

Written materials relating to an item on this agenda that are distributed to the legislative bodies within 72 hours before the item is to be considered at its regularly scheduled meeting will be made available for public inspection at the City Clerk's Office, 300 West Third Street 4th Floor during customary business hours. Agenda reports are also on the City of Oxnard web site at www.oxnard.org.



AGENDA
OXNARD CITY COUNCIL
COMMUNITY SERVICES, PUBLIC SAFETY,
HOUSING & DEVELOPMENT COMMITTEE
Council Chambers, 305 West Third Street
April 25, 2023
Regular Meeting - 6:45 to 8:15 PM

Zoom details to call-in for public comment during a meeting:

1. Dial Phone Number: (888) 475-4499
2. Enter Meeting ID: 840 2337 6996
3. Passcode: 663004

If you wish to speak during public comments or a particular item on the agenda, please sign-on by following the zoom call-in steps listed above. Once the presiding officer calls for public speakers, press *9 to raise your hand to inform the City Clerk you would like to speak during the public speaking section for that particular item on the agenda, while in the zoom waiting room. Press *6 when asked to unmute. Listen to the instructions provided virtually on the phone while on hold in the zoom waiting room. Please note that there is a slight time delay when viewing the meeting via television.

IN ACCORDANCE WITH ASSEMBLY BILL 2449, MEMBERS OF THE LEGISLATIVE BODY MAY MEET IN-PERSON OR REMOTELY. TO PARTICIPATE REMOTELY VISIT WWW.OXNARD.ORG.

To find out how you may provide public comment, please refer to the instructions below or at [www.https://www.oxnard.org/city-meetings/](https://www.oxnard.org/city-meetings/).

The public may view the meeting from home on Spectrum channel 10, Frontier channel 35, or YouTube at [Youtube.com/oxnardnews](https://www.youtube.com/oxnardnews). Video recordings of the meeting are typically available online following the meeting at the City's website at www.oxnard.org/city-meetings.

*Please see the link for the Measure M pre-recorded presentation video for each item listed on this agenda.

YOU MAY PARTICIPATE IN THE MEETING IN THE FOLLOWING WAYS:

1. ATTEND THE MEETING AT THE LOCATION LISTED ABOVE: Submit a speaker card to the City Clerk.
2. EMAIL COMMENTS OR SIGN UP TO SPEAK REMOTELY BEFORE THE MEETING
 - a. Submit a request to speak remotely by 3 p.m. on the day of the meeting by using the form available at www.oxnard.org/citymeetings.
 - b. Submit an email to cityclerk@oxnard.org by 3 p.m. on the day of the meeting (indicate the agenda item number in the subject line). All email correspondence will be forwarded to the legislative body prior to the start of the meeting and made part of the legislative record.
 - c. Contact the City Clerk's Office at (805) 385-7803 to submit your request.
3. PROVIDING PUBLIC COMMENTS REMOTELY DURING THE MEETING

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in a meeting, please contact the City Clerk's Office at 385-7803. Notice at least 72 hours prior to the meeting will enable the City to reasonably arrange for your accessibility to the meeting.

Agenda Item Time Estimates include: (Minutes for Presentation + Council Discussion + Public Comment)

- a. Follow Zoom details listed above.
- b. Public comments on agenda items will be taken following the announcement of the item. After the item is announced, members of the public may register or otherwise be recognized for the purpose of providing public comment.

Please review the Zoom instructions on the registration page to help ensure there are no technical difficulties during your comments and help you understand public comment procedures using Zoom. Detailed participation instructions can be found at www.oxnard.org/city-meetings.

In the event of a disruption which prevents a legislative body of the City of Oxnard from broadcasting a meeting using a call-in option or internet-based service option, or in the event of a disruption within the City's control which prevents members of the public from offering public comment using the call-in option or internet-based service option, the legislative body shall take no further action on items appearing on a meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. However, if any of the broadcast options are disrupted, but any of the other broadcast options is still available to the public, the legislative body may take further action on items appearing on a meeting agenda without waiting for the disrupted broadcast option(s) to be restored.

* The City has filed pre-election and post-election lawsuits regarding the validity of Measure M.

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

Consideration of Teleconference Participation pursuant to Assembly Bill 2449.

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

A person may address the legislative body only on matters not appearing on the agenda and within the subject matter jurisdiction of the legislative body. Speaker requests shall be submitted as set forth on the first page of this agenda. Speakers are limited to three minutes. After 30 minutes, if all speakers have not had the opportunity to speak, the remaining speakers will be given an opportunity to speak prior to adjournment of the meeting. The legislative body cannot enter into a detailed discussion or take action on any items presented during public comments at this time. Such items may only be referred to the City Manager/Executive Director/Secretary for administrative action or scheduled on a subsequent agenda for discussion. Persons wishing to speak on public hearing items should do so at the time of the hearing.

C. CONSENT AGENDA

1. City Clerk Department

SUBJECT: Approval of Minutes.

RECOMMENDATION: That the Community Services, Public Safety, Housing & Development Committee approve the minutes of the March 28, 2023 regular meeting as presented.

Contact: Rose Chaparro, (805) 385-7805

D. REPORTS

1. Police Department

SUBJECT: Ventura County Animal Services Agreement. (10 minutes)

RECOMMENDATION: That the Community Services, Public Safety, Housing & Development Committee recommend the City Council:

- Approve and authorize the Mayor to sign a Service Level Request in the amount of \$2,547,687 for FY 23-24 for the fourth year of a five-year agreement (A-8151) with the County of Ventura to provide animal safety services.

Please click the following link to view the required Measure M pre-recorded presentation

video: <https://youtu.be/HmzBdrl3G78>

Contact: Jason Benites, (805) 385-7624

2. City Manager Department

SUBJECT: Update on efforts of the Mayor's Gateway Task Force and authorization of an agreement with Found Design, LLC dba MERJE for the Gateway Project. (15 minutes)

RECOMMENDATION: That the Community Services, Public Safety, Housing and Development Committee recommend that City Council:

1. Receive an update on the locations and preliminary schematic designs for the four (4) gateways proposed by the Mayor's Gateway Task Force;
2. Authorize the City Manager to execute an agreement with Found Design, LLC dba MERJE for a not-to-exceed amount of \$400,000 for the proposed design development, documentation, engineering and construction administration of up to four (4) gateways; and
3. Authorize the City Manager to initiate the design, construction, permitting, and project management of Gateway Location 1, in South Oxnard.

Please click the following link to view the required Measure M pre-recorded presentation

video: <https://youtu.be/s-PhpEEIMU0>

Contact: Ashley Golden, (805) 385-7478

3. Housing Department

SUBJECT: Investment Policy and Portfolio Guidelines for the Housing Authority of the City of Oxnard. (15 minutes)

RECOMMENDATION: That the Community Services, Public Safety, Housing & Development Committee recommend that the Board of Commissioners of the Housing Authority of the City of Oxnard approve a resolution adopting an investment policy and portfolio guidelines for the Housing Authority of the City of Oxnard for FY 2023-2024.

Please click the following link to view the required Measure M pre-recorded presentation

video: <https://youtu.be/ALRNiGdBzYI>

Contact: Emilio Ramirez, (805) 385-8094

4. Housing Department

SUBJECT: Adoption of the Fiscal Year 2023-2024 Annual Action Plan and amended Oxnard Citizen Participation Plan. (10 minutes)

RECOMMENDATION: That the Community Services, Public Safety, Housing & Development Committee recommend that the City Council:

1. Conduct a public hearing regarding the fiscal year 2023-2024 Annual Action Plan with funding recommendations and the amended Oxnard Citizen Participation Plan;
2. Approve the fiscal year 2023-2024 Annual Action Plan with the recommended use of funds for selected activities that conform with the City of Oxnard consolidated plan goals as defined in the Ventura County Regional Consolidated Plan;
3. Approve the updated changes in the amended Oxnard Citizen Participation Plan;
4. Authorize the City Manager, and his designees, to incorporate the final HUD grant allocations

into the 2023 Annual Action Plan, and authorize the budget appropriations to fund the administration, and projects, including the ability to increase or decrease project funding by ten percent or up to the administrative amount allowed of the administering staff, whichever is greater.

5. Authorize the City Manager and his designees, to incorporate any recommended changes resulting from the public input to the fiscal year 2023-2024 Annual Action Plan and the amended Oxnard Citizen Participation Plan, Oxnard, as directed by the City Council, including the authorization of funding appropriations and revenue or expenditure budget changes, up to ten percent of each grant;

6. Authorize the City Manager and his designees, to execute the required applications, certifications, and other pertinent documents for the submission of the fiscal year 2023-2024 Annual Action Plan and the amended Oxnard Citizen Participation Plan to the United States Department of Housing and Urban Development; and,

7. Authorize the City Manager, and his designees, to execute HUD agreements and sign all agreements for the implementation of the Annual Action Plan including sub recipients, interdepartmental, and intradepartmental agreements.

Please click the following link to view the required Measure M pre-recorded presentation video: <https://youtu.be/71l9kwYNj5o>

Contact: Emilio Ramirez, (805) 385-8094

E. ITEMS FOR FUTURE AGENDAS

F. ADJOURNMENT



**COMMUNITY SERVICES, PUBLIC SAFETY, HOUSING &
DEVELOPMENT COMMITTEE AGENDA REPORT**

**CONSENT AGENDA
AGENDA ITEM NO. C.1**

DATE: April 25, 2023

TO: Community Services, Public Safety, Housing & Development Committee

FROM: Rose Chaparro, City Clerk, (805) 385-7805, rose.chaparro@oxnard.org

SUBJECT: Approval of Minutes.

RECOMMENDATION

That the Community Services, Public Safety, Housing & Development Committee approve the minutes of the March 28, 2023 regular meeting as presented.

BACKGROUND

Approval of Minutes.

STRATEGIC PRIORITIES

This agenda item is a routine operational item.

FINANCIAL IMPACT

There is no financial impact.

Prepared by: Rose Chaparro, City Clerk

ATTACHMENTS

1. MINUTES 03 28 2023 Community Services, Public Safety, Housing & Development

MINUTES
OXNARD CITY COUNCIL
COMMUNITY SERVICES, PUBLIC SAFETY,
HOUSING & DEVELOPMENT COMMITTEE
Regular Meeting
March 28, 2023

A. **ROLL CALL, POSTING OF AGENDA, FLAG SALUTE**

At 6:45 p.m., Chair Bryan A. MacDonald called to order the regular meeting of the Oxnard City Council Community Services, Public Safety, Housing and Development Committee in the City Hall Council Chambers at 305 W. Third Street, Oxnard, California. The City Clerk called the roll and announced the posting of the agenda. Chair Bryan MacDonald, Member Oscar Madrigal, and Member John C. Zaragoza were present in person.

Staff members Ashley Golden, Assistant City Manager; Kenneth Rozell, Chief Assistant City Attorney; Jason Benites, Police Chief; Alexander Hamilton, Fire Chief; Emilio Ramirez, Housing Director; Brenda Lopez, Housing Programs Manager; Joe Pearson II, AICP, Planning and Environmental Services Manager; Dee Lai, Assistant City Clerk and Rose Chaparro, City Clerk were present in person.

Alexander Nguyen, City Manager participated via videoconference.

B. **PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA** (None received.)

C. **CONSENT AGENDA**

1. **City Clerk Department**

SUBJECT: Approval of Minutes.

RECOMMENDATION: That the Community Services, Public Safety, Housing & Development Committee approve the minutes of the March 14, 2023 regular meeting as presented.

It was moved by Chair MacDonald, seconded by Member Madrigal, to approve the Information/Consent item as presented. VOTE: MacDonald, Madrigal, and Zaragoza voted in favor; the motion carried 3-0.

D. **REPORTS**

1. **Community Development Department**

SUBJECT: Second Amendment to Agreement No. 9062-20-CD with Rincon Consultants, Inc., Second Amendment to Agreement No. 9077-20-CD with Environmental Science Associates, and First Amendment to Agreement No. 9078-20-CD with Dudek. (10 minutes)

RECOMMENDATION: That the Community Services, Public Safety, Housing and Development (“Committee”) recommends that the City Council approve and

authorize the execution of the Second Amendment to Agreement No. 9062-20-CD with Rincon Consultants, Inc., Second Amendment to Agreement No. 9077-20-CD with Environmental Science Associates, and First Amendment to Agreement No. 9078-20-CD with Dudek, increasing the total Agreement amounts to \$750,000 and Agreement end dates by an additional two years.

Joe Pearson II, AICP, Planning and Environmental Services Manager presented and answered the Committee's questions. No public comments were received. Discussion ensued among the Committee and staff.

It was moved by Member Zaragoza, seconded by Member Madrigal, to approve the recommended action as presented. VOTE: MacDonald, Madrigal, and Zaragoza voted in favor; the motion carried 3-0.

2. Housing Department

SUBJECT: Accessibility Remodel Project at Althea Site. (10 minutes)

RECOMMENDATION: That the Community Services, Public Safety, Housing & Development Committee recommend that the Board of Commissioners of the Housing Authority of the City of Oxnard approve and authorize execution of the firm-fixed price contract in the amount of \$583,001.87 with MDJ Management, LLC (Agreement number A-8522) using funds previously appropriated from the 2022 Capital Fund grant for Section 504 compliance with the Americans with Disabilities Act for property located at 1357 Althea Drive.

Emilio Ramirez, Housing Director presented and answered the Committee's questions. No public comments were received. Discussion ensued among the Committee and staff.

It was moved by Member Madrigal, seconded by Chair MacDonald, to approve the recommended action as presented. VOTE: MacDonald, Madrigal, and Zaragoza voted in favor; the motion carried 3-0.

E. ITEMS FOR FUTURE AGENDAS (No requests were made.)

F. ADJOURNMENT

There being no further business on the agenda, and without objection, Chair MacDonald adjourned the meeting at 6:56 p.m.

ROSE CHAPARRO

City Clerk

BRYAN A. MACDONALD

Chair



**COMMUNITY SERVICES, PUBLIC SAFETY, HOUSING &
DEVELOPMENT COMMITTEE AGENDA REPORT**

**REPORTS
AGENDA ITEM NO. D.1**

DATE: April 25, 2023

TO: Community Services, Public Safety, Housing & Development Committee

FROM: Jason Benites, Police Chief, (805) 385-7624, jason.benites@oxnardpd.org

SUBJECT: Ventura County Animal Services Agreement. (10 minutes)

RECOMMENDATION

That the Community Services, Public Safety, Housing & Development Committee recommend the City Council:

- Approve and authorize the Mayor to sign a Service Level Request in the amount of \$2,547,687 for FY 23-24 for the fourth year of a five-year agreement (A-8151) with the County of Ventura to provide animal safety services.

Please click the following link to view the required Measure M pre-recorded presentation video: <https://youtu.be/HmzBdrl3G78>

BACKGROUND

The City entered into a five-year agreement with Ventura County Animal Services ("VCAS") in FY 20-21. Under the terms of agreement, A-8151 ("Agreement"), VCAS shall provide the following shelter services: impoundment, boarding, quarantine, veterinary services, euthanasia services, over-the-counter animal license sales, animal adoptions, and disposal of dead animals. Impounded animals will be vaccinated and provided necessary care, food, and shelter in accordance with the provisions of state law. The animal's picture will be posted on the VCAS website as soon as practicable to assist the City's residents in reclaiming a missing pet.

As part of the agreement, the costs are distributed amongst eight (8) Ventura County cities, including Oxnard and unincorporated areas of Ventura County. The costs are based on VCAS operating and administrative costs, licensing costs, and field staff services.

The base costs for VCAS have risen each year due to increases in personnel-related costs, medical supplies, and veterinary care. The FY 18-19 agreement of \$1,948,039 was a 5% increase from FY 17-18. The FY 19-20 agreement of \$2,113,884 was an 8.5% increase from FY 18-19. The FY 20-21 agreement of \$2,324,778 was a 9.9% increase from FY 19-20. The FY 21-22 agreement of \$2,479,135 is a 6.6% increase from FY 20-21. The FY 22-23 agreement of \$2,669,598.97 was a 7.7% increase from FY 21-22. The proposed FY 23-24 agreement of \$2,925,981 is an 8.7% increase from FY 22-23.

	VCAS COST	% Difference
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FY 17-18	\$1,854,979	+9.8%
FY 18-19	\$1,948,039	+5%
FY 19-20	\$2,113,884	+8.5%
FY 20-21	\$2,324,778	+9.9%
FY 21-22	\$2,479,135	+6.6%
FY 22-23	\$2,669,598	+7.7%
FY 23-24	\$2,925,981	+8.7%

Per the five-year agreement, the animal intake costs are divided using a billing methodology that calculates the pro-rata costs to cities looking at historical calendar year animal intake figures using a 3-year weighted average. There is a built-in 5% annual budget increase to the Animal Care budget each year of the agreement. Each year of the agreement, the Police Department will complete an agreement for the cost of the upcoming fiscal year.

The VCAS budget is a consortium of costs shared by the eight (8) contract cities and the County. Cities and the County pay their pro-rata share based on the weighted average of animal intakes. There are no annual “true-up” costs, which means the City will not be billed more than the proposed Animal Care portion of expenses for FY 23-24.

The table below shows the costs for all cities and the unincorporated areas of the County for FY 23-24. This allocation of costs is based on the overall cost to run the shelter of \$7,078,060.63 (year four of the contract) that is shared by the eight (8) participating cities and the County based on a 3-year weighted average of animal intakes to the shelter. The column on the far right titled “FY 23-24 Animal Care Cost” is the City’s actual animal care cost for the upcoming fiscal year.

	2020 Intake	2021 Intake	2022 Intake	3-Year Weighted Average	FY 23-24 Animal Care Cost
Camarillo	536 - 9.9%	608 – 10.1%	613 – 9.3%	9.62%	\$681,032.48
Fillmore	106 - 2.0%	102 – 1.7%	146 – 2.2%	2.01%	\$142,585.72
Moorpark	139 - 2.6%	119– 2.0%	174 – 2.6%	2.45%	\$173,307.84
Ojai	33 - 0.6%	38 – 0.6%	46 – 0.7%	0.66%	\$46,515.06
Oxnard	2055 - 37.8%	2377 – 39.4%	2799 – 42.3%	40.48%	\$2,864,668.33
Port Hueneme	224 – 4.1%	267 – 4.4%	221 – 3.3%	3.81%	\$269,574.86
Simi Valley	522 - 9.6%	570 – 9.5%	648 – 9.8%	9.66%	\$684,049.57
Ventura	696 - 12.8%	716 – 11.9%	773 – 11.7%	12.06%	\$850,463.91
County	1,120 - 20.6%	1234 – 20.5%	1194 – 18.1%	19.30%	\$1,365,862.85
Total Intake	5,431	6,031	6,614	-	\$7,078,060.63

Additional costs are associated with on-call field services, emergency field services, and license processing; the highest being on-call field services, which varies depending on staffing within the Oxnard Police Department's Animal Safety Unit. The City uses VCAS to provide on-call and emergency field services during periods when we do not have any Oxnard Animal Safety Officers available for 24-hour coverage, seven (7) days a week. Maintaining appropriate staffing levels within the Animal Safety Unit has been a significant challenge in FY 22-23, which caused a greater dependence on supplemental coverage from VCAS. The field service rate was \$100 per hour (the VCAS hourly rate is the same for on-call standby and emergency response field services) in FY 22-24, and will increase to \$115 per hour in FY 23-24.

Licensing fees are \$6 per license processed, which will remain the same in FY 23-24. The table below shows the estimated cost of field services for FY 23-24.

FY 22-23 Agreement Estimates	
3-YR Weighted Average of Animal Intakes	40.47%
Shelter Costs	\$2,864,668.33
On-Call and Emergency Field Services	\$10,000.00
License Processing \$6/License	\$59,184.00

Chameleon Access/Server Costs	\$779.52
Total Net Cost Projection	\$2,925,981.85

The revenue from animal licensing is used to offset the amount paid to VCAS for services, and is seen as a credit on quarterly invoices. The City also receives revenue credit from animals that are claimed by their owners and fees are recovered by VCAS. The revenue generated from animal redemption also offsets the amount paid to VCAS for services and is seen as a credit on quarterly statements.

STRATEGIC PRIORITIES

This agenda item supports the Quality of Life strategy. The purpose of the Quality of Life strategy is to restore and increase quality services and programs that enrich Oxnard's diverse community, promotes safe neighborhoods, encourages community engagement, and supports our residents in their efforts to improve their quality of life.

FINANCIAL IMPACT

The net amount of the agreement is \$2,547,687. The FY 2023-2024 proposed budget will include sufficient funds under the Police Patrol Support operating budget (1012113-53230) Animal Shelter.

For Finance Use Only: General Fund (Org. 1012113, Obj. 53230)

Prepared by: Edgar Fernandez, Police Commander

ATTACHMENTS

1. NEW SERVICE LEVEL REQUEST_Oxnard FY22-23 (1)
2. FY 23-24 VCAS Agreement PP

ATTACHMENT A TO COUNTY-CITY ANIMAL SERVICES AGREEMENT

COUNTY OF VENTURA

AND

CITY OF

OXNARD

FY 2022-2023 SERVICE LEVEL REQUEST

**PART ONE: AVAILABLE SERVICES AND APPLICABLE BILLING
RATES AND CREDITS**

A. Animal Care Services

At the election of the City, the County shall provide the following services:

1. **Shelter Services**

As may be required, the County shall provide animal care services to the City for all animals originating within the boundaries of the City (whether picked up in the City or dropped off at the County's animal shelter) when there is a stray/abandoned animal, adoption return, confiscation, cruelty abuse or neglect investigation, or injured wildlife. The County will accept animals surrendered by their owners dependent upon shelter capacity. For animals originating in the City and impounded, the County shall provide the following animal care services: sheltering, boarding, animal adoptions, foster care coordination, veterinary care and treatment, bite quarantine, euthanasia services, and disposal of deceased animals. Impounded animals will be vaccinated and provided necessary care, food and shelter in accordance with the provisions of state law. The animal's picture will be posted on the Ventura County Animal Services Division's ("Animal Services") website as soon as practicable to assist the City's residents in reclaiming a missing pet. The County will also provide, based upon availability of funding and resources, owner requested euthanasia, TNR (Trap, Neuter, Return) surgeries for community cats, and Pet Retention programming. These services will not result in the animal being impounded to the shelter. The County, in its sole and exclusive discretion, shall determine the public and non-public hours of operation and the staffing of the County animal shelters.

The owner or person entitled to the custody of any animal originating within the boundaries of the City and impounded at a County animal shelter can redeem such animal by paying applicable fees according to the rates and fees approved by the County Board of Supervisors accruing up to the time of such redemption.

The City shall be charged for its proportion of the total County animal care service costs incurred during the fiscal year identified above as set forth below. The County shall bill the City on a quarterly basis for animal care services based on a weighted three (3) calendar year average of the City's pro rata animal intake percentage, as follows:

The three (3) year weighted average will be calculated so that fifty percent (50%) of the rate is based on the City's previous calendar year pro rata animal intake percentage relative to the usage by other cities and unincorporated areas of Ventura County, twenty-five percent (25%) of the rate is based on the City's pro rata animal intake percentage from two (2) years prior and twenty-five percent (25%) of the rate is based on the City's pro rata animal intake percentage from three (3) years prior, illustrated as follows:

Example:

Hypothetical animal care budget: **\$6,027,354**

Camarillo: $(10.4\% \times .50) + (9.9\% \times .25) + (10.4\% \times .25) = 10.3\%$

Future year cost = 10.3% of \$6,027,354 = **\$620,817**

Payments of **\$155,204** made quarterly which will be reduced by any licensing revenue

	2018 INTAKE		2017 INTAKE		2016 INTAKE		FUTURE YEAR WEIGHTED AVG
Camarillo	1174	10.4%	1223	9.9%	1109	10.4%	10.3%
Fillmore	198	1.7%	320	2.6%	192	1.8%	2.0%
Moorpark	283	2.5%	245	2.0%	321	3.0%	2.5%
Ojai	44	0.4%	109	0.9%	50	0.5%	0.5%
Oxnard	4112	36.3%	4196	34.1%	3947	37.2%	36.0%
Port Hueneme	409	3.6%	432	3.5%	470	4.4%	3.8%
Simi Valley	1360	12.0%	1363	11.1%	1306	12.3%	11.8%
Ventura	1249	11.0%	1555	12.6%	1253	11.8%	11.6%
County	2494	22.0%	2864	23.3%	1971	18.5%	21.5%
Total Intake	11323	100.0%	12307	100.0%	10619	100.0%	100.0%

The animal care budget will be allocated among the participating cities and the County based on the weighted three (3) calendar year animal intake percentage formula described above. The County's animal care budget shall follow the following three (3) year fixed-rate schedule:

\$6,741,010.13 for fiscal year 2022-2023 (contract year 1)

\$7,078,060.63 for fiscal year 2023-2024 (contract year 2)

\$7,431,963.67 for fiscal year 2024-2025 (contract year 3)

In addition to the animal care formula charged to the participating cities, in the event of any animal intake at a County animal shelter originating from the City due to any law enforcement request, pending court case (including, but not limited to, a criminal case, a petition for writ of mandate under Code of Civil Procedure section 1085 or 1094.5, and a petition for hearing regarding whether a dog is potentially dangerous or vicious under Food and Agriculture Code section 31621, or related provisions of City Ordinance), or a court stay, which results in a County shelter stay of more than fifteen (15) days, the County shall also charge the City for animal care services according to the rates and fees approved by the County Board of Supervisors for each day that each such animal receives animal care services, and any fees have not been paid by the dog owner within 30 days of the County's invoice for services being mailed to the dog owner.

2. Petitions for Hearing to Determine Dogs to be Potentially Dangerous or Vicious

For any dog impounded to the shelter, the Animal Services Director may bring petitions for hearing to determine dogs residing within the jurisdictional limits of the City to be potentially dangerous or vicious under state law and/or City Ordinance Code. In connection with such petitions, the City shall pay the County according to the rates and fees approved by the County Board of Supervisors for County employee time expended (and including but not limited to, the attendance at hearing of County employees; legal services performed by the Office of County Counsel; and any services provided by an administrative hearing officer). If the County retains the services of an administrative hearing officer who is not a County employee, the City agrees to reimburse the County at the administrative hearing officer's customary hourly rate. If the dog owner appeals any determination that a dog is potentially dangerous or vicious, the City shall pay the County according to the rates and fees approved by the County Board of Supervisors for the attendance at the appeal hearing of County employees and the legal services performed by the Office of County Counsel in connection with such an appeal.

3. Rabies Suppression Record Management

The County shall provide the City with rabies control activity reporting as required by State Law.

B. Field Services

At the election of the City, the County shall provide the City with the following field services consistent with County Ordinance and State Law.

For City Ordinance Code provisions that are consistent with County Ordinance Code and State law, animal control officers may issue citations (administrative or notice to appear) for violations observed by animal control officers while in the field (and including, but not limited to, citations issued for: failure to license, barking dog nuisance, failure to vaccinate, violation of leash laws, violation of mandatory spay/neuter, violation of animal nuisance orders, and breeding of animals without required permits). The City will be solely responsible for collection of the citation amounts and processing of any administrative appeals from these citations issued by animal control officers in the field. The County will not be responsible for collections or processing administrative appeals from citations issued in the field and/or citations in which the animal owner is provided notice to appear in court.

The County will provide, consistent with County Ordinance and State Law, response and investigation of reported animal bite and intimate contact cases to establish that there is compliance with state-mandated quarantine procedures. This includes a follow-up visit to verify the health of the animal after quarantine. Shelter quarantine will be at the discretion of the County.

The County shall charge the City according to the rates and fees approved by the County Board of Supervisors for County employee time expended in providing field services. The City shall identify a budgeted amount for field services per fiscal year, as well as the average budgeted level of hours of service that the City authorizes the County to provide per week. The County shall notify the City in writing on a quarterly basis regarding actual hours expended for field services to the City, to enable the City to make the determination of whether the City wishes to authorize in writing a higher budgeted annual amount for field services that are not state-mandated. The County will provide the City state-mandated field services, and the City agrees to pay the County's costs for all state-mandated field services, whether or not the City's budgeted amount or hours for field services have been exceeded. The County shall be under no obligation to provide the City with any non-state-mandated field services in excess of the City's budgeted cost and hours, in the absence of prior written City authorization to do so.

The County will issue barking dog citations to owners of dogs residing within the jurisdictional limits of the City upon the required showing being made under City City of Oxnard

ordinance regarding the existence of a barking nuisance. The County shall charge the City according to the rates and fees approved by the County Board of Supervisors for County employee time expended in reviewing and responding to complaints regarding barking dog nuisances in the jurisdictional limits of the City, regardless of whether a barking nuisance citation is ultimately issued. Once a citation is issued, the dog owner will be responsible for paying the County's standard fee for any administrative review of a citation, as well as paying any required hearing deposit to request an administrative hearing to contest the citation, unless the dog owner establishes to the County the dog owner's financial inability to pay, in which case, the City shall reimburse the County according to the rates and fees approved by the County Board of Supervisors for County employees providing services based on the time expended per hearing; and if the County retains the services of an administrative hearing officer who is not a County employee, the City agrees to reimburse the County for hearing officer services rendered at the administrative hearing officer's customary hourly rate.

In the event the City declines to have the County perform field services and transports an animal the shelter for care, the City shall be responsible for:

- (i) Scanning animals for an existing microchip and making all efforts to reunite a lost animal with its owner based on any microchip information prior to transporting that animal to a County shelter;
- (ii) Making all efforts to use information available from any animal's personal ID tag or a pet license to reunite a lost animal with its owner prior to transporting that animal to a County shelter;
- (iii) Vaccinating an animal with current standard vaccinations provided by Animal Services after an animal has been transported to a County shelter; and
- (iv) Taking a digital photograph of an animal and loading the digital photograph and other pertinent animal information onto Animal Services' computer information system for tracking animals subject to impoundment after an animal has been transported to a County shelter.

C. Administrative Services

1. Animal License Processing per License

At the election of the City, the County and/or the County's vendor shall provide the City with animal license processing services at the annual fiscal year cost of six dollars (\$6.00) per applicable cat or dog license for each animal within the boundaries of the City. The County and/or the County's vendor shall mail license renewal notices to the animal owner of record; and when the renewal and payment are received, the County will process licenses. If the County and/or the County's vendor provides online web-licensing, it shall provide such web-licensing at no

additional cost to the City. Licenses will be required before the County will release an animal to a resident of the City. The City animal license fees that the County and/or the County's vendor collects (less the amount of the County's license processing fee of six dollars (\$6.00)) will be credited to the City quarterly in arrears against the amount that the City owes the County under the parties' animal services agreement.

2. Automated Administrative Citation Processing

At the election of the City, and consistent with City Ordinance Code provisions, the County and/or the County's vendor shall provide the City with an automated citation service for citations related to licensing, vaccination, (and, if applicable, mandatory spay/neuter) issued to animal owners within the boundaries of the City. If the County reaches a determination, in its sole and exclusive discretion, that it no longer desires to provide an automated citation service to the City (either directly by the County or through the County's vendor), the County shall provide the City with sixty (60) days' prior written notice before ceasing to provide such services.

The County and/or the County's vendor will provide the following automated citation processing service to the City contingent upon the City's reimbursement of actual County costs incurred, and including, but not limited to:

- a. actual costs charged to the County by the County's General Services Agency for mailing and processing of citations and the cost of one (1) hour per month for the services of a Field Services Manager/Citations Clerk): generate auto citations in Chameleon software; send files to the General Services Agency for processing; receive and review auto citation files from the General Services Agency to ensure accuracy; send reviewed and completed files to the General Services Agency for processing and mailing to animal owners; receive and store finalized PDF file from the General Services Agency; generate email notification to the City's staff with PDF files for further collection and appeals; receive, through a Supervising Animal Control Officer, communication from City staff regarding citizen appeals when necessary; and receive updates from the City regarding customer data to be updated, with the County updating data in Chameleon software; or
- b. actual costs charged to the County by the County's vendor for mailing and processing of citations and issuing any required licenses; generating email notifications to the City's staff with PDF files for further collections and appeals; receiving communication from City staff regarding citizen appeals when necessary; and receiving updates from the City regarding customer data to be updated.

To the extent that such services are not provided by the County and/or the County's vendor, the County will not be responsible for collections or processing administrative appeals from automated citations. The City will be solely responsible for collections and for processing any administrative appeals once automated citations are issued to animal owners.

3. Animal Services Data Management Software Read-Only Access Rights

At the election of the City, the City may have read-only access to VCAS' Chameleon Software system, therefore allowing the City to have real-time information regarding cases related to their jurisdiction.

PART TWO: SPECIFIC SERVICE REQUESTS AND APPROVALS

The County will provide the City with the services authorized below:

Animal Care Services:

- X The City authorizes the County to provide animal care services for animals originating within the boundaries of the City during fiscal year 2022-2023 according to the terms and conditions set forth in Part One of this Agreement. The budgeted cost of animal care services for the City will be \$2,669,598.97 for fiscal year 2022-2023. In addition to the budgeted amount, as more fully set forth in Part One above, the City will also pay the County, according to rates and fees approved by the County Board of Supervisors for: (1) animal care services associated with County shelter stays of more than fifteen (15) days; (2) for County employee time expended in connection with petitions brought by the Director of Animal Services to determine whether dogs residing in the jurisdictional limits of the City are potentially dangerous or vicious, and (3) for County employee time expended in connection with any appeals from such determinations. In addition, if an administrative hearing officer is not a County employee, the City agrees to reimburse the County's costs for administrative hearing officer time at the administrative hearing officer's customary hourly rate. Consistent with Section 8.3 of the parties' Animal Services Agreement, the County shall credit the City with revenues paid by City residents toward amounts owed by the City for services provided.

Field Services:

- ☐ The City authorizes the County to provide budgeted field services during fiscal year 2022-2023 of _____; with field services budgeted at _____ hours per week, to be provided by the County to the City, according to the terms and conditions set forth in Part One. If it appears that the City may exceed its budgeted cost and hours for field services: (i) the County will continue to provide additional state-mandated services to the City, and the City agrees to pay for those additional state-mandated services according to the rates and fees approved by the County Board of Supervisors, and (ii) the County will only provide further field services that are not state-mandated to the City upon receipt of City written approval for such services, and the City agrees to pay for all such services authorized in writing by City personnel. The City hereby agrees to the County's enforcement of the City's municipal code provisions in providing field services.
- X The City authorizes the County to provide field services only for emergency calls (requests for an animal services officer by law enforcement or fire personnel, aggressive animal at large threatening the public, wild animal at large in City area, livestock at large and in sight, stray animal bite with the animal at large or confined by a non-owner) at a not to exceed amount of 1000 hours for the fiscal year. This level of service is intended to provide emergency response on an as-needed basis from the County on behalf of a City that employs its own field services when requested by the City and the County is able to respond. The City hereby agrees to the County's enforcement of the City's municipal code provisions in providing field services.

☐The City declines to have the County provide field services. Administrative Services:

Animal License Processing:

- X The City authorizes the County and/or the County's vendor to provide animal license processing services for the City during fiscal year 2022-2023 according to the terms and conditions set forth in Part One.
- X The City has adopted the license fees set forth in Animal Services' approved schedule of rates and fees.
- ☐ The City has adopted the following license fees that differ from the license fees set forth in the Ventura County Animal Services approved schedule of rates and fees:

Specify:

Current City license fees were adopted by the City on _____, 20_____.

- ☐ The City declines to have the County provide animal license processing.

Automated Citation Service:

- X The City authorizes the County and/or the County's vendor to provide automated citation processing services for the City during fiscal year 2022-2023 according to the terms and conditions set forth in Part One.
- ☐ The City declines to have the County and/or the County's vendor provide automated citation processing services.

Animal Services Data Management Software (Chameleon) Read-Only Access Rights:

- X The City requests read rights for Chameleon software and agrees to the actual County Information Technology Services Department VPN costs.
- ☐ The City declines to have the County provide Chameleon read rights.

CITY OF OXNARD

COUNTY OF VENTURA

Signature: _____
John C. Zaragoza, Mayor, City of Oxnard

Signature: _____
Jackie Rose, Director of Animal Services

Date: _____

Date: _____

FY 23-24 Animal Safety Services Agreement

Public Safety Committee
April 25, 2023

Oxnard City Council
June 6, 2023

Edgar Fernandez,
Commander

1. That the Public Safety Committee recommend the City Council approve and authorize the Mayor to approve a budget in the amount of \$2,547,687 for FY 23-24, total cost projection for the fourth year of a five year agreement (A-8151) with the County of Ventura to provide animal safety services.

2. That the City Council approve and authorize the Mayor to approve a budget in the amount of \$2,547,687 for FY 23-24, total cost projection for the fourth year of a five year agreement (A-8151) with the County of Ventura to provide animal safety services.

- Five year services agreement with the County of Ventura was approved by City Council on June 2, 2020.
- Per the agreement, each year the Police Department is required to complete an agreement for the cost of the upcoming fiscal year.

Services provided by VCAS in Service Level Agreement:

- Animal Care Services
- Emergency Field Services
- Animal License Processing

VCAS Shelter Services:

- Confiscation
- Boarding
- Impoundment
- Quarantine
- Veterinary services
- Request for euthanasia
- Animal adoptions
- Disposal of dead animals
- Post missing/found animal on their website
- Owner surrender
 - Assistance of Pet Retention Specialist

Impounded animals will be vaccinated, given necessary care, food, and shelter in accordance with state law.

- Will only respond when a City ASO is not available
- Will be on-call when forecasted
- Will respond in emergency situations or “as-needed” when requested by police or fire personnel
- On-call standby and emergency response rate is \$115/hour
- Emergency response examples:
 - Vicious animal at large threatening the public
 - Stray animal bite with the animal at large or confined by a non-owner
 - Injured animal

Animal License Processing:

- Process animal licenses for the City
- Send renewal notices to animal owners
- Animal owners will have access to renew animal licenses online
- License fees (minus \$6 license processing fee) will be credited to the amount the City owes each quarter

	VCAS COST	% Difference
FY 17-18	\$1,854,979	+9.8%
FY 18-19	\$1,948,039	+5%
FY 19-20	\$2,113,884	+8.5%
FY 20-21	\$2,324,778	+9.9%
FY 21-22	\$2,479,135	+6.6%
FY 22-23	\$2,669,598	+7.7%
FY 23-24	\$2,925,981	+8.7%

- Cost of the agreements reflect a percentage of the VCAS FY Budget

- Still a percentage of the VCAS FY Budget
- A consortium of costs shared by the eight (8) contract cities and County
- Percentage is a 3-year weighted average of animal intakes
- No annual “true-ups”
- 5% built-in increase each year of the agreement
- Revenue is still a credit against amount owed on quarterly invoices

	2020 Intake	2021 Intake	2022 Intake	3-Year Weighted Average	FY 23-24 Animal Care Cost
Camarillo	536 - 9.9%	608 – 10.1%	613 – 9.3%	9.62%	\$681,032.48
Fillmore	106 - 2.0%	102 – 1.7%	146 – 2.2%	2.01%	\$142,585.72
Moorpark	139 - 2.6%	119– 2.0%	174 – 2.6%	2.45%	\$173,307.84
Ojai	33 - 0.6%	38 – 0.6%	46 – 0.7%	0.66%	\$46,515.06
Oxnard	2055 - 37.8%	2377 – 39.4%	2799 – 42.3%	40.48%	\$2,864,668.33
Port Hueneme	224 – 4.1%	267 – 4.4%	221 – 3.3%	3.81%	\$269,574.86
Simi Valley	522 - 9.6%	570 – 9.5%	648 – 9.8%	9.66%	\$684,049.57
Ventura	696 - 12.8%	716 – 11.9%	773 – 11.7%	12.06%	\$850,463.91
County	1,120 - 20.6%	1234 – 20.5%	1194 – 18.1%	19.30%	\$1,365,862.85
Total Intake	5,431	6,031	6,614	-	\$7,078,060.63

Shelter Services:	\$2,864,668.33
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Additional Projected Costs:	\$61,313.52
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- Emergency Field Services, Animal License Processing Fees, Chameleon Access/Server Costs

<u>Projected Cost of Agreement:</u>	<u>\$2,925,981.85</u>
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Projected License Revenue:	\$437,500.00
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Total Projected Cost of Agreement:	\$2,547,687.00
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QUESTIONS



COMMUNITY SERVICES, PUBLIC SAFETY, HOUSING & DEVELOPMENT COMMITTEE AGENDA REPORT

REPORTS AGENDA ITEM NO. D.2

DATE: April 25, 2023

TO: Community Services, Public Safety, Housing & Development Committee

FROM: Ashley Golden, Assistant City Manager, (805) 385-7478, ashley.golden@oxnard.org

SUBJECT: Update on efforts of the Mayor's Gateway Task Force and authorization of an agreement with Found Design, LLC dba MERJE for the Gateway Project. (15 minutes)

RECOMMENDATION

That the Community Services, Public Safety, Housing and Development Committee recommend that City Council:

1. Receive an update on the locations and preliminary schematic designs for the four (4) gateways proposed by the Mayor's Gateway Task Force;
2. Authorize the City Manager to execute an agreement with Found Design, LLC dba MERJE for a not-to-exceed amount of \$400,000 for the proposed design development, documentation, engineering and construction administration of up to four (4) gateways; and
3. Authorize the City Manager to initiate the design, construction, permitting, and project management of Gateway Location 1, in South Oxnard.

Please click the following link to view the required Measure M pre-recorded presentation video: <https://youtu.be/s-PhpEEIMU0>

BACKGROUND

As part of the City Council's 5-year priorities adopted on March 16, 2021, the Council committed to restoring proper maintenance of parkways and medians, tree trimming cycles, and cleaning up the gateways to the City. As part of this effort, Mayor John C. Zaragoza appointed the Mayor's Gateway Task Force in September 2021.

The Gateway Task Force is composed of community members to lead the effort to create gateways into the City. Members include:

- Armando Lopez, a member of the Oxnard business community
- Brittney Hendricks, Vice President of Marketing for Visit Oxnard
- Celina Zacarias, Senior Director of Community and Government Relations for California State University, Channel Islands and a Harbor Commissioner
- Marvin Boos, co-creator of the Neighborhood Pride Resident clean-ups
- Melanie Medina, Coastal Keepers
- Rene Mendoza, BRITE (left the task force in July 2022 due to a change in employment)

Since its creation in September 2021, the Gateway Task Force has met eight (8) times with the Mayor and City staff to identify four (4) entry point locations and provide input into gateway designs. The Task Force recommends locations and designs that compliment the City's restored landscaping efforts and celebrate the diverse culture in the community.

In July 2022, the City hired Found Design, LLC dba MERJE ("MERJE") to develop schematic design options for each gateway location. MERJE specializes in gateway monuments and wayfinding projects and is also leading the design efforts for the Council-approved, and Visit Oxnard lead, City-wide Wayfinding project (ARPA Project 20). The Task Force, in collaboration with the Mayor and City staff, selected their top design choice for each proposed gateway location.

DISCUSSION

The four (4) locations selected by the Gateway Task Force are heavily traveled by individuals or vehicles and act as natural entry points to the City. A map showing the locations is included as Attachment #1.

The unique setting of each location allows for different architectural styles tied together with common design elements. The Gateway locations and schematic designs recommended by the Task Force were selected to be welcoming, engaging, and vibrant. Design development and subsequent construction of the four (4) gateways is proposed as a multi-phased and multi-year project based on other existing projects, permitting requirements, funding availability, and based on the opportunities and challenges for each location.

These designs are believed to be welcoming and celebrate the City. The designs will be further developed, including material recommendations and ongoing maintenance schedules, as the project progresses. The proposed schematic designs are included as Attachment #2 of the report.

- **Location 1**, S. Oxnard Blvd. heading north toward Channel Islands Blvd: this concept was developed from the gateway signs across cities in Mexico which include vibrant colors and big block letters spelling the city's name. The secondary design elements add artistic texture and including "California" in the design will allow someone unfamiliar with Oxnard to locate the area more easily in a photo. As this location has the fewest anticipated challenges, staff recommends funding this location in FY 2023-2024
- **Location 2**, N. Oxnard Blvd. on both sides of the embankments: this will create an experience for visitors and residents to drive through as they enter or exit the City; the proposed design includes mural-style artwork with the option to extend north and south of the bridges. It will clean up and enhance the embankments moving between the City and freeway in either location; proposed lighting can create a colorful element and could be changed to recognize or celebrate a current event. This location is anticipated to have the most challenges, including an intricate design and potentially requiring approval from other agencies. Therefore, staff recommend this location to be the last gateway to be constructed.
- **Location 3**, Median on Victoria Ave. heading south toward Gonzales Rd.: using a vertical architectural style to take advantage of the long line of sight on the straight roadway, this gateway will be visible to traffic on both sides and travelers will be able to see the City's name clearly from either direction. The bottom panel heading into the City welcomes individuals and the reverse side includes "thank you for visiting." Locations 3 and 4 have similar challenges. Staff recommends that the order of construction for these two locations be dependent on other City construction projects at the time.
- **Location 4**, Median on Rice Ave. heading south toward Gonzales Rd.: using the wide median on Rice Avenue, this design spells out the City's name on six individual posts; this will create an experience for drivers to move through as they are entering the City from the north. The large posts will be designed in a similar style to the existing light poles on the freeway overpass; the letters will be viewed in reverse as

drivers exit the City. Locations 3 and 4 have similar challenges. Staff recommends that the order of construction for these two locations be dependent on other City construction projects at the time.

To complement the new gateways, removal of the old wooden entryway signs is anticipated as part of the overall project. **Costs, and budget requests, associated with the removal of these signs will be identified by staff as the project progresses.**

Design Contract:

MERJE submitted a proposal to perform the following work necessary to complete the design:

- 1) Design Development
- 2) Documentation
- 3) Bid Assistance Review
- 4) Construction Administration

The total cost of the proposal, which is recommended to be phased over multiple years, is for a not-to-exceed (NTE) amount of \$400,000. This proposal and cost does not include construction of any gateway location. The total NTE amount is broken down per location in the chart below:

Cost per location	
Location #1	\$78,000
Location #2	\$136,000
Location #3	\$86,500
Location #4	\$99,500
Total NTE	\$400,000

Construction and Project Management:

In addition to the MERJE scope of work, the City will utilize the on-call service contracts to obtain a contracted Project Manager/Construction Manager (PM/CM) to lead the project. This individual will be responsible for site surveys, utility research, permitting requirements and approvals, and eventually overseeing the construction process.

With existing staffing levels, other City projects and priorities, and budget constraints, staff anticipate only one gateway can be designed, permitted and bid for construction per year. For FY 23-24, staff recommends that the City Council prioritize Gateway Location 1 (S. Oxnard Blvd).

STRATEGIC PRIORITIES

This agenda item supports the Infrastructure and Natural Resources strategy. The purpose of the Infrastructure and Natural Resources strategy is to preserve and improve our roads, utilities, parks, trees, water supply and natural resources through effective planning, prioritization, and an equitable and efficient use of available funding.

This agenda item supports the Quality of Life strategy. The purpose of the Quality of Life strategy is to restore and increase quality services and programs that enrich Oxnard's diverse community, promotes safe

neighborhoods, encourages community engagement, and supports our residents in their efforts to improve their quality of life.

FINANCIAL IMPACT

The total amount of this contract with MERJE is for a not-to-exceed amount of \$400,000 expended over multiple years. It is expected that \$78,000 of the total NTE amount will be spent in FY 23-24 for Location

1. Funding from the General Fund will be included in the recommended budget of each fiscal year.

Construction costs for Location 1 will be brought forward to Council as part of the bid contract award as the project reaches that phase.

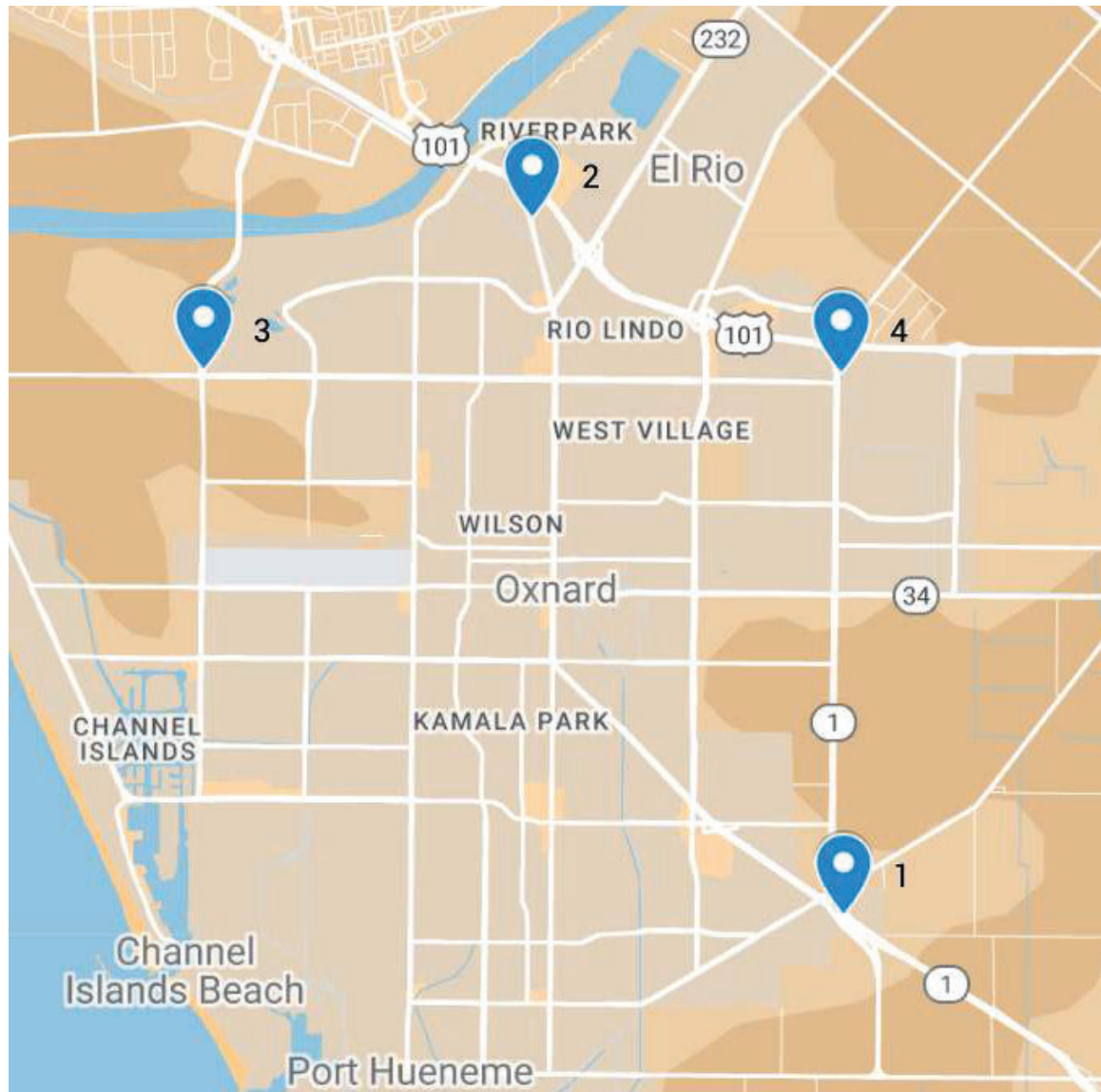
Prepared by: Samantha Shapiro, Project Manager

ATTACHMENTS

1. Gateway Locations Map
2. Mayor's Gateway Task Force Recommended Designs
3. Gateway Task Force Presentation 04.25.23

Mayor's Gateway Task Force - Gateway Locations Map

Attachment #1 - Rev. 07/2022



Mayor's Gateway Task Force Recommended Designs



LOCATION 1



LOCATION 1 - Option A

Front view

OPTION A

Dimensional Letterforms
OXNARD Patterns wrap each letter
Living Shrub Base
External Illumination - Ground Mounted
Halo Light - Curve

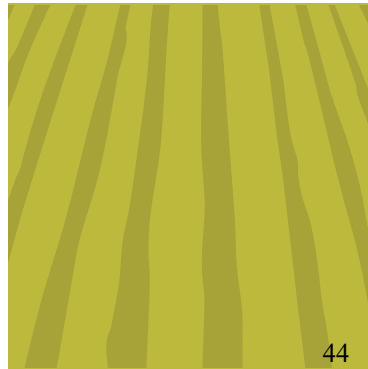
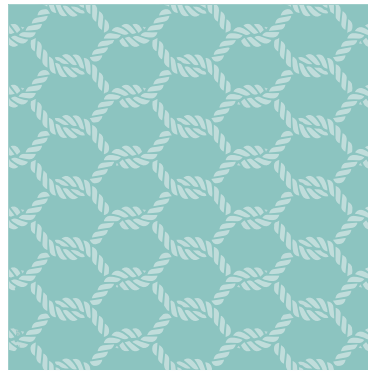
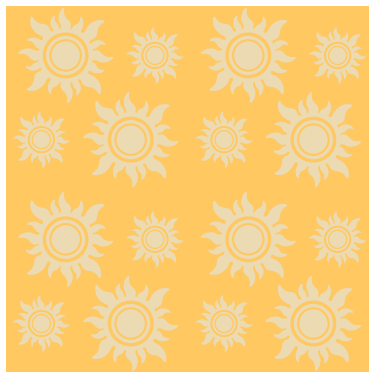






OXNARD

CALIFORNIA



LOCATION 2



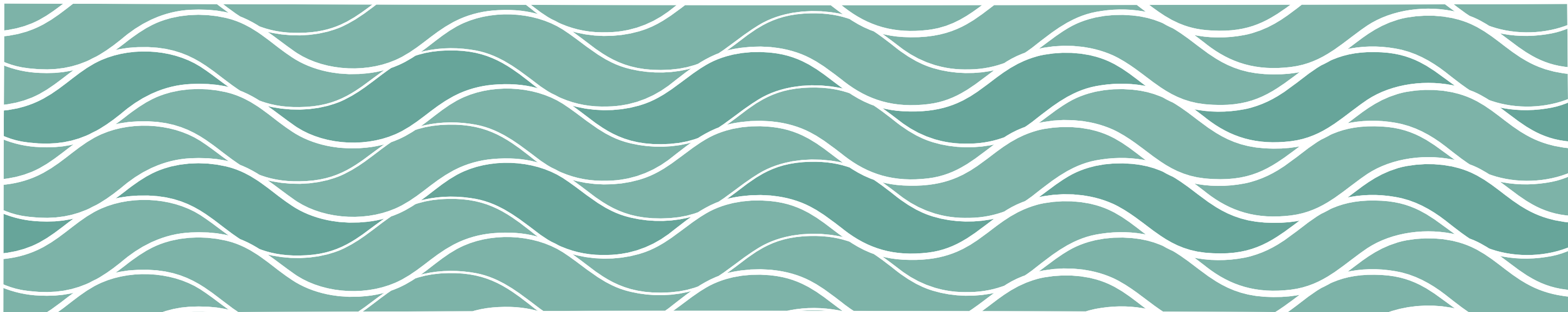
WELCOME

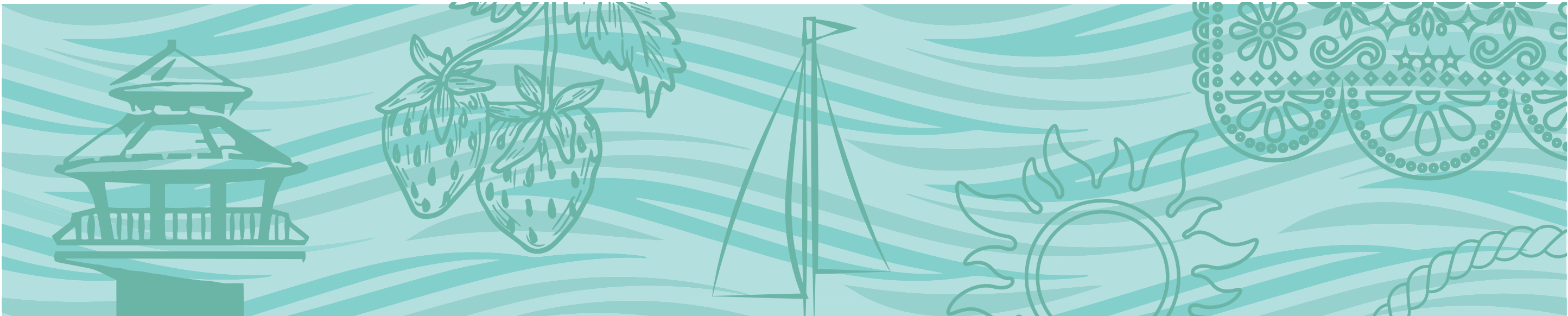
OXNARD

WELCOME

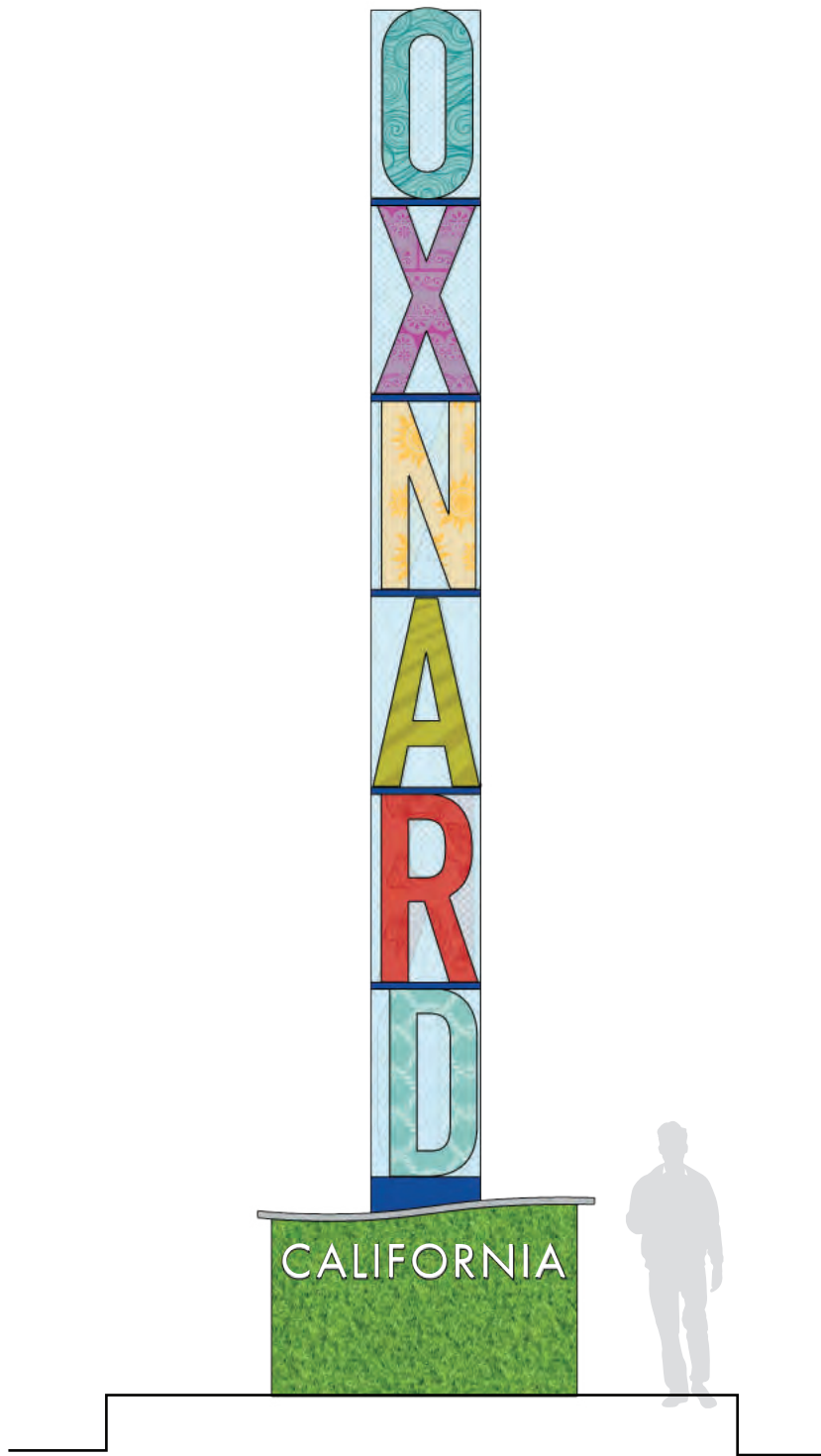
OXNARD







LOCATION 3



LOCATION 3 - Option A **Front view**

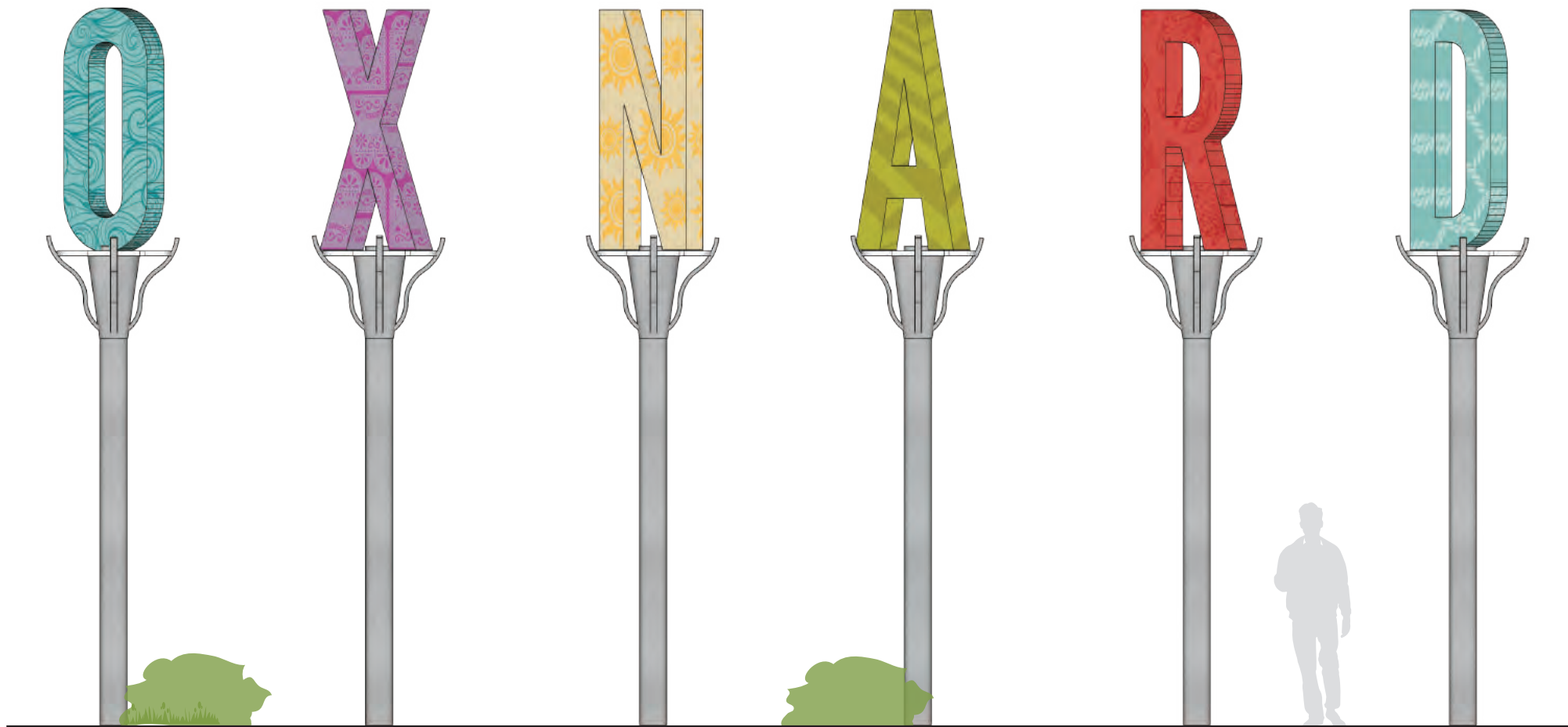
OPTION A

Dimensional Letterforms
 OXNARD Patterns wrap each letter
 Living Shrub Base
 External Illumination - Ground Mounted





LOCATION 4



LOCATION 4 - Option B

Front view

OPTION B

Dimensional Letterforms

OXNARD Patterns wrap each letter

External Illumination - Decorative Wave Mounted

Halo Lit - Letterforms





Update on efforts of the Mayor's Gateway Task Force and authorization of an agreement with Found Design, LLC dba MERJE for Gateway Project (15 minutes)

Community Services, Public Safety, Housing and Development Committee
April 25, 2023

Samantha Shapiro, Project Manager



RECOMMENDATION

2

That the Community Services, Public Safety, Housing & Development Committee recommend that City Council:

1. Receive an update on the locations and preliminary schematic designs for the four (4) gateways proposed by the Mayor's Gateway Task Force;
2. Authorize the City Manager to execute an agreement with Found Design, LLC dba MERJE for a not-to-exceed amount of \$400,000 for the proposed design development, documentation, engineering and construction administration of up to four (4) gateway locations; and
3. Authorize the City Manager to initiate the design, construction, permitting, and project management of Gateway Location 1, in South Oxnard.

- ❖ Mayor John C. Zaragoza appointed the Mayor's Gateway Task Force in September 2021 as part of the Council's 5-year priorities to clean up the gateways to the City.
- ❖ Task Force Members include:
 - Armando Lopez, a member of the Oxnard business community
 - Brittney Hendricks, Vice President of Marketing for Visit Oxnard
 - Celina Zacarias, Senior Director of Community and Government Relations for CSUCI and Harbor Commissioner
 - Marvin Boos, co-creator of the Neighborhood Pride resident cleanups
 - Melanie Medina, Coastal Keepers
 - Rene Mendoza, BRITE (left task force in July 2022 due to a change in employment)



BACKGROUND

- ❖ Task Force has met 8 times between September 2021 - October 2022
- ❖ Four (4) entry point locations were identified and input into design was provided
- ❖ Task Force recommends locations and designs that compliment the City's restored landscaping efforts and celebrate the diverse culture in the community
- ❖ Found Design, LLC dba MERJE was hired in July 2022 to develop schematic design options for each location
- ❖ The Task Force selected their top design choice for each location

- ❖ The Gateway Task Force selected four (4) locations that act as natural entry points into the City; these are heavily traveled by individuals and vehicles.
- ❖ Locations and designs selected to be welcoming, vibrant and engaging
- ❖ Design development and subsequent construction is proposed as a multi-phased and multi-year project
- ❖ Designs will be further developed as the project progresses
- ❖ Removal of old wooden entryway signs is anticipated as part of the overall project



LOCATION 1: S. Oxnard Blvd. heading north toward Channel Islands Blvd. 6

- ❖ Inspiration developed from gateways across cities in Mexico with vibrant colors and big block letters spelling the City's name
- ❖ Secondary design elements add artistic texture
- ❖ Including "California" rather than "Welcome" will allow someone unfamiliar with Oxnard to locate it more easily in a photo
- ❖ Staff recommends funding this location for FY 23-24 (fewest anticipated challenges)



Proposed design for Location 1 (December 2022)

LOCATION 2: N. Oxnard Blvd., both sides of embankments

7

- ❖ Creates an experience for visitors or residents to drive through as they enter and exit the City
- ❖ Mural-style artwork is proposed with the option to extend north and south of the bridges; Clean up and enhance the embankments
- ❖ Proposed lighting creates a colorful element that could be changed to recognize or celebrate a current event
- ❖ Staff recommends this location to be the last gateway constructed (anticipated to have the most challenges)

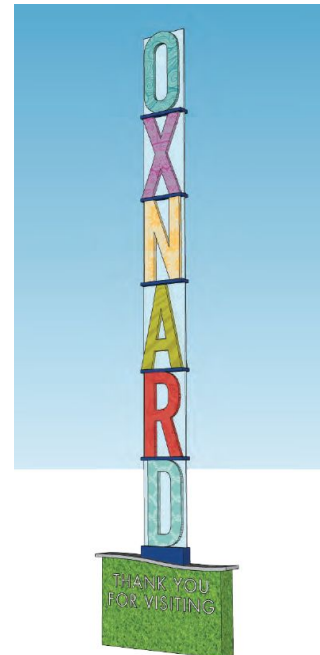
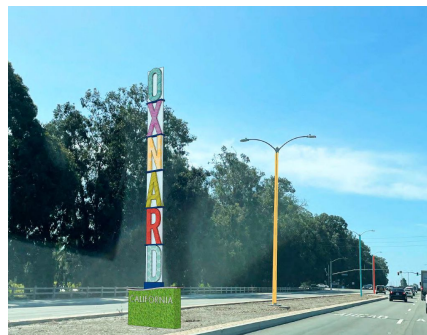


Proposed design for Location 2 (December 2022)

LOCATION 3: Median on Victoria Ave. heading south toward Gonzales Rd.

8

- ❖ Vertical architectural style takes advantage of long line of sight on the straight roadway
- ❖ Visible to traffic on both sides; travelers will see City's name clearly in either direction
- ❖ Bottom panel will welcome visitors as they enter and read "thank you for visiting" as they exit
- ❖ Location 3 and 4 have similar challenges; order of construction dependent on other city projects at the time.



Proposed design for Location 3 (December 2022)

LOCATION 4: Median on Rice Ave. heading south toward Gonzales Rd.

9

- ❖ Design spells out Oxnard on six individual posts in the wide media
- ❖ Creates an experience for drivers to move through as they enter the City
- ❖ Posts would be designed in a similar fashion to existing light poles on the freeway overpass
- ❖ Location 3 and 4 have similar challenges; order of construction dependent on other city projects at the time.



Proposed design for Location 4 (December 2022)

DESIGN CONTRACT

10

- ❖ MERJE submitted a proposal to perform the following work necessary to complete the design:
 - 1) Design Development
 - 2) Documentation
 - 3) Bid Assistance & Review
 - 4) Construction Administration
- ❖ Total cost of the proposal, which includes the above tasks for the four proposed gateways, is not-to-exceed \$400,000. This is recommended to be phased over multiple years

Cost per Location	
Location #1	\$78,000.00
Location #2	\$136,000.00
Location #3	\$86,500.00
Location #4	\$99,500.00
Total Amount (NTE)	\$400,000.00

CONSTRUCTION AND PROJECT MANAGEMENT

11

- ❖ City will utilize the on-call service contracts to obtain a contracted Project Manager/Construction Manager (PM/CM) to lead the project
 - Responsible for site surveys, utility research, permitting requirements and approvals, and eventually overseeing the construction process
- ❖ Staff anticipate only one gateway can be constructed per year due to staffing levels, other City projects and priorities, and budget constraints
- ❖ In FY 23-24, staff recommends that City Council prioritize the Gateway in **Location 1**

FINANCIAL IMPACT

12

- ❖ Contract with MERJE is for a not-to-exceed amount of \$400,000.00 expended over multiple years
 - Expected that \$78,000 of the total NTE amount will be spent in FY 23-24 for Location 1.
- ❖ Construction costs for Location 1 will be brought to Council as part of the bid contract award



END OF PRESENTATION



COMMUNITY SERVICES, PUBLIC SAFETY, HOUSING & DEVELOPMENT COMMITTEE AGENDA REPORT

REPORTS AGENDA ITEM NO. D.3

DATE: April 25, 2023

TO: Community Services, Public Safety, Housing & Development Committee

FROM: Emilio Ramirez, Housing Director, (805) 385-8094, emilio.ramirez@oxnard.org

SUBJECT: Investment Policy and Portfolio Guidelines for the Housing Authority of the City of Oxnard.
(15 minutes)

RECOMMENDATION

That the Community Services, Public Safety, Housing & Development Committee recommend that the Board of Commissioners of the Housing Authority of the City of Oxnard approve a resolution adopting an investment policy and portfolio guidelines for the Housing Authority of the City of Oxnard for FY 2023-2024.

Please click the following link to view the required Measure M pre-recorded presentation video: <https://youtu.be/ALRNiGdBzYI>

BACKGROUND

On June 21, 2022, the Housing Authority adopted an Investment Policy and Portfolio Guidelines. The Housing Authority of the City of Oxnard is required to adopt an investment policy each year. The Housing Authority of the City of Oxnard is bound by State law and has further constraints imposed by the federal government involving the investment of funds. The investment policy governs investment of funds, including funds on deposit. The Department of Housing and Urban Development has defined "funds on deposit" as comprising:

1. Funds for current transactions
2. Capital or development funds
3. Funds exceeding daily requirements
4. Operation reserve funds

In recent history, the Housing Authority of the City of Oxnard has invested excess cash utilizing a combination of in-house efforts and the State of California Local Agency Investment Fund, which is permitted by the Department of Housing and Urban Development. Staff is recommending this practice be continued through FY 2023-2024 because it is a safe, cost-effective and successful program. Should any further eligible investment opportunities arise, staff will investigate and pursue as appropriate.

The investment policy and portfolio guidelines ensure prudent investing and adequate reporting of investment results. It also provides for periodic reporting and annual approval.

Safety is assured by adherence to the Department of Housing and Urban Development's approved investments. The restriction placed on allowable investment provides a degree of diversification to assure that potential loss on individual investments does not compromise the remainder of the portfolio. The Housing Authority of the

City of Oxnard is not permitted to invest in instruments, except those authorized by the Department of Housing and Urban Development.

Liquidity is addressed by the Department of Housing and Urban Development to assure the Housing Authority of the City of Oxnard is able to meet its operating requirements on a daily basis.

The final objective is earnings. The portfolio shall be designed to provide a reasonable rate of return throughout budgetary and economic cycles, considering the investment risk constraints and the cash flow characteristics of the portfolio.

The investment policy and portfolio guidelines include a delegation of authority from the Housing Authority of the City of Oxnard to an Investment Committee consisting of the Housing Director, Housing Finance Officer and Housing Accountant. This action continues to formalize procedures, which have been in place for a number of years.

The adoption of this investment policy and portfolio guidelines will not affect the operations of the Housing Authority of the City of Oxnard to any material extent. The investment policy does not contain any material alterations in policy or procedures of the Housing Authority of the City of Oxnard.

STRATEGIC PRIORITIES

This agenda item supports the Organizational Effectiveness strategy. The purpose of the Organizational Effectiveness strategy is to reinforce, stabilize, improve, and strengthen the organizational foundation of the City in order to build a modern, high-functioning City government that effectively and efficiently supports the operating departments in providing high-quality services and programs for our residents and businesses.

FINANCIAL IMPACT

There is no financial impact to the General Fund. There is also no impact to the Housing Authority budget.

Prepared by: Emilio Ramirez, Housing Director

ATTACHMENTS

1. Resolution and Investment Policy
2. Investment Portfolio Guidelines FY 23-24
3. PowerPoint Presentation

HOUSING AUTHORITY OF THE CITY OF OXNARD

RESOLUTION NO.

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF OXNARD APPROVING
ADOPTION OF AN INVESTMENT POLICY AND INVESTMENT PORTFOLIO GUIDELINES FOR
THE HOUSING AUTHORITY OF THE CITY OF OXNARD FOR FISCAL YEAR 2023-2024

WHEREAS, the U. S. Department of Housing & Urban Development has established requirements governing cash management and approved investment instruments for certain funds under the control of public housing authorities (HUD Notice PIH 2002-13); and

WHEREAS, the Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code Section 53600.6); and

WHEREAS, the legislative body of the Housing Authority may invest surplus monies not required for the immediate necessities of the local agency in accordance with the provisions of U.S. Department of Housing & Urban Development Notice PIH 2002-13 and California Government Code sections 5922 and 53600 et seq.; and

WHEREAS, the Housing Finance Officer of the Housing Authority of the City of Oxnard (Authority) is required to annually prepare and submit a statement of investment policy and such policy, and any changes thereto, shall be considered by the Authority at a public meeting [California Government Code Section 53646(a)(b)]; and

WHEREAS, the Board of Commissioners of the Authority ("Board") determines that the policy of the Authority is to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Authority and conforming to all statutes governing the investment of Authority funds.

NOW THEREFORE, the Board hereby adopts the Investment Policy of the Housing Authority of the City of Oxnard, which is attached hereto as Attachment A and incorporated herein by this reference. The Board also adopts the Investment Portfolio Guidelines dated July 1, 2023, which are attached hereto as Attachment B and incorporated herein by this reference.

PASSED AND ADOPTED on this 16th day of May, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Housing Authority

Resolution No.

Page 2

ATTEST:

Rose Chaparro, Secretary-Designate

John C. Zaragoza, Chairperson

APPROVED AS TO FORM:

Stephen Fischer, General Counsel

Attachment A

Investment Policy of the Housing Authority of the City of Oxnard

INVESTMENT POLICY OF THE HOUSING AUTHORITY OF THE CITY OF OXNARD

1.0 INTRODUCTION

This policy is intended to provide guidance for the investing of surplus cash of the Housing Authority of the City of Oxnard (Authority). The U.S. Department of Housing and Urban Development (HUD) has established requirements governing cash management and approved investment instruments for certain funds under the control of Public Housing Authorities. The Legislature of the State of California (CGC 53600.6) has declared that the deposit and investment of funds by officials and local agencies is an issue of statewide concern. The Board of Commissioners of the Authority (Board) may invest surplus moneys not required for the immediate necessities of the Authority in accordance with the provisions of HUD Notice PIH 2002-13 and California Government Code Sections 5922 and 53600 et seq. The authority of the Board to invest or to reinvest funds, or to sell or exchange securities so purchased, may be delegated for a one-year period by the Board to the Housing Finance Officer of the Authority, who shall thereafter assume full responsibility for those transactions until the delegation of authority is revoked or expires, and shall make a monthly report of those transactions to the Board. Subject to review, the Board may renew the delegation of authority pursuant to this section each year. The Housing Finance Officer of the Authority shall annually prepare and submit a statement of investment policy and such policy, and any changes thereto shall be considered by the Board at a public meeting. The policy of the Authority is to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Authority and conforming to all statutes governing the investment of Authority funds.

2.0 SCOPE

This investment policy applies to the Authority's pooled investment fund, which encompasses all money under the direct oversight of the Housing Finance Officer. These include the Public Housing Funds, Section 8 Voucher Funds, Grant Funds and the Central Fund. This policy is generally applicable to bond proceeds with consideration given to specific provisions of each issuance. Reports of the investment of bond proceeds are issued periodically by the Trustee and are not included in the Housing Finance Officer's quarterly report of the pooled investment fund. The employee's retirement and deferred compensation funds are also not included.

3.0 PRUDENCE

Investments shall be made with foresight and care -- under circumstances then prevailing -- which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

3.1 The standard of prudence to be used by investment officials shall be the 'prudent person' standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligences shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

4.0 OBJECTIVES

The Authority's cash management system is designed to accurately monitor and forecast

revenues and expenditures thus enabling the Housing Finance Officer to invest funds to the fullest extent possible. The Housing Finance Officer shall maintain a portfolio, which accomplishes the primary objectives of safety, liquidity, and yield (in that order of priority).

4.1 Safety: According to HUD Notice PIH 2002-13, safety is achieved through adherence to the list of permitted investments which are backed by the full faith and credit of, or a guarantee of principal and interest by, the U. S. Government, a Government agency or issued by a Government sponsored agency, coupled with an appropriate maturity date.

4.2 Liquidity: All investments must be capable of being liquidated on one day's notice.

4.3 Yield: The Authority should strive to achieve the highest yield consistent with the objectives of the Investment Policy.

5.0 DELEGATION OF AUTHORITY

Authority to manage the investment program is derived from Section 401 (E) of the HUD/PHA Annual Contributions Contract and California Government Code Sections 53607. Management responsibility for the investment program is hereby delegated to the Housing Finance Officer, who shall establish written procedures for the operation of the investment program consistent with Section 12.2 of this investment policy. Procedures should include references to: safekeeping, PSA repurchase agreements, wire transfer agreements, collateral/depository agreements and banking services contracts, as appropriate. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Housing Finance Officer. The Housing Finance Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of the investment committee. The Housing Finance Officer is a trustee and a fiduciary subject to the prudent investor standard. The other housing staff with signatory authority on Authority checking and other accounts is the Housing Director.

6.0 ETHICS AND CONFLICTS OF INTEREST

The Housing Finance Officer shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions. The Housing Finance Officer is governed by the Political Reform Act of 1974 regarding disclosure of material financial interests.

7.0 AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

The Housing Finance Officer shall transact business only with banks, savings and loans, securities dealers and approved State and county investment pools.

7.1 Authorization: The Authority may conduct business with major registered broker/dealers and with dealers designated Primary by the Federal Reserve provided all the following criteria are met. Broker/Dealers must: 1) have offices located in the State of California, 2) be adequately capitalized, 3) locate markets for securities appropriate to the Authority needs, and 4) agree to abide by the conditions set forth in the Authority's Investment Policy and be among the authorized institutions approved by the City Treasurer.

7.2 Certification: Before engaging in investment transactions with a broker/dealer, the Housing Finance Officer shall have received from said firm a signed certification that the responsible party from that firm has reviewed the Authority's Investment Policy. The Certification shall also state that the firm understands the policy and intends to present investment recommendations and transactions to the Authority that are appropriate under the terms and conditions of the Investment Policy.

8.0 AUTHORIZED AND SUITABLE INVESTMENTS

HUD Notice PIH 2002-13 states an Authority should compare the return of an 'in house' cash management program with a program managed by an agent. It also states the Authority may contract with an approved governmental unit such as a State agency established for this purpose, such as a Local Agency Investment Fund (LAIF). The Notice also sets forth the following HUD-approved investments. The types of HUD-approved investments may change from time to time. It is the responsibility of the Housing Finance Officer to stay informed of the latest California Government Code and HUD-approved investments. HUD approved investments may be further limited by California Government Code Section 53607.

8.1 U.S. Treasury Bills, Notes and Bonds

8.2 Obligations issued by Agency or Instrumentality of the U.S. Government.

8.3 State or Municipal Depository Funds, such as LAIF, or pooled cash investment funds managed by County Treasurers.

8.4 Insured Demand and Savings Deposits, provided that deposits in excess of the insured amounts must be 100% collateralized by securities listed in 8.1 or 8.2 above.

8.5 Insured Money Market Deposit Accounts, provided that deposits in excess of the insured amount must be 100% collateralized by securities listed in 8.1 or 8.2 above.

8.6 Insured Super NOW Accounts, provided that deposits in excess of the insured amount must be 100% collateralized by Securities listed in 8.1 or 8.2 above.

8.7 Negotiable Certificates of Deposit issued by Federally or state-chartered banks or associations. Not more than 30% of surplus funds can be invested in certificates of deposit.

8.8 Repurchase/Reverse Repurchase Agreements of any securities authorized by this section (See special limits and qualifications in HUD Notice PIH 1999-48, and CGC53607).

8.9 Sweep Accounts that are 100% collateralized by securities listed in 8.1 or 8.2 above.

8.10 Shares of beneficial interest issued by diversified management companies (money market mutual funds) investing in the securities and obligations authorized by this section. Such Funds must carry the highest rating of at least two national rating agencies. Not more than 20% of surplus funds can be invested in money market mutual funds.

8.11 Funds held under the terms of a Trust Indenture or other contract or agreement, including the HUD/PHA Annual Contributions Contract, may be invested according to the provisions of those indentures or contracts.

8.12 Principal only STRIPS.

8.13 Any other investment security authorized under the provisions of HUD Notice PIH 2002-13.

8.14 Prohibit securities that take the form of inverse floaters, range notes, mortgage-backed interest-only strips and floating-rate investments without a floor.

9.0 COLLATERAL

Collateral requirements are addressed in HUD Notice PIH 2002-13 as well as California Government Code Section 53652. All Certificates of Deposits must be collateralized by US Treasury Obligations. Collateral must be held by a third party, and valued on a monthly basis.

10.0 SAFEKEEPING AND CUSTODY

Security transactions entered into by the Authority shall be conducted on a delivery-versus-

payment (DVP) basis. Securities of duration exceeding 30 days to maturity shall be held by a third-party custodian designated by the Housing Finance Officer. Evidence of account for each time deposit will be held in the Housing Authority safe.

11.0 DIVERSIFICATION

In an effort to reduce portfolio risk while attaining market average rates, the Authority's portfolio will be suitably diversified by type and institution.

11.1 With the exception of U. S. Treasury securities and authorized pools, no more than 50 percent of the total portfolio will be invested in a single security type. Investments are further limited by specific language relating to each investment type as stated in Section 8 of this Policy.

11.2 To the extent possible, the Housing Finance Officer will attempt to match investments with anticipated cash flow requirements. Operating reserve funds may not be invested in securities exceeding five years (maturity of such investments should coincide as nearly as practicable with expected use of funds).

12.0 INTERNAL CONTROLS

A system of internal controls will be maintained to assure compliance with Federal and State regulations, Board direction, and prudent cash management procedures.

12.1 Investment Review Committee: The Housing Director, Housing Finance Officer, and Housing Accountant are the members of the Investment Review Committee tasked with quarterly review of procedures and adherence to this Investment Policy.

12.2 Investment Portfolio Guidelines: Guidelines have been established for procedures within the Housing Finance Officer's office to assure internal investment controls and a segregation of responsibilities of investment functions. (Attachment B)

12.3 Annual Audit: The Authority portfolio is included in the Independent Auditors' scope of examination during testing of the Authority's financial management at the annual audit.

13.0 REPORTING

The Housing Finance Officer shall provide investment information to the Board.

13.1 Periodic Reports: The Housing Finance Officer will provide detailed reports of the investments in the pooled investment fund portfolio on a quarterly basis to the Housing Commission. Within thirty days of the end of each quarter, these reports will be provided with such additional information as market pricing. Summarized reports from Trustees regarding investments of bond proceeds will be provided as they become available.

13.2 Annual Report: This Investment Policy will be presented annually, following the close of the fiscal year, to the Board for approval. Each of the four quarterly reports, which are submitted to the commission as briefing reports, will provide a detailed report of the current status of the portfolio.

Attachment B

Investment Portfolio Guidelines

HOUSING AUTHORITY OF THE CITY OF OXNARD

INVESTMENT PORTFOLIO GUIDELINES

July 1, 2023

- 1) INTRODUCTION. These guidelines are established to direct and control investment activities in such a manner to assure that the goals established in the Investment Policy are attained.
- 2) GENERAL FACTORS. Several factors must be considered in preparation for effective portfolio management.
 - a) Cash Forecast. The projected cash flow of the Authority shall be prepared annually, and updated as required throughout the year. A close working relationship with Authority Divisions having a significant impact on cash flow is maintained to maximize the efficiency of the Investment Program.
 - b) Pooled Cash. Whenever practical, the Authority cash will be consolidated into one bank account and invested on a pooled concept basis. Interest earnings are allocated according to the average daily balances specific to fund ledger balances. No Authority bank account may be opened without the knowledge and consent of the Housing Finance Officer.
 - c) Authorized Institution. A list of institutions that meet the criteria of the Investment Policy and have been authorized by the Housing Finance Officer to do business with the Authority will be established, maintained and regularly updated. Investment transactions will be executed only with approved broker/dealers, banks, and savings and loans.
- 3) INVESTMENT PROCEDURES. The Housing Finance Officer has developed internal investment procedures to provide for effective cash management. Segregation of responsibilities is maintained to assure an adequate system of internal control over the investment function.
 - a) Investment Transactions. The Housing Finance Officer will authorize investment transactions. In his/her absence, the Housing Director will execute transactions as prescribed by the Housing Finance Officer prior to the absence.
 - b) Wire Transfers. The Authority will use pre-formatted wire transfers to restrict the transfer of funds to pre-authorized accounts only. All wire transfers require an initiator plus an approval by an authorized employee.
 - c) Safekeeping. Securities purchased from broker/dealers (on which maturity is greater than 30 days) shall be held in third party safekeeping. All purchases will be on a delivery versus-payment basis. Evidences of accounts for certificates of deposit will be issued in the Authority name and held in Housing Finance Officer's safe.
- 4) INVESTMENT CRITERIA. All investments will be made in compliance with Federal, State, and Local laws governing the investment of Authority funds, and in accordance with the Authority's Investment Policy.
 - a) Maturity of Investment. Investments longer than one year may be made if consistent with the Authority cash flow needs and related intent of holding until maturity. Securities may be sold prior to maturity for cash flow purposes or to otherwise enhance the portfolio. If the rating of any depository declines to an unacceptable level prior to the maturity of an investment of Authority funds, the investment will be matured at the earliest possible convenience. If the rating drops below the allowable level of any one of the rating services, the investment will be sold if no significant loss of principal is involved. The

Housing Finance Officer will determine such sales.

- b) Certificate of Deposit Evaluation. Time Certificates of Deposit shall be evaluated in terms of FDIC coverage. For deposits in excess of the insured maximum of \$100,000, approved collateral shall be required at the percentage above market value as specified by HUD Notice PIH 2002-13 and CGC Section 53651 and 53652.
- 5) INTERNAL CONTROL OF INVESTMENTS. Investment transactions are controlled through distribution of responsibilities within the Housing Finance Officer's office by the following procedures:
- a) The Housing Finance Officer initiates each investment transaction.
 - b) A journal entry detailing the investment is prepared by the Housing Accountant and approved by the Housing Finance Officer.
 - c) The journal entry entered on a cash balance spread sheet by the Housing Accountant.
 - d) At month end the book balances, maintained by the Housing Accountant, must balance with the portfolio balance maintained independently by the Housing Accountant.

HOUSING AUTHORITY OF THE CITY OF OXNARD
INVESTMENT PORTFOLIO GUIDELINES

July 1, 2023

- 1) **INTRODUCTION.** These guidelines are established to direct and control investment activities in such a manner to assure that the goals established in the Investment Policy are attained.
- 2) **GENERAL FACTORS.** Several factors must be considered in preparation for effective portfolio management.
 - a) **Cash Forecast.** The projected cash flow of the Authority shall be prepared annually, and updated as required throughout the year. A close working relationship with Authority Divisions having a significant impact on cash flow is maintained to maximize the efficiency of the Investment Program.
 - b) **Pooled Cash.** Whenever practical, the Authority cash will be consolidated into one bank account and invested on a pooled concept basis. Interest earnings are allocated according to the average daily balances specific to fund ledger balances. No Authority bank account may be opened without the knowledge and consent of the Housing Finance Officer.
 - c) **Authorized Institution.** A list of institutions that meet the criteria of the Investment Policy and have been authorized by the Housing Finance Officer to do business with the Authority will be established, maintained and regularly updated. Investment transactions will be executed only with approved broker/dealers, banks, and savings and loans.
- 3) **INVESTMENT PROCEDURES.** The Housing Finance Officer has developed internal investment procedures to provide for effective cash management. Segregation of responsibilities is maintained to assure an adequate system of internal control over the investment function.
 - a) **Investment Transactions.** The Housing Finance Officer will authorize investment transactions. In her absence, the Housing Director will execute transactions as prescribed by the Housing Finance Officer prior to her absence.
 - b) **Wire Transfers.** The Authority will use pre-formatted wire transfers to restrict the transfer of funds to pre-authorized accounts only. All wire transfers require an initiator plus an approval by an authorized employee.
 - c) **Safekeeping.** Securities purchased from broker/dealers (on which maturity is greater than 30 days) shall be held in third party safekeeping. All purchases will be on a delivery versus-payment basis. Evidences of accounts for certificates of deposit will be issued in the Authority name and held in Housing Finance Officer's safe.
- 4) **INVESTMENT CRITERIA.** All investments will be made in compliance with Federal, State, and Local laws governing the investment of Authority funds, and in accordance with the Authority's Investment Policy.
 - a) **Maturity of Investment.** Investments longer than one year may be made if consistent with the Authority cash flow needs and related intent of holding until maturity. Securities may be sold prior to maturity for cash flow purposes or to otherwise enhance the portfolio. If the rating of any depository declines to an unacceptable level prior to the maturity of an investment of Authority funds, the investment will be matured at the earliest possible convenience. If the rating drops below the allowable level of any one of the rating services, the investment will be sold if no significant loss of principal is involved. The Housing Finance Officer will determine such sales.
 - b) **Certificate of Deposit Evaluation.** Time Certificates of Deposit shall be evaluated in terms

of FDIC coverage. For deposits in excess of the insured maximum of \$100,000, approved collateral shall be required at the percentage above market value as specified by HUD Notice PIH 2002-13 and CGC Section 53652 and 53651.

- 5) **INTERNAL CONTROL OF INVESTMENTS.** Investment transactions are controlled through distribution of responsibilities within the Housing Finance Officer's office by the following procedures:
- a) The Housing Finance Officer initiates each investment transaction.
 - b) A journal entry detailing the investment is prepared by the Housing Accountant and approved by the Housing Finance Officer.
 - c) The journal entry entered on a cash balance spread sheet by the Housing Accountant.
 - d) At month end the book balances, maintained by the Housing Accountant, must balance with the portfolio balance maintained independently by the Housing Accountant.

Investment Policy and Portfolio Guidelines

Housing Authority of the City of Oxnard

Emilio Ramirez, Director
Housing Department

Community Services, Public Safety,
Housing & Development Committee
April 25, 2023

The Department of Housing and Urban Development (HUD) requires the Housing Authority of the City of Oxnard to adopt an investment policy each year to govern investment of funds on deposit including:

1. Funds for current transactions
2. Capital or development funds
3. Funds exceeding daily requirements
4. Operation reserve funds

The Housing Authority of the City of Oxnard (OHA) regularly invests excess cash utilizing a combination of in-house efforts and the State of California Local Agency Investment Fund as permitted by HUD. The OHA is not permitted to invest in instruments, except those authorized by HUD.

Staff recommends continuing the practice through FY 2023-2024 because it is safe and cost effective.

The investment policy and portfolio guidelines ensure prudent investing and adequate reporting of investment results. The investment portfolio is structured with the goal of earning a reasonable rate of return throughout budgetary constraints and economic cycles.

The guidelines include a delegation of authority from the Housing Authority of the City of Oxnard to an Investment Committee consisting of the Housing Director, Housing Finance Officer and Housing Accountant.

The adoption of this investment policy and portfolio guidelines will not affect the operations of the Housing Authority of the City of Oxnard (OHA) and do not contain any material alterations in policy or procedures of the OHA.

That the Community Services, Public Safety, Housing & Development Committee recommend that the Board of Commissioners of the Housing Authority of the City of Oxnard approve a resolution adopting an investment policy and portfolio guidelines for the Housing Authority of the City of Oxnard for FY 2023-2024



End of Presentation



COMMUNITY SERVICES, PUBLIC SAFETY, HOUSING & DEVELOPMENT COMMITTEE AGENDA REPORT

REPORTS AGENDA ITEM NO. D.4

DATE: April 25, 2023

TO: Community Services, Public Safety, Housing & Development Committee

FROM: Emilio Ramirez, Housing Director, (805) 385-8094, emilio.ramirez@oxnard.org

SUBJECT: Adoption of the Fiscal Year 2023-2024 Annual Action Plan and amended Oxnard Citizen Participation Plan. (10 minutes)

RECOMMENDATION

That the Community Services, Public Safety, Housing & Development Committee recommend that the City Council:

1. Conduct a public hearing regarding the fiscal year 2023-2024 Annual Action Plan with funding recommendations and the amended Oxnard Citizen Participation Plan;
2. Approve the fiscal year 2023-2024 Annual Action Plan with the recommended use of funds for selected activities that conform with the City of Oxnard consolidated plan goals as defined in the Ventura County Regional Consolidated Plan;
3. Approve the updated changes in the amended Oxnard Citizen Participation Plan;
4. Authorize the City Manager, and his designees, to incorporate the final HUD grant allocations into the 2023 Annual Action Plan, and authorize the budget appropriations to fund the administration, and projects, including the ability to increase or decrease project funding by ten percent or up to the administrative amount allowed of the administering staff, whichever is greater.
5. Authorize the City Manager and his designees, to incorporate any recommended changes resulting from the public input to the fiscal year 2023-2024 Annual Action Plan and the amended Oxnard Citizen Participation Plan, Oxnard, as directed by the City Council, including the authorization of funding appropriations and revenue or expenditure budget changes, up to ten percent of each grant;
6. Authorize the City Manager and his designees, to execute the required applications, certifications, and other pertinent documents for the submission of the fiscal year 2023-2024 Annual Action Plan and the amended Oxnard Citizen Participation Plan to the United States Department of Housing and Urban Development; and,
7. Authorize the City Manager, and his designees, to execute HUD agreements and sign all agreements for the implementation of the Annual Action Plan including sub recipients, interdepartmental, and intradepartmental agreements.

Please click the following link to view the required Measure M pre-recorded presentation video: <https://youtu.be/71I9kwYNj5o>

BACKGROUND

The City of Oxnard receives entitlement grant funding, from the United States Department of Housing and Urban Development (HUD) for the Community Development Block Grant (CDBG), HOME Investment Partnerships Act (HOME) and HEARTH Emergency Solutions Grant (HESG) programs. To receive these entitlement grants the City of Oxnard must prepare, submit, and receive approval of a five-year Consolidated Plan, Annual Action Plan and Analysis of Impediments to Fair Housing.

The fiscal year 2023-2024 Annual Action Plan must be approved before entitlement grant funds are received. The local procedures to approve these documents are set forth in the Citizen Participation Plan.

DISCUSSION

HUD's Formula Grant Programs

Community Development Block Grant (CDBG) is able to provide funding for activities such as neighborhood park improvements, street improvements, facility improvements, homeownership assistance, owner-occupied mobile home rehabilitation, housing rehabilitation and public service activities that benefit low and moderate-income residents.

HOME funding has provided low- and moderate-income families with down payment assistance, allowing them to become first-time homeowners, and has provided funding for the rehabilitation of single family and mobile home units. Other uses of HOME funds include the construction of new for sale or rental affordable housing units.

HEARTH Emergency Solutions Grant (ESG) funding provides funding for homeless programs through the following program areas: Street Outreach, Emergency Shelter, Homeless Prevention, Rapid Re-housing, Housing Relocation and Stabilization Services, Rental Assistance, the Homeless Management Information System, a data system that documents and tracks persons served by local programs.

Fourth Year Annual Action Plan

This is the Fourth Year Annual Action Plan of the five (5) year Regional Consolidated Plan. Each year, the City of Oxnard must submit an Annual Action Plan which serves as an application for its three entitlements grant programs: CDBG, HESG and HOME. The Annual Action Plan identifies specific activities, goals and funding allocations for the program year. HUD requires that grantees provide opportunities for the public to participate in the development of the Annual Action Plans. Community involvement is a key component of the preparation of the Annual Action Plan. Community meetings were held in January and February 2023, and a Resident Input of Community Need survey was released in English and Spanish.

The City of Oxnard Citizen's Participation Plan requires conducting two public hearings per year to receive resident and stakeholder comments relating to the unmet needs of low- and moderate-income persons residing in the City of Oxnard. Topics of discussion includes: affordable housing, economic development, public services and homelessness. The Annual Action Plan draft includes project proposals and funding recommendations for Council's consideration. On February 14, 2023, the first public hearing was held in Council Chambers for the 2023-2024 Annual Action Plan to obtain public input on unmet needs of low- and moderate-income persons in the areas of housing, community development and homelessness. An addendum to the December 9, 2022 public notice was published in the VIDA Newspaper on January 12, 2023 in Spanish and English.

The third public hearing to be held at Council Chambers is scheduled for May 16, 2023. This public hearing

will provide further opportunity for the City Council and the public to consider the funding recommendations and to receive public comments for the 2023 Annual Action Plan draft. The Plan Year 2023 Annual Action Plan was made available to the public for a 30-day review period beginning April 14, 2023 and ending on May 16, 2023. Notice of the Public Hearing date was published in the VIDA Newspaper on April 13, 2023 in Spanish and English. The draft of the Annual Action Plan and the amended Oxnard Citizen Participation Plan are available electronically on the City of Oxnard Housing Department, Grants Management website.

The Housing Department issued a Notice of Funding Availability (NOFA) announcing the availability of fiscal year 2023-2024 entitlement grant funding in January of 2023. The NOFA invites non-profit providers, and City departments, to apply for a portion of the City's CDBG, HOME, or HESG funding for an activity or service that primarily benefits low- and moderate-income persons. In order to apply, service providers must attend a mandatory workshop. Grant Application Workshops were held to provide training and information of the availability of grant funding for eligible programs for interested parties. Applications were received January 11, 2023 through February 13, 2023.

The City received an award of \$2,213,917 in Community Development Block Grant funds, \$768,867 in HOME Investment Partnerships Program funds and \$207,883 in HEARTH Emergency Solutions Grant funds; a total of \$3,190,667 in entitlement grants from HUD in fiscal year 2023-2024. In addition, the Housing Department estimates program income in the amount of \$100,000 for CDBG programs, and \$100,000 for HOME programs that will increase the total estimated available resources to \$3,390,667. The funding recommendations will include estimated program income and grant funding cap requirements.

Through the application process the City received twenty (20) grant applications. Fifteen (15) CDBG application: Four (4) under the public improvement and other programs category and eleven (11) public service applications. In addition, five (5) HESG applications were received for fiscal year 2023-2024. The City Council will accept and utilize the HOME funds for the 2023-2024 Annual Action Plan.

Out of the twenty (20) CDBG applications submitted, thirteen (13) applications were recommended for funding. See Attachment 1 for the breakdown of Action Plan Funding Recommendations.

The CDBG recommended funding for public service activities consist of senior services, youth services, health services, mental health services, housing services and homeless programs to assist low- and moderate-income residents of Oxnard. The CDBG recommended funding for the public improvement and other programs category consists of homeownership down payment assistance for low-and moderate-income housing; park and neighborhood improvement for low- and moderate-income area in Oxnard.

The five (5) HESG applications were submitted. Four (4) applications were recommended for funding for the HESG activities: Emergency Shelter, Street Outreach and Rapid Rehousing.

The complete list of the funding recommendations is included in Attachment 1, fiscal year 2023-2024 Annual Action Plan Funding Recommendation.

Citizen Participation Plan Amendment

The U.S. Department of Housing & Urban Development (HUD) requires that Grantees provide opportunities for the public to comment on the Action Plans submitted to HUD annually. The plan must provide a summary of citizen comments or views on the plan, a written explanation of comments not accepted and the reasons why these comments were not accepted. In accordance with HUD's regulatory requirement, the City of Oxnard City Council approved the last Citizen Participation Plan on July 10, 2018, in addition to a 2020 addendum, adopted October 6, 2020, that included the recent CARES Act funds and its citizen participation requirements.

Within the Citizen Participation Plan, the City shall provide the public with a reasonable opportunity to

comment on the original Citizen Participation Plan and any amendments thereto. Amendments to the Citizen Participation Plan may be considered substantial, or less than substantial (minor amendments), as determined by the City based on the nature of the amendment and applicable HUD regulations. The proposed amendment to the Citizen Participation Plan is considered a substantial change.

Drafted changes to the Plan include amending the City's thresholds that constitute a substantial change that reflects closer funding permissions to what the City of Oxnard has in place. The previous plan required returning to Council with lower funding permissions that would not otherwise go to Council if not for this plan. Specific changes include allowing for the City Manager budget and program changes under \$200,000, and the Housing Director to authorize budget and program changes under \$100,000 for CDBG and HOME, and \$50,000 for changes to ESG projects. A new section was included to provide citizen participation needs for emergency responses and federal funding sources to address emergencies. See Attachment 3, Oxnard Citizen Participation Amendment Draft, for the proposed changes.

CONCLUSION

The fiscal year 2023-2024 Annual Action Plan and amended Oxnard Citizen Participation Plan have been posted for public review with the scheduled May 16, 2023 public hearing, for the purpose of providing members of the public with the opportunity to comment. The full reports are accessible at City of Oxnard Housing Department, Grants Management Website: <https://www.oxnard.org/city-department/housing/grants-management/>.

STRATEGIC PRIORITIES

This agenda item supports Economic Development strategy. The purpose of Economic Development strategy is to focus on the retention and expansion of Oxnard businesses by increasing the skills and employability of our local workforce, invite new business investments, and target site-based redevelopment opportunities.

This agenda item supports the Quality of Life strategy. The purpose of the Quality of Life strategy is to restore and increase quality services and programs that enrich Oxnard's diverse community, promotes safe neighborhoods, encourages community engagement, and supports our residents in their efforts to improve their quality of life.

FINANCIAL IMPACT

The fiscal year 2023-2024 Annual Action Plan outlines how the City of Oxnard plans to allocate its three entitlement grant programs, CDBG, HOME, and HESG, for the FY 2023-2024 budget. This includes the 2023 HUD grant allocations estimate of \$2,313,917 in CDBG, \$768,867 for HOME, and \$207,883 for HESG. FY 2023-24 program income is estimated at \$100,000 for CDBG program and \$100,000 for HOME program. The grand total of available resources is estimated at \$3,390,667. Any personnel or other administrative amounts in excess of the CDBG and HESG allowable admin amounts will be included in the FY2023-2024 recommended budget in the General Fund.

Prepared by: Emilio Ramirez, Housing Director

ATTACHMENTS

1. 2023 Annual Action Plan Funding Recommendations
2. 2023 Annual Action Plan Draft
3. Oxnard Citizen Participation Amendment Draft
4. PowerPoint Presentation

CITY OF OXNARD

2023 ANNUAL ACTION PLAN (AAP)

FUNDING RECOMMENDATION

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

CDBG AVAILABLE RESOURCES

HUD CDBG Allocation (ESTIMATE)	\$ 2,213,917
Program Income	\$ 100,000
<u>TOTAL CDBG GRANT RESOURCES</u>	\$ 2,313,917

CDBG EXPENDITURES

RECIPIENT DEPT/DIV-ORGANIZATION

PROGRAM NAME

ADMINISTRATION - not more than 20%

Housing Department-Grants Management	CDBG Administration & Planning	\$ 462,783
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PUBLIC SERVICES - not more than 15%

Livingston Memorial Visiting Nurses Association	Subsidized Care Program	\$ 8,000
Oxnard Housing Authority	Housing Supportive Services	\$ 73,000
Oxnard Housing Authority	Senior Supportive Services	\$ 36,000
Oxnard Recreation Department	Colonia Memorial Park Veterans Gym	\$ 48,000
Oxnard Recreation Department	Southwinds Youth Center	\$ 31,000
Oxnard Recreation Department	Police Activities League - PAL	\$ 45,087
Oxnard Recreation Department	Palm Vista Senior Center	\$ 31,000
Shelter Care Resources	Foundation First	\$ 20,000
Oxnard Performing Arts Center Corporation	Creative Youth Development	\$ 20,000
	Our Place Safe Haven: Emergency Shelter and	
Turning Point Foundation	Multi-service Navigation Center	\$ 35,000
<i>Total Public Services Projects</i>		\$ 347,087

PUBLIC IMPROVEMENTS & OTHER CITY PROGRAMS

Oxnard Housing & Redevelopment	Neighborhood Improvement Projects	\$ 764,387
Many Mansions	Aspire Pocket Park	\$ 489,660
Ventura County Community Development Corporation (VCCDC)	Hope to Home Down Payment Assistance	\$ 250,000
<i>Total Public Improvements & Other City Programs</i>		\$ 1,504,047

TOTAL CDBG GRANT EXPENDITURES	\$ 2,313,917
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HEARTH EMERGENCY SOLUTIONS GRANT (HESG)**HESG AVAILABLE RESOURCES**

HUD HESG Allocation (ESTIMATE)	\$	207,883
<u>TOTAL HESG GRANT RESOURCES</u>		\$ 207,883

RECIPIENT DEPT/DIV-ORGANIZATION**PROGRAM NAME**

Housing Department-Homeless	HESG Administration & Planning (7.5 %)	\$	15,591
Mercy House	Rapid Re-Housing	\$	58,500
United Way of Ventura County	Rapid Re-Housing	\$	24,792
The Salvation Army	Homeless Street Outreach	\$	63,000
Turning Point Foundation	Our Place Safe Haven: Emergency Shelter	\$	46,000
<u>TOTAL HESG GRANT EXPENDITURES</u>		\$	207,883

HOME INVESTMENT PARTNERSHIP (HOME)**HOME Available Resources**

HUD HOME Allocation (ESTIMATE)	\$	768,867
Program Income	\$	100,000
<u>TOTAL HOME GRANT RESOURCES</u>		\$ 868,867

Oxnard Housing Department - Affordable Housing & Rehabilitation Division (AHRD)	HOME Administration & Planning (10 %)	\$	86,886
Oxnard Housing Department - AHRD	CHDO Set-Aside (15%)	\$	115,330
Oxnard Housing Department - AHRD	Affordable Housing Development Project	\$	666,651
<u>TOTAL HOME GRANT EXPENDITURES</u>		\$	868,867

ENTITLEMENTS GRAND TOTAL \$ 3,390,667

City of Oxnard

2023 Annual Action Plan

DRAFT

May 2023

Prepared by:
City of Oxnard – Housing Department – Grants Management
435 South D Street, Oxnard, California, 93030

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Executive Summary

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

1. Introduction

The City of Oxnard is within Ventura County, California, located northwest of Los Angeles and southwest of Santa Barbara. Oxnard is the largest city in the county with the population of 202,063, according to the United States Census Bureau population estimates in 2020. The regulations of the United States Department of Housing and Urban Development (HUD) require that an Annual Action Plan (AAP) be submitted for each plan year within an agency's Consolidated Plan.

The City of Oxnard (City) joined the Ventura County Regional Consolidated Plan (Regional ConPlan) is a five year plan document covering five plan years from 2020-2024. The Ventura County Regional Consolidated Plan is a collaborative document between all incorporated cities and the unincorporated areas of Ventura County, California. Collaborating in the development of the Regional Consolidated Plan are the Cities of Camarillo, Fillmore, Moorpark, Ojai, Oxnard, Port Hueneme, Santa Paula, San Buenaventura (City of Ventura), Simi Valley, and Thousand Oaks. The Regional ConPlan document is to comply with the HUD requirement to submit the City of Oxnard's Annual Action Plan for plan year 2023.

In the Regional ConPlan, the priorities that need to be addressed for community development and housing needs of the City of Oxnard are identified. The AAP's annually identify the resources available to address those needs identified in the Regional ConPlan, describe the activities that will be undertaken designed to meet the annual goals and objectives that relate to the identified needs as determined in the Regional ConPlan, describe the geographic areas targeted for assistance, include the Citizen Participation Plan, and set the basis for performance monitoring whereby results are measured as goals accomplished and outcome indicators.

Goals and objectives of the community needs identified in the Regional ConPlan will be accomplished by activities specified by the City's AAPs. With the 2023 AAP, the City will implement activities that continue to strive to derive positive outcomes that were set forth as goals for the Regional ConPlan period, Plan Year 2023. The current AAP will cover the period of July 1, 2023 to June 30, 2024 (plan year 2023). Herein are described the expected federal, state and local resources, the priorities and specific objectives the City desires to achieve, and the activities that will be undertaken throughout the 2023 plan year.

In recent years, the City's allocation of entitlement grant funds from HUD has either increased or remained relatively unchanged but this year's allocation slightly decreased. The Plan year 2023 allocations are; Community Development Block Grant (CDBG) \$2,213,917 a decrease of 6.4%, HOME Investment Partnerships (HOME), \$768,867 a decrease of 10.1% and Hearth Emergency Solutions Grant (HESG), \$207,883 a decrease of 1.7%. Total HUD entitlement grant funds decreased by 7%, to \$3,190,667.

The City's goals, as identified in the Regional ConPlan, can be found throughout this AAP, and are designed to principally serve extremely-low, low-, and moderate-income residents by addressing the following:

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- Improve the Supply of Affordable Housing
- Enhance Economic Stability
- Increase Social Services
- Work to End Homelessness
- Create Quality Neighborhoods
- Effective Administration

The AAP describes the resources expected to be available in the coming program year from federal, state, local and private sources, and also includes a description of the activities that will be undertaken to meet the specific objectives.

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 Outcome Performance Measurement System to address the high priority needs stated in its Regional ConPlan. When funding an activity, the City determines which of three HUD objectives best describes the purpose of the activity. The three objectives are:

- 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 HESG. 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.

3. Evaluation of past performance

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

The City combines the information reported to HUD in the FY 2021-22 Consolidated Annual Performance and Evaluation Report (CAPER) and the directives from HUD in the determination and recommendation of the FY 2023-24 AAP proposed projects.

The three major program areas underlining CDBG, HESG and HOME entitlement grants, such as (1) Decent and Affordable Housing, (2) Suitable Living Environment, and (3) Economic Opportunities, coupled with the Continuum of Care (CoC) of Homelessness have received a high priority in the 2020-24 Regional

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ConPlan. The goals and accomplishments for Plan year 2023 are summarized in the Annual Goals and Objectives AP-20 in the AAP.

Accomplishments achieved during the program year (PY) 2021 (July 1, 2021 through June 30, 2022) were evaluated in detail in the PY 2021 CAPER. The CAPER was completed and submitted to HUD on October 13, 2022. Due to COVID-19, programs had challenges during the pandemic to meet the annual goals in 2021-22.

Public Services actual accomplishments total was 8,271 persons. Homeless programs provided services to 917 homeless persons, senior programs provided services to 44 persons, youth services provided services to 1,180 persons, health services programs provided services to 49 persons, food pantry services provided services to 6,081 persons for Oxnard residents during FY 2021-22.

Public Improvements and Infrastructure activities included park improvements located in low- and moderate-income areas at Community Center East Park, Wilson Park and Pleasant Valley Park and homeless shelter building improvements for Oxnard residents city-wide.

CDBG funding was identified in FY 2021-22 for the outcome of Homeowner Rehabilitated which was not met due to the program not moving forward in the program year. Code compliance conducted 2,366 inspections in FY 2021-22.

Homelessness services funded by HESG provided 86 persons with emergency shelter services and 20 households were provided rapid rehousing services in Oxnard during FY 2021-22. Street Outreach is expected to move forward in FY 2022-23

The HOME funds provided 3 (three) down payment assistance loans to low- and moderate-income household Oxnard residents issued in FY 2021-22.

No rental units were constructed this year, however, there have been two projects selected for HOME commitment of funds that are scheduled to break ground in fiscal year 2022-23.

Within the CARES Act program, the Public Services accomplishments total 214 persons assisted within the CDBG-CV program. In Economic Development the Business Assistance program reported 1 (one) loan created in FY 2021-22. The Economic Development program continues to serve businesses in FY 2022-23. There were six CDBG -CV activities that completed in FY 2021-22 and five activities that did not move forward due to the inability to carry out their activities during COVID pandemic. The City has processed an amendment for the CDBG-CV balance of remaining funds in February 2023 in order to move forward with projects related to COVID-19.

CARES ACT ESG-CV, emergency shelter assisted 173 persons, street outreach program assisted 416 persons and 11 households (27 persons) were assisted with rapid rehousing in FY 2021-22. The ESG-CV funds will continue to assist homeless person in FY 2022-23.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

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As part of the AAP development, the City staff scheduled two public hearings: (1) February 14, 2023 and (2) May 16, 2023:

The Public Hearing-February 14, 2023 provided the opportunity for the public to comment on unmet community needs for FY 2023-24 AAP. As part of the development process of the AAP, City Staff developed a mailing list of more than 60 emails and addresses consisting of organizations, service providers; Oxnard Wilson Senior Center-Special Population Services for persons with disabilities, Oxnard Housing Authority, Oxnard Senior Centers and cities within Ventura County and cities within Ventura County were provided a copy of the public hearing in English and Spanish. The public hearing notices in English and Spanish were included in the Neighborhood News packets which were distributed weekly for a month prior to the public meeting to approximately 250 Oxnard residents. The public hearing notice was published in the Vida newspaper in English and Spanish, posted on the City website, broadcasted on the public viewing TV Channels 10/35 and posted in public buildings such as the Main Library, City Clerk's Office and Housing Department Administration building. The public comment period started December 9, 2022 and ended on February 14, 2023. During the public comment period there were no written public comments submitted and no verbal public comment was received during the public hearing.

In accordance with Assembly Bill 361 and in response to the declared state and local emergencies due to the novel coronavirus, the legislative body will meet in-person and remotely. To participate remotely visit www.oxnard.org To find out how you may provide public comment, please refer to the instruction at [www.https://www.oxnard.org/city-meetings/](https://www.oxnard.org/city-meetings/). The public may view the meeting from home on Spectrum channel 10, Frontier channel 35, or YouTube at Youtube.com/oxnardnews. Video recordings of the meeting are typically available online following the meeting at the City's website at www.oxnard.org/city-meetings. Submit an email to cityclerk@oxnard.org no later than 3 p.m. on the day of the meeting by using the form available at www.oxnard.org/citymeetings.

Second public hearing –May 16, 2023 - The public comment period started April 14, 2023 and will end on May 16, 2023. Comments will be updated after the 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.

First Public Hearing: February 14, 2023

During the first Public Hearing, there was no verbal comments submitted. In addition, no written comments were submitted during the public comment period.

Second Public Hearing: May 16, 2023

Comments will be updated after the public hearing

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

During the first Public Hearing, all comments were accepted.

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During the second Public Hearing, all comments will be accepted.

7. Summary

The City is committed to provide funds that serve the most disadvantaged residents while following HUD's directives. The City increased awareness of the Annual Action Plan's public review activities and process by providing the public notice in various ways.

The City sent notices of the public hearing in English and Spanish to more than 60 emails and addresses consisting of organizations, service providers; Oxnard Wilson Senior Center-Special Population Services for persons with disabilities, Oxnard Housing Authority, Multi Service Center-Resident Services in Oxnard Colonia neighborhood, Oxnard Senior Centers and cities within Ventura County. The public hearing notices in English and Spanish were included in the Neighborhood News packets which were distributed weekly for a month prior to the public meeting to approximately 250 Oxnard residents. The public hearing notice was published in the Vida newspaper in English and Spanish, posted on the City website, broadcasted on the public viewing TV Channels 10/35 and posted in public buildings such as the Main Library, City Clerk's Office and Housing Department Administration building.

The Public Hearings are in compliance with the Americans with Disabilities Act. If the public requires special assistance to participate in a meeting, the individual would contact the City Clerk's Office. Notice at least 72 hours prior to the meeting will enable the City to reasonably arrange for persons accessibility to the meeting. This notation is included on all city Agenda's.

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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.

Agency Role	Name	Department/Agency
Lead Agency	OXNARD	
CDBG Administrator	OXNARD	Housing Department
HOPWA Administrator		
HOME Administrator	OXNARD	Housing Department
ESG Administrator	OXNARD	Housing Department
HOPWA-C Administrator		

Table 1 – Responsible Agencies

Narrative (optional)

The City of Oxnard has designated the Housing Department's Grants Management Division to develop the Annual Action Plan, the Comprehensive Annual Performance and Evaluation Report, and the Regional Consolidated Plan. The Housing Department's Grant Management Division implements and administers programs and activities under the Plan.

Consolidated Plan Public Contact Information

City of Oxnard
Housing Department
435 South D Street Oxnard CA 93030

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Phone: (805) 385-8096
E-mail: emilio.ramirez@oxnard.org

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AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

Federal regulations require that a participating jurisdiction 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 have developed and followed a detailed schedule which provides for and encourages citizen participation emphasizing the participation of persons of low- and moderate-income.

The regional consolidated plan and the annual action plan represent a comprehensive planning effort mainly led by Housing Department-Grants Management Division staff, with involvement of (1) local government experts; (2) the social services community; (3) residents; and, (4) consultation with other local HUD entitlement communities. The following items are examples of the consultation's efforts:

- Grants Management Division staff work closely with other City staff members such as: Affordable Housing and Rehabilitation; Homeless Assistance Program; Development Services; Utilities; Treasury; Oxnard Housing Authority; Community Development Services; 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 and implement the Regional ConPlan and the AAP.
- City staff members in the Department and/or Divisions; Affordable Housing and Rehabilitation, Homeless Assistance Program, Development Services, Utilities, Treasury, Oxnard Housing Authority, Community Development Services, Code Compliance, Geographical Information System, Recreation and Community Services and Finance provide supportive services as needed to accomplish ConPlan development efforts.
- Housing staff during the fiscal year cycle continue to provide HUD program workshops to social service agencies ; community meetings and public hearings to provide opportunities for the residents to participate in the public hearings.
- The Housing staff finalized the City of Oxnard Analysis of Impediments to Fair Housing (AI), which is required by HUD to be submitted once every five years. In January of 2019, the City and the County of Ventura agreed to collaborate on the production of the AI, which was completed and adopted by the Oxnard City Council in May of 2020.

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))

The City consulted with the agencies/organizations while preparing the AAP, through public hearings, workshops, forum meetings, and training sessions (individuals and group discussions):

- The City of Oxnard City Council conducted two (2) public hearings, on 2/14/23 and 5/16/2023, as prescribed in the Citizen Participation Plan.

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- Grants Management Division staff held four (4) community meetings on 1/19/23, 1/26/23, 2/2/23 and 2/8/23 to obtain input from the community.
- Grants Management Division staff held three (3) grant application workshops on 1/18/23, 1/25/23 and 2/1/23 to interested parties to submit an application for grant funding.
- Resident Input of Community Need Plan Year 2023 Survey was available on the Housing Department, Grants Management website from December 7, 2022 to May 16, 2023 and a survey flyer was distributed weekly in the city neighborhood newsletter.
- A community Fair Housing workshop, free to the public, was conducted by the Housing Rights Center seminar was scheduled for January 25, 2023 - Landlord and February 23, 2023-Tenants.
- Consultations with four affordable housing developers (Cabrillo Economic Development Corporation, Habitat for Humanity, People Self-Help Housing, and Many Mansions) were held throughout the year;
- Attended the regional Continuum of Care (CoC) meetings to discuss the application, homeless needs and program directions and strategies;
- The City of Oxnard Commission on Homelessness conducts monthly meetings;
- Facilitated monthly meetings bringing together service providers and the Police Department's Homeless Liaison Unit to coordinate services and planning;
- Participate in monthly Veterans Case Conferencing meetings with the CoC, Veterans Affairs and service providers;
- City Lead for Ventura County annual Homeless Point In Time Count;
- Chair for a Regional Advisory Council for Mercy House (emergency shelter service provider);
- Participate in monthly Community Intervention Court meetings with the police department, service providers, and city attorney

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.

The Ventura County Continuum of Care Alliance (CoC) is a regional consortium covering all communities in Ventura County. The CoC is a collaborative group dedicated to promoting a safe, desirable and thriving community by ending homelessness in Ventura County. The CoC is comprised of a Board of Directors and five sub committees (Homeless Management Information System (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 service providers, homeless health care, mental health, veterans' services, law enforcement, education, local homeless task forces, business leaders and city/county government representatives.

The coordination of housing assistance and services for homeless persons continues to be implemented through a broad range of public and private funding and service providers that reach: chronically homeless individuals and families with children, veterans, unaccompanied youth, the recently homeless and those

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at risk of becoming homeless. Other entities involved in the development of policy and implementation of the provision of services include the City Council-appointed Commission on Homelessness, regional bodies such as the CoC Alliance, CoC Data Committee, and CoC Board.

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

The Continuum of Care (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, which is administered by the County of Ventura.

City staff continue to work with the CoC to develop performance standards for and evaluation of outcomes for ESG-funded projects and activities. Through participation on regional sub-committees staff also continue to inform HMIS policies, procedures, operations and administration.

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

Table 2 – Agencies, groups, organizations who participated on next page.

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Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	CITY OF OXNARD
	Agency/Group/Organization Type	PHA Services - Housing Services-homeless Service-Fair Housing Grantee Department
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Oxnard Public Housing Authority and the Affordable Housing Division are under the direction of the Housing Director of the City of Oxnard, as is the Grants Management Division. A bi-monthly management meeting was held for all Housing staff, including OHA staff. The topics were comprehensive and specific with detailed instructions on handling the issues which can be related to housing, homelessness and/or community partnership. Because the OHA is a component unit of the City and a Division of the City Housing Department, coordination occurs on a daily basis.
2	Agency/Group/Organization	MERCY HOUSE
	Agency/Group/Organization Type	Services-homeless

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	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Discussed outreach, case management and homeless services provided by Mercy House to support overnight shelter for the homeless.
3	Agency/Group/Organization	PEOPLE'S SELF HELP
	Agency/Group/Organization Type	Non-Profit
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	During the current fiscal year People Self-Help Housing submitted a funding application requesting HOME program funding for the development of a 100% affordable housing development, known as Cypress Place at Garden City. The project will consist of two phases. HOME funding is being requested for the first phase, which will include a total of 90 rental units (inclusive of one unrestricted manager's unit). In FY 2022-23 the City awarded this project \$1,600,000 in HOME funds for construction of this project. Expected to be completed in 2025.
4	Agency/Group/Organization	Habitat for Humanity of Ventura County
	Agency/Group/Organization Type	Non-Profit CHDO
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	During the current fiscal year Habitat for Humanity requested a HOME program funding application for development of a new project. However, Habitat for Humanity has not submitted an application yet.

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5	Agency/Group/Organization	Many Mansions
	Agency/Group/Organization Type	Non-Profit CHDO
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Many Mansions submitted a funding application for development of an 87 unit development in downtown, known as Central Terrace Apartments in 2020. While the City initially considered HOME funds as the funding source, the City instead provided City in-lieu funds. In 2022 Many Mansions secured all funding necessary to move forward with this project and is estimated to begin construction in June 2022. The development will be 100% affordable and will provide 8 City in-lieu units and will also be receiving 35 Project Based Vouchers from the Oxnard Housing Authority to provide 35 permanent supportive housing units to homeless households and will also provide on-site supportive services. Many Mansions is in the process of obtaining land use approvals for Phase II of their downtown development, Phase II of their development is known as Aspire Apartments. Many Mansions has expressed interest in submitting an application for HOME-ARP funding for this project or the use of other funds, for a gap-financing loan, but given that the City is still required to complete a community engagement process and submit a plan to HUD to determine the use of HOME-ARP funds, the City is not able to consider any applications for use of these funds at this time.
6	Agency/Group/Organization	CABRILLO ECONOMIC DEVELOPMENT CORPORATION
	Agency/Group/Organization Type	Non-Profit CHDO
	What section of the Plan was addressed by Consultation?	Housing Need Assessment

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	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Cabrillo applied for HOME CHDO development assistance funds to construct 57-rental units which will include housing for farmworker families, located at the corner of Pleasant Valley Road and Etting Road, Oxnard, CA 93033. The Housing Department previously issued a conditional letter of approval to Cabrillo for this development, however, given that the conditional approval was for a 42 unit development which has now been increased to 57 units, the Housing Department is currently in the process of reviewing their updated application for consideration of HOME funds.
7	Agency/Group/Organization	THE KINGDOM CENTER
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Victims of Domestic Violence Services-homeless
	What section of the Plan was addressed by Consultation?	ADA compliance and resource development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Kingdom Center was toured by staff and determined areas of the facility that could be upgraded, enhanced and modified to promote greater access for persons with disabilities. In 2020-2021, architectural plans were completed for the project, and it is anticipated that the construction phase of the project will commence in 2023. The project includes not only ADA improvements and increased accessibility in the exterior of the complex, but also an expansion of bathroom capacity to meet the needs of the client population.
8	Agency/Group/Organization	County of Ventura Human Services Agency
	Agency/Group/Organization Type	Services-homeless Services-Health Other government - County

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	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Created and implemented a coordinated plan conducting encampment response at a large homeless encampment. The City conferred with the Ventura county Public Health Department regarding addresses of housing units wherein children have been identified as lead-poisoned in the City of Oxnard. Prior to implementation of the 2023 Annual Action Plan, the City will receive a list of addresses if such a list exists. Any rehabilitation activities on housing units constructed prior to 1978 will have lead hazards identified and actions taken to remove the hazard. The City's Affordable Housing Division does not own or manage any housing units. All units for which HOME and CDBG assistance is provided for homebuyer assistance or homeowner rehabilitation are administered in compliance with HUD's HOME or CDBG regulations for lead-based paint, as applicable inspections requirements. With respect to units owned or assisted by the Oxnard Housing Authority, there have been no cases of Public Housing tenants and/or Section 8 participant households reporting or having been discovered to have poisoned children or any child with "Environmental Intervention Blood Lead Level"(EBLL). OHA staff provides a brochure related to lead based paint hazards to all new program participants and tenants. Maintenance staff attends training and seminars to stay current with the State of California Lead Awareness Training requirements.
9	Agency/Group/Organization	Housing Rights Center
	Agency/Group/Organization Type	Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Fair Housing, Discrimination

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	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City contracts with a professional fair housing service provider, the Housing Rights Center (HRC), through a regional agreement with the County of Ventura. The HRC provides fair housing counseling, discrimination complaint investigation, complaint processing, and dispute resolution services for Oxnard tenants, home seekers, and housing providers. In addition, twice every year the HRC staff provides free fair housing training seminars for the public, along with a bi-annual training presented to the staff of the Oxnard Housing Authority and city housing staff on their fair housing obligations and responsibilities.
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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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Ventura County CEO's Office	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 incidence of homelessness.
Oxnard Housing Authority Agency Plan	Oxnard Housing Authority	The OHA Plan presents the program policies and procedures related to Public Housing units and the Section 8 housing program, which overlaps with the AAP for delivering and providing affordable housing units to Oxnard residents. OHA is currently administering 77 VASH vouchers, 46 Emergency Housing vouchers, 10 Family Unification vouchers and 40 Mainstream vouchers.
City of Oxnard Housing Element	State of California Housing and Community Development (HCD)	The City's Adopted Amended 2021-2022 6th cycle Housing Element was approved by City Council on October 4, 2022, and certified by HCD on Oct. 25, 2022, identifies and analyzes the current and future housing needs of residents within the City of Oxnard (City). This document establishes housing goals, policies, and programs to meet the needs of certain special populations and provide adequate development opportunities for the private and non-profit sectors. The housing requirements of lower income households and special needs groups are given particular attention.

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Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Regional Housing Needs Allocation (RHNA)	Southern California Association of Governments (SCAG)	The City is in the region covered by the Southern California Association of Governments (SCAG). For each Housing Element planning cycle, SCAG is required to determine the Regional Housing Need Assessment (RHNA) allocation for each city and unincorporated county areas within the SCAG region. For the 2021-2029 6th Cycle Housing Element period, SCAG has allocated to the City 8,549 dwelling units, of which 2,911 units are required to be affordable to lower income households and 1,538 are affordable to moderate income households

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

Implementation of the 2023 Action Plan requires coordination and compliance with the local and regional needs established by the City of Oxnard, County of Ventura, Southern California Association of Governments and the State of California.

California state law requires Metropolitan Planning Organizations (MPOs) to determine the existing and projected housing need for their regions. The County of Ventura and City of Oxnard are part of the Southern California Association of Governments (SCAG) MPO, which also includes Los Angeles, Orange, Riverside, San Bernardino, and Imperial counties. For each Housing Element planning cycle, SCAG determines the share of existing and projected housing need by affordability level using the Regional Housing Need Assessment (RHNA) process for its 192 member jurisdictions.

City of Oxnard's General Plan contains a Housing Element that makes "adequate provision for the existing and projected housing needs of all economic segments of the community." The Housing Element must be revised and updated every eight years after 2010 due to SB 375. A community is not obligated to actually provide housing to all in need but the Regional Housing Needs Allocation (RHNA) is a "distribution of housing development capacity" that each city and county must zone for in a planning period for all economic levels, though the housing requirements of lower income households and special needs groups are given particular attention. RHNA is integral to the development of a Sustainable Community Strategy (SCS). The Housing Element is a planning document, requiring the City to plan for meeting the jurisdictions eight-year RHNA allocation. The Housing Element establishes local densities to achieve RHNA housing allocations, as well as Housing Element programs to achieve RHNA goals while meeting the City's approach at achieving SCAG's SCS's.

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The time frame during which housing accomplishments towards the RHNA can be counted (RHNA cycle) is June 30, 2021 through October 31, 2029. The City seeks to conserve and rehabilitate existing housing as well as provide opportunities for new development. The 2021-2029 SCAG RHNA determined that 2,911 units are required to be affordable to lower income households and 1,538 are affordable to moderate income households.

The City Housing Department's mission is to promote the general welfare of the City by remedying unsafe and substandard housing, and by relieving the shortage of affordable housing for City residents. This mission is consistent with the City's General Plan and laws governing our housing funds and resources. The purpose of the Housing Department is to provide decent, safe, attractive, sanitary, and well maintained housing for eligible low and very low income families in a manner that promotes commitment, exemplary customer service, economy, efficiency, and the social well-being of the residents.

All City housing projects undertaken with federal funds from HUD or other state or federal funding source must comply with the requirements of the City's Housing Element, General Plan, SCAG, State of California Housing and Community Development Department (HCD) and HUD.

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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 City of Oxnard follows the guidance established in the Oxnard Citizen Participation Plan (OCPD) approved on July 10, 2018, which updates the local procedures pursuant to the requirements of Title 24, CFR Section 91.105(a). The OCPD was amended to include the CARES Act Addendum on October 6, 2020.

The Oxnard Citizen Participation Plan sets forth the procedures for the development of the annual action plan, the consolidated plan, and any substantial amendments to these plans, as well as procedures for the preparation of the comprehensive annual performance and evaluation and the assessment of fair housing. (See Attachments: Grantee Unique Appendices)

The City of Oxnard encourages citizen participation by consulting with citizens, public service organizations, City staff and allows public comments and public input throughout the development process of the plans addressed in the citizen participation plan. City of Oxnard provides assistance to citizens that are unable to speak English, minorities and those with disabilities to participate in the process of developing the plans addressed in the citizen participation plan. The 2023 AAP was developed in conjunction with residents and organizations through a public participation process that included workshops and public hearings conducted by City staff:

- 1) Two public hearings were held; the first public hearing, 2/14/2023 and the final public hearing, 5/16/2023 were before City of Oxnard City Council where citizen's public comments were allowed are required by the citizen participation plan;
- 2) Four community meetings were held by Housing Department staff; the community meetings were on 1/19/23, 1/26/23, 2/2/23 and 2/8/23 to obtain input from the community;
- 3) Three workshops for CDBG, HOME and HESG programs conducted by Housing Department staff, followed up by multiple consultations, as well as, providing technical assistance to the community and agencies (service providers) through emails, phone conversations, and meeting; the community meeting were held on 1/18/23, 1/25/23 and 2/1/23;
- 4) All applications for funding were reviewed by Housing - Grants Management staff for eligibility and grants compliance and then forwarded to management;
- 5) Meetings are conducted by Housing – Grant management staff for sub-recipients' awardees;

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6) Other workshops and meetings were handled by Affordable Housing staff and Fair Housing staff;

7) Meetings attended and participated by Homeless Assistance Program staff related to CoC and Emergency Solutions Grant

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Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Public Hearing occurred on February 21, 2023; Multiple persons attended the public hearing	1st Public Hearing- no written comment and no verbal comment was received.	All comments accepted	NA

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Newspaper Ad	Non-targeted/broad community	Advertisement for the public hearing notice and the 30-day public comment period was published in the Vida newspaper in English and Spanish on December 8, 2023 and January 12, 2023; English and Spanish versions of Notices were broadcasted on Public Channel 10/35, Public Notices regarding Public Hearings sent out to Oxnard Residents, 60 notices mailed out and emailed, and Notices were posted on the City of Oxnard website both in Spanish and English.	No comments were received	No comments were received	NA

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Community Meetings	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing Interested parties/application for grant funds	2 people attended the community meeting. The community meetings were located at the Oxnard Public Library on 1/19/23, South Oxnard Center on 1/26/23, Community Room at Terraza De Las Cortes on 2/2/23 and a virtual meeting on 2/8/23.	Comments were City needs domestic violence-shelter and undocumented clients-indigenous shelters, housing supportive services. Homeless and Affordable Housing projects such as Homeless Engagement. Homeless encampment at Saviers & Channel Islands Blvd- South Oxnard. Install a bike path to Bubbling Springs follow railroad.	All comments accepted	NA

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Resident Survey	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community	9 people submitted Resident surveys to provide needs in the community. Survey provided in English & Spanish.	Comments were youth programming from the city and parks; Affordable Housing and homeless services with counseling; Homeless encampments need to be cleaned up and help those access rehabilitation services; and Marina West Park playground needs to be updated with new playground equipment.	All comments accepted	NA

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Public Hearing	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing Low/mod income Oxnard residents	Second public hearing will be held on May 16, 2023	2nd Public Hearing comments - comments will be updated after the public hearing	All comments accepted	NA

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	Newspaper Ad	Non-targeted/broad community	Advertisement for 2nd public hearing notice and the 30-day public comment period was published in the Vida newspaper in English and Spanish on April 13, 2023; English and Spanish versions of Notices were broadcasted on Public Channel 10/35, Public Notices regarding Public Hearings sent out to Oxnard Residents, 60 notices mailed out and emailed, and Notices were posted on the City of Oxnard website both in Spanish and English.	Comments will be updated	Comments will be updated	NA
7	Internet Outreach	Non-targeted/broad community	Not Measured	No comments received	No Comments Received	https://www.oxnard.org/city-department/housing/grants-management/

Table 4 – Citizen Participation Outreach

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Expected Resources

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

Introduction

In Plan year 2023, the formula grant calculations of HUD allocations to City of Oxnard are CDBG \$2,213,917, HOME \$768,867 and HESG \$207,883, a total of \$3,190,667 in entitlement grants from HUD. In addition, estimated program income of \$100,000 for CDBG programs and \$100,000 for HOME programs. This will increase total available resources from the 2023 Plan year to \$3,390,667. The source of program income comes principally from repayment of loans and recaptures from defaults. Those funds will be used towards meeting the goals and objectives of the 2023 AAP.

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Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	2,213,917	100,000	0	2,313,917	3,011,129	Block grant from HUD to address housing, community development, and economic development needs. 2023 CDBG Allocation and Program income is \$2,313,917 available resources from CDBG Plan year 2023. Uses of the available resources will be according to the funding priorities set forth in the ConPlan. The specific Activities will be set up in IDIS. The uses of funds will be capped according to the HUD regulations for: (1) Admin and Planning - no more than 20%, or \$462,783 and (2) Public Services up to 15%, or \$347,087. The 2023 balance of 1,504,047 will be distributed as Public Improvements & Other Programs as detailed by the City during the AAP process.

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Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	768,867	100,000	0	868,867	567,301	Grant from HUD to address affordable housing needs. In plan year 2023, HOME Allocation is \$768,867 and expected program income is \$100,000; total of \$868,867. Uses of funds are; (1) Administration - no more than 10% or \$86,886 and (2) CHDO Set Asides - at 15% or \$115,330. In addition, \$666,651 is available for housing development. In addition to the CHDO set-aside.
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	207,883	0	0	207,883	201,814	Grant from HUD to address needs and services for homeless persons or persons at risk of becoming homeless. Plan year 2023 Available resources for HESG is \$207,883. The limited availability of HESG resources is spread across the uses identified in this table. 1) HESG Administration and Planning costs are no more than 7.5% or \$15,591 and (2) Emergency Shelter and Street Outreach cost is no more than 60%, or \$124,729. The 2023 balance of \$67,563 will be distributed as Homeless Prevention, HMIS, & Rapid Re-Housing eligible activities as detailed by the City during the AAP process.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - federal	Other	0	0	0	0	0	Allocated in PY 2020, \$5,255,055 in ESG-CV funding to prevent, prepare for, and respond to the coronavirus pandemic among individuals and families who are homeless or receiving homeless prevention activities to mitigate impacts of COVID-19

Table 1 - 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

CDBG funds are leveraged, although not required, by city and subrecipients providers with government agency, in-kind, private foundations and contributions monies who provide services to low/moderate income persons. Affordable housing developments utilizing HOME funds typically use HOME monies to leverage millions of dollars in state, federal, and private financing. HESG funds are matched dollar for dollar by non-profit agencies providers with government agency, in-kind, private foundations, Ventura County Continuum of Care monies who provide critical services such as assisted housing, services and shelter to vulnerable populations who are at-risk of becoming homelessness or homeless persons and families. HESG funds are matched dollar for dollar by Subrecipients. The city matches for the Administration portion only. Per HOME requirements, the HOME funds are matched at a greater than 25% level by recipients of HOME funds, city, and other participants.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The city property leased for homeless shelter at 1450 S. Rose Ave, Oxnard, CA
Temporary Emergency Shelter at 351 South K Street, Oxnard, CA
Oxnard Housing Authority Public Housing Sites

Discussion

The resources for 2023 AAP will accomplish more activities but will not meet all the needs prevalent throughout the city.

Allocated in PY 2020, CARES Act funding is included in "Other" section in table above, \$3,088,367 in CDBG-CV funds to be used to prevent, prepare for and respond to the coronavirus and \$5,255,055 in ESG-CV funding to prevent, prepare for, and respond to the coronavirus pandemic among individuals and families who are homeless or receiving homeless prevention activities to mitigate the impacts of COVID-19. CDBG-CV and ESG-CV allocation in 2020-21.

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Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information Table 2 – Goals Summary

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Improve Supply of Affordable Housing	2020	2024	Affordable Housing		New Rental Housing Support and Stability Homeownership Opportunities Rehabilitation & Preservation of Existing Housing Disaster Planning and Recovery	CDBG: \$317,000 HOME: \$781,981	Rental units constructed: 5 Household Housing Unit Household Housing Unit Direct Financial Assistance to Homebuyers: 10 Households Assisted; 100 persons assisted
2	Enhance Economic Stability	2020	2024	Non-Housing Community Development		Increase Job Skills Facade Improvements Local Entrepreneurship	CDBG: \$0	Businesses assisted: 0 Businesses Assisted

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3	Increase Social Services	2020	2024	Non-Homeless Special Needs	NA	Housing Support and Stability Assistance for Senior Residents Social Services Youth Activities and Services Disaster Planning and Recovery	CDBG: \$280,087	Public service activities other than Low/Moderate Income Housing Benefit: 1,025 Persons Assisted
4	Work to End Homelessness	2020	2024	Homeless	NA	Homelessness	ESG: \$207,883	Tenant-based rental assistance / Rapid Rehousing: 15; Households Assisted Homeless Person Overnight Shelter: 10 Persons Assisted Other: 150 Other

5	Create Quality Neighborhoods	2020	2024	Non-Housing Community Development	NA	Streets and Streetscapes Parks and Community Space Disaster Planning and Recovery Utilities and Public Infrastructure	CDBG: \$1,254,047	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 11,000 Persons Assisted
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6	Effective Administration	2020	2024	Planning and Administration	New Rental Housing Housing Support and Stability Homeownership Opportunities Rehabilitation & Preservation of Existing Housing Assistance for Senior Residents Increase Job Skills Facade Improvements Local Entrepreneurship Social Services Youth Activities and Services Homelessness Streets and Streetscapes Parks and Community Space Disaster Planning and Recovery Utilities and Public Infrastructure	CDBG: \$462,783 HOME: \$86,886	Other: 0 Other
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Goal Descriptions

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1	Goal Name	Improve Supply of Affordable Housing
	Goal Description	Create and preserve stable, safe, and resilient affordable housing opportunities for homeowners and renters including special needs groups such as farmworkers, persons with disabilities, and the elderly throughout Ventura County.
2	Goal Name	Enhance Economic Stability
	Goal Description	Enhance economic stability and prosperity by increasing economic opportunities for residents through job skills training and promotion of local entrepreneurship.
3	Goal Name	Increase Social Services
	Goal Description	Increase access to health and wellness services, youth activities, senior activities, and social service activities for residents.
4	Goal Name	Work to End Homelessness
	Goal Description	Work alongside the Ventura County Continuum of Care to end homelessness within Ventura County by providing housing, emergency shelter, and social services to homeless persons or those at risk of homelessness.
5	Goal Name	Create Quality Neighborhoods
	Goal Description	Enhance access to quality, resilient, and livable neighborhoods by improving publicly owned facilities and infrastructure such as parks, streets, sidewalks, and community buildings, including improving accessibility to meet Americans with Disabilities Act (ADA) standards.
6	Goal Name	Effective Administration
	Goal Description	Create and maintain effective housing and community development programs that address the priority needs listed within the Consolidated Plan, comply with all U.S. Housing and Urban Development (HUD) requirements, and achieve the goals and objectives set out by each Ventura County jurisdiction.

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable

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housing as defined by HOME 91.215(b)

It is estimated that the jurisdiction will provide affordable housing to a total of 15 low- and moderate- income families. This includes 10 household under homeownership assistance program and 5 households under the Affordable Housing Units/CHDO Set-Aside funds.

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Projects

AP-35 Projects – 91.220(d)

Introduction

These are 2023 Plan year Projects designed to accomplish the goals and objectives of the 2023 AAP. The 2023 Projects will organize Activities in IDIS under the Projects setup in this section of AAP. The Projects are New Rental Housing, Housing Support and Stability, Economic Opportunity, Rehabilitation and Preservation, Assistance for Senior Residents, Other Public Services, Youth Activities and Services, Homelessness, Parks and Community Space, and Administration and Planning.

Projects

#	Project Name
1	NEW RENTAL HOUSING
2	HOMEOWNERSHIP OPPORTUNITIES
3	HOUSING SUPPORT AND STABILITY
4	ASSISTANCE FOR SENIOR RESIDENTS
5	OTHER PUBLIC SERVICES
6	YOUTH ACTIVITIES AND SERVICES
7	HOMELESS ASSISTANCE
8	PARKS AND COMMUNITY SPACE
9	PUBLIC IMPROVEMENT & INFRASTRUCTURE
10	ADMINISTRATION

Table 3 - Project Information

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

The allocation priorities are based on the annual needs identified in coordination with other city departments. Public service allocations are determined by the participation from other providers to meet the goals of the ConPlan. HOME funds are balanced between development projects and single family housing needs. HESG allocation are targeted exclusively for the needs of the homeless population.

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AP-38 Project Summary
Project Summary Information

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1	Project Name	NEW RENTAL HOUSING
	Target Area	NA
	Goals Supported	Improve Supply of Affordable Housing
	Needs Addressed	New Rental Housing
	Funding	HOME: \$781,981
	Description	PARTICIPATION IN HOUSING DEVELOPMENT FUNDING ASSISTANCE
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	5 LOW INCOME HOUSEHOLDS
	Location Description	CITY OF OXNARD, CALIFORNIA
2	Planned Activities	FINANCIAL ASSISTANCE TO A COMMUNITY HOUSING DEVELOPMENT ORGANIZATION FOR THE DEVELOPMENT OF AT LEAST 5 HOUSING UNITS FOR LOW INCOME HOUSEHOLDS IN OXNARD. THIS PROJECT INCLUDES 15% OF HOME ALLOCATION SET ASIDE FOR CHDO'S, OR \$115,330
	Project Name	HOMEOWNERSHIP OPPORTUNITIES
	Target Area	NA
	Goals Supported	Improve Supply of Affordable Housing
	Needs Addressed	Homeownership Opportunities
	Funding	CDBG: \$250,000
	Description	DOWN PAYMENT ASSISTANCE
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	10 HOUSEHOLD HOUSING UNIT

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	Location Description	VARIOUS LOCATIONS THROUGHOUT CITY OF OXNARD
	Planned Activities	VENTURA COUNTY COMMUNITY DEVELOPMENT CORPORATION WILL PROVIDE FINANCIAL DOWN PAYMENT ASSISTANCE FOR LOW- AND MODERATE-INCOME HOUSING HOUSEHOLDS IN OXNARD.
3	Project Name	HOUSING SUPPORT AND STABILITY
	Target Area	NA
	Goals Supported	Supportive Housing Services
	Needs Addressed	Housing Support and Stability
	Funding	CDBG: \$67,000
	Description	HOUSING SUPPORT SERVICES
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	100 PERSONS WILL BE ASSISTED
	Location Description	VARIOUS LOCATIONS THROUGHOUT CITY OF OXNARD AND LOW- AND MODERATE INCOME AREAS
4	Planned Activities	OXNARD HOUSING AUTHORITY WILL PROVIDE HOUSING SUPPORTIVE SERVICES FOR LOW- AND MODERATE-INCOME PERSONS
	Project Name	ASSISTANCE FOR SENIOR RESIDENTS
	Target Area	
	Goals Supported	INCREASE SOCIAL SERVICES
	Needs Addressed	ASSISTANCE FOR SENIOR RESIDENTS
	Funding	CDBG: \$70,000
	Description	PUBLIC SERVICES SUBJECT TO 15% CAP OF 2023 CDBG ALLOCATION AND PROGRAM INCOME. FUNDING FOR SENIOR SERVICES TO INCREASE THE QUALITY OF LIFE

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	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	75 PERSONS WILL BE ASSISTED WITH SENIOR SERVICES
	Location Description	CITY-WIDE; VARIOUS LOCATIONS THROUGHOUT CITY OF OXNARD
	Planned Activities	1) ASSISTING WITH SENIOR SERVICES NEEDS BY OXNARD HOUSING AUTHORITY AND CITY OF OXNARD RECREATION AT 2) PALM VISTA SENIOR CENTER
5	Project Name	OTHER PUBLIC SERVICES
	Target Area	
	Goals Supported	INCREASE SOCIAL SERVICES
	Needs Addressed	SOCIAL SERVICES
	Funding	CDBG: \$63,000
	Description	PUBLIC SERVICES SUBJECT TO 15% CAP OF 2023 CDBG ALLOCATION AND PROGRAM INCOME. FUNDING FOR HOMELESS SERVICES AND HEALTH CARE SERVICES.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	25 LOW-INCOME INDIVIDUALS WILL BE ASSISTED WITH SUBSIDIZED HEALTH CARE SERVICES, 25 PERSONS WILL BE ASSISTED WITH MENTAL HEALTH SERVICES, AND 400 HOMELESS INDIVIDUALS WILL BE ASSISTED WITH EMERGENCY SHELTER AND SERVICES.
	Location Description	VARIOUS LOCATIONS THROUGHOUT CITY OF OXNARD
	Planned Activities	1) EMERGENCY SHELTER FOR HOMELESS BY TURNING POINT FOUNDATION, 2) HOMELESS SERVICES BY SHELTER CARE RESOURCES, AND, 3) SUBSIDIZED HEALTH CARE SERVICES BY LIVINGSTON MEMORIAL VISITING NURSES ASSOCIATION
6	Project Name	YOUTH ACTIVITIES AND SERVICES
	Target Area	
	Goals Supported	INCREASE SOCIAL SERVICES

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	Needs Addressed	YOUTH ACTIVITIES AND SERVICES
	Funding	CDBG: \$144,087
	Description	PUBLIC SERVICES SUBJECT TO 15% CAP OF 2023 CDBG ALLOCATION AND PROGRAM INCOME. FUNDING FOR YOUTH RECREATIONAL AND EDUCATIONAL PROGRAMS; YOUTH FROM LOW- AND MODERATE- INCOME HOUSEHOLDS.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	500 YOUTH WILL BE ASSISTED WITH YOUTH SERVICES/RECREATIONAL AND EDUCATIONAL PROGRAMS IN LOW-MODERATE NEIGHBORHOODS
	Location Description	VARIOUS LOCATIONS THROUGHOUT CITY OF OXNARD
	Planned Activities	CITY OF OXNARD RECREATION AT 1) COLONIA MEMORIAL PARK GYM, 2) SOUTHWINDS YOUTH CENTER AND 3) POLICE ACTIVITIES LEAGUE AND 4) CREATIVE YOUTH DEVELOPMENT BY OXNARD PERFORMING ARTS CENTER CORPORATION
7	Project Name	HOMELESS ASSISTANCE
	Target Area	
	Goals Supported	WORK TO END HOMELESSNESS
	Needs Addressed	HOMELESSNESS
	Funding	HESG: \$207,883
	Description	HEARTH EMERGENCY SOLUTIONS GRANT FUNDS TO PROVIDE FINANCIAL ASSISTANCE TO VARIOUS SERVICE PROVIDERS FOR EMERGENCY SHELTER AND STREET OUTREACH SUBJECT TO 60% CAP; HOMELESS PREVENTION, RAPID RE- HOUSING, AND HMIS ACTIVITIES TO SERVE HOMELESS INDIVIDUALS AND FAMILIES, AND THOSE AT-RISK OF BECOMING HOMELESS. STREET OUTREACH AND EMERGENCY SHELTER ACTIVITIES WILL BE LIMITED TO 60% OF HESG ALLOCATION ESTIMATED, OR \$124,729. ADMINISTRATION AND PLANNING COST SUBJECT TO CAPS (7.5% OF ALLOCATION), ESTIMATED \$15,591. ALL HESG SUBRECIPIENTS ARE REQUIRED BY THE CITY OF OXNARD TO PROVIDE MATCHING FUNDS OF A DOLLAR FOR EVERY DOLLAR HESG GRANT DOLLARS RECEIVED.
	Target Date	6/30/2024

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	Estimate the number and type of families that will benefit from the proposed activities	TURNING POINT FOUNDATION WILL PROVIDE EMERGENCY SHELTER TO 10 INDIVIDUALS; THE SALVATION ARMY WILL PROVIDE STREET OUTREACH TO 150 INDIVIDUALS; MERCY HOUSE WILL PROVIDE RAPID REHOUSING TO 7 HOUSEHOLDS; UNITED WAY OF VENTURA COUNTY WILL PROVIDE RAPID REHOUSING TO 8 HOUSEHOLDS
	Location Description	VARIOUS LOCATIONS THROUGHOUT CITY OF OXNARD
	Planned Activities	1)TURNING POINT FOUNDATION WILL PROVIDE EMERGENCY SHELTER, 2) STREET OUTREACH WILL BE PROVIDED BY THE SALVATION ARMY, 3) MERCY HOUSE WILL PROVIDE RAPID REHOUSING, 4) UNITED WAY OF VENTURA COUNTY WILL PROVIDE RAPID REHOUSING AND 5) CITY OF OXNARD WILL PROVIDE ADMINISTRATION AND PLANNING
8	Project Name	PARKS AND COMMUNITY SPACE
	Target Area	
	Goals Supported	CREATE QUALITY NEIGHBORHOODS
	Needs Addressed	PARKS AND COMMUNITY SPACE
	Funding	CDBG: \$489,660
	Description	PUBLIC IMPROVEMENTS OF A PUBLIC PARK AND COMMUNITY SPACE WITHIN LOW- AND MODERATE INCOME AREAS
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	THIS PROJECT WILL ACCOUNT FOR A PUBLIC PARK IN LOW-MOD CENSUS TRACT NEIGHBORHOOD, ESTIMATED AT 1,085 PERSONS
	Location Description	LOW AND MODERATE INCOME AREAS
	Planned Activities	MANY MANSIONS WILL DEVELOP ASPIRE POCKET PARK IN A LOW- AND MODERATE AREA IN OXNARD
9	Project Name	PUBLIC FACILITY & IMPROVEMENT
	Target Area	NA
	Goals Supported	CREATE QUALITY NEIGHBORHOODS
	Needs Addressed	PUBLIC FACILITY & IMPROVEMENTS

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	Funding	CDBG: \$764,387
	Description	NEIGHBORHOOD IMPROVEMENTS WITHIN LOW- AND MODERATE INCOME AREAS
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	THIS PROJECT WILL ACCOUNT FOR A NEIGHBORHOOD IMPROVEMENT IN LOW-MOD CENSUS TRACT NEIGHBORHOOD, ESTIMATED AT 10,000 PERSONS
	Location Description	LOW AND MODERATE INCOME AREAS
	Planned Activities	NEIGHBORHOOD IMPROVEMENT IN LOW- AND MODERATE AREA IN OXNARD
10	Project Name	ADMINISTRATION
	Target Area	NA
	Goals Supported	EFFECTIVE ADMINISTRATION
	Needs Addressed	NEW RENTAL HOUSING HOUSING SUPPORT AND STABILITY HOMEOWNERSHIP OPPORTUNITIES REHABILITATION & PRESERVATION OF EXISTING HOUSING ASSISTANCE FOR SENIOR RESIDENTS INCREASE JOB SKILLS FACADE IMPROVEMENTS LOCAL ENTREPRENEURSHIP SOCIAL SERVICES YOUTH ACTIVITIES AND SERVICES HOMELESSNESS STREETS AND STREETSCAPES PARKS AND COMMUNITY SPACE DISASTER PLANNING AND RECOVERY UTILITIES AND PUBLIC INFRASTRUCTURE
	Funding	CDBG: \$462,783 HOME: \$86,886
	Description	ADMINISTRATION AND PLANNING COSTS SUBJECT TO CAPS FOR EACH FUNDING SOURCE; CDBG (20% of Allocation & PI) AND HOME (10% of Allocation & PI)
	Target Date	6/30/2024

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	Estimate the number and type of families that will benefit from the proposed activities	ADMINISTRATION AND PLANNING ACTIVITIES WILL BENEFIT FAMILIES CITYWIDE. AN ESTIMATED 202,000 PERSONS WILL BENEFIT FROM THIS ACTIVITY OF WHICH OVER 60% ARE LOW- AND MODERATE- INCOME RESIDENTS.
	Location Description	CITYWIDE
	Planned Activities	COORDINATION OF ALL CDBG AND HOME ADMINISTRATION AND PLANNING ACTIVITIES

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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

The primary national objectives of the ConPlan programs are to benefit LMI residents, therefore, the City's CDBG funds will be targeted to extremely low, low, and moderate-income persons. CDBG funds will be used to serve the LMI persons Citywide and in Low-Moderate Areas (LMA). Also, the City will continue to assist the low- and moderate-income persons citywide with HOME and HESG funds. In PY 2023 the target areas are: (1) Citywide, with 55 percent of the total entitlement funds; and, (2) the LMA Census Tract, 45 percent. The total entitlement includes the administration and planning funding.

Geographic Distribution

Target Area	Percentage of Funds
NA	NA

Table 4 - 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 public improvements are based on LMI persons within LMA Neighborhoods. Economic development is allocated based on the percentage of LMI persons jobs created on a citywide basis. Regarding the Public Services category of the CDBG funds, the proposed projects will focus on 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, shelter support and recreational needs.

HESG allocations are based on the limited clientele are distributed citywide. HOME funds are distributed based on the income eligibility of the clients and citywide basis. The Homeownership program as well as the Housing Rehabilitation program: homeowners will improve the beautiful appearance of the home and the safety of the neighborhood.

Discussion

As always, the City of Oxnard will continue to look for available public and private resources and creative ways to fund the needy programs.

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Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

HOME funds will be used to provide gap-financing assistance for new construction of multi-family rental units for lower income households. The first phase of Cypress Place, a 90-unit 100% affordable rental development, has been awarded a gap-financing loan of \$1,600,000 in HOME funds for the construction of the 90 unit development and \$1,500,000 CDBG funds for construction of off-site improvements. Cypress Place will include 15 HOME assisted units and is estimated to be completed in 2025. The Etting Road Apartments, a 58-unit 100% affordable rental development, has been awarded a gap-financing loan of \$1,854,000 in HOME funds for construction of the 58 unit development. All 58 of the units developed in the Etting Road Apartments will be HOME assisted units and are estimated to be completed in 2025. Given that both of these developments are not expected to be completed until 2025 there are no HOME assisted units expected to be completed in FY 2023-2024. A total of 73 HOME assisted units are expected to be completed in 2025. The City will review new HOME funding applications submitted in FY 23-24 and estimates providing gap-financing for the construction of new housing that will result in at least 5 HOME assisted units. CDBG funds will be used to provide seven residential rehabilitation loans to eligible households.

The Ventura County Community Development Corporation (VCCDC) will utilize CDBG grants funds for affordable housing loans for down payment assistance for ten income eligible families in Oxnard. The City plans to leverage its Down Payment Assistance Program funding other available funding sources. The City will continue affordable housing loan programs, funded by the State of CA, such as BEGIN and CAL-HOME. HOME development financing assistance will leverage development funds from the State of California, developer equity, private financing, and tax credit financing.

Lower-income households continue to pay a 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 LMI households in Oxnard, the following programs will be available during the next program year:

1. Homeownership Assistance Programs
2. Rehabilitation of Single-Family and Mobile home Housing Units
3. Construction of new affordable dwelling units

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	15

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One Year Goals for the Number of Households to be Supported	
Special-Needs	0
Total	15

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	5
Rehab of Existing Units	0
Acquisition of Existing Units	10
Total	15

Table 7 - One Year Goals for Affordable Housing by Support Type

Discussion

City of Oxnard's Affordable Housing Division (AHRD) offers CDBG grants funds for rehabilitation of owner-occupied single family housing and mobile homes for local residents. Ventura County Development Corporation (VCCDC) will utilize CDBG grant funds for Oxnard residents to provide a down-payment assistance program. AHRD will also continue to provide financial assistance to Community Housing Development Organizations (CHDO) and affordable housing developers to develop affordable housing units throughout the City subject to available funding and as permitted by the funding source. Loan information is provided to interested residents at homeownership fairs, workshops, and on the City of Oxnard's Housing Department website.

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AP-60 Public Housing – 91.220(h)

Introduction

Oxnard Housing Authority (OHA) currently administers 520 public housing units, 1,904 Section 8 rental assistance vouchers, which includes 77 VASH vouchers, 40 Mainstream vouchers, 10 Family Unification vouchers, 46 Emergency Housing vouchers, and provides support services through its Resident Services program and Family Self-Sufficiency (FSS) program. The needs of public housing residents are supported with a Resident Services program which offers a variety of services to families and youth on-site. The FSS program supports and promotes public housing and Section 8 families with homeownership opportunities and economic self-sufficiency. The FSS Program provides one-on-one counseling and individual assistance to families that participate in this program. Marking flyers for the residential rehabilitation program and the home buyer program are also available in the City's Housing Department lobby.

Actions planned during the next year to address the needs to public housing

Modernization projects for the public housing units, where most needed, are funded through its Capital Fund program. Each year, in its Annual Plan and Statement, the Capital Fund Program re-prioritizes those projects identified in the 5 year plan.

For Fiscal year 2023/24, the following capital improvement projects for public housing units are planned:

- CAL 31-5 Plaza Vista Elevator Improvements \$280,000
- CAL 31-8 Palm Vista Elevator Improvements \$280,000
- CAL 31-3 Colonia Village Alley Repair \$140,000

Total Planned projects for 2024 \$700,000

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

Homeownership opportunities are promoted by offering public housing families homeownership counseling services by Ventura County Community Development Corporation (VCCDC). In addition, families are informed of these services through its Family Self-Sufficiency Program and distribution of flyers to all households.

Public housing residents are encouraged to participate in public housing tenant associations that advocate on behalf of tenants to support efforts to improve public housing stock and living conditions.

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

Not Applicable

Discussion

In order to respond to the increasing need for affordable housing units within the community, OHA and the Housing Department will continue to seek new resources of financing new housing development projects and partnering with developers, owners, and CHDO's.

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AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Jurisdictions that receive federal funds for homeless assistance are typically required to conduct a Point In Time Count (PIT) of homeless persons each year. Due to the COVID-19 pandemic and a surge during the month of January, Ventura County requested and was granted an extension to complete the count in February. The PIT count was completed on January 24 2023, the City of Oxnard participated as a city lead in participation with the Police Department's Homeless Liaison Unit.

The "Ventura County 2023 Homeless Count and Subpopulation Survey: Final Report", is expected to be published in the spring of 2023.

In summary, the PIT count is a snapshot of homeless people who could be enumerated on one specific day. The 2022 PIT counted 463 unsheltered homeless persons and 330 sheltered homeless persons; a total of 793 homeless persons in Oxnard. We expect to have numbers from the 2023 count this spring.

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 City of Oxnard continued the operation of a year round homeless shelter and navigation center located on K Street in Oxnard. The City of Oxnard contracted Mercy House to operate the navigation center. The navigation center will continue its operation for the next twelve-month period and beyond. Following a COVID-19 outbreak, the shelter reduced capacity to 80 following guidance from Public Health. Oxnard has launched an effort to develop a new construction mixed-use development that will include a new and replacement navigation center and 110-bed homeless shelter plus other support services and fifty-six units of permanent supportive housing. We expect that this new project will be in operation within the next calendar year and will continue operating the shelter at the K street location until that time.

The City continued working with the Salvation Army to provide street outreach services that includes practical assistance, housing navigation, employment assistance, health navigation and crisis intervention with the ultimate goal of transitioning chronically-homeless individuals towards stable housing. The Street Outreach Team coordinates with Mercy House and the Oxnard Navigation Center as well as the Homeless Liaison Officers with the Oxnard Police Department.

This year, we partnered with Ventura County Health Care Agency to enact an encampment response program. The program consists of a street outreach team along with non-congregate emergency shelter by using motel rooms. This project involves proactive engagement with people living in encampments throughout the city, and relocation assistance to emergency shelter where clients are connected with a case manager to work towards a housing plan.

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

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by the following providers: Mercy Housing in operation of the Oxnard Navigation Center, Ventura County Rescue Mission - single men over the age of 18 with rotating stay schedule, 10 nights in/5 nights out; 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; VC-HSA - 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 incidents of homelessness. The Oxnard Housing Authority has the use of Homeless Set Aside vouchers in issuance of Housing Choice Vouchers and is actively offering permanent housing opportunities. Specific vouchers that the Oxnard Housing Authority uses to address homelessness are Homeless Set Aside Vouchers, Mainstream housing vouchers that are prioritized for non-elderly adults with disabilities who are currently homeless or leaving an institution, and Emergency Housing Vouchers through the American Rescue Plan Act.

The Ventura County Human Services Agency utilizes County General Funds to provide eviction prevention and rapid re-housing services to all of these populations; they will continue to do this in the forthcoming operating year. 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 incidence of homelessness as they have also done in the recent past.

OHA works in conjunction with the Veteran Administration to administer housing vouchers for homeless veterans under the VASH program. This program targets chronically homeless veterans.

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 CoC 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

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works with qualifying low-income persons and families to avoid homelessness. This is done with the utilization of HESG and Ventura County allocated general fund dollars. Under the CoC discharge policy, in fulfilling the State Mandated Policy (state law related to the discharge protocol), the following are found:

1. Health Care Facilities: the County health care system describes the discharge policy as interdisciplinary responsibility. For the persons who require ongoing medical and nursing care and who have no identifiable address they may be discharged to a respite program at the RAIN project, a County operated transitional housing project. Others, upon discharge routinely go to group homes, board and care facilities, or reunite with families and friends.
2. Mental Health Facilities: the Ventura County Medical Center Psychiatric Inpatient Unit with the collaboration of Ventura County Behavioral Health and various community agencies provide discharge planning and placement assistance to patients, when leaving the mental health facilities.
3. Foster care and other youth facilities: the goal is to provide assisted services to eligible youth and young adults between the ages of 16 and 21 in making a successful transition from foster care to independent living and achieve self-sufficiency. In addition to the County Children and Family Services, a Transitional Age Youth (TAY) center, operated by Pacific Clinic is also available.
4. Corrections programs and institutions: upon release, inmates are able to obtain housing in transitional and permanent housing programs, group homes, and sober living homes as well as with family and friends.

Discussion

The CoC has incorporated each of the following goals of Opening Doors into its 20-year plan to end homelessness:

1. Ending chronic homelessness through targeted street outreach (CDBG-Community Action-One Stop Shelter, CoC-Oxnard Homeless Outreach Program, VCHSA-Rapid Re-housing, HESG-Winter Warming Shelter), discharge planning and implementation of a housing first approach.
2. Preventing and ending homelessness among veterans by providing permanent supportive housing beds, in addition to Section 8 HUD VASH vouchers.
3. Preventing and ending homelessness for families, youth, and children by 2020 through rapid rehousing programs and homeless prevention activities. The CoC set a path to ending all types of homelessness in its 10-year plan by implementing a coordinated assessment system-Pathways to Home. As a result, the number of chronic homeless, veterans, families, and youth continue to demonstrate positive results.

All of the above objectives are still in progress and will be folded into a regional plan and strategy lead by the County of Ventura.

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AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

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 exit 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 and limited public funding to subsidize the development of new affordable housing units, developers often do not have the resources to develop the number of units necessary to house this population. 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 are imposed by the mandates created by State Law (such as preparing and adopting a General Plan and conducting environmental reviews), are 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 visibility 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, but are the cumulative effect of the development requirements imposed by the layers of government regulations and laws that impact residential development.

Discussion:

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 and 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.

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AP-85 Other Actions – 91.220(k)

Introduction:

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

Actions planned to address obstacles to meeting underserved needs

The City will continue to utilize available resources to fund administrative support activities to meet the underserved needs in the community. The City will continue to work with the appropriate state agencies to administer the assets of the former redevelopment agency in the appropriate manner, and to the benefit of the LMI community whenever possible and feasible. Other obstacles include the following:

Limited availability of funding from 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;

A tight job market has produced an increased demand for production of new housing which is not being met, increasing home prices. Salaries are not commensurate with the high cost of housing in this market. These two factors combine to exacerbate the affordability crisis; and,

The Credit Crisis. 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 PY 2022 by focusing on the following programmatic and administrative areas: Staff will continue to research the availability of future funding resources that leverage the development of affordable housing units, inclusive of grants, bond financing, Section 108 funding and partnering with other affordable housing developers. 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 provider 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.

Per the regulation CFR 92.251 (a)(2)(vi), broadband infrastructure, the City incorporates this regulation into each HOME agreement to ensure federal compliance with this statute.

Actions planned to foster and maintain affordable housing

The City utilizes its Inclusionary Housing Program to provide significant numbers of affordable housing units. The City's Inclusionary Housing Program is one of forty-four programs identified in the City's 2021-2029 Housing Element identified to facilitate the construction of new affordable housing and to conserve and rehabilitate existing housing. To ensure that Oxnard has enough opportunity sites suitable for

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residential development and to meet the 2021-2029 RHNA affordable allocation of 2,911 lower income units, the City is relying on the following:

- The Affordable Housing (AH) additive zones (see Supplement 1) with an inventory of 2,466 units on sites
- 44 Vacant and Underutilized Sites (see Supplement 1)
- 224 units on Pending Specific Plans
- 165 units on Pending Annexations
- 490 Project Accessory Dwelling Units (ADUs)

The City of Oxnard has adopted several ordinances that establish inclusionary affordable housing requirements for new developments. Relevant ordinances are City Council Ordinances 2980 and 2999. The Inclusionary Housing Program, pursuant to Ordinance 2980, provides for in-lieu fee payments that can replace the on-site units within a development subject to approval by the City Council. The City adopted updated In-Lieu fees on June 2, 2020. In-lieu fees for development project are as follows:

For-Sale Units: If the in-lieu request is granted, the developer is required to make a payment of \$36,000 for each single-family home and \$35,000 for each multi-family for sale unit in the development. Thereafter, every July 1st these fees will be adjusted by the percentage increase or decrease for the prior twelve months as determined by the Engineering News Record Building Cost Index for the Los Angeles Region.

Rental Units: If the in-lieu request is granted, the developer is required to make a payment of \$28,000 for each multi-family rental unit in the development. Thereafter, every July 1st this fee will be adjusted by the percentage increase or decrease for the prior twelve months as determined by the Engineering News Record Building Cost Index for the Los Angeles Region.

A project that is approved for in-lieu payments has usually agreed to another public benefit through a Development Agreement that justifies the in-lieu payment. In-lieu payments are made when the developer applies for building permits for the approved units. The in-lieu fees collected provide funding support in the form of developer loans to new affordable housing projects and are almost always leveraged with other funding sources. The current in-lieu fund balance is approximately \$2.2 million.

Possible incentives may include, but are not limited to, the following:

- Assistance with accessing and applying for funding (based on availability of federal, state, local foundations, and private funds)
- Mortgage-subsidy or down payment assistance programs to assist first- time homebuyers and other qualifying households, when such funds are available
- Expedited/streamlined application processing and development review
- Modification of development requirements, such as reduced setbacks and parking standards on a case-by-case basis
- Density bonus

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Actions planned to reduce lead-based paint hazards

Any rehabilitation activities on housing units constructed prior to 1978 will have lead hazards identified and actions taken to remove the hazard. The City's Affordable Housing Division does not own or manage any housing units. All units for which HOME and CDBG assistance is provided for homebuyer assistance or homeowner rehabilitation are administered in compliance with HUD's HOME or CDBG regulations for lead-based paint, as applicable. With respect to units owned or assisted by the Oxnard Housing Authority, there have been no cases of Public Housing tenants and/or Section 8 participant households reporting or having been discovered to have poisoned children or any child with "Elevated Blood Lead Level". OHA staff provides a brochure related to lead based paint hazards to all new tenants and program participants. Maintenance staff attends training and seminars to stay current with the State of California Lead Awareness Training requirements.

Actions planned to reduce the number of poverty-level families

Eliminating poverty is a clear concern in Oxnard and 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 to provide needed skills for individuals seeking jobs and thereby getting them out of poverty:

- City Corp
- Oxnard Housing Authority
- County of Ventura-Human Services Agency
- City's youth programs such Police Activities League programs, Colonia Gymnasium and Southwinds Youth Center programs

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, Fair Housing training and other scheduled meetings (such as Pre-construction meetings, Commission on Homelessness meetings, and meetings with County Continuum of Care Council, 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 task force.

Discussion:

The City anticipates new inclusionary affordable housing to be developed within several proposed specific plans and other new projects, including the Central Terrace Apartments, which will include 9 City inclusionary units as well as 77 other 100% affordable units. The 2nd and B project (Homeless Solutions

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Center) will provide 6 City inclusionary units as well as 49 other 100% affordable units. Based on a thorough review, the City does not believe that the current inclusionary housing program is a constraint to the development of housing in addition to the incentives and concessions currently being offered and conversations with local developers who have been able to work within the requirement of the inclusionary housing program and produce housing. To further ensure the program does not pose a constraint, the City has included a monitoring process.

Other actions that the City of Oxnard will continue to improve compliance assessment for all its HUD funded programs and projects by 1) monitoring program and financial performance; 2) compliance with Environmental review: each project is reviewed for compliance with the National Environmental Protection Act. The City will utilize a consulting agreement to assist and perform the environmental reviews for housing developments and facility improvement projects, more complicated, and time consuming projects; 3) Labor Compliance Act; 4) Section 3 Compliance; 5) Procurement and Purchasing: The City has its own procurement and purchasing policies managed by staff in the Finance Department; 6) Partnerships with Citizen Advisory Groups: Inter-Neighborhood Council Forum, Commission on Homelessness, Parks and Recreation and Community Services Commission, Mobilehome Park Rent Review Board, and Senior Services Commission.

Continued Actions planned to foster and maintain affordable housing:

The affordable housing additive zones, adopted on October 19, 2021 via Ordinance 2999, are zoning designations that provide opportunities for the development of affordable residential housing to help the City reach its regional housing needs allocation (RHNA).

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Program Specific Requirements

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

Introduction:

In addition to the 20% cap for Administration, the City of Oxnard also allocates 15% of 2022 CDBG funds for public services such as recreation programs for youth, homeless services, health services and senior services activities. The balance of the funds will be allocated to housing activities, economic development, down payment assistance and public facilities and improvements. 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 a 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(I)(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	0
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.	0
3. The amount of surplus funds from urban renewal settlements	0
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	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0

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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:

Other forms of local investments for housing that may be available to projects include financing from the City's in-lieu fees, CDBG, and Permanent Local Housing Allocation (PLHA) funding. Additionally, the City also provides homebuyer assistance through the use of program income received from BEGIN and CALHOME State funded grant programs.

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:

Refer to Questions # 3 for Resale Provisions & procedures.

Recapture Provisions:

- "In the event that the homebuyer fails to satisfy the requirements during the term of the loan, or otherwise defaults, 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 maximum extent permitted by law."
- "If the recapture provisions are triggered by a sale of the housing unit, (whether voluntary or involuntary –such as foreclosure) or other default, the City shall take all necessary steps to recover the full amount of HOME funds from the net proceeds. The phrase 'net proceeds' is defined as the sales price, minus the loan repayment of the first trust deed (other than HOME funds) and any closing costs."

The HOME Program regulations allow the City to recapture the entire HOME Subsidy, in the event the loan recipient violates the affordability and or term period requirements. However, should the 'net proceeds' not cover the entire HOME Subsidy or not cover any of the HOME Subsidy, the City is required to forgive the remaining balance of the direct HOME Subsidy.

- During the term of the loan, the homeowner must repay the loan if it is sold, transferred or

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refinanced without the City's permission and/or with cash out to the homeowner or the homeowner does not occupy the residence as a primary residence.

Procedures

The City utilizes an agreement which includes restrictions, and a promissory note secured by a deed of trust which is recorded with the Ventura County Recorder's Office.

Staff monitors and requires certification annually by the homeowner that the property is owner-occupied to determine if recapture provisions shall be invoked upon discovery of violations for owner-occupancy or unauthorized transfers.

The City will exercise the rights stipulated in the promissory note, secured by the deed of trust that was recorded with the County Recorder's Office.

Should Borrower transfer (as that term is defined in the Note) the Property during the occupancy period, City shall require that Borrower pay from the net proceeds the full amount of the Loan. For purposes of this Loan Agreement, "net proceeds" shall mean the sales price minus loan repayment (other than CDBG funds) and closing costs.

In the event net proceeds are not sufficient to discharge the full amount of the Loan during the occupancy period plus enable the Borrower to recover his or her initial investment in the Property and documented costs of any capital improvements, Borrower shall share the net proceeds with City. The City's share of the net proceeds shall be calculated as follows:

$$(\text{Amount of Loan} / \text{Amount of Loan} + \text{Borrower's Investment}) = \% \text{ of Net Proceeds that City is entitled to.}$$

Should the net proceeds not discharge the full amount of the Loan, City shall forgive the remaining balance.

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:

Refer to Question #2 for Recapture provisions and procedures.

Resale Provisions

During the affordability period, the homeowner must resell to another low-income homebuyer if the property is refinanced without the City's permission and/or with cash out to the homeowner or the homeowner does not occupy the residence as a primary residence.

The original homebuyer receives a fair return on investment, (i.e., the homebuyer's down payment plus capital improvements made to the house. It is important to note that in certain circumstances, such as a declining housing market where home values are depreciating, the original homebuyer may

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not receive a return on his or her investment because the home sold for less or the same price as the original purchase price); and

In the event that the homebuyer fails to satisfy the requirements during the term, or otherwise defaults, the City shall exercise its legal rights, as set forth in the Resale Restriction Agreement.

Procedures

The City utilizes a Resale Restriction Agreement (RRA) secured by a deed of trust which is recorded with the Ventura County Recorder's Office.

Staff monitors and requires certification annually by the homeowner that the property is owner-occupied to determine if resale provisions shall be invoked upon discovery of violations for owner-occupancy or unauthorized transfers.

If the homeowner defaults or fails to satisfy requirements during the term, the City will exercise the rights stipulated in the Resale Restriction Agreement.

Property must be sold to an eligible low-income homebuyer which shall acquire the unit subject to the continuation of restrictions provided in the RRA through an assumption agreement.

The purchase price must be affordable for a low-income household who earns up to 80% of the area median income, provided by HUD. The monthly cost for principal, interest, taxes, insurance, HOA fees, utilities, and maintenance should not be more than 30% of the monthly income for the household or otherwise stated in the RRA. There is no preference to a particular segment of the low-income population.

The resale price is calculated using one of two ways methods described below. The method used is identified in the RRA:

Determined as the affordable housing cost for a family at 80% of AMI paying no more than 30% of the monthly income for the household or in accordance of California Health And Safety Code 50025.5, whichever is lesser, but not less than the original price paid by homebuyer, or

Determination using a CPI method to calculate the increase (or decrease) in value of the property. The U.S. Bureau of Labor Statistics Consumer Price Index – All Urban Consumers for the Los Angeles-Riverside- Orange Counties Area (all items based 1982-1984=100) provides the CPI on the date of the calculation and the CPI on the purchase date. The calculation is the CPI on the date of the calculation minus the CPI on the purchase date, plus the cost of improvements to property evidenced with receipts, less 7% depreciation, plus the costs of bringing the housing unit up to current building codes and in a salable condition.

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

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will be used under 24 CFR 92.206(b), are as follows:

The City currently does not have any plans to invest HOME funds in this type of activity.

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Emergency Solutions Grant (ESG)
Reference 91.220(l)(4)

1. Include written standards for providing ESG assistance (may include as attachment)

The City does not provide any direct assistance under the HESG program. 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. HESG Policies and Handbook is in the process of updating and will be provided to all HESG subrecipients when finalized.

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 Regional Ventura County Continuum of Care Alliance has established a centralized or coordinated assessment system, Pathways to Home, that provides coordination intake as well as systems to avoid duplication of effort and redundancies.

Pathways to Home is centralized to provide identical information and system-wide tracking through HMIS, of all homeless individuals who seek and /or receive assistance at any one of the various service providers, or through the County directly.

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

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

- a. The City formally posts the Notice of Available Funds (NOFA) in the regional newspaper, on the City's website, and emails and paper mail are sent to all existing and potential service providers from Ventura to Los Angeles.

- b. All interested agencies attend information workshop/application training on the process, which includes all deadline dates and times.

- c. Interested agencies then submit their application, project overview and qualifications

- d. The funding recommendations are adjusted to meet the available resources and cap requirements; reviewed by management and then submitted to the City Council for approval.

- e. 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.

- f. The Mayor and City Council directs the City Manager and staff to move forward with final processing.

- g. Staff prepare all contracts for execution. Additionally, all internal processes are completed in order to encumber funds to each individual agency.

- h. Contracts are completed and services can begin on July 1.

- i. All HESG contracts are awarded for two years

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

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funded under ESG.

The City meets the homeless participation requirement by having a homeless and formerly homeless person serve on the City's Commission on Homelessness. In addition, each entity receiving city HESG funding is also asked to provide information as to how they involve the homeless.

5. Describe performance standards for evaluating ESG.

PERFORMANCE MEASURES

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

- **Emergency Shelters:** Excluding winter shelters, must be able to document placement of a minimum of 10 percent of the homeless persons or households served in the Program Year into transitional or permanent housing.
- **Transitional Housing:** must be able to document placement of a minimum of 50 percent 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 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 months. This should be done via case management of clients, documentation and HMIS entry and exit dates.
- **All clients,** with the exception of victims of domestic violence, must be entered into the Regional HMIS within 15 days of receiving service(s), and must be exited from the system within 30 day of program completion or termination.
- **MINIMUM STANDARDS:** Sub-grantees are expected to have taken steps to meet the Minimum Standards for Homeless Programs within thirty days of executing the Program Year contract.
- **BUILDING AND HABITABILITY STANDARDS:** Any building for which HESG funding is used for renovation, major rehabilitation or conversion must meet local government safety and sanitation standards. In addition, the Sub-Grantee must meet a number of basic standards to ensure that shelter and housing facilities funded through the HESG program are safe, sanitary and adequately maintained.
- **MONITORING:** City staff will monitor the use of grant funds through a combination of a thorough

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review of submitted reports, review of audit or financial statements, and monitoring and site visits.

The City will continue to develop and implement eligible activities using the grant funds and through the monitoring and review processes and techniques in order to comply with the federal specific requirements.

Discussion

Homeless Assistance Division continues to fund all the activities prescribed in the HEARTH act. With the subrecipients cooperation, the City's HESG will continue to provide substantial additional leverage funds to invest in the various programs in order to assist the homeless population toward the goal of reduction and ending homelessness. Also, HESG limits the cost categories for administration and planning to 7.5% or \$15,591 from the city's award, and 60%, or 124,729 for street outreach and emergency shelter for a total of \$140,320 for the cost categories indicated above. The remaining balance, a total of 32.5% or \$67,563 towards homeless prevention, rapid re-housing support and homeless management information system (HMIS).

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City of Oxnard Citizen Participation Plan

Amended May 16, 2023
CARES Act Addendum October 6, 2020

Prepared by:

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I. Introduction

Pursuant to Title 24, Code of Federal Regulations, Part 91.105, HUD entitlement cities are required to adopt a citizen participation plan. Subsection (a) requires that citizen participation plans adopted prior to August 17, 2015 need to incorporate newer provisions of the 24 CFR 91.105. The City of Oxnard originally adopted its Citizen Participation Plan on October 18, 1994. On July 25, 2000 the original document was amended. This amended Citizen Participation Plan will incorporate provisions to comply with 24 CFR 91.105.

II. Purpose of the Citizen Participation Plan (CPP)

- A. The Citizen Participation Plan sets forth the policies and procedures for citizen participation in the development of the City of Oxnard (City) Consolidated Plan and Annual Action Plan, any substantial amendments to these plans, the preparation of the Consolidated Annual Performance and Evaluation Report (CAPER), and the Assessment of Fair Housing (AFH), in coordination with the Oxnard Housing Authority (OHA).
- B. The City shall provide the public with a reasonable opportunity to comment on the original Citizen Participation Plan and any amendments thereto. Amendments to the Citizen Participation Plan may be considered substantial or less than substantial as determined by the City based on the nature of the amendment and applicable HUD regulations. The 2018 amendment to the Citizen Participation Plan is substantial.

III. Encouragement of Citizen Participation

- A. A key component of the Citizen Participation Plan is that it must provide for and encourage citizen participation, especially by low- and moderate-income persons, and in particular those persons living in areas designated by the City as a revitalization area or in a slum or blighted areas and residents of predominantly low- and moderate-income neighborhoods, and where CDBG funds are proposed to be used.
- B. The City shall explore alternative public involvement techniques and quantitative ways to measure efforts that encourage citizen participation in a shared vision for change in communities and neighborhoods. Efforts must be taken to encourage the participation of all its citizens, including minorities and non-English speaking persons, and persons with disabilities.

IV. Consolidated Plan and Annual Action Plan Preparation

~~The Citizen Participation Plan addresses the preparation cycles for the Oxnard Consolidated Plans and Annual Action Plans.~~

The U.S. Department of Housing and Urban Development (HUD) requires communities receiving funds under the Community Planning and Development formula grant programs to submit a multi-year consolidated plan and annual action plan. The City of Oxnard, in partnership with the County of Ventura, Cities of Camarillo, Simi Valley, Thousand Oaks and Ventura, to create a 5-year regional consolidated plan.

The consolidated plan ~~establishes is a program and funding implementation plan combined in one document that states~~ the City of Oxnard's goals and objectives for housing and community planning and development. A community must have a consolidated plan and action plan both approved by HUD before expending funds under the grant programs Community Development Block Grant (CDBG), including activities under the Section 108 loan program, HEARTH Emergency Shelter Grants (HESG), and HOME Investment Partnerships (HOME).

The consolidated plan is ~~created typically a five-year strategic plan~~ to address the unmet public service and housing needs of low-income persons and families within the City. For each ~~of the five years consolidated plan period~~, an annual action plan is developed ~~each year in preparation for the subsequent grant year which to~~ identify specific activities, goals and funding allocations addressing the priorities established within the consolidated plan.

V. Environmental Reviews

The City maintains a written record of the environmental review undertaken for every project or program receiving federal funds from HUD. This environmental review record is available for public inspection. Certain projects require publication of specific actions or findings, which include a description of the activity, its location, and identification of any measures required to mitigate potentially significant adverse effects. Public comment periods are included in the review process as prescribed by NEPA and 24 CFR Part 58.

VI. Citizen Participation for Section 108 Loan Guarantee Program

A. In accordance with Section 108 regulations, Subpart M-Loan Guarantees, 24 CFR 570.704, the City will comply with the following pre-submission and citizen participation requirements before submitting an application for Section 108 loan guarantee assistance to HUD. These requirements will also apply to the submission of an Economic Development Initiative (EDI), and Brownfield Economic Development Initiative (BEDI) application.

1. The City will develop a proposed application to include the community development objectives and activities the City proposes to pursue and carry out with the Section 108

funds. Each activity will be described in sufficient detail, including the provision under which the project is eligible, the national objective it meets, the amount of funds expected to be used, and the activity's location to allow citizens to determine the degree to which they will be affected. The proposed application will also indicate which activities will generate program income and where citizens may obtain additional information about proposed activities. The proposed application will also include a description of the pledge of grants required under 24 CFR 570.705(b)(2).

2. The City will also publish a public notice which will include its proposed application providing citizens an opportunity to examine the application's contents and to make comments. The public notice will also advise citizens on how and where to submit comments as well as notify citizens of when and where a public hearing will be held at which they can provide further input on the proposed application. The public notice will be published at least 30 calendar days in advance of the public hearing.

3. A minimum of two (2) public hearings, held at different stages of the Consolidated Plan citizen participation process, will be held for the purpose of obtaining the views of citizens and formulating or responding to proposals and questions. At least one of these hearings will be held before submission of a Section 108 application to HUD to obtain the views of citizens on community development and housing needs. At the hearing, each activity will be described in sufficient detail including: the provision under which the project is eligible, the national objective to be met, the amount of funds expected to be used, and the activity's location so that citizens can determine the degree to which they will be affected.

4. Citizens will have up to 30 calendar days, plus the day of the public hearing, to comment.

Once the City has published the public notice and held the public hearing, the City will determine if the proposed application needs to be modified, based on comments and views received, before submitting the application to HUD. Upon completion, the final application will be made available to the public at the City Clerk's office.

VII. Assessment of Fair Housing Plan/Analysis of Impediments Revisions and Administrative Updates (AFH/AI)

A. The City shall provide community residents with reasonable notice and an opportunity to comment on revisions to the AFH/AI, as specified under 24 CFR 5.164.

B. The City has determined that an AFH/AI revision is necessary when:

1. The material change in circumstances affects the information on which the AFH/AI is

based;

2. The analysis, fair housing contributing factors, or the priorities and goals of the AFH/AI no longer reflect actual circumstances.
- C. The City will provide affected citizens a period of not less than 30 calendar days to make comments on a significant AFH/AI revision before it is implemented. Acceptable methods of meeting the citizen participation requirements include:
1. Publication of the availability of the substantial change(s) in a local newspaper. The publication will provide a link to a City Housing Department web page which will provide more detailed information on the significant revision(s) and how to provide comments.
 2. Publication of any proposed change shall appear in a local newspaper whose primary circulation is within the area serving the community of affected citizens;
 3. Advertisement of the availability of the proposed change on the City's website;
 4. Posting notices in public buildings within the City, which include, but are not limited to, public libraries; or,
 5. Holding meetings with citizens' advisory groups within the area affected by the significant revision.
- D. Notification to the public shall advise citizens of how and where to submit comments on the proposed changes. A summary of these comments, and a summary of comments not accepted and the reasons therefore, shall be attached to the significant revision that is submitted to HUD.

VIII. Access to Meetings for Persons with Disabilities and Non-English Speaking Persons

- A. The Citizen Participation Plan shall provide for and encourage participation by all citizens, including minorities, non-English speaking persons, and persons with mobility, visual, or hearing impairments. 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 ensure that mobility, visual or hearing impairments shall be accommodated.
- B. To accommodate non-English speaking persons, a translator shall be provided at each hearing and other translators may be made available upon request with at least three business days' notice. Requests can be made by email or telephone to the [to-Housing](#)

IX. Public Outreach and Access

- A. The consolidated plan and annual action plan development processes shall include consultation with organizations that provide community services, public and private organizations, community based organizations, faith based organizations, philanthropic organizations, businesses and developers.
- B. Commencing with consolidated plans submitted on or after January 1, 2018, consultations must occur with broadband internet service providers, organizations engaged in narrowing the digital divide, agencies that manage flood prone areas, public land or water resources, and emergency management agencies.
- C. Citizens are encouraged to participate in an advisory role in the planning, implementation, and assessment of the projects recommended under the plan(s).
- D. Notices of public hearings meetings will be sent to members of the Inter-Neighborhood Council Committee (INCC), the presidents of the public housing tenant advisory councils.

X. Funding Recommendations

- A. Prior to the adoption of the Consolidated Plan and/or Annual Action Plan by the City Council, the following information shall be made available to citizens, public agencies and other interested parties:
 - 1. Grant funds that will be available or anticipated to be available for the proposed plan (including program income).
 - 2. Range of activities that may be undertaken, including the estimated amount that will benefit persons of low- and moderate-income.
- B. A summary of the proposed Consolidated Plan and/or Annual Action Plan shall be published in at least one newspaper of countywide circulation and the announcement may also appear in at least one Spanish language newspaper of general circulation. Public service announcements may also be provided for local radio stations or on social media. The summary shall describe the plans and purpose of the plan(s) and include a list of the locations where copies of the entire plan(s) may be examined. As a minimum, digital or hard copies of the proposed plan(s) shall be available for public review at the main Oxnard Public Library, City Clerk's Office and the City's Housing Department offices on 435 South D St., Oxnard, CA.
- C. The Consolidated Plan and/or Annual Action Plan and the activities to be funded shall be

made available on the City's Housing Department, Grants Management web page.

- D. The Consolidated Plan and/or Annual Action Plan shall be made available for public comments for a minimum of 30 days prior to submission to HUD. Written comments can be mailed to the Grants Manager, City of Oxnard Housing Department, 435 South D Street, Oxnard, CA 93030 or emailed to grantsmanagement@oxnard.org.

XI. Displacement of Persons

The Citizen Participation Plan must, as required by 24 CFR Part 91, Section 91.105, "set forth the jurisdiction's plans to minimize displacement of persons and to assist any persons displaced...."

The City will pursue projects which promote affordable housing, i.e., new construction and rehabilitation, which will not dislocate persons or families. (Some temporary relocation may be required for rehabilitation projects). If permanent relocation is necessary (due to the acquisition of an occupied residence planned for major reconstruction or demolition, etc.), the City will comply with the Uniform Relocation and Real Property Acquisition Policies Act of 1970 as amended, which establishes types and levels of assistance required depending upon the circumstances. Certification of compliance is included in the City of Oxnard Consolidated Plan.

The City has on file its Residential Anti-displacement and Relocation Assistance Plan as required under Section 104(d) of the Housing and Community Development Act of 1974, as amended, which pertains to any activity assisted with funding under the CDBG, ESG or HOME programs.

XII. Public Hearings

- A. The public hearings will be held at City of Oxnard Council Chambers and/or in facilities in or adjacent to low and moderate-income neighborhoods. Public hearings may be scheduled during the evening to ensure the maximum attendance by residents.
- B. The City shall hold a minimum of two public hearings per plan year (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, to address the unmet needs of low-and moderate-income persons regarding housing, community and economic development and public services.
- C. The first hearing may be held in facilities in or adjacent to low-moderate-income neighborhoods or City Council Chambers. The purpose of the initial hearing is to obtain the public comments on housing and community development needs, including priority non-housing community development needs. ~~This meeting is mandatory for all applicants recommended for funding.~~

- D. An optional public hearing may be held to solicit public comment on activities which could be implemented to address the unmet needs identified at the first public hearing but prior to the adoption of the proposed plan by the City Council. The purpose of this hearing is to obtain citizens' comments on proposed activities and funding allocations.
- E. The final public hearing will be held to obtain citizens' comments on proposed activities and to present the Consolidated Plan and/or the Annual Action Plan to the City Council for adoption. The final hearing shall be held in the City Council Chambers. Should an in-person meeting be infeasible, the City's meeting guidelines will be followed.
- F. The hearings shall be announced in at least one newspaper of general circulation in English. The announcement will also appear in at least one Spanish language newspaper of general circulation. The hearings may also be announced as a public announcement on radio stations and/or social media, as appropriate, and announced through an informational flyer distributed/posted by Housing Authorities, public service and other organizations. At least one Spanish language radio station may be informed and the flyer may be prepared in Spanish. The announcement for the public hearings will also be e-mailed, or mailed upon request to the current list of HUD partners, subrecipients and other interested parties in the City of Oxnard.

XIII. 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.

XIV. Amendments to the Plan

- A. The City shall amend its approved Consolidated Plan and/or Annual Action Plan if:
 - 1. A change in its allocation priorities; ~~or a change in the method of distribution of funds occurs;~~
 - 2. A decision to carry out an activity using funds not previously described in an action plan covered by the consolidated plan (including program income, reimbursements, repayment, recaptures, or reallocations from HUD); or
 - 3. A change in the purpose, scope, location, or beneficiaries of an activity occurs.
- B. Amendments will be considered substantial changes and require official action if:

1. Grant funds are allocated to a new activity for the first time;
2. A funding increase in a current activity, or a change in the use of funding from one eligible activity to another by 10 percent, or \$200,000 or more in CDBG or HOME funding, whichever is greater, and \$50,000 in ESG funding or more;
3. A change of more than 1025 percent of an annual grant ~~amount;~~amount.

~~A funded activity is cancelled during the program year.~~

- C. Changes that are less than substantial represent less than the amounts listed in section XIV(B), above, and do not have a significant impact on the project's purpose, scope, location, or beneficiaries. If an activity is not funded in the current year, but is the same or similar to an activity funded in another program year, and the addition is less than amounts above, and there is no significant change in the project (purpose, scope, location, or beneficiaries), it is not considered a substantial change. The authorized City official with the corresponding approval amounts may approve changes that are less than substantial. Funds that are changed by ten percent must be presented in the Annual Action Plan (or Annual Action Plan amendment) staff agenda report and pre-approved by City Council.
- D. Reallocation of funding among program years is not considered a substantial change, if considered less than substantial as described in the amounts above.
- E. Program income will be allocated with the Annual Action Plan and with HUD requirements. If program income received is greater or less than the projected amount, ~~approved annual amount~~ it will be adjusted and used accordingly, and reported in both the year's CAPER and the subsequent Annual Action Plan ~~cause for an amendment or an increase to funds available in subsequent year~~ as to how it was used or the planned use for the following year.
- F. The City must submit a copy of each amendment to HUD. HUD allows amendments as they occur or at the end of the program year. Letters transmitting copies of amendments must be signed by the official representative of the City authorized to take such action.
- G. Substantial amendments of the Consolidated Plan or Annual Action Plan will require a Public Hearing and City Council approval. Notice of public hearing will be posted on the City's Housing Department, Grants Management Division webpage and noticed in a newspaper of general circulation a minimum of 30 days prior to implementation. A public hearing will be held to obtain citizens' comments on the proposed substantial amendment and to present the substantial amendment to the City Council for adoption. Less than substantial amendments will be adjusted by city management according to their funding approval levels and may not be presented to City Council, as they are considered administrative adjustments that do not meet the fiscal threshold that requires Council approval.

XV. Consolidated Annual Performance and Evaluation Report (CAPER)

- A. The City will prepare the CAPER as required at the close of the grant year which shall be

made available for public comment for a minimum of 15 days prior to submission to HUD.

- B. Public comments will be accepted~~considered~~ and responded to, as appropriate, with a summary of the comments attached to the CAPER for submittal to HUD.

XVI. Availability of Documents

- A. The Consolidated Plan, Annual Action Plans, substantial amendments, CAPER and the Citizen Participation Plan will be available to the public, including the availability of materials in a form accessible to persons with disabilities, upon request.
- B. The Consolidated Plan, Annual Action Plans, CAPER, the Citizen Participation Plan and the Uniform Relocation and Real Property Acquisition Policies Act of 1970 as amended, will be available for review at the City of Oxnard Housing Department, 435 South D Street, Oxnard, CA during working hours.

XVII. Citizen Participation Coordinator

- A. The Citizen Participation Coordinator shall be a member of Grants Management Division staff in the Housing Department of the City of Oxnard.
- B. The Citizen Participation Coordinator shall make past and present programmatic and funding information available to citizens during all phases of the HUD Community Planning and Development Program cycle, upon request.

XVIII. Comments and Complaints

- A. The City shall consider all verbal or written comments or views of citizens received at the public hearings in preparing the final Consolidated Plan, Annual Action Plans, amendments to these plans, Section 108 Loan applications, CAPER or the Citizen Participation Plan.
- B. A summary of these comments or views shall be attached to the final Consolidated Plan, amendment to the Plan, CAPER or Citizen Participation Plan and submitted to HUD as appropriate.
- C. 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.
- D. Written comments, complaints and/or grievances can be submitted to the Housing Director, City of Oxnard Housing Department, 435 South D Street, Oxnard, CA 93030.

XIX. Contingency Plan in the Event of an Emergency/Disaster

- A. In the event of an emergency or disaster that presents a serious and immediate threat to the health and welfare of the citizens of the City, the noticing requirements for public hearings shall be reduced to the number of ~~ten~~ calendar days provided by the most stringent requirement within the local, state or federal statute provided during the time of the event.
- B. Reprogramming of funds in the event of such an emergency will require approval by the ~~City Council~~ highest official, per City policies as described in the Code of Ordinances, Section 6, Emergency Organization and Functions, and Unfair Pricing. ~~When~~ When emergency decisions require Council approval, the proposed reprogram of funds will be presented when Council ~~they~~ is in session, or ratification of the reallocation when the City of Council is in recess. If an accelerated emergency occurs, the most stringent approval requirement within the local, state, or federal statute will be followed.

CITY OF OXNARD
CITIZEN PARTICIPATION PLAN – Addendum
FOR THE 2020 CARES ACT FUNDS, FLEXIBILITIES AND WAIVERS

A. POLICY STATEMENT

1. This Citizen Participation Plan Addendum specifically addresses the special policies and guidelines in support of addressing the impacts of COVID-19 through the use of Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), and HOME Investment Partnerships Act (HOME) programs, and the 2020 CARES Act Funds, termed CDBG-CV and ESG-CV.
2. All policies and processes described in the City of Oxnard (hereinafter referred to as “City”) Citizen Participation Plan, amended on July 10, 2018, is applicable to all CDBG, ESG and HOME funding sources unless specified in this Addendum.
3. All policies and processes specified in this Addendum are applicable through the adoption date of this Addendum and will expire upon the date specified for the CARES Act of 2020 funding and waivers, by the United States Department of Housing and Urban Development (HUD) department.

B. DEFINITIONS

1. CARES Act Flexibilities and Waivers – HUD Secretary issued statutory and regulatory waivers/alternative requirements for CDBG-CV, ESG-CV and some CDBG, HOME and ESG funds when necessary to expedite or facilitate the use of grant funds to prevent, prepare for, and respond to coronavirus. Prohibits waivers/alternative requirements related to fair housing, nondiscrimination, labor standards, and the environment. (see Appendix A: CARES ACT HUD Waivers Applicable to Citizen Participation Plan)
2. CDBG-CV – Community Development Block Grant funding specifically allocated for the impacts related to COVID-19
3. ESG-CV – Emergency Solutions Grant funding specifically allocated for the impacts related to COVID-19

C. PLANNING PROCESS FOR CONSOLIDATED PLAN DOCUMENTS

1. Public Review and Comment – Documents (Plans) created for the CARES Act of 2020 funds and waivers will be made available to the public for no less than 5 calendar days. Written comments will be accepted during the public comment period. Summaries of comments will be attached to documents requiring public reviews and input.

D. MEETINGS AND HEARINGS

1. During locally, state, or federally declared Stay-At-Home orders, public meetings may occur virtually and will publicly post meeting dates, times, and instructions in advance of the meetings.

Citizen Participation Plan (CPP) Procedural History

1. Originally adopted CPP by City Council on October 18, 1994
2. Modifications to CPP adopted by City Council on July 25, 2000
3. Amended CPP adopted by City Council on July 10, 2018
4. CARES Act Addendum approved by City Council on October 6, 2020
5. Amended CPP adopted by City Council on May 16, 2023 (Pending)

Appendix A
CARES ACT
HUD Waivers
Applicable to Citizen Participation
Plan

CARES ACT HUD Waivers Applicable to Citizen Participation Plan

CONSOLIDATED PLAN REQUIREMENTS

1. Citizen Participation Public Comment Period for Consolidated Plan

Amendment Requirement: 30-day Public Comment Period.

Citations: 24 CFR 91.105(c)(2) and (k), 24 CFR 91.115(c)(2) and (i) and 24 CFR 91.401

Explanation: A CPD grantee may amend an approved consolidated plan in accordance with 24 CFR 91.505. Substantial amendments to the consolidated plan are subject to the citizen participation process in the grantee's citizen participation plan. The citizen participation plan must provide citizens with 30 days to comment on substantial amendments.

Justification: Given the need to expedite actions to respond to COVID-19, HUD waives 24 CFR 91.105(c)(2) and (k), 91.115(c)(2) and (i) as specified below, in order to balance the need to respond quickly to the growing spread and effects of COVID-19 with the statutory requirement to provide reasonable notice and opportunity for citizens to comment on substantial amendments concerning the proposed uses of CDBG, HOME, HTF, HOPWA or ESG funds.

Applicability: This 30-day minimum for the required public comment period is waived for substantial amendments, provided that no less than 5 days are provided for public comments on each substantial amendment. The waiver is available through the end of the recipient's 2020 program year. Any recipient wishing to undertake further amendments to prior year plans following the 2020 program year can do so during the development of its FY 2021 Annual Action Plan.

2. Citizen Participation Reasonable Notice and Opportunity to

Comment Requirement: Reasonable Notice and Opportunity to Comment.

Citations: 24 CFR 91.105(c)(2) and (k), 24 CFR 91.115(c)(2) and (i) and 24 CFR 91.401

Explanation: As noted above, the regulations at 24 CFR 91.105 (for local governments) and 91.115 (for States) set forth the citizen participation plan requirements for recipients. For substantial

amendments to the consolidated plan, the regulations require the recipient to follow its citizen participation plan to provide citizens with reasonable notice and opportunity to comment. The citizen participation plan must state how reasonable notice and opportunity to comment will be given.

Justification: HUD recognizes the efforts to contain COVID-19 require limiting public gatherings, such as those often used to obtain citizen participation, and that there is a need to respond quickly to the growing spread and effects of COVID-19. Therefore, HUD waives 24 CFR 91.105(c)(2) and (k), 24 CFR 91.115(c)(2) and (i) and 24 CFR 91.401 as specified below to allow these grantees to determine what constitutes reasonable notice and opportunity to comment given their circumstances.

Applicability: This authority is in effect through the end of the 2020 program year.

2023 ANNUAL ACTION PLAN

OXNARD CITIZEN PARTICIPATION PLAN AMENDMENT

Emilio Ramirez, Director
Housing Department

Community Services, Public Safety, Housing & Development
Committee
April 25, 2023

HUD ENTITLEMENT PROGRAMS - BACKGROUND

CDBG



Community Development Block Grant
Building Better Neighborhoods



Home Investment Partnerships
Program



Emergency Solutions Grant

BACKGROUND

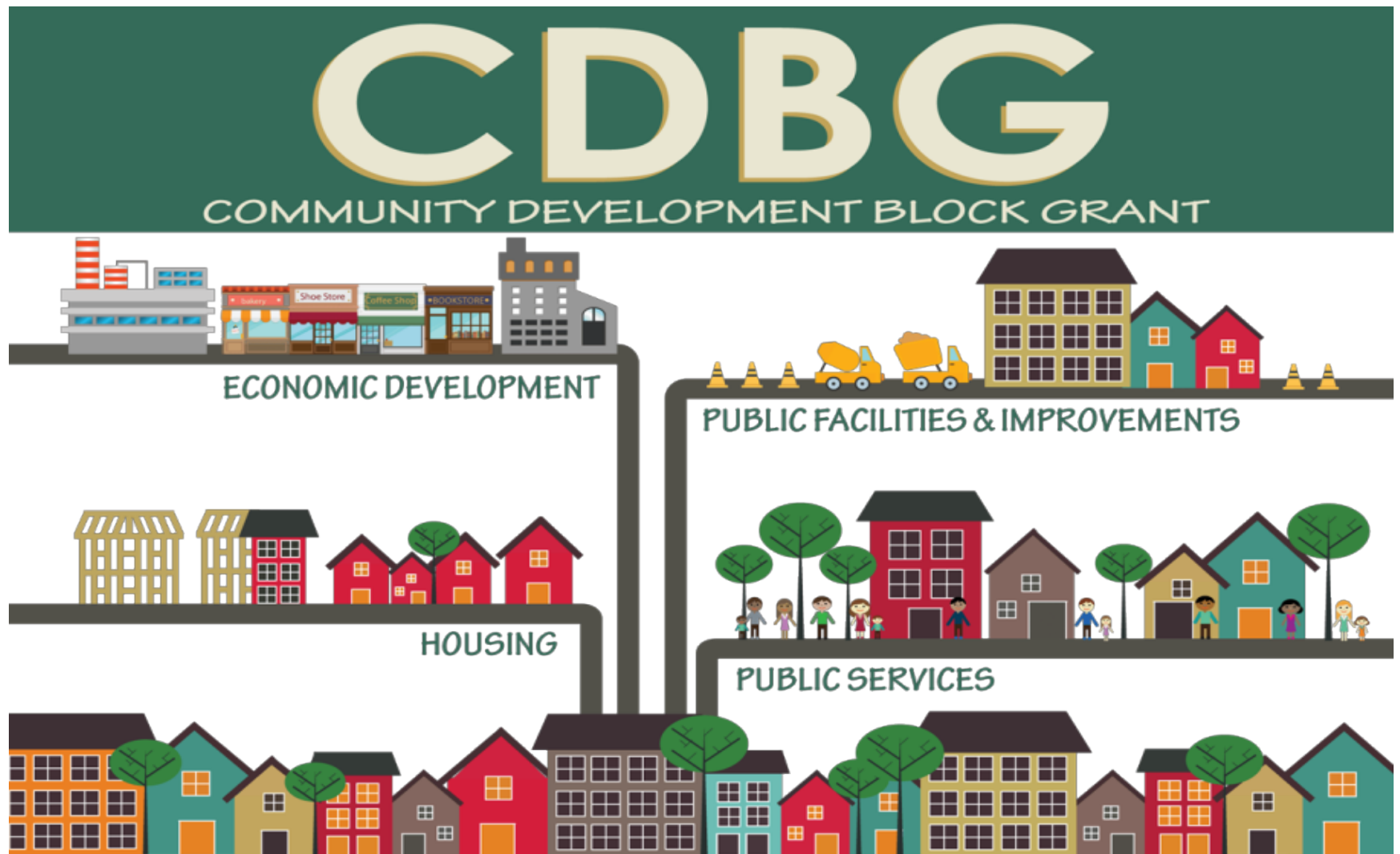


In order to receive CDBG, HESG, & HOME Entitlement, the City must:

1. Have a 5-Year Consolidated Plan & Analysis of Impediments
2. Submit subsequent Annual Action Plans, and,
3. Receive HUD approval of both plans



COMMUNITY DEVELOPMENT BLOCK GRANT



ANNUAL ACTION PLAN

<u>CDBG Categories</u>	<u>FY 2023-2024 Requested</u>	<u>FY 2023-2024 Recommended</u>
<u>Administration</u>	\$ 462,783	\$ 462,783
<u>Public Services</u>		
Livingston Memorial Visiting Nurses	\$ 20,000	\$ 8,000
Oxnard Performing Arts Center Corporation-Creative Youth Development	\$ 20,000	\$ 20,000
Oxnard Recreation-Colonia Memorial Park Veterans Gym	\$ 100,000	\$ 48,000

ANNUAL ACTION PLAN

<u>Public Services Continued</u>	<u>FY 2032-2024 Requested</u>	<u>FY 2023-2024 Recommended</u>
Oxnard Recreation Police Activities League	\$ 100,000	\$ 45,087
Oxnard Recreation Southwinds Youth Center	\$ 75,000	\$ 31,000
Oxnard Cultural & Comm Services Palm Vista Senior Center	\$ 60,000	\$ 31,000
Oxnard Housing Authority Senior Supportive Services	\$ 67,000	\$ 36,000
Oxnard Housing Authority Housing Supportive Services	\$ 67,000	\$ 73,000

ANNUAL ACTION PLAN

<u>Public Services Continued</u>	<u>FY 2023-2024 Requested</u>	<u>FY 2023-2024 Recommended</u>
Shelter Care Resources- Foundation First	\$ 57,216	\$ 20,000
Turning Point Foundation- Emergency Shelter & Multi-Service Navigation	\$ 127,000	\$ 35,000
CLU Oxnard Cares – Affordable Mental Health Services	\$81,700	\$0

Public Service Total

\$ 781,027

*\$ 347,087
(Estimate)*



ANNUAL ACTION PLAN

<u>Public Improvements & Other Programs</u>	<u>FY 2023-2024 Requested</u>	<u>FY 2023-2024 Recommended</u>
Many Mansions- Aspire Pocket Park	\$ 489,660	\$ 489,660
Ventura County Community Development Corporation -Hope to Home Down Payment Assistance	\$ 250,000	\$ 250,000
Oxnard Housing & Redevelopment – Neighborhood Improvement Projects	\$ 564,387	\$ 764,387

ANNUAL ACTION PLAN

<u>Public Improvements & Other Programs Continued</u>	<u>FY 2023-2024 Requested</u>	<u>FY 2023-2024 Recommended</u>
People's Self-Help Housing Corp. - Cypress Place at Garden City	\$ 1,852,369	\$ 0
WeeCare, Inc. - BOOST (Business Operation & Optimization Support Tools)	\$ 660,000	\$ 0
	<i>\$ 4,016,416</i>	<i>\$1,504,047</i>

<u>Public Services Programs Continued</u>	<u>FY 2023-2024 Requested</u>	<u>FY 2023-2024 Recommended</u>
CLU Oxnard Cares - Affordable Mental Health Services	\$81,700	\$0

ANNUAL ACTION PLAN

<u>CDBG</u>	<u>FY 2023-2024 Requested</u>	<u>FY 2023-2024 Recommended</u>
Administration (20% Cap)	\$ 462,783	\$ 462,783
Public Service (15% Cap)	\$ 781,027	\$347,087
Public Improvements & Other Programs	\$ 4,016,416	\$ 1,504,047
<u>CDBG Total</u>	<u>\$ 5,260,226</u>	<u>\$ 2,313,917</u>

EMERGENCY SOLUTIONS GRANT



ANNUAL ACTION PLAN

Hearth Emergency Solutions Grant	<u>FY 2023-2024 Requested</u>	<u>FY 2023- 2024 Recommended</u>
Administration (7.5% Cap)	\$ 15,591	\$ 15,591
Turning Point Foundation -Emergency Shelter	\$ 80,000	\$ 46,000
The Salvation Army- Street Outreach	\$ 126,884	\$ 63,000
The Kingdom Center- Emergency Shelter	\$ 30,000	\$ 0
Mercy House Living Centers-Rapid Rehousing	\$68,730	\$ 58,500
United Way of Ventura County	\$ 29,250	\$ 24,792
HESG TOTAL	\$ 338,614	\$ 207,883

HOME INVESTMENT PARTNERSHIPS



**Home Investment Partnerships
Program**

ANNUAL ACTION PLAN

HOME	<u>FY 2022-2023 Approved</u>	<u>FY 2023- 2024 Recommended</u>
Administration (10%)	\$ 95,550	\$86,886
CHDO Set-Aside ($\geq 15\%$)	\$128,325	\$115,330
Affordable Housing Development Project	\$731,628	\$666,651
HOME TOTAL	\$ 955,503	\$868,8867



OXNARD CITIZEN PARTICIPATION PLAN AMENDMENT

Substantial Amendment to Plan per Citizen Participation Plan

Amendments will be considered substantial changes and require official (Council) action if;

Original	Revision
A funding increase in a current activity, or a change in the use of funding from one eligible activity to another, of more than \$100,000 in CDBG or HOME funding, or more \$30,000 in ESG funding; or if . . .	A funding increase in a current activity, or a change in the use of funding from one eligible activity to another by 10 percent, or \$200,000 or more in CDBG or HOME funding, whichever is greater, and \$50,000 in ESG funding or more; or if . . .

RECOMMENDATIONS

That the Committee:

1. Conduct a public hearing regarding the fiscal year 2023-2024 Annual Action Plan with funding recommendations, and the amended Oxnard Citizen Participation Plan;
2. Approve the 2023 Annual Action Plan with the recommended use of funds for selected activities that conform with City of Oxnard consolidated plan goals as defined in the Ventura County Regional Consolidated Plan for the three entitlement grants – Community Development Block Grant, Home Investments Partnership Program grant and the Emergency Solutions Grant to be submitted to the United States Department of Housing and Urban Development, as required;
3. Approve the updated changes in the amended Oxnard Citizen Participation Plan;

RECOMMENDATIONS

4. Authorize the City Manager, and his designees, to incorporate the final HUD grant allocations into the 2023 Annual Action Plan, and authorize the budget appropriations to fund the administration, and projects, including the ability to increase or decrease project funding by ten percent or up to the administrative amount allowed of the administering staff, whichever is greater.
5. Authorize the City Manager and his designees, to incorporate any recommended changes resulting from the public input to the 2023 Annual Action Plan and the amended Oxnard Citizen Participation Plan, Oxnard, as directed by the City Council, including the authorization of funding appropriations and revenue or expenditure budget changes, up to ten percent of each grant;

RECOMMENDATIONS

6. Authorize the City Manager and his designees, to execute the required applications, certifications, and other pertinent documents for the submission of the 2023 Annual Action Plan and the amended Oxnard Citizen Participation Plan to the United States Department of Housing and Urban Development, Office of Community Planning and Development;
7. Authorize the City Manager, and his designees, to execute HUD agreements and sign all agreements for the implementation of the Annual Action Plan including subrecipients, interdepartmental, and intradepartmental agreements.



End of Presentation