



# COUNTY *of* VENTURA

COUNTY EXECUTIVE OFFICE  
**SEVET JOHNSON, PsyD**  
County Executive Officer

**Mike Pettit**  
Assistant County Executive Officer

May 14, 2024

Board of Supervisors  
County of Ventura  
800 South Victoria Avenue  
Ventura, CA 93009

**SUBJECT: Public Hearing to Consider Approval of the Ventura County Entitlement Area FY 2024-25 Annual Action Plan (24-25 AP); Approval of the 24-25 AP and Authorization for the County Executive Officer (CEO) to Sign the Required Certifications and Transmittal Forms for the 24-25 AP, and to Transmit Same to the United States Department of Housing and Urban Development; Authorization for the CEO, or Designee, to Modify the 24-25 AP as Necessary to Accommodate Program Changes and Adjust Funding Recommendations Consistent with the Citizen Participation Plan; Approval of an Allocation of \$550,000 in HOME-ARP to the Arroyo Spring Apartments project; Approval of and Authorization of the CEO, or Designee to Execute a Contract with MDG Associates LLC for Development of the 2025-29 Regional Consolidated Plan; and Authorization for the CEO, or Designee, to Execute Agreements and Other Grant Related Documents, Subject to Review and Approval by County Counsel as to Form, for Community Development Block Grant and HOME Investment Partnerships Program/HOME-ARP and to Certify Environmental Review Documents and Sign Correspondence**

**RECOMMENDATIONS:**

It is recommended that your Board:

1. Conduct a public hearing to solicit comments on the preliminary Ventura County Entitlement Area FY 2024-25 Annual Action Plan ("24-25 AP"; Exhibit 1);
2. Approve the 24-25 AP, and authorize the County Executive Officer ("CEO") to sign the required certifications and transmittal forms, which are included as attachments to the 24-25 AP, and transmit same to the United States Department of Housing and Urban Development ("HUD");

3. Authorize the CEO, or their designee, to amend the 24-25 AP as necessary to accommodate program changes and to adjust the funding recommendations, identified in Exhibit 2 and more fully described in Exhibit 3, consistent with the County's Citizen Participation Plan;
4. Approve the funding recommendations identified in Exhibit 2 and more fully described in Exhibit 3 for HOME-American Rescue Plan ("HOME-ARP") funds;
5. Approve an allocation of \$550,000 in HOME-ARP funds to the Arroyo Spring Apartments affordable housing project;
6. Approve and authorize the CEO, or her designee, to execute a contract with MDG Associates LLC for the preparation of the upcoming 2025-29 Regional Consolidated Plan at an initial cost not to exceed \$130,000 (Exhibit 6);
7. Authorize the CEO, or designee, to execute agreements and other grant-related documents including, but not limited to, cooperation agreements with Entitlement Area cities, 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 Community Development Block Grant ("CDBG"), HOME Investment Partnerships Program ("HOME") and HOME-ARP; and to certify environmental review documents and sign correspondence for those projects identified in Exhibits 2 and 3.

**FISCAL/MANDATES IMPACT:**

Mandatory:	No
Source of Funding:	U.S. Department of Housing and Urban Development (HUD)
Funding Match Required:	None (0%) for CDBG, HOME-ARP and 25% for HOME (match satisfied by grant recipients)
Impact on Other Departments:	Administrative support from County Counsel and fiscal support from Auditor-Controller's Office

**Summary of Revenues and Costs:**

	<b><u>FY 2023-24*</u></b>	<b><u>FY 2024-25</u></b>
Revenues:	\$ 647,500	\$ 2,650,159
Costs:		
Direct	\$ 680,000	\$ 2,650,159
Indirect-Dept	\$ 0	\$ 0
Indirect-County CAP	\$ 0	\$ 0
Total Cost	\$ 680,000	\$ 2,650,159
Net County Cost	\$ 32,500	\$ 0
Recovered Indirect Costs	\$ 0	\$ 0

\*Fiscal Year 2023-24 reflects costs and revenues for the HOME-ARP program and MDG contract.

FY 2023-24 Budget Projection for HUD HOME Grant Program – Division 1210				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Savings/(Deficit)
Appropriations	3,503,886.00	13,469,541.00	13,469,541.00	-
Revenue	3,503,886.00	12,558,591.00	12,558,591.00	-
Net Cost	-	910,950.00	910,950.00	-

FY 2023-24 Budget Projection for HUD Community Development Block Grant – Division 1220				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Savings/(Deficit)
Appropriations	1,491,790.00	17,747,425.00	17,747,425.00	-
Revenue	1,491,790.00	17,745,880.00	17,745,880.00	-
Net Cost	-	1,545.00	1,545.00	-

\*Programmatic funding related to the FY 2024-25 CDBG and HOME allocations will be incorporated in the FY 2024-25 Preliminary Budget. Appropriations/revenues for the HOME-ARP grant are included in the FY 2023-24 Adjusted Budget. Unused appropriations/revenues will be rolled into FY 2024-25.

## **VENTURA COUNTY STRATEGIC PLAN:**

### Strategic Priorities Addressed:

- Reliable Infrastructure and Sustainability
- Address Homelessness and Lift Up the Most Vulnerable
- Healthy, Safe, and Resilient Communities

The recommendations presented above will expand affordable housing options and availability and provide long- and short-term housing options for persons experiencing homelessness. Funding will also finance support services that will increase community resilience to adversity.

## **DISCUSSION:**

The County of Ventura ("County") and the County's five smaller cities (Fillmore, Moorpark, Ojai, Port Hueneme, and Santa Paula) form the Ventura County Urban Entitlement Area ("Urban EA"), which receives an annual allocation of HUD funds subject to United States Congressional appropriations under the CDBG, HOME and, in some years, Emergency Solutions Grant ("ESG") programs. Each of these programs is designed to meet specific needs of low- to moderate-income persons by facilitating the development of viable urban communities (CDBG funds), the provision of affordable housing (HOME funds), emergency shelter facilities (ESG funds), and services for homeless persons (CDBG and ESG funds).

Beginning in 2020-21, with the creation of the Ventura County HOME Consortium between the County and cities of Camarillo, Simi Valley, and Thousand Oaks ("Consortium Member Cities"), HOME program funds are prioritized for projects located within the Urban EA and the Consortium Member Cities.

On December 14, 2021, your Board approved a substantial amendment to the County's 2021-22 Annual Action Plan for the purpose of incorporating the County of Ventura's HOME-ARP Allocation Plan.

## **VENTURA COUNTY ENTITLEMENT AREA FY 2024-25 ANNUAL ACTION PLAN (24-25 AP)**

State and local government grantees that receive annual block grants for community development, affordable housing, and homelessness must—as a condition of receiving

the grant funds—engage stakeholders and the public regarding the community's needs in these areas. Grantees report the results of their citizen participation and consultation efforts in Consolidated Annual Performance and Evaluation Reports. Development of the proposed 24-25 AP was initiated on November 2, 2023, at a public hearing conducted by County Executive Office staff with many representatives from each of the county's Urban EA and Consortium Member Cities in attendance. The public hearing marked the beginning of the application cycle for CDBG and HOME funds, with prospective applicants submitting funding proposals in time to meet a December 22, 2023, application deadline. Preliminary funding recommendations were presented, and another opportunity for public comment was provided at another staff-level public meeting on March 21, 2024. The resulting draft 24-25 AP (Exhibit 1) includes those projects and recommendations summarized in Exhibit 2 and further described in Exhibit 3; the draft 24-25 AP is posted online and has been available for public review since April 12, 2024.

#### **FUNDING RECOMMENDATIONS FOR CDBG AND HOME FUNDS**

In promoting the County's CDBG and HOME programs' missions, the recommendations before your Board today are designed to improve individuals' and families' quality of life by supporting the basic needs of vulnerable populations and increasing community safety and housing quality. The exhibits reflect the numbers of individuals or families to be served and units or facilities to be constructed with program funds. Efforts to achieve these programs' goals will be monitored quarterly and annually to ensure progress is made toward satisfying the overall objectives of the five-year 2020-24 Regional Consolidated Plan period. Through your Board's leadership, and in consultation with the city Urban EA and Consortium Member Cities, increased emphasis continues to be placed on the importance of supporting projects that target our most vulnerable residents with services and housing.

Funding for public services, including services for seniors, youth, persons experiencing homelessness, and other vulnerable populations, is always capped at no more than 15% of the total CDBG allocation. Unfortunately, this year the County did not receive an allocation of federal ESG funding. Unallocated funds will be programmed at a future time.

#### **FUNDING RECOMMENDATIONS FOR HOME-ARP**

The HOME-ARP Allocation Plan adopted by your Board on December 14, 2021, specified that funds would be prioritized to support projects leveraging State of California Homekey

funding, and if funds were remaining after the first two rounds of Homekey, remaining HOME-ARP funds would be made available during the next funding cycle for CDBG and HOME.

In previous funding cycles, your Board has reserved HOME-ARP funds for the Casa Aliento affordable housing project and the Arroyo Spring Apartments affordable housing project. It is being proposed that an additional \$550,000 in HOME-ARP funds be allocated to Arroyo Spring Apartments this cycle. Proposed HOME-ARP funds would support 150 total affordable housing units including 8 affordable housing units for persons fleeing domestic violence, which is a Qualifying Population under the HOME-ARP program.

### **FY 2025-29 REGIONAL CONSOLIDATED PLAN**

The County of Ventura is taking the lead in the development of the new Regional Consolidated Plan for FY 2025-29 by collaborating with the other Entitlement Area jurisdictions in our County (Camarillo, Oxnard, Simi Valley, Thousand Oaks and Ventura) to reduce cost, enhance efficiency and improve coordination. An RFP was issued in February seeking a consulting firm to prepare the new Regional Consolidated Plan for FY 2025-29 and the Analysis of Impediments to Fair Housing Choice, and associated plan of action. Three proposals were received and MDG Associates LLC was selected as the most qualified firm based upon its inclusion of a more comprehensive scope of work including enhanced community outreach and engagement and a solid understanding of the unique conditions in the County.

The cost represents a nominal increase over costs paid for in the last Regional Consolidated Plan prepared in 2020. Our EA members concur with the selection of MDG Associates LLC and are prepared to participate in the development of, and cost for, the documents MDG Associates LLC will produce for EA members. It is anticipated that work will begin shortly after contract execution, with an expectation that the draft document will be available before initiation of the FY 25-26 AP funding cycle. Although the contract presented today for your approval is between the County (on behalf of itself and the five small cities) and MDG Associates LLC, the County has received written communications from Camarillo, Oxnard, Simi Valley, Thousand Oaks and Ventura (the five other Entitlement Area jurisdictions within the county) confirming their commitment to proportionally share the \$130,000 contract cost. (The contract includes a breakdown of costs by jurisdiction.) The County is assured these five large cities will pay their share of the cost to receive their Regional Consolidated Plan, required to receive CDBG, ESG,

and HOME funds. Optional additional services, also listed in the contract, are available to the five other Entitlement Area jurisdictions, and if exercised, will incur additional costs for the other Entitlement Area jurisdictions electing the optional additional services.

**CONCLUSION:**

The 2024-25 AP was posted for public comment from April 12, 2024, through May 14, 2024. It is requested that your Board conduct a public hearing to consider approval of the proposed 24-25 AP (Exhibit 1) and take the recommended actions set forth on pages 1 and 2 of this letter.

This letter has been reviewed by the Auditor-Controller's Office and County Counsel. If you have any questions, please contact Christy Madden at 805-654-2679 or Tracy McAulay at 805-232-1371.

Sincerely,



Christy Madden  
Senior Deputy Executive Officer



Sevet Johnson, PsyD  
County Executive Officer

Exhibit 1 - FY 2024-25 Annual Action Plan  
Exhibit 2 - FY 2024-25 CDBG Activities  
Exhibit 3 - FY 2024-25 CDBG Analyses and Recs  
Exhibit 4 - FY2024-25 Housing Funding Requests and Recommendations  
Exhibit 5 – FY2024-25 Housing Analyses and Recommendations  
Exhibit 6 – Contract with MDG Associates LLC

c: Entitlement Area Cities  
HOME Consortium Member Cities