiction must describe the specific planned action steps it will take over the next year aimed at eliminating or reducing homelessness by 20. Again, please identify barriers to achieving this.

**Homelessness Prevention**—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.

**Discharge Coordination Policy**—Explain planned policies to implement a cohesive, community-wide Discharge Coordination Policy and how, in the combined effort, the community will move toward such policy.

Action Plan Special Needs response:

## I. SPECIFIC HOMELESS PREVENTION ELEMENTS

### A. SOURCES OF FUNDS

The only sources of funds the City expects to receive during the FY 2012-2013 to prevent homelessness are: Emergency Solution Grant (ESG) and Continuum of Care (CoC).

#### 1. Emergency Solution Grant (ESG) \$214,100

The HEARTH Act enacted into law on May 2009, consolidated three of the separate homeless assistance programs administered by HUD under the McKinney-Vento Homeless Assistance Act into a single grant program, and revises the Emergency Shelter Grants program and renames it as the Emergency Solutions Grants (ESG) program. This Act also codifies into law the CoC planning process, which is part of HUD's application process, to assist homeless persons by providing better coordination in responding to their needs. There are five components of ESG program and administrative activity.

- a. **Street Outreach Component** – ESG funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; to connect them with emergency shelter, housing or critical services; and, provide urgent, non facility-based care to unsheltered homeless persons. The eligible costs include engagement, case management, emergency health services, emergency mental services transportation and services for special populations.
- b. **Emergency Shelter Component** – ESG funds may be used for costs of providing essential services to homeless families and individuals in emergency

shelters, renovating buildings to be used as emergency shelter and operating emergency shelters (24CFR Parts 91 and 576 §576.102):

- This funding may be utilized to provide essential services such as case management, child care, education services, employment assistance and job training, legal services, life skills training, mental health services, substance abuse treatment services, transportation and services for special populations to homeless families and individuals in emergency shelters.
  - The eligible costs for renovation include labor, materials, tools, and other costs for renovation. The emergency shelter must be owned by a governmental entity or private non-profit organization.
  - The eligible costs for shelter operations are the costs of maintenance, including minor or routine repairs; rent; security; fuel; equipment; insurance; utilities; food; furnishings and supplies which are necessary to operate a homeless emergency shelter. Where no appropriate emergency shelter is available for homeless family or individual, eligible costs may also include a hotel or motel vouchers.
  - The eligible costs are the costs of providing Uniform Relocation Assistance (URA), including relocation payments and other assistance to persons displaced by a project assisted with ESG funds.
- c. Homelessness Prevention Component** – ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium term rental assistance to prevent an individual or a family from becoming homeless (24CFR Parts 91 and 576 §576.103).
- d. Rapid Re-housing Assistance Component** – ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium term rental assistance to help a homeless individual or a family move as quickly as possible into permanent housing and achieve stability in housing (24CFR Parts 91 and 576 §576.104).
- e. HMIS Activities** – ESG funds may be used to pay for hosting and maintaining the HMIS software and data to the HMIS designated by the CoC for the area (24CFR Parts 91 and 576 §576.107).
- f. Administrative costs** – ESG funds may be used for the payment of administrative costs related to planning and execution of all ESG activities, which is limited to 7.5% of the total grant.
- g. Required Matching Funds** – ESG program requires a 100% match for the grant amount, equal to \$214,000. The match will be provided from the general fund, the CDBG administrative portion related to the salaries of the Homeless Coordinator and the administrative expenses as well as the match amount provided by the services providers.

For FY 2012-2013, the City will receive an ESG award of \$214,100. Therefore, the required matching fund is \$214,100. All Oxnard's service providers are required to match, dollar-for-dollar, to the ESG awarded amounts in order to comply with HUD

requirements. The City's general and CDBG funds are provided to match the administrative portion. The detailed proposed activities to be funded are as follows:

- Administrative Costs – \$16,058: This funding will be used to partially pay the salary of a full-time permanent Homeless Assistance Coordinator.
- Emergency Shelter - \$100,000
- Homeless Prevention and Rapid Re-Housing - \$88,042, and
- HMIS - \$10,000

The Housing Department released a Notice of Funding Availability via several media outlets on March 18, 2012, alerting the general public that ESG funds would be available beginning July 1, 2012 in the amount of \$198,042. The Review Committee consisted of Norma Owens of City of Oxnard's Housing Department, and Eileen Tracy of Commission on Homelessness, Maria Collier, a private citizen and Vincent Stewart from the Planning Commission. Two members of the Review Committee were absent on April 24, 2012 to review the submitted proposals from various services providers as follows:

- Society of Saint Vincent DePaul submitted a proposal of \$70,000 to operate a winter warming shelter in Oxnard.
- The Kingdom Center of Oxnard submitted a proposal of \$10,000 to pay for staff costs to operate a shelter for homeless persons.
- Turning Point Foundation submitted a proposal of \$20,000 to provide essential services to homeless mentally ill low-income adults through the emergency drop-in shelter, and
- County of Ventura Human Services Agency (VCHSA) submitted a proposal of \$85,640 to provide essential services; housing relocation and stabilization; and rental assistance to prevent an individual or family to become homeless (homeless prevention) or to help a homeless individual or family moving into permanent housing and achieving stability in that housing (rapid re-housing assistance).
- City of Oxnard-Homeless Services submitted a proposal of \$85,640 to provide homeless eviction prevention services to Oxnard residents.

Being the sole HMIS provider within the County of Ventura, the United Way of Ventura County is not required to respond to the RFP and will be awarded \$10,000 because the HMIS category is a mandated category by HUD. The recommended awards, from the committee for the 2012 ESG Allocation, are summarized as follows:

TABLE – CITY OF OXNARD					
FY 2012-2013					
EMERGENCY SOLUTIONS GRANT PROGRAM AWARDS					
Agency Name	Street Outreach	Emergency Shelter	Homeless Prevention And Rapid Re-housing	HMIS	Administration
Turning Point		20,000			
St Vincent de Paul		70,000			
Kingdom Center		10,000			
VCHSA	29,807		58,235		
United Way				10,000	
City of Oxnard					16,058
<b>Totals</b>	<b>\$29,807</b>	<b>\$100,000</b>	<b>\$58,235</b>	<b>\$10,000</b>	<b>\$16,058</b>

**2. Continuum of Care Grant**

**\$760,228**

From 1996 through 2011, the City's Homeless Assistance Program, in collaboration with local service agencies and the City's Commission on Homelessness, has been successful in securing federal funds and in implementing effective programs to address homeless issues throughout the City and the larger western region of Ventura County. Under the 2011 CoC allocation, the City did receive no award for new project. Fortunately, all the existing projects were renewed as annual awards.

Collectively, these projects continue to build upon past successes, as well as, add to the critical new "beds" inventory and will continue to provide quality transportation and case management services to homeless persons within the City and the Western Ventura County area.

TABLE 8: CITY OF OXNARD 2011 CONTINUUM OF CARE PROGRAM AWARDS			
ORGANIZATION	STATUS	GRANT TERM	AMOUNT
Project Understanding, Transition House	Renewal	1 year	\$ 53,642
Ventura County, RAIN Transitional Housing	Renewal	1 year	\$163,795
Khepera House, LIFE Transitional Housing*	Renewal	1 year	\$ 55,384
Turning Point Foundation, Transitional Housing	Renewal	1 year	\$ 31,361
Turning Point Foundation, Permanent Housing	Renewal	1 year	\$ 35,410
United Way of Ventura County	Renewal	1 year	\$ 44,541
Ventura County Human Services Agency, Oxnard Homeless Outreach Project	Renewal	1 year	\$ 31,214
1450 South Rose*	Renewal	1 year	\$ 13,490
Community Action of Ventura County*	Renewal	1 year	\$129,515
Ventura County Behavioral Health Shelter Care	Renewal	1 year	\$201,876
<b>GRAND TOTAL</b>			<b>\$760,228</b>

\*awarded to the City of Oxnard for management and administration

**B. HOMELESSNESS**

The Action Plan will help address the specific objectives of the Strategic Plan by allowing the focus to remain on the established priorities. The challenges that remain are in the areas of zoning for badly needed projects and dealing with, "Not in My Back Yard" (NIMBY). The City currently has not identified sites to be zoned for homeless shelters and the plan is to address this in the update of the City's General Plan and the Housing Element Update.

We are also assisting service providers with capacity building by conducting research of foundation grants and providing information on possible funding matches. This will allow providers to create additional revenue sources with fewer restrictions to serve the homeless.

**Priority:** **HOMELESS PERSONS AND FAMILIES/SUPPORT FACILITIES**

***Basis for Assigning Priority***

*The City has identified gaps in the services available to homeless persons and families. These include emergency housing, transitional housing, supportive services, employment services and case management in order to assist them to become self-sufficient and ultimately permanently housed.*

*The City will continue to identify and pursue available resources to assist homeless families and individuals achieving self-sufficiency. The City will encourage and promote collaborative efforts with non-profit organizations, the County of Ventura, and other cities within Ventura County in developing strategies and applications for funds.*

**Goal:** *Support non-profit agencies providing assisted housing, services and/or shelter to assist homeless persons/families or those at-risk of becoming homeless.*

**Objectives:** *Assist service agency to provide homeless prevention or rapid re-housing services to 32 households.*

*Assist service agency to provide emergency shelter services to 650 homeless persons through a winter warming shelter.*

*Assist service agency to pay for staff costs to operate an emergency shelter.*

*Assist service agency to provide essential services to 266 homeless people and mentally ill adults*

**Benefit:** *Homeless persons and those at-risk of becoming homeless.*

**Sources:** *Emergency Solution Grant Program*

**Performance**

**Measures:** *Enhanced suitable living through improved accessibility.*

### C. CHRONIC HOMELESSNESS

The plan for addressing chronic homelessness is to work closely with the local and regional homeless service providers to create permanent employment positions along with local developers to create affordable housing opportunities for these families. Once again, the barriers are zoning for badly needed projects and dealing with NIMBY. The City currently has not identified sites to be zoned for homeless shelters and the plan is to address this need in the update of the City's General Plan and the Housing Element.

In addition, the plan to eliminate chronic homelessness is to provide 20 units of transitional housing. By making these units available, families and/or individuals who occupy these units will have the opportunity for stabilization. And, in combination with obtaining long-term employment, the residents will transition to permanent housing without public assistance. This can be accomplished with a decent supply of affordable housing.

The City's policy recommending body for homeless challenges lies with the Commission on Homelessness (Commission). Members of the Commission are appointed by the Mayor and City Council, and meet on the first Monday of each month to review existing local, state and federal policies regarding homelessness. Additionally, the Commission holds an Annual Retreat to develop strategies and determine priorities for the upcoming year. The strategies and priorities are presented to the Mayor and City Council; the Commission works closely with staff from the Homeless Assistance Division to implement these strategies.

The City's Action Plan to End Chronic Homelessness is being implemented by the Commission on Homelessness. The three arms of the approach are:

**1. Resource Development:** to identify other funding streams. The City only receives CoC, ESG and HPRP funding to support homeless initiatives. Funds will be used

for prevention and intervention activities, as well as the operation of the Emergency Winter Warming Shelter, and will be made available to service providers through the Notice of Funding Availability process.

2. **Policy Development:** to identify both State and local policies impacting the creation of shelters and transitional housing. The City does not currently have any ordinances that govern emergency shelters/boarding homes, and has yet to comply with the California SB 2 Law that mandates jurisdictions designate areas for homeless shelters. This is vital to the success of the plans because there are no year-round emergency shelters in the Ventura County.
3. **Shelter and Housing:** Examine all possible shelter, transitional and very low-income housing opportunities for new construction, acquisition for rehabilitation projects and also the purchase of both detached single-family homes and multifamily apartment buildings that can be used to address the issues of homelessness. The goal is to have a plan to develop at least ten units of transitional housing and 50 year-round emergency shelter beds. Currently there is no year round emergency shelter for families and single persons who are not mentally ill in Ventura County.

#### **D. HOMELESS PREVENTION**

Over the course of the next year, the City plans to address the individuals and families with children at imminent risk of becoming homeless. And by continuing to work with local non-profit service agencies to make funds available for rent and utility assistance, ensuring additional financial literacy information is available and working closely with other City departments, additional supportive services will be available where needed.

#### **E. DISCHARGE COORDINATION POLICY**

While the local hospitals and County jail have their formal discharge policies, there are no full service housing facilities available for those released from State prisons and mental institutions. Currently, aside from four or five half-way homes, there are no other plans in place to address a discharge coordination policy. Also, local homeless service providers that have transitional housing programs have individual discharge and termination policies.

**Emergency Solutions Grant (ESG)**

(States only) Describe the process for awarding grants to State recipients, and a description of how the allocation will be made available to units of local government.

Action Plan ESG response:

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**II. EMERGENCY SOLUTIONS GRANT**

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The City receives ESG entitlement grant directly from HUD.

## COMMUNITY DEVELOPMENT

### Community Development

Please also refer to the Community Development Table in the Needs.xls workbook

Identify the jurisdictional priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table (formerly Table 2B): public facilities, public improvement, public services and economic development.

Identify specific long-term and short-term community development objectives (including economic development activities that create jobs) developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.

Note: Each specific objective developed to address a priority need must be identified by number and contain proposed accomplishment time period (i.e., one, two, three, or more years) and annual program year numeric goals (the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction).

Action Plan Community Development response:

## I. COMMUNITY DEVELOPMENT

### A. NON-HOUSING COMMUNITY DEVELOPMENT NEEDS

The City has also developed strategies to enhance the suitable living environment of the residents in the ELLI areas as follows:

#### 1. Public Facilities/Improvement

**Priority:** SUITABLE LIVING ENVIRONMENT

**Goal:** Enhance the suitable living environment through new or improved public facility, infrastructure, and Code Compliance.

**Objectives:** Provide \$281,000 in funding to reconstruct sidewalks and streets in the Blackstock South Neighborhood, including compliance with Americans with Disabilities Act (ADA).

Provide \$400,000 in funding to renovate the North and South wings on the East side of the Campus Park Bannister Gym Phase III, located at 350 S. "K" Street.

Provide \$170,873 in funding install fencing at Lemonwood Park, located at 2055 East San Mateo Place.

Provide \$200,000 in funding to the Code Compliance Division to pay for salaries and related expenses for officers assigned to the targeted ELLI areas, the Appeals Hearing Officer and legal proceedings.

Provide \$100,000 to finish the reconstruction of Colonia Road Alley-Phase 2.

**Benefit:** ELLI areas.

**Source:** CDBG

*Reprogrammed funds*

**Performance**

**Measures:** *Enhanced suitable living through improved accessibility.*

**a. Street Reconstruction Program**

The City strives to improve the quality, safety, and usefulness of streets for its residential and business communities. The City maintain approximately 475 miles of streets and alleys throughout its jurisdiction. Despite ongoing maintenance such as filling potholes and sealing cracks, many residential streets are at the end of their original design life and are experiencing widespread asphalt deterioration, and fatigue from aging. Several decades old streets have not been reconstructed. The streets with severely deteriorated pavement conditions create hazards for motor vehicle drivers, pedestrians, lower home and land values, and spur blight.

The street reconstruction of the Blackstock South Neighborhood will improve the quality, safety, and usefulness of the streets and the living conditions of the residents. The Blackstock South Neighborhood community is located in the Census Tract 4000, Blocks 03 and 04. The reconstruction work will consist of cape sealing all streets utilizing an asphalt rubber aggregate membrane system (ARAM). The cape sealing process will involve grinding the asphalt concrete if needed and installing a leveling coat across the entire width and length of the streets. The reconstruction extends the life of the streets by 10 to 15 years. Additional works include the reconstruction of sidewalks, curbs, and gutters and other concrete structures, new traffic markings, and installation of new street name signs. This Project's plan and specification is designed to provide a useful life cycle of approximately 10 to 15 years to the streets, and over 20 years to curbs, gutters and sidewalks in the Blackstock South Neighborhood. The project specifications are in compliance with the Americans with Disabilities Act.

The reconstruction of the Colonia Road Back Alley will improve the traffic for the residents and will improve the life expectancy of the alley by 15 to 25 years. The alley is located in the Colonia neighborhood within the 3202 census tract and block 1, between Juanita Avenue and North Marquita Street running East-west and is parallel to Colonia Road. The low-moderate percentage for this block is 94.5%.

**b. Parks Remodeling**

The City's Parks and Public Grounds Division enhances the quality of life of the residents of Oxnard by managing park systems and public grounds in a manner that provides residents with safe, clean, and attractive outdoor open spaces.

The City will continue to rehabilitate the Lemonwood Park Phase III, by installing the new fence on the east side of Lemonwood Park to alleviate the safety hazard caused by the flood control channel situated to close to the children's playground.

**c. Public Facilities Improvement**

The City strives to improve the quality, safety, and usefulness of public facilities. The Campus Park Facility, located at 350 South "K" Street, is formally known as the Old Oxnard High School. This facility houses a gymnasium, a boy's activity room and a community center. The building is highly used by the Recreation Department and PAL. Because of the age (the old school was built in the 1950's), the wear and tear through the years and a historical lack of funding, the structures are in need of improvements to the interior, as well as the exterior. The buildings are also in need of ADA updates and energy efficient lighting. In addition, the facility has not had a heating system for several years. The main purpose of the upgrades is to enhance the facility, including safety, giving the local community and ELLI residents a place to recreate.

The City will continue to rehabilitate the North and East wings of the gymnasium building to make them usable to the recreational services for the local residents.

**2. Public Service**

Designated and selected public services activities to benefit ELLI households and individuals are: employment services for homeless persons; crime prevention and public safety through current youth development asset building strategies/programs; and child care combined with educational services for Oxnard youth. The City has traditionally made available the maximum CDBG public service activities, which represents the 15% of the annual grant allocation.

**Priority:** **OTHER SPECIAL NEEDS**

***Basis for Assigning Priority***

*The FIC Program currently helps clients interested in educational training: they are referred to the Oxnard Adult School, the Center for Employment Training, at the Oxnard and Ventura Colleges. .The FIC is also in partnership with the state operated One-Stop Centers throughout the city so that clients may be assisted with a variety of supportive services. Other services providing assistance out of the FIC include: Child Development; Child Development Resources; Colonia Library; Promotoras & Promotores; City Impact, Boys and Girls Club Youth Empowerment program (YEOP), and the Resident Services Program.*

**Goal:** *Provide supportive services and housing for persons with special needs and persons/families with HIV/AIDS.*

**Objectives:** *Provide allocation of public housing and Section 8 rental assistance to 20 special needs persons.*

*Provide support services for 100 frail elderly persons.*

*Provide \$309,471 of CDBG funding to assist over 4,000 youth in diversified areas with support services.*

*Provide support services for 12 disabled persons.*

*Provide support services for 7 persons with HIV/AIDS.*

**Benefit:** ELLI frail elderly, youth, disabled persons, and persons with HIV/AIDS.

**Sources:** Public Housing Programs  
Section 8 Rental Assistance Program  
CDBG

**Performance**

**Measures:** Enhanced suitable living through improved accessibility

**3. Housing Rehabilitation Administration**

With a budget comprised of CDBG, HOME and other funds, the goal is to provide partial financial support for a six member staff to administrate the activities of the Affordable Housing Division. The CDBG Housing Rehabilitation Administration activity, with a budget of \$400,000 will be used to support a staff of six who will manage the citywide affordable housing program and to pay for housing activities that provide services to owners, tenants, contractors, or other entities participating in or seeking to participate in the City's HOME programs. Eligible services under this category include:

- Loan processing for First-Time Homebuyer, Homeowner Rehabilitation; and Mobilehome Replacement;
- Preparation of work specifications;
- Inspection of units; and,
- Other services related to assisting owners, tenants, contractors, and other entities participating in the CDBG and HOME programs.

**Goal:** Provide additional affordable housing units, a diverse housing environment, an increasing quality of housing citywide and a broad range of homeownership and rental opportunities for ELLI persons.

**Objectives:** Provide \$400,000 in CDBG funds for Housing Rehabilitation Administration.

**Benefit:** ELLI persons.

**Sources:** CDBG

**Performance**

**Measures:** Enhanced suitable living environment through improved sustainability

**4. Administration and Planning**

In order to plan, manage, coordinate and monitor the three entitlement grants, the CDBG grant will provide \$442,695 to the different administrative activities as follows:

- Grants Administration and Support \$311,863
- Fair Housing Administration \$ 38,400
- Homeless Program Administration \$ 72,432

The Homeless Services Division will be using CDBG funds to administer the City's 10-Year Plan to End Chronic Homelessness. This includes the continued coordination with the Continuum of Care (COC) partners: Community Action of Ventura County, Khepera House, County of Ventura Human Services Agency, Ventura County Behavioral Health, Many Mansions, Oxnard Housing Authority, Turning Point Foundation, the Kingdom Center, Project Understanding and the United Way. Additionally, the City's plan includes working closely with the providers that are receiving support from the Emergency Solutions Grant (ESG): Society of St. Vincent de Paul, Kingdom Center and Turning Point Foundation. Other activities include conduction the Annual Point-In-Time Count of Homeless Persons, preparation and completion of Continuum of Care Grant application, and coordination with other county-wide partners to strategically plan to end chronic homelessness.

**B. SPECIFIC LONG-TERM AND SHORT-TERM COMMUNITY DEVELOPMENT OBJECTIVES**

**1. Short Term Objectives:**

Due to the recent elimination of redevelopment per ABx1 26, as of February 2012, all of the CDC short-term funded items are removed.

**2. Long Term Objectives:**

**a. Park Retrofits and Improvements**

The City's Parks and Public Ground Division enhances the quality of life for residents of Oxnard by managing park system and public grounds in a manner that provides users with safe, clean, and attractive outdoor open spaces. The Parks and Public Grounds Division maintains approximately 443 acres of City Parks, many of them in ELLI areas that are completely built out and have no ability to collect Quimby fees.

Many of the playgrounds, basketball, tennis courts, picnic areas and park structures are in need of retrofits and upgrades due to wear and tear and some vandalism, as well as, meeting ADA standards. In the next five years, these repairs will need to be addressed and there are no general fund monies available. Some of the City parks that are in CDBG eligible areas are: Colonia Park, Del Sol Park, Thompson Park, Durley Park, Southwinds Park, Johnson Creek Park, College Estates Park, Beck Park, Lemonwood Park, Community Center East Park, Community Center West Park, Plaza Park, Wilson Park, Eastwood Park, Sierra Linda Park and Garden City Acres Park. As an integrated park development master plan, staff is proposing to fund the development of the Campus Park with bond financing in the future years.

**b. Street Reconstruction Program**

In the next five years, several ELLI residential neighborhoods are due for street reconstruction and the City will use CDBG and other funding to assist with the cost of the improvements. These neighborhoods will include, but not be limited to: Bartolo Square North, Sierra Linda, Five Points Northeast, Blackstock South, and Bartolo Square South.

**Anti-poverty Strategy**

1. Describe the actions that will take place during the next year to reduce the number of poverty level families.

Action Plan Antipoverty Strategy response.

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## **II. ANTIPOVERTY STRATEGY**

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The City has a number of goals, programs, and policies to reduce the number of households living below poverty. Reducing poverty is a goal that the City approaches using four strategies:

- Establishing cooperative programs with educational institutions and training program;
- Increasing the access of ELLI residents to programs and opportunities that can help maximize economic and human potential;
- Enhancing the suitable living environment; and,
- Assisting the business community to create additional employment opportunities.

### **A. SCHOOL AND COMMUNITY INVOLVEMENT PROGRAMS**

The City's Youth Development Program is a mixture of local school districts and community-based youth organizations with an emphasis in the areas of education, social services, recreation and employment. These efforts include:

- Coordinating efforts with Police and Housing Services programs such as the PAL, Youth Sports and Residents Services programs;
- Working with Neighborhood Councils, the Resident Services Program and other community-based organizations to address the needs of "at-risk" youth;
- Providing a variety of youth leisure and educational activities at the neighborhood facilities, utilizing recruited and trained volunteers;
- Working with the local PAL youth commission to develop work program and training activities; and
- Developing partnerships with local non-profit entities through the City's allocation of CDBG and local funds to sub-recipients, funded under the Youth enrichment Program.

### **B. INCREASING RESIDENTS' ACCESS**

The City has developed innovative programs to increase the accessibility of education and job training to local residents. These programs include:

#### **1. The Family Investment Center (FIC)**

The Family Investment Center FIC, located in the Colonia Village public housing development. The FIC building houses seven non-profit agencies that provide

education; job development for youth; substance abuse treatment; family counseling; child care and employment services for public housing residents. The FIC Program currently helps clients interested in educational training; they are referred to the Oxnard Adult School, the Center for Employment training, Oxnard and Ventura Colleges.

The FIC is also in partnership with the state operated One-Stop Centers throughout the city so that clients may be assisted with a variety of supportive services. Other services providing assistance out of the FIC include: Child Development; Child Development Resources; Colonia Library; Promotoras & Promotores; City Impact; Boys and Girls Club youth Empowerment program (YEOP) and the Resident Services Program. This collaboration provides a wide range of services to the residents of the SLLI communities.

## **2. The Residence Service Program**

The Residence Services Program (RSP) offers a variety of self-sufficiency programs for public housing residents such as: Oxnard College Teen Parents Program, job placement for youth with the Boys and Girls Club Youth Empowerment Program (YEOP), Computer Centers, located in Colonia Village, Pleasant valley Village, Palm Vista and Plaza Vista. After school Boys and Girls Club located at the Pleasant Valley Village housing units, and USDA commodities distribution on the first Saturday of every month. Tres Condados Girls Scouts Troop, English as a second language classes (ESL) in both Colonia and Pleasant Valley Village; Computer and Financial Literacy education classes at both Colonia and Pleasant Valley Village; Media Apprenticeship Program with Barrio Productions with a state of the art recording studio.

## **C. ENHANCE THE SUITABLE LIVING ENVIRONMENT**

The City has also developed aggressive planning and scheduling work to enhance the suitable living environment of the residents in the ELLI areas as follows:

### **1. Street Reconstruction Program**

The City is committed to a steadfast plan to improve the quality, safety, and usefulness of approximately 475 miles of streets and alleys for its residents and business communities. Using various resources, such as gas tax revenues, revenue bond proceeds and CDBG funds, several residential neighborhoods are scheduled for improvement. These neighborhoods would include, but are not limited to: Bartolo Square North and South; Wooley Road; Sierra Linda; Five Points Northeast; and, Blackstock South.

### **2. Parks and Public Grounds Enhancements**

The City's Parks and Public Grounds Division strive to provide residents with safe, clean, and attractive outdoor spaces with approximately 443 acres of open spaces. Many of the sites in ELLI areas are in need of retrofits and upgrades due to wear and tear and some vandalism. The park improvement needs will be addressed, primarily with CDBG funds, because the City has no ability to collect Quimby fees in these areas.

### 3. Code Compliance

The main purpose of Code Compliance is to work with the community in enhancing the quality of existing commercial and housing stock. Code Compliance staff assists affected residents within the targeted ELLI areas by attending neighborhood meetings and participating in outreach and educational activities; imposing land use and property maintenance standards; and, providing residential and business grant information for low-income loans and property upgrade assistance. In general, the City offers an atmosphere of decent housing and assures a suitable living environment without fear of hazardous and/or unhealthy conditions to its residents.

### 4. Modernization of Public Housing Units

The Capital Fund Asset Management program (CFAM) Division of the Housing Department, formerly known as Modernization Division, was created in compliance with the new Asset Management policy adapted by HUD.

The purpose of this program is to maintain, improve and enhance the quality of life for the OHA residents by assessing planning, budgeting, implementing, and managing capital fund physical improvement projects. Also, the program enhances public housing units through modernization projects and by providing safe, viable and sanitary housing facilities for the OHA public housing residents.

Each year CFAM applies to HUD for grants for its modernization projects and upon receiving the grants implements those projects through competitive procurement process and/or by using Force Account (in house hired construction workers).

Some of the planned Capital Fund projects for the FY 2013 include:

• Security System	Estimated Cost	\$50,000
• New Flooring	Estimated Cost	\$400,000
• New Windows	Estimated Cost	\$317,937
• Gutters	Estimated Cost	\$28,000
• Laundry Drain	Estimated Cost	\$82,000
• Kitchen Faucets	Estimated Cost	\$10,000
• Exhaust Fans	Estimated Cost	\$70,000
• Concrete Repairs	Estimated Cost	\$50,000
• Water Heaters	Estimated Cost	\$70,000
• Plumbing Angle Stops	Estimated Cost	\$15,000
• Shower Mixer Valves	Estimated Cost	\$29,398
• Tub Surrounds	Estimated Cost	\$28,000
• Entry and Storage Doors	Estimated Cost	\$88,000

- Kitchen Cabinets Estimated Cost \$300,000
- Closet doors Estimated Cost \$50,000

## NON-HOMELESS SPECIAL NEEDS HOUSING

### Non-homeless Special Needs (91.220 (c) and (e))

\*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve for the period covered by the Action Plan.

2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

Action Plan Specific Objectives response

## I. NON-HOMELESS SPECIAL NEEDS

### A. PRIORITIES AND SPECIFIC OBJECTIVES

The ConPlan, Action Plan and draft 2006-2014 Housing Element, have identified a variety of needs among the Non-homeless Special Needs groups. Due to the lack of funding, the City's role is reduced to mainly facilitating the provision of resources among various non-profit groups that can obtain sites and funding to provide the necessary facilities. The priorities come from the organizations that have been able to obtain sites and funding. No specific priorities have been established because of funding uncertainty. If a proposal falls within the broad mix of Non-homeless Special Needs groups, the City will evaluate whether or not it wishes to provide financial assistance to a special project.

### B. RESOURCES

Normally, the non-profit groups providing assistance to the Non-homeless Special Needs groups obtain the Federal and State grant funding because the funds are specified for designated needs. The City does not apply for these specific grants, unless in rare circumstances, the City is undertaking its own project. The City's role is to provide some type of local "gap" financing from the available resources to complete the funding for the activities.

**Housing Opportunities for People with AIDS**

\*Please also refer to the HOPWA Table in the Needs.xls workbook.

1. Provide a Brief description of the organization, the area of service, the name of the program contacts, and a broad overview of the range/ type of housing activities to be done during the next year.
2. Report on the actions taken during the year that addressed the special needs of persons who are not homeless but require supportive housing, and assistance for persons who are homeless.
3. Evaluate the progress in meeting its specific objective of providing affordable housing, including a comparison of actual outputs and outcomes to proposed goals and progress made on the other planned actions indicated in the strategic and action plans. The evaluation can address any related program adjustments or future plans.
4. Report on annual HOPWA output goals for the number of households assisted during the year in: (1) short-term rent, mortgage and utility payments to avoid homelessness; (2) rental assistance programs; and (3) in housing facilities, such as community residences and SRO dwellings, where funds are used to develop and/or operate these facilities. Include any assessment of client outcomes for achieving housing stability, reduced risks of homelessness, and improved access to care.
5. Report on the use of committed leveraging from other public and private resources that helped to address needs identified in the plan.
6. Provide an analysis of the extent to which HOPWA funds were distributed among different categories of housing needs consistent with the geographic distribution plans identified in the approved Consolidated Plan.
7. Describe any barriers (including non-regulatory) encountered, actions in response to barriers, and recommendations for program improvement.
8. Please describe the expected trends facing the community in meeting the needs of persons living with HIV/AIDS and provide additional information regarding the administration of services to people with HIV/AIDS.
9. Please note any evaluations, studies or other assessments that will be conducted on the local HOPWA program during the next year.

Action Plan HOPWA response:

**II. HOUSING OPPORTUNITIES FOR PEOPLE WITH AIDS**

The City does not receive HOPWA funds.

**Specific HOPWA Objectives**

Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the Action Plan.

Specific HOPWA Objectives response:

**III. SPECIFIC HOPWA OBJECTIVES**

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The City does not receive HOPWA funds.

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## **OTHER NARRATIVES**

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### **I. AFFIRMATIVE MARKETING**

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Oxnard is a multi-cultural community, and the City is committed to ensuring equal access to all programs and services in a non-discriminatory manner. In accordance with City policy, all housing and programs are offered without regard to race, color, national origin, gender, religion, familial status, disability, or sexual orientation. Similarly, all purchasing, procurement and contracting is offered on a non-discriminatory basis. Any recipients of funds shall also be required to operate on a non-discriminatory basis and to affirmatively market housing, programs, and services without regard to membership in a protected class.

With respect to marketing and advertising, the City shall employ affirmative marketing practices, including advertising with local media targeting ethnic and linguistic minority sectors. Fair Housing and/or Equal Housing Opportunity logos and/or slogans shall be included in all advertising, and the City shall dedicate specific outreach in the marketing of housing, programs, and services to the various minority communities and through the Oxnard Commission on Community Relations, the Housing Rights Center, and the Oxnard Multi-Cultural Festival. The City shall continue to operate and offer a minority outreach program to ensure equal access to and non-discriminatory participation by minority-owned business enterprises and women-owned business enterprises in purchasing, procurement and contracting, whether for construction, consulting, legal, financial, or for any other professional services.

The city shall maintain records of and shall assess the effectiveness of affirmative marketing and minority outreach efforts, and shall present the results of its analysis on an annual basis to the Commission on Community Relations for review, recommendations, and any necessary actions to improve the effectiveness thereof.

### **II. MINORITY OUTREACH**

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The City is in the process of finalizing its Section 3 procedures and policies regarding minority participation in the procurement process. However, at this time, even though there are no formal procedures in effect; the City has implemented the requirement that all procurement advertisement and documents contain language specifying Section 3 compliance, and has established a roster of self-certified Section 3 residents and businesses for dissemination to contractors and vendors.