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# ADMINISTRATIVE REPORT

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Date: March 18, 2019

Agenda Item No.: 11A

Council Action Date: April 8, 2019

**To: Honorable Mayor and City Council**

**From: Alex D. McIntyre, City Manager  
Dave Ward, Interim Community Development Director**

**Subject: 2019-2020 Community Development Block Grant Funding  
Availability and Requests for Funding**

## **RECOMMENDATIONS**

It is recommended that City Council:

- a. Conduct a public hearing to receive public testimony regarding the 2019-2020 Community Development Block Grant funding requests, and;
- b. Receive and provide comments on the 2019-2020 Community Development Block Grant funding requests.

## **PREVIOUS COUNCIL ACTION**

**May 11, 2015 – City Council adopted the 2015-2019 Regional Consolidated Plan which guides the use of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) grant programs. Priority needs for the City’s low- to moderate-income residents are identified in the 2015-2019 Regional Consolidated Plan.**

## **SUMMARY**

The purpose of this report is to provide an overview of the Regional Consolidated Plan and priority needs and strategies, the Community Development Block Grant (CDBG) funding requests received, and the criteria for making funding recommendations. A 30-day public comment period for the 2019-2020 Action Plan opened on April 1, 2019 and will close at 5:00 pm on May 6, 2019. The City Council will be asked to approve the 2019-2020 Action and Funding Plan at its May 6, 2019 meeting.

## **DISCUSSION**

### **Five-Year Regional Consolidated Plan and Priority Needs and Strategies**

The 2019-2020 Program Year will be the fifth and final year in the current five-year planning period for the HUD programs. The Regional Consolidated Plan was developed in collaboration with the County of Ventura and the incorporated cities of Camarillo, Simi Valley, and Thousand Oaks. The purpose of the Consolidated Plan is to outline the priority needs for the region's low- and moderate-income residents and set forth strategies to meet those needs.

#### *Priority Needs and Strategies*

The high priority strategies identified to address the specific needs of Ventura's low- and moderate-income residents and neighborhoods include the following:

- Improve the quality and accessibility of existing housing.
- Increase the availability of affordable ownership and rental housing.
- Provide public and supportive services for people with disabilities, seniors, youth, homeless, and other special needs populations.
- Improve public facilities and infrastructure.
- Enhance economic development opportunities for business owners, low-income entrepreneurs, and employees.
- Revitalize the Westside Neighborhood Revitalization Strategy Area (NRSA).

### **Annual Action and Funding Plan**

The purpose of the Annual Action and Funding Plan is to identify the CDBG activities to be funded during the program year, and to describe the outcomes anticipated as a result of funding the projects.

### **Applications Received for the 2019-2020 Program Year**

A mandatory pre-application workshop was held January 23, 2019 for community agencies and City departments interested in submitting applications for 2019-2020 CDBG funding year. The application deadline was February 25, 2019. Ten applications were received, nine from external applicants and one from a City department. Additionally, funds are reserved in Attachment A for the winter warming shelter services.

Funding applications will be considered according to the following criteria:

- Consistency with regional and City priorities,
- Compliance with CDBG eligibility and other program requirements,
- Consistency with City Council funding priorities,
- Project beneficiaries, outcomes and accomplishments,

- Project feasibility and readiness, and
- Availability of funding.

A summary of the applications (Attachment A) includes a brief description of each proposed project, amount of funding requested, and past applicant performance and outcomes. Staff has not made funding recommendations at this time; however, the City Council is asked to provide comments about the proposals received for staff consideration as staff completes the application review process and returns to City Council on May 6, 2019 with recommendations.

### **Funding Available/Requested**

HUD has not released the 2019-2020 funding allocations at this time; however, for planning purposes, staff estimates a 5% decrease from last year's award, which is approximately \$727,000 in CDBG funding. Unexpended funds from the prior year and program income received will be added into the program year's budget, for an estimated funding available of \$831,000. As in prior years, funding requests always exceed the City's HUD allocation. This year the funding requested in the applications totaled \$1,355,000.

### **Public Engagement**

The following timeline includes the previous and forthcoming public engagement for the 2019-2020 Program Year:

January 14, 2019	Notice of Funding Availability (NOFA) published in Ventura County Star and posted on City's website
January 23, 2019	Mandatory Pre-Funding Workshop; application period commenced
February 25, 2019	CDBG applications due
April 1, 2019	Notice of 30-day public comment period published; thirty-day public comment period commenced
April 8, 2019	City Council review of applications
May 6, 2019	Thirty-day public comment period ends
May 6, 2019	Council Adoption of the Annual Action and Funding Plan
TBD	Annual Action and Funding Plan due to HUD

The Annual Action and Funding Plan (the Plan) is typically submitted to HUD 45 days prior to the start of the fiscal year, however, with the 2019 Congressional Budget delays, HUD notified Grantees to postpone submitting the Plan until HUD releases the approved allocation amounts. As in prior years, the City has prepared the Action Plan and presented it to City Council on schedule in order to efficiently submit it to HUD.

### **Citizen Participation**

A 30-day public comment period was posted in the Ventura County Star on Monday, April 1, 2019 and sent it to multiple stakeholders, specifically organizations on the Westside, the community with the largest number of past and current projects funded through this program.

### **FISCAL IMPACTS**

No general fund money is used for the CDBG program, as projects are funded through the annual CDBG entitlement grant received from HUD. The program allows for a 20% allocation towards Administrative costs, thus no general fund money is used for managing the program.

### **ALTERNATIVES**

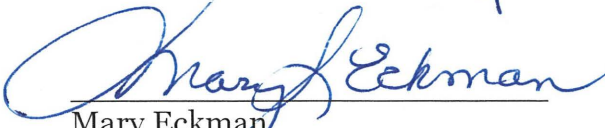
None.

Prepared by Andrea Palmer, Associate Planner  
For Jennie Buckingham, Senior Planner

  
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Dave Ward

Interim Community Development Director

Reviewed as to fiscal impacts *pt*

  
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Mary Eckman

Interim Finance and Technology Director

FORWARDED TO THE CITY COUNCIL



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Alex D. McIntyre  
City Manager

ATTACHMENT

A Summary of 2019-2020 CDBG Funding Applications

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**Attachment A**  
Summary of 2019-2020 CDBG Funding Applications

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## 2019-2020 CDBG Applications Review Sheet

Applicant/Project Title	General Description	Funding Requested	CDBG Eligible?	Past Performance
<b>Public Works - Infrastructure &amp; Facilities</b>				
PW - Traffic - Cameron St. Sidewalk Improvements Phase II	The second of 10 projected phases on Cameron Street. Phase I currently underway.	\$165,000	Yes	Most recent project is Cameron Street Sidewalk Improvements Phase I between Kellogg and Bartlett Streets.
<b>Economic Development</b>				
EDC-VC - Business Assistance Program	Technical Assistance and Business Loans for 6 small businesses/microenterprises.	\$250,000	Yes	EDC-VC in 2017-2018 assisted 3 businesses and issued 1 loan.
WEV - Self Employment Training (English Only)	The SET program is a 14-week course providing assistance to entrepreneurs in launching/expanding their businesses. Program goals include outreach to 100 residents, enroll 25 SET students and assist 16 graduates with business plans.	\$50,000	Yes	WEV in 2017-2018 enrolled 12 residents for the SET program; 11 graduated and 7 graduated with a business plan. This was post-Thomas Fire; they felt the fire impacted the courses.
<b>Public Services</b>				
Housing Rights Center - Fair Housing Services	Fair Housing Services related to: Counseling, educational workshops, discrimination screening, and legal services, as needed.	\$10,000	Yes	HRC provides annual fair housing services to all City residents.
People's Self Help Housing Corp. - Permanent Supportive Housing (PSH) Services for the Formerly Homeless	Case management and emergency services to 40 households transitioning from homelessness and/or living w/disabilities.	\$12,203	Yes	Provided case management services to 33 residents in 2017-2018 and moved in 3 residents to the El Patio who were homeless prior to move in.
Ventura County Library - Avenue Library Services	Library Services to include enrichment classes for youth and adults, in addition to an after-school program	\$149,136	Yes	Ventura County Library provides annual library services to include Youth Tutoring, Internet Services, English as a Second Language, and general library circulars. All services provided to residents of the Westside.
(TBD) - Winter Warming Shelter	Emergency shelter for the homeless.	\$40,000	Yes	In 2017-2018 the Winter Warming Shelter served 190 people who reported Ventura as their last place of residence.
<b>Affordable Housing</b>				
Housing Authority - Mobile Home Rehabilitation Grant Program (MHRGP)	Mobile Home Rehabilitation Services for up to 15 mobile homes.	\$135,000	Yes	Housing Authority in 2017-2018 served 15 residents with MHRGP services.
Housing Authority - North Ventura Avenue Acquisition/Rehab	Acquisition and Rehab of a mixed-use development at 1238-1288 N. Ventura Avenue	\$367,577	Yes (2 Separate Activities)	Has been awarded MHRGP funding for the past 22 years.
Habitat for Humanity - Home Repair Services	Low-Income Owner-Occupied home repair services for 5 homes.	\$75,000	Yes	Habitat served 1 home in 2016-2017.
<b>CBDO Services</b>				
WCDC - Neighborhood Revitalization Program	Looking to continue CBDO workshops, two community cleanups, the beautification program, and looking for funds for the Ambassador program.	\$100,900	Yes	Conducts two community cleanups, And approximately 5 meetings per year surrounding homeownership, economic development, and energy conservation.
		<b>\$1,354,816</b>		

Estimated Grant	\$ 727,000	
Administrative Set Aside (20% of the Grant)	\$ (145,400)	
Anticipated Carryover + Program Income	\$ 250,000	\$ 977,000
Balance Remaining for Projects	<u>\$ 831,600</u>	
Project Funding Requested	\$ 1,354,816	
Remaining/(Shortfall) of Grant - Funding Requests	\$ (523,216)	