DATE: May 6, 2014

TO: City Council

FROM: William E. Wilkins, Housing Director


RECOMMENDATION

That City Council:

1. Conduct a Public Hearing to receive comments and provide direction to staff on changes to the Annual Action Plan (AAP), and approve the AAP with recommended use of funds.
2. Authorize the City Manager to make any changes and appropriate grant funding to the AAP as directed and approved.
3. Authorize the City Manager to execute the required applications, certifications, and other pertinent documents for the submission of the AAP to the United States Department of Housing and Urban Development (HUD).
4. Authorize the City Manager to sign any documents or agreements required by HUD for the implementation of the AAP.

DISCUSSION

Background

On May 6, 2014 the City Council convened a public hearing to receive comments and provide direction to staff on the Annual Action Plan. Following that public hearing, staff was directed to contact the Commission on Homelessness and the Parks, Recreation & Community Services Commission in order for them to conduct a Special Joint Meeting to make recommendations to City Council.
A Special Joint Meeting was held on Friday, May 16, 2014 at 5:30 p.m. in the City Council Chambers. Recommendations from the two Commissions were made jointly and the vote was taken independently by their respective Chairpersons, as follows (See also, Attachment 4):

- County Rain Child Care Program - $25,000
- City Senior Technical Education - 0
- City After School Program - 0
- Fair Housing Services - $30,000
- Food Share – Mobile Food Pantry - $18,299
- Livingston – In Home Adult Care - 0
- City Colonia Boxing - $20,701
- City Colonia Park Gymnasium - $50,000
- City Police Activities League - $79,299
- Community Action – 1 Stop Day Shelter - $80,000
- City Winter Warming Shelter - $45,000
- Pacific Clinics Street Outreach - 0

Every year, the City must submit an AAP to HUD, which serves as an annual application for three entitlement grants: Community Development Block (CDBG), HOME Investment Partnerships Act (HOME), and Emergency Solutions Grant (HESG). On May 2012, HUD’s Office of Community Planning and Development (CPD) introduced the eCon Planning Suite, which requires cities to electronically submit the Consolidate Plan and the AAP in the Integrated Disbursement and Information System (IDIS).

The FY 2014-2015 AAP, which is the second-year component of the FY2013-2018 Consolidated Plan, is presented for your review and approval. The total amount available in CDBG, HOME, and HESG funding for projects and activities for the period from July 1, 2014 to June 30, 2015 is $3,376,303 (Attachment 1).

**Citizen Participation Plan Process**

The FY2013-2018 Consolidated Plan and FY 2013-2014 AAP were approved by the Council in June 2013 and by HUD in September 2013. The City has added “Economic Development” as a new goal to the strategic plan of the Consolidated Plan in order to include the Micro-enterprise Assistance activity in the FY 2014-2015 AAP.

Prior to the submission of the application for FY 2014-2015 AAP, as required by the Citizen Participation Plan (Attachment 2), three public hearings were scheduled:

- First public hearing was held on December 10, 2013 to receive public comments on the unmet needs of the community
- Second public hearing was held on March 18, 2014 to receive public comments and City Council directions on goals and objectives to be included in the FY 2014-15 AAP.
Third public hearing was scheduled for May 6, 2014 to obtain the approval from the City Council to submit the application of the FY2014-2015 entitlement grants and the AAP with detailed proposed projects to HUD.

- During the third public hearing, Council directed staff to coordinate a Special Joint meeting between the Commission on Homelessness and Parks, Recreation & Community Services Commission to obtain their recommendations for uses of funds appropriated within the Public Services Component of the CDBG funding;
- A new public hearing notice was published for the June 3, 2014 public hearing (Attachment 1).

Copies of the draft of the AAP (Attachment 3) are available for public review at the City of Oxnard’s Main Library, City Clerk’s Office, and Housing Department (See also Attachment 1). The city will accommodate people with special needs, wanting to participate in the hearing, if they contact the City Clerk’s Office at least 72 hours prior to the public hearing.

**Annual Action Plan FY 2014-2015 Funding**

The City anticipates receiving FY 2014-2015 allocation from HUD, as follows:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDBG</td>
<td>$2,145,231</td>
</tr>
<tr>
<td>HOME</td>
<td>$638,502</td>
</tr>
<tr>
<td>HESG</td>
<td>$177,570</td>
</tr>
<tr>
<td><strong>Total HUD allocation</strong></td>
<td><strong>$2,961,303</strong></td>
</tr>
</tbody>
</table>

Additionally, the City has reprogramed $185,000 of CDBG funds and $130,000 of HOME funds from previously completed projects. The estimated program income is approximately $50,000 for CDBG and $50,000 for HOME. Staff recommendations for the detailed uses of CDBG, HOME and HESG funds were addressed during May 6, 2014 public hearing meeting.

**FINANCIAL IMPACT**

Final funding is subject to HUD’s approval of the AAP submission. The total anticipated funding from the three HUD grants will be $2,961,303 and the total available resources will be $3,376,303 including the reprogrammed funds and program income.

The impact on the City’s funds will depend on the final allocation approved by the City Council as well as approval of the AAP by HUD.
Certificate of Publication

In Matter of Publication of:

Public Notice

State of California)
County of Ventura)

I, Maria Rodriguez, hereby certify that the Ventura County Star Newspaper has been adjudged a newspaper of general circulation by the Superior Court of California, County of Ventura within the provisions of the Government Code of the State of California, printed in the City of Camarillo, for circulation in the County of Ventura, State of California; that I am a clerk of the printer of said paper; that the annexed clipping is a true printed copy and publishing in said newspaper on the following dates to wit:

May 25, 2014

I, Maria Rodriguez certify under penalty of perjury, that the foregoing is true and correct.

Dated this May 28, 2014; in Camarillo, California, County of Ventura.

Maria Rodriguez
(Signature)
Notice of Public Hearing to Consider
Adoption of the City of Oxnard
FY 2014-2015 Annual Action Plan

Notice is hereby given that the City Council will conduct a public hearing on Tuesday June 3, 2014 at 6:45 p.m. or thereafter as the matter may be heard in the City Council Chambers, 305 West Third Street, Oxnard, California to consider adoption of the FY 2014-2015 Annual Action Plan. The FY 2014-2015 Annual Action Plan was made available for public review and inspection on April 5, 2014 at the following locations: Oxnard City Clerk office, City of Oxnard Main library, and Housing Department. Public hearings were held at different stages of the program year on the following dates: December 10, 2013, March 18, 2014 and May 6, 2014. At the public hearing scheduled for Tuesday, June 3, 2014, the City Council will receive further comments from the public and consider adoption of the FY 2014-15 Annual Action Plan.
Aviso de Audiencia Pública para Considerar
Adopción del Plan de Acción Anual
de la Ciudad de Oxnard del Año Fiscal 2014-2015

Con el presente se da aviso que el Concejo Municipal realizará una audiencia pública para considerar la adopción del Plan de Acción Anual para el año fiscal 2014-2015, el Martes 3 de junio de 2014, a las 6:45 p.m. o tan pronto como sea posible tratar el asunto, en la Cámara del Concejo, 305 West Third Street, Oxnard. El Plan de Acción Anual del año fiscal 2014-2015 se puso a la disposición para revisión e inspección pública el 5 de abril de 2014 en los siguientes establecimientos: Oficina de la Secretaría Municipal, Biblioteca Pública Principal de la Ciudad y el Departamento de Vivienda. En las siguientes fechas se realizaron audiencias públicas tratando las diferentes etapas del programa del año fiscal: 10 de diciembre de 2013, 18 de marzo de 2014 y el 6 de mayo de 2014. En esta audiencia pública programada para el 3 de junio de 2014, el Concejo recibirá más comentarios por parte del público y considerará la adopción del Plan de Acción Anual para el año fiscal 2014-2015.
Certificate of Publication

I.O. #1335361

In Matter of Publication of:

Public Notice

State of California

County of Ventura

I, Maria Rodriguez, hereby certify that the Ventura County Star Newspaper has been adjudged a newspaper of general circulation by the Superior Court of California, County of Ventura within the provisions of the Government Code of the State of California, printed in the City of Camarillo, for circulation in the County of Ventura, State of California, that I am a clerk of the printer of said paper; that the annexed clipping is a true printed copy and publishing in said newspaper on the following dates to wit:

April 05, 2014

I, Maria Rodriguez certify under penalty of perjury, that the foregoing is true and correct.

Dated this April 07, 2014, in Camarillo, California, County of Ventura.

Maria Rodriguez
(Signature)
Introduction

The U.S. Department of Housing and Urban Development (HUD) required a community receiving funding under Community Planning and Development formula grant programs to submit to HUD a multi-year Consolidated Plan and Annual Action Plan component. The Consolidated Plan is a program and funding implementation plan combined in one document, and states the City’s objectives for housing and community planning and development. The formula grant programs include Community Development Block Grant (CDBG), including activities under Section 108, such as guaranteed loan funds, Emergency Shelter Grants (ESG), HOME Investment Partnerships (HOME), and Housing Opportunities for Persons With Aids (HOPWA). In addition, a community must have a Consolidated Plan approved by HUD before receiving funds under a variety of other programs including, but not limited to, the following: the HOPE Public Housing programs; Supportive Housing for the Elderly (Section 202); Single-Room Occupancy Housing (SRO); Shelter Plus Care; John Heinz Neighborhood Development; and, Lead-Based Paint Hazard Reduction.

An important component in the preparation of the Consolidated Plan is a Citizen Participation Plan (CP Plan), which must be adopted by City Council. The CP Plan must assure participation by all citizens will be encouraged including minorities, non-English speaking persons, and persons with mobility, visual, or hearing impairments. The CP Plan is also designed to specifically encourage participation in the development of the Consolidated Plan by low- and very-low income persons, especially in blighted areas, and by persons in areas proposed to receive CDBG funded programs.

The Oxnard CP Plan consists of the following elements:

Public Outreach and Access

- Prior to the adoption of the Consolidated Plan by City Council the following information shall be made available to citizens, public agencies and other interested parties.
  - Amount of funds available for the proposed plan
  - Range of activities that may be undertaken
  - Activities and funds that will benefit person of low- and very-low income
  - Plans to minimize displacement of persons and to assist any persons displaced.
• A summary of the proposed Consolidated Plan shall be published in one or more newspapers of general, local circulation. The summary shall describe the contents and purpose of the plan and include a list of the locations where copies of the entire plan may be examined. At a minimum, copies of the plan shall be available for public review at the Oxnard Public Library and City Clerk’s Office.

• The Consolidated Plan and amendments to the plan shall be made available for public comment for a minimum of 30 days prior to submission to HUD.

• The Consolidated Annual Performance and Evaluation Report (CAPER) shall be made available for public comment for a minimum of 15 days prior to submission to HUD.

• Citizens shall be notified of the availability and given a reasonable opportunity to examine the adopted Consolidated Plan, any amendments, and its CAPER.

• The Housing Director shall be notified about housing and community development plan activities relating to the Oxnard Housing Authority development and surrounding communities.

• The City shall provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records relating to the City’s Consolidated Plan and the City’s use of assistance under the programs covered by the plan during the preceding multi-year or single year planning process.

Public Hearings

• The City shall hold a minimum of two public hearings per program (Fiscal) year. The purpose of the hearings is to obtain public comments, to address housing and community development needs, and to outline the development of proposed activities.

One of these hearings must be held prior to the time that a public notice is published inviting comments on the proposed Consolidated Plan. The purpose of this initial hearing is to obtain the public comments on housing and community development needs, including priority non-housing community development needs. The second hearing shall be held prior to adoption of the Consolidated Plan and/or Annual Action Plan by the City Council.

• The first hearing may be held in facilities in or adjacent to low/moderate income neighborhoods or City Council Chambers. The second hearing presenting the Consolidated Plan shall be held in the City Council Chambers.

• The hearings shall be scheduled at times to ensure the maximum attendance by residents. Persons with disabilities needing special assistance to participate in the meetings shall contact the City Clerk’s Office at least 72 hours prior to the meeting to mobility, visual or hearing impairments shall be accommodated. A Spanish language translator shall be provided at each hearing and other translators may be made available upon request.
• Notices of the hearings shall be sent to members of the Inter-Neighborhood Council Committee (INCC) and the presidents of the public housing tenant advisory councils.

Technical Assistance

The City shall provide, upon request, technical assistance to organizations and individuals representative of low- and moderate-income residents wishing to develop proposals for funding assistance under any of the programs covered by the Consolidated Plan. The City shall determine the level and type of assistance consistent with HUD policies and questions.

Comments and Complaints

• The City shall consider any comments or views of citizens received in writing or orally at the public hearings in preparing the final Consolidated Plan, amendment to the Plan, or CAPER.

  A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the final Consolidated Plan, amendment to the Plan, or CAPER.

• The City shall respond in a timely manner, within 15 days where practical, to all written complaints, grievances and requests for information about the Consolidated Plan.

• The City shall amend the Consolidated Plan when there is a substantial change, defined as follows:

  - A change of 25 percent of an annual grant amount; or
  - A change in an activity’s address, where activity is defined as any program or project identified in the Annual Action Plan with an allocated dollar amount.

Adoption of the CP Plan

The City shall provide the public with a reasonable opportunity to comment on the original CP Plan and any amendments thereto, and shall make the CP Plan available. The CP Plan will be made available in other formats for persons with disabilities upon request.

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

Each year during the current five-year Consolidated Plan cycle, the City must submit to HUD a one-year Action Plan. The Action Plan provides details on the proposed use of HUD funds to meet community needs identified in the Consolidated Plan. The current Action Plan covers the period of July 1, 2014 to June 30, 2015 (FY 2014-2015). It describes the expected federal, state and local resources, the priorities and specific objectives the City hopes to achieve, and the activities that will be undertaken throughout the fiscal year. In recent years, the City of Oxnard's funding allocation from HUD has continued to decline. The current Federal Budget Sequestration will further impact the City's ability to pursue much needed housing and community development activities. The City is struggling to maintain services for its residents. For federal FY 2014, the City's CDBG allocation has decreased less than 1 percent (.94%) and the HOME allocation has decreased by less than 1 percent (.59%), compared to the FY 2013 funding levels. However, the City's ESG allocation has been increased by 18 percent. The City's priorities, which are identified in the Consolidated Plan and can be found throughout this Action Plan, are designed to principally serve extremely low, low, and moderate income residents by addressing the following: Housing Needs, Homeless Needs, Community Services and Special Needs, Community Facilities and Infrastructure, Economic Development Needs The purpose of the annual One-Year Action Plan is to update the Consolidated Plan. It also provides the City with a basis for assessing its progress in meeting the goals of the Plan through Consolidated Annual Performance and Evaluation Reports (CAPER). The One-Year Action Plan describes the resources expected to be available in the coming program year from federal, nonfederal, local and private sources. It includes a description of the activities that will be undertaken to meet the specific objectives in the federal FY 2013-2017 Consolidated Plan.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The City is being guided by HUD's Office of Community Planning Development (CPD) Outcome Performance Measurement System to address the high priority needs stated in its Consolidated Plan. When funding an activity, the City determines which of three HUD objectives best describes the purpose of the activity. The three objectives are:

Annual Action Plan
2014
Attachment No. 3
Page 2 of 40
• Suitable Living Environment (SL) - In general, this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.

• Decent Housing (DH) - The activities that typically would be found under this objective are designed to cover the wide range of housing programs possible under HOME, CDBG or ESG. This objective focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under Suitable Living Environment.

• Creating Economic Opportunities (EO) - This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

Once the objective for the activity is identified, the City determines which of the three HUD outcome categories best reflects what the City seeks to achieve by funding the activity. The three outcome categories are:

• Availability/Accessibility (1) - This outcome category applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low and moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basis of daily living available and accessible to low and moderate income people in the area in which they live.

• Affordability (2) - This outcome category applies to activities that provide affordability in a variety of ways in the lives of low and moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as day care.

• Sustainability (3) - Promoting Livable or Viable Communities. This outcome applies to projects where the activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low and moderate income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The FY 2014-15 Action Plan is the second year of implementing the FY 2013 – FY 2017 Consolidated Plan. Accomplishments achieved during FY 2013 (July 1, 2013 through June 30, 2014) will be evaluated in detail in the Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER will be completed and submitted to HUD by the required deadline of September 30, 2014

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.
A first public hearing was held on December 10, 2013, to provide the opportunity to the public to comments on the unmet needs and to the City Council to make recommendation to staff regarding the priorities and objectives for the preparation of the FY 2014-15 Annual Action Plan (AAP). As part of the development process of the AAP, City Staff developed a mailing list of more than 130 addresses consisting of organizations, the faith community, service providers, the Oxnard Housing Authority, and cities within Ventura County. Copies of the public hearing notices are included in the "Neighborhood News" packets which are distributed weekly to the residents using the service of City Corps staff. The notice related to the public hearing was also posted on the City website, broadcasted on the public viewing television channel 10/17, included in the utility billing statement and posted in the public buildings such as libraries, City Clerk's Office, Community centers, and Housing Authority office buildings.

A second public hearing was held on March 18, 2014 to receive recommendations/direction from the City Council regarding the 2014-15 action plan grant funding. A mailing list of more than 130 addresses consisting of organizations, the faith community, service providers, the Oxnard Housing Authority, and cities within Ventura County. Copies of the public hearing notices are included in the "Neighborhood News" packets which are distributed weekly to the residents using the service of City Corps staff. The notice related to the public hearing was also posted on the City website, broadcasted on the public viewing television channel 10/17, included in the utility billing statement and posted in the public buildings such as libraries, City Clerk's Office, Community centers, and Housing Authority office buildings.

A third public hearing was held on May 6, 2014 to receive approval of the proposed projects from the City Council. During the month of April 2014, the City's utility customer bills included notice of the third public hearing. Approximately 34,000 residential customers receive the City's newsletter. Notice of the public hearings also appears on the City's public access television station. On April 4 2014, the draft of the FY2014-15 Action Plan was made available for public review. The Hearing notice was also published in the Ventura County Star newspaper on April 5, 2014, which was the official opening of the 30-day public comment period. Following that public hearing, the City Council directed staff to obtain recommendations for the proposed uses of CDBG-Public Services funds, from a Special Joint meeting between the Commission on Homelessness and the Parks, Recreation & Community Services Commission.

A Special Joint meeting was held on May 16, 2014 in the City Council Chambers. Recommendations of the two Commissions were made jointly and the vote was taken independently by the respective Chairperson to fund the projects as follows: RAIN ($25,000), Food Share ($18,299), Housing Right Center ($30,000), Colonia Boxing ($20,071), Colonia Park Gymnasium ($50,000), Community Action of Ventura County ($80,000), Police Activities League ($79,299) and Winter Warming Shelter ($45,000).
A notice of public hearing was advertised on the Ventura County Star newspaper on May 25, 2014 to announce the June 3, 2014 public hearing as a continuation of the May 6, 2014 public hearing.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

At the First Public Hearing regarding the city of Oxnard’s FY2014-15 Action Plan held on December 10, 2013; comments were received from the following people: Berry Mullen, Lee Cobb, Mayle Alonso, Sampson Brue, and Tatuna Velasquez, Timothy Hockett, Eileen Tracy, Ron Mulvihill, Karol Schulkin, and Rick Barnes, Juliana Ramirez and Leticia Sandoval, Ellen Johnson, Tina McDonald, Lawrence Paul Stein, Francine Castanon, Jessie Tapia, and Victor Rodriguez. Comment topics included funding for: youth oriented programs, programs to help the city of Oxnard’s homeless population, the Women’s Economic Ventures (WEV) Program, and senior healthcare and technology. No written comments were submitted.

The second public hearing was held on March 18, 2014 regarding the city of Oxnard’s FY2014-15 Action Plan. Nancy Pedersen, Timothy Hockett, Karol Schulkin, Laura Roberts, and Clyde Reynolds, Asencio Romero, Leticia Sandoval, Amy Fletcher, Yadira Valencia, Ellen Johnson, Tina McDonald, Kristy Pollard, Bonnie Weigel, Jason Zaragoza, Miguel Santos, Erik Larsen, Henry Casillas, Eileen Tracy, Karl Lawson. Comment topics included funding for: homelessness programs, the Women’s Economic Ventures (WEV) Program, senior healthcare and technology, youth oriented programs, county based organizations, affordable housing programs. No written comments were submitted.

6. Summary of comments or views not accepted and the reasons for not accepting them

All public comments have been accepted. No written comments were submitted.

7. Summary
PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

<table>
<thead>
<tr>
<th>Agency Role</th>
<th>Name</th>
<th>Department/Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Agency</td>
<td>OXNARD</td>
<td></td>
</tr>
<tr>
<td>CDBG Administrator</td>
<td>OXNARD</td>
<td>Housing Department</td>
</tr>
<tr>
<td>HOPWA Administrator</td>
<td>OXNARD</td>
<td>Housing Department</td>
</tr>
<tr>
<td>HOME Administrator</td>
<td>OXNARD</td>
<td>Housing Department</td>
</tr>
<tr>
<td>ESG Administrator</td>
<td>OXNARD</td>
<td>Housing Department</td>
</tr>
<tr>
<td>HOPWA-C Administrator</td>
<td>OXNARD</td>
<td>Housing Department</td>
</tr>
</tbody>
</table>

Table 1 – Responsible Agencies

Narrative (optional)

As entitlement grantee for the CDBG, HOME and ESG programs, the City of Oxnard Housing Department is the lead agency for the development and execution of this Annual Action Plan. The Department will also act as one of several public and private agencies that will administer programs and activities under the Plan.

Consolidated Plan Public Contact Information

Juliette Dang, Grants Coordinator Housing Department-Grants Management Division, 345 South D Street Oxnard CA 93030 805-385-7493 juliette.dang@ci.oxnard.ca.us
AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

As part of the Plan development process, federal regulations include the requirement that a PJ consult extensively with community service providers, other jurisdictions and other entities with a potential interest in or knowledge of that jurisdiction's housing and non-housing community development issues. Staff has developed and followed a detailed schedule which provides for and encourages citizen participation, emphasizing the participation of persons of low- and moderate-income.

The Consolidated Plan and Action Plans represent a comprehensive planning effort mainly led by the Housing Department-Grants Management Division staff, with involvement of (1) local government experts, (2) the social service community, (3) residents, and (4) consultation with other local HUD entitlement communities.

1) Grants Management Division staffs work closely with other City staff members such as Affordable Housing and Rehabilitation, Homeless Assistance, Planning and Building, Public Works, Oxnard Housing Authority, Code Compliance, Geographical Information System, Recreation and Community Services and Finance to ensure that careful consideration is given to the City's identified needs, and that programs and services are cost-effective and meet specific goals and objectives in order to develop the ConPlan and the Annual Action Plan,

2) By providing HUD programs workshops to social services agencies,

3) By providing the opportunities for the residents to participate to the public hearings,

4) Grants Management staff is a member of the C2 G2 forum group, created since November 2013. The goals of the group is to strategize CDBG and HOME grants' issues and learn from each other to administer the two programs using best practices to comply with HUD regulations.

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

A first public hearing was held on December 10, 2013, to provide the opportunity to the public to comments on the unmet needs and to the City Council to make recommendation to staff regarding the priorities and objectives for the preparation of the FY 2014-15 Annual Action Plan (AAP). As part of the development process of the AAP, City Staff developed a mailing list of more than 130 addresses consisting of organizations, the faith community, service providers, the Oxnard Housing Authority, and cities within Ventura County. Copies of the public hearing notices are included in the "Neighborhood News" packets which are distributed weekly to the residents using the service of City
Corps staff. The notice related to the public hearing was also posted on the City website, broadcasted on the public viewing television channel 10/17, included in the utility billing statement and posted in the public buildings such as libraries, City Clerk's Office, Community centers, and Housing Authority office buildings.

A second public hearing was held on March 18, 2014 to receive recommendations/direction from the City Council regarding the 2014-15 action plan grant funding. A mailing list was prepared to mail the notice of public hearing, comprising of more than 130 addresses of various organizations, the faith community, the service providers, the Oxnard Housing Authority, and the cities within Ventura County. Copies of the public hearing notices are included in the "Neighborhood News" packets which are distributed weekly to the residents using the service of City Corps staff. The notice related to the public hearing was also posted on the City website, broadcasted on the public viewing television channel 10/17, included in the utility billing statement and posted in the public buildings such as libraries, City Clerk's Office, Community centers, and Housing Authority office buildings.

A third public hearing is scheduled for May 6, 2014 in order to have the approval of the proposed projects from the City council. During the month of April 2014, the City's utility customer bills included notice of the third public hearing. Approximately 34,000 residential customers receive the City's newsletter. Notice of the public hearings also appears on the City's public access television station. On April 4 2014, the draft of the FY2014-15 Action Plan was made available for public review. The Hearing notice was also published in the Ventura County Star newspaper on April 5, 2014, which was the official opening of the 30-day public comment period.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

In 2013 the two regional Continuums of Care were merged and are recognized as the Oxnard/San Buenaventura Continuum of Care. So, there is now one regional body known as the Continuum of Care. It is comprised of a Board of Directors and five sub committees (HMIS Steering Committee, Data Performance and Evaluation, Public Information and Outreach, Coordinated Intake, and Housing Service and Coordination). Within these standing committees and the CoC body are representatives from local housing authorities, homeless services providers, homeless health care, mental health, veteran’s services, law enforcement, education, local homeless task forces, business leaders and city/county government.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS.
During the City's ESG proposal review process the CoC appoints a member from its body to serve on the ESG review committee. Additionally, the CoC's Data Performance and Evaluation Sub Committee is tasked with establishing performance measures and new policies and procedures for all homeless grant funds and activities. The HMIS Steering Committee is tasked with developing the policies and procedures that govern HMIS.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction’s consultations with housing, social service agencies and other entities

Meetings were held with the recently formed Ventura Countywide Continuum of Care, which the City is now a member and the Oxnard Commission on Homelessness. In addition the Homeless Program Coordinator met with various social service agencies including: Ventura County United Way, St. Vincent de Paul, Community Action of Ventura County, Turning Point Foundation, Ventura County Human Services Agency, Turning Point Foundation, Oxnard Housing Authority, Kingdom Center, and Khepera House. Lastly, many agencies, and churches that serve the homeless were informed of the opportunities to give input to the Plan through direct mailings, public cable television channels, and public hearing notices published in the Ventura County Star newspaper.
Table 2 – Agencies, groups, organizations who participated

Identify any Agency Types not consulted and provide rationale for not consulting

Not applicable

Other local/regional/state/federal planning efforts considered when preparing the Plan

<table>
<thead>
<tr>
<th>Name of Plan</th>
<th>Lead Organization</th>
<th>How do the goals of your Strategic Plan overlap with the goals of each plan?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuum of Care</td>
<td>Ventura County CEO's Office</td>
<td>The goals of the Strategic Plan overlap with the goals of each plan by ensuring homeless persons have access to adequate services to help reduce the incidences of homelessness.</td>
</tr>
</tbody>
</table>

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

The City of Oxnard will continue to coordinate and share ideas with residents, other local government entities, affordable housing providers, and social service agencies to maximize the effectiveness of planned activities, to expand the existing relationships with local jurisdictions through participation in sub-regional planning efforts such the participation in the preparation of the regional Analysis of Impediments. In addition, City staff regularly meets with representatives from other cities through the Central Coast Grant Group (C2G2) forum group to share ideas and achieve coordinated solutions to regional issues. The City also regularly distributes its federal HUD reports and public meeting announcements to local officials. City staff also interacts with various non-profit agencies and public service groups in the delivery of programs through its federal entitlement and other resources assists these agencies in planning programs and projects, ensuring activity eligibility and costs, complying with federal regulations and requirements, and monitoring the timely expenditure of annually allocated program funds. The City requires agencies to submit quarterly and annual reports to meet federal requirements, and periodically conducts on-site monitoring reviews.
AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation
Summarize citizen participation process and how it impacted goal-setting

The FY 2014-2015 Annual Action Plan (APP) was developed in conjunction with residents and organizations through a public participation process that included workshops and public hearings. The City has developed a detailed scheduled of events and the procedure is posted on the City website as follows:

GRANTS MANAGEMENT

Notice of Entitlement Grants Mandatory Pre-application Sessions

  Housing Department Letter, March 5, 2014
  Housing Department Memo, November 15, 2013

1. Program Funding Eligibility

2. Request for Proposal-Mandatory Pre-Application Workshops

  2.1 Agenda
  2.1.1 ESG
  2.1.2 HOME
  2.1.3 CDBG

  2.2 Registration Form

  2.3 Proposal Packet

  2.3.1 ESG FY 2014-15 Proposal packet:

    2.3.1.a ESG Project Overview and Information

Annual Action Plan 2014
2.3.1.b ESG Proposal Narrative
2.3.1.c Itemized Budget

2.3.2 HOME FY 2014-15 Proposal Packet
2.3.2.a HOME Project Overview and Information
2.3.2.b HOME Proposal Narrative
2.3.2.c Itemized Budget

2.3.3 CDBG FY 2014-15 Proposal Packet
2.3.3.a CDBG Project Overview and Information
2.3.3.b CDBG Proposal Narrative
2.3.3.c Itemized Budget

3. Entitlement Grants Application information

3.1 Instructions for the Application
3.1.1 PY 2014 HUD Income Limits (External Link)
3.1.2 Oxnard Strategic Plan (FY 2013-2017)
3.1.3 HUD Sample of Income Verification Forms
3.1.4 Application Instructions
3.1.4.a HESG Application Instructions
3.1.4.b CDBG and HOME Application Instructions

3.2 Application Packet

Annual Action Plan
2014
3.2.1 2014-15 HESG Application

3.2.2 HOME Application

3.2.3 CDBG
   3.2.3.a CDBG Public Services (PS)
   3.2.3.b CDBG Economic Development (ED)
   3.2.3.c CDBG Capital Improvement Projects (CIP)

3.3 Agreement Template
   3.3.1 CDBG Inter Departmental Agreement
   3.3.2 CDBG Subrecipient Agreement
   3.3.3 ESG Subrecipient Agreement
   3.3.4 CHDO Agreement

3.4 Certifications
   3.4.1 Insurance
   3.4.2 Lobbying Certification
   3.4.3 Debarment Certification

3.5 Other Required Attachments
   3.5.1 Preliminary Environmental Review Evaluation Sheet
   3.5.2 Summary of the Beneficiary Information
### Citizen Participation Outreach

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Mode of Outreach</th>
<th>Target of Outreach</th>
<th>Summary of response/attendance</th>
<th>Summary of comments received</th>
<th>Summary of comments not accepted and reasons</th>
<th>URL (If applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Public Hearing</td>
<td>low/mod income Oxnard residents</td>
<td>See AD-26</td>
<td>See AD-26</td>
<td>Not Applicable</td>
<td></td>
</tr>
</tbody>
</table>

Table 4 – Citizen Participation Outreach
Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)

Introduction

The City expects to receive CDBG, HOME, and ESG, over the course of the Strategic Plan for use to address the community needs. In addition to these entitlement grants, Oxnard anticipates receiving funding from CoC, and the State of California's housing programs to support housing development, such as BEGIN and CalHome. Due to recent legislative changes in California, the 80% redevelopment tax increment funding will no longer be available for development or matching funds. The local Housing Trust Fund monies have been depleted as commercial development which generates these funds has stalled in recent years, but it is possible over a five-year period for commercial development to increase thereby generating growth in the rust funds to use for projects or matches.
### Priority Table

<table>
<thead>
<tr>
<th>Program</th>
<th>Source of Funds</th>
<th>Uses of Funds</th>
<th>Expected Amount Available Year 1</th>
<th>Narrative Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual Allocation:</td>
<td>Program Income:</td>
</tr>
<tr>
<td>CDBG</td>
<td>Public - Federal</td>
<td>Admin and Planning</td>
<td>$439,046</td>
<td>$100,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Public Services</td>
<td>$348,299</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Direct Benefits</td>
<td>$1,357,886</td>
<td>$50,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total CDBG</strong></td>
<td><strong>$2,145,231</strong></td>
<td><strong>$50,000</strong></td>
</tr>
<tr>
<td>HOME</td>
<td>Public - Federal</td>
<td>Administration</td>
<td>$68,608</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Multifamily rental new construction</td>
<td>$384,900</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Homebuyer assistance</td>
<td>$184,994</td>
<td>$50,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total HOME</strong></td>
<td><strong>$638,502</strong></td>
<td><strong>50,000</strong></td>
</tr>
<tr>
<td>ESG</td>
<td>Public - Federal</td>
<td>Administration</td>
<td>$13,318</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Overnight Shelter</td>
<td>$86,540</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rapid re-housing</td>
<td>$22,637</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Homeless Prevention</td>
<td>$20,075</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>HMIS</td>
<td>$15,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Transitional housing</td>
<td>$20,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total ESG</strong></td>
<td><strong>$177,570</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

The City 2014 allocation’s from HUD for CDBG grant is $2,145,231. The estimated program income is $50,000 and the re-programmed amount of funds from prior year completed projects is $185,000.

The City 2014 allocation’s from HUD for HOME grant is $638,502. The estimated program income is $50,000 and the re-programmed amount of funds from prior year completed projects is $130,000.

The City 2014 allocation’s from HUD for ESG grant is $177,570.
Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The Affordable Housing and Rehabilitation Division utilize various sources to leverage the federal funds received for our First-Time Homebuyer and Single-Family Rehabilitation programs. Specifically, our programs utilize required investment from homebuyers and homeowners, along with funding from BEGIN program and the CalHome program. Combined, these meet and exceed the 25% match requirement of the HOME program.

For FY 2014-2015, a total of $660,000 of HOME and CDBG funding is anticipated for first-time homebuyers, in addition to some funding from a state Cal-Home grant. Property rehabilitation for low-income homeowners will continue to draw from the remainder of the $236,369 from HOME and $300,000 from CDBG from FY 2013-2014.

FY 2014-15 ESG funds will be leveraged and matched with not only federal funds awarded to other agencies, but also by state and local private funds raised by other entities as well. While the ESG mandated match is dollar-for-dollar, the overall leverage the City receives is approximately 9:1. Some of these sources include County of Ventura general fund (eviction prevention and rapid rehousing), City of Ventura general fund (emergency winter warming shelter), Society of St. Vincent de Paul general fund (emergency winter warming shelter), and Turning Point Foundation general fund (emergency shelter for mentally ill individuals).
If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan.

The City has acquired title to a parcel of land located at First and Hayes. The land will be proposed to the City's certified CHDOs, through a competitive process, for the development of a new affordable housing development.

Discussion

Locally, state-wide and nationally, the traditional funding sources for housing and community development work will be in very limited supply for the foreseeable future. As the nation and the State of California move out of the effects of the recession and begin to experience economic growth and easing of national, state and local budget constraints jurisdiction may begin to see greater availability of housing funds to support local affordable housing construction and rehabilitation. This process will most likely take several years to occur. In the meantime, the City of Oxnard, as always, will continue to look for available public and private resources and creative ways to fund affordable housing.
Annual Goals and Objectives
AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

No Goals Found

Table 6 - Goals Summary

<table>
<thead>
<tr>
<th>Goal Name</th>
<th>Start Year</th>
<th>End Year</th>
<th>Category</th>
<th>Geographic Area</th>
<th>Needs Addressed</th>
<th>Funding</th>
<th>Goal Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Help Achieve Homeownership</td>
<td>2014</td>
<td>2015</td>
<td>Affordable Housing</td>
<td>City-wide</td>
<td>Housing</td>
<td>CDBG: $</td>
<td>Direct Financial Assistance to Homebuyers: 22 Households Assisted</td>
</tr>
<tr>
<td>New Affordable Rental Housing Units</td>
<td>2014</td>
<td>2015</td>
<td>Affordable Housing</td>
<td>City-wide</td>
<td>Housing</td>
<td>HOME: $384,900</td>
<td>Rental Housing Constructed: 42 Household Housing Units</td>
</tr>
<tr>
<td>Infrastructure and Public Facilities</td>
<td>2014</td>
<td>2015</td>
<td>Non-Housing Community Development</td>
<td>Low-Mod Areas census tract neighborhoods</td>
<td>Public Improvements</td>
<td>CDBG: $</td>
<td>Infrastructure Activities other than Low/Moderate Income Housing Benefit:</td>
</tr>
<tr>
<td>Public Services</td>
<td>2014</td>
<td>2015</td>
<td>Non-Homeless Special Needs</td>
<td>Low-Mod Areas census tract neighborhoods</td>
<td>Housing and Supportive Services</td>
<td>CDBG: $348,299</td>
<td>Public service activities other than Low/Moderate Income Housing Benefit: 2000 Persons Assisted Public service activities for Low/Moderate Income Housing Benefit:300 Household Benefit</td>
</tr>
<tr>
<td>Goal Name</td>
<td>Start Year</td>
<td>End Year</td>
<td>Category</td>
<td>Geographic Area</td>
<td>Needs Addressed</td>
<td>Funding</td>
<td>Goal Indicator</td>
</tr>
<tr>
<td>---------------------------------</td>
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<td>-----------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Reduce homelessness             | 2014       | 2015     | Homeless       | City-wide       | Homeless Prevention/Rapid Re-Housing                                           | ESG: $177,570    | Homeless Person
Overnight Shelter: 908 Persons Assisted
Homelessness Prevention: 33 Persons Assisted
Rapid Rehousung: 13 Households Assisted |
| Code Enforcement Effort         | 2014       | 2015     | Code Enforcement | Low-Mod Areas census tract neighborhoods | Housing                                                                 | CDBG: $           | Housing Code Enforcement: 750 Household Housing Unit |
| Economic Development            | 2014       | 2015     | Micro enterprise Assistance | City-wide       | Job Development                                                                | CDBG: $25,000    | Businesses assisted: 15 Businesses Assisted |
| Planning and Administration     | 2014       | 2015     | Planning and administrative costs | City-wide       |                                                                                  | CDBG: $439,046   | Not Applicable |

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

It is estimated that the jurisdiction will provide affordable housing to a total of 37 extremely low, low, and moderate income families. This includes 22 under the homebuyer program and 15 under the rehabilitation program.
AP-35 Projects – 91.220(d)

Introduction

The individual projects were recommended to the City Council on May 6th, 2014 public hearing. However, during that meeting, the Council direct staff to obtain recommendations on the proposed uses of CDBG-Public Services funds, from the two Citizen Advisory Committee, Commission on Homelessness and Parks, Recreations & Community Services Commission. A new public hearing meeting is scheduled on June 3, 2014 as a continuation of May 6, 2014 public hearing meeting.

The Table 7-Project Information will be updated after the June 3, 2014 meeting because the projects are actually submitted to HUD for funding approval through the Integrated Disbursement Information System. Since 2013, the City is required to use the federal system to update the AAP and electronically submit it to HUD for review and approval. The draft is a downloaded copy from the HUD system and reflects only HUD data entries requirements.

<table>
<thead>
<tr>
<th>#</th>
<th>Project Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 7 – Project Information

The applications information was submitted to Council during the March 18, 2014 meeting and they are included in the staff report as Attachment No 6 for that meeting and posted on the City website:

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Not Applicable
Projects

AP-38 Projects Summary
AP 38 is not available until AP 35 is updated.

Project Summary Information
AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Because the primary national objectives of the Consolidated Plan programs are to benefit low-income and moderate-income residents, the City’s CDBG funds will be targeted to extremely low, low, and moderate income neighborhoods and businesses that provide jobs to low or moderate income individuals. The City has traditionally dedicated 100 percent of its CDBG resources on activities that exclusively benefit low/moderate income persons. This trend is expected to continue in FY 2014. Therefore, the City will continue to assist the low-income and minority people citywide with HOME and ESG funds. CDBG funds will be used to serve the LMI person citywide and LMA neighborhoods.

Geographic Distribution

<table>
<thead>
<tr>
<th>Target Area</th>
<th>Percentage of Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Wide</td>
<td>Not Available</td>
</tr>
<tr>
<td>Low-Mod Areas Census Tract Neighborhood</td>
<td></td>
</tr>
</tbody>
</table>

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The need for affordable housing (funded from CDBG and HOME) is present throughout the City. CDBG funds for direct benefit category-capital improvements and code enforcement are allocated based on the percentage of LMI persons within the LMA neighborhoods. Regarding the Public Services category of the CDBG funds, the proposed projects will focus in the basic needs of the residents such as health care, essential and supportive services, as well as housing services. The special population such as seniors, homeless and youth will continue to receive their funding for the healthcare needs, education needs and recreational needs.

Discussion
Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Lower-income households continue to pay high percentage of their income for housing, compared to other income groups. A large percentage of lower-income renters tend to experience overcrowding and inadequate housing conditions as housing problems. In order to help provide decent and affordable housing, and improve the social and economic status for the LMI households in Oxnard, the following programs will be available during the next program year:

1. First Time Homebuyer Assistance Program

2. Rehabilitation of Single-Family Housing Units

3. Rehabilitation of Mobilehome Housing Units

4. Construction of new units for rent

<table>
<thead>
<tr>
<th>One Year Goals for the Number of Households to be Supported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeless</td>
</tr>
<tr>
<td>Non-Homeless</td>
</tr>
<tr>
<td>Special-Needs</td>
</tr>
<tr>
<td>Total</td>
</tr>
<tr>
<td>0</td>
</tr>
<tr>
<td>0</td>
</tr>
<tr>
<td>0</td>
</tr>
<tr>
<td>0</td>
</tr>
</tbody>
</table>

Table 9 - One Year Goals for Affordable Housing by Support Requirement

<table>
<thead>
<tr>
<th>One Year Goals for the Number of Households Supported Through</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental Assistance</td>
</tr>
<tr>
<td>The Production of New Units</td>
</tr>
<tr>
<td>Rehab of Existing Units</td>
</tr>
<tr>
<td>Acquisition of Existing Units</td>
</tr>
<tr>
<td>Total</td>
</tr>
<tr>
<td>0</td>
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<tr>
<td>42</td>
</tr>
<tr>
<td>25</td>
</tr>
<tr>
<td>20</td>
</tr>
<tr>
<td>87</td>
</tr>
</tbody>
</table>

Table 10 - One Year Goals for Affordable Housing by Support Type
Discussion

Affordable Housing Division will continue to provide homeownership programs including the owner-occupied rehabilitation loans for repairs and first time homebuyer grants for down payment assistance to acquire existing units or new units.
Actions planned during the next year to address the needs to public housing

OHA currently administers 780 public housing units and over 1,700 rental assistance vouchers. It is anticipated that the number of Public Housing units will decrease to 666 upon the demolition of 114 units in the Colonia Village area, which has been approved by HUD for disposition. The OHA will also continue to address needs of public housing residents through its Resident Services Program which offers a variety of services to families on-site including youth programs. The OHA also operates a Family Self-sufficiency (FSS) program to public housing families which promotes homeownership and economic self-sufficiency. The FSS Program provides one-on-one counseling and individual assistance to families that participate in this program.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

OHA has promoted homeownership by partnering with homeownership counseling agencies such as Cabrillo Economic Development Corporation (CEDC) and offer homeownership services to public housing families. In addition, families are informed of these services through its Family Self-Sufficiency Program and distribution of fliers to all households.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

N/A

Discussion

N/A
Introduction

The City of Oxnard, as with other jurisdictions across the country that receive federal funds for homeless assistance, is required to conduct a Point in Time Count of homeless persons each year. While the 2014 PIT results are not available to us at this time, the results from 2013 revealed 645 known homeless persons who designated Oxnard as their home. Of the identified homeless persons, 308 were unsheltered adults, 2 in-tact families identified as chronically homeless, and 17 unsheltered families with a total of 31 unsheltered children. Also, of the 308 unsheltered homeless persons, 108 were women.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The one year goal and actions for reducing and ending homelessness for reaching out to and assessing individuals is to implement the regional Coordinated Assessment as directed by HUD. The pilot program is set to begin April 1, 2014. This will allow agencies to provide immediate referrals to homeless persons both electronically and with hard copies. Additionally, certain information will be entered into the regional HMIS and clients can be tracked as they keep appointments and matriculate through the system towards ending homelessness.

Addressing the emergency shelter and transitional housing needs of homeless persons

The emergency shelter and transitional housing needs of homeless persons are currently being addressed by several service providers throughout Ventura County. The emergency shelter needs in the area are met by the following providers: Ventura County Rescue Mission - single men over the age of 18 with rotating stay schedule, 10 nights in/5 nights out; Society of St. Vincent de Paul - temporary emergency shelter for the general population and operated from December 1 - March 31 (2014-15 plans to be the last year of operation); Kingdom Center - emergency shelter for single women and women with children; Lighthouse Mission for Women and Children - single women and women with children; and Turning Point Foundation - mentally ill individuals.

Transitional housing needs are currently being met by the following providers: Kingdom Center - single women and women with children; Khepera House - single men; Many Mansions - transition aged youth, single women and women with children; Turning Point Foundation -
single mentally ill persons; Salvation Army - families, single parents and single persons; Ventura County Human Services Agency - families, single parents and children, and single persons; Project Understanding - families and single parent households.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

There are many providers that are working diligently to assist homeless persons from not only finding housing, but also to prevent further incidences of homelessness. However, the Ventura County Human Services Agency (HSA) utilizes both County General Funds and the City's Emergency Solutions Grant to provide eviction prevention and rapid re-housing services to all of these populations. Additionally, Ventura County Veterans Services, Homeless Health Care and Ventura County Behavioral Health all work closely with the service providers to provide other supportive services to assist in reducing the incidents of homelessness.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The Continuum of Care has documented discharge policies of all of the above mentioned services that spell out various directions to ensure persons are not discharged into homelessness. Additionally, as stated earlier, HSA works with qualifying low-income persons and families to avoid homelessness. This is done with the utilization of ESG and Ventura County allocated general fund dollars.

Discussion
One year goals for the number of households to be provided housing through the use of HOPWA for:

<table>
<thead>
<tr>
<th>Description</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family</td>
<td></td>
</tr>
<tr>
<td>Tenant-based rental assistance</td>
<td></td>
</tr>
<tr>
<td>Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated</td>
<td></td>
</tr>
<tr>
<td>Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>
Barriers or constraints to the affordability of housing exist in many forms. A particular building code that to one sector might be interpreted as a “negative” public policy that acts as a barrier to affordable housing may to another sector be seen as a life-saving necessity – for example, seismic safety construction requirements. The same can be said for zoning and land use regulations. It should be noted that in Ventura County, local growth limitations have been adopted by direct ballot measures. Some of these measures entail costs which can affect housing supply and the cost of housing that is produced.

Barriers to homelessness include the lack of a permanent, year round shelter and the lack of housing units for those at the very low and low income spectrum. Because of the high cost to develop housing for these populations, developers are choosing to pay the in-lieu fees instead of losing money. When this occurs, badly needed units go undeveloped, thus further limiting housing opportunities for those hardest to house.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment.

Environmental review, general planning, zoning, and related local land use regulations and development standards are all extensions of local government police powers to protect life and property, minimize nuisances, and achieve a desired quality of life as expressed through a participatory democratic process. Certain barriers to affordability, then, can be required by State Law (such as preparing and adopting a General Plan and conducting environmental review), adopted for safety or civil rights reasons (such as the imposition of seismic construction standards in quake-prone areas, or requiring compliance with accessibility or visitability design standards), or enacted to remedy or prevent a specific local issue (such as requiring landscaping to deter graffiti). The term “barrier” should not be interpreted in the context that local development standards and development review procedures are inhibiting the provision of quality affordable housing that would otherwise be developed.
The City strives to consistently implement all policies and procedures, to review local development standards and development review procedures in such a way as to avoid ensure that such do not have unintended negative consequences, and to improve policies and procedures so as to increase the opportunities and feasibility of developing affordable housing, especially for special needs and very low- and low-income units). The City will continue to engage in these efforts to identify and minimize any barriers over which the City has legal authority, in accordance with applicable law.
Introduction

The City will implement the goals and strategies of the Consolidated Plan to achieve the other actions listed below.

Actions planned to address obstacles to meeting underserved needs

The City will continue to implement housing and community development activities that meet the underserved needs in the community. The 2013-2017 Consolidated Plan lists the following obstacles to meeting underserved needs as:

- Limited availability of funding from both federal, state and other sources;
- High cost of housing and provisions in the area which increases the difficulty of meeting affordable housing needs;
- Reduced or frozen funding from state and other sources due to inadequate state revenue; the housing and credit crisis causing a negative effect;
- High rate of unemployment and foreclosures continue to strain the ability to meet affordable housing needs; and,
- Credit crisis has limited the availability of capital to develop housing for low-and moderate-income households and special needs groups.

City staff will address the challenges of existing and new obstacles in 2014 by focusing on the following programmatic and administrative areas:

- Staff will continue to research availability of future funding resources and will apply for grants for such funding when appropriate, aiming to leverage funding when possible.
- CDBG and other funds will be used to fund administrative support for programs that serve the needs of LMI citizens citywide. This is especially critical now that no redevelopment agency funding is available, given that redevelopment agencies no longer exist in California.
- Staff will continue to collaborate with private-sector partners when appropriate in the development and construction of affordable housing.

Staff will continue to collaboratively work with the service provide community, non-profit organizations, and neighboring cities and local governmental agencies within the County of Ventura to identify projects that also meet federal community development program eligibility and which can comply with timely draw-down requirements.
Actions planned to foster and maintain affordable housing

Please refer to AP 55 for discussion on the City-Affordable Housing's strategies and goals.

Actions planned to reduce lead-based paint hazards

The City will coordinate activities with the County of Ventura Department of Health and Human Services to reduce lead-based paint hazards in accordance with federal regulations. Any rehabilitation activities on housing units constructed prior to 1978 will have lead hazards identified and actions taken to remove the hazard.

Actions planned to reduce the number of poverty-level families

Eliminating poverty is a clear concern in Oxnard and the Ventura County in general. Efforts are constantly underway to improve the quality of life and economic well-being of the residents through collaborative efforts of the following agencies and their programs provide needed skills for individuals seeking jobs and thereby getting them out of poverty:

- EDCO
- City Corp
- Community Action of Ventura County
- Oxnard Housing Authority

Actions planned to develop institutional structure

Extensive public and private partnerships have been established and organized to address the City's housing, homeless, and community development needs: Entitlement Grants workshops and training, Affordable Housing workshops for homeowners, Relocation meetings for residents, Fair Housing training and other scheduled meetings (such as Pre-construction meetings, Commission on Homelessness meetings, Council meetings, Housing Committee meetings,...).

Actions planned to enhance coordination between public and private housing and social service agencies

The City will continue to collaborate with public and private housing and social service agencies to meet the goals and objectives of the Consolidated Plan. This could be from ongoing
meetings, special meetings and/or task force.

Discussion
Program Specific Requirements
AP-90 Program Specific Requirements – 91.220(1)(1,2,4)

Introduction

In addition to the 20% cap for Administration, the City of Oxnard also allocates 15% of 2013 CDBG funds for community services including youth services and fair housing activities. The balance of the funds will be allocated to housing activities, code compliance and public facilities. In the event of an emergency (such as an earthquake, flooding, or hurricane ...) the City will cut the non-committed funds from other existing projects in order to fund the urgent need within the allowable range. However, the urgent need to meet the following tests: (1) the existing conditions pose serious and immediate threat to the health and welfare of the community, (2) the existing conditions are recent or recently became urgent, generally 18 months, (3) the City cannot finance on its own, (4) and when other funding sources are not available.

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(1)(1)
Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.
3. The amount of surplus funds from urban renewal settlements
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan
5. The amount of income from float-funded activities

Total Program Income:

Other CDBG Requirements

1. The amount of urgent need activities

Annual Action Plan
2014

Attachment No. 3
Page 35 of 40
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income.

Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.

100.00%

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)
1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

Cal-Home funds were awarded in September 2012 for $1,000,000 for acquisition/rehabilitation of single-family homes. The City anticipates making up to 16 acquisition/rehabilitation loans in FY 2014-2015. Each borrower will receive up to $60,000 combined total for acquisition and rehabilitation of the house. This program will allow houses previously not eligible to be considered, brought up to code and improve the neighborhood’s appearance and quality of life.

The remaining BEGIN funds of 2.1 million dollars will be exhausted in fiscal year 2013-2014 prior to June 30, 2014 for low and moderate-income households purchasing the newly constructed Vista Urbana homes in the Riverpark Master Plan.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The homebuyer activity that the City of Oxnard uses HOME funds for is the City-wide Homebuyer Down Payment Assistance Loan. During the period of affordability (which may be from 5 to 10 years) depending upon the amount used for gap financing, the City will recapture the entire amount of HOME funds as allowed in 24 CFR 92.254 (a)(5)(ii)(A)(1). In some cases, there may be additional HOME subsidies if a Community Housing Development Organization (CHDO) constructed the development for homebuyer sales. Primarily, the developer subsidies are paid at the time of the sale and may be reprogrammed for...
homebuyer activities to the new homebuyer.

At this time, our division does not have authorization from the City Council to use entitlement HOME funds for preserving affordability through a purchase option, right of first refusal, or to acquire the property at a Trustee’s Sale in foreclosure.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

The City uses a promissory note secured by trust deed and recorded with the Ventura County Recorder’s office to secure the recapture provisions.

Annually, staff sends a Certification of Owner-Occupancy, which requires a utility bill, mobile home space rental statement, and/or property tax or insurance bill confirming that the homeowner’s name and address is the same as the property address. If non-owner occupancy or an unauthorized sale is reported, the homeowner is notified in writing and given a time to cure; the report is also investigated by staff through other means to verify the allegation. If the homebuyer/homeowner does not cure the default, staff sends a follow up demand letter. In the case of a default of a senior lien on the property, staff sends a default letter for the HOME-funded loan along with a loan modification/foreclosure prevention advisory by the Ventura County District Attorney, which includes local HUD-certified housing counselors. Staff tries to work with the homeowner to have a positive outcome if possible. Staff will attempt to or contact the lender to negotiate retaining the resale restriction agreement in place if the unit is an inclusionary unit for the City.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

The City of Oxnard does not include refinancing of existing debt secured by single-family or multi-family housing that is rehabilitated with HOME funds as an activity that is considered for funding. For multifamily housing which may have multiple federal funding sources for assistance in the construction of the units, 24 CFR 92.206(b)(2)(vi) does not permit refinancing of any loans made or insured with federal funding, including CDBG funds.
1. Include written standards for providing ESG assistance (may include as attachment)

The City does not provide any direct assistance under the ESG program any longer. All written standards vary by service providers and assistance type. However, all providers must ensure recipients meet the minimum qualifications established by HUD for each eligible funded activity.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The CoC is implementing a pilot coordinated assessment as of April 1, 2014. Because it is only a pilot program the system's details will be provided at a later date.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

The process for making all sub-awards for ESG recipients are as follows:

1. The City formally posts the RFP in the regional newspaper, on the City's website and GATV, and emails and paper mail are sent to all existing and potential service providers from Santa Barbara to Los Angeles.
2. All interested agencies are required to attend information workshop/application training on the process, which includes all deadline dates and times.
3. Interested agencies then submit their letter of interest, project overview and qualifications. Those agencies meeting all of the minimum qualifications are then asked to submit a full proposal.
4. The Review Committee, which is comprised of 1 city staff person, a selected member of the Continuum of Care Collaborative, a member of the general public, and 2 selected members of the City's Commission on Homelessness.
5. The Review Committee reviews all proposals and makes award/funding recommendations. These recommendations are then submitted to the Commission on Homelessness for final review and recommendations to the Mayor and City Council.
6. All applicants are contacted and urged to attend the City Council meeting in which the items fall on the agenda. All supporting comments and grievances are done at this time.
7. The Mayor and City Council directs the City Manager and staff to move forward with final processing.
8. Staff prepares all contracts and routes for execution. Additionally, all internal processes are completed in order to encumber funds to each individual agency.

9. Contracts are completed and services can begin providing from July 1 (even if the contracts are executed after July 1).

10. All ESG contracts are two (2) year contracts, with the start date beginning on July 1 of the awarded grant year.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

The City meets the homeless participation requirement by having a homeless and a formerly homeless person serve on the City’s Commission on Homelessness.

5. Describe performance standards for evaluating ESG.

PERFORMANCE MEASURES

Performance measures are in place to ensure the efficient administration of all ESGP funded activities. Additionally, along with the utilization of the HMIS, these measures will hopefully help to reduce the length of time of family and individual homelessness, reduce the overall incidences of homelessness, and monitor the overall use of emergency shelters. Some of the activity measures are as follows:

- Emergency Shelters: Excluding winter shelters, emergency shelter must be able to document placement of a minimum of 10% of the homeless households served in the Program Year into transitional or permanent housing.
- Transitional Housing: must be able to document placement of a minimum of 50% of the households who completed the transitional housing program in the Program Year into permanent housing. "Household" is defined as all clients including single individuals and families.
- Rapid Re-housing: must show continued housing of clients receiving assistance for at least three (3) months after receiving assistance. This should be done via case management of clients, documentation and HMIS entry and exit dates.
- Eviction Prevention: must show continued housing of clients receiving assistance for at least three (3) months after receiving assistance. This should be done via case management of clients, documentation and HMIS entry and exit.
- All clients, with the exception of victims of domestic violence, must be entered into the
Regional HMIS within fifteen (15) days of receiving service(s), and must be exited from the system within thirty (30) day of program completion or termination.

MINIMUM STANDARDS

Subgrantees are expected to have taken steps to meet the "Minimum Standards" for Homeless Programs within thirty (30) days of executing the Program Year contract. The Minimum Standards are provided as Attachment I to this document.

BUILDING AND HABITABILITY STANDARDS

Any building for which ESGP funding is used for renovation, major rehabilitation or conversion must meet local government safety and sanitation standards. In addition, the following are a number of basic standards to ensure that shelter and housing facilities funded through the ESGP program are safe, sanitary and adequately maintained.

MONITORING

CITY staff will monitor the use of grant funds through a combination of a thorough review of all submitted reports, review of audit or financial statements, monitoring and site visits.

Discussion
## City of Oxnard
### CDBG RECOMMENDATIONS
#### FY 2014-15

<table>
<thead>
<tr>
<th>Organization</th>
<th>Project Name</th>
<th>Administration</th>
<th>Public Services</th>
<th>CIP/Direct Benefits</th>
<th>STAFF RECOMMENDATIONS</th>
<th>CAG RECOMMENDATIONS</th>
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<tr>
<td>City of Oxnard-Affordable Hsg &amp; Rehab</td>
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<th>Total</th>
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Attachment No. 4
Page 1 of 4
City of Oxnard
HOME RECOMMENDATIONS
FY 2014-15

<table>
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<tr>
<th>Organization Name</th>
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<th>FY 14-15 Requested Amt</th>
<th>STAFF RECOMMENDATIONS</th>
<th>CAP</th>
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<td>58,150</td>
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<td>Cabrillo Economic Development Corporation</td>
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| TOTALS                                     | $918,150                              | $818,502               |

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<th>FY 2014-2015 Program Income</th>
<th>Reprogrammed funds</th>
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<td>638,502</td>
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Maximum Cap for HOME Adm
Minimum Cap for CHDO-Set Asides

Attachment No. 4
Page 2 of 4
City of Oxnard  
HESG RECOMMENDATIONS  
FY 2014-15

<table>
<thead>
<tr>
<th>Name</th>
<th>Project Name</th>
<th>Requested Funding</th>
<th>REVIEW COMMITTEE RECOMMENDATIONS</th>
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<td>ESG Grant Administration</td>
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<td>for all shelter Projects</td>
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<td>Winter Warming Shelter</td>
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<tr>
<td>Turning Point</td>
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<td>Oxnard-One-Stop Day Shelter</td>
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**TOTALS**             | **265,160**                               | **177,570**       |                                 |           |

HESG Entitlement

| HESG Administration 7.5% MAX | 13,318 |
| Shelters 60% MAX           | 106,542 |
**CDBG CAPS CALCULATIONS:**

**Administration: 20 % of 2014-15 Entitlement Plus 20% of the 2014-15 program Income**

<table>
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<th>Area</th>
<th>Amount</th>
<th>Calculation</th>
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<td>$2,145,231*20% $429,046</td>
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<tr>
<td>Program Income</td>
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<td>$50,000*20%   $10,000</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$439,046</strong></td>
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**Public Services 15 % of 2014-2015 Entitlement Plus 15% of the 2013-2014 Program Income**

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<tr>
<td>Program Income</td>
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<td><strong>TOTAL</strong></td>
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As of 3/25/2014 total program income received for fiscal year 2013-14 is $176,760.
AGENDA
Joint Meeting
Parks, Recreation & Community Services Commission
and
Commission on Homelessness
Special Meeting
City Council Chambers, 305 West Third Street, Oxnard, CA
May 16, 2014
5:30 p.m.

A. ROLL CALL/POSTING OF THE AGENDA

B. PUBLIC COMMENTS

At a special meeting, the public may comment only on items which appear on the agenda. Speakers will be limited to three minutes each. Public comments will be taken prior to or during each item for discussion listed on the agenda.

C. GENERAL BUSINESS

1. SUBJECT: Discussion and joint recommendation to City Council on the allocation of CDBG funds of the annual action plan for Fiscal Year 2014-2015.

D. ADJOURNMENT
A. ROLL CALL/POSTING OF AGENDA

At 5:32 p.m. the special meeting of the Oxnard Parks, Recreation and Community Services Commission convened in the Council Chambers. Chair Cobb and Commissioners Postel, Garcia, Lemos, Pinkard and Sumersille were present. Commissioner Barber was excused. The Recording Secretary stated that the agenda was posted on Wednesday at 5:30 p.m. The meeting opened with the pledge of allegiance to the flag of the United States. Chair Cobb presided and called the meeting to order. Staff members present were: Martin Erickson, Deputy City Manager; Terrel Harrison, Interim Recreation Superintendent; Sofia Balderrama, Management Analyst and Hidania Novoa, Recording Secretary.

B. PUBLIC COMMENTS

Adrian Casas, Jason Zaragoza, Eileen Tracy, Nancy Pedersen, Mike Ramirez Cathy Brudnicki, Bert Perella, Tim Hockett, Bonnie Weigel, Abel Magaña, Debbie Estrada, Barbara Macias-Ortiz and Laura Roberts commented on the allocation of CDBG funds.

C. GENERAL BUSINESS

1. SUBJECT: Discussion and joint recommendation to City Council on the allocation of CDBG funds of the annual action plan for Fiscal Year 2014-2015.

Dick Jacquez, Laura Roberts and Ron Mulvihill commented on the allocation of CDBG funds.

RECOMMENDATION: Commissioner Sumersille motioned for a recommendation to City Council to allocate and distribute the CDBG Funds in the amount of $348,299 under Public Services as follows: RAIN to receive $25k, Food Share $18,299, Fair Housing Contract $30k, Colonia Boxing $20,701, Colonia Park Gym $50k, Community Action $80k, Police Activities League $79,299 and Winter Warming Shelter $45k. She also recommended that City Council use Measure O funds to compensate Recreation for monies not received. Commissioner Postel seconded this recommendation. (Approved by consensus)

G. ADJOURNMENT

At 7:48 p.m. the Parks, Recreation and Community Services Commission concurred to adjourn the meeting.

Next regular meeting scheduled for May 28, 2014 at 5:30 p.m.
At 5:32 p.m. the special meeting of the Commission on Homelessness convened in the Council Chambers at 305 West Third Street, Oxnard, CA 93030. Chair Peggy Rivera presided and called the meeting to order. Staff members present were: Norma Owens, Grants Manager, Juliette Dang, Grants Coordinator and William E. Wilkins, Housing Director.

A. ROLL CALL
The following persons were present:
Manuel Altobano, Francine Castanon, David Courtland, Darlene Miller, Peggy Rivera and Ken Tougas were present.

Felipe Flores, Jacob Jundef and Frank Perez were absent.

B. PUBLIC COMMENTS
1. None

C. GENERAL BUSINESS
1. SUBJECT: Discussion and joint recommendation to City Council on the allocation of CDBG funds of the annual action plan for Fiscal Year 2014-2015.

Dick Jaquez, Laura Roberts and Ron Mulvihill commented on the allocation of CDBG funds.

RECOMMENDATION: Commissioner Castanon made a motion for recommendation to City Council to allocate and distribute the CDBG funds in the amount of $348,299 under Public Services as follows:

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAIN</td>
<td>$25,000</td>
</tr>
<tr>
<td>Food Share</td>
<td>$18,299</td>
</tr>
<tr>
<td>Fair Housing Contract</td>
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<td>$79,299</td>
</tr>
<tr>
<td>Winter Warming Shelter</td>
<td>$45,000</td>
</tr>
</tbody>
</table>

She also recommended that City Council use Measure O funds to compensate Recreation for monies not received. Commissioner Courtland seconded. The recommendation was approved by consensus.

D. MEETING ADJOURNED
The special meeting adjourned at 7:48 p.m.