



COUNTY of VENTURA

COUNTY EXECUTIVE OFFICE
SEVET JOHNSON, PsyD
County Executive Officer

Mike Pettit
Assistant County Executive Officer

April 29, 2025

Scott Powers
County Chief Financial Officer

County of Ventura Board of Supervisors

Danielle Keys
County Human Resources Director
Labor Relations

SUBJECT: Public Hearing Regarding an Amendment to the County of Ventura Permanent Local Housing Allocation Plan and Adopt Resolutions Allocating Funds to Projects from County and the City of Thousand Oak's Permanent Local Housing Allocation; Authorize the CEO to Execute Agreements and Grant Related Documents for those Projects Identified in the Resolutions. LEVINE ACT ITEM

RECOMMENDATIONS:

It is recommended that your Board:

1. Conduct a public hearing to solicit comments on an amendment to the County of Ventura Permanent Local Housing Allocation ("PLHA") Plan (Exhibit 1);
2. Approve the recommended PLHA Plan amendment and authorize the County Executive Officer ("CEO"), or their designee, to submit the amended plan to the State of California Department of Housing and Community Development ("HCD");
3. Adopt resolutions (Exhibits 2 and 3) allocating a total of: \$750,000 in PLHA funds as a loan to Topa Vista Villas LP, \$241,703 in PLHA funds as a grant to People's Self Help Housing Corporation, or related entity, and \$300,000 in PLHA funds as grant funding to Ventura County Community Development Corporation, plus a 5% administrative allowance;
4. Authorize the CEO, or designee, to execute agreements and grant related documents including, but not limited to, real estate instruments (deeds of trust, promissory notes, affordability covenants, loan documents, purchase and subordination agreements) and consultant services contracts, subject to review and approval by County Counsel as to form for those projects identified in the resolutions (Exhibits 2 and 3);
5. Adopt a resolution (Exhibit 4) to apply for and amend the County of Ventura's allocation of PLHA funds under the 2024 Notice of Funding Availability in an amount not to exceed \$564,928 and authorize execution of the PLHA application, amendment to the Standard Agreement to reflect the funds, and other documents required by HCD; and

6. Adopt a resolution (Exhibit 5) to apply for and adopt the City of Thousand Oaks' allocation of PLHA funds under the 2024 Notice of Funding Availability in an amount not to exceed \$194,523 and authorize execution of the PLHA application, amendment to the Standard Agreement to reflect the funds, and other documents required by HCD.

FISCAL IMPACT(S):

	FY 2024-25	FY 2025-26
Revenues	\$0	\$759,451
Costs	\$0	\$759,451
Net County Cost	\$0	\$0

Funding Source: California Department of Housing and Community Development

Match Requirement: None

* Appropriation for the grant funds are included in the FY26 Adopted Budget.

BACKGROUND:

In 2017, Senate Bill 2 (the Building Homes and Jobs Act) created the PLHA program. The primary goal of the PLHA program, administered by HCD, is to create a permanent source of funding available to eligible local governments in California for housing-related projects and programs to address unmet housing needs in their local communities. The PLHA program provides formula grants to entitlement jurisdictions based upon the formula prescribed under federal law of the Community Development Block grant (CDBG) program. The County's CDBG entitlement area includes the unincorporated areas of the County and the cities of Fillmore, Moorpark, Ojai Port Hueneme, and Santa Paula. Additionally, the City of Thousand Oaks delegated their PLHA allocation to the County for administration. On June 16, 2020, your Board approved a resolution adopting the PLHA Plans, as subsequently amended, for the County's as well as the City of Thousand Oaks' (City) allocation of funding.

The PLHA Plan sets forth the types of activities to be funded with the County and City's allocation of PLHA funds during the first five years of implementation and the percentage of funds dedicated to each activity. An amendment to the PLHA Plan is required if funding is moved from an approved activity to a new activity or if more than ten percent (10%) of an allocation is proposed to be revised. The original PLHA Plan for both County and City approved funding for the following three activities:

Activity 1: Capital Development - Rental Housing: provide loans for construction/permanent financing and/or operating subsidies to subsidize the development of affordable multifamily housing for households with incomes at or below 60% AMI (PLHA Final Guidelines section §301(a)(1));

Activity 2: Capital Development - Affordable Ownership Workforce Housing: provide grants to organizations developing new Affordable Ownership-Occupied Workforce Housing (AOWH) to make the home sales prices affordable to households at or below 80% AMI (PLHA Final Guidelines section §301(a)(2)); and

Activity 3: Local Housing Trust Fund: provide grant funding to the Housing Trust Fund Ventura County to provide short- and/or long-term low-interest loans to affordable housing developers for the development of affordable rental housing at or below 80% and 60% AMI. This PLHA contribution is expected to be matched with HCD's Local Housing Trust Fund (LHTF) program (PLHA Final Guidelines section §301(a)(3)).

On May 3, 2022, the Board approved amendments to the County's PLHA Plan to include the following activity:

Activity 6: Assisting persons who are experiencing or at-risk of homelessness including, but not limited to, providing rapid rehousing, rental assistance, supportive/case management services that allow people to obtain and retain housing, operating and capital costs for navigation centers and emergency shelters, and the new construction, rehabilitation, and preservation of permanent and transitional housing (PLHA Final Guidelines section §301(a)(6)).

On May 14, 2024, the Board approved amendments to the County's PLHA Plan to include the following activity:

Activity 9: Homeownership opportunities, including but not limited to down payment assistance (PLHA Final Guidelines section §301(a)(9)).

DISCUSSION:

A project solicitation for PLHA funds was opened in tandem with the County's annual funding cycle for HUD Funding (Community Development Block Grant and HOME Investments Partnerships Program). Four applicants submitted applications requesting PLHA funds. Upon review of the applications, the requested amount of funding was more than double the available amount. PLHA funding is recommended for three of the four applicants as described below.

1. Topa Vista Villas LP – Topa Vista Villas (City of Santa Paula) for \$750,000
2. People's Self Help Housing Corporation – Hillcrest Homes (City of Thousand Oaks) for \$241,703.85
3. Ventura County Community Development Corporation – Down Payment Assistance Program (Countywide) \$300,000

To fund the recommended items above, the Board is being asked to adopt an amendment to the PLHA Plan to re-allocate approximately 69 percent of the County's Calendar Year (CY) 2023 Allocation from Activity 1 to Activities 2 and 9, as shown in Table 1. Notice of today's hearing was published on April 10, 2025, in Spanish in Vida and April 14, 2025, in English in the Ventura County Star.

Table 1
Proposed PLHA Plan Amendment for
County's Calendar Year (CY) 2023 Allocation

Eligible Activity	Approved Percentage of Allocation	Proposed Percentage of Allocation
Activity 1: Rental Housing	80%	11%
Activity 2: Affordable Ownership Workforce Housing	15%	31%
Activity 9: Homeownership Down payment Assistance	0%	53%
Administrative Allowance	5%	5%
Total	100%	100%

The amendment to the County's CY 2023 allocation, along with the City's uncommitted funds from CY 2021, 2022, and 2023 Allocations, result in recommendation for the remaining uncommitted PLHA funds as detailed in Table 2.

Table 2
Proposed Funding Recommendation for
Uncommitted PLHA Funds by Calendar Year (CY) Allocation

Eligible Activity	County CY2023 (Percentage of Allocation)	City CY 2021* (Percentage of Allocation)	City CY 2022* (Percentage of Allocation)	City CY 2023 (Percentage of Allocation)	TOTAL
Activity 1: Topa Vista Villas	\$62,207.60 (11%)	\$329,139.00 (65%)	\$203,035.00 (80%)	\$155,618.40 (80%)	\$750,000.00

Activity 2: Hillcrest Homes	\$174,456.4 0 (31%)	\$0	\$38,069.00 (15%)	\$29,178.45 (15%)	\$241,703.85
Activity 3: Housing Trust Fund**	\$0	\$151,911.0 0 (30%)	\$0	\$0	\$151,911.00
Activity 9: Down Payment Assistance	\$300,000 (53%)	\$0	\$0	\$0	\$300,000.00
Administrative Allowance (5%)	\$28,264.00	\$25,318.00	\$12,689.00	\$9,726.15	\$75,997.15
Total	\$564,928.0 0	\$506,368.0 0	\$253,793.0 0	\$194,523.0 0	\$1,519,612.0 0

* City of Thousand Oak's PLHA allocation for CY 2021 AND 2022 were put on hold until the City's Housing Element was certified. The City's Housing Element was certified by HCD on May 29, 2024.

** On June 16, 2020, the Board committed funding for the first three years of the five-year PLHA Plan towards the Housing Trust Fund.

In compliance with HCD requirements, your Board is being asked to adopt the attached resolutions (Exhibits 2 and 3) memorializing the commitment of PLHA Funding as set forth in this letter and the tables above to these three projects.

CONCLUSION:

It is requested that the Board conduct a public hearing to consider approval of the proposed amendment to the PLHA Plan, approve the recommended PLHA Plan amendment, adopt a resolution setting forth the PLHA funding recommendations, authorize the CEO, or designee, to execute agreements and other grant related documents, and approve resolutions authorizing the County of Ventura to submit applications for the County of Ventura and City of Thousand Oaks' allocation of PLHA under the 2024 Notice of Funding Availability.

VENTURA COUNTY STRATEGIC PLAN:

Strategic Priorities:

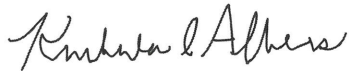
- Reliable Infrastructure and Sustainability
- Address Homelessness and Lift Up the Most Vulnerable

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The recommendations presented above will expand affordable housing options for persons experiencing homelessness and workforce housing.

This letter has been reviewed by the County Executive Office, the Auditor-Controller's Office and County Counsel. If you have any questions, please contact Kimberlee Albers at 805-654-2455 or Jennifer Butler at 805-654-2281.

Sincerely,



Kimberlee Albers
Deputy Executive Officer



Sevet Johnson, PsyD
County Executive Officer

Exhibit 1 – County of Ventura PLHA Plan Amendment
Exhibit 2 – Permanent Local Housing Allocation Resolution – County of Ventura
Exhibit 3 – Permanent Local Housing Allocation Resolution – City of Thousand Oaks
Exhibit 4 – Resolution authorizing application and amending the PLHA Plan for the County's Allocation
Exhibit 5 – Resolution authorizing application and adopting the PLHA Plan for the City's Allocation